



**DANVILLE CITY COUNCIL REGULAR MEETING
REVISED AGENDA**

MUNICIPAL BUILDING

June 4, 2019

7:00 P.M.

PRESIDING: Alonzo L. Jones, Mayor

**CITY COUNCIL
MEMBERS:** James B. Buckner
L.G. "Larry" Campbell, Jr.
Dr. Gary P. Miller
Sherman M. Saunders

Fred O. Shanks, III
Adam J. Tomer
J. Lee Vogler, Jr., Vice Mayor
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 - Fred O. Shanks, III

PLEDGE OF ALLEGIANCE TO THE FLAG

ANNOUNCEMENTS AND SPECIAL RECOGNITION

Proclamation entitled: LGBTQ Pride Month
Presented to: Liz Cervantes

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

- A. Consideration of Approval of Minutes from Regular Council Meeting held on May 7, 2019.
Council Letter Number CL - 2129.

- B. Consideration of Amending the Fiscal Year 2019 Budget Appropriation Ordinance for Funds for the Victim Witness Program in the Amount of \$177,083.
Council Letter Number CL - 2106.

An Ordinance Amending the Fiscal Year 2019 Budget Appropriation Ordinance to Provide for a Grant from the State for a Victim Witness Program in the Amount of \$177,083 and Appropriating Same.

FINAL ADOPTION

- C. Consideration of Amending the Fiscal Year 2019 Budget Appropriation Ordinance to appropriate Funds for the Domestic Violence Victim Program Grant in the Amount of \$44,635.
Council Letter Number CL - 2107.

An Ordinance Amending the Fiscal Year 2019 Budget Appropriation Ordinance to Provide for a Grant from the State for a Domestic Violence Victim Program Grant in the Amount of \$44,635 and Appropriating Same.

FINAL ADOPTION

OLD BUSINESS

- A. Consideration of Amending Danville City Code to Increase the Tax on Transient Lodgers and Implement a Room Occupancy Tax.
Council Letter Number CL - 2116.

1. An Ordinance Amending and Reordaining Section 37-97 of the Danville City Code to Increase the tax on Transient Lodgers from Seven (7) Percent to Eight (8) Percent and to Implement a \$2.00 Per Day Room Occupancy Tax Effective July 1, 2019.

FINAL ADOPTION

2. An Ordinance Amending and Reordaining Section 37-30 of the Danville City Code to Increase the Personal Property Tax from \$3.50 per \$100 Assessed Value to \$3.60 per \$100 Assessed Value Effective January 1, 2020.

FINAL ADOPTION

- B. Consideration of Amending the Danville City Code to Increase the Real Estate Tax.
Council Letter Number CL - 2117.

An Ordinance Amending and Reordaining Sections 37-27, 37-28 and 37-29 of the Danville City Code thereby Increasing the Real Estate Tax from Eighty (80) Cents on every One Hundred Dollars to Eighty-Four (84) Cents on every One Hundred Dollars of Assessed Value Effective July 1, 2019.

FINAL ADOPTION

APPOINTMENTS

- A. Consideration of Appointments to Boards and Commissions
Council Letter Number CL - 2114.

1. A Resolution Reappointing Joseph Miller to the Airport Commission.
2. A Resolution Reappointing Michael Duncan to the Airport Commission.
3. A Resolution Appointing Daniel Farmer to the Airport Commission.
4. A Resolution Reappointing Telly Tucker to the Danville Community College Board.
5. A Resolution Reappointing Tammy Warren to the Danville Community Policy & Management Team.
6. A Resolution Reappointing Demetrius Crews to the Danville Community Policy & Management Team.
7. A Resolution Reappointing Ralph Price to the Danville Development Council.
8. A Resolution Reappointing Philip Hall to the Danville Development Council.
9. A Resolution Reappointing Frank Wickers to the Danville Pittsylvania Community Services Board.
10. A Resolution Reappointing Michael Mondul to the Danville Pittsylvania Community Services Board.

11. A Resolution Reappointing Sheila Williamson Branch to the Danville Utility Commission.
12. A Resolution Reappointing Paul Liepe to the Danville Utility Commission.
13. A Resolution Reappointing Fred O. Shanks, III to the Danville Utility Commission.
14. A Resolution Appointing Hampton Wilkins to the Fair Housing Board.
15. A Resolution Appointing Cynthia Pruitt Rhodes to the Social Services Advisory Board.
16. A Resolution Appointing Kathy Andrews to the Social Services Advisory Board.
17. A Resolution Reappointing Judy Keesee to the Transportation Advisory Board.
18. A Resolution Reappointing Ralph Price to the Transportation Advisory Board.
19. A Resolution Appointing J. Lee Vogler, Jr. to the West Piedmont Planning District Commission.

NEW BUSINESS

- A. Consideration of Amending the Personnel System of the City of Danville.
Council Letter Number CL - 2110.

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.

- B. Consideration of Granting a Special Use Permit for Waiver of Yard Requirements at 3027 Riverside Drive.
Council Letter Number CL - 2124.

1. Public Hearing
2. An Ordinance Granting a Special Use Permit for a Waiver of Yard Requirements in Accordance with Article 3.M, Section C, Item 21 of the Code of the City of Danville, Virginia 1986 as amended at 3027 Riverside Dr., Otherwise Known as Grid 1713, Block 006, Parcel 000005, of the City of Danville, Virginia Zoning District Map.

- C. Consideration of Rezoning from N-C Neighborhood Commercial to "Conditional" CB-C Central Business Commercial at 750 Main Street.
Council Letter Number CL - 2125.

1. Public Hearing
2. An Ordinance Rezoning from N-C Neighborhood Commercial District to CB-C "Conditional" Central Business Commercial District, 750 Main St., Otherwise Known as Grid 1716, Block 006, Parcel 000035 of the City of Danville, Virginia Zoning District Map.

- D. Consideration of Granting a Special Use Permit for Indoor Recreation at 750 Main Street.
Council Letter Number CL - 2126.

1. Public Hearing

2. An Ordinance Granting a Special Use Permit for Indoor Recreation in Accordance with Article 3.K, Section C, Item 5 of the Code of the City of Danville, Virginia 1986 as amended at 750 Main St., Otherwise Known as Grid 1716, Block 006, Parcel 000035 of the City of Danville, Virginia Zoning District Map.
- E. Consideration of Rezoning from HR-C Highway Retail Commercial to "Conditional" LED-I Light Economic Development Industrial, 201 Eastwood Drive.
Council Letter Number CL - 2127.
1. Public Hearing
 2. An Ordinance Rezoning from HR-C Highway Retail Commercial to "Conditional" LED-I Light Economic Development Industrial, 201 Eastwood Dr., Otherwise Known as Grid 2716, Block 005, Parcel 000013 of the City of Danville, Virginia Zoning District Map.
- F. Consideration of Granting a Special Use Permit for a Waiver of District and Yard Setback Requirements at 201 Eastwood Drive.
Council Letter Number CL - 2128.
1. Public Hearing
 2. An Ordinance Granting a Special Use Permit for a Waiver of District and Yard Setback Requirements in Accordance with Article 3.O, Section C, Items 19 and 25 of the Code of the City of Danville, Virginia 1986 as amended at 201 Eastwood Dr., Otherwise Known as Grid 2716, Block 005, Parcel 000013 of the City of Danville, Virginia Zoning District Map.
- G. Consideration of Authorizing and Approving Conveyance of Lot 1 in Airside Industrial Park to the IDA.
Council Letter Number CL - 2120.
1. Public Hearing
 2. A Resolution Authorizing and Approving the Conveyance of 0.843 Acre of Property Identified as Lot 1 In Airside Industrial Park to the Industrial Development Authority of Danville, Virginia.
- H. Consideration of Establishing a Local Provider Assessment on SOVAH Danville for a Supplemental Medicaid Payment Program.
Council Letter Number CL - 2121.
- A Resolution of the City Council of the City of Danville, Virginia, Supporting the Adoption of an Ordinance, all Related Actions in the Virginia General Assembly and Executive Branch Agencies for the Establishment of a Local Provider Assessment on SOVAH Danville for a Supplemental Medicaid Payment Program.
- I. Consideration of Approving the Budget of the City of Danville, the CSP and the Budget Appropriation Ordinance for FY 2020.
Council Letter Number CL - 2122.
1. Public Hearing
 2. A Resolution Approving the Budgets of the Various Funds of the City of Danville for the Fiscal Year Ending June 30, 2020.

FIRST READING

3. A Resolution Approving the Fiscal Year 2020 Capital and Special Projects Plan for the City of Danville, Virginia.

FIRST READING

4. Budget Appropriation Ordinance for Fiscal Year 2020

FIRST READING

- J. Consideration of Amending the Fiscal Year 2019 Budget Appropriation Ordinance to Provide for a Retiree Bonus.

Council Letter Number CL - 2138.

An Ordinance Amending the Fiscal Year 2019 Budget Appropriation Ordinance to Provide for a Retiree Bonus to be paid from Various Fund's Unassigned Balance in an Amount not to Exceed \$275,000 and Appropriating the Same.

FIRST READING

COMMUNICATIONS FROM:

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

ADJOURNMENT

Council Letter

City of Danville, Virginia



CL-2129

Consent Agenda Item #: A.

City Council Regular Meeting

Meeting Date: 06/04/2019

Subject: Consideration of Approval of Minutes

From: Susan M. DeMasi, City Clerk

COUNCIL ACTION

Business Meeting: 06/04/2019

SUMMARY

Consideration of Approval of Minutes from Regular Council Meeting held on May 7, 2019.

Council Letter Number CL - 2129.

Attachments

Meeting Minutes

May 7, 2019

The Regular May meeting of the Danville City Council was held on May 7, 2019, 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., Mayor Alonzo L. Jones, Dr. Gary P. Miller, Sherman M. Saunders, Fred O. Shanks, III, Adam J. Tomer, Vice Mayor 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.

Mayor Jones presided.

INVOCATION AND PLEDGE OF ALLEGIANCE

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

COMMUNICATIONS FROM VISITORS

Mayor Jones recognized Dr. David Self, Danville, who discussed gangs and crime in Danville, Council not passing the cigarette tax, the City not accepting certain forms of payment for taxes, the City's logo, and lack of sirens for emergency notifications.

MEETING MINUTES

Upon **Motion** by Council Member Buckner and **second** by Council Member Whittle, Minutes of the Regular Council Meeting held on April 2, 2019 were approved as presented. Draft copies of the minutes had been distributed prior to the meeting.

NEW BUSINESS

PUBLIC HEARING - GRANTING A SPECIAL USE PERMIT FOR A DAYCARE CENTER AT 801 KEMPER ROAD

Mayor Jones opened the floor for a Public Hearing regarding a Special Use Permit at 801 Kemper Road. Notice of the Public Hearing was published in the *Danville Register & Bee* on April 23, 2019 and April 30, 2019. No one present desired to be heard and the Public Hearing was closed.

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

ORDINANCE NO. 2019-05.01

GRANTING A SPECIAL USE PERMIT FOR A DAYCARE CENTER IN ACCORDANCE WITH ARTICLE 3:E, SECTION C, ITEM 7 OF THE CODE OF THE CITY OF DANVILLE, VIRGINIA 1986, AS AMENDED AT 801 KEMPER ROAD, OTHERWISE KNOWN AS GRID 1610, BLOCK 020, PARCELS 000027, 000028, AND 000029 OF THE CITY OF DANVILLE, VIRGINIA ZONING DISTRICT MAP.

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

VOTE: 9-0

AYE: Buckner, Campbell, Jones, Miller, Saunders,

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Shanks, Tomer, Vogler and Whittle (9)
NAY: None

PUBLIC HEARING – GRANTING A SPECIAL USE PERMIT FOR WAIVER OF MINIMUM LOT SIZE AND YARD REQUIREMENTS ON CAHILL COURT

Mayor Jones opened the floor for a Public Hearing regarding a Special Use Permit on Cahill Court. Notice of the Public Hearing was published in the *Danville Register & Bee* on April 23, 2019 and April 30, 2019. No one present desired to be heard and the Public Hearing was closed.

Vice Mayor Vogler **moved** for adoption of an Ordinance entitled:

ORDINANCE NO. 2019-05.02

GRANTING A SPECIAL USE PERMIT FOR A WAIVER OF MINIMUM LOT SIZE AND YARD REQUIREMENTS IN ACCORDANCE WITH ARTICLE 3.O, SECTION C, ITEMS 20 AND 25 OF THE CODE OF THE CITY OF DANVILLE, VIRGINIA, 1986, AS AMENDED, AT PARCEL ID#S 20833, 20834, 20835, AND 20837 ON CAHILL COURT. OTHERWISE KNOWN AS GRID 1711, BLOCK 006, PARCELS 000012, 000011, 000010, AND 000009 OF THE CITY OF DANVILLE, VIRGINIA ZONING DISTRICT MAP.

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

VOTE: 8-0-1
AYE: Buckner, Campbell, Jones, Miller, Saunders,
Tomer, Vogler and Whittle (8)
NAY: None
ABSTAIN: Shanks (1)

STATEMENT OF CONFLICT OF INTEREST

I, Fred O. Shanks, III, do hereby state that I have a conflict of interest regarding the consideration of an Ordinance granting a Special Use Permit for a Waiver of Minimum Lot Size and Yard Requirements on Cahill Court listed on the Agenda as New Business item (B). Therefore, pursuant to the State and Local Government Conflict of Interest Act, Virginia Code §2.2-3112, I must abstain from voting on this agenda item.

Witness my signature this 7th day of May, 2019.

s/Fred O. Shanks, III

PUBLIC HEARING – AMENDING THE ZONING CODE REGARDING HOME OCCUPATIONS AND HOMESTAY FACILITIES

Mayor Jones opened the floor for a Public Hearing to Amend the Zoning Code regarding Home Occupations and Homestay Facilities. Notice of the Public Hearing was published in the *Danville Register & Bee* on April 23, 2019 and April 30, 2019. No one present desired to be heard and the Public Hearing was closed.

Vice Mayor Vogler **moved** for adoption of an Ordinance entitled:

ORDINANCE NO. 2019-05.03

AMENDING CHAPTER 41, ENTITLED "ZONING ORDINANCE" OF THE CODE OF THE CITY OF DANVILLE, VIRGINIA, 1986, AS AMENDED, MORE SPECIFICALLY ARTICLE 2, ENTITLED "GENERAL REGULATIONS", SECTION T, ENTITLED "HOME OCCUPATIONS", AND ARTICLE 15, ENTITLED "DEFINITIONS", SECTION B, ENTITLED "DEFINITIONS" TO AMEND REGULATIONS REGARDING HOME OCCUPATIONS, AND HOMESTAY FACILITIES.

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

Council Member Shanks questioned Senior Planner Bryce Johnson regarding homestays, were they allowed without a special use permit; Mr. Johnson stated based on the current motion they would be allowed without a special use permit. Vice Mayor Vogler noted for clarification, this was for room only, not whole house, and Mr. Johnson stated that was correct. Mr. Shanks questioned if it was a homestay, how many people can stay in the home other than the landowner, and Mr. Johnson noted it says up to two rooms, they did not place a limit for the number of people. Regarding parking, this was treated as a home occupation, as a residential use where they don't necessarily look at parking.

Council Member Shanks stated he thought when Council met in work session, the majority of people wanted a special use permit to remain part of the process. His concern was parking; on West Main and many streets, there are parking issues. When a new occupation is introduced for people to stay, it will further complicate parking issues. He was concerned that a special use permit was being taken out of the code for a homestay and would ask each Council Member to consider people who own property when they vote. When there is no opportunity for public input, it will be approved by right.

Vice Mayor Vogler invited Harold Garrison from the Planning Commission to comment. Mr. Garrison noted he could share his thoughts but would not speak for the Planning Commission. There were five people at the meeting, with an hour and twenty minutes of discussion and they reached this conclusion collectively; it was not unanimous. Mr. Garrison noted one speaker at the meeting wanted this to be by right in the historical overlay districts only.

Vice Mayor Vogler noted two separate things have been put together in the one motion; one was the homestay and the other a change for home based businesses. Home based businesses are going to be a growing part of the economy in the years ahead, and Danville should be perceived as being friendly when it comes to that. He was fine with the homestay portion as well, they are not talking about the whole home, but two rooms at most. What staff has put forward was in line with other localities that deal with this type of situation. Mr. Vogler noted if there were Council Members that have issue with one part, he would like to separate the two votes; he doesn't want one part to fail because of an issue with the other part. Council Member Tomer noted his agreement, he also wished both items had been considered separately, and he also had no issue with the home based business item.

Mayor Jones questioned Council if they had any objection to Tabling this item to discuss it further. Mr. Tomer questioned if they could extract the Home Based Business and vote on that portion and Table the Short Term Rental. City Attorney Clarke Whitfield explained Council would do a Substitute Motion to pass only the regulations with regard to home occupations; staff will redraft the Ordinance and come back at a different time with the homestay. Mr. Tomer made a motion for a Substitute Motion to vote on the portion of the Ordinance pertaining to the home based business and table the short term rental portion; Mr. Shanks

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seconded the Motion. Mr. Whitfield noted Council would want to vote on the home based business and eliminate all references to the homestay. Mr. Tomer and Mr. Buckner noted they could discuss the homestay item after this vote.

Mr. Whitfield explained there was a Substitute Motion on the floor; that Substitute Motion would take out all references to room sharing and only leave the references to home based business. Council would either vote to approve that Substitution made by Mr. Tomer or not. If Council does approve that, then Council would vote on the actual motion as substituted.

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

VOTE: 8-1
AYE: Campbell, Jones, Miller, Saunders,
Shanks, Tomer, Vogler and Whittle (8)
NAY: Buckner (1)

Mr. Whitfield explained the Motion has now been Substituted and Council needed to vote on the Motion as Substituted. Since the other part has been cut out, there will not be a need for Tabling, it will be brought back at a separate time. Vice Mayor Vogler questioned why it could not be given a separate vote.

Council voted on the Substituted Motion, an Ordinance entitled:

ORDINANCE NO. 2019-05.03

AMENDING CHAPTER 41 ENTITLED "ZONING ORDINANCE" OF THE CODE OF THE CITY OF DANVILLE, VIRGINIA, 1986 AS AMENDED, MORE SPECIFICALLY ARTICLE 2 ENTITLED "GENERAL REGULATIONS", SECTION T ENTITLED "HOME OCCUPATIONS", AND ARTICLE 15 ENTITLED "DEFINITIONS", SECTION B ENTITLED "DEFINITIONS" TO AMEND REGULATIONS REGARDING HOME OCCUPATIONS, AND HOMESTAY FACILITIES.

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

Council Member Buckner questioned if Council could discuss the Homestay portion or if it was something that had to be done at a later date and Mr. Whitfield noted it was up to the Chair; Mayor Jones stated they could.

Council Member Buckner **moved** that Council vote on the Homestay portion of the original item, an Ordinance entitled:

ORDINANCE NO. 2019-05.04

AMENDING CHAPTER 41 ENTITLED "ZONING ORDINANCE" OF THE CODE OF THE CITY OF DANVILLE, VIRGINIA, 1986 AS AMENDED, MORE SPECIFICALLY ARTICLE 2 ENTITLED "GENERAL REGULATIONS", SECTION T ENTITLED "HOME OCCUPATIONS", AND ARTICLE 15 ENTITLED "DEFINITIONS", SECTION B ENTITLED "DEFINITIONS" TO AMEND REGULATIONS REGARDING HOME OCCUPATIONS, AND HOMESTAY FACILITIES.

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The Motion was **seconded** by Vice Mayor Vogler.

Vice Mayor Vogler stated this was about a room or two rooms, not an entire house, and has been a positive thing for a number of localities. It has been publicized and on the agenda, no one came tonight to speak and he has not received a phone call or email from anyone who is opposed to it; people have reached out to say it needs to happen. Council Member Tomer questioned if the short term home rental was part of this as well, in which it was a whole home and Mr. Larking noted it was not. Mr. Tomer noted he shared some of Mr. Shanks' concerns, but he does want to streamline this process and this is close to what Blacksburg is doing. Mr. Shanks stated the comment was made that many other localities have made the same changes; he thought when Council had the discussion that there was a large variance between municipalities and how these were handled; Mr. Johnson noted there was, for an entire home. When addressing just the homestay, they are leaning toward allowing it by right. Mr. Shanks noted he believed people need to have the opportunity for input in particular with parking issues or other issues in the neighborhood.

Mr. Whittle questioned if this would be subject to the rental inspection program and Mr. Johnson noted it would not as it was. Mr. Gillie explained if someone wishes to do a homestay in a house that is in a rental inspection area, then it would be subject to a rental inspection program. If the homestay is outside, such as on West Main Street, it would not be subject to special inspections. Council Member Miller noted in the past he rented a room in a house in Richmond for several months while he was in school; there were no inspections or regulations. This was going on everyday, a lot of students and residents are renting rooms in the City and for the City to regulate it would be out line.

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

VOTE: 7-2
AYE: Buckner, Campbell, Jones, Miller, Saunders,
Tomer, and Vogler (7)
NAY: Shanks, Whittle

PUBLIC HEARING – CONSIDERATION OF ADJUSTING UTILITY RATES FOR UTILITY SERVICES

Mayor Jones opened the floor for a Public Hearing regarding Utility Rates. Notice of the Public Hearing was published in the *Danville Register & Bee* on April 26, 2019 and May 3, 2019.

Mayor Jones recognized Seth Lackey, one of the pastors at Faith Memorial Baptist Church, 7450 Martinsville Highway, Danville, VA representing the pastoral staff, deacon board and congregation. Mr. Lackey asked Council to take into consideration what churches are currently doing in the community, reviewed the programs in his church, and asked that Council consider that decisions they make affect the local churches, ministry, children and families they support.

Mr. Tomer noted in the past, the sanctuary, worship rate in Danville historically was made because churches operated only about two days a week, and asked if anyone knows the history of that. Council Member Shanks noted the Utility Commission discussed the worship sanctuary rate study, which was provided as part of the overall rate study. It was a net neutral change, but it was to encourage churches and facilities in that rate group to move toward energy efficiency, realizing what churches were very inefficient and what churches were very efficient, and make a fairer division of how it is broken down. With Mr. Lackey's church, with

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the demand charge, the net result is a 6% increase; there are churches that have 33 or 34% increases. The Utility Commission recognized the type of constraint that would take place with the churches with the rate increase and asked that the rate not go into effect until the second year of the biennial rate study. Danville Utilities has promised the Utility Commission to work with the churches.

Director of Utilities Jason Grey noted as far as the worship rate design, when the City does rate setting, they look at each customer class and how it supports itself, not how one supports another. Staff noticed in the past biennial rate study that the worship rate was not carrying its cost of service to provide service to the worship rate customers. The rate consultant found a way to make it revenue neutral to the City but reward churches that are being more energy efficient, allow the City to reach out to the churches that need help through the City's energy efficiency program and get them back on the right track. The Utility Commission also gave the City a set time to meet with all the churches; out of 161 churches on the worship rate, 67 will see a decrease and 94 will see an increase. If the City does not try to get the worship rate to the appropriate cost of service, the other customer classes will be subsidizing that rate; they want to try to avoid that.

Council Member Tomer questioned if other non-profits have a special rate and Mr. Grey noted they do not, this was only for churches, and Mr. Tomer was correct, this rate was only designed for places of worship that were open on Wednesdays and Sundays. Mr. Tomer stated that was his concern, now churches are open seven days; they are different than they were. Mr. Tomer asked if a church has a school attached to it, what does the school pay and Mr. Grey explained the worship rate has a definition that the sanctuary has to be connected to the rest of the church, if not, then the sanctuary only was eligible for the worship rate; the fellowship hall and any other buildings are billed commercial business rates. Mr. Tomer questioned if the church was attached to the schools and Mr. Grey explained if the school was attached to the sanctuary then it would be eligible for the worship rate. Mr. Grey noted non-profits were probably on a small business or medium business rate, higher than the worship rate. Mr. Tomer noted he hated that the rates are going up for them but at the same time, he does not think it was fair that citizens are subsidizing the rates of some. Mr. Tomer noted some of them are pretty busy, running daycares and schools, after school programs, worship services or bible studies everyday, and Mr. Grey stated that was growing out of the definition of what the City envisioned.

Council Member Shanks stated the motion presented to Council tonight was set to where the sanctuary rate will go into effect July 1, 2020 and Mr. Grey has committed to approach approximately ninety churches that need to work on their efficiency. The Utility Commission was adamant about seeing that happen, Council should be as well. Council Member Campbell noted the statement about the 6% increase, will that be an average and Mr. Grey stated it varies by customer profile, how much energy they use and hours of operation.

No one further desired to be heard the Public Hearing was closed.

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

ORDINANCE NO. 2019-05.05

ADJUSTING UTILITY RATES FOR UTILITY SERVICES EFFECTIVE JULY 1, 2019.

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

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VOTE: 5-4
AYE: Buckner, Jones, Miller, Saunders, Shanks (5)
NAY: Campbell, Tomer, Vogler and Whittle (4)

AMENDING THE DANVILLE CITY CODE FOR REVISIONS TO THE REAL ESTATE TAX ABATEMENT PROGRAM

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

ORDINANCE NO. 2019-05.06

AMENDING ARTICLE XI, ENTITLED "PARTIAL EXEMPTION OF REAL ESTATE TAXES FOR CERTAIN REHABILITATED OR RENOVATED REAL ESTATE," OF CHAPTER 37, ENTITLED "TAXATION," OF THE DANVILLE CITY CODE TO ALLOW FOR REVISIONS TO THE REAL ESTATE TAX ABATEMENT PROGRAM.

The Motion was **seconded** by Vice Mayor Vogler.

Council Member Shanks noted he has had a change of heart, but had been very much opposed to this program. The City had been actively using this as an incentive in the River District, the White Mill had been taken out and this item was putting it back into the rebate zone. Mr. Shanks stated he understands the importance of this particular motion and will be supporting it, but hopes the City will take a closer look at how many properties are being incentivized by this program. Vice Mayor Vogler noted his support of this item and appreciates Mr. Shanks comments. This building was once a part of the program and was now returning to it. It will provide certainty to developers who are looking to make this project happen. Council Member Saunders noted this was a win-win for the City and the blight program will be impacted by this in a very good way. Council Member Miller stated he considered that area part of the River District and if the City ever wants to get it developed, they will have to give some tax abatements for that.

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

VOTE: 8-1
AYE: Buckner, Campbell, Jones, Miller, Saunders,
Shanks, Tomer, and Vogler (8)
NAY: Whittle (1)

PUBLIC HEARING – CONSIDERATION OF APPROVING THE FISCAL YEAR 2020 DANVILLE PUBLIC SCHOOLS BUDGET

Mayor Jones opened the floor for a Public Hearing regarding the Danville Public Schools Budget. Notice of the Public Hearing was published in the *Danville Register & Bee* on April 26, 2019.

Mayor Jones recognized Cecil Bridgeforth, 709 Edmonds Street, Danville, who noted his concern was for the children and questioned, what does Council expect for their investment in the schools. Council gives the schools money, what do they expect in return. He suggested Council go on line, pull up test scores and graduation rates and see where Danville Schools stand.

May 7, 2019

Mayor Jones recognized Harold Garrison, 4180 Westover Drive, Danville, who noted the \$2M that was given to the School system last year was very wisely used to increase teacher pay and Danville now has 97% full time, licensed classroom teachers. Before that, some of those classes had been taught by long term substitutes that were not qualified to teach those subjects. The school system will only be as good as the classroom teachers.

Mayor Jones recognized Dr. David Self, 174 Millerton Road, Danville, noting he taught in public schools for almost thirty years and stated there was a point of diminishing returns. He has studied the situation in Danville, there seems to be no progress and does not know if the new superintendent was going to make any progress. Dr. Self questioned the money given to teachers for salaries, was that in anyway affected by the money the State set aside for teachers salaries. Mayor Jones suggested he speak with the City Manager regarding this.

Mayor Jones recognized Seth Lackey who noted he works as a young families and children's pastor, and thinks people ask too much from the educators, to help in so many different areas. The responsibility to bring up children begins with the parents; those children who do not have two parent homes or do not have support systems are at higher risk. He does not know how the City can help in this area but encouraged them to think more in that capacity with the education system, then they will see grades rise, violence lowered and more productive young people.

No one further desired to be heard and the Public Hearing was closed.

Upon **Motion** by Vice Mayor Vogler and **second** by Council Member Saunders, a Resolution entitled:

RESOLUTION NO. 2019-05.01

APPROVING THE BUDGET OF THE SCHOOL BOARD OF THE CITY OF DANVILLE FOR THE FISCAL YEAR ENDING JUNE 30, 2020.

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

COMMUNICATIONS

There were no communications from the City Manager, Deputy City Manager, or City Clerk. City Attorney Clarke Whitfield noted his condolences are with the Archie Family on the passing of Cephus Archie.

ROLL CALL

Council Member Whittle questioned Mr. Thomas' light on Manchester; Mr. Larking noted he discussed this with Mr. Grey who explained the City has a solution with a specially designed light being installed; staff is working with Mr. Thomas. Mr. Whittle noted the Junior Wednesday Club did a great job with Touch a Truck at Averett.

Council Member Buckner questioned as a follow up to Dr. Self's remark about debit cards not being accepted at the Charles Harris Financial Center, and Mr. Larking explained citizens can pay on-line with a debit or credit card; Mr. Buckner requested staff to look into that. Make Danville Shine was an outstanding event and he enjoyed serving hot dogs with other Council Members.

May 7, 2019

Council Member Campbell sent his regards to the Archie Family, Mr. Archie was a good man, and wished every mother a Happy Mother's Day.

Council Member Miller stated Make Danville Shine was a great event, and discussed Council's visit to Essel Propak. They have hired thirty-one new people with their \$31M expansion. Today, Council visited the new Care Clinic, a place for City Employees and dependents to receive medical care. Dr. Miller wished citizens a Happy Mother's Day.

Council Member Saunders noted he also enjoyed the Make Danville Shine event, and also attended the Girls with Pearls banquet at Westwood Middle School sponsored by Links; Ty'quan Graves was the speaker. A new program started at Schoolfield sponsored by Links, helping youth in the community be successful in school. Mr. Saunders noted his sympathies to the Archie family, and also the Chandler family on the passing of DeLisa Branch-Chandler.

Council Member Shanks noted prayers and speedy recovery to Vicky Farmer, and looks forward to her return to work.

Council Member Tomer thanked Harold Garrison, if the City had more citizens that took the time to be involved, the City would be everything they wanted it to be.

Vice Mayor Vogler echoed Mr. Tomer's comments, Mr. Garrison attends Council Meetings, he has had great conversations with him over the years, they don't always agree, but he appreciates his comments. Make Danville Shine was fantastic, he and his family then visited the new Crescent Crossing at the Danville Science Center. It is the first step of a multi-year, multi million dollar renovation. The exhibit is designed specifically for children five and younger. The City employee health care clinic opened today and will be a great thing for City employees, and will save taxpayer money. Mr. Vogler noted he and Dr. Miller had advocated for the transition to propane fueled vehicles; so far that transition has saved taxpayers \$97,668.

Mayor Jones thanked everyone who attended tonight, noted his agreement on what has been said with regard to Mr. Garrison, and thanked Mr. Bridgeforth for his service to the community. Mayor Jones noted Danville Community College's graduation was this weekend and the Danville Neighborhood Leadership Conference's first conference was this Friday and Saturday. Mayor Jones noted his condolences to the Chandler family and the Archie family. The City has a new intern, Tim Karhaapa, who will be working as an intern in the Mayor's office. Mayor Jones noted two Council Members will be serving on the Education Compact Committee, Mr. Saunders and Dr. Miller.

The meeting adjourned at 8:30 p.m.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

Council Letter

City of Danville, Virginia



CL-2106

Consent Agenda Item #: B.

City Council Regular Meeting

Meeting Date: 06/04/2019

Subject: Witness Program Appropriation

From: Cynthia Thomasson, Budget Director

COUNCIL ACTION

First Reading: 05/21/2019

Final Adoption: 06/04/2019

SUMMARY

The City has received notice from the Commonwealth of Virginia Department of Criminal Justice Services, of the approval of Federal and State funding in the amount of \$177,083 for the continuation of the City's Victim Witness Assistance Program, which is operated through the Commonwealth Attorney's Office

BACKGROUND

The Victim Witness Program provides assistance to victims of criminal offenses (e.g., rape, felonious assault, child sexual and physical abuse, homicide, and domestic violence) occurring in Danville. The program provides direct services such as short-term and follow-up counseling, referral services to meet specific needs (i.e., mental health, social services, legal, medical), and filing claims for crime victims' compensation. The program also provides court escorts and explanations of criminal court procedures, intervenes with employers, collection agencies and landlords when victims' injuries result in loss of income, and monitors court-ordered restitution payments.

The goal of the Victim Witness Program is to alleviate, to whatever degree possible, the confusion, pain, and suffering of innocent victims of violent crime occurring in Danville. This is an annual grant and does not require any local matching funds. For proper accounting purposes, it is necessary to appropriate these funds.

RECOMMENDATION

It is recommended that City Council approve the attached Ordinance Amending the Fiscal Year 2019 Budget Appropriation Ordinance to appropriate funds for the Victim Witness Program in the amount of \$177,083.

Attachments

Ordinance

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2019- ____ - ____

AN ORDINANCE AMENDING THE FISCAL YEAR 2019 BUDGET APPROPRIATION ORDINANCE TO PROVIDE FOR A GRANT FROM THE STATE FOR A VICTIM WITNESS PROGRAM IN THE AMOUNT OF \$177,083 AND APPROPRIATING SAME.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia, that the Fiscal Year 2019 Budget Appropriation Ordinance be, and it is hereby, amended by increasing revenues to provide for a grant from the Commonwealth of Virginia, Department of Criminal Justice Services, in an amount of \$177,083 for the purpose of operating a victim witness program within the City of Danville, and appropriating same within the Special Grants Fund, such revenue and appropriation to be as follows:

ANTICIPATED REVENUES

<u>Description</u>	<u>Account No.</u>	<u>Amount</u>
Victim Witness Grant		
Categorical Aid -DCJS	60301000-47060	\$ 44,271
Federal Aid	60301000-48055	<u>132,812</u>
	Total	<u>\$ 177,083</u>

ANTICIPATED EXPENDITURES

<u>Description</u>	<u>Account No.</u>	<u>Amount</u>
Victim Witness Program		
Salaries & Wages	60301000-51100	\$ 140,646
Other Taxable Comp	60301000-51155	3,480
FICA	60301000-51450	9,563
Retirement VRS-State Share	60301000-51500	14,188
Print Shop-Office Supplies	60301000-52655	1,575
Postage	60301000-54050	800
Telephone	60301000-54100	1,192
Materials & Supplies	60301000-55930	925
Membership/Dues	60301000-56242	560
Travel/Training	60301000-54900	3,854
Equipment	60301000-57500	<u>300</u>
TOTAL		<u>\$ 177,083</u>

AND BE IT FURTHER ORDAINED that all other accounts and provisions of the Fiscal Year 2019 Budget Appropriation Ordinance, as amended, not hereby amended, shall continue in 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-2107

Consent Agenda Item #: C.

City Council Regular Meeting

Meeting Date: 06/04/2019

Subject: Virginia Domestic Violence Victim Grant Appropriation

From: Cynthia Thomasson, Budget Director

COUNCIL ACTION

First Reading: 05/21/2019

Final Adoption: 06/04/2019

SUMMARY

The Commonwealth Attorney's Office has received notice from the Commonwealth of Virginia, Department of Criminal Justice Services, of the award of grant funds to be used to fund the salary of an attorney or victim's advocate to work in the Juvenile & Domestic Relations Court dealing with victims of domestic violence. The grant is in the amount of \$44,635 and does not require any local matching funds.

RECOMMENDATION

It is recommended that the City Council approve the attached Ordinance Amending the Fiscal Year 2019 Budget Appropriation Ordinance to appropriate funds from the Commonwealth of Virginia for a Domestic Violence Victim Program Grant in the amount of \$44,635.

Attachments

Ordinance

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2019- ____ - ____

AN ORDINANCE AMENDING THE FISCAL YEAR 2019 BUDGET APPROPRIATION ORDINANCE TO PROVIDE FOR A GRANT FROM THE STATE FOR A DOMESTIC VIOLENCE VICTIM PROGRAM GRANT IN THE AMOUNT OF \$44,635 AND APPROPRIATING SAME.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia that the Fiscal Year 2019 Budget Appropriation Ordinance be, and it is hereby, amended by increasing revenues to provide for a grant from the Commonwealth of Virginia, Department of Criminal Justice Services, in an amount of \$44,635 and appropriating same within the Special Grants Fund, such revenue and appropriation to be a follows:

ANTICIPATED REVENUES

<u>Description</u>	<u>Account No.</u>	<u>Amount</u>
Categorical Aid – State:		
Domestic Violence Victim Fund	61146000-47060	<u>\$44,635</u>

ANTICIPATED EXPENDITURES

<u>Description</u>	<u>Account No.</u>	<u>Amount</u>
Domestic Violence Victim Program 7		
Salaries & Wages	61146000-51100	\$34,200
Other Taxable Compensation	61146000-51155	1,300
FICA	61146000-51450	2,616
Retirement-VRS-Empl Share	61146000-51500	4,006
Travel/Training	61146000-54900	1,788
Print Shop-Office Expenses	61146000-52655	<u>725</u>
TOTAL		<u>\$44,635</u>

AND BE IT FURTHER ORDAINED that all other accounts and provisions of the Fiscal Year 2019 Budget Appropriation Ordinance, as amended, not hereby

amended, shall continue in 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-2116

Old Business Item #: A.

City Council Regular Meeting

Meeting Date: 06/04/2019

Subject: Tax Rate Increases

From: Cynthia Thomasson, Budget Director

COUNCIL ACTION

First Reading: 05/21/2019

Final Adoption: 06/04/2019

SUMMARY

The Fiscal Year 2020 City Council Introductory Budget, as reviewed in prior work sessions, contains recommendations for increases in three tax areas:

An increase in Hotel/Motel Occupancy tax from 7% to 8%. This increase is estimated to provide an additional \$155,000 in FY2020.

A Transient Lodgers Room Occupancy Fee of \$2.00 per night.

An increase in Tangible Personal Property Tax from \$3.50 per \$100 of assessed value to \$3.60 per \$100 of assessed value. This increase is estimated to provide an additional \$150,000 in FY 2020.

The Hotel/Motel tax increase and Transient Lodgers Room Occupancy Fee will be effective July 1, 2019.

The Tangible Personal Property Tax will be effective January 1, 2020.

RECOMMENDATION

It is recommended that City Council approve the attached Ordinances increasing and imposing taxes and fees.

Attachments

Ordinance

Ordinance

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2019-_____._____

AN ORDINANCE AMENDING AND REORDAINING SECTION 37-97 OF THE DANVILLE CITY CODE TO INCREASE THE TAX ON TRANSIENT LODGERS FROM SEVEN (7) PERCENT TO EIGHT (8) PERCENT AND TO IMPLEMENT A \$2.00 PER DAY ROOM OCCUPANCY TAX EFFECTIVE JULY 1, 2019.

NOW THEREFORE, BE IT ORDAINED, by the Council of the City of Danville, Virginia, that Section 37-97, entitled "Levied; amount", of the Article VI, entitled "Tax on Transient Lodgers", of Chapter 37, entitled "Taxation", of the Code of the City of Danville, Virginia, 1986, as amended, be, and the same is hereby, amended and reordained to read as follows:

Sec. 37-97. Levied; amount.

(A) There is hereby levied and imposed upon each transient, in addition to any and all other taxes and fees of every kind imposed by law, a tax equivalent to eight(8) percent of the total amount paid by or for such transient for the rental of any room in any hotel.

(B) There is hereby levied and imposed upon each transient, in addition to any and all other taxes and fees of every kind imposed by law, a tax equivalent to eight(8) percent of the total amount paid by or for such transient for the rental of any short term rental agreement at any short term rental home.

(C) There is hereby levied and imposed upon each transient, in addition to any and all other taxes and fees of every kind imposed by law, a transient occupancy tax of two dollars (\$2.00) per night of lodging for each room at any hotel.

(D) There is hereby levied and imposed upon each transient, in addition to any and all other taxes and fees of every kind imposed by law, a transient occupancy tax

of two dollars (\$2.00) per night of lodging for each short term rental agreement at any short term rental home.

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

BE IT FINALLY ORDAINED that this Ordinance shall be and become effective on and as of July 1, 2019.

APPROVED:

MAYOR

ATTEST:

CLERK

Approved as to
Form and Legal Sufficiency:

City Attorney

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2019-_____._____

AN ORDINANCE AMENDING AND REORDANING SECTION 37-30 OF THE DANVILLE CITY CODE TO INCREASE THE PERSONAL PROPERTY TAX FROM \$3.50 PER \$100 ASSESSED VALUE TO \$3.60 PER \$100 ASSESSED VALUE EFFECTIVE JANUARY 1, 2020.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia, that Section 37-30, entitled "Tax on tangible personal property generally", of the Article II, entitled "Levy and Rate of Tax on Real Estate, Tangible Personal Property, etc.", of Chapter 37, entitled "Taxation", of the Code of the City of Danville, Virginia, 1986, as amended, be, and the same is hereby, amended and reordained to read as follows:

Sec. 37-30. Tax on tangible personal property generally.

Pursuant to sections 58.1-3000 and 58.1-3008 of the Code of Virginia, on all tangible personal property there shall be a tax of ~~three dollars and fifty cents, (\$3.50)~~ three dollars and sixty cent (\$3.60) on every one hundred dollars (\$100.00) of the assessed value thereon except for all aircraft which shall be taxed as a separate class of property pursuant to section 58.1-3506 of the Code of Virginia and as more specifically set forth in section 37-36 of this Code; provided, however, that the following household goods, personal effects and agricultural property are eliminated from such tax pursuant to sections 58.1-3504 and 58.1-3505 of the Code of Virginia:

- (1) Bicycles.
- (2) Household and kitchen furniture, including gold and silver plates, plated ware, watches and clocks, sewing machines, refrigerators, automatic refrigerating machinery of any type, vacuum cleaners and all other household machinery, books, firearms and weapons of all kinds.

- (3) Pianos, organs, phonographs and record players and records to be used therewith and all other musical instruments of whatever kind, radio and television instruments and equipment.
- (4) Oil paintings, pictures, statuary, curios, articles of virtu and works of art.
- (5) Diamonds, cameos or other precious stones and all precious metal used as ornaments or jewelry.
- (6) Sporting and photographic equipment.
- (7) Clothing and objects of apparel.
- (8) All other tangible personal property used by an individual or a family or household incident to maintaining an abode.
- (9) Horses, mules and other kindred animals.
- (10) Cattle.
- (11) Sheep and goats.
- (12) Hogs.
- (13) Poultry.
- (14) Grains and other feeds used for the nurture of farm animals.
- (15) Grain; tobacco; wine produced by farm wineries as defined in [section 4-2](#)(10a) of the Code of Virginia; and other agricultural products in the hand of a producer.
- (16) Farm machinery and farm implements, which shall include equipment and machinery used by farm wineries, as defined in [section 4-2](#)(10a) of the Code of Virginia, in the production of wine.
- (17) Equipment used by farmers or farm cooperatives qualifying under section 521 of the Internal Revenue Code to manufacture industrial ethanol, provided that the materials from which the ethanol is derived consist primarily of farm products.

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

BE IT FUTHER ORDAINED that this Ordinance shall be and become effective on and as of January 1, 2020.

APPROVED:

MAYOR

ATTEST:

CLERK

Approved as to
Form and Legal Sufficiency:

City Attorney

Council Letter

City of Danville, Virginia



CL-2117

Old Business Item #: B.

City Council Regular Meeting

Meeting Date: 06/04/2019

Subject: Real Estate Tax Increase

From: Cynthia Thomasson, Budget Director

COUNCIL ACTION

First Reading: 05/21/2019 - Public Hearing

Final Adoption: 06/04/2019

SUMMARY

The Fiscal Year 2020 City Council Introductory Budget includes a Real Estate Tax increase from \$0.80 of assessed value to \$0.84 per \$100 of assessed value. This represents a \$0.04 increase in the tax rate over the current rate.

RECOMMENDATION

It is recommended that City Council approve the attached Ordinance amending the Danville City Code for the Real Estate Tax rate.

Attachments

Ordinance

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2019-_____._____

AN ORDINANCE AMENDING AND REORDAINING SECTIONS 37-27, 37-28 AND 37-29 OF THE DANVILLE CITY CODE THEREBY INCREASING THE REAL ESTATE TAX FROM EIGHTY (80) CENTS ON EVERY ONE HUNDRED DOLLARS TO EIGHTY-FOUR (84) CENTS ON EVERY ONE HUNDRED DOLLARS OF ASSESSED VALUE EFFECTIVE JULY 1, 2019.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia, that for the purpose of imposing on all taxable real estate, land, and lots with improvements thereon, not exempt from taxation by law, an annual tax of **Eighty Cents (\$0.80)** **Eighty-four (\$0.84)** on every One Hundred Dollars (\$100) of assessed value thereon, Section 37-27, entitled "Tax on real estate and improvements thereon generally," Section 37-28, entitled "Tax on real estate of railroads and utility companies," and Section 37-29, entitled "Tax on vehicles without motive power (manufactured homes)", of Article II, entitled "Levy and Rate of Tax on Real Estate, Tangible Personal Property, Etc.," of Chapter 37, entitled "Taxation," of the Code of the City of Danville, Virginia, 1986, as amended, be and the same are hereby, amended and reordained to read as follows:

Sec. 37-27. Tax on real estate and improvements thereon generally.

Pursuant to Section 58.1-3000 of the Code of Virginia on all taxable real estate, land and lots, with the improvements thereon, not exempt from taxation by law, there shall be an annual tax of **Eighty cents (\$0.80)** **Eighty-four (\$0.84)** on every One Hundred Dollars (\$100) of the assessed value thereof.

Sec. 37-28. Tax on real estate of railroads and utility companies.

Pursuant to Chapter 26 of Title 58.1 (Sections 58.1-2600 et seq.) of the Code of Virginia, there shall be levied an annual tax of **Eighty cents (\$0.80)** **Eighty-four (\$0.84)**

on every One Hundred Dollars (\$100) of the real estate of all railroad, telegraph, telephone, power, heat, and light companies.

Sec. 37-29. Tax on vehicles without motive power (manufactured homes).

Pursuant to Section 58.1-3506 of the Code of Virginia, on all vehicles without motive power, as mentioned in such Section, there shall be a tax of ~~Eighty cents (\$0.80)~~ **Eighty-four (\$0.84)** on every One Hundred Dollars (\$100) of the assessed value thereof.

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

BE IT FURTHER ORDAINED that this Ordinance shall be and become effective on and as of July 1, 2019.

APPROVED:

MAYOR

ATTEST:

CLERK

Approved as to
Form and Legal Sufficiency:

City Attorney

Council Letter

City of Danville, Virginia



CL-2114

Appointments Item #: A.

City Council Regular Meeting

Meeting Date: 06/04/2019

Subject: Consideration of Appointments to Boards and Commissions

From: Susan M. DeMasi, City Clerk

COUNCIL ACTION

Business Meeting: 06/04/2019

SUMMARY

Consideration of Appointments to the following Boards and Commissions:

1. Airport Commission
2. Danville Community College Board
3. Danville Community Policy and Management Team
4. Danville Development Council
5. Danville Pittsylvania Community Services Board
6. Danville Utility Commission
7. Fair Housing Board
8. Social Services Advisory Board
9. Transportation Advisory Board
10. West Piedmont Planning District Commission

Attachments

Resolutions

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2019 - ____ . ____

**A RESOLUTION REAPPOINTING JOSEPH MILLER AS A MEMBER OF THE
AIRPORT COMMISSION.**

BE IT RESOLVED by the Council of the City of Danville, Virginia, that Joseph Miller be, and he is hereby reappointed as a member of the Airport Commission to serve as such for a three year term commencing July 1, 2019 and ending June 30, 2022.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2019 - ____ . ____

**A RESOLUTION REAPPOINTING MICHAEL DUNCAN AS A MEMBER OF
THE AIRPORT COMMISSION.**

BE IT RESOLVED by the Council of the City of Danville, Virginia, that Michael Duncan be, and he is hereby reappointed as a member of the Airport Commission to serve as such for a Three Year term commencing July 1, 2019 and ending June 30, 2022.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2019 - ____ . ____

**A RESOLUTION APPOINTING DANIEL FARMER AS A MEMBER OF THE
AIRPORT COMMISSION.**

BE IT RESOLVED by the Council of the City of Danville, Virginia, that Daniel Farmer be, and he is hereby appointed as a member of the Airport Commission to serve as such for a Three Year term commencing July 1, 2019 and ending June 30, 2022.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2019 - ____ . ____

**A RESOLUTION REAPPOINTING TELLY TUCKER AS A MEMBER OF THE
DANVILLE COMMUNITY COLLEGE BOARD.**

BE IT RESOLVED by the Council of the City of Danville, Virginia, that Telly Tucker be, and he is hereby reappointed as a member of the Danville Community College Board to serve as such for a Four Year term commencing July 1, 2019 and ending June 30, 2023.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2019 - ____ . ____

**A RESOLUTION REAPPOINTING DEMETRIUS CREWS AS A MEMBER OF
THE DANVILLE COMMUNITY POLICY & MANAGEMENT TEAM.**

BE IT RESOLVED by the Council of the City of Danville, Virginia, that
Demetrius Crews, be, and he is hereby reappointed as a member of the Danville Community
Policy & Management Team to serve a one year term commencing July 1, 2019 and ending
June 30, 2020.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2019 - ____ . ____

**A RESOLUTION REAPPOINTING TAMMY WARREN AS A MEMBER OF THE
DANVILLE COMMUNITY POLICY & MANAGEMENT TEAM.**

BE IT RESOLVED by the Council of the City of Danville, Virginia, that Tammy Warren, be, and she is hereby reappointed as a member of the Danville Community Policy & Management Team to serve a one year term commencing July 1, 2019 and ending June 30, 2020.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2019 - ____ . ____

**A RESOLUTION REAPPOINTING RALPH PRICE AS A MEMBER OF THE
DANVILLE DEVELOPMENT COUNCIL.**

BE IT RESOLVED by the Council of the City of Danville, Virginia, that Ralph Price, be, and he is hereby reappointed as a member of the Danville Development Council to serve a three year term commencing July 1, 2019 and ending June 30, 2022.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2019 - ____ . ____

**A RESOLUTION REAPPOINTING PHILIP HALL AS A MEMBER OF THE
DANVILLE DEVELOPMENT COUNCIL**

BE IT RESOLVED by the Council of the City of Danville, Virginia, that Philip Hall, be, and he is hereby reappointed as a member of the Danville Development Council to serve a three year term commencing July 1, 2019 and ending June 30, 2022.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2019 - ____ . ____

**A RESOLUTION REAPPOINTING FRANK WICKERS AS A MEMBER OF THE
DANVILLE PITTSYLVANIA COMMUNITY SERVICES BOARD.**

BE IT RESOLVED by the Council of the City of Danville, Virginia, that Frank Wickers, be, and he is hereby reappointed as a member of the Danville Pittsylvania Community Services Board to serve as such for a three year term commencing July 1, 2019 and ending June 30, 2022.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2019 - ____ . ____

**A RESOLUTION REAPPOINTING MICHAEL MONDUL, AS A MEMBER OF
THE DANVILLE PITTSYLVANIA COMMUNITY SERVICES BOARD.**

BE IT RESOLVED by the Council of the City of Danville, Virginia, that Michael Mondul, be, and he is hereby reappointed as a member of the Danville Pittsylvania Community Services Board to serve as such for a three year term commencing July 1, 2019 and ending June 30, 2022.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2019 - ____ . ____

**A RESOLUTION REAPPOINTING SHEILA WILLIAMSON BRANCH AS A
MEMBER OF THE DANVILLE UTILITY COMMISSION.**

BE IT RESOLVED by the Council of the City of Danville, Virginia, that Sheila Williamson Branch, be, and she is hereby reappointed as a member of the Danville Utility Commission to serve as such for a three year term commencing July 1, 2019 and ending June 30, 2022.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2019 - ____ . ____

**A RESOLUTION REAPPOINTING PAUL LIEPE AS A MEMBER OF THE
DANVILLE UTILITY COMMISSION.**

BE IT RESOLVED by the Council of the City of Danville, Virginia, that Paul Liepe, be, and he is hereby reappointed as a member of the Danville Utility Commission to serve as such for a three year term commencing July 1, 2019 and ending June 30, 2022.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2019 - ____ . ____

**A RESOLUTION REAPPOINTING FRED O. SHANKS, III, AS A MEMBER OF
THE DANVILLE UTILITY COMMISSION.**

BE IT RESOLVED by the Council of the City of Danville, Virginia, that Fred O. Shanks, III, be, and he is hereby reappointed as a member of the Danville Utility Commission to serve as such for a Three Year Term commencing July 1, 2019 and ending June 30, 2022.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2019 - ____ . ____

**A RESOLUTION APPOINTING HAMPTON WILKINS, AS A MEMBER OF THE
FAIR HOUSING BOARD.**

BE IT RESOLVED by the Council of the City of Danville, Virginia, that Hampton Wilkins be, and he is hereby appointed as a member of the Fair Housing Board to serve as such for a three year term commencing July 1, 2019 and ending June 30, 2022.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2019 - ____ . ____

**A RESOLUTION APPOINTING CYNTHIA PRUITT-RHODES AS A MEMBER
OF THE SOCIAL SERVICES ADVISORY BOARD.**

BE IT RESOLVED by the Council of the City of Danville, Virginia, that Cynthia Pruitt-Rhodes be, and she is hereby appointed as a member of the Social Services Advisory Board for a four year term commencing July 1, 2019 and ending June 30, 2023.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2019 - ____ . ____

**A RESOLUTION APPOINTING KATHY ANDREWS AS A MEMBER OF THE
SOCIAL SERVICES ADVISORY BOARD TO FILL AN UNEXPIRED TERM ENDING JUNE
30, 2020.**

BE IT RESOLVED by the Council of the City of Danville, Virginia, that Kathy
Andrews be, and she is hereby appointed as a member of the Social Services Advisory
Board to fill an unexpired term ending June 30, 2020.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2019 - ____ . ____

**A RESOLUTION REAPPOINTING JUDY KEESEE AS A MEMBER OF THE
TRANSPORTATION ADVISORY COMMITTEE.**

BE IT RESOLVED by the Council of the City of Danville, Virginia, that Judy
Keesee be, and she is hereby reappointed as a member of the Transportation Advisory
Committee, to serve as such for a four year term commencing July 1, 2019 and ending June
30, 2023.

APPROVED:

MAYOR

ATTEST:

CLERK

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2019 - ____ . ____

**A RESOLUTION REAPPOINTING RALPH PRICE AS A MEMBER OF THE
TRANSPORTATION ADVISORY COMMITTEE.**

BE IT RESOLVED by the Council of the City of Danville, Virginia, that Ralph Price be, and he is hereby reappointed as a member of the Transportation Advisory Committee, to serve as such for a four year term commencing July 1, 2019 and ending June 30, 2023.

APPROVED:

MAYOR

ATTEST:

CLERK

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2019 - ____ . ____

**A RESOLUTION APPOINTING J. LEE VOGLER, JR., AS A MEMBER OF THE
WEST PIEDMONT PLANNING DISTRICT COMMISSION TO FILL AN UNEXPIRED
TERM.**

BE IT RESOLVED by the Council of the City of Danville, Virginia, that J. Lee
Vogler, Jr., be, and he is hereby, appointed as a member of the West Piedmont Planning
District Commission, to fill a term ending June 30, 2020.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

Council Letter

City of Danville, Virginia



CL-2110

New Business Item #: A.

City Council Regular Meeting

Meeting Date: 06/04/2019

Subject: Personnel Ordinance

From: Sara Weller, Director of Human Resources

COUNCIL ACTION

Business Meeting: 06/04/2019

SUMMARY

Amendments to the City of Danville's Personnel System are submitted no less than annually to City Council for adoption. Proposed changes for FY 2020 include revisions of 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, Classification Plan, and Compensation Plan. Since initial adoption, the System has been continually revised as legal or business needs require.

Changes are recommended to the Personnel System for FY 2020. These changes are signified through the traditional use of bold and italics and strike-through. A summary of the revisions to the Personnel System Regulations is attached for easy reference. Changes to the Classification System include the addition of six new job descriptions and edits to ten current descriptions. Changes to the Compensation System include the addition of salary ranges for new positions, grade changes, and title changes.

RECOMMENDATION

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

Attachments

[Ordinance](#)

[Summary of Revisions](#)

[Personnel System Regulations](#)

[Schematic List](#)

[Class Descriptions Part 1](#)

[Class Descriptions Part 2](#)

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2019-____.____

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.

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, 2019.

APPROVED:

MAYOR

ATTEST:

CLERK

Approved as to
Form and Legal Sufficiency:

City Attorney

Summary of Revisions to the City of Danville's Personnel System Regulations FY20

Section 1 General Provisions		
Page	Section	Revision
5	1.11.	Updated Personal Appearance section to match the employee handbook
Section 4 Uniform Compensation Plan		
Page	Section	Revision
1	4.1	Removed extraneous and dated language from Composition of the Uniform Compensation Plan
7	4.9	Added language to provide a temporary salary increase for temporary assignments that have a significant increase in responsibility, but the positions are in the same paygrade
Section 5 Employee Benefits and Working Conditions		
Page	Section	Revision
5	5.8.1.	Updated denied leave reinstatement to the 14 th of the month to reflect changes in payroll.
5	5.8.2.	Updated annual leave accrual charts to reflect policy change increasing annual leave amounts
7	5.9.2.2.1.	Added language to further clarify the applicable family members for which employees may utilize sick leave
7	5.9.2.2.2.	Added brother and sister-in-law (which is in the employee handbook), aunt and uncle, and spouse's aunt or uncle as family members covered under the bereavement policy
11	5.16.	Updated leave forfeiture amounts to match new annual leave changes
11	5.18.	Added wording directing employees to the City Manager's Administrative Policies and Procedures for paid FMLA leave
12	5.23.1.	Updated the holiday section to more closely match the Commonwealth's holiday schedule
Section 6 Employee Development		
Page	Section	Revision
6	6.4.	Updated educational incentive leave to include the animal control officer and fire code inspector positions



SECTION 1. GENERAL PROVISIONS

1.0. Purpose

The purpose of the Personnel System is to establish the principles and procedures that will serve as the basis for the personnel administration for the City of Danville. It is intended to provide for a fair, efficient, and functional system of personnel administration. However, this Personnel System is not an employment contract and is not intended to create any contractual or property rights. Because of rapid changes in the economy and the needs of our employees and the City of Danville, it may be necessary to depart from the policies and benefits set forth in this Personnel System without prior notice where appropriate. The City of Danville may also revise these policies and benefits from time to time without notice. The grievance procedure provides the exclusive means of resolving disputes regarding the interpretation and application of these policies.

The City of Danville shall, in the administration of this System, strive to ensure that no discrimination shall exist against any individual with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, religion, sex, pregnancy, childbirth or related medical conditions, age, marital status, political affiliation, national origin, disability, genetic information, or any other characteristic protected by federal, state, or local law. The City of Danville will strive to ensure that no discrimination shall exist against any individual based on any factors unrelated to the performance of the duties of employment.

1.1. Employees Serve Only at the Will of the City Manager

Nothing contained in the Personnel System Ordinance, or in any rule or regulation in regards to it, shall give or suggest a permanent job status to any City employee, or require discharges to be for cause, as all hiring, discipline and discharge of all employees are required by the Charter of the City of Danville to be at the will and pleasure of the City Manager.

1.2. Organization for Personnel Administration

The City Manager is designated as the Personnel Officer of the City and as such shall be responsible for the administration, interpretation, and application of the Personnel System. The day-to-day operation of the System shall be under the direction of the Director of Human Resources, who shall maintain a complete system of personnel files and records and perform such other duties as may be required and to whom all matters relating to Personnel shall be directed.

1.3. Personnel Excluded from the Personnel System

The provisions of the Personnel System are not applicable to members of the Council, other elected officials of the City, the City Manager, the City Attorney, members of Boards and Commissions nor, pursuant to the authority and requirements of Section 15.2-1506, and Section 15.2-1507 of the Code of Virginia, 1950, as amended, to the employees of Constitutional Officers, the School Board of the City of Danville, nor to the Social Services Department of the City of Danville except to the extent and in the manner authorized and approved for such Division by the Commonwealth of Virginia, nor to such other persons, officers, employees, and positions when the same are expressly or by context excluded from application of such provisions.

The provisions of Sections 7 (Discipline) and 10 (Grievance Procedure) of the Personnel System and any other provisions inconsistent with the provisions of the City Charter do not apply to Assistant City Attorneys. In applying the provisions of the Personnel System to Assistant City Attorneys, the City Attorney will perform the functions which would otherwise be performed by the City Manager.



The provisions of Sections 7 (Discipline) and 10 (Grievance Procedure) do not apply to the department directors, the division directors, the Deputy City Manager, the Executive Assistant/Secretary, or any other deputy or executive assistant of the City Manager.

1.4. Administrative Policies and Procedures

The City Manager may set forth rules and regulations that are necessary to the administration of the Personnel System. In addition, department directors may design and enforce policies pertaining to the employees of their departments provided that the policies are not in conflict with the provisions of the Personnel System or other ordinances. Any conflict between such rules, regulations and provisions shall be resolved by the City Manager. These departmental regulations and provisions may be revised from time to time without notice.

1.5. Prohibited Practices

1.5.1. False Statements

Any false statement, certificate, mark, rating, or report willfully and knowingly made upon or in regard to any application, test, certification, or appointment under the Personnel System is prohibited, and any person doing so shall be held responsible for their actions.

1.5.2. Nepotism

The City limits the employment and work assignments of employees that are considered immediate family, as defined in Section 11 (Definitions). Guidelines for employment of immediate family members are outlined in the City Manager's Administrative Policies and Procedures.

City employees are prohibited from attempting to influence the employment of a relative and may be subject to discipline for their actions.

1.6. Personnel Forms and Records

1.6.1. Forms

Every personnel action affecting the status of any City employee shall be reported to the Department of Human Resources on the forms provided for the purpose. All personnel forms should be prepared and submitted promptly and kept current.

1.6.2. Records

Personnel records pertaining to each City employee shall be maintained by and in the Department of Human Resources. The Personnel files shall include any federally mandated training records that are required of all City employees. Mandatory training records that are job specific shall be maintained in the Departments. All personnel records of the City are the property of the City and shall be controlled by the City. The personnel records maintained in the Department of Human Resources are the official personnel records of the City.

1.6.3. Access and Dissemination

Access to, distribution of, and purging of information contained within the personnel records of the City shall be in accordance with the Privacy Protection Act of 1976 as the same may be amended from time to time.

The following individuals and agencies shall have regular access to the personnel records of the City to the extent and for the purposes specified:



The City Manager, Deputy City Manager, Director of Human Resources, City Attorney, and the members of their respective staffs as may be necessary to perform their duties;

The current employee or former employee may have access to their personnel file;

Department directors shall have access to the records of the employees under their authority and supervision.

Department directors shall have access to the personnel records of employees that are being considered for a promotion, transfer, reclassification, or other personnel action pertaining to their department.

Special legal counsel to the City, to the extent necessary for their representation of the City;

The members of a Grievance Procedure panel to the extent deemed necessary to resolve a grievance;

Judicial and administrative agencies, such as the courts, the Social Security Administration, and the Department of Labor, of federal, state, or local governments to the extent permitted by law;

Federal, state, and local law enforcement agencies in the investigation or prosecution of a violation or potential violation of the law; and

The Unemployment Compensation Division of the Virginia Employment Commission for the specific purpose of the resolution of a claim; and

The Department of Social Services of the Commonwealth of Virginia, or the equivalent department, division, or office of any other State, for the purpose of providing information as to the address or income of persons responsible for the payment of child or child and spousal support.

There shall be no dissemination of any personal information contained within an employee's personnel record to any person or organization that does not have regular access unless the employee waives, in writing, this protection and allows the City to open such records for inspection and copying.

The City's Department of Human Resources may either by letter or telephone:

Verify employment and provide the position title, dates of employment(s), if the person is employed, and salary, if the employee's salary is in excess of that prescribed by the Privacy Protection Act of 1976.

The City may, at its election, provide additional personal information, with written consent of the employee, when additional information is needed by financial institutions or similar organizations to assist employees in obtaining credit or similar purposes that will benefit the employee.

However, no information regarding an employee's performance shall be released, except as provided herein.

A record of dissemination shall be made a part of the employee's personnel records. This record shall include the name, address, telephone number, organization, and the person making the inquiry. The record shall also include the possible dissemination of this information, the use for which the information is intended, and the specific consequences for the employee which are



known to the City of providing this information, as best the person who provides the information can determine.

Those persons having authority to examine any personnel records may, by appointment do so in the Department of Human Resources during its normal business hours or make proper arrangements to have such information transmitted. An employee requesting duplication of their personnel record may be charged, within reason, for the cost of the duplication.

1.7. Operation of City Owned Motor Vehicles

The Rules and Regulations pertaining to the operation and use of City owned vehicles are set forth in the City's Vehicle Policy Statement as approved by the City Manager.

1.8. Payment of Mileage

All off-duty employees who are required by their department director to report to work at designated areas as a result of an emergency shall be compensated for mileage to and from the area designated by the department director. In addition, employees who are authorized, in advance, the use of a privately owned vehicle for City business, other than emergencies, shall be compensated for such mileage. Reimbursement for such mileage shall be requested on the appropriate forms provided for that purpose, at a reasonable rate set by the City Manager.

1.9. Residency Requirement

The following positions require that the employee be a resident of the City of Danville:

City Manager
Deputy City Manager
City Attorney
Assistant City Attorney
Department Directors

This provision shall not apply to department directors serving in such capacity on the effective date of the original Ordinance.

No other City employees are required to reside within the City limits of the City of Danville. It is recognized, however, that some jobs require an employee to be available for work at times other than his or her normal work schedule or in emergency situations. Authorized leave shall not be granted for absence due to residing an excessive distance from the normal work site nor will excessive distance be an acceptable reason for releasing an employee from their rotation on an on-call schedule.

1.10. Employee Bulletin Boards

Employee bulletin boards shall be maintained at the normal reporting station within each department and shall be kept current and up to date at all times. It is the employee's responsibility to read the bulletin board or, in a case of illiteracy, have it read to him/her. Failure to observe any notice properly posted shall not be a basis for a grievance or complaint. Department directors shall insure such bulletin boards are maintained current and up to date.

1.11. Personal Appearance

City of Danville employees should take pride in their appearance, hygiene, and dress and strive to present a favorable image to the public. Certain positions, such as Fire and Police, must conform to very strict guidelines as outlined by their respective department directors. Other employees



should recognize the fact that by virtue of being a City employee, their appearance, hygiene, and dress should be appropriate for their assigned position ~~reflect the general standards of the community.~~

The City, however, further recognizes that different dress is appropriate for different occasions, types of jobs, ages of individuals, personal characteristics and personal style. Each City employee should strive to dress appropriately for their **assigned** position. An employee's appearance, hygiene, and dress should not restrict or distract from their ability to perform their job, or from the ability of other employees to perform their job.

Personal protective and/or safety equipment should be worn at all times when performing any task that requires it. If the job requires wearing a uniform, then the required uniform is to be worn at all times during scheduled duty hours. If at any time an employee's appearance, hygiene, or dress fails to maintain the standards expected for his or her **assigned** position, the supervisor and/or department director should discuss the matter with the employee as to the inappropriateness of his or her dress, hygiene, or appearance and the changes in dress, hygiene, or appearance which are required. After such discussion, if the individual does not conform to appropriate dress, hygiene, or appearance, then appropriate disciplinary action shall be taken in accordance with Section 7 (Discipline) of these regulations.

1.12. Non-Discrimination and Equal Opportunity Statement

City of Danville's Personnel System Regulations and Administrative Policies and Procedures have been adopted to ensure fair and consistent personnel practices. The City shall provide Equal Opportunity to employees, applicants, and citizens on the basis of fitness and merit, without regard to race, color, religion, sex, pregnancy, childbirth or related medical conditions, national origin, age, political affiliation, disability, genetic information, marital or veteran status, or any other characteristic protected in accordance with applicable Federal and State Equal Opportunity Laws (except where such is a bona fide occupational qualification).

Non-Discrimination/Equal Opportunity shall apply in all program areas including but not limited to recruitment, hiring, promotions, performance evaluations, disciplinary actions, demotions, terminations, training programs, educational, social and recreational programs and use of City facilities.

All City of Danville Personnel Regulations and Administrative Policies and Procedures shall be administered in accordance with this Non-Discrimination and Equal Opportunity clause. Any person covered by this policy who believes a provision of the policy has been violated may make a complaint to their department director, if applicable, or to the Department of Human Resources. The department director and/or the Director of Human Resources will take necessary action to investigate complaints.

1.13. Sexual Harassment

Sexual harassment is a prohibited practice in the City of Danville. Specific guidelines for defining sexual harassment and procedures for reporting a complaint and conducting investigations are outlined in the City Manager's Administrative Policies and Procedures.

1.14. Harassment

The City of Danville strives to maintain a work environment in which people are treated with dignity, decency and respect. The work environment should be characterized by mutual trust and the



absence of intimidation, oppression and exploitation. Specific guidelines for defining harassment and procedures for reporting a complaint and conducting investigations are outlined in the City Manager's Administrative Policies and Procedures.

1.15. Safety Policy

It shall be the policy of the City to furnish for each employee a safe and healthy workplace, free from recognized hazards that are likely to cause death or injury. Furthermore, the City shall comply with all occupational safety and health standards as provided by Federal, State, or local statute. The City Manager may, by Administrative Policies and Procedures, establish policies and procedures regarding safety. Department Directors are responsible for creating and enforcing safety policies and procedures applicable to their department in accordance with Federal, State, and local law.

1.16. Workplace Threats and Violence

The safety and security of employees of the City of Danville is very important. Threats, threatening behavior, or acts of violence against employees, visitors, guests or other individuals by City employees will not be tolerated. Specific guidelines for defining workplace violence and procedures for reporting a complaint and conducting investigations are outlined in the City Manager's Administrative Policies and Procedures.



SECTION 2. RECRUITMENT, SELECTION, AND PROBATION

2.0. General

The Director of Human Resources shall create, direct, and coordinate a comprehensive employment program involving the participation of the City Manager, the Director of Human Resources, and the department director.

2.1. Authorized Positions

No person may be employed by the City in any position unless the position is authorized in the Position Classification and Compensation Plan and is funded in the current budget.

2.1.1. Two Employees in One Position

There are two conditions under which one position may be occupied by two employees simultaneously, provided sufficient funds are available in the departmental budget to pay both such employees:

Appointment of a new employee in the same position held by another employee for a reasonable time so that the new employee can receive instruction, provided the job is of such complex nature as to require such instruction;

When an employee is on an approved extended leave, with or without pay, or suspension pending disposition of an alleged felony or misdemeanor involving moral turpitude, their position may be treated as a vacancy during the period of such absence. The position may be filled on a temporary basis.

2.1.2. Abolishing a Position

A position may be abolished from the Position Classification and Compensation Plan, except when the position is provided for by law. If it is determined a position should be abolished, the City Manager shall make such recommendation to the City Council as provided for in these regulations.

When a filled rather than vacant position is to be abolished, the lay-off provisions provided herein shall be followed. If a position is established for a specific period of time, it is considered to be abolished when the period of time has elapsed.

2.1.3. Applications for Employment

To be considered for employment by the City, an application must be completed and submitted via the City's online hiring system on or before the closing date specified in the job posting.

2.1.4. Disqualification of Applicant

The Director of Human Resources, for cause, may reject an applicant, remove his/her name from consideration for employment, or may consult with the City Manager in taking steps to remove such person already recommended for hire.



2.2. Hiring Procedures

2.2.1. General Provisions

The Director of the Human Resources Department shall coordinate all requests to advertise for vacancies in the department to ensure recruitment and selection are without regard to race, color, religion, sex, pregnancy, age, marital status, veteran status, natural origin, political affiliation, disability, genetic information, or other characteristics protected by federal, state, or local law. The City of Danville will strive to ensure that no discrimination shall exist against any individual based on any factors unrelated to the position.

The selection of an applicant to fill a vacant position shall be the responsibility of the department or division in which the vacancy occurs.

The Department of Human Resources shall assist each department in interviewing, referrals, pre-employment reference checks, police record checks, testing, physical examinations, and any other information required. When requested, the Department of Human Resources will assist in the actual selection of applicants.

A police record check and appropriate reference checks are required for new employees prior to employment. A physical examination may be required. Any testing required for a position shall be coordinated with the Department of Human Resources.

The Department of Human Resources will notify the Virginia Employment Commission of the selection of those individuals hired.

In the event it should be necessary to deviate from the hiring procedures for a particular position, the department director must submit, in writing, to the City Manager, an explanation of the circumstances and request a deviation. Upon approval by the City Manager, the hiring procedures may be deviated from, or waived entirely.

Employees of the City who have suffered injuries as a result of an on-the-job accident may receive consideration for other City positions, as so qualified. The Director of the Human Resources Department shall make such referrals for the various positions as deemed necessary based on medical evaluations as part of the Alternative Work Program.

2.2.2. Regular Full-time Positions (Excluding the Uniformed Positions in the Police and Fire Departments)

When a vacancy exists and the affected department requests to advertise, the position shall be advertised for no less than nine calendar days. The department director may request to advertise the position internally or internally and concurrently to the public. The local Virginia Employment Commission, minority, educational and community based organizations, and other available sources may be utilized.

All applications will be submitted online to the Department of Human Resources via the City's online hiring system. The applications and any attachments will be sent electronically to the department director and/or authorized staff in the department for review. The department, after considering all applications received for the position, will submit its recommendation to the Department of Human Resources.

If the position is initially advertised only within the City and a City employee is not selected, the vacancy will be opened to the public and listed with the local office of the Virginia Employment Commission and other advertising resources as appropriate.



After the department has completed its review of all applications received, the department director will submit recommendations for hire to the Department of Human Resources for appropriate action.

2.2.3. Regular Positions within the Uniformed Police and Fire Department

When a vacancy exists in a regular position within the uniformed divisions of the Police and/or Fire Department, and it is determined such vacancy shall be filled, the position shall be made available to regular employees in accordance with the City's Promotional Procedures as provided for in Section 6 (Employee Development). If the vacancy is not filled by these procedures, the position will be advertised as necessary to maintain authorized staffing requirements.

Examinations, either written or oral, and agility exercises, as determined by the City's Human Resources Office and appropriate division of the Police or Fire Department shall be administered to applicants, including City employees. When a written examination is administered by the City, a satisfactory score shall be determined prior to testing and shall remain constant. Test scores of those applicants who score at or above the established score shall remain in effect for a period of three years from the date of testing. Any applicant who fails to achieve the minimum established score on the written test shall be allowed to retest the following year or once during the original three-year period. Candidate's applications remain active, generally three years.

Failure to respond or a negative response shall result in the applicant's name being purged from the eligibility list.

Applicants may be required to complete a special application, in addition to the standard application for employment. Prior to selection, all applicants being considered shall satisfactorily complete the pre-employment requirements. These requirements shall include, but not be limited to police record checks, polygraph test, personal reference checks, employer reference checks, physical examination, substance abuse testing, psychological evaluation, background investigation, and strength and agility testing as applicable.

2.2.4. Part-time and Temporary Positions

When a department has need of, and is budgeted for a part-time or temporary position, the position will be advertised within the City the same as full-time regular positions.

2.2.4.1. Use of Private Employment Agencies

When a department has a need for temporary assistance as a result of turnover, extended leave of an employee, special projects which demand immediate attention or action, or as a result of delays in the filling of full-time regular positions, the department director, in lieu of utilizing the City's hiring procedures, may secure the services of a reputable and established employment agency selected in accordance with Chapter 30 (Procurement Code) of the City Code that specializes in providing temporary services to various organizations. The department director requesting temporary assistance shall request the assistance of the Director of Human Resources in securing such services.

The City Manager will have the authority, without prior approval of Council, to transfer any portion of funds appropriated for salaries to the outside services account for the purpose of the cost of providing temporary services to a department or division in lieu of utilizing the City's normal hiring procedures.



2.2.4.2. Full-Time Employment Service Agreements

After established recruitment methods have been utilized and a department has been unsuccessful in recruiting qualified applicants, a department director may solicit the services of a private employment agency selected in accordance with Chapter 30 of the City Code for the referral of qualified applicants.

Any applicant referred from a private employment agency shall satisfactorily complete the City's pre-employment requirements, as required by applicants referred from other sources.

Fees for this service shall be paid only from the non-salary accounts of the department having the vacancy.

2.2.5. Reoccurring Vacancies

Any position becoming vacant within six months from the date the position was initially filled may, at the election of the department/division director and approval of the Director of Human Resources, be filled from the applicants who applied for the initial vacancy.

Applications received for full-time regular positions may be used to fill part-time and temporary vacancies in the same position.

2.2.6. Examinations

2.2.6.1. Use of Examinations

All testing shall be administered under the supervision of the Director of Human Resources who may select individuals to serve as examiners. Final test material shall be available to the Director of Human Resources, department director, or their designated representative. Every precaution shall be exercised by all persons participating in the examination process to maintain the highest integrity possible. The identity of persons taking examinations shall be concealed by use of identification numbers whenever practicable.

2.2.6.2. Standardized Testing

A series of standardized testing may be utilized for selected classifications of Fire, Police, Corrections, professional and management level positions as determined by the City Manager, Director of Human Resources, and respective department director.

These tests shall be used in measuring and evaluating various aspects of an individual's intelligence, personality, behavior, vocational preference, and interest and aptitude for various positions.

These tests shall be administered by a professional person or persons properly certified and licensed.

All applicants eligible for an examination shall be given appropriate notice.

In the event an examination is postponed, the Director of Human Resources shall give notice to the applicants concerned.

Results of an examination shall be valid for the time indicated at the time of the testing.



2.2.6.3. Provisional Offer of Employment

Prior to the receipt of pre-employment information regarding physical examinations and psychological examinations all applicants shall complete and sign a Provisional Employment Release Form. Provisional employment shall be explained to the applicant and the applicant shall abide by the conditions and requirements set forth in the release form.

2.2.7. Physical Standards

2.2.7.1. General

Employment and personnel decisions shall be made by the City without regard to disabilities, as defined by the Americans with Disability Act, except in those instances in which the duties of the position require strict health and/or physical standards.

The expenses of all physical examinations required pursuant to this Subsection shall be paid by the City.

2.2.7.2. Pre-Employment Physical Examinations

It shall be the policy of the City to provide, in so much as possible, a work environment free from recognized substance abuse (i.e., alcohol, illegal drugs, prescription drugs, or any other substance which could impair an employee's ability to safely and effectively perform their job), which increases the potential for accidents, absenteeism, substandard performance, poor employee morale, or tends to undermine the public confidence in the City's workforce.

It shall also be the policy of the City to insure, in so much as possible, that the physical condition of all potential employees of the City is such that they can safely and effectively perform the duties and responsibilities of the position for which they are applying or selected.

The City Manager may, by Administrative Policies and Procedures and in accordance with State and Federal law, establish the policy and procedure for physical examinations and substance abuse testing for all potential employees of the City.

A physical examination may be a prerequisite for employment by the City. The City Manager and the Director of Human Resources shall determine those positions for which a physical examination is required as a precondition for employment. For those positions for which a physical examination is so required, the examination shall be made by a physician selected by the City. A physical examination may also be required of any applicant when it is determined to be in the best interest of the City.

2.2.7.3. Post-Employment Physical Examinations

Physical examinations may also be required periodically of any employee whose demeanor, physical appearance, or work performance reasonably causes the Director of Human Resources, and/or the employee's department director to believe that such physical examination would be in the best interest of the City.

Further, the City Manager may by Administrative Policies and Procedures, which is in accordance with State and Federal law, establish policies and procedures for physical examinations and substance abuse testing when an employee's behavior and/or job performance indicates a potential substance abuse problem.



2.2.7.4. Substance Abuse Policy

The fact that the pervasive presence of alcohol and substance abuse is in our society and the adverse effect of an employee's health, safety, and productivity in the workplace requires the establishment of an effective, fair, and lawful policy governing City employees. Therefore, any policy established by Administrative Policies and Procedures shall, in a manner consistent with State and Federal law, strive to protect the interest of the City and the rights and privacy of the individual.

2.2.8. Types of Appointments

Each position of employment with the City shall constitute at least one of the following as defined in the Personnel System:

Full-time Employee;
Part-time Employee;
Regular Employee;

Probationary Employee;
Temporary Employee;

2.2.9. Employment Date

Whenever possible appointments should be made at the beginning of a pay period. The employment date of an employee is the date the new employee reports for work on his/her current appointment. When an employee is appointed to a regular-full-time position from a part-time or temporary position, the employment date shall be the date of the regular appointment.

2.2.10. Probationary Period

2.2.10.1. Purpose

Each employee shall be subject to a period of probation upon employment or upon reassignment to another position. This probationary period is an integral part of the selection process and shall be utilized by the department director and supervisor(s) as an opportunity to observe the new employee's work, to train and aid the new employee in adjusting to the position, and to reject any employee whose performance fails to meet required work standards. An employee, by authority of the department director may be placed on probation at any point of their employment for the purpose of correcting performance when the employee is not meeting the required standards of the position in which they are employed. Employees placed in probationary status as a result of their unsatisfactory performance shall be entitled during such probationary period to all rights and benefits currently provided prior to the established probation.

2.2.10.2. Definition

"Probationary Period" means that period of time prescribed for a given position for the purpose of testing, trial and evaluation, subject to rejection.

Successful completion of a probationary period confers no right to employment upon any employee.

2.2.10.3. Duration

For regular employees, except certain employees in the Juvenile Detention Division, Adult Detention Division, and uniformed and investigative positions in the Police Department, Telecommunicators and uniformed employees of the Fire Department, and certain employees in Social Services, the probationary period shall be for six months.



For regular, sworn law enforcement officers of the Police Department, and for regular security employees of the Adult Detention Division of the Police Department, the probationary period shall be for 18 months commencing with the date of employment. For regular, sworn law enforcement officers of the Police Department who are placed in undercover assignments upon employment, the probationary period shall be for the duration of the undercover assignment and for 18 months following completion of the undercover assignment. Promotions within the police department shall be on a six month probationary period from the date of promotion for performance evaluation purposes only.

For Telecommunicators and uniformed employees of the Fire Department, regular security employees of the Juvenile Detention Division of the Police Department and for regular non-clerical employees of Social Services, the probationary period shall be for one year.

For temporary and part-time employees, the probationary period shall be for the duration of their employment.

2.2.10.4. Evaluation and Completion of Probationary Period

During the probationary period, the department director and/or supervisor(s) shall evaluate the performance of the probationary employee, using the prescribed rating forms.

Prior to the completion of the Probationary Period for Regular Full-time Employees, the department director shall determine and recommend whether the employee shall be removed from probationary status and receive the rights, privileges, benefits, and responsibilities of Regular Full-time Non-probationary employees, including access to the City's Grievance Procedure. Completion of the probationary period shall not imply any tenure or right of employment upon any employee. Upon approval of the City Manager, or his designated representative, the status change from Regular Full-time Probationary Employee to Regular Full-time Employee shall be made. This recommendation shall be made within the prescribed probationary period outlined in Section 2.2.10.3. If approved, the recommendation shall be effective upon the completion of the prescribed probationary period, subject to any extension.

2.2.10.5. Rejection of Probationary Employee

New appointment

At any time during the initial probationary period or extension thereof, an employee whose performance does not meet the required standards of the City may be dismissed. The department director shall give notice as required under the disciplinary procedures provided in Section 7 (Discipline) herein.

Reassignment to Another Position

When an employee is reassigned to another position and the employee's performance does not meet the required standards of the position, the employee shall revert to his/her previous position provided that position has not been filled, at a rate of pay to which he would have been entitled had he not been reassigned. If such position has been filled, the employee may apply for advertised positions for which he or she is qualified, and will be compensated at a rate of pay determined by the department director and the City Manager within the range for such position in accordance with Section 4 (Uniform Compensation).



2.2.10.6. Extension of Probationary Period

The probationary period of a regular employee is an important and integral part of the selection process. As such, extensions and/or additional probationary periods should only be considered under extremely difficult circumstances.

Any department director wishing to extend the length of, or set additional probationary periods, shall submit such request and reasons for the extension to the Director of Human Resources. The Director of Human Resources, after a review of the circumstances of the request, shall act on the request or refer it to the City Manager for action.

2.2.10.7. Employee Status During Probationary Period

Regular employees serving the required probationary period upon initial employment are entitled during such probationary period to benefits of non-probationary regular employees with the exception of Annual Leave, access to the City's Grievance Procedure, and access to Tuition Reimbursement. Employees such as Fire and Police personnel, who have completed six months service but have not completed the probationary period required for their position, shall nevertheless be entitled to the benefit of Annual Leave as is available for other regular, non-probationary employees and shall be allowed to apply for Tuition Reimbursement.

Regular employees serving the required probationary period upon initial employment shall not be afforded the job protection as non-probationary employees. They shall have no right of appeal of disciplinary action, and no right to access the City's Grievance Procedure.

A probationary employee may apply for a job vacancy within his/her department or division or within other departments or divisions of the City during the initial probationary period, however, appointment to another position requires the written approval of both department directors.

Employees serving the required probationary period as a result of their promotion or voluntary transfer shall be entitled during such probationary period to all rights and benefits provided to non-probationary employees except as provided in Section 7 (Discipline).

By definition, part-time and temporary employees are considered probationary employees throughout the duration of their employment. As such, they shall have no right of appeal of disciplinary action, no right of access to the City's grievance procedure, nor shall they be provided promotional opportunities to Regular Full-time positions except as provided in above, and in 2.2.2. of this Section. Part-time and temporary employees shall be entitled to such benefits as provided in Section 2 (Recruitment, Selection, and Probationary Period) herein.



SECTION 3. POSITION CLASSIFICATION PLAN

3.0. Purpose and Scope

The Position Classification Plan groups together those positions of the City requiring similar experience, training, duties and degree of responsibilities to ensure equitable and uniform compensation for all positions. The position Classification Plan consists of a Schematic List of Classes and Assignments and a job description for each position within the City. These documents are contained in a separate document. The Plan requires job descriptions establishing the specifications required of and for each position of the City, as well as an assignment to a salary grade. Both are created using information obtained through a job evaluation.

Job evaluation is a process of determining the relative worth of all positions in an organization. Job evaluation is completed prior to creating a job description for a position or assigning it to a pay grade. The process assigns relative but not absolute values to jobs based on job requirements, responsibilities, and the expectations of the position. This process establishes measures of the job when performed at a proficient level. Job evaluation in itself does not produce a specific salary. Rather, it is the basis for establishing a salary range which allows differences in performance and service to be rewarded at different rates within a prescribed salary range. Recognizing that the requirements, responsibilities, and the expectations of positions change periodically, a re-evaluation may be required. The process of job evaluating and re-evaluating positions is outlined in the City Manager's Administrative Policies and Procedures.

The City Manager shall review the Position Classification Plan periodically to ascertain whether it corresponds with existing conditions in the City's employment service and recommend to the City Council necessary and desirable revisions to keep the Plan current and realistic. The department director shall inform the City Manager and the Director of Human Resources of any material changes in the nature of the duties, responsibilities, working conditions and other factors affecting the classification of any position within his/her department.

Adjustments or revisions to the Position Classification Plan or to the Position Classification Schedules shall be by Ordinance amending the appropriate sections.

The City Manager shall be responsible for the interpretation and application of the Position Classification Plan according to the principles set forth herein.



SECTION 4. UNIFORM COMPENSATION PLAN

4.0. Purpose and Scope

The compensation of employees of the City occupying classified positions shall be on the basis of the provisions and appropriate schedules contained herein. The rates of pay prescribed by such schedules are based upon full-time employment at normal duty cycles for the respective positions, unless otherwise provided therein.

It shall be the responsibility of the City Manager to review the Uniform Compensation Plan periodically to ascertain whether the compensation rates prescribed by the Plan are comparable to the prevailing rates for similar positions in the labor market generally and to recommend to the Council necessary and desirable revisions to the Plan.

4.1. Composition of the Uniform Compensation Plan

The Uniform Compensation Plan of the City shall consist of a Schematic List of Classes and Assignment to Salary Grade, which shall set forth and include the Class Title, Class Code and Pay Ranges for each position within the Position Classification Plan ~~and such other provisions and information with respect thereto as is deemed necessary and advisable.~~

~~The Schematic List of Positions and Assignment to Salary Ranges is as follows:~~

~~"Grade Table";~~

~~"Schematic List of Classes and Assignment to Salary Grade"~~

~~Both documents are maintained by the Department of Human Resources and are available to all departments.~~

4.2. Interpretation and Application of the Uniform Compensation Plan

The City Manager shall be responsible for the interpretation and application of the Uniform Compensation Plan.

4.2.1. Starting Rate Upon Initial Employment

New employees with the minimum experience level for the job should normally be compensated at the minimum of the approved pay grade. Individuals with exceptional qualifications, extraordinary work experience or depth of skill level may be compensated above the entry rate within the pay grade; however consideration should be given to internal equity and the market rate of that position.

Additionally, market conditions or specific duties can create situations requiring a need to provide compensation above the minimum of the pay grade. All such decisions should be contingent upon available funding.

In all cases the starting salary will be within the classification's pay range.

The following guidelines apply to starting salaries:

Starting salaries within 20% of the minimum of the pay range can be requested by the supervisor and Department Director along with appropriate justification and must be approved by the Director of Human resources.



When an applicant's relevant experience significantly exceeds the minimum requirements or a special skill requirement is identified, a starting salary up to the midpoint of the pay range can be requested by the Department Director by submitting the request with appropriate justification to the City Manager and the Director of Human Resources. The City Manager, in consultation with the Director of Human Resources, must approve the salary offer if it is higher than 20% of the minimum of the pay range.

The City Manager should approve a starting salary above the midpoint only in circumstances where there has been difficulty in recruiting for the position or if the applicant has special skills, background, or experience significantly beyond the minimum qualifications. Documentation should be maintained in the personnel file of the incumbent.

Employees assigned to work on rotating shifts or, who may be assigned to work on alternate shifts other than a normal duty cycle, shall not be entitled to a shift differential adjustment due to being assigned to such shift. The rate of pay shall be determined as provided herein.

4.2.2. Starting Rate in a New Position

4.2.2.1. Promotion

When an employee receives a promotion, as defined in Section 11 (Definitions), the employee shall be compensated within the new grade under the same guidelines as new employees. In all cases, the amount of a promotional increase should: (1) be determined using the same guidelines for establishing a rate of pay for a new hire and (2) be an amount sufficient to reach the salary range minimum for the new classification or a minimum of a ten percent increase, whichever is the greatest.

In most situations, when an employee is temporarily appointed to a higher position, as defined in section 4.9., the employee will receive a salary sufficient to reach the salary range minimum for the temporary classification or a minimum of a ten percent increase, whichever is greatest. If an employee is temporarily appointed to a higher position and the employee does not meet the minimum requirements for the position, the employee's rate of pay shall be determined by the respective department director in consultation with the Director of Human Resources and shall correspond with the duties of the new position, the employee's experience and qualifications, employment record, and current rate of pay. Such increase shall not be less than five percent of the employee's current rate of pay.

In the event of a temporary appointment, with less than a ten percent increase in pay and the promotion is subsequently made full-time, the employee's rate of pay may be increased to meet the difference up to ten percent or the minimum of the grade of the position promoted in to plus any performance increases received in the interim since the temporary promotion. Such increase shall not be retroactive. The employee's anniversary date shall be changed to the date of the promotion.

4.2.2.2. Transfer

4.2.2.2.1. Lateral Transfer

When an employee receives a lateral transfer, as defined in Section 11 (Definitions), there shall be no increase in pay.

4.2.2.2.2. Transfer Downward

When an employee receives a transfer downward, as defined in Section 11 (Definitions), the employee's rate of pay shall be determined by the department director and decreased by five to



ten percent depending on qualifications, current rate of pay and reasons for the request. In no event shall the employee's rate of pay exceed the maximum rate allowed for the new position without the written approval of the City Manager. If such transfer is from a position previously promoted into and the employee received an increase equal to or greater than ten percent at the time of the promotion, then the employee's rate of pay shall be reduced or decreased by a like amount.

4.2.2.3. Demotion

If an employee is demoted to a lower pay range, either voluntarily or involuntarily, the employee's pay will be adjusted to at least the maximum of the range in the new salary grade or by at least 5%, whichever is the greater reduction in pay. Further changes in pay for employees may be determined on an individual basis. Demoted employees will serve a six months probationary period, during which time their ability to perform successfully in the new position will be determined.

No employee shall be compensated in excess of the maximum rate of pay established for a position.

4.2.2.4. Reclassification

4.2.2.4.1. Reclassification Downward

When a position is determined to be improperly classified and is reclassified to a lower pay range, the rate of pay for an employee in such position shall remain at the employee's rate of pay prior to such reclassification; provided, that such rate shall not exceed the maximum limit of the new pay range for the position. Future pay rate increases for such employee shall not be given until the employee's rate of pay is within the new pay range.

4.2.2.4.2. Reclassification Upward

When a position is determined to be improperly classified and is reclassified to a higher pay grade, the rate of pay for an employee in such position shall be increased by five percent or the minimum of the new pay range, whichever is greater.

4.2.2.5. Starting Date for Salary Change

Any salary change, except for disciplinary reasons, shall be effective on the first day of an employee's duty cycle, or the first day of the month, whichever is applicable.

4.3. Maximum Pay Rate

No employee of the City shall be compensated in excess of the maximum rate prescribed for the position except when an employee temporarily accepts higher level duties and responsibilities and no classified position exists to place the employee, the City Manager may authorize the employee to exceed the maximum rate of pay for his or her position for a limited period of time.

Any employee whose current rate of pay exceeds the salary range of his or her position shall not be affected except to limit any future pay increase until his or her rate of pay is within the established salary range



4.4. Anniversary Date

4.4.1. Determination of Employee's Anniversary Date

The anniversary date shall be the calendar date the employee was initially employed, promoted, transferred, reclassified, or had his or her position reallocated upwards with at least a five percent increase in pay.

4.4.2. Change in Employee's Anniversary Date

An employee's anniversary date shall be changed only upon the direction of the City Manager or upon written request of the employee's department director and approval by the City Manager.

4.5. Overtime Work and Compensation

4.5.1. General

4.5.1.1. Authorization

A department director may authorize overtime work only when it is necessary in order to meet a City emergency or other requirements and necessities of his/her department.

When an employee accumulates the maximum hours allowable for his/her normal duty cycle as provided for in Section 5 (Benefits and Working Conditions), the department director may at his/her discretion relieve the employee from duty prior to the end of such duty cycle in an effort to minimize overtime within the department. A department director may at his/her discretion deny approval of authorized leave within a duty cycle in an effort to minimize overtime within the department.

4.5.1.2. Effect of Partial Closings of City Offices and Facilities

The time an employee is required to remain on duty while other employees of the City have been excused from their duties for the convenience of the City or for the safety of employees or the general public because of snow, ice, or other hazardous or emergency conditions, shall not constitute compensable overtime work unless such time otherwise exceeds the employee's normal duty cycle.

Compensation for work during emergency closings of City offices and facilities shall be determined by the City Manager.

4.5.1.3. Effect of Authorized Leave

For purposes of calculating an employee's overtime compensation, the time that the employee is excused from duty for authorized Annual Leave, Sick Leave, and Authorized Leave With Pay shall be considered and included as time during which the employee worked.

Police and Fire employees shall include all hours in which an employee works or is in a paid status, to be counted as hours of work for the purpose of calculating overtime, as required by State law.

4.5.2. Exempt Employees

Exempt employees are required to be available for duty at all times; and for work in excess of their normal duty cycles, when such work is not of an emergency nature, they shall receive no specific compensation. However, in the discretion of the responsible department directors, or the City



Manager, such employees may be granted, in recognition of excessive duty hours, reasonable time off from duty. Exempt positions are determined in accordance with the Fair Labor Standards Act.

Whether the work is of an emergency nature shall be determined by the department director with approval of the City Manager.

4.5.3. Non-Exempt Employees

Non-exempt employees shall be compensated for work in excess of their normal duty cycles in the form of either compensation or compensatory leave depending upon the specific position and whether the employee is salaried or hourly. Non-exempt positions are determined in accordance with the Fair Labor Standards Act.

4.5.3.1. Overtime Compensation for Hourly Paid Non-Exempt Employees

For the time that a non-exempt hourly paid employee is required to and does work in the performance of duty in excess of his or her normal duty cycle, the employee shall be compensated at a rate equal to 150 percent of his or her regular hourly pay rate.

4.5.3.2. Overtime Compensation for General Salaried Non-Exempt Employees

For each hour worked in excess of his or her normal duty cycle, rounded to the nearest quarter hour, such employee shall receive one and one-half hours Compensatory Leave, accumulated to a maximum of 100 hours.

Every effort should be made by department directors to encourage the use of accumulated Compensatory Leave when business needs allow. If an employee has accumulated Compensatory Leave in excess of 100 hours, compensation for the excess hours shall be in terms of money rather than Compensatory Leave and shall be at a rate equal to 150 percent of his or her hourly pay rate for each hour or part thereof, rounded to the nearest quarter hour, of overtime work.

If an employee's accumulated Compensatory Leave Balance reaches 100 hours, then such balance shall be paid in terms of money, at the employee's hourly rate, reducing the Compensatory Leave balance to 50 hours.

4.5.3.2.1. Certain Employees in the Fire and Police Departments

Non-exempt uniformed employees in the Police Department and Fire Department who work in excess of his or her normal duty cycle shall be compensated at a rate equal to 150 percent of his or her hourly pay rate for each hour or part thereof, rounded to the nearest quarter hour, of overtime work.

For employees of the Fire Department, each hour worked in excess of his or her normal duty cycle, rounded to the nearest quarter hour, such employee shall receive their choice of 150 percent of his or her hourly rate of pay for each hour or part thereof rounded to the nearest quarter hour of overtime work or one and one-half hours Compensatory Leave, accumulated to a maximum of 100 hours, if the time worked in excess of his or her normal duty cycle is a result of an emergency recall to duty as a result of an emergency. The Fire Chief shall in his sole discretion determine if any recall to duty resulted from an emergency.

If such employee has accumulated Compensatory Leave in excess of 100 hours that employee shall be compensated in terms money rather than Compensatory Leave and such pay shall be at



a rate equal to 150 percent of his or her hourly pay rate for each hour or part thereof, rounded to the nearest quarter hour of overtime work.

For employees of the Fire and Police Department any additional pay received during the applicable pay cycle shall be included when computing the employee's hourly rate of pay. However, pay received for State functions such as an employee's response to a hazardous material spill when employees are employees of the State shall not be included when computing the employee's hourly rate of pay for the City.

4.5.3.2.2. Certain Employees in the Juvenile Detention Division and the Adult Detention Division in the Police Department and the Emergency Communications Division of the Fire Department

Non-exempt employees in the Juvenile and Adult Detention Divisions and the Emergency Communications Division who are required to and do work in excess of his or her normal duty cycle shall be compensated at a rate equal to 150 percent of his or her hourly pay rate for each hour of part thereof, rounded to the nearest quarter hour, of overtime work.

4.5.3.2.3. Non-exempt General Employees

For non-exempt general employees, whose normal duty cycle is within a work week of seven consecutive days, overtime work for which such an employee shall receive overtime compensation as prescribed herein shall consist of the time that the employee is required to and does work in excess of 40 hours during any such duty cycle.

For non-exempt employees of the Fire Department whose normal duty cycle is seven days, overtime work for which such an employee shall receive overtime compensation as prescribed herein shall consist of the time that the employee is required to and does work in excess of 40 hours during any such duty cycle.

4.6. Designations of Exempt and Non-Exempt Positions

Each position of the City is designated as exempt or non-exempt as provided for by the "Schematic List of Classes and Assignment to Salary Grade".

4.7. Payment for Accumulated Compensatory Leave

Payment for authorized Compensatory Leave accumulated and not taken shall be paid to an employee upon separation from City service, upon moving from a non-exempt to an exempt position, and upon transfer from one department to another department. When payment for accumulated compensatory leave is authorized and made for these purposes, it shall be calculated hour for hour at the average regular rate received by such employee during the last three years of the employee's employment or the final regular rate received by such employee, while classified as non-exempt, whichever is higher.

4.8. Call Duty

Department Directors are responsible for determining the need for call-duty within their department. Establishment of on-call rosters and method of notification is the responsibility of each respective department director, or designee.

Non-exempt employees who are assigned to normal call duty, during which they are required to be available for work at any time upon call, shall be compensated as follows:



Payment for time actually worked when called in for duty begins when the employee reports to the job site and ends when the employee is released from duty. The job site is the location an employee begins work for the City, such as a City building or a location in the City's service area.

Initial travel to the work site and travel when the employee is released from duty is not considered work time. However, if called to a work site, the employee will receive 45 minutes of compensation to account for travel time each time the employee is called-in to duty from home when on call-duty. These 45 minutes will be included as time worked when calculating overtime pay.

If an employee is not on assigned call-duty, but it is necessary to call the employee to duty to assist a call-duty employee, then the employee will receive 45 minutes of compensation to account for travel time. These 45 minutes will be included as time worked when calculating overtime pay.

For each *calendar day* of assignment to call duty, a non-exempt hourly paid employee shall be paid an amount equal to the employee's regularly hourly rate of pay for one hour, whether or not actually called for duty, in addition to being compensated for the time actually worked. Actual time worked over the employee's prescribed duty cycle while on call will be subject to the overtime provisions herein.

For each calendar day of assignment to call duty, a non-exempt salaried employee shall be granted one hour of Compensatory Leave, whether actually called to duty or not, in addition to being compensated for the time actually worked. Actual time worked over the employee's prescribed duty cycle while on call will be subject to the overtime provisions herein.

Uniformed Police and Fire employees and certain positions in Juvenile Detention, Adult Detention, and Emergency Communications receive overtime pay as described in 4.5.3.2.1. and 4.5.3.2.2. of this Section.

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.

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.

4.10. Compensation for Supervisory Personnel



Employees of the City who are promoted into supervisory positions are compensated in accordance with the provisions of 4.2.2.1. of this Section. If the compensation is deemed inappropriate for an individual supervisory appointment, the department director may submit a written request for additional compensation to the Director of Human Resources.

Such request should outline the circumstances, reasons for the request, requested compensation, impact on other supervisory positions and the department, and any other information deemed necessary.

The Director of Human Resources, after a review of the request, shall forward it to the City Manager who may approve, deny, or modify the same to accommodate the individual situation.

Any compensation granted shall not exceed the maximum pay rate prescribed for the position.

4.11. Payroll Deduction

The City Manager shall authorize the Finance Director to make established deductions from an employee's gross pay to cover Federal and State income Taxes, FICA, contributions to the Retirement System, and any other legally required deduction. With the authorization of the employee, the Finance Director shall make payroll deductions for benefit premiums, contributions to the United Way, and participation in the Credit Union. Individual deductions for other than the above shall be made only upon approval of the City Manager.

4.12. Uniform Allowance

The basic reason behind the City furnishing a uniform is for City personnel who day-in and day-out meet the public and/or enter into private property to be easily identifiable by appropriate clothing or the nature of the work demands special consideration.

Procedures for the authorization for the issue, maintenance, replacement and use of uniforms shall be outlined by Administrative Policies and Procedures.

4.13. Amendments to the Uniform Compensation Plan

Adjustments or revisions to the Uniform Compensation Plan or to the Compensation Schedules shall be by Ordinance amending the appropriate Sections.

4.14. Payment Upon Separation or Change in Employment Status

Upon separation from the City service or change from regular to part-time or temporary status, employees shall be compensated for accrued Annual Leave not taken, provided such employee has completed six months of service with the City, and for any holidays or Compensatory Leave due regardless of length of service.

In addition, any employee retiring or laid off from City employment, shall be paid a sum of \$1.50 per hour up to a maximum of 960 hours for each hour of unused Sick Leave; provided, however, that no retiring employee is entitled to payment if he or she has elected to receive retirement service credit for unused Sick Leave pursuant to Subsection (e) of Section 32-6, entitled "Creditable service", of Article I, entitled "In General", of Chapter 32, entitled "Retirement System", of the Code of the City of Danville, Virginia, 1986, as amended.

4.15. Deductions Upon Separation



Upon separation from the City, the Finance Director shall deduct and withhold from an employee's pay check any amount owed the City in payment for unearned leave, group insurance premiums, unreturned equipment and tools, unreturned uniforms, and any other indebtedness to the City. The final paycheck shall not be issued until the extent of any indebtedness is determined and cleared. If any indebtedness is determined after an employee has been separated from the City and has received their final paycheck, the Director of Human Resources shall give proper notice to the person, informing such person of the indebtedness and requesting payment. If such correspondence is unsuccessful in clearing the indebtedness, legal action may be initiated at the direction of the City Manager.



SECTION 5. EMPLOYEE BENEFITS AND WORKING CONDITIONS

5.0. Objective of the Benefits

The City's benefit provisions have been designed with the health and well being of its employees in mind. While privileges and other benefits add to the security of employees, they also assist the City in attracting and retaining capable employees. Employees are expected to consider the needs of the City in requesting leave and utilizing the benefit provisions.

Should emergencies arise and the requirements of the City demand it, leave may be suspended temporarily in order to meet those needs. Similarly, changes in the needs of the economy and the needs of employees and the City of Danville may necessitate departure from the benefits set forth in this Personnel System without prior notice where appropriate. The City of Danville may also revise these benefits from time to time without notice.

5.1. Hours of Work

5.1.1. Public Office Hours

The offices of the City government shall be open to the general public from 8:00 a.m. until 5:00 p.m. each day except Saturdays, Sundays, and designated holidays.

Each department director, within staffing limitations, shall assure that the office of his department are adequately staffed to serve the general public at all times during public office hours and are at no time during regular operating hours unattended.

5.1.2. Duty Schedules

Each department shall prepare and post within the respective work areas of the department the schedule of the duty hours of and for department's employees and shall assure compliance with such schedules.

A department director may implement alternative work schedules on a temporary basis if necessary, such as snow removal, seasonal changes, energy shortages, etc. Employees who may be affected by such a need should be advised upon employment and periodically of the potential of having to temporarily implement alternative work schedules.

5.2. Access to Work Areas

Employees shall enter and depart from their assigned work areas only at the scheduled time. Each department director is authorized to designate a waiting area for use by the department's employees prior to their beginning of, and after the conclusion of their scheduled duty hours.

5.3. Overtime Work Restricted

Work by a non-exempt employee in the performance of duty shall be restricted to the employee's scheduled duty hours only.

Non-exempt employees shall not perform job related work at home unless specifically authorized in advance by the employee's supervisor and permission is granted from the respective department director.



Any employee who fails to comply with any applicable provisions of this section and any supervisor who permits the same shall be subject to disciplinary action.

5.4. Incentive Work Schedules

Certain operations of the City, such as refuse collection, where tasks are assigned on a designated schedule, an employee who completes his or her assigned schedule may be released from duty upon completion of the schedule. When relieved from duty as a result of the completion of the day's work schedule, an employee shall be compensated as though he or she worked the normal duty cycle. In the event that the employee actually works beyond the normal duty cycle for that pay period, he or she shall be entitled to his or her regular rate of pay for such time actually worked in excess of the normal duty cycle, subject to the overtime provisions of Section 5.

5.5. Normal Duty Cycles

5.5.1. General Employees

For general employees of the City, excluding certain employees in the Emergency Communications Division in the Fire Department, the normal duty cycle consists of 40 hours of duty within a work week of seven consecutive calendar days from 12:00 a.m. each Saturday to 11:59 p.m. the following Friday, inclusive, or such period as may be established by the department directors to meet the needs and work schedules of their respective departments.

The normal duty cycle of Emergency Communications Telecommunicators and Emergency Communications Telecommunicator Supervisors in the Emergency Communications Division in the Fire Department consists of 40 hours of duty scheduled within a work week of seven consecutive calendar days from each Saturday to the following Saturday, or such period as may be established by the department director to meet the needs and work schedule of the department.

5.5.2. Regular positions within the Uniform Police and Fire Department

For all non-exempt employees of the Fire and Police Departments, the normal duty cycle shall be determined by the responsible department director and approved by the City Manager administered in accordance with all Federal, State, and local laws including the Fair Labor Standards Act.

All non-exempt administrative and clerical personnel of the Fire Department are classified as general employees for whom the normal duty cycle is set forth above.

All exempt personnel of the Fire Department and Police Departments will work a duty cycle as assigned by the responsible department director.

5.5.3. Adult Detention Division and Juvenile Detention Division

For security employees of the Adult Detention Division and of the Juvenile Detention Division of the Police Department, the normal duty cycle shall be determined by the responsible department director and approved by the City Manager and administered in accordance with all Federal, State, and local laws including the Fair Labor Standards Act.

Administrative, clerical, and janitorial personnel of the Adult Detention Division and of the Juvenile Detention Division are classified as general employees for whom the normal duty cycle shall be as set forth above.



5.6. Breaks

5.6.1. Break

All non-exempt full-time employees shall be allowed a compensable ten minutes break from duty during each morning and again each afternoon of the employee's duty day, to be scheduled as the responsible department director may, in his discretion, direct.

All non-exempt part-time employees may be allowed a compensable ten minute break to be scheduled as the responsible department director may, in his discretion, direct, dependent upon daily work schedules.

5.6.2. Meal Break

Full-time employees whose compensation is calculated by the hour shall be allowed during each duty day a non-compensable meal recess of 30 minutes.

Full-time employees whose compensation is calculated and paid by the month shall be allowed during each duty day a non-compensable meal recess to be scheduled as the responsible department director may, in his discretion, direct.

Part-time employees may be provided a non-compensable meal recess at the discretion of the responsible department director. The amount of hours worked within the day should be taken into account when considering providing a meal recess for part-time employees. Any non-compensable meal recess provided should be no less than 30 minutes.

5.7. Time Records

Each department shall establish and maintain complete, accurate and correct records of the time that each of its non-exempt employees worked. Each non-exempt employee shall accurately record all time worked each day using the City's electronic timekeeping system, myTime. The records shall be reviewed and the accuracy acknowledged by the electronic approval of the supervisor. If a supervisor is unable to approve a time record, then the department director, or designee, shall approve the record so as not to prohibit payroll from being processed. Any non-exempt employee that does not have access to myTime, such as temporary or some part-time employees, should fill out a paper record and submit it to the department's payroll clerk to enter into the myTime system. Both the employee and supervisor shall review and sign-off on any paper records of time worked. If an employee believes there is an error in his or her time record, then the employee shall notify the departmental payroll clerk immediately.

With the exception of requesting leave, exempt employees will not utilize myTime to keep a record of time worked. It is at the department director's discretion to require paper time records of exempt employees, excluding department and division directors.

5.8. Leave

5.8.1. Annual Leave

5.8.1.1. General Provisions for All Employees

Each employee of the City, except temporary, part-time, and seasonal employees, shall be entitled to receive Annual Leave with pay as set forth in the Annual Leave Schedule.



No eligible employee shall be entitled to use any accumulated Annual Leave until completion of six months continuous employment. No eligible employee shall be paid for any accumulated Annual Leave if his/her employment is terminated prior to six months employment.

All requests for Annual Leave must be approved by the department director prior to the use of such leave, on the forms provided, except in emergency situations. Absence on account of sickness, injury, or disability may, at the request of the employee, be charged against Annual Leave.

Any employee, that has financial responsibilities as their normal duties, shall be required to take at least one continuous normal work week of paid leave as approved by the department each calendar year. For the purpose of complying with this provision, financial responsibility means any employee who regularly receives, handles, or distributes funds on behalf of the City.

Annual Leave shall be charged hour-for-hour as it is taken. Fractional hours taken shall be rounded to the nearest one quarter hour.

Employees may not exceed the limits set forth in the Annual Leave Schedule. Leave in excess of such limits shall be forfeited by the employee. If a monthly paid employee exceeds the limits of the schedule the employee takes leave after the 1420th of the month within that same month, the denied leave will be reinstated to their leave accumulation balance.

An employee absent on account of sickness, injury, or disability for himself or for family medical reasons may qualify for protection under the Federal Family Medical Leave Act (FMLA). Therefore, such absences shall be reported to the Human Resources Department by the employee and/or the employee's department. The Human Resources Department will determine appropriate steps for moving forward based upon Federal law and the City's FMLA procedures, which are defined through the City Manager's Administrative Policies and Procedures.

An employee Absent Without Leave or placed on Leave Without Pay, suspension, or other unpaid leave shall forfeit his/her Annual Leave accrual for that period as provided for in 5.16. (Leave Reporting) of this Section. An employee on Leave Without Pay, or other approved unpaid leave for a period of three consecutive months or more, and performs no job duties during this period and the employee completes the appropriate length of service as set forth in the Annual Leave schedule during this period, the employee will not be entitled to the additional week of Annual Leave. If the employee returns to work they will accrue leave based on years of service but will forfeit the additional week.

5.8.1.2. Monthly Paid Employees

A monthly paid employee shall be given credit for the complete month provided employment was effective on or before the fifteenth calendar day of the month; otherwise, no credit shall be given until the first day of the following month.

A monthly paid employee shall be given credit for the complete month of separation provided the separation date was on or after the fifteenth day of the month; otherwise, no credit shall be given for that month.

5.8.1.3. Weekly Paid Employees

A weekly paid employee shall be given credit for the complete week provided employment was effective on the Monday of that week; otherwise, no credit shall be given until the first day of the following week.



A weekly paid employee shall be given credit for the complete week of separation provided the separation date was effective on the employee's last work day of the payroll week; otherwise, no credit shall be given for that week.

5.8.2. Annual Leave Schedule

Annual Leave Schedule for regular hourly paid employees whose regular duty cycle consists of a 40 hour—7 day week.

<u>Length of Service</u>	<u>Annual Accrual Rate</u>	<u>Weekly Accrual Factor</u>	<u>Maximum Accumulation</u>
0 — 5 Yrs	80 Hours	1.53847 Hours	120.0 Hours
6 — 15 Yrs	120 Hours	2.30770 Hours	160.0 Hours
16 & Over	160 Hours	3.07693 Hours	200.0 Hours
<1 year	80 Hours	1.53847 Hours	120 Hours
1 — 4 Yrs	120 Hours	2.30770 Hours	160 Hours
5 — 9 Yrs	160 Hours	3.07693 Hours	200 Hours
10 — 14 Yrs	200 Hours	3.84616 Hours	240 Hours
15+ Yrs	240 Hours	4.61539 Hours	280 Hours

Annual Leave Schedule for regular monthly paid employees whose regular duty cycle consists of a 40 hour—7 day week.

<u>Length of Service</u>	<u>Annual Accrual Rate</u>	<u>Monthly Accrual Factor</u>	<u>Maximum Accumulation</u>
0 — 5 Yrs	80 Hours	6.66667 Hours	120.0 Hours
6 — 15 Yrs	120 Hours	10.00000 Hours	160.0 Hours
16 & Over	160 Hours	13.33334 Hours	200.0 Hours
<1 year	80 Hours	6.66667 Hours	120 Hours
1 — 4 Yrs	120 Hours	10.00000 Hours	160 Hours
5 — 9 Yrs	160 Hours	13.33334 Hours	200 Hours
10 — 14 Yrs	200 Hours	16.66667 Hours	240 Hours
15+ Yrs	240 Hours	20.00000 Hours	280 Hours

Annual Leave schedule for employees of the Police Department whose duty cycle consists of either **144.5 hours of duty within a period of 24 consecutive days**, 147 hours of duty within a period of 24 consecutive days, or 171 hours of duty within a period of 28 consecutive days, and **employees of the Juvenile Detention Division and Adult Detention Division** whose duty cycle consists of 171 hours of duty within a period of 28 consecutive days.

<u>Length of Service</u>	<u>Annual Accrual Rate</u>	<u>Monthly Accrual Factor</u>	<u>Maximum Accumulation</u>
0 — 5 Yrs	96 Hours	8.00000 Hours	144.0 Hours
6 — 15 Yrs	144 Hours	12.00000 Hours	192.0 Hours
16 & Over	192 Hours	16.00000 Hours	240.0 Hours
<1 year	96 Hours	8.00000 Hours	144 Hours
1 — 4 Yrs	144 Hours	12.00000 Hours	192 Hours
5 — 9 Yrs	192 Hours	16.00000 Hours	240 Hours
10 — 14 Yrs	240 Hours	20.00000 Hours	288 Hours
15+ Yrs	288 Hours	24.00000 Hours	336 Hours



Annual Leave schedule for non-exempt employees of the Fire Department whose duty cycle consists of 159 hours of duty within period of 21 consecutive days and exempt employees assigned to the 21 day shift cycle.

<u>Length of Service</u>	<u>Annual Accrual Rate</u>	<u>Monthly Accrual Factor</u>	<u>Maximum Accumulation</u>
0—5 Yrs	112 Hours	9.33334 Hours	168.0 Hours
6—15 Yrs	168 Hours	14.00000 Hours	224.0 Hours
16 & Over	224 Hours	18.66667 Hours	280.0 Hours
<1 year	112 Hours	9.33334 Hours	168 Hours
1 – 4 Yrs	168 Hours	14.00000 Hours	224 Hours
5 – 9 Yrs	224 Hours	18.66667 Hours	280 Hours
10 – 14 Yrs	280 Hours	23.33334 Hours	336 Hours
15+ Yrs	336 Hours	28.00000 Hours	392 Hours

At the completion of each of the below milestones, eligible employees shall be entitled to one additional week (40 hours for general employees, 48 hours for Police Department employees on a 24 or 28 day cycle, and 56 hours for Fire Department employees on a 21 day cycle) of annual leave, and shall begin accruing annual leave at the next higher rate as appropriate for the milestone.

Milestones:

- 1 year of continuous employment with the City
- 5 years of continuous employment with the City
- 10 years of continuous employment with the City
- 15 years of continuous employment with the City

~~After an eligible employee completes five years of continuous employment with the City, such employee shall be entitled to one additional week 56 hours for Fire Department employees on a 24 hour/21 day cycle and 48 hours for Police Department employees on a 24 or 28 day cycle) of Annual Leave and shall begin accruing leave at the next higher rate prescribed for above.~~

~~After an eligible employee completes 15 years of continuous employment with the City, such employee shall be entitled to one additional week 56 hours for Fire Department employees on a 24 hour/21 day cycle and 48 hours for Police Department employees on a 24 or 28 days cycle) of Annual Leave and shall begin accruing leave at the next higher rate prescribed for above.~~

5.8.2.1. Fire Department Annual Leave Policy

In addition to the general provisions for all employees, the provisions of this Section apply to Fire Department employees working on a 24 hour/21 day cycle.

Each shift working a 24 hour/21 day cycle shall schedule Annual, Holiday, or Compensatory Leave on a shift basis with the approval of the Fire Chief.

Leave shall be scheduled by seniority and not by rank.

The Fire Chief shall also approve the leave of all non-shift personnel in the Fire Department.

The Fire Chief shall control the number of Firefighters off on Annual, Holiday or Compensatory Leave at any one time.



Any conflict resulting in the interpretation of Annual Leave Policy shall be resolved by the City Manager or his designated representative.

5.9. Sick Leave

Sick Leave is a privilege granted to City employees and is not a right of any employee. Sick Leave is granted at the discretion of the department director and may be refused if not justified in the judgment of the department director. Each department director has a duty to ensure that Sick Leave is used for the intended purpose. A physician's statement may be required for any employee at any time by a department director when and if there is a reason to believe that there is abuse of the Sick Leave privilege or to protect the health and well being of other employees. In the event proof of illness is requested and not presented, such absence shall be reported as Absence Without Leave and shall be basis for disciplinary action.

Misuse or abuse of the Sick Leave privilege shall be addressed firmly and consistently by all management personnel under the supervision of the department director. Any disciplinary action, up to and including dismissal, may be applied to an employee who intentionally misuses or abuses the Sick Leave privileges.

5.9.1. General Provisions for All Employees

Each employee of the City, except temporary, part-time, and seasonal employees shall be entitled to receive Sick Leave with pay as set forth in the Sick Leave Schedule. Sick Leave shall be maintained on an accrual system at a rate prescribed in 5.9.4. of this Section. Sick Leave may be accumulated to an unlimited maximum.

Sick Leave shall be charged hour for hour as it is taken. Fractional hours taken shall be rounded to the nearest one quarter hour.

An employee on pre-approved Annual Leave that becomes ill or injured may have the Annual Leave charged against their accumulated Sick Leave. The department director may, in their discretion, request and be provided with a physician's statement supporting the illness or injury.

An employee using Sick Leave shall notify his or her immediate supervisor of this absence and the reason prior to their scheduled duty time. Failure to notify his or her immediate supervisor may be cause for denial of pay for absence and the employee may be subject to disciplinary action.

An employee Absent Without Leave or placed on Leave Without Pay, suspension or other unpaid leave shall forfeit his/her Sick Leave accrual for that pay period as provided for in 5.16 (Leave Reporting), of this Section.

An employee absent on account of sickness, injury, or disability for himself or for family medical reasons may qualify for protection under the Federal Family Medical Leave Act (FMLA). Therefore, such absences shall be reported to the Human Resources Department by the employee and/or the employee's department. The Human Resources Department will determine appropriate steps for moving forward based upon Federal law and the City's FMLA procedures, which are defined through the City Manager's Administrative Policies and Procedures

5.9.1.1. Monthly Paid Employees

A monthly paid employee shall be given credit for the complete month provided employment was effective on or before the fifteenth calendar day of the month; otherwise, no credit shall be given until the first day of the following month.



5.9.1.2. Weekly Paid Employees

A weekly paid employee shall be given credit for the complete week provided employment was effective on the Monday of that week; otherwise, no credit shall be given until the first day of the following week.

5.9.2. Sick Leave Use

5.9.2.1. General

An employee eligible for Sick Leave may use this leave, upon approval of the department director, for illness, injury, disability caused or contributed by pregnancy and the recovery there from, exposure to contagious disease, illness or death in the employee's family, and medical or dental appointments or outpatient tests.

5.9.2.2. Sick Leave Use for Family

5.9.2.2.1. Family and Medical Sick Leave Use

Sick Leave can be used to care for family members for illness, injury, disability caused by pregnancy and recovery, medical or dental appointments or outpatient tests prescribed by a physician, military exigency leave, or military caregiver leave. An employee's family for this purpose shall be in accordance with the provisions of family member's eligible under the Family and Medical Leave Act, **which includes an employee's parent, spouse, and/or child under the age of 18.**

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: 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.

5.9.3. Sick Leave Schedule

<u>CLASSIFICATION OF EMPLOYEE</u>	<u>ACCRUAL FACTOR</u>
Sick Leave schedule for regular hourly paid employees whose regular duty cycle consists of a 40 hour 7 day week	1.84616 Hours Per Week
Sick Leave schedule for regular monthly paid employees whose regular duty cycle consists of a 40 hour 7 day week	8.00000 Hours Per Month



Sick Leave schedule for employees of the Police Department whose duty cycle consists of either 147 hours of duty within a period of 24 consecutive days or 171 hours of duty within a period of 28 consecutive days and employees of the Juvenile Detention Division and Adult Detention Division whose duty cycle consists of 171 hours of duty within a period of 28 consecutive days	9.60000 Hours Per Month
Sick Leave schedule for non-exempt employees of the Fire Department whose 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.	11.20000 Hours Per Month

5.10. Military Leave

All employees of the City who are former members of the armed services or members of the organized reserve forces of any of the armed services of the United States, National Guard, or naval militia shall be entitled to military leave from their respective duties, without loss of seniority, accrued leave, or performance rating on all days during which they are engaged in federally funded military duty, to include training duty, or when called forth by the Governor pursuant to the provisions of Section 44-75.1 or Section 44-78.1 of the Code of Virginia, 1950, as amended.

There shall be no loss of pay during such leaves of absence except that paid military leave for federally funded military duty, to include training duty, shall not exceed 15 work days per federal fiscal year, and except that no employee of the City shall receive paid military leave for more than 15 work days per federally funded tour of active military duty. Duty exceeding 15 work days during such time shall, at the election of the employee, be charged against accrued Annual Leave, Compensatory Leave, or unused Holidays. When all leave has been exhausted or employee elects not to use accumulated leave, the employee shall be placed on military leave without pay. When relieved from such duty, they shall be restored to positions held by them when ordered to duty. Regular employees entering military service shall have their job status protected in full compliance with current Federal or State statutes.

This policy shall apply retroactively to any employee of the City who was previously engaged in federally funded active military duty on or after August 1, 1990.

For the purposes of this section with respect to employees of the City who do not normally work approximately equal workdays on five or more days of each calendar week, the term "workday" shall mean 1/260 of the total working hours such employee would be scheduled to work during an entire federal fiscal year, not taking into account any City holidays, Annual Leave, military leave, or other absences.

5.11. Civil Leave

An employee shall be granted Civil Leave with Pay for the following reasons:

When called to serve on a jury. If an employee is excused from jury duty during his/her regular duty schedule, such employee will be expected to return to their reporting station, unless specifically excused from duty.

When subpoenaed to appear before the court on official City business or when summoned as a witness in any administrative or judicial proceeding of which the employee is not a party.



While performing emergency civilian duty in connection with National Defense.

Other Court appearances shall be Leave Without Pay or upon proper request may be changed to an employee's accumulated Compensatory Leave or Annual Leave, except for exempt employees who have exhausted all accumulated leave balances. These exempt employees will not have their pay docked for any absences of less than a day.

Any questions as to whether Civil Leave is appropriate for absence from work shall be determined by the Director of Human Resources.

5.12. Official Leave

An employee who is absent from their normal duty while on official business of the City shall be granted Leave With Pay.

5.13. Compensatory Leave

Eligible employees shall be granted Compensatory Leave for overtime work as provided for in Section 4.

An employee absent on account of sickness, injury, or disability for himself or for family medical reasons may qualify for protection under the Federal Family Medical Leave Act (FMLA). Therefore, such absences shall be reported to the Human Resources Department by the employee and/or the employee's department. The Human Resources Department will determine appropriate steps for moving forward based upon Federal law and the City's FMLA procedures, which are defined through the City Manager's Administrative Policies and Procedures.

5.14. Special Leave

The City Manager may authorize special leaves of absence with or without pay. These requests must be submitted in writing to the Director of Human Resources, who will then forward the request to the City Manager for approval.

5.15. Leave Without Pay

A department director may authorize Leave Without Pay to an employee if conditions warrant it due to:

Light work schedules;

Adverse weather conditions hampering work flow;

If work is not available;

Special request of the employee for personal reasons;

Illness or death not eligible for other leave or other legitimate reasons.

Department directors should use discretion in authorizing Leave Without Pay.

Prior to the approval of Leave Without Pay, consideration should be given to the availability of Sick, Annual, or other paid leave.

Leave Without Pay shall not reflect unfavorably on an employee's performance evaluation, be cause for disciplinary action, or to be cause to adjust an employee's anniversary date; however, an



employee on Leave Without Pay shall forfeit the accrual of Sick and Annual Leave as prescribed in this Section.

An employee on leave for family and/or medical reasons may be placed on Leave without Pay for the duration of such family and/or medical leave. Leave Without Pay may be used after having exhausted any paid leave including Annual Leave, Sick Leave, Compensatory Leave, Holidays, and any other paid leave, or an employee may be placed on leave without pay if an employee chooses not to use paid leave for qualifying family and/or medical reasons.

5.16. Leave Reporting

All leave shall be reported on the appropriate leave reports on a timely basis. This report will be the source document for determining the amount of leave taken by an employee. The Finance Department provides the appropriate codes for each type of leave available for reporting purposes. Departments are responsible for reporting the leave using the correct code for the type of leave used.

An employee Absent Without Leave or placed on Leave Without Pay, suspension, or other unpaid leave shall forfeit his/her Sick and Annual Leave accrual for that pay period as indicted below:

Sick Leave shall be forfeited at a rate of .04600 hours for each hour of unpaid leave time.

Annual Leave shall be forfeited at the following rate for each hour of unpaid leave time for the appropriate length of service:

<u>Length of Service</u>	<u>Annual Leave forfeited for each hour of Unpaid Leave</u>
0—5 years	.03833
6—15 years	.05749
16 and over	.07666
<1 year	.03833
1 – 4 Yrs	.05749
5 – 9 Yrs	.07666
10 – 14 Yrs	.09582
15+ Yrs	.11499

5.17. Absence Without Leave

An employee shall be reported as Absent Without Leave for failure to report for work at the assigned time and location without approval of his/her supervisor.

Absence Without Leave is unacceptable and shall be cause for disciplinary action. Consideration will be given to instances when the employee was unable to notify their supervisor due to an emergency beyond the employee's control. The department director may determine if the situation was an emergency.

An employee Absent Without Leave shall forfeit the accrual of Sick and Annual Leave as provided for in this Section. As stated in Section 9.10, an employee with three consecutive days of Absence Without Leave has Quit his or her employment with the City.



5.18. Family and Medical Leave

Eligible employees shall be provided leave in accordance with the Family and Medical Leave Act of 1993 as amended (FMLA). The City's FMLA procedures are defined through the City Manager's Administrative Policies and Procedures.

Some FMLA qualifying events may be eligible for paid leave granted by the City. Guidelines for receiving paid FMLA leave are defined through the City Manager's Administrative Policies and Procedures.

5.19. Workers' Compensation

The City provides Workers' Compensation benefits as mandated by Federal and State law to all employees. This program provides compensation and medical payments in the event that an employee qualifies for benefits and is unable to work due to a work related illness or injury. The City's Workers' Compensation procedures are defined through the City Manager's Administrative Policies and Procedures.

5.20. Federal Insurance Contributions Act (FICA)

All regular, part-time and temporary employees of the City are covered by FICA (Social Security, including Medicare) except for regular Public Safety employees designated with a PS Retirement Code on the Compensation Schedule of the Personnel System (Section 4.1.) Full-time Public Safety employees hired after March 31, 1986 are covered by the Medicare portion of FICA.

5.21. Retirement

On January 1, 1946, the City Council of the City of Danville established the Employees' Retirement System for the purpose of providing retirement benefits for full-time City employees and their beneficiaries. Membership is mandatory for all regular employees.

The Employees' Retirement System is administered by the Department of Human Resources and the Finance Department of the City under the guidelines established by Ordinance.

Retirement Certificates may be given to all retirees of the City, including normal, early or disability retirement.

The department director should notify the Department of Human Resources in advance of anyone retiring from their department. The Department of Human Resources will prepare the Certificate for presentation. Presentation may be made at the regular scheduled meeting of City Council if the employee so desires. If the employee elects not to receive the retirement certificate from City Council, the department director may present it at his/her discretion.

Pursuant to the authority and requirements of Section 15.2-1511.1. of the Code of Virginia, 1950, as amended, if a local employee develops a life-threatening health condition, the local employer shall provide such employee written notification of all relevant benefit options and programs available to him, within ten days of the date that the employer was given notice of the serious health condition by the employee or his agent, unless such information is otherwise provided annually by the local employer. The employer shall provide appropriate forms to the employee so that the employee can communicate any election of benefit options to the employer in writing on the forms. A department director, upon learning that an employee he supervises has developed a serious health condition, shall notify the Human Resources Department of the serious health condition within one business day. Upon notification, the Human Resources Department shall provide written notification of all relevant benefit options and programs available to the employee unless such information is provided annually to all employees by the City.



5.22. Benefit Plans

The benefit plans offered by the City are designed with the health and well-being of all City employees in mind. Generally speaking, a full-time employee may elect to participate in the City's voluntary benefit plan(s) that best suit his/her needs. Participation in the plan is not mandatory. Part-time and temporary employees shall not be eligible to participate.

An eligible employee electing not to participate in the City's voluntary benefit plan(s) upon initial employment may be able to enroll in the plan(s) at a later date provided they meet the eligibility requirements at the time they elect to participate.

Premiums will be deducted from the employee's pay check for any coverage an employee elects. Employees are responsible for reviewing their paycheck stub each pay period to ensure appropriate deductions are made for employee benefits. If underpayment for voluntary benefits is discovered by either the City or the employee the City will withhold the amount owed from the employee's pay. If overpayment for voluntary benefits is discovered by either the City or the employee the City will reimburse the employee the amount of overpayment.

In accordance with the provisions of 5.18., of this Section, an employee not returning to duty from family and/or medical leave without pay shall be responsible for payment of the City's portion of their health insurance for the time the employee was on Leave on Without Pay.

If an employee is covered under two group hospitalization programs, a coordination of benefits will be determined by the insurance carriers. No duplication of benefits shall exist.

5.22.1. Health Insurance Portability and Accountability Act

The Department of Human Resource shall prepare the City-wide policy that complies with the Health Insurance Portability Accountability Act and shall have such policy reviewed by the City Attorney's Office and signed into effect by the City Manager. Such policy shall be available to all departments and divisions within the City.

5.23. Holidays

5.23.1. Designation of Holiday

The public offices of the City shall be closed on the following dates or parts thereof, and on any other day proclaimed as a holiday by City Council:

New Year's Day
Martin Luther King, Jr. Day
Easter Monday
George Washington Day
Memorial Day
Fourth of July
Labor Day

Columbus Day
Veterans Day
1/2 day Day before Thanksgiving
Thanksgiving Day and the day after
Christmas Eve
Christmas Day
Employee Birthday

Within each calendar year, the Commonwealth of Virginia may grant additional holiday time which is not scheduled on its adopted holiday calendar for that year, for example extra time around the Christmas or New Year's holidays. When this occurs, the public offices of the City shall also be closed.



Days or parts of days during which the public offices of the City are closed by directive of the City Manager because of emergency conditions shall not constitute nor be considered as a Holiday within the meaning of this section.

5.23.2. Holiday Falling on a Saturday, Sunday or Other Holiday

In the case of conflict with other Holidays, scheduled leave, or staffing requirements of a department, the respective department director shall have the authority to reschedule any Birthday Leave of any employee.

When a designated holiday falls on a Saturday or Sunday, the following days shall be observed as such holiday:

If such holiday falls on a Saturday, the preceding Friday shall be observed.

If such holiday falls on a Sunday, the following Monday shall be observed.

The following guidelines shall apply to the employee's birthday observed as a holiday:

The employee shall have their birthday off, with pay, if such birthday falls on a scheduled work day.

If the employee's birthday falls on a Saturday, the preceding Friday shall be observed.

If the employee's birthday falls on a Sunday, the following Monday shall be observed.

If the employee's birthday falls on another designated holiday, the employee shall be entitled to have another day off, with pay, to be scheduled by their department.

An employee may request to use his or her birthday holiday on any workday within his or her birthday month rather than on his or her actual day of birth. Such request is subject to the same approval as other paid leave.

5.23.3. Compensation for Work Performed on Holiday

Each employee of the City, except temporary and part-time employees, shall be compensated for the time such employee is required to and does perform work or render services for the City on any holiday designated above, in the following manner:

5.23.3.1. Salaried Employees

Each eligible salaried employee who is required to work on a designated holiday shall be entitled to time off with pay equivalent to the hours worked on the holiday but not to exceed eight hours.

5.23.3.2. Hourly Paid Employees

Each eligible hourly paid employee, who is required to work on a designated holiday shall receive his or her regular rate of pay for hours actually worked in addition to eight additional hours for the holiday.

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 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.

5.23.5. Holidays Used for Family and Medical Leave

An employee on leave for family and/or medical reasons in accordance with the provisions of 5.23., of this Section, shall exhaust all accrued holidays prior to being placed on Leave Without Pay.

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 126 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.

5.24. Benefits Limited by Type of Employment

Regular employees of the City shall be entitled to all rights and benefits herein provided.

Temporary and part-time employees shall not be entitled to the rights and benefits herein provided, except for Workmen's Compensation, participation in a Flexible Benefits (Cafeteria) Plan as provided in 5.25., and for family and/or medical leave in accordance with the provisions of 5.18, of this Section.

Persons employed under a federal, state, or local grant shall be classified by the provisions of the grant or other such benefits the City may have the option of, and elect to, provide.

5.25. Flexible Benefit (Cafeteria) Plan

Section 125 of the Internal Revenue Code of 1954, as amended, authorizes the establishment of Cafeteria Plans whereby participants may choose between or among two or more benefits consisting of cash and statutory nontaxable benefits.

It is the intention of Council that the City participate in a Cafeteria or flexible benefit plan to the extent authorized by the Internal Revenue Code and that Council shall retain the right or the authority to at any time terminate, modify or otherwise amend said plan in its sole discretion to the extent permitted by the Internal Revenue Code.

Said Cafeteria or flexible benefit plan shall be established by separate ordinance.

Employees of the City may, at their election, participate in all, or part of, such established Cafeteria Plan as provided by Council. Employees may have their compensation reduced by an amount necessary to cover certain fixed benefit costs such as health insurance premiums and non-fixed benefit costs such as dependent day care, non-covered (by the City's health insurance plan) medical, dental, vision, and other medical care, with pre-tax dollars rather than after-tax dollars.



5.26. Smoking

The City of Danville strives to provide its employees with a comfortable and productive work environment and to enhance an awareness of the concerns of smokers and nonsmokers alike in order for each to be responsive to the needs of both groups. A mutually comfortable environment for City employees is dependent upon the thoughtfulness and cooperation of both smokers and non-smokers.

The City Manager may by Administrative Policies and Procedures establish procedures for smoking in certain work sites giving appropriate recognition to the needs and concerns of both smokers and nonsmokers and to ensure that the proper respect and courtesy is extended to each employee.

5.27. Deferred Compensation Plan

It is the intention of the City Council for employees of the City, at their election, to participate in and be a part of the Deferred Compensation Plan of the International City Manager's Association. Contributions to the Plan shall be through payroll deduction.



SECTION 6. EMPLOYEE DEVELOPMENT

6.0. General Training Policy

The City Manager, Director of Human Resources, and department directors shall work together to promote employee training and development. Department directors shall recommend plans for, and cooperate with, the City Manager and other supervisory officials in the administration of employee training programs that improve City services and in addition, employees may also become better qualified for promotion to higher level positions. To accomplish these goals, cooperative arrangements with other public agencies, including educational institutions, may be made.

6.1. Orientation of New Employees

The Director of Human Resources shall establish, set up, and promote orientation activities for new employees. Orientation familiarizes them with their obligations, general functions and rights as City employees. Department and job-related orientations may be conducted directly by the respective department directors. The Director of Human Resources may request, when applicable, the assistance of department directors or their staff to make presentation in their area of expertise.

6.2. Tuition Reimbursement

The Department of Human Resources shall develop appropriate guidelines for administering the Tuition Reimbursement Program. Such guidelines shall be subject to the review and approval of the City Manager.

6.3. Promotional Procedures

6.3.1. General

As with the selection of applicants to fill entry level positions, promotions shall be the responsibility of the department director from whose department the vacancy occurred. The Department of Human Resources shall assist in advertising, screening, and referral of employees to insure that all interested employees are given consideration. In all cases, the City shall strive to select the person most qualified to fill a vacant position. Procedures for filling positions are provided for in Section 2 (Recruitment, Selection, and Probation).

6.3.2. Promotion Within the Police Department

It is recognized that skill and knowledge tests, when used in conjunction with other testing instruments, may significantly aide in the overall development of a professionally staffed department and the proper utilization of human resources.

Therefore, promotions within the Police Department shall be made on the basis of fitness and merit. Instruments to measure fitness and merit may include: written examinations, computer skills, oral interviews, longevity, leadership potential assessment, in-basket technique, and education.

Each individual's rating shall be on the basis of 100 points maximum as allocated by the Chief of Police among the various testing instruments which may include:

Written Examination

Computer Skills

Leadership Potential Assessment

Oral Interview

Longevity

Maximum of 4 points



Education
In-Basket Technique

Maximum of 4 points

Because different ranks require different skill levels and because skill levels within each rank will change over time with training and development, the number of points allocated to each or any of the testing instruments will likely change with each promotion process.

The allocated points for each testing instrument to be used will be announced by the Chief of Police at least 15 days prior to the first test given.

The Chief of Police will review Performance Evaluations and any discipline records in the final assessment.

Promotional examinations will be offered to all eligible personnel as the need arises for the selection and placement of advanced positions within the Police Department.

Results of the promotional examination shall be valid for any promotions made within a twelve month cycle from the date the written examination is given. No further written promotional examinations will be given within the twelve month cycle unless all qualifying candidates are exhausted due to staff requirements and/or other reasons.

Eligibility for all promotional examinations shall require the necessary experience and training required to perform the duties of the position.

The Oral Interview Panel shall consist of at least three persons: selected by the Police Chief. **Confidential** rating sheets shall be completed by each interviewer and shall not be subject to review.

Longevity shall be allocated on the following basis:

3 Years Continuous Service	1 Point
4 Years Continuous Service	2 Points
5 Years Continuous Service	3 Points
6 Years or more Continuous Service	4 Points

Education points will be allocated based on the following format:

Any college credit	1 Point
Associate Degree	2 Points
Bachelor's Degree	3 Points
Master's Degree or above	4 Points

The results of the scores from the testing instruments shall be totaled. The individuals with the five highest total points shall be considered equally for promotion.

Subsequent promotions shall be made from a list of the five individuals with the highest total points of all the remaining eligible candidates.

These promotional policies shall be in effect for the following classes:

Police Corporal
Police Sergeant
Police Lieutenant
Police Captain



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

Police Officer
Major
Lieutenant Colonel

The Police Chief shall be appointed by the City Manager.

Notices of testing including points allocation as determined by the Chief of Police shall be placed in the Police Department at least 15 calendar days prior to testing.

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 of an efficiently staffed department and the 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/education, and supervisory and performance evaluations, as required.

Established procedure shall be followed for all promotions, unless 30 days written notice is provided before any promotional process begins.

A list of all eligible candidates shall be posted at least 30 days prior to any written examination.

If there is a valid test in effect, promotions shall be made within 30 days of its availability.

If there is no valid test in effect, testing shall take place and a list of qualified candidates established and promotion made within 120 days.

All testing to determine a list of qualified candidates shall be applicable for a period of 18 months from the date of the first promotion.

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

The Fire Chief shall be appointed by the City Manager.

6.3.3.2. Promotion to Fire Fighter/Engineer

Fire Fighters, having successfully completed the Relief Driver Program, or who have been exempted from the program, with three years or more continuous service with the Danville Fire Department, effective as of the date of the first promotion shall be eligible for consideration to the class of Fire Fighter/Engineer.

Each individual's rating for the position of Fire Fighter/ Engineer shall be on the basis of one hundred (100) points allocated as follows:

Written Examination	40 Points
Longevity/Education	10 Points
Skill Test (Rodeo)	<u>50 Points</u>
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 and education points shall be combined, for a maximum total of 10 points. 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 first promotion. Education points will be allocated as follows:

Any college credit	1 Point
Associate Degree	2 Points
Bachelor's Degree	3 Points
Master's Degree or above	4 Points

The passing scores from the written exam and longevity/education shall be combined and the top 15 candidates, to include combined ties only at the fifteenth place, shall be eligible for the skill test. Any other ties within the top 15 candidates will be considered individually as one of the 15 candidates

The scoring for the skill test shall be:

Pumping ability	15 points
Driver Skills Test	15 points
Incident Command	10 points
Streets and hydrants	5 points
Fire Department Policy and Guidelines	<u>5 points</u>
Total	50 points

A time schedule shall be set for the skill test and the candidate will have their choice of any in-service apparatus.

Score of skill test 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, skill test(s), and longevity shall be combined and 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.

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 with two or more years of service in the position of Firefighter/Engineer and Fire employees holding the rank of Lieutenant with two or more years of service in the rank of Lieutenant are eligible to apply for the position of Fire Captain. Service requirements must be met as of the effective date of the promotion to Fire Captain.

Each individual's rating for the position of Fire Captain shall be on the basis of one hundred (100) points allocated as follows:

Written Examination	35 Points
Longevity/Education	10 Points
Assessment Center (Skill Test)	30 Points
Oral Examination	20 Points
Fire Department Policy and Guidelines	<u>5 Points</u>
Total	100 Points

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

Longevity and education points shall be combined for a maximum of ten points. Longevity shall be allocated on the basis of one-half point for each year of continuous service with the Danville Fire Department. Education points will be allocated as follows:

Any college credit	1 Point
Associate Degree	2 Points
Bachelor's Degree	3 Points
Master's Degree or above	4 Points

The passing scores from the written exam and longevity/education shall be combined and the top ten candidates continue to the assessment or skill test, and oral interview.

The structured assessment center (skill 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, personnel and engines needed, placement and communications. After this scenario is completed, an evaluation exercise will be conducted involving the Danville Fire Department Policy and Guidelines. 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/education, assessment center, and oral interview shall be combined and the top five and ties be posted and the selection for promotion be made from this list for a period of 18 months from the date of the first promotion.



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

Each time a candidate is selected an additional name should be added to the list so that there will always be five candidates to select from.

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

Each employee in the Police Department and Fire Department assigned to one of the classes listed in this section shall be entitled to receive an increment to his or her regular compensation after successfully completing one-half of an approved two-year program of study at an approved regionally accredited educational institution. The increment shall be in an amount equal to five percent of the employee's rate of pay on the date such portion of the program of study is completed and shall become payable on and as of the next pay cycle thereafter.

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

A new employee assigned to one of the eligible classes in these departments who has successfully completed the prescribed program of study or portion thereof prior to his or her employment in such class shall be entitled, to an increment of compensation equivalent to that herein provided for other like qualified employees. It is at the discretion of the department director whether such compensation is granted upon initial employment or upon successful completion of the probationary period. If such compensation is granted upon successful completion of the probationary period it will not be retroactive to the initial date of hire.

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

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

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

Police Officer
Police Corporal
Police Sergeant
Police Lieutenant
Police Captain
Animal Control Officer
Fire Fighter
Fire Fighter/Engineer
Fire Marshal
Assistant Fire Marshal
Fire Captain
Fire Lieutenant/Assistant Training Officer
Battalion Chief of EMS and Training
Battalion Chief



Assistant Fire Chief
Fire Code Inspector



SECTION 7. DISCIPLINE

7.0. Persons to Whom These Procedures Are Not Applicable

The procedures described in this Section are not applicable to those employees of the City excluded under the provisions of Section 1 (General Provisions) of this Personnel System nor to probationary, part-time, or temporary employees except as specifically provided herein.

7.1. Covered Employees

The provisions of the Personnel System pertaining to the discipline of employees shall apply to all employees of the City, excluding those employees referred to above. The Grievance Procedure provides the exclusive means of resolving disputes about these policies. These disciplinary procedures and the Grievance Procedure are intended only to provide an opportunity to resolve employee complaints. They are not intended to provide any contractual or property rights to employment. As stated above, hiring, discipline, and discharge of all employees are required by the Charter of the City of Danville to be at the will and pleasure of the City Manager. The City Manager may implement this Section by appropriate regulations.

7.2. General Disciplinary Policy

It is the policy of the City to act with integrity and justice toward each employee, recognizing his or her individuality as a human being and right to fair, decent, and understanding supervision. Each employee is expected to comply with instructions, established policies, procedures, rules and regulations. The supervisor is responsible for seeing that each employee assigned does his or her job properly and in accordance with work regulations. Conduct detrimental to the efficient, effective and responsible operations of the City, its departments, employees or agencies, to the safety and well-being of City employees or the general public, to the good will and reputation of the City or to the public interest and welfare, shall be punishable by warning, reprimand, suspension, forfeiture of or reduction in pay, demotion, and dismissal, depending upon the seriousness of the offense.

In some instances a specific incident may justify severe disciplinary action in and of itself up to and including dismissal. However, the action to be taken depends on the seriousness of the incident and the whole pattern of the employee's past conduct and performance. Disciplinary action may take any of the following forms and is not necessarily restricted to the order set forth as described below.

Discipline shall be documented on the appropriate forms as provided by the Department of Human Resources.

7.3. Disciplinary Procedure

7.3.1. Oral Reprimand and Warning

It is the responsibility of the immediate supervisor to recognize and handle disciplinary cases. Employees who violate a rule are not problem employees unless they are habitual offenders. A consultation between the employee and the supervisor is desirable. An oral reprimand is a discussion whereby the supervisor and employee try to reach an understanding of the causes for the offense and to outline and impress upon the employee the need for corrective action. It can eliminate misunderstandings immediately and set the desired standards of conduct and performance. For minor offenses, it is not necessary to describe in detail the reason for such an action; however, it is necessary to indicate in a memorandum to file the date and nature of the warning and a copy of the memorandum shall be forwarded to the Department of Human Resources for subsequent consideration in the event of further disciplinary action.



7.3.2. Written Reprimand

Should oral reprimands fail to achieve improved behavior, a written record is needed. A written reprimand shall outline the nature of the employee's offense, state the efforts made previously to correct the problem and set forth future actions that may be taken if the matter is not corrected. It should be signed by the employee at the time of review and be retained in the department. A copy of the written reprimand shall be sent to the Director of Human Resources to be entered in the employee's personnel record. However, written reprimands more than two years old shall only be considered in subsequent disciplinary actions and not for any other purpose. Written reprimands may be initiated and written by the employee's immediate supervisor, division director, or department director.

7.3.3. Suspension

If the undesirable conduct continues after the above steps have been taken, or if an offense or action of an employee is deemed severe enough in itself to warrant immediate attention, the employee may be suspended with or without pay for a period not to exceed 30 work days, except as described below.

Suspension may be initiated by the employee's immediate supervisor, division director, or department director.

If an employee is arrested for a felony, a misdemeanor involving moral turpitude, or a charge involving other illegal activity or offense, or if an employee is charged with civil violations such as child abuse or civil rights violations, or with other wrongful conduct, and after a review of the charges conducted by the employee's department, with the assistance of the Director of Human Resources, it is determined that the nature of the alleged offense is such as to constitute a possible risk or detriment to the security, safety, best interest or well-being of the City, its employees, property or material or to the general public, then the employee shall be immediately suspended with or without pay, and shall remain on indefinite suspension pending the outcome of the alleged charge or charges in a court of law. If the employee is found to be not guilty of the charges alleged, then the employee may be reinstated with or without back pay and benefits. However, a determination by a court that an employee is not guilty of the charges shall not require the City to reinstate him or her, if in the opinion of the appropriate supervisor suspension is appropriate despite the dismissal of charges against the employee.

An employee who is placed on suspension without pay shall forfeit the accrual of Sick and Annual Leave as provided for in Section 5 (Employee Benefits and Working Conditions).

An employee who is placed on indefinite suspension or a suspension for more than five work days shall forfeit holidays as provided for in Section 5 (Employee Benefits and Working Conditions).

7.3.3.1. Procedures Prior to Suspension for Five Work Days or Less

Written notice of the proposed action, the reason for the proposed action and the City's actual basis for the proposed action shall be given to the employee prior to the imposition of the suspension. If, however, in the opinion of the employee's supervisor, the conduct of the employee justifies immediate suspension and the continued presence of the employee would be detrimental to the operation of the department, then the employee may be immediately suspended from duty after oral notice to the employee. In such a case written notice of the suspension as described above shall be promptly given to the employee in person or by mail to the employee's current address as shown on the records of the Department of Human Resources. The person initiating the suspension



shall grant the employee the opportunity to respond in writing or in person to the allegations made against him but shall not delay imposition of the suspension.

7.3.3.2. Procedures Prior to Suspension for More Than Five Work Days

Written notice of the proposed action, the reason for the proposed action and the City's factual basis for the proposed action shall be given to the employee prior to the imposition of the suspension. Where the proposed suspension will exceed five work days, the person initiating the suspension shall grant the employee the opportunity to respond in writing or in person to the allegations made against him prior to the imposition of the suspension. If, however, in the opinion of the employee's supervisor the conduct of the employee justifies immediate suspension and the continued presence of the employee would be detrimental to the operations of the department, then the employee may be immediately suspended from duty, with pay, after oral notice to the employee. In such a case written notice of the suspension as described above shall be promptly given to the employee in person or by mail to the employee's current address as shown on the records of the Department of Human Resources. Such suspension shall be converted to suspension without pay two work days after delivery of the written notice.

7.3.3.3. Procedures Prior to Indefinite Suspension

Although disciplinary suspension without pay may generally not be imposed for a period exceeding 30 work days, employees may be placed on indefinite suspension pending the outcome of charges of wrongful conduct, as described in 7.3.3. of this Section. In addition, an employee may be placed on indefinite suspension pending a determination by the department director whether to dismiss the employee. In such cases, written notice of the proposed action, the reason for the proposed action and the City's factual basis for the proposed action shall be given to the employee prior to the imposition of the suspension. The person initiating the suspension shall grant the employee the opportunity to respond in writing or in person to the allegations made against him prior to the imposition of the suspension. If, however, in the opinion of the person initiating the suspension the conduct of the employee justifies immediate suspension and the continued presence of the employee would be detrimental to the operation of the City, then the employee may be immediately suspended from duty with pay, after oral notice to the employee. In such a case written notice of the suspension as described above shall be promptly given to the employee in person or by mail to the employee's current address as shown on the records of the Department of Human Resources. Such suspension shall be converted to suspension without pay not less than two work days after delivery of the written notice.

7.3.4. Demotion for Cause or Reduction in Pay for Cause

Sometimes an employee's actions impair his or her ability to perform his or her assigned duties, but may not hamper the ability to work at lower paid duties. In such case, a demotion for cause may be appropriate. However, a demotion shall never be used as a form of disciplinary action when the demotion will result in the displacement, or may result in the displacement, of another employee. Therefore, demotion as a form of disciplinary action shall only be available when there is an existing vacancy in a lower level position for which the employee being disciplined is qualified. In the event that a demotion is appropriate, the department director shall notify the employee of his/her decision of demotion and the cause. A copy of this action shall be forwarded to the Deputy City Manager, the City Attorney, and the Director of Human Resources.

In certain cases, the facts and circumstances relating to an employee's misconduct or inadequate performance may show that an employee's level of pay is not commensurate with that employee's level of performance. In such cases, a reduction in pay may be appropriate. However, when a reduction in pay for cause is used as disciplinary action, the pay of the employee shall not be reduced below the minimum pay for the position held by the employee. In the event that a reduction in pay for cause is appropriate, the department director shall notify the employee of the reduction



in pay and the cause. A copy of this action shall be forwarded to the Deputy City Manager, the City Attorney, and the Director of Human Resources. Final determination of the reduction in pay shall be made by the department director, in consultation with the Director of Human Resources.

7.3.5. Dismissal or Discharge

7.3.5.1. Dismissal of Covered Employees

Responsibility for dismissal or discharge of all employees is vested with the department director in consultation with the Director of the Human Resources Department, or designee. When any department director, after investigation of the circumstances of the actions of a regular, non-probationary employee, determines that such action justifies dismissal from employment with the City, the department director after consultation with the Director of Human Resources, or designee, shall place such employee on indefinite suspension without pay, following the procedures specified under 7.3.3., of this Section. Notice of such recommendation shall be in writing, addressed to the employee, with copies to the Deputy City Manager, immediate supervisor, City Attorney, and Director of Human Resources, setting forth the reasons for the action.

Should the department director in consultation with the Director of Human Resources, or designee, determine to dismiss the employee, the department director shall provide the employee written notice of his decision.

Should the employee choose to grieve the dismissal through the City's grievance procedure, he or she shall be removed from the City's payroll system pending the results of the grievance process.

7.3.5.2. Dismissal of Temporary, Part-Time, or Probationary Employees

Temporary, part-time, or probationary employees shall have no access to the pre-disciplinary procedures described above or to the post-disciplinary process provided by the Grievance Procedure; but, as employees of the City, may be afforded the opportunity to correct unsatisfactory work performance or misconduct prior to termination of his or her employment. Unless an action or actions of such employee is of a nature to warrant immediate dismissal, a department director may impose disciplinary measures of lesser severity.

If a department director determines that dismissal is required of such employee, written notice shall be provided to the employee outlining the reasons for dismissal. A copy of such notice shall be forwarded to the Director of Human Resources.

7.3.5.3. Examples of Reasons for Discipline and Dismissal

Employment with the City of Danville is based on mutual consent. City officials have the responsibility of determining when disciplinary counseling is warranted and when to take appropriate action. Certain conduct will require disciplinary action, up to and including dismissal.

Certain actions justify immediate discipline or dismissal, including but not limited to:

- insubordination to a superior officer or supervisor;
- gross incompetence or inefficiency;
- neglect of duty;
- absence from work without notification or approval;
- habitual or reoccurring tardiness;



refusal to follow proper instruction;

violation of federal, state, City or departmental rules, regulations, or procedures;

violation of safety rules or regulations, or failure to use provided safety equipment;

improper personal conduct;

proven dishonesty or theft;

habitual carelessness or recklessness affecting the quality of one's own work or the work of others, or the safety of one's self or others;

drinking, taking, or possessing intoxicants or illegal or un-prescribed drugs on the job, or reporting to work under the influence of intoxicants, illegal, or un-prescribed drugs, or violation of the City's substance abuse policy;

illegal gambling;

unauthorized or illegal possession of a concealed weapon on City property;

repeated abuse of City time;

lying about work or conduct;

leaving the job during working hours without permission;

falsifying reports or records, including employment application;

creating dissension among employees or other conduct disruptive to the working environment;

sleeping on the job;

intentional waste or destruction of City property;

solicitation during working hours;

charge or conviction of a felony or crime involving moral turpitude;

conduct injurious to the peace and welfare of the public;

mental or physical incapacity such as to cause an employee to fail to meet qualification standards for his or her position, including the requirement that the employee shall not pose a direct threat to the health or safety of other individuals in the workplace, when the qualification standards are job related and consistent with business necessity, and performance cannot be accomplished by reasonable accommodation, without imposing undue hardship on the City;

work slowdown or work stoppage;

misappropriation of City funds, materials, supplies, or property;

malfeasance, nonfeasance, or misfeasance in the performance of the duties of employment;

failure to maintain or acquire necessary licenses, certifications, or other qualifications required for the employee's position;



conduct bringing discredit to the City, the City Council, or the administration, or conduct unreasonably causing poor relations between the City administration and the public; and

conduct that is offensive, unprofessional, or unacceptable to a reasonable employer.

any statement or act that offends, insults, humiliates, intimidates, threatens, disparages, or vilifies another person on the basis of that person's race, color, religion, sex, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, national origin, political affiliation, disability, genetic information, or any other characteristic protected by federal, state, or local law.

This list is intended to be illustrative only and is not to be construed as a comprehensive listing of or rigid guidelines for all violations. Other circumstances may also be cause for disciplinary action. Any employee charged with a crime other than minor non-occupational traffic violations is required to inform their supervisor of the charge. The department director upon consultation with the Director of Human Resources, depending on the circumstances and nature of the offense, may place employees charged with a crime on paid or unpaid leave until resolution of such charge. Such charges may be cause for disciplinary action up-to and including dismissal.

If an employee fails to cooperate during an internal investigation or is not truthful during an internal investigation such actions may be cause for disciplinary up-to and including dismissal.

7.4. Discipline of Police Officers

Discipline of police officers covered by the Law-Enforcement Officers Procedural Guarantees, Section 10.1, Title 2.1, Code of Virginia, 1950, as amended, shall comply with the provisions of that Section.

Nothing herein shall preclude a law enforcement officer's use of the City's grievance procedure in appropriate cases if he or she elects at the outset to proceed under Section 10 (Grievance Procedure) of this Personnel System. A request for a hearing under the Law-Enforcement Officers Procedural Guarantees shall constitute a waiver of the City's Grievance Procedure stated in Section 10.

7.5. Firefighter's Procedural Guarantees

Discipline of firefighters covered by the Firefighter's and Emergency Medical Technician Procedural Guarantees, Chapter 10.1:1, Title 2.1, Code of Virginia, 1950, as amended, shall comply with the provisions of that section.



SECTION 8. EMPLOYEE PERFORMANCE EVALUATION AND APPRAISAL

Performance evaluation and appraisal is a systematic method of determining an employee's job performance and potential for development. It is the process of estimating or judging the knowledge, skills, and abilities of employees to themselves, their department, and the City.

Performance evaluation is a part of the day-to-day activity of a supervisor in determining how the employee's performance meets the requirements of the position. A properly administered system should lead to the improvement of employee effectiveness.

If the employee is aware of their supervisor's evaluation of their work they are better able to correct their performance and become more valuable to the City. This is true for positive as well as negative feedback.

A good evaluation system will help departments to become more familiar with their employees by making periodic, well thought out assessments of the employee under their supervision.

Another consideration in developing an employee evaluation system is to give management a record of an employee's job performance for future use. Such a record will be used as a guide in making promotions and granting salary increases and will assist in the evaluation of selection methods and training needs. The process of employee performance evaluation also helps management to judge the fairness, the leniency, or the severity of its supervisors in judging their subordinates.

All employees will be evaluated periodically during their employment with the City.

The City Manager may, by Administrative Policies and Procedures, establish and maintain the employee performance and appraisal process.



SECTION 9. EMPLOYEE SEPARATION

9.0. General Policy

Insofar as possible, it is the policy of the City to maintain for its employees steady work and regular employment; to encourage efficient, satisfactorily performing employees to remain in the service of the City; to make provision through an adequate retirement system for those employees who are unable to work because of age or physical incapacity; and to maintain a fair process to lay-off employees when necessary to reduce the City's labor force.

Responsibility for separating an employee lies with the director of the affected department in consultation with the Director of Human Resources, or designee, and the City Manager, or designee. The City Manager shall retain authority over and responsibility for separating from their employment with the City any and all department directors and such other employees who report directly to the City Manager.

9.1. Date of Separation

An employee's official date of separation is ordinarily their last day at work. With the exception of employees who have filed formal notice of retirement, no employee shall be placed on a leave status either with or without pay when it is known that such employee will not return to work. If an employee is on authorized leave when it becomes known that they will not return, the employee shall be separated as of the date the information is received. If an employee is Absent without Leave, the separation shall be effective after three days as required in 9.2. of this Section.

Employees who have filed formal notice of their retirement should coordinate their leave request to insure that their replacement is properly oriented to the duties and responsibilities of the job, if so desired by their supervisor.

9.2. Types of Separation

9.2.1. Resignation

An employee may resign from the City by presenting a written resignation to his or her supervisor or department director. The written resignation shall be forwarded to the Department of Human Resources and included in the employee's personnel record.

Resigning employees should give proper notice in order to resign in good standing. Proper notice under normal circumstances should be at least fourteen days or two weeks. However, depending upon the nature, duties and responsibilities of a position, proper notice may be more or less than that required under normal circumstances. In cases, proper notice shall be at the discretion of the department director.

It is at the City's discretion to allow an employee to work a proper notice. Depending upon the nature, duties, and responsibilities of a position, the Department Director, in conjunction with the Director of Human Resources, or designee, may choose to dismiss an employee upon receipt of notice of resignation or any time afterwards. In these circumstances, the employee will be considered to have resigned in good standing with the City.

An employee resigning from the City shall not be placed on any leave status with or without pay as described in 9.1. of this Section.



Any employee who fails to give proper notice of resignation or who has been Absent Without Leave for three consecutive days shall be reported as having "quit" their employment with the City, which may be taken into account in considering future employment decisions by the City.

9.2.2. Lay-Off

9.2.2.1. Purpose

The purpose of this policy is to establish an orderly means for necessary reductions in force through employee layoffs. It is the City's policy to keep its employees informed of economic and organizational conditions that might affect their employment, to use all practicable means available to avoid reduction of its labor force, and to minimize uncertainty whenever layoffs are implemented. In accordance with anti-discrimination provisions of the City's Personnel System, an employee's race, color, religion, sex, or any other characteristic protected by federal, state, or local law shall not be considered in layoff decisions.

Layoffs shall not be implemented as disciplinary measures. Any employee not performing satisfactorily shall, through the continuing process of performance evaluation and appraisal, be separated from employment by appropriate methods or transferred to a job where they can perform satisfactorily.

Whenever a layoff is anticipated, employees whose jobs may be affected will be notified of the situation and informed about options available to them. The City Council may, by resolution, authorize the City Manager to provide specific job assistance, severance pay, or other benefits it deems necessary in the case of permanent layoffs. Employee layoffs are not grievable or subject to appeal through the City's Personnel System, except as required by laws of the Commonwealth or the United States.

9.3. Layoff Procedure

9.3.1 Organizational Unit

The organizational units affected by layoffs shall be the departments, divisions, offices, or programs under the administration of the City Manager.

9.3.2. Notification of Layoff

Employees that are to be affected by a reduction in force shall be provided at least two weeks written notice prior to layoff; or, two weeks' pay in lieu of written notice at the discretion of the respective department director and with the approval of the City Manager. In the event of layoffs of City personnel, the City Manager shall, by the next City Council meeting or work session, inform the City Council in writing of the departments and number of individuals affected.

9.3.3. Order of Layoff

Mandated and critical service responsibilities of the City will be given priority in determining which employment positions in affected organizational units are retained during a reduction in labor force. Layoffs shall be implemented by the City Manager in the following order:

Where appropriate, any temporary position(s) within the affected organizational unit.

Recently hired employees still in probationary status in position(s) within the affected organizational unit.

Non-probationary employees in the affected organizational unit in the following manner:



In deciding which persons shall be laid off and which shall be retained, job-related factors such as an employee's qualifications in terms of essential training and certifications, job knowledge, skill, and ability to do the required work, previous work experience, ability to perform other jobs which the employee may be called upon to perform as a result of the reduction in force, attendance, safety record, and work performance and disciplinary history.

When two employees are equally qualified regarding the factors noted above, layoffs shall be in order of seniority within the position(s) designated for reduction, beginning with the person having least seniority.

9.4. Recall from Layoff

The City shall establish a recall list for each position(s) not subject to permanent reductions in force. This recall list shall consist of all employees reassigned or laid off in each position(s). Any employee not recalled within a period of six months from the date of layoff shall be deemed terminated from City employment.

An employee who has been deemed terminated from City employment shall not be eligible for inclusion on any recall list.

Employees shall be recalled from the recall list based job-related factors such as an essential training and certifications, job knowledge, skill, and ability, previous work experience, attendance, safety, work performance, and then by seniority, provided the employee is appropriately qualified for the position(s) being recalled.

If there are no fully qualified employees on the recall list for a given position, employees on the recall lists of other positions shall be offered the position(s) in order of their performance ratings and seniority at that time provided they are fully qualified to assume the duties of the position. In the event the position(s) is not filled from available recall lists, the normal promotional and/or recruitment procedures shall be followed.

Any employee placed on a recall list is responsible for notifying the Department of Human Resources on changes in mailing address and contact information. Any individual who fails to report to work as directed shall be removed from the recall list.

9.5. Compensation

9.5.1 Compensation upon Recall

In the event of recall, compensation shall be effective on the date of recall as follows:

Employees recalled to their former position within six months of layoff shall be compensated at the rate of pay they would be entitled had the layoff not occurred.

Employees recalled to a lower position within six months of the layoff shall be compensated at a rate of pay in accordance with Section 4.2. (Interpretation and Application of the Uniform Compensation Plan).

Performance increases which would normally have been granted during such time, subject to satisfactory performance, shall become effective upon recall.

9.5.2. Compensation Upon Displacement



In the event of displacement, compensation shall be effective on the date of such displacement at a rate of pay as determined in accordance with 4.2.2. (Starting Rate in a New Position).

9.6. Retention of Employee Benefits While on Layoff

9.6.1. Retention of Benefits

The City's contribution toward the group health insurance plan will continue for a period of layoff up to three months. To continue coverage, the employee shall be responsible for paying his/her share of the premium in advance payments as determined by the Director of Human Resources at the time of layoff.

Retention of other benefits is dependent upon the policies and procedures of the company with whom the coverage is provided.

9.6.2. Retirement

Employees on layoff who elect to withdraw their accumulated contributions may do so without forfeiting their right to recall. Such employee, who elects to withdraw his/her accumulated contributions, shall forfeit all credit for prior service and upon recall shall be considered as a new employee with respect to the retirement system. Employees are encouraged to leave their contributions in the retirement system during the period of recall.

Employees on layoff who elect not to withdraw their accumulated contributions shall not receive any service credit toward retirement for the period of time while on layoff. The City shall make no contributions to the retirement system during the period of layoff. Service credit and contributions by the City for purposes of retirement shall begin effective as of the date of recall.

9.6.3. Leave Balances

Payment for accumulated Annual Leave, Compensatory time, and Holidays not taken shall be included in the last pay check of employees placed on layoff. Sick Leave balances shall remain to the credit of the employee(s) placed on layoff for a period of six months, or until the employee is recalled or terminated from City employment.

If an employee is not recalled within six months of the layoff, the employee shall be paid for any accumulated, unused Sick Leave at the rate provided for in Section 4.14.

No Sick or Annual Leave shall accrue to an employee during the time of layoff.

9.6.4. Service Credit for Leave Purposes

Time spent on layoff up to a maximum of six months, shall be counted as active service in determining Annual Leave accrual rates. An employee's anniversary date shall not be changed due to being on layoff.

9.7. Disability Separation

An employee may be separated for disability when the employee cannot perform the required duties because of a physical or mental impairment. The separation may be initiated by the employee, their legal representative, or the City, but in all cases it must be supported by medical evidence acceptable to the City.

9.8. Death



Separation will be effective as of the date of death. Payment for earned salary and for accrued leave shall be paid to the surviving spouse or estate according to the laws of the State.

9.9. Retirement

Whenever an employee meets the conditions set forth in the Employees' Retirement System, the employee may elect to retire and receive all benefits earned under the Retirement Plan. The Employees' Retirement System is governed by Section 32 of the Code of Danville, Virginia 1986 as amended.

9.10. Quit

Any employee who terminates his or her employment with the City for the following reasons shall be reported as having "quit":

Quit Without Notice,
Failure to provide sufficient notice of separation,
Three consecutive days of Absence Without Leave.

Notice of separation from employment with the City need not be given to an employee who quits such employment. Such a separation may be taken into consideration in future employment decisions by the City.

9.11. Dismissal

An employee of the City is subject to dismissal at any time.

9.12. Exit Interview

The Department of Human Resources may conduct an exit interview with all regular employees separating from the City. The purpose of this interview is three-fold:

To reduce turnover by eliminating or solving problems indicated by the exiting employee.

To increase efficiency and productivity by instituting measures suggested during the exit interview.
To improve employee relations by resolving issues and complaints raised during the exit interview.

When an employee in any department submits his/her resignation, the department should schedule an exit interview with the Department of Human Resources.

Should an employee quit without notice, or fail to return to work any check or payment for work should be forwarded to the Department of Human Resources. When such employee returns to obtain their pay, an exit interview can be conducted by a representative from the Department of Human Resources. If an employee does not return within two weeks his/her check will be turned over to the Finance Department for proper disbursement. In such an event, an exit interview may not be conducted.

This procedure is not intended to substitute for a department's own exit interview process. A department director may, and should, conduct their own exit interview with employees to determine departmental difficulties, if any.

It is recognized, that in many instances an exit interview will be impracticable or impossible.



SECTION 10. GRIEVANCE PROCEDURE

10.1. Statement of Purpose

This procedure is adopted pursuant to Section 15.2-1506 and Section 15.2-1507 of the Code of Virginia, 1950, as amended. The purpose is to provide a fair and orderly method for the expeditious resolution of disputes which may arise between the City and its employees. Employees and their supervisors are encouraged to work closely together in order that grievances may be amicably resolved.

10.2. Definition of Grievance

A grievance shall be a complaint or dispute by an employee relating to his or her employment, including but not necessarily limited to:

Disciplinary action including dismissal, disciplinary demotion, or suspension; provided that dismissals shall only be grievable whenever resulting from formal discipline or unsatisfactory job performance;

Concerns regarding the application of the City's Personnel policies and procedures, rules, regulations, or ordinances, including the application of policies involving matters referred to in 10.3 below regarding the contents of ordinances, statutes or established personnel policies or procedures, rules, and regulations;

Complaints of discrimination on the basis of race, color, religion, sex, age, pregnancy, childbirth or related medical conditions, marital status, veteran status, political affiliation, national origin, disability, genetic information, or any other characteristic protected by federal, state, or local law;

Acts of retaliation as a result of the utilization of or participation in the grievance procedure or the grievance of another City employee.

Acts of retaliation because the employee has complied with any law of the United States or of the Commonwealth, has reported any violation of such law to a governmental authority, or has sought any changes in law before the Congress of the United States or the General Assembly, or has reported an incidence of fraud, abuse or gross mismanagement.

10.3. Reservation of Management Rights

Nothing in this procedure is intended to circumscribe or modify the existing right of the City of Danville to manage the affairs and operations of City government. Accordingly, the following complaints shall not be grievable:

Establishment or revision of wages, salaries, position classifications or employee benefits;

Work activity accepted by the employee as a condition of employment;

Work activity which may reasonably be expected to be a part of the job content;

The contents of ordinances, statutes or established personnel policies or procedures, rules, and regulations;

Failure to promote, except where the employee can show established promotional policies or procedures were not followed or applied fairly;



The determination of the methods, means, and personnel by which work activities are to be carried on;

Termination, layoff, demotion, or suspension from duties because of lack of work, reduction in work force, emergencies or job abolition, except where such action affects an employee who has been reinstated within the previous six months as the result of the final determination of a grievance provided that in any grievance brought under this exception, such action by the City shall be upheld upon a showing by management that (1) there was a valid business reason for the action, and (2) the employee was notified of such reason in writing prior to the effective date of the action;

The hiring, promotion, transfer, assignment and retaining of employees in positions within the City;

Resignations

10.4. Coverage of Personnel

10.4.1. Covered Personnel

All regular employees of the City covered by this Personnel System, excluding those described below, are entitled to file grievances.

10.4.2. Non-Covered Personnel

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

Temporary and part-time employees;

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

Employees of the School Board of the City;

Constitutional Officers, other elected officers, and their employees;

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

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

Law Enforcement Officers of the Police Department who have elected to pursue a resolution of their grievances under Chapter 10.1 of Title 2.1 of the Code of Virginia, 1950, as amended; and

Assistant City Attorneys.

10.5. Procedural Rights

All grievance procedure forms shall be furnished by the City and shall be available in the office of every department director, the City Manager and the Department of Human Resources of the City. The employee may request assistance in preparing the grievance procedure forms from the



employee's immediate supervisor or by any other person of the employee's choice, other than an administrative or elected official of the City. Grievance forms are a part of the grievance record.

The cause of the complaint and the specific relief requested cannot be changed at any step of the Grievance Procedure after submission of Form A.

Written notice of all hearings shall be given to all parties involved. With the exception of the First Step of the Grievance Procedure, both the grievant and the City may call upon, examine and cross-examine witnesses and present relevant evidence. The hearing officer may at their discretion deny witness testimony that is unrelated to the nature of the grievance.

A grievant must be personally and directly affected by an occurrence or condition before he shall be permitted to pursue a grievance. Disputes as to an employee's standing to file a grievance shall be determined, as shall any other dispute as to grievability.

The Director of Human Resources, or his designee, shall be designated as the records custodian and technical advisor for the Grievance Procedure. The Director of Human Resources, or his designee, shall monitor the process, provide information relevant to the grievance procedure, and when requested, attend any hearings to serve as Secretary to the hearing officer or to the panel. The Director of Human Resources, or his designee, shall not be involved in the private deliberations of the panel.

In the event the Director of Human Resources is directly involved in a grievance proceeding other than questions involving the application of personnel policy, the City Manager shall designate an alternate custodian.

Only the records of the Department of Human Resources shall be consulted and considered in determining compliance with the provisions of the grievance procedure, including time requirements.

Responsibility of requesting, notifying, and securing witnesses lies with the party requesting the witnesses.

When practical, all grievance proceedings shall be scheduled to accommodate all parties, and whenever possible within the normal work schedule of the grievant. However, any hearings outside the normal work schedule of any party to the grievance shall not constitute nor be considered overtime compensation, either through pay or Compensatory Leave. However, any witnesses properly requested shall be compensated if such time is outside their normal work schedule.

Reproduction of grievance procedure forms and information shall be reasonable and relevant.

10.6. Representation

At the Step Three and Step Four hearing, the grievant and the City may be represented by legal counsel or other representatives of their choice. This procedure does not confer the right to make slanderous or libelous statements.

If an employee has representation, legal or other, he or she is responsible for all costs involved for representation at any step of the process, including, but not limited to, matters of grievability, any preparation or presentation of the grievance, representation at Step Three or Step Four hearings, and any subsequent appeal processes.

10.7. Compliance



After the initial filing of a written grievance, failure of either party to comply with all substantial procedural requirements of the grievance procedure, including the panel hearing, without just cause shall result in a decision in favor of the other party on any grievable issue, provided the party not in compliance fails to correct the noncompliance within five business days of receipt of written notification by the other party of the compliance violation. Such written notification by the grievant shall be made to the City Manager, or his designee with copies to the Director of Human Resources and department director. Time frames may be extended by mutual agreement of the City and the grievant.

The City Manager, or his designee, at his option, may require a clear written explanation of the basis for just cause extensions or exceptions. The City Manager, or his designee, shall determine compliance issues.

10.8. Procedure

10.8.1. Step One (Immediate Supervisor)

Prior to initiating a formal grievance, an employee should discuss the complaint with his or her immediate supervisor in an attempt to resolve the problem informally. After this discussion, if the employee desires to file a formal grievance, he or she shall indicate this desire by completing and submitting Grievance Procedure Form A to his or her immediate supervisor within 20 calendar days of the date of the occurrence causing the complaint. On Grievance Procedure Form A the employee shall specify and outline in detail the cause of the complaint and the specific relief sought through the Grievance Procedure. The cause of the complaint and the specific relief requested cannot be changed at any step of the Grievance Procedure after submission of Form A. If there is not sufficient room on Grievance Procedure Form A attachments may be used. This form shall become a part of the grievance record. The employee shall also provide the Director of Human Resources with a copy of this form. Upon receipt of Grievance Procedure Form A, the immediate supervisor shall, within five business days, respond to the employee in writing on Grievance Procedure Form B. A copy of the response will be forwarded to the Director of Human Resources.

If the employee is not satisfied with the supervisor's response, he or she may proceed to Step Two. Every effort shall be made to resolve the grievance at this step.

10.8.2. Step Two (Department Director)

If the complaint is not resolved by the informal procedure of Step One, the employee may, within five business days after receipt of the supervisor's response, file on the form provided by the City for such purpose (Grievance Procedure Form C). The grievant may not grieve an issue or request a specific relief that is not specifically set forth in their original grievance on Form A.

The original form shall be filed with the employee's department director, one copy filed with the immediate supervisor and one copy with the Department of Human Resources. The department director, division director, or other appropriate manager designated by the department director shall, within five business days after receipt of Grievance Procedure Form C, schedule a hearing with respect to the grievance. Any supervisor or employee requested to and agreeing to testify either by the department director or by the grievant shall attend the hearing. Witnesses will only be present in the hearing while actually providing testimony. Otherwise, the only persons present will be the grievant and the department director or his designee, and at the request of either party, the Director of Human Resources, or his designee.

Within five business days after the hearing, a decision shall be rendered on the form provided by the City for such purpose (Grievance Procedure Form D), the original of which shall be furnished to the grievant and a copy filed with the Department of Human Resources.



If the decision is not acceptable to the grievant, he or she may proceed to Step Three.

10.8.3. Step Three (City Manager)

If the grievant does not accept the decision rendered in Step Two, he or she may, within five business days after receipt of Grievance Procedure Form D, appeal the decision to the City Manager or his designee(s) on the form provided by the City for such purpose (Grievance Procedure Form E). A copy shall be filed with the department director and the Department of Human Resources. The grievant may not grieve an issue or request a specific relief that is not specifically set forth in their original grievance on Form A.

Within five business days after receipt of the grievant's written non-acceptance of the Step Two response, the City Manager or his designee(s) shall schedule a hearing. Any supervisor, personnel or employee of the City requested to testify by either the City Manager or his designee(s) or the Grievant shall attend the hearing. Witnesses shall only be present in the hearing while actually providing testimony. Otherwise, the only persons present will be the grievant and the City Manager or his designee(s). In his discretion, the City Manager may permit the director of the department and/or division involved and/or the Director of Human Resources, or his designee, to be present at all times during the hearing.

At this step hearing, the grievant, at his or her option, may have present a representative of his choice at his sole expense as described in Section 10.6.

The City Manager or his designee(s) shall, within five business days after the hearing, render a decision in writing the original of which shall be furnished to the grievant and a copy filed with the Department of Human Resources and the department director.

If the decision of the City Manager or his designee(s) is not acceptable to the grievant, he or she may proceed to Step Four.

10.8.4. Step Four (Panel Hearing)

If the grievant does not accept the decision rendered in Step Three, he or she may, within five business days after receipt of the Step Three written response appeal the same by requesting a final hearing. Qualifying grievances shall advance to either a panel hearing or a hearing before an administrative hearing officer upon the agreement of both parties. Such request shall be made with Grievance Procedure Form F (Request for Final Hearing) with the Director of Human Resources within the prescribed five business days. A copy shall also be filed with the department director. The grievant may not grieve an issue or request a specific relief that is not specifically set forth in their original grievance on Form A.

At this step hearing, the grievant, at his or her option, may have present a representative of his or her choice at his or her sole expense as described in Section 10.6.

If the final step shall be an impartial panel hearing, within ten business days after the receipt of Grievance Procedure Form F, the department director and the grievant will each designate the person who will constitute his or her panel member. The panel hearing shall be held as soon as practicable, within the mutual consent of all parties, after the panel has been selected.

10.8.4.1. Panel Hearing

If parties agree on a panel hearing the panel shall consist of one member appointed by the grievant, one member appointed by the department or division director, and a third member selected by the first two. The third member will be the chairperson of the panel. In the event that agreement cannot



be reached as to the third panel member, the Chief Judge of the Circuit Court of the City of Danville, Virginia, shall select the third panel member. If the two panel members selected do not agree on a third panel member within 14 calendar days of their selection, it will be deemed that they cannot agree on a third panel member.

The two panel members may agree to use an administrative hearing officer as the third member of the panel. If an agreement is made to use an administrative hearing officer the administrative hearing officer shall be appointed by the Executive Secretary of the Supreme Court. The appointment shall be made from the list of administrative hearing officers maintained by the Executive Secretary pursuant to Section 9-6.14:14.1 of the Virginia Code, 1950, as amended, and shall be made from the appropriate geographical region on a rotating basis. The Director of Human Resources is responsible for requesting an administrative hearing officer on behalf of the two panel members.

The panel shall not be composed of any persons having direct involvement with the grievance being heard by the panel, or with the complaint or dispute giving rise to the grievance. Managers who are in a direct line of supervision of a grievant, persons residing in the same household as the grievant, and the following relatives of a participant in the grievance process or a participant's spouse are prohibited from serving as panel members: spouse, parent, child, descendants of a child, sibling, niece, nephew, and first cousin. No attorney having direct involvement with the subject matter of the grievance, nor a partner, associate, employee, or co-employee of the attorney shall serve as a panel member.

If the chairperson is not an administrative hearing officer he or she will receive a stipend of \$200.00 for serving as the chairperson for the hearing. If an administrative hearing officer is the chairperson the City will bear the expense of such officer's services.

Both the grievant and the respondent may call upon appropriate witnesses and be represented by legal counsel or other representatives at the panel hearing in accordance with Section 10.6. of this policy. Such representatives may examine, cross-examine, question, and present evidence on behalf of the grievant or respondent before the panel without being in violation of the provisions of Section 54.1-3904 of the Code of Virginia, 1950, as amended.

The decision of the panel shall be final and binding and shall be consistent with provisions of law and written policy.

10.8.4.2. Administrative Hearing Officer

If parties agree upon a hearing before an administrative hearing officer the administrative hearing officer shall be appointed by the Executive Secretary of the Supreme Court. The appointment shall be made from the list of administrative hearing officers maintained by the Executive Secretary pursuant to Section 9-6.14:14.1 of the Virginia Code, 1950, as amended, and shall be made from the appropriate geographical region on a rotating basis. The Director of Human Resources is responsible for requesting a hearing officer.

When an administrative hearing officer is used, the City shall bear the expense of such officer's services.

Both the grievant and the respondent may call upon appropriate witnesses and be represented by legal counsel or other representatives at the hearing in accordance with section 10.6. of this policy. Such representatives may examine, cross-examine, question, and present evidence on behalf of the grievant or respondent before the panel without being in violation of the provisions of Section 54.1-3904 of the Code of Virginia, 1950, as amended.



The decision of the administrative hearing officer shall be final and binding and shall be consistent with provisions of law and written policy.

10.9. Rules for Final Hearings

The following rules are applicable to the conduct of final hearings and the authority of the panel or administrative hearing officer:

That neither panels nor the hearing officer have authority to formulate policies or procedures or to alter existing policies or procedures;

That panels or hearing officers have the discretion to determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing, and, at the request of either party, the hearing shall be private;

That the City shall provide the panel or hearing officer with copies of the grievance record prior to the hearing, and provide the grievant with a list of the documents furnished to the panel or hearing officer. The grievant and his or her attorney shall be allowed access to and copies of all relevant files intended to be used in the grievance proceeding;

That panels or hearing officers have the authority to determine admissibility of evidence without regard to the burden of proof, or the order of presentation of evidence, so long as a full and equal opportunity is afforded to all parties for the presentation of their evidence;

That all evidence be presented in the presence of the panel or hearing officer and the parties, except by mutual consent of the parties;

That documents, exhibits, and lists of witnesses be submitted to the Director of Human Resources no less than 27 calendar days in advance of the hearing whenever possible and practical;

Human Resources will provide documents, exhibits, and lists of witnesses to both parties at least 20 calendar days in advance of the hearing whenever possible and practical;

That the majority decision of the panel, or the final decision of the hearing officer, acting within the scope of its authority, be final, subject to existing policies, procedures, and law;

The burden of proof shall be placed on the grievant by the preponderance of the evidence;

That the panel or hearing officer decision be provided within ten business days to all parties unless a transcript is requested by a hearing officer or chairperson, in which case a decision will be provided within ten business days after the receipt of the transcript by all panel members. Decisions will be in writing and specify the opinion, along with facts that support the decision, of the panel or the hearing officer and any relief granted in accordance with policy. Dissenting opinions of the panel members may be given in writing; and

That the hearings are not intended to be conducted like proceedings in courts, therefore the rules of evidence do not necessarily apply and there is no allowance for discovery.

The question of whether the relief granted by a panel is consistent with written policy shall be determined by the City Manager, or his designee, unless such person has a direct personal involvement with the event or events giving rise to the grievance, in which case the decision shall be made by the attorney for the Commonwealth of the jurisdiction in which the grievance is pending.

10.10. Limitations on Panel Members and Administrative Hearing Officer



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

Formulate policies or procedures or alter existing policies or procedures;

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

Exonerate an employee from all discipline when the employee admits guilt;

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

Award legal fees;

Grant back pay.

10.11. Implementation of Final Hearing Decisions

Either party may petition the circuit court having jurisdiction in the locality in which the grievant is employed for an order requiring implementation of the final hearing decision.

10.12. Issues of Grievability and Access to the Procedure

Decisions regarding grievability and access to the procedure shall be made by the City Manager, or his designee, at any time prior to the final hearing, at the request of the department director or grievant, within ten calendar days of the request. Request for a determination of grievability shall be made on Grievance Procedure Form G (Determination of Grievability). The City Attorney shall not be authorized to decide the question of grievability. A copy of the ruling shall be sent to both parties.

Decisions of the City Manager, or his designee, may be appealed to the Circuit Court of the City of Danville in which the grievant is employed by filing a written notice of appeal with the City Manager within ten calendar days from the date of receipt of the decision and giving a copy thereof to all other parties. Within 10 calendar days thereafter, the City Manager, or his designee, shall transmit to the clerk of the court to which the appeal is taken: a copy of the decision of the City Manager, a copy of the notice of appeal, and the exhibits. A list of the evidence furnished to the court shall also be furnished to the grievant. The failure of the chief administrative officer or his designee to transmit the record shall not prejudice the rights of the grievant. The court, on motion of the grievant, may issue a writ of certiorari requiring the City Manager to transmit the record on or before a certain date.

Within 30 days of receipt of such records by the clerk, the court, sitting without a jury, shall hear the appeal on the record transmitted by the City Manager, or his designee, and such additional evidence as may be necessary to resolve any controversy as to the correctness of the record. The court, in its discretion, may receive such other evidence as the ends of justice require. The court may affirm the decision of the City Manager, or his designee, or may reverse or modify the decision. The decision of the court shall be rendered no later than the fifteenth day from the date of the conclusion of the hearing. The decision of the court is final and is not appealable.



SECTION 11. DEFINITIONS

The following words, terms and phrases shall, for the purpose of the Personnel System, have the meaning respectively ascribed to them as follows, unless the context in which the same are used clearly requires otherwise:

Absence Without Leave - Any unreported absence from work or failure to report for work at the assigned time and location without approval.

Accrual - Leave that is accumulated on a periodic schedule and is available for use by an employee.

Anniversary Date - The date used in determining an employee's eligibility for periodic advances in pay.

Classification - The process of assigning the various duties and responsibilities to positions and positions to pay ranges, to the end that employment and compensation will be on the basis of the duties and responsibilities assigned to the position.

Compensatory Leave - Time off for overtime work.

Demotion - An involuntary change in the status of an employee from a higher position to a lower position, with such lower position having a lower pay range and requiring the performance of less responsible duties, for reasons of unsatisfactory performance or disciplinary action.

Department director, division director - The director of a department or of a division of a department of the government of the City of Danville.

Dismissal - The involuntary termination of employment for any reason other than lay-off or disability retirement.

Displacement - The change in the status of an employee resulting from layoff or the elimination of such employee's regular position.

Exempt Employee - An employee of the City who is not subject to the provisions of the Fair Labor Standards Act.

FLSA - Fair Labor Standards Act.

Full-Time Employee - A person, employed in a position, who is scheduled to work a prescribed duty cycle.

Immediate Family - A person's spouse, mother, step-mother, mother-in-law, father, step-father, father-in-law, son, step-son, son-in-law, daughter, step-daughter, daughter-in-law, brother, step-brother, brother-in-law, sister, step-sister, sister-in-law, any other relative of the person if such other relative lives in the same household with the person, and, for purposes of section 1.5.2. only, non-related individuals residing in the same household

Lateral Transfer - A voluntary change in the status of an employee from one position to another position in the same pay range.

Layoff - Involuntary termination of employment due to lack of funds, reductions of services or work, privatization of municipal functions, reorganization or streamlining of operations, significant change in duties, in the interests of improving efficiency and productivity, or at the direction of City Council. A layoff may be Citywide or implemented within specific departments or programs. Affected employees may be provided certain benefits and, except in cases of permanent reductions in force, may be subject to recall.



Leave - Absence from work.

Leave Without Pay - An approved absence from work without compensation.

Nepotism - The prohibited employment of relatives within the same department of the City.

Non-exempt Employee - An employee of the City who is subject to the provisions of the Fair Labor Standards Act.

Overtime - Time worked in excess of the normal duty cycle.

Overtime Compensation - Compensation paid to an employee for overtime work performed or service rendered.

Part-time Employee - An employee who works less than the prescribed duty cycle for full-time, regular employees in similar classifications, whether or not on a regular or continual basis.

Pay Range - The designation of the minimum, midpoint and maximum compensation to a position or group of positions.

Position - The duties and responsibilities of an employee or group of employees sufficiently alike to justify the same title, specifications and pay range.

Position Description - A written description of the duties and responsibilities of a particular job

Probationary Employee - Any employee, who is within the prescribed probationary period of employment. Completion of such probationary period does not confer any right to employment upon any employee. No employee within the initial prescribed probationary period shall have access to the City's discipline or grievance procedure.

Promotion - A change in the status of an employee from a lower position to a higher position having a higher pay range and requiring the performance of more responsible duties.

Reassignment - A change in the status of an employee, whether voluntary or involuntary, from one position to another position or from one department or division to another department or division through promotion, demotion, transfer, reclassification, reorganization, displacement, or any other personnel action, which may or may not require a change in duties, responsibilities, or compensation.

Reclassification - The process of reviewing existing positions as a result of a change in the duties and responsibilities assigned or to be assigned.

Regular Employee - A person employed full-time on a regular and continual basis for the City. The term "regular" shall not imply any tenure or right of employment. Persons who are temporary or part-time employees are not regular employees.

Seniority - The length of continuous, uninterrupted employment by the City, computed from most recent date of regular employment.

Temporary Employee - A person employed for a limited period of time for a one time need or on a seasonal, reoccurring, or periodic basis.

Transfer Downward - A voluntary change in the status of an employee from a higher position to a lower position having a lower pay range and requiring the performance of less responsible duties.



Working Day - For purposes of complying with the provisions of the City's Grievance Procedure those days on which the administrative offices of the City are open and operating. For purposes of complying with the provisions of The City's Disciplinary Procedure those days in an employee's normal duty cycle.

FY20 Schematic List of Classes and Assignment to Salary Grade

CLASS	CLASS TITLE	GRADE	EEO	RET	SUB	MINIMUM	MIDPOINT	MAXIMUM	FLSA TYPE	WCODE
1000	PROJECTION POSITION	41	99		0	0	0	174,298.00	NON-EXEMPT	8810
1002	FILE CLERK	GN2	60	NONE	9	20,030.00	25,438.00	30,846.00	NON-EXEMPT	8810
1003	ADMINISTRATIVE SPECIALIST	GN2	60	GN	9	20,030.00	25,438.00	30,846.00	NON-EXEMPT	8810
1005	SENIOR ADMINISTRATIVE SPECLT	GN4	60	GN	9	22,083.00	28,045.00	34,008.00	NON-EXEMPT	8810
1007	SECRETARY	GN6	60	GN	9	24,346.00	30,920.00	37,494.00	NON-EXEMPT	8810
1009	SENIOR SECRETARY	GN8	60	GN	9	27,614.00	35,069.00	42,525.00	NON-EXEMPT	8810
1011	EXECUTIVE SECRETARY	GN11	60	GN	9	35,758.00	45,412.00	55,067.00	NON-EXEMPT	8810
1015	EXECUTIVE ASSISTANT	GE4	20	GN	9	38,930.00	50,025.00	61,120.00	EXEMPT	8810
1025	LEGAL SECRETARY	GN8	60	GN	9	27,614.00	35,069.00	42,525.00	NON-EXEMPT	8810
1028	LEGAL ASSISTANT	GE3	60	GN	9	35,716.00	45,895.00	56,074.00	EXEMPT	8810
1029	JUDICIAL ASSISTANT	GE4	60	GN	9	38,930.00	50,025.00	61,120.00	EXEMPT	8810
1032	ADMINISTRATIVE ASSISTANT	GN10	60	GN	9	32,507.00	41,284.00	50,061.00	NON-EXEMPT	8810
1039	LAW CLERK	GE5	20	GN	9	42,434.00	54,528.00	66,621.00	EXEMPT	8810
1042	DEPUTY CLERK	GN9	60	GN	9	29,823.00	37,875.00	45,927.00	NON-EXEMPT	8810
1045	DEPUTY REGISTRAR	GN7	60	GN	9	25,807.00	32,775.00	39,743.00	NON-EXEMPT	8810
1046	ASSISTANT DEPUTY REGISTRAR	GN4	60	GN	9	22,083.00	28,045.00	34,008.00	NON-EXEMPT	8810
1047	CLERK OF COUNCIL	GE4	60	GN	9	38,930.00	50,025.00	61,120.00	EXEMPT	8810
1049	SENIOR ADMINISTRATIVE ASSISTNT	GE6	20	GN	9	46,677.00	59,980.00	73,283.00	EXEMPT	8810
1075	INTERN	GN2	60		9	20,030.00	25,438.00	30,846.00	NON-EXEMPT	8810
1099	INTAKE DIVERSION SPECIALIST	GE3	99		0	35,716.00	45,895.00	56,074.00	EXEMPT	9410
1101	CASHIER	GN4	60	GN	9	22,083.00	28,045.00	34,008.00	NON-EXEMPT	8810
1102	SENIOR CASHIER	GN7	60	GN	9	25,807.00	32,775.00	39,743.00	NON-EXEMPT	8810
1105	COLLECTIONS CLERK I	GN4	60	GN	9	22,083.00	28,045.00	34,008.00	NON-EXEMPT	8810
1106	COLLECTIONS CLERK II	GN7	60	GN	9	25,807.00	32,775.00	39,743.00	NON-EXEMPT	8810
1107	SENIOR COLLECTIONS CLERK	GN8	60	GN	9	27,614.00	35,069.00	42,525.00	NON-EXEMPT	8810
1108	CUSTOMER ACCOUNTS REPRESENTATIVE	GN7	60	GN	9	25,807.00	32,775.00	39,743.00	NON-EXEMPT	8810
1111	DELINQUENT COLLECTIONS CORDNTR	GE5	60	GN	9	42,434.00	54,528.00	66,621.00	EXEMPT	8810
1117	COLLECTIONS SUPERVISOR	GE5	50	GN	9	42,434.00	54,528.00	66,621.00	EXEMPT	8810
1119	DIV DIR OF CENTRAL COLLECTIONS	GE8	10	GN	9	56,993.00	73,236.00	89,479.00	EXEMPT	8810
1120	DIV DIR OF CUSTOMER ACCOUNTS	GE9	20	GN	9	63,262.00	81,292.00	99,322.00	EXEMPT	8810

1121 COLLECTIONS CUST ACCT MANAGER	GE6	20 GN	9	46,677.00	59,980.00	73,283.00 EXEMPT	8810
1122 SERV/BILL CUST ACCT MANAGER	GE6	20 GN	9	46,677.00	59,980.00	73,283.00 EXEMPT	8810
1131 UTILITY BILLING CLERK	GN7	60 GN	9	25,807.00	32,775.00	39,743.00 NON-EXEMPT	8810
1133 UTILITY SPECIAL BILLING CLERK	GN8	60 GN	9	27,614.00	35,069.00	42,525.00 NON-EXEMPT	8810
1134 SENIOR UTILITY BILLING CLERK	GN9	60 GN	9	29,823.00	37,875.00	45,927.00 NON-EXEMPT	8810
1135 CUSTOMER SERVICE REPRESENTATIV	GN7	60 GN	9	25,807.00	32,775.00	39,743.00 NON-EXEMPT	8810
1137 AMI SUPPORT TECHNICIAN	GN9	30 GN	2	29,823.00	37,875.00	45,927.00 NON-EXEMPT	8810
1139 SR CUS SERVICE/TRAINING REP	GN8	50 GN	9	27,614.00	35,069.00	42,525.00 NON-EXEMPT	8810
1149 DIVISN DIR OF CUSTOMER SERVICE	GE8	10 GN	9	56,993.00	73,236.00	89,479.00 EXEMPT	8810
1201 ACCOUNT CLERK	GN6	60 GN	9	24,346.00	30,920.00	37,494.00 NON-EXEMPT	8810
1203 SENIOR ACCOUNT CLERK	GN8	60 GN	9	27,614.00	35,069.00	42,525.00 NON-EXEMPT	8810
1211 PAYROLL TECHNICIAN	GN9	60 GN	9	29,823.00	37,875.00	45,927.00 NON-EXEMPT	8810
1220 ACCOUNTANT III	GE7	20 GN	9	51,345.00	65,978.00	80,612.00 EXEMPT	8810
1221 ACCOUNTANT I	GE4	20 GN	9	38,930.00	50,025.00	61,120.00 EXEMPT	8810
1223 ACCOUNTANT II	GE6	20 GN	9	46,677.00	59,980.00	73,283.00 EXEMPT	8810
1224 BUSINESS SYSTEMS ACCOUNTANT	GE8	20 GN	9	56,993.00	73,236.00	89,479.00 EXEMPT	8810
1226 INTERNAL AUDITOR	GE8	20 GN	9	56,993.00	73,236.00	89,479.00 EXEMPT	8810
1227 STAFF AUDITOR	GE6	20 GN	9	46,677.00	59,980.00	73,283.00 EXEMPT	8810
1228 SENIOR INTERNAL AUDITOR	GE9	20	9	63,262.00	81,292.00	99,322.00 EXEMPT	8810
1229 ASSISTANT DIRECTOR OF FINANCE	GE10	10 GN	9	70,854.00	91,047.00	111,240.00 EXEMPT	8810
1241 REAL ESTATE ASSESSMENT CLERK	GN3	60 GN	9	21,031.00	26,710.00	32,388.00 NON-EXEMPT	8810
1242 SENIOR REAL ESTATE ASSEST CLK	GN7	60 GN	9	25,807.00	32,775.00	39,743.00 NON-EXEMPT	8810
1246 REAL ESTATE APPRAISER I	GN8	30 GN	9	27,614.00	35,069.00	42,525.00 NON-EXEMPT	8810
1247 REAL ESTATE APPRAISER II	GN10	20 GN	9	32,507.00	41,284.00	50,061.00 NON-EXEMPT	8810
1248 REAL ESTATE APPRAISER III	GE6	20 GN	9	46,677.00	59,980.00	73,283.00 EXEMPT	8810
1249 DIVISN DIR OF REAL ESTATE ASSE	GE8	10 GN	9	56,993.00	73,326.00	89,479.00 EXEMPT	8810
1303 PRINTER	GN6	70 GN	9	24,346.00	30,920.00	37,494.00 NON-EXEMPT	4299
1305 SENIOR PRINTER	GN8	70 GN	9	27,614.00	35,069.00	42,525.00 NON-EXEMPT	4299
1309 PRINT SHOP TECHNICIAN	GN10	70 GN	9	32,507.00	41,284.00	50,061.00 NON-EXEMPT	4299
1311 PRINT SHOP SUPERVISOR	GE5	20 GN	9	42,434.00	54,528.00	66,621.00 EXEMPT	8810
1321 PURCHASING CLERK	GN6	60 GN	9	24,346.00	30,920.00	37,494.00 NON-EXEMPT	8810
1323 SENIOR PURCHASING CLERK	GN8	60 GN	9	27,614.00	35,069.00	42,525.00 NON-EXEMPT	8810
1325 BUYER	GE4	20 GN	9	38,930.00	50,025.00	61,120.00 EXEMPT	8810
1327 DIVISION DIR OF PURCHASING	GE8	10 GN	9	56,993.00	73,326.00	89,479.00 EXEMPT	8810

1329 DIR OF FINANCE	I	10 GN	9	83,158.00	106,858.00	130,558.00	EXEMPT	8810
1401 HR TECHNICIANS	GN9	30 GN	9	29,823.00	37,875.00	45,927.00	NON-EXEMPT	8810
1404 HR CONSULTANT	GE6	20 GN	9	46,677.00	59,980.00	73,283.00	EXEMPT	8810
1408 ORGANIZATION DEVELOPMENT CNSLT	GE6	20 GN	9	46,677.00	59,980.00	73,283.00	EXEMPT	8810
1409 DIRECTOR OF HUMAN RESOURCES	I	10 GN	9	83,158.00	106,858.00	130,558.00	EXEMPT	8810
1505 TRAINING & SAFETY MANAGER	GE5	20 GN	9	42,434.00	54,528.00	66,621.00	EXEMPT	8810
1509 IT APPLICATIONS SUPPORT SPEC	GE7	20 GN	2	51,345.00	65,978.00	80,612.00	EXEMPT	8810
1510 IT SOLUTIONS ARCHITECT MANAGER	GE9	20 GN	2	63,262.00	81,292.00	99,322.00	EXEMPT	8810
1511 SR END USER SUPPORT TECHNICIAN	GN11	20 GN	2	35,758.00	45,412.00	55,067.00	NON-EXEMPT	8810
1512 IT BUSINESS RELATIONSHIP MGR	GE7	30 GN	2	51,345.00	65,978.00	80,612.00	EXEMPT	8810
1513 IT SR INTERNAL CNT SUPPORT SPE	GE8	20 GN	0	56,993.00	73,236.00	89,476.00	EXEMPT	8810
1514 IT END USER SUPPORT TECHNICIAN	GN10	30 GN	9	32,507.00	41,284.00	50,061.00	NON-EXEMPT	8810
1515 IT SYSTEMS OPERATOR	GN6	30 GN	9	24,346.00	30,920.00	37,494.00	NON-EXEMPT	8810
1516 IT BUSINESS ANALYST	GE6	30 GN	9	46,677.00	59,980.00	73,283.00	EXEMPT	8810
1517 HELP DESK MANAGER	GN12	20 GN	0	39,333.00	49,953.00	60,573.00	NON-EXEMPT	8810
1521 PROGRAMMER/ANALYST	GE5	20 GN	9	42,434.00	54,528.00	66,621.00	EXEMPT	8810
1523 SR DATABASE ADMINISTRATOR	GE8	20 GN	9	56,993.00	73,236.00	89,476.00	EXEMPT	8810
1524 DIV DIR OF APPLICATION SUPPORT	GE9	20 GN	9	63,262.00	81,292.00	99,322.00	EXEMPT	8810
1525 SR. PROGRAMMER/ANALYST	GE7	20 GN	2	51,345.00	65,978.00	80,612.00	EXEMPT	8810
1526 GIS PROGRAMMER ANALYST	GE6	30 GN	9	46,677.00	59,980.00	73,283.00	EXEMPT	8810
1527 SR APPLICATION SUPPORT SPECLST	GE8	30 GN	0	56,993.00	73,236.00	89,479.00	EXEMPT	8810
1529 NETWORK ANALYST	GE5	20 GN	9	42,434.00	54,528.00	66,621.00	EXEMPT	8810
1531 END USER TECH SUPPORT MANAGER	GE7	20 GN	9	51,345.00	65,978.00	80,612.00	EXEMPT	8810
1532 DIVN DIR OF INFRA & OPERATIONS	GE9	20 GN	9	63,262.00	81,292.00	99,322.00	EXEMPT	8810
1533 NETWORK ADMINISTRATOR	GE7	20 GN	9	51,345.00	65,978.00	80,612.00	EXEMPT	8810
1534 SYSTEM ADMINISTRATOR	GE7	20 GN	9	51,345.00	65,978.00	80,612.00	EXEMPT	8810
1535 NETWORK SYSTEMS ENGINEER	GE8	20 GN	9	56,993.00	73,236.00	89,479.00	EXEMPT	8810
1536 DATABASE ADMINISTRATOR	GE7	20 GN	9	51,345.00	65,978.00	80,612.00	EXEMPT	8810
1537 IT PROJECT MANAGER	GE8	20 GN	9	56,993.00	73,236.00	89,479.00	EXEMPT	8810
1539 ASST DIR OF INFORMATION TECH	GE11	10 GN	9	79,356.00	101,973.00	124,589.00	EXEMPT	8810
1540 DIRECTOR OF INFORMATION TECHGY	I	10 GN	9	83,158.00	106,858.00	130,558.00	EXEMPT	8810
1730 GIS ANALYST	GN11	30 GN	9	35,758.00	45,412.00	55,067.00	NON-EXEMPT	8810
1731 GIS COORDINATOR	GE9	20 GN	9	63,262.00	81,292.00	99,322.00	EXEMPT	8810
1732 SR GIS PROGRAMMER ANALYST	GE7	20 GN	9	51,345.00	65,978.00	80,612.00	EXEMPT	8810

1734 IT SCADA SYSTEMS ANALYST	GE7	20 GN	9	51,345.00	65,978.00	80,612.00 EXEMPT	8810
1810 ASSISTANT CITY ATTORNEY I	GE7	10 GN	9	51,345.00	65,978.00	80,612.00 EXEMPT	8810
1811 ASSISTANT CITY ATTORNEY II	GE10	10 GN	9	70,854.00	91,047.00	111,240.00 EXEMPT	8820
1918 ASSISTANT TO THE CITY MANAGER	GE6	20 GN	9	46,677.00	59,980.00	73,283.00 EXEMPT	8810
1919 DIRECTOR OF BUDGET	I	10 GN	9	0	106,858.00	130,558.00 EXEMPT	8810
1924 MULTIMEDIA DESIGN ASSISTANT	GN5	60 GN	9	23,187.00	29,448.00	35,708.00 NON-EXEMPT	8810
1925 MULTIMEDIA DESIGN MANAGER	GE7	20 GN	9	51,345.00	65,978.00	80,612.00 EXEMPT	8810
1927 PUBLIC INFORMATION OFFICER	GE6	20 GN	9	46,677.00	59,980.00	73,283.00 EXEMPT	8810
1930 YOUTH & GANG VIOL COORD	GE8	20 GN	9	56,993.00	73,236.00	89,479.00 EXEMPT	8810
1975 SPECIAL PROJECT MANAGER	GN10	60 GN	9	32,507.00	41,284.00	50,061.00 NON-EXEMPT	8810
1977 MARKETING & RESEARCH MANAGER	GE7	20 GN	9	51,345.00	65,978.00	80,612.00 EXEMPT	8810
1978 ASST DIR OF ECONOMIC DEVELOPMT	GE9	20 GN	9	63,262.00	81,292.00	99,322.00 EXEMPT	8810
1979 ECONOMIC DEVELOP PROJECT MGR	GE8	20 GN	9	56,993.00	73,236.00	89,479.00 EXEMPT	8810
1980 DIRECTOR OF ECONOMIC DEVELOPMT	III	10 GN	9	95,208.00	122,342.00	149,476.00 EXEMPT	8810
1991 DEPUTY CITY MANAGER	IV	10 GN	9	102,824.00	132,129.00	161,434.00 EXEMPT	8810
2001 PERMIT TECHNICIAN	GN8	60 GN	9	27,614.00	35,069.00	42,525.00 NON-EXEMPT	8810
2009 PROP MAINT CODE COORDINATOR	GN12	20 GN	9	39,333.00	49,953.00	49,953.00 NON-EXEMPT	8810
2010 PROPERTY MAINTENANCE INSPECTOR	GN11	30 GN	9	35,758.00	45,412.00	55,067.00 NON-EXEMPT	8810
2013 BUILDING INSPECTOR	GN11	30 GN	9	35,758.00	45,412.00	55,067.00 NON-EXEMPT	8601
2014 ELECTRICAL INSPECTOR	GN11	30 GN	9	35,758.00	45,412.00	55,067.00 NON-EXEMPT	8601
2015 MECHANICAL INSPECTOR	GN11	30 GN	9	35,758.00	45,412.00	55,067.00 NON-EXEMPT	8601
2017 PLUMBING/CROSS CONNECTION INSP	GN11	30 GN	9	35,758.00	45,412.00	55,067.00 NON-EXEMPT	8601
2025 INSPECTIONS SUPERVISOR	GE6	30 GN	9	46,677.00	59,980.00	73,283.00 EXEMPT	8601
2029 DIVISION DIR OF INSPECTIONS	GE9	10 GN	9	63,262.00	81,292.00	99,322.00 EXEMPT	8810
2041 COST ESTIMATOR/INSPECTOR	GN10	30 GN	9	32,507.00	41,284.00	50,061.00 NON-EXEMPT	8601
2045 H&D PLANNING SPECIALIST	GE4	30 GN	9	38,930.00	50,025.00	61,120.00 EXEMPT	8810
2047 HOUSING & REDEVELOPMENT SPCST	GE6	20 GN	9	46,677.00	59,980.00	73,283.00 EXEMPT	8810
2061 PLANNING TECHNICIAN	GN9	30 GN	9	29,823.00	37,875.00	45,927.00 NON-EXEMPT	8810
2063 ASSOCIATE PLANNER	GE4	20 GN	9	38,930.00	50,025.00	61,120.00 EXEMPT	8810
2064 SENIOR PLANNER	GE5	20 GN	9	42,434.00	54,528.00	66,621.00 EXEMPT	8810
2099 DIVISION DIRECTOR OF PLANNING	GE9	10 GN	9	63,262.00	81,292.00	99,322.00 EXEMPT	8810
2199 DIRECTOR OF COMMUNITY DEVELOP	I	10 GN	9	83,158.00	106,858.00	130,558.00 EXEMPT	8810
3001 CUSTODIAN	GN2	80 GN	9	20,030.00	25,438.00	30,846.00 NON-EXEMPT	9015
3003 SENIOR CUSTODIAN	GN5	80 GN	9	23,187.00	29,448.00	35,708.00 NON-EXEMPT	9015

3005 CUSTODIAN SUPERVISOR	GN13	80 GN	9	43,267.00	54,949.00	66,631.00 NON-EXEMPT	9015
3011 PUBLIC SERVICE WORKER	GN2	80 GN	1	20,030.00	25,438.00	30,846.00 NON-EXEMPT	5506
3012 PUBLIC SERVICE WORKER/OPERATOR	GN4	80 GN	2	22,083.00	28,045.00	34,008.00 NON-EXEMPT	5506
3014 SOLID WASTE COLLECTOR	GN4	80 GN	2	22,083.00	28,045.00	34,008.00 NON-EXEMPT	9403
3016 GROUNDSKEEPER	GN7	80 GN	2	25,807.00	32,775.00	39,743.00 NON-EXEMPT	9015
3019 CONSTRUCTION WORKER	GN5	80 GN	1	23,187.00	29,448.00	35,708.00 NON-EXEMPT	5506
3022 SANITATION OPERATOR I	GN9	80 GN	2	29,823.00	37,875.00	45,927.00 NON-EXEMPT	8810
3024 SANITATION OPERATOR II	GN10	80 GN	2	32,507.00	41,284.00	50,061.00 NON-EXEMPT	8810
3031 MOTOR EQUIPMENT OPERATOR I	GN5	80 GN	1	23,187.00	29,448.00	35,708.00 NON-EXEMPT	5506
3032 MOTOR EQUIPMENT OPERATOR II	GN8	70 GN	1	27,614.00	35,069.00	42,525.00 NON-EXEMPT	5506
3033 MOTOR EQUIPMENT OPERATOR III	GN9	70 GN	1	29,823.00	37,875.00	45,927.00 NON-EXEMPT	5506
3036 HEAVY EQUIPMENT OPERATOR	GN11	80 GN	2	35,758.00	45,412.00	55,067.00 NON-EXEMPT	5506
3035 CCTV TECHNICIAN	GN9	30 GN	1	29,823.00	37,875.00	45,927.00 NON-EXEMPT	5506
3040 RECYCLING CENTER OPERATOR	GN12	80 GN	4	39,333.00	49,953.00	60,573.00 NON-EXEMPT	7380
3101 CREW SUPERVISOR	GN11	80 GN	2	35,758.00	45,412.00	55,067.00 NON-EXEMPT	5506
3102 PW CREW SUPERVISOR	GN12	80 GN	2	39,333.00	49,953.00	60,573.00 NON-EXEMPT	7380
3105 GENERAL SUPERVISOR	GN14	80 GN	2	47,593.00	60,444.00	73,294.00 NON-EXEMPT	5506
3109 CEMETERY SUPERVISOR	GN13	20 GN	0	43,267.00	54,949.00	66,631.00 NON-EXEMPT	9220
3201 WAREHOUSE STOCK CLERK	GN5	80 GN	2	23,187.00	29,448.00	35,708.00 NON-EXEMPT	8810
3203 PW WAREHOUSE CLERK	GN6	80 GN	2	24,346.00	30,920.00	37,494.00 NON-EXEMPT	8810
3303 BUILDING MAINTENANCE MECH I	GN8	70 GN	2	27,614.00	35,069.00	42,525.00 NON-EXEMPT	9015
3304 BUILDING MAINTENANCE MECH II	GN10	80 GN	2	32,507.00	41,284.00	50,061.00 NON-EXEMPT	9015
3305 BUILDING MAINTENANCE SUPERINT	GE6	20 GN	2	46,677.00	59,980.00	73,283.00 EXEMPT	9015
3306 BUILDING MAINTENANCE MCHNC III	GN12	70 GN	2	39,333.00	49,953.00	60,573.00 NON-EXEMPT	9015
3309 CEMETERY SUPERINTENDENT	GE6	20 GN	9	46,677.00	59,980.00	73,283.00 EXEMPT	9220
3401 HORTICULTURIST	GN10	70 GN	2	32,507.00	41,284.00	50,061.00 NON-EXEMPT	9015
3501 AUTOMOTIVE EQUIPMENT MECH I	GN5	80 GN	3	23,187.00	29,448.00	35,708.00 NON-EXEMPT	8380
3511 AUTOMOTIVE EQUIPMENT MECH II	GN9	70 GN	3	29,823.00	37,875.00	45,927.00 NON-EXEMPT	8380
3512 TRANSIT MECHANIC	GN9	80 GN	3	29,823.00	37,875.00	45,927.00 NON-EXEMPT	8810
3515 WELDER	GN10	70 GN	3	32,507.00	41,284.00	50,061.00 NON-EXEMPT	3632
3519 AUTOMOTIVE EQUIPMENT MECH III	GN11	70 GN	3	35,758.00	45,412.00	55,067.00 NON-EXEMPT	8380
3521 AUTOMOTIVE SERVICE TECHNICIAN	GN8	80 GN	3	27,614.00	35,069.00	42,525.00 NON-EXEMPT	8380
3525 EQUIPMENT MAINTENANCE SUPERVIS	GN13	70 GN	3	43,267.00	54,949.00	66,631.00 NON-EXEMPT	8380
3601 SIGN TECHNICIAN	GN8	30 GN	2	27,614.00	35,069.00	42,525.00 NON-EXEMPT	5506

3603 TRAFFIC SIGNAL TECHNICIAN	GN8	30 GN	2	27,614.00	35,069.00	42,525.00 NON-EXEMPT	5506
3605 SR TRAFFIC SIGNAL TECHNICIAN	GN10	30 GN	2	32,507.00	41,284.00	50,061.00 NON-EXEMPT	5506
3607 TRAFFIC CONTROL CREW SUPERVISOR	GN12	30 GN	2	39,333.00	49,953.00	60,573.00 NON-EXEMPT	5506
3609 TRAFFIC CONTROL SUPERINTENDENT	GE6	30 GN	2	46,677.00	59,980.00	73,283.00 EXEMPT	5506
3651 CODE ENFORCEMENT INSPECTOR	GN10	30 GN	2	32,507.00	41,284.00	50,061.00 NON-EXEMPT	9403
3653 CONSTRUCTION INSPECTOR	GN11	30 GN	2	35,758.00	45,412.00	55,067.00 NON-EXEMPT	8601
3655 CONSTRUCTION INSPECTIONS SUPVR	GE5	30 GN	2	42,434.00	54,528.00	66,621.00 EXEMPT	8601
3701 VAN DRIVER	GN2	80 GN	3	20,030.00	25,438.00	30,846.00 NON-EXEMPT	9102
3710 TRANSIT DRIVER I	GN4	80 GN	3	22,083.00	28,045.00	34,008.00 NON-EXEMPT	8810
3711 TRANSIT DRIVER II	GN5	80 GN	3	23,187.00	29,448.00	35,708.00 NON-EXEMPT	7382
3712 TRANSPORTATION DISPATCHER	GN7	60 GN	9	25,807.00	32,775.00	39,743.00 NON-EXEMPT	8810
3719 TRANSPORTATION SUPERVISOR	GE4	80 GN	3	38,930.00	50,025.00	61,120.00 EXEMPT	7382
3731 AIRPORT MAINTEN/SECURITY TCH I	GN6	80 GN	3	24,346.00	30,920.00	37,494.00 NON-EXEMPT	7423
3733 AIRPORT MAINTEN/SECURITY TCH II	GN8	80 GN	3	27,614.00	35,069.00	42,525.00 NON-EXEMPT	8810
3734 AIRPORT OPERATIONS TOWER TECH	GN6	80 GN	3	24,346.00	30,920.00	37,494.00 NON-EXEMPT	8810
3735 TRANSPORTATION BLD & GRDS SUPT	GE5	10 GN	3	42,434.00	54,528.00	66,621.00 EXEMPT	7423
3748 DIVISION DIR OF TRANS SERV	GE8	20 GN	3	56,993.00	73,236.00	89,479.00 EXEMPT	8810
3749 DIRECTOR OF TRANSPORTATION SERV	I	10 GN	3	83,158.00	106,858.00	130,558.00 EXEMPT	7423
3801 ENGINEERING AIDE	GN3	50 GN	2	21,031.00	26,710.00	32,388.00 NON-EXEMPT	8601
3803 ENGINEERING TECHNICIAN	GN7	50 GN	2	25,807.00	32,775.00	39,743.00 NON-EXEMPT	8601
3804 SR PUBLIC WORKS GIS/CAD TECH	GN13	30 GN	9	43,267.00	54,949.00	66,631.00 NON-EXEMPT	8810
3805 SURVEY PARTY SUPERVISOR	GE4	30 GN	2	38,930.00	50,025.00	61,120.00 EXEMPT	8601
3815 PW PROJECT ENGINEER	GE6	20 GN	2	46,677.00	59,980.00	73,283.00 EXEMPT	8601
3819 PW CHIEF ENGINEER	GE9	20 GN	2	63,262.00	81,292.00	99,322.00 EXEMPT	8601
3951 COMMUNICATIONS SYSTEMS MANAGER	GE7	20 GN	2	51,345.00	65,978.00	80,612.00 EXEMPT	8810
3955 LITTER PREVENTION COORDINATOR	GN2	60 GN	9	20,030.00	25,438.00	25,438.00 NON-EXEMPT	8810
3965 DIVISION DIR OF SANITATION	GE9	10 GN	2	63,262.00	81,292.00	99,322.00 EXEMPT	9403
3975 DIVISION DIRECTOR OF BUILDINGS	GE9	10 GN	2	63,262.00	81,292.00	99,322.00 EXEMPT	9015
	GE10			\$70,854	\$91,047	\$111,240	
3985 DIVISION DIRECTOR OF STREETS	GE9	10 GN	2	63,262	81,292	99,322 EXEMPT	5506
3990 DIV DIR OF PW ADMINISTRATION	GE9	10 GN	2	63,262.00	81,292.00	99,322.00 EXEMPT	8810
3994 PW PROJECT MANAGER	GE8	20 GN	0	56,993.00	73,236.00	89,479.00 EXEMPT	8810
3995 ASST DIR PW/CITY ENGINEER	GE11	10 GN	9	79,356.00	101,973.00	124,589.00 EXEMPT	8601
3999 DIRECTOR OF PUBLIC WORKS	II	10 GN	2	88,979.00	114,338.00	139,697.00 EXEMPT	8810

4001 WATER TREATMENT PLT OPTR TRAIN	GN4	70 GN	2	22,083.00	28,045.00	34,008.00	NON-EXEMPT	7520
4005 WATER TREATMENT PLT OPTR III	GN7	70 GN	2	25,807.00	32,775.00	39,743.00	NON-EXEMPT	7520
4006 WATER TREATMENT PLT OPTR II	GN8	70 GN	2	27,614.00	35,069.00	42,525.00	NON-EXEMPT	7520
4007 WATER TREATMENT OPTR I	GN10	70 GN	2	32,507.00	41,284.00	50,061.00	NON-EXEMPT	7520
4008 WATER TREATMENT PLT OPTR SPVR	GN11	70 GN	2	35,758.00	45,412.00	55,067.00	NON-EXEMPT	7520
4101 UTILITY PLANT MAINTENANCE WKR	GN3	80 GN	2	21,031.00	26,710.00	32,388.00	NON-EXEMPT	7520
4103 INDUSTRIAL MECHANIC	GN9	70 GN	2	29,823.00	37,875.00	45,927.00	NON-EXEMPT	7520
4104 SENIOR INDUSTRIAL MECHANIC	GN11	80 GN	2	35,758.00	45,412.00	55,067.00	NON-EXEMPT	7520
4355 WATER TREATMENT MANAGER	GE8	20 GN	2	56,993.00	73,236.00	89,479.00	EXEMPT	7520
4360 WATER CHEMIST	GE4	20 GN	2	38,930.00	50,025.00	61,120.00	EXEMPT	7520
4399 DIVISION DIR WTR/WSTWTR TRTMNT	GE11	10 GN	2	79,356.00	101,973.00	124,589.00	EXEMPT	7520
4501 DISPATCHER	GN5	60 GN	1	23,187.00	29,448.00	35,708.00	NON-EXEMPT	8810
4512 W&G HEAVY EQUIPMENT OPERATOR	GN11	70 GN	1	35,758.00	45,412.00	55,067.00	NON-EXEMPT	6319
4513 W&G SERVICE TECHNICIAN	GN10	70 GN	1	32,507.00	41,284.00	50,061.00	NON-EXEMPT	6319
4515 W&G METER TECHNICIAN	GN10	70 GN	1	32,507.00	41,284.00	50,061.00	NON-EXEMPT	6319
4517 W&G CORROSION TECHNICIAN	GN10	30 GN	1	32,507.00	41,284.00	50,061.00	NON-EXEMPT	6319
4519 W&G CREW SUPERVISOR	GN12	70 GN	1	39,333.00	49,953.00	60,573.00	NON-EXEMPT	6319
4521 W&G WELDER/CREW SUPERVISOR	GN11	70 GN	1	35,758.00	45,412.00	55,067.00	NON-EXEMPT	6319
4529 W&G CONSTRUCTION CREW SUPERVSR	GN12	70 GN	1	39,333.00	49,953.00	60,573.00	NON-EXEMPT	6319
4609 WATER & GAS ENGINEERING AIDE	GN6	30 GN	1	24,346.00	30,920.00	37,494.00	NON-EXEMPT	8810
4613 WG GIS ENGINEERING TECHNICIAN	GN10	30 GN	1	32,507.00	41,284.00	50,061.00	NON-EXEMPT	8810
4615 W&G SR ENGINEERING TECHNICIAN	GN13	30 GN	1	43,267.00	54,949.00	66,631.00	NON-EXEMPT	6319
4619 W&G CHIEF ENGINEER	GE9	20 GN	1	63,262.00	81,292.00	99,322.00	EXEMPT	6319
4725 W&G SYSTEMS CONTROL SUPERINTEN	GE8	70 GN	1	56,993.00	73,236.00	89,479.00	EXEMPT	6319
4735 W&G DISTRIBUTION SUPERVISOR	GE5	70 GN	1	42,434.00	54,528.00	66,621.00	EXEMPT	6319
4745 W&G COMPLIANCE COORDINATOR	GN13	70 GN	1	43,267.00	54,949.00	66,631.00	NON-EXEMPT	6319
4811 GAS CONTROL TECHNICIAN	GN10	30 GN	1	32,507.00	41,284.00	50,061.00	NON-EXEMPT	7502
4815 GAS CONTROL MANAGER	GE8	20 GN	1	56,993.00	73,236.00	89,479.00	EXEMPT	7502
4835 W&G DISTRIBUTION SUPERINTENDEN	GE8	70 GN	1	56,993.00	73,236.00	89,479.00	EXEMPT	6319
4899 DIVISION DIR OF WATER & GAS	GE11	10 GN	1	79,356.00	101,973.00	124,589.00	EXEMPT	8810
5001 HYDRO-ELECTRIC ATTENDENT	GN6	80 GN	2	24,346.00	30,920.00	37,494.00	NON-EXEMPT	7539
5005 HYDRO-ELECTRIC OPERATOR	GN9	70 GN	2	29,823.00	37,875.00	45,927.00	NON-EXEMPT	7539
5007 HYDRO-ELECTRIC MAINTNANCE TECH	GN10	70 GN	2	32,507.00	41,284.00	50,061.00	NON-EXEMPT	7539
5009 HYDRO-ELECTRIC SUPERINTENDENT	GE6	70 GN	2	46,677.00	59,980.00	73,283.00	EXEMPT	7539

	GN5			\$23,187	\$29,448	\$35,708		
5101 ELECTRIC GROUND WORKER	GN2	70 GN	2	\$20,030	\$25,438	\$30,846	NON-EXEMPT	7539
5103 ELECT LINE OH/UG EQUIP OPER	GN10	70 GN	2	32,507.00	41,284.00	50,061.00	NON-EXEMPT	7539
	GN10			\$32,507	\$41,284	\$50,061		
5111 ELECTRIC LINE TECHNICIAN I	GN8	70 GN	2	\$27,614	\$35,069	\$42,525	NON-EXEMPT	7539
	GN12			\$39,333	\$49,953	\$60,573		
5112 ELECTRIC LINE TECHNICIAN II	GN10	70 GN	2	\$32,507	\$41,284	\$50,061	NON-EXEMPT	7539
	GN14			\$47,593	\$60,443	\$73,294		
5113 ELECTRIC LINE TECHNICIAN III	GN12	70 GN	2	\$39,333	\$49,953	\$60,573	NON-EXEMPT	7539
	GN15			\$52,353	\$66,488	\$80,623		
5115 ELECTRIC LINE CREW SUPERVISOR	GN14	70 GN	2	\$47,593	\$60,444	\$73,294	NON-EXEMPT	7539
5116 ELECTRIC VEGETATION ROW SUPER	GN14	30 GN	9	47,593.00	60,444.00	73,294.00	NON-EXEMPT	8810
5119 ELECTRIC DISTRIBUTION SUPT	GE8	70 GN	2	56,993.00	73,236.00	89,479.00	EXEMPT	7539
	GN13			\$43,267	\$54,949	\$66,631		
5213 ELECTRIC SUBSTATION TECHNICIAN	GN11	70 GN	2	\$35,758	\$45,412	\$55,067	NON-EXEMPT	7539
5214 UTILITY OPERATOR	GN11	70 GN	2	35,758.00	45,412.00	55,067.00	NON-EXEMPT	7539
	GN14			\$47,593	\$60,443	\$73,294		
5215 ELECTRIC SUBSTATION SUPERVISOR	GN13	70 GN	2	\$43,267	\$54,949	\$66,631	NON-EXEMPT	7539
5219 ELECTRIC SUBSTATION SUPT	GE8	70 GN	2	56,993.00	73,236.00	89,479.00	EXEMPT	7539
5312 ELECTRIC RIGHT OF WAY TRIMMER	GN6	70 GN	2	24,346.00	30,920.00	37,494.00	NON-EXEMPT	106
	GN15			\$52,353	\$66,488	\$80,623		
5315 INSPECTOR-CONTRACTOR MANAGER	GN14	80 GN	2	\$47,593	\$60,444	\$73,294	NON-EXEMPT	106
	GN9			\$29,823	\$37,875	\$45,927		
5411 ELECTRIC METER TECHNICIAN I	GN7	70 GN	2	\$25,807	\$32,775	\$39,743	NON-EXEMPT	7539
	GN11			\$35,758	\$45,412	\$55,067		
5413 ELECTRIC METER TECHNICIAN II	GN9	70 GN	2	\$29,823	\$37,875	\$45,927	NON-EXEMPT	7539
	GN13			\$43,267	\$54,949	\$66,631		
5415 ELECTRIC METER TECHNICIAN III	GN11	70 GN	2	\$35,758	\$45,412	\$55,067	NON-EXEMPT	7539
	GN14			\$47,593	\$60,443	\$73,294		
5429 ELECTRIC METER SUPERVISOR	GN13	70 GN	2	\$43,267	\$54,949	\$66,631	NON-EXEMPT	7539
5431 UTILITIES WAREHOUSE MANAGER	GE5	20 GN	9	42,434.00	54,528.00	66,621.00	EXEMPT	8810
5521 ELECTRIC ENGINEERING AIDE	GN6	30 GN	2	24,346.00	30,920.00	37,494.00	NON-EXEMPT	7539
5525 ELECTRIC GIS/CAD TECHNICIAN	GN10	30 GN	2	32,507.00	41,284.00	50,061.00	NON-EXEMPT	7539
5526 SR ELEC GIS/CAD TECHNICIAN	GN12	30 GN	2	39,333.00	49,953.00	60,573.00	NON-EXEMPT	8810

5530 ELECTRIC ENG & OPS MANAGER	GE10	30 GN	2	70,854.00	91,047.00	111,240.00	EXEMPT	7539
	GN12			\$39,333	\$49,953	\$60,573		
5531 ELECTRIC ENGINEERING TECHNICIN	GN10	30 GN	2	\$32,507	\$41,284	\$50,061	NON-EXEMPT	7539
	GN13			\$43,267	\$54,949	\$66,631		
5532 ELECTRIC SR ENGINEERING TECH	GN12	30 GN	2	\$39,333	\$49,953	\$60,573	NON-EXEMPT	7539
5534 ELEC ENG TECH/COMPLIANCE COOR	GN12	20 GN	2	39,333.00	49,953.00	60,573.00	NON-EXEMPT	7539
5535 ELECTRIC ENGINEERING TECH SPVR	GE6	70 GN	2	46,677.00	59,980.00	73,283.00	EXEMPT	7539
5537 ELECTRIC ENGINEER	GE8	20 GN	2	56,993.00	73,236.00	89,479.00	EXEMPT	7539
5538 BROADBAND NETWORK ENGINRG TECH	GE7	30 GN	9	51,345.00	65,978.00	80,612.00	EXEMPT	8810
5560 DIVSN DIR OF TELECOMMUNICATION	GE9	30 GN	9	63,262.00	81,292.00	99,322.00	EXEMPT	8810
5561 OUTSIDE PLANT TECHNICIAN	GN12	30 GN	0	39,333.00	49,953.00	60,573.00	NON-EXEMPT	8810
5690 KEY ACCOUNTS MANAGER	GE7	20 GN	9	51,345.00	65,978.00	80,612.00	EXEMPT	8810
5695 DIVISN DIR OF SUPPORT SERVICES	GE9	10 GN	9	63,262.00	81,292.00	99,322.00	EXEMPT	8810
5699 DIVISION DIR OF POWER & LIGHT	GE11	10 GN	2	79,356.00	101,973.00	124,589.00	EXEMPT	8810
5999 DIRECTOR OF UTILITIES	IV	10 GN	9	102,824.00	132,129.00	161,434.00	EXEMPT	8810
6011 INFORMATION SPECIALIST	GN6	50 GN	9	24,346.00	30,920.00	37,494.00	NON-EXEMPT	9101
6012 CIRCULATION SPECIALIST	GN7	60 GN	9	25,807.00	32,775.00	39,743.00	NON-EXEMPT	8810
6013 CHILDREN'S INFORMATION SPECIAL	GN7	50 GN	9	25,807.00	32,775.00	39,743.00	NON-EXEMPT	9101
6015 LIBRARY SERVICES SPECIALIST	GN7	50 GN	9	25,807.00	32,775.00	39,743.00	NON-EXEMPT	9101
6017 LAW LIBRARY INFO SPECIALIST	GN7	50 GN	9	25,807.00	32,775.00	39,743.00	NON-EXEMPT	9101
6019 CATALOGING INFORMATION SPECIAL	GN7	50 GN	9	25,807.00	32,775.00	39,743.00	NON-EXEMPT	9101
6021 LIBRARY TECHNOLOGY SPECIALIST	GN8	30 GN	9	27,614.00	35,069.00	45,525.00	NON-EXEMPT	8810
6105 TECHNICAL SERVICES LIBRARIAN	GE4	20 GN	9	38,930.00	50,025.00	61,120.00	EXEMPT	9101
6111 CHILDREN'S LIBRARIAN	GE4	20 GN	9	38,930.00	50,025.00	61,120.00	EXEMPT	9101
6114 CIRCULATION SUPERVISOR	GE4	50 GN	9	38,930.00	50,025.00	61,120.00	EXEMPT	9101
6121 ADULT SERVICES LIBRARIAN	GE4	20 GN	9	38,930.00	50,025.00	61,120.00	EXEMPT	9101
6199 DIVISION DIRECTOR OF LIBRARY	GE9	10 GN	9	63,262.00	81,292.00	99,322.00	EXEMPT	9101
6211 RECREATION AIDE	GN1	50 GN	9	19,076.00	24,227.00	29,377.00	NON-EXEMPT	9102
6213 RECREATION LEADER	GN2	50 GN	9	20,030.00	25,438.00	30,846.00	NON-EXEMPT	9102
6221 RECREATION PROGRAM SUPERVISOR	GN7	50 GN	9	25,807.00	32,775.00	39,743.00	NON-EXEMPT	9102
6225 RECREATION SPORTS OFFICIAL	GN2	50 GN	9	20,030.00	25,438.00	30,846.00	NON-EXEMPT	9102
6233 RECREATION INSTRUCTOR	GN5	50 GN	9	23,187.00	29,448.00	35,708.00	NON-EXEMPT	9102
6311 RECREATION FACILITY OPERATOR	GN3	20 GN	9	21,031.00	26,710.00	32,388.00	NON-EXEMPT	9102
6315 RECREATION SITE SUPERVISOR	GN5	50 GN	9	23,187.00	29,448.00	35,708.00	NON-EXEMPT	8810

6329 PROGRAM COORDINATOR	GE3	20 GN	9	35,716.00	45,895.00	56,074.00	EXEMPT	9102
6330 P&R COMMUNICATIONS SPECIALIST	GE5	10 GN	9	42,434.00	54,528.00	66,621.00	EXEMPT	8810
6410 DIV DIR OF COMMUNITY RECREATIN	GE7	20 GN	9	51,345.00	65,978.00	80,612.00	EXEMPT	8810
6415 P&R FACILITIES & SERVICES PLAN	GE7	20 GN	9	51,345.00	65,978.00	80,612.00	EXEMPT	9102
6421 SPECIAL POPULATION ASSISTANT	GN9	20 GN	9	29,823.00	37,875.00	45,927.00	NON-EXEMPT	9102
6425 DIV DIR OF SPECIAL RECREATION	GE7	20 GN	9	51,345.00	65,978.00	80,612.00	EXEMPT	9102
6442 OUTDOOR REC PROGRAM SUPERVISOR	GN9	50 GN	9	29,823.00	37,875.00	45,927.00	NON-EXEMPT	8810
6445 DIVISION DIRECTOR OF ATHLETICS	GE7	20 GN	9	51,345.00	65,978.00	80,612.00	EXEMPT	9102
6555 TRANSP GRANT SPECIALIST	GE1	20 GN	3	30,061.00	38,629.00	47,196.00	EXEMPT	8810
6558 DIV DIR PARKS ADMINISTRATION	GE7	20 GN	9	51,345.00	65,978.00	80,612.00	EXEMPT	8810
6560 DIV DIR OF PARKS MAINTENANCE	GE7	20 GN	9	51,345.00	65,978.00	80,612.00	EXEMPT	9102
6561 PARKS SUPERVISOR	GN13	80 GN	2	43,267.00	54,949.00	66,631.00	NON-EXEMPT	8810
6562 PARKS GROUNDSKEEPER I	GN5	80 GN	2	23,187.00	29,448.00	35,708.00	NON-EXEMPT	8810
6563 PARKS GROUNDSKEEPER II	GN7	80 GN	2	25,807.00	32,775.00	39,743.00	NON-EXEMPT	8810
6564 PARK MAINTENANCE TECHNICIAN	GN9	30 GN	2	29,823.00	37,875.00	45,927.00	NON-EXEMPT	9102
6599 DIRECTOR OF PARKS & RECREATION	I	10 GN	9	83,158.00	106,858.00	130,558.00	EXEMPT	9102
7011 ELIGIBILITY WORKER	GN9	20 GN	9	29,823.00	37,875.00	45,927.00	NON-EXEMPT	9411
7012 SENIOR ELIGIBITY WORKER	GN11	20 GN	9	35,758.00	45,412.00	55,067.00	NON-EXEMPT	9411
7015 ELIGIBILITY SUPERVISOR	GE5	20 GN	9	42,434.00	54,528.00	66,621.00	EXEMPT	9411
7018 FRAUD INVESTIGATOR	GN10	20 GN	9	32,507.00	41,284.00	50,061.00	NON-EXEMPT	9411
7019 ELIGIBILITY SERVICES MANAGER	GE8	20 GN	9	56,993.00	73,236.00	89,479.00	EXEMPT	9411
7025 CSA COORDINATOR	GN12	20 GN	9	39,333.00	49,953.00	60,573.00	NON-EXEMPT	9411
7101 EMPLOYMENT SERVICE AIDE	GN3	50 GN	9	21,031.00	26,710.00	32,388.00	NON-EXEMPT	8810
7105 EMPLOYMENT SERVICE WORKER	GN10	20 GN	9	32,507.00	41,284.00	50,061.00	NON-EXEMPT	9411
7106 SENIOR EMPLOYMENT SERVICE WORKER	GN12	20 GN	9	39,333.00	49,953.00	60,573.00	NON-EXEMPT	9411
7109 EMPLOYMENT SERVICE SUPERVISOR	GE5	20 GN	9	42,434.00	54,528.00	66,621.00	EXEMPT	9411
7111 SOCIAL SERVICE AIDE	GN3	50 GN	2	21,031.00	26,710.00	32,388.00	NON-EXEMPT	8810
7112 FAMILY SERVICES SPECIALIST	GN11	20 GN	9	35,758.00	45,412.00	55,067.00	NON-EXEMPT	9411
7113 SR FAMILY SERVICES SPECIALIST	GN13	20 GN	9	43,267.00	54,949.00	66,631.00	NON-EXEMPT	9411
7115 CHILD PROTECTIVE SERVICE WOKER	GN12	20 GN	9	39,333.00	49,953.00	60,573.00	NON-EXEMPT	9411
7117 FAMILY SERVICES SUPERVISOR	GE6	20 GN	9	46,677.00	59,980.00	73,283.00	EXEMPT	9411
7125 FAMILY SERVICES MANAGER	GE8	20 GN	9	56,993.00	73,236.00	89,479.00	EXEMPT	9411
7126 SNAPET COORDINATOR	GN10	20 GN	9	32,507.00	41,284.00	50,061.00	NON-EXEMPT	8810
7199 DIRECTOR OF SOCIAL SERVICES	I	10 GN	9	83,158.00	106,858.00	130,558.00	EXEMPT	8810

7311 YOUTH CARE WORKER	GN9	50 GN	2	29,823.00	37,875.00	45,927.00	NON-EXEMPT	7720
7312 SENIOR YOUTH CARE WORKER	GN10	50 GN	2	32,507.00	41,284.00	50,061.00	NON-EXEMPT	8810
7313 SHIFT SUPERVISOR	GN11	20 GN	2	35,758.00	45,412.00	55,067.00	NON-EXEMPT	7720
7315 JUVENILE PROGRAM COORDINATOR	GE4	20 GN	2	38,930.00	50,025.00	61,120.00	EXEMPT	9411
7321 JUVENILE OUTREACH COUNSELOR	GN11	20 GN	2	35,758.00	45,412.00	55,067.00	NON-EXEMPT	9411
7322 POST DISPOSITIONAL COORDINATOR	GN10	60 GN	2	32,507.00	41,284.00	50,061.00	NON-EXEMPT	8810
7323 ALTERNATIVE DETENTION CASE WKR	GN11	20 GN	2	35,758.00	45,412.00	55,067.00	NON-EXEMPT	9411
7325 NURSE	GN14	20 GN	9	47,593.00	60,444.00	73,294.00	NON-EXEMPT	8810
7337 ASST DIV DIR OF JUVENILE DETEN	GE7	20 GN	2	51,345.00	65,978.00	80,612.00	EXEMPT	7720
7339 DIVN DIR OF JUVENILE DETENTION	GE9	10 GN	2	63,262.00	81,292.00	99,322.00	EXEMPT	7720
7401 CORRECTIONAL OFFICER I	GN10	40 GN	2	32,507.00	41,284.00	50,061.00	NON-EXEMPT	7720
7402 CORRECTIONAL OFFICER II	GN11	40 GN	2	35,758.00	45,412.00	55,067.00	NON-EXEMPT	8810
7403 CORRECTIONAL LIEUTENANT	GN13	40 GN	2	43,267.00	54,949.00	66,631.00	NON-EXEMPT	7720
7404 ADMINISTRATIVE LIEUTENANT	GN13	50 GN	2	43,267.00	54,949.00	66,631.00	NON-EXEMPT	7720
7405 CORRECTIONAL CAPTAIN	GN14	20 GN	2	47,593.00	60,444.00	73,294.00	NON-EXEMPT	7720
7408 HEALTH SERVICES ADMINISTRATOR	GE7	50 GN	2	51,345.00	65,978.00	80,612.00	EXEMPT	7720
7409 CHIEF CORRECTIONAL OFFICER	GE8	20 GN	2	56,993.00	73,236.00	89,479.00	EXEMPT	7720
7411 CORRECTIONAL HEALTH ASSISTANT	GN14	20 GN	2	47,593.00	60,444.00	73,294.00	NON-EXEMPT	8833
7413 LICENSED PHYSICIAN	GE11	20 GN	2	79,356.00	101,973.00	124,589.00	NON-EXEMPT	8833
7421 WORK PROGRAM COORDINATOR	GE7	50 GN	2	51,345.00	65,978.00	80,612.00	EXEMPT	7720
7425 SERVICE PROGRAM COORDINATOR	GE7	50 GN	2	51,345.00	65,978.00	80,612.00	EXEMPT	7720
7499 DIVISIN DIR OF ADULT DETENTION	GE9	10 GN	2	63,262.00	81,292.00	99,322.00	EXEMPT	7720
8003 EMERGENCY COMMUNICATIONS TELECOM	GN9	60 GN	2	29,823.00	37,875.00	45,927.00	NON-EXEMPT	7720
8005 EM COMMUNICATIONS TLMNCTR SPR	GN12	20 GN	2	39,333.00	49,953.00	60,573.00	NON-EXEMPT	7720
8007 EMRGY COMMUNTNS COORDINATOR	GN13	20 GN	2	43,267.00	54,949.00	66,631.00	NON-EXEMPT	7720
8101 CERT COORDINATOR	GN2	20 GN	2	20,030.00	25,438.00	30,846.00	NON-EXEMPT	8810
8103 FIREFIGHTER	GN10	40 PS	2	32,507.00	41,284.00	50,061.00	NON-EXEMPT	7704
8105 FIRE FIGHTER/ENGINEER	GN12	30 PS	2	39,333.00	49,953.00	60,573.00	NON-EXEMPT	7704
8106 FIRE SUPPORT ANALYST	GE6	20 GN	9	46,677.00	59,980.00	73,283.00	EXEMPT	8810
8107 FIRE LIEUTANT/ASST TRAINING OF	GN13	20 PS	2	43,267.00	54,949.00	66,631.00	NON-EXEMPT	7704
8108 FIRE CODE INSPECTOR	GN11	20 PS	2	35,758.00	45,412.00	55,067.00	NON-EXEMPT	8810
8109 FIRE CAPTAIN	GN14	20 PS	2	47,593.00	60,443.50	73,294.00	NON-EXEMPT	7704
8110 911 EMERGENCY COMMUNICATNS MGR	GE7	20 GN	2	51,345.00	65,978.00	80,612.00	EXEMPT	7720
8115 ASSISTANT FIRE MARSHAL	GN13	30 PS	2	43,267.00	54,949.00	66,631.00	NON-EXEMPT	7704

8116 FIRE MARSHAL	GE8	30 PS	2	56,993.00	73,236.00	89,479.00 EXEMPT	7704
8118 BATTALION CHIEF	GE8	20 PS	2	56,993.00	73,236.00	89,479.00 EXEMPT	7704
8295 ASSISTANT FIRE CHIEF	GE10	10 PS	2	70,854.00	91,047.00	111,240.00 EXEMPT	7704
8299 FIRE CHIEF	III	10 PS	2	95,208.00	122,342.00	149,476.00 EXEMPT	7704
8302 PC RECORDS OFFICE MANAGER	GE7	50 GN	2	51,345.00	65,978.00	80,612.00 EXEMPT	8810
8303 POLICE RECORDS CLERK	GN5	60 GN	9	23,187.00	29,448.00	35,708.00 NON-EXEMPT	8810
8304 QUARTERMASTER	GN8	40 GN	2	27,614.00	35,069.00	45,525.00 NON-EXEMPT	7720
8305 POLICE VIDEO TECHNICIAN	GN6	30 GN	9	24,346.00	30,920.00	37,494.00 NON-EXEMPT	8810
8306 POLICE PROP & EVID TECH	GN11	30 GN	9	35,758.00	45,412.00	55,067.00 NON-EXEMPT	8810
8311 PARKING ATTENDENT	GN5	40 GN	2	23,187.00	29,448.00	35,708.00 NON-EXEMPT	7720
8315 SCHOOL CROSSING GUARD	GN3	40 GN	2	21,031.00	26,710.00	32,388.00 NON-EXEMPT	7720
8317 ANIMAL CONTROL OFFICER	GN8	40 GN	2	27,614.00	35,069.00	42,525.00 NON-EXEMPT	7720
8503 POLICE OFFICER	GN11	40 PS	2	35,758.00	45,412.00	55,067.00 NON-EXEMPT	7720
8505 POLICE CORPORAL	GN12	40 PS	2	39,333.00	49,953.00	60,573.00 NON-EXEMPT	7720
8507 POLICE SERGEANT	GN13	40 PS	2	43,267.00	54,949.00	66,631.00 NON-EXEMPT	7720
8509 SENIOR INVESTIGATOR	GN15	40 PS	2	52,353.00	66,488.00	80,623.00 NON-EXEMPT	7720
8510 POLICE CRIME ANALYST	GE6	40 PS	2	46,677.00	59,980.00	73,283.00 EXEMPT	7720
8513 POLICE LIEUTENANT	GE7	20 PS	2	51,345.00	65,978.00	80,612.00 EXEMPT	7720
8525 POLICE CAPTAIN	GE8	20 PS	2	56,993.00	73,236.00	89,479.00 EXEMPT	7720
8690 POLICE MAJOR	GE10	10 PS	2	70,854.00	91,047.00	111,240.00 EXEMPT	7720
8695 LIEUTENANT COLONEL	GE11	10 PS	2	79,356.00	101,973.00	124,589.00 EXEMPT	7720
8699 POLICE CHIEF	III	10 PS	2	95,208.00	122,342.00	149,476.00 EXEMPT	7720
9102 COMMISSIONER OF REVENUE	GE10	90	0	70,854.00	91,047.00	111,240.00 EXEMPT	8810
9104 CHIEF DEPUTY	GN10	90	0	32,507.00	41,284.00	50,061.00 NON-EXEMPT	8810
9106 DEPUTY II	GN6	90	0	24,346.00	30,920.00	37,494.00 NON-EXEMPT	8810
9108 DEPUTY I	GN2	90	0	20,030.00	25,438.00	30,846.00 NON-EXEMPT	8810
9109 DEPUTY III	GN8	90	0	27,614.00	35,069.00	42,525.00 NON-EXEMPT	8810
9110 ADMINISTRATIVE TECHNICIAN	GN1	90	0	19,076.00	24,227.00	29,377.00 NON-EXEMPT	8810
9202 TREASURER	GE8	90	0	56,993.00	73,236.00	89,479.00 EXEMPT	8810
9204 CHIEF DEPUTY	GN9	90	0	29,823.00	37,875.00	45,927.00 NON-EXEMPT	8810
9206 DEPUTY I	GN2	90	0	20,030.00	25,438.00	30,846.00 NON-EXEMPT	8810
9302 REGISTRAR	GN12	90	0	39,333.00	49,953.00	60,573.00 NON-EXEMPT	8810
9402 CITY SHERIFF	I	90	0	83,158.00	106,858.00	130,558.00 NON-EXEMPT	7720
9403 LIEUTENANT COLONEL	GE8	40 NONE	2	56,993.00	73,236.00	89,479.00 NON-EXEMPT	7720

9404 MAJOR	GE4	90	0	38,930.00	50,025.00	61,120.00	NON-EXEMPT	7720
9406 CAPTAIN	18	90	0	32,479.00	40,590.00	50,852.00	NON-EXEMPT	7720
9408 LIEUTENANT	18	90	0	32,479.00	40,590.00	50,852.00	NON-EXEMPT	7720
9410 SERGEANT	15	90	0	28,057.00	35,067.00	43,926.00	NON-EXEMPT	7720
9411 COURTROOM SECURITY OFFICER	13	90	0	25,445.00	31,832.00	39,848.00	NON-EXEMPT	7720
9414 CORRECTIONAL OFFICER	15	90	0	28,057.00	35,067.00	43,926.00	NON-EXEMPT	7720
9415 CORPORAL	19	90	0	34,141.00	52,751.50	71,362.00	NON-EXEMPT	8810
9416 ADMINSTRATIVE STAFF SPECIALIST	12	90	0	24,230.00	30,270.00	37,961.00	NON-EXEMPT	8810
9418 SECRETARY I	8	90	0	19,946.00	24,932.00	31,207.00	NON-EXEMPT	8810
9420 NURSE	12	90	0	24,230.00	30,270.00	37,961.00	NON-EXEMPT	8833
9421 CRTRM SECURITY MASTER DEPUTY	20	90 NONE	2	35,793.00	44,740.00	56,026.00	EXEMPT	7720
9422 MST DEPUTY CORRECTIONAL OFFICER	19	90	0	34,097.00	42,612.00	53,410.00	NON-EXEMPT	7720
9424 SECRETARY II	14	90	0	26,737.00	33,396.00	41,846.00	NON-EXEMPT	8810
9426 LIEUTENANT 2/LIDS TECH	18	90	0	32,479.00	40,590.00	50,852.00	NON-EXEMPT	7720
9502 COMMONWEALTH ATTORNEY	IV	90	0	102,824.00	132,129.00	161,434.00	NON-EXEMPT	8810
9504 ASST. COMMONWEALTH ATTORNY III	GE9	90	0	63,262.00	81,292.00	99,322.00	NON-EXEMPT	8810
9506 ASST COMMONWEALTH ATTORNEY II	GE6	90	0	46,677.00	59,980.00	73,283.00	NON-EXEMPT	8810
9508 ASST COMMONWEALTH ATTORNEY I	GE6	90	0	46,677.00	59,980.00	73,283.00	NON-EXEMPT	8810
9510 ADMINISTRATIVE ASSISTANT II	GN10	90	0	32,507.00	41,284.00	50,061.00	NON-EXEMPT	8810
9512 VICTIM WITNESS COORDINATOR	GE3	90	0	35,716.00	45,895.00	56,074.00	NON-EXEMPT	8810
9513 VICTIM WITNESS ASSISTANT	GN11	60 NONE	9	35,758.00	45,412.00	55,067.00	NON-EXEMPT	8810
9602 CLERK OF COURT	III	10	0	95,208.00	122,342.00	149,476.00	NON-EXEMPT	8810
9999 WORKER'S COMP EMPLOYEE	99	99	0	1	1.01	999,999.00	NON-EXEMPT	8810



Title: Customer Account Representative - 1108

FLSA Status: Non-Exempt

Computer Code: 2

BRIEF DESCRIPTION:

The purpose of this position is to assist customers of the City of Danville with inquiries pertaining to utility, personal property and real estate tax and accounts. This is accomplished by responding to walk-in customers as well as telephone inquiries. The position assist customers with establishing new utility services as well as processing service terminations; updating and maintaining various data, records and files; responding to inquiries concerning personal property and real estate taxes, utility bills, deposit amounts, issuing service orders and processing correspondence. Other duties may be assigned as necessary.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
<i>Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.</i>	<i>Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.</i>	<i>Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.</i>	<i>Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.</i>	<i>Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.</i>

#	Code	Essential Functions	% of Time
1	L	<i>Handles customer inquiries and complaints (telephone and walk-in) regarding utilities, taxes (real estate and personal property) accounts. Assist customers with establishing new utility services, explaining fees and related charges; processing and printing contracts and letters; updating account information and entering customer information into database; determining deposit amounts; initiating service orders to appropriate divisions; processing service terminations; responding to customer inquiries concerning service interruptions for non-payment; processing authorizations for payment amounts for service restorations; responding to customer inquiries concerning real estate and personal accounts. Follows all City, Department and Division policies and procedures.</i>	70%
2	L	<i>Handles file maintenance by filing numerous documents such as contracts, deposit letters, drafts, correspondence, death certificates, mail, and investigation orders; and maintaining all</i>	10%



		<i>files according to record retention guidelines; completing assigned learning management courses</i>	
3	L	<i>Assists customers for enrollment/ discontinue enrollment in equal pay plan and bank draft plans.</i>	5%
4	L	<i>Performs new construction clerk duties by assisting contractors for commercial and residential properties with establishing new accounts; issuing orders for services; and coordinating with authorized personnel for contract signatures.</i>	5%
5	L	<i>Process water taps and advanced pay requests; initiate service orders to water division and or electric division; providing information to billing office; logging information into appropriate request logs.</i>	5%
6	L	<i>Maintains the landlord call in and list for auto-move in landlords and property owners; updating and purging lists as needed</i>	5%

JOB REQUIREMENTS:

<i>-Description of Minimum Job Requirements-</i>	
Formal Education	<i>Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.</i>
Experience	<i>Over one year up to and including two years.</i>
Supervision	<i>Position has no responsibility for the direction or supervision of others.</i>
Human Collaboration Skills	<i>Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.</i>
Freedom to Act	<i>Receives General Direction: This job title 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.</i>
Technical Skills	<i>Basic: Work requires the use of standard technical skills appropriate to the work environment of the organization.</i>
Fiscal Responsibility	<i>This job title has no budgetary responsibility.</i>
Reading	<i>Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such</i>



	<i>education is obtained in high school up to college. However, it may be obtained from experience and self-study.</i>
Math	<i>Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.</i>
Writing	<i>Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.</i>
Certification & Other Requirements	<i>Driver's License-Standard</i>

OVERALL PHYSICAL STRENGTH DEMANDS:

<i>-Physical strength for this position is indicated below with "X"-</i>				
Sedentary	Light	Medium X	Heavy	Very Heavy
<i>Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.</i>	<i>Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.</i>	<i>Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.</i>	<i>Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.</i>	<i>Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.</i>

PHYSICAL DEMANDS:

C Constantly <i>2/3 or more of the time.</i>	F Frequently <i>From 1/3 to 2/3 of the time.</i>	O Occasionally <i>Up to 1/3 of the time.</i>	R Rarely <i>Less than 1 hour per week.</i>	N Never <i>Never occurs.</i>
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	- Frequency-	-Brief Description-
Standing	F	<i>communicating with co-workers</i>
Sitting	C	<i>desk work, driving</i>
Walking	F	<i>around work site, to other departments/offices/office equipment</i>
Lifting	O	<i>files, supplies</i>
Carrying	O	<i>files, supplies</i>
Pushing/Pulling	O	<i>file drawers</i>
Reaching	O	<i>for files, for supplies</i>
Handling	O	<i>monies, paperwork</i>
Fine Dexterity	C	<i>calculator, computer keyboard, telephone pad</i>
Kneeling	O	<i>filing in lower drawers, retrieving items from lower shelves/ground</i>



<i>Crouching</i>	<i>O</i>	<i>filing in lower drawers, retrieving items from lower shelves/ground</i>
<i>Crawling</i>	<i>N</i>	<i>under equipment</i>
<i>Bending</i>	<i>O</i>	<i>filing in lower drawers, retrieving items from lower shelves/ground</i>
<i>Twisting</i>	<i>F</i>	<i>from computer to telephone, getting inside vehicle</i>
<i>Climbing</i>	<i>O</i>	<i>stairs</i>
<i>Balancing</i>	<i>N</i>	<i>filing in lower drawers, retrieving items from lower shelves/ground</i>
<i>Vision</i>	<i>C</i>	<i>reading, driving, observing work site</i>
<i>Hearing</i>	<i>C</i>	<i>communicating with co-workers and public and on telephone</i>
<i>Talking</i>	<i>C</i>	<i>communicating with co-workers and public and on telephone</i>
<i>Foot Controls</i>	<i>R</i>	<i>driving</i>
<i>Other</i>		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, calculator, vehicle, computer, printer, processor, related software

ENVIRONMENTAL FACTORS:

<i>C</i>	<i>F</i>	<i>O</i>	<i>R</i>	<i>N</i>
<i>Continuously</i>	<i>Frequently</i>	<i>Occasionally</i>	<i>Rarely</i>	<i>Never</i>

<i>D</i>	<i>W</i>	<i>M</i>	<i>S</i>	<i>N</i>
<i>Daily</i>	<i>Several Times Per Week</i>	<i>Several Times Per Month</i>	<i>Seasonally</i>	<i>Never</i>

<u>-Health and Safety Factors-</u>	
<i>Mechanical Hazards</i>	<i>N</i>
<i>Chemical Hazards</i>	<i>N</i>
<i>Electrical Hazards</i>	<i>N</i>
<i>Fire Hazards</i>	<i>N</i>
<i>Explosives</i>	<i>N</i>
<i>Communicable Diseases</i>	<i>N</i>
<i>Physical Danger or Abuse</i>	<i>N</i>
<i>Other (see 1 below)</i>	<i>N</i>

<u>-Environmental Factors-</u>	
<i>Respiratory Hazards</i>	<i>N</i>
<i>Extreme Temperatures</i>	<i>N</i>
<i>Noise and Vibration</i>	<i>N</i>
<i>Wetness/Humidity</i>	<i>N</i>
<i>Physical Hazards</i>	<i>N</i>

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None listed for this position.



NON-PHYSICAL DEMANDS:

<i>F</i> <i>Frequently</i> <i>From 1/3 to 2/3 of the time</i>	<i>O</i> <i>Occasionally</i> <i>Up to 1/3 of the time</i>	<i>R</i> <i>Rarely</i> <i>Less than 1 hour per week</i>	<i>N</i> <i>Never</i> <i>Never occurs</i>
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<i>-Description of Non-Physical Demands-</i>	<i>-Frequency-</i>
<i>Time Pressure</i>	<i>O</i>
<i>Emergency Situation</i>	<i>N</i>
<i>Frequent Change of Tasks</i>	<i>F</i>
<i>Irregular Work Schedule/Overtime</i>	<i>O</i>
<i>Performing Multiple Tasks Simultaneously</i>	<i>O</i>
<i>Working Closely with Others as Part of a Team</i>	<i>F</i>
<i>Tedious or Exacting Work</i>	<i>O</i>
<i>Noisy/Distracting Environment</i>	<i>F</i>
<i>Other (see 2 below)</i>	<i>N</i>

(2)

PRIMARY WORK LOCATION:

<i>Office Environment</i>	<i>X</i>	<i>Vehicle</i>	
<i>Warehouse</i>		<i>Outdoors</i>	
<i>Shop</i>		<i>Other (see 3 below)</i>	
<i>Recreation/Neighborhood Center</i>			

(3) N/A



SIGNATURE – REVIEW AND COMMENTS:

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

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

*Job Title of Department
Head*

*Signature of Department
Head*

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



Title: Custodian-3001

FLSA Status: Non-Exempt
Computer Code: 1

BRIEF DESCRIPTION:

The purpose of this position is to provide custodial services to city facilities. This is accomplished by removing trash and debris from work areas; vacuuming carpets; dusting, mopping, cleaning glass, cleaning bathrooms, and making sure that the bathrooms are stocked. Responsibilities vary depending upon assignment.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

When assigned to **Parks and Recreation or Public Works:**

#	Code	Essential Functions	% of Time
1	M	Maintains floors by vacuuming and shampooing carpets and upholstery; buffing, stripping and waxing floors; and mopping and sweeping uncarpeted areas.	35%
2	M	Cleans and maintains buildings by removing trash and debris; dust mopping floors in the building; dusting furniture, chairs, blinds, window skills, and book shelves; cleaning restrooms and water fountains; and reporting any unsafe equipment or conditions found in the building.	30%
3	H	Cleans all restroom facilities including sinks, toilets, and floors; cleans drinking fountains. Cleans light fixtures and replaces bulbs when needed.	20%
4	M	Cleans the outside of the building by removing spider webs, cleaning light fixtures; and cleaning interior and exterior windows.	10%
5	M	Provides emergency response during severe weather (snow, floods, storms, etc.) (Public Works Department)	5%



When assigned to Mass Transit:

#	Code	Essential Functions	% of Time
1	M	Maintains and cleans bus floors by mopping and sweeping; disposes of any trash left on the bus	60%
2	M	Cleans exterior of buses using an extended brush, soap and hose, includes washing bus windows and tires	30%
3	M	Wipes and cleans interior dash area of vehicles and wipes down seats	10%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires the ability to read and understand written instructions, to understand simple processes and the routine operations of machines. Equivalent to graduation from high school.
Experience	No experience required.
Supervision	Position has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Work requires regular & routine interaction involving exchange and receipt of information.
Freedom to Act	Receives General Direction: This job title 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	Basic: Work requires the use of standard technical skills appropriate to the work environment of the organization.
Fiscal Responsibility	This job title has no budgetary/fiscal responsibility.
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Driver's License



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	Heavy X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Constantly 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	C	Observing work site, Observing work duties, Communicating with co-workers
Sitting	R	Driving
Walking	C	
Lifting	F	Supplies, Equipment
Carrying	F	Supplies, Equipment
Pushing/Pulling	F	
Reaching	F	For supplies
Handling	F	
Fine Dexterity	R	
Kneeling	F	Retrieving items from lower shelves/ground
Crouching	F	Retrieving items from lower shelves/ground, Filing in lower drawers
Crawling	R	Under equipment,
Bending	F	Retrieving items from lower shelves/ground, Making repairs
Twisting	F	Getting inside vehicle
Climbing	O	Stairs, Ladder, Step Stool, Onto Equipment
Balancing	O	On ladder, On equipment, On step stool
Vision	F	Reading Driving, Observing work site
Hearing	F	
Talking	O	Communicating via telephone/radio, to co-workers/public
Foot Controls	O	Driving
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Buffers, automatic scrubbers, vacuums, baseboard cleaners, ladders, carpet cleaners, grout machine, pressure washer, chemical dispensers, blowers, steamers, high speed and conventional buffers, baseboard cleaner,

ENVIRONMENTAL FACTORS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never

D	W	M	S	N
Daily	Several Times Per Week	Several Times Per Month	Seasonally	Never

-Health and Safety Factors-	
Mechanical Hazards	O
Chemical Hazards	C
Electrical Hazards	R
Fire Hazards	R
Explosives	N
Communicable Diseases	C
Physical Danger or Abuse	R
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	D
Extreme Temperatures	S
Noise and Vibration	D
Wetness/Humidity	S
Physical Hazards	M

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, safety vest, steel-toe shoes, gloves, hearing protection, eye protection, foul weather gear, chemical protection, rubber boots, face shields, blood borne pathogen kit.

NON-PHYSICAL DEMANDS:

F	O	R	N
Frequently From 1/3 to 2/3 of the time	Occasionally Up to 1/3 of the time	Rarely Less than 1 hour per week	Never Never occurs

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	R
Frequent Change of Tasks	R
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	R
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	R
Noisy/Distracting Environment	R
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
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Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

SIGNATURE – REVIEW AND COMMENTS:

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

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department
Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



Title: Heavy Equipment Operator - 3034

FLSA Status: Non-Exempt

Computer Code: 1

BRIEF DESCRIPTION:

The purpose of this position is to perform complex grading and excavation operations in the construction, maintenance, and repair of streets, sewers, site pads, grounds, cemeteries, landscaping, and traffic control. This is accomplished by operating a variety of heavy motorized excavation and grading equipment requiring an expert degree of skill in roadways and near existing utility lines. Other duties include supervising a crew in absence of a crew supervisor, performing a variety of tasks related to sewer, roadway, and bridge maintenance/construction, snow removal, and other duties as assigned.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

When assigned to the Public Works Department:

#	Code	Essential Functions	% of Time
1	H	Operates heavy excavation and grading equipment by expertly operating heavy equipment including bulldozer, track excavator, truck mounted excavator, grader, track loader, roller, compactor, and or/ other related equipment in a safe manner in order to perform finished grading operations; maintains roads and bridges (such as repairing guardrails); installs, repairs, and maintains sewers, culverts, and embankments while working in close proximity to existing utility lines; and pours concrete. Performs on call duty as assigned.	70%
2	M	Oversees and directs work of other motor equipment and public service worker operators in the absence of the crew supervisor or general supervisor and/or as directed by the division director of streets; services and makes minor repairs and adjustments on equipment; trains other equipment operators; uses measuring devices to determine the accuracy and thoroughness of work; interprets plans, sets and understands grade; and sets up work zones.	15%



3	H	Uses small and large power tools, such as chain saws, when necessary to complete work; responsible for using operating equipment and work zone in a safe manner.	5%
4	H	Performs miscellaneous work on city property and infrastructure by demolishing buildings, constructing walking trails, grading and building roads, patching asphalt, installing sewer taps, clearing bridge pillars and dams by removing tree stumps, and installing warning buoys and floats.	5%
5	M	Provides emergency response during severe weather (snow, floods, storms, etc.).	5%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Over four years up to and including six.
Supervision	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Human Collaboration Skills	Work may require 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.
Freedom to Act	Receives Direction: This job title 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 upon completion.
Technical Skills	Skilled: 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 Responsibility	This job title has no budgetary/fiscal responsibility.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.



Math	<i>Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.</i>
Writing	<i>Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.</i>
Certification & Other Requirements	<i>CDL Class A with tanker endorsement, NIMS Certification; Competent Person Trenching & Shoring; Competent Person Confined Space; Forklift Certification; VDOT Basic Work Zone Traffic Control & Flagger; CPR & First Aid</i> <i>Note: A CDL Learner's permit is required within 30 days of hire and a CDL license within 90 days of hire.</i>

OVERALL PHYSICAL STRENGTH DEMANDS:

<i>-Physical strength for this position is indicated below with "X"-</i>				
Sedentary	Light	Medium	Heavy X	Very Heavy
<i>Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.</i>	<i>Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.</i>	<i>Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.</i>	<i>Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.</i>	<i>Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.</i>

PHYSICAL DEMANDS:

C Constantly <i>2/3 or more of the time.</i>	F Frequently <i>From 1/3 to 2/3 of the time.</i>	O Occasionally <i>Up to 1/3 of the time.</i>	R Rarely <i>Less than 1 hour per week.</i>	N Never <i>Never occurs.</i>
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Observing work site, Observing work duties, Communicating with co-workers
Sitting	F	Meetings, Driving
Walking	F	Around work site
Lifting	F	Supplies, Equipment
Carrying	F	Supplies, Equipment
Pushing/Pulling	O	Equipment
Reaching	R	For supplies
Handling	F	Hand tools, Paperwork



<i>Fine Dexterity</i>	<i>O</i>	<i>Calibrating Equipment, Computer Keyboard, Telephone pad</i>
<i>Kneeling</i>	<i>O</i>	<i>Retrieving items from lower shelves/ground</i>
<i>Crouching</i>	<i>O</i>	<i>Retrieving items from lower shelves/ground</i>
<i>Crawling</i>	<i>O</i>	<i>Under equipment, Inside attics/pipes/ditches</i>
<i>Bending</i>	<i>F</i>	<i>Retrieving items from lower shelves/ground, Making repairs</i>
<i>Twisting</i>	<i>F</i>	<i>Getting inside vehicle</i>
<i>Climbing</i>	<i>F</i>	<i>Ladder, onto Equipment</i>
<i>Balancing</i>	<i>C</i>	<i>On equipment and Ladder</i>
<i>Vision</i>	<i>C</i>	<i>Reading, Computer screen, Driving, Observing work site</i>
<i>Hearing</i>	<i>C</i>	<i>Communicating via telephone/radio, to co-workers/public, Listening to equipment</i>
<i>Talking</i>	<i>O</i>	<i>Communicating via telephone/radio, to co-workers/public</i>
<i>Foot Controls</i>	<i>C</i>	<i>Driving, Operating heavy equipment</i>
<i>Other (specified if applicable)</i>		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Arrowboard, asphalt cutter, back hoe, bulldozer, mini excavator, track excavator, fork lift, grader, compactor, loader, truck mounted excavator, roller, sand spreader, trailer, dump trailer, lowboy, tanker, boat pump trailer, dump truck, tandem dump truck, semi-tractor trailer, crew truck, concrete mixer, scraper, sweeper.

ENVIRONMENTAL FACTORS:

<i>C</i>	<i>F</i>	<i>O</i>	<i>R</i>	<i>N</i>
<i>Continuously</i>	<i>Frequently</i>	<i>Occasionally</i>	<i>Rarely</i>	<i>Never</i>

<i>D</i>	<i>W</i>	<i>M</i>	<i>S</i>	<i>N</i>
<i>Daily</i>	<i>Several Times Per Week</i>	<i>Several Times Per Month</i>	<i>Seasonally</i>	<i>Never</i>

<i>-Health and Safety Factors-</i>	
<i>Mechanical Hazards</i>	<i>C</i>
<i>Chemical Hazards</i>	<i>O</i>
<i>Electrical Hazards</i>	<i>F</i>
<i>Fire Hazards</i>	<i>O</i>
<i>Explosives</i>	<i>O</i>
<i>Communicable Diseases</i>	<i>O</i>
<i>Physical Danger or Abuse</i>	<i>F</i>
<i>Other (see 1 below)</i>	<i>N</i>

<i>-Environmental Factors-</i>	
<i>Respiratory Hazards</i>	<i>D</i>
<i>Extreme Temperatures</i>	<i>D</i>
<i>Noise and Vibration</i>	<i>D</i>
<i>Wetness/Humidity</i>	<i>W</i>
<i>Physical Hazards</i>	<i>D</i>

(1) n/a

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, safety vest, steel-toe shoes, gloves, hearing protection, eye protection, foul weather gear, fall protection, gas meter, chain saw chaps, chemical protection, flotation device.



NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
-Description of Non-Physical Demands-			-Frequency-
Time Pressure			O
Emergency Situation			O
Frequent Change of Tasks			F
Irregular Work Schedule/Overtime			R
Performing Multiple Tasks Simultaneously			F
Working Closely with Others as Part of a Team			F
Tedious or Exacting Work			F
Noisy/Distracting Environment			F
Other (see 2 below)			N

(2) n/a

PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	X
Recreation/Neighborhood Center			

(3) Vehicles/equipment/outdoors/various location around the City



SIGNATURE – REVIEW AND COMMENTS:

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

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



Title: PW Crew Supervisor-3102

FLSA Status: Non-Exempt

Computer Code: 2

BRIEF DESCRIPTION:

The purpose of this position is to lead Public Works crews in the field to enable the completion of jobs in a timely manner. This is accomplished by scheduling and overseeing the work crew, ensuring equipment and materials are sufficient, repair and maintaining equipment, training crews, purchasing equipment and supplies and maintaining inventories, and assisting with special projects as assigned. Additional duties include handling communications with residents and documenting work completed.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

When assigned to **Public Works:**

#	Code	Essential Functions	% of Time
1	M	Oversees the maintenance of city roads, grounds and infrastructure by supervising the repair of potholes, sunken roads, low shoulder damage, cave ins, and cracks; reporting any bad areas in streets or shoulders; setting up traffic control; and distributing grass seeding and dirt as needed; demolitions, concrete work, grade work, install sewer taps, repairs to sanitary sewer and storm drains; operating heavy equipment and trucks; overseeing and assisting with clean-up of sewer overflows. Performs on call duty as assigned.	65%
2	M	Performs administrative duties by filling out time sheets for payroll, as well as vehicle and equipment sheets daily; attending meetings; completing safety sheets, incident and accident reports, FEMA sheets, leave slips, after hour call reports, quit or resign reports, employee evaluations and maintaining flagging certification forms.	20%



3	M	Oversees seasonal work and special tasks by collecting leaves; working with inmates; utilizing dump trucks and leaf trailers; setting up and breaking down equipment and signs for events; assisting with road closures and traffic control; and setting out traffic signs and cones as needed.	10%
4	M	Provide emergency response during severe weather (snow, floods, storms, etc.)	5%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, and technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Over two years up to and including four years.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.
Human Collaboration Skills	Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Freedom to Act	Receives General Direction: This job title 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	Skilled: 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 Responsibility	This job title has no budgetary responsibility. (Public Works – The job title prepares accounting, budget, employment actions, purchasing documents; and does research to justify language used in documents for a unit or division of a department.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.



Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Certifications related to specific department or division: Flagging Certification, forklift certification, traffic control, NIMS 100/200/700, OSHA required training and license, Class A Driver's License; Spray License, Line Clearance Tree Trimmer, Class B License; Certified Commercial Pest Applicator, Fork Lift/CPR, Playground Inspector, Nutrient Management Planning.

OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	Heavy X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Constantly 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	observing work site, observing work duties, communicating with co-workers
Sitting	O	desk work, meetings, driving
Walking	O	around work site
Lifting	O	supplies, equipment, files
Carrying	O	supplies, equipment, files
Pushing/Pulling	O	equipment, file drawers, tables and chairs
Reaching	O	for supplies, for files
Handling	O	Paperwork, Monies
Fine Dexterity	O	computer keyboard, telephone pad, calculator,



Kneeling	R	filing in lower drawers, retrieving items from lower shelves/ground
Crouching	O	filing in lower drawers, retrieving items from lower shelves/ground
Crawling	R	Under equipment, inside attics/pipes/ditches
Bending	O	on equipment, on ladders
Twisting	O	from computer to telephone, getting inside vehicle
Climbing	R	ladders, stairs
Balancing	R	driving
Vision	C	computer screen, driving, observing work site, reading
Hearing	C	communicating with co-workers and public and on telephone
Talking	F	communicating with co-workers and public and on telephone
Foot Controls	F	computer screen, driving, observing work site, reading
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computer, printer, fax machine, phone, scanner, trucks, trailers, Microsoft Office, GPS, computer equipment, plotters, camera; various Equipment pertaining to specific division or department: tractor, mower, small equipment, skid steer, trucks, trailers, hand tools; mobile water tanks, tampers, electronic tools, backhoe, hand tools, GIS and ArcMap, drain gauge equipment, flow meter equipment, laser measurement equipment; climbing gear, bucket truck, two way radio, asphalt gear, forklift; hydraulic equipment .

ENVIRONMENTAL FACTORS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never

D	W	M	S	N
Daily	Several Times Per Week	Several Times Per Month	Seasonally	Never

-Health and Safety Factors-	
Mechanical Hazards	R
Chemical Hazards	F
Electrical Hazards	R
Fire Hazards	R
Explosives	R
Communicable Diseases	C
Physical Danger or Abuse	C
Other	N

-Environmental Factors-	
Respiratory Hazards	M
Extreme Temperatures	D
Noise and Vibration	W
Wetness/Humidity	M
Physical Hazards	D

PROTECTIVE EQUIPMENT REQUIRED:

Public Works - Gas Meter, fall protection, hard hat, safety vest, chemical protection, steel toe shoes, gloves, respiratory protection, eye protection, hearing protection, chain saw chaps, foul weather protection.



Various items pertaining to department/division: hearing protection, steel toe boots, chaps, hard hat, cold weather protection; uniforms; leg and hand protection, safety vest, face shield, respiratory mask.

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
-Description of Non-Physical Demands-			-Frequency-
Time Pressure			O
Emergency Situation			O
Frequent Change of Tasks			O
Irregular Work Schedule/Overtime			R
Performing Multiple Tasks Simultaneously			O
Working Closely with Others as Part of a Team			O
Tedious or Exacting Work			R
Noisy/Distracting Environment			O
Other (see 2 below)			N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	X
Recreation/Neighborhood Center			

(3) Office, Outdoors, Neighborhood Center, Vehicle



SIGNATURE – REVIEW AND COMMENTS:

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

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department
Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



Title: Senior Public Works GIS/CAD Technician - 3804

FLSA Status: Non-Exempt

Computer Code:3

BRIEF DESCRIPTION:

The purpose of the position is to create, maintain, administer, and disseminate Public Works Geographic Information System (GIS) data and AutoCAD files. Oversees and directs the efforts for system integration and software updates; coordinates information process and flow with key stakeholders; disseminates data across the department; coordinates crew efforts for field data integrity and verification; oversees and directs redline update efforts, and ensures information is placed in the system. This is accomplished by utilizing various software resources such as ARCGIS, CityWorks, and AutoCAD. Other duties include administering and troubleshooting field equipment, and preparing maps; providing GIS training as needed; distribution of standards, maps, and drawings, and assisting Public Works staff with staking and other information as requested, providing technical support for the GPS equipment; coordinating and communicating with contractors on GIS projects and GPS survey work by maintaining attribute code lists; exchanging GIS and AutoCAD related files via ftp servers; and interacting with other employees and City of Danville staff in other city departments.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	L	Creates, updates, and maintains Public Works GIS layers and maps by determining best collection methodology; supplementing data with other data collection practices; integrating data using current GIS and AutoCAD tools and geo-processing techniques; and performing quality control measures. Maintains GIS maps by keeping data up to date. Troubleshoots GIS computer problems; provides training as needed; prepares customized maps using ESRI Arc Map software for GIS data requests and provides GIS information for staff, consultants and other City departments; creates, maintains, and administers the Public Works GIS.	75%



2	L	Assists in project management and administration of contracts related to special projects. Assist Public Works Chief Engineers with project development as needed.	15%
3	L	Researches real estate records to find owners name, deed book references and maps for projects.	5%
4	L	Provides emergency response during severe weather (snow, floods, storms, etc.).	5%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Over two years up to and including four years.
Supervision	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Human Collaboration Skills	<i>Work may require providing 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.</i>
Freedom to Act	<i>Receives General Direction: This job title 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.</i>
Technical Skills	<i>Skilled: 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.</i>
Fiscal Responsibility	<i>This job title has no budgetary/fiscal responsibility.</i>
Reading	<i>Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</i>
Math	<i>Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.</i>
Writing	<i>Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is</i>



	<i>obtained in high school up to college. However, it may be obtained from experience and self-study.</i>
Certification & Other Requirements	<i>Professional GIS Certification preferred, valid driver's license, basic computer skills, knowledge of Microsoft Office.</i>

OVERALL PHYSICAL STRENGTH DEMANDS:

<i>-Physical strength for this position is indicated below with "X"-</i>				
<i>Sedentary</i>	<i>Light X</i>	<i>Medium</i>	<i>Heavy</i>	<i>Very Heavy</i>
<i>Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.</i>	<i>Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.</i>	<i>Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.</i>	<i>Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.</i>	<i>Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.</i>

PHYSICAL DEMANDS:

<i>C</i> Constantly <i>2/3 or more of the time.</i>	<i>F</i> Frequently <i>From 1/3 to 2/3 of the time.</i>	<i>O</i> Occasionally <i>Up to 1/3 of the time.</i>	<i>R</i> Rarely <i>Less than 1 hour per week.</i>	<i>N</i> Never <i>Never occurs.</i>
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

<i>-Physical Demand-</i>	<i>-Frequency-</i>	<i>-Brief Description-</i>
<i>Standing</i>	<i>F</i>	<i>communicating with co-workers and public and on telephone, observing work duties</i>
<i>Sitting</i>	<i>C</i>	<i>desk work, driving, meetings</i>
<i>Walking</i>	<i>F</i>	<i>around work site, to other departments/offices/office equipment</i>
<i>Lifting</i>	<i>O</i>	<i>supplies, equipment, files</i>
<i>Carrying</i>	<i>O</i>	<i>supplies, equipment, files</i>
<i>Pushing/Pulling</i>	<i>O</i>	<i>supplies, equipment, files</i>
<i>Reaching</i>	<i>F</i>	<i>for files, for supplies</i>
<i>Handling</i>	<i>F</i>	<i>paperwork</i>
<i>Fine Dexterity</i>	<i>C</i>	<i>calculator, calibrating equipment, computer keyboard, telephone, iPad</i>
<i>Kneeling</i>	<i>O</i>	<i>filing in lower drawers, retrieving items from lower shelves/ground</i>
<i>Crouching</i>	<i>F</i>	<i>filing in lower drawers, retrieving items from lower shelves/ground</i>
<i>Crawling</i>	<i>N</i>	<i>inside attics/pipes/ditches</i>
<i>Bending</i>	<i>O</i>	<i>filing in lower drawers, retrieving items from lower shelves/ground</i>
<i>Twisting</i>	<i>F</i>	<i>from computer to telephone</i>



<i>Climbing</i>	<i>F</i>	<i>stairs</i>
<i>Balancing</i>	<i>N</i>	<i>on ladders</i>
<i>Vision</i>	<i>C</i>	<i>computer screen, observing work site, reading</i>
<i>Hearing</i>	<i>C</i>	<i>communicating with co-workers and public and on telephone, listening to equipment</i>
<i>Talking</i>	<i>C</i>	<i>Communicating via telephone/radio, to co-workers/public</i>
<i>Foot Controls</i>	<i>O</i>	<i>driving</i>
<i>Other (specified if applicable)</i>		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

telephone, fax, calculator, vehicle, Topcon Surveying instrument, Nikon level, prism pole, magnetic locator, range finder, Leica GPS, Magellan GPS, other GPS, two way radios, camera, computer, iPad, related hardware and software

ENVIRONMENTAL FACTORS:

<i>C</i> <i>Continuously</i>	<i>F</i> <i>Frequently</i>	<i>O</i> <i>Occasionally</i>	<i>R</i> <i>Rarely</i>	<i>N</i> <i>Never</i>
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<i>D</i> <i>Daily</i>	<i>W</i> <i>Several Times Per Week</i>	<i>M</i> <i>Several Times Per Month</i>	<i>S</i> <i>Seasonally</i>	<i>N</i> <i>Never</i>
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<i>-Health and Safety Factors-</i>	
<i>Mechanical Hazards</i>	<i>R</i>
<i>Chemical Hazards</i>	<i>R</i>
<i>Electrical Hazards</i>	<i>R</i>
<i>Fire Hazards</i>	<i>N</i>
<i>Explosives</i>	<i>N</i>
<i>Communicable Diseases</i>	<i>R</i>
<i>Physical Danger or Abuse</i>	<i>R</i>
<i>Other (see 1 below)</i>	<i>N</i>

<i>-Environmental Factors-</i>	
<i>Respiratory Hazards</i>	<i>N</i>
<i>Extreme Temperatures</i>	<i>N</i>
<i>Noise and Vibration</i>	<i>N</i>
<i>Wetness/Humidity</i>	<i>N</i>
<i>Physical Hazards</i>	<i>N</i>

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, safety vest, steel-toe shoes, gloves, hearing protection, eye protection, foul weather gear.

NON-PHYSICAL DEMANDS:

<i>F</i>	<i>O</i>	<i>R</i>	<i>N</i>
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Frequently <i>From 1/3 to 2/3 of the time</i>	Occasionally <i>Up to 1/3 of the time</i>	Rarely <i>Less than 1 hour per week</i>	Never <i>Never occurs</i>
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-Description of Non-Physical Demands-	-Frequency-
<i>Time Pressure</i>	<i>O</i>
<i>Emergency Situation</i>	<i>R</i>
<i>Frequent Change of Tasks</i>	<i>F</i>
<i>Irregular Work Schedule/Overtime</i>	<i>R</i>
<i>Performing Multiple Tasks Simultaneously</i>	<i>F</i>
<i>Working Closely with Others as Part of a Team</i>	<i>F</i>
<i>Tedious or Exacting Work</i>	<i>O</i>
<i>Noisy/Distracting Environment</i>	<i>R</i>
<i>Other (see 2 below)</i>	<i>N</i>

(2) N/A

PRIMARY WORK LOCATION:

<i>Office Environment</i>	<i>X</i>	<i>Vehicle</i>	
<i>Warehouse</i>		<i>Outdoors</i>	
<i>Shop</i>		<i>Other (see 3 below)</i>	
<i>Recreation/Neighborhood Center</i>			

(3) N/A

SIGNATURE – REVIEW AND COMMENTS:

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

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Signature of Department Head

Date



*Job Title of Department
Head*

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



Title: Survey Party Supervisor - 3805

FLSA Status: Exempt
Computer Code: 2

BRIEF DESCRIPTION:

The purpose of this position is to supervise *city survey efforts and* the survey crew in the field and office. This is accomplished by operating surveying equipment and using computer programs; supervising survey staff activities; staking and grading for the construction of roads, *sanitary sewer, storm drain and/or other engineering or utility projects; keeping office plans & plats organized and indexed; providing support for the city's MS4 program and Erosion and Sediment Control program;* and preparing topographic maps. Other duties include responding to storm and other emergency events as directed and *researching & copying plans, plats and other documents as requested.* ~~running copies of plans to be bid out for construction.~~ Performs other related duties as assigned.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	S	Determines survey plan by researching deeds of properties; determining the best ingress and egress to the property; evaluating the purpose of the survey; and determining control points for the survey.	20%
2	L	Ensuring accurate surveys by supervising the survey crew training and ensuring the highest accuracy possible for each project; keeping neat and understandable notes in the field book for each project; verify survey results.	25%
3	S	Runs closure on surveys, converts survey data to design data; and distributes the data to Engineers for design. <i>Prepares construction and easement drawings as requested for sewer projects and for all City departments. Prepares written metes and bounds descriptions for easements to be recorded.</i>	20%
4	SL	<i>Keeping office plans & plats organized and indexed; providing support for the city's MS4 program and Erosion and Sediment</i>	20-40%



<i>Control program; researching & copying plans, plats and other documents as requested; perform other related duties as assigned.</i> Prepares construction and easement drawings for sewer projects and for all City departments. Prepares written metes and bounds descriptions for easements to be recorded.		
5	L	Supervises the collection of Sanitary and Storm Sewer Inventory <i>as well as other Public Works attributes</i> and maintains accurate records of inventory data collected. 10 20%
6	L	Provide emergency response during severe weather (snow, flood, storms, etc.) 5%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two-year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Over three years up to and including five years.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.
Human Collaboration Skills	Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Freedom to Act	Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.
Technical Skills	Skilled in a Technical Field: 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 Responsibility	The job title prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.



Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Virginia Land Surveyors license. Valid Driver's License. NIMS Certification

OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Constantly 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	C	communicating with co-workers, observing work duties, observing work site
Sitting	O	desk work, driving
Walking	C	around work site
Lifting	F	equipment
Carrying	F	equipment
Pushing/Pulling	F	equipment
Reaching	O	for files, for supplies
Handling	O	paperwork
Fine Dexterity	F	computer keyboard, telephone pad, calculator
Kneeling	F	retrieving items from lower shelves/ground



Crouching	F	retrieving items from lower shelves/ground
Crawling	R	inside attics/pipes/ditches
Bending	F	retrieving items from lower shelves/ground
Twisting	F	from computer to telephone, getting inside vehicle
Climbing	F	stairs
Balancing	F	steep terrain
Vision	C	computer screen, driving, observing work site, reading
Hearing	C	communicating with co-workers and public and on telephone, listening to equipment
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	O	driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax, calculator, vehicle, UTV, Topcon surveying instrument, prism pole, magnetic locator, machete, bush Ax, Hand tools, Range Finder, Leica GPS, Magellan GPS, 2 way radios, chainsaw, manual jack hammer, digital camera, shovel, post hole diggers, computer, related software and hardware, *desktop computer, laptop computer, iPad, Microsoft Office (Word, Excel), Adobe Acrobat, large format printers and scanners, MyTime.*

ENVIRONMENTAL FACTORS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never

D	W	M	S	N
Daily	Several Times Per Week	Several Times Per Month	Seasonally	Never

-Health and Safety Factors-	
Mechanical Hazards	O
Chemical Hazards	R
Electrical Hazards	R
Fire Hazards	N
Explosives	N
Communicable Diseases	R
Physical Danger or Abuse	F
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	W
Extreme Temperatures	D
Noise and Vibration	M
Wetness/Humidity	S
Physical Hazards	M

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, safety vest, steel-toe shoes, gloves, hearing protection, eye protection, foul weather gear.



NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 2 below)	F

(2) N/A

PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	X
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			



SIGNATURE – REVIEW AND COMMENTS:

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

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



Title: Division Director of Streets- 3985

FLSA Status: Exempt

Computer Code: 3

BRIEF DESCRIPTION:

The purpose of this position is to *engineer solutions and* to plan, direct, and administer the construction, repair, *operation, and* maintenance of streets, alleys, storm drains, sanitary sewer systems, building demolitions and material hauling, rights-of-way maintenance, snow removal, landscaping, *greenhouse, trees, and mowing; to determine the needs, scope, and appropriateness of city wide street and sewer projects; to develop, implement, and administer grant applications.* This is accomplished by *developing and overseeing the design and preparation of construction drawings and cost estimates for projects covering major street and sewer projects ; by coordinating with the Department of Environmental Quality, Army Corps of Engineers, Virginia Department of Transportation, Norfolk & Southern R/R; by recognizing and responding to city needs and assigning projects, authorizing work orders, scheduling repairs, reviewing and monitoring crew and contractor performance, reviewing equipment or supply requests, handling resident concerns, ordering materials, preparing budgets, scheduling work activities, and coordinating work with other departments and divisions.* ~~assigning projects; authorizing work orders, scheduling repairs, reviewing and monitoring crew and contractor performance, reviewing equipment or supply requests, handling resident concerns, ordering materials, preparing budgets, scheduling work activities, and coordinating work with other departments and divisions.~~ Additional duties include completing special projects as assigned.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	L	<i>Determine the need, scope and appropriateness of streets projects; review, modify, and approve the engineering design of construction drawings for streets, sewer, and storm drainage projects; preparing cost estimates; coordinate permits and inspections with DEQ, EPA, VDOT, N&S R/R.</i> Schedules, organizes, directs work plans and reviews performance of work crews within the division by employing, supervising,	30%



		training, motivating and disciplining authorized personnel in a consistent, fair and uniform manner in accordance with the city's personnel policies.	
2	L	Administers and manages the division by preparing the annual budget; preparing and/or verifying payroll documents; supervising equipment/materials purchasing and monitoring inventory; scheduling crews and reviewing work orders; preparing vehicle and equipment needs list; equipment specifications and bids; and evaluating and implementing new technology.	2530%
3	L	<i>Recognize routine and emergency needs of the streets systems and responding. Scheduling, organizing, and directing work plans and reviewing performance of work crews within the division by employing, supervising, training, motivating and disciplining authorized personnel in a consistent, fair and uniform manner in accordance with the city's personnel policies.</i>	25%
4	L	Supervise crews in the construction, repair and installation of new gravity and pumped sanitary sewer lines by providing personnel and equipment to install sewer connections and to effect repairs where directed; building and repairing roads, repairing washed out area on sewer outfall lines; repairing and installing new storm sewer drainage systems; and preparing cost estimates for storm drain repairs outside of city right-of-way; coordinates special projects such as demolition projects for other city departments by assigning and supervising crews in construction of walking trails; meeting with contractors and inspecting drainage issues and work in progress on walking trails; assisting customers and responding to citizen inquiries; and maintaining records and reports to document division activities.	15%
5	L	Provides emergency response during severe weather (snow, floods, storms, etc.) Acts as shift director for an eight-hour shift during emergency operations, snow and ice removal and emergency storm responses.	5%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Master's degree-level of study or appropriate



	certification such as a Professional Engineer, Law Degree, or Certified Public Accountant.
Experience	Over seven years up to and including nine years.
Supervision	Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decision on hiring and disciplinary actions, evaluating program/ work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Human Collaboration Skills	Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Freedom to Act	Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.
Technical Skills	Advanced Skills and Knowledge: 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 Responsibility	This job title has responsibility for 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.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	All OSHA required training, competent person training confined space entry, competent person training trench excavation, Work Zone traffic control training, FEMA IS-200a, IS-800 b, H-467/ICS 400, ICS300, H-465/ICS300, IS700, IS100. Valid Commercial Driver's License – Class A with required department/division endorsements. NIMS Certification. <i>Professional Engineers Registration.</i>



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Constantly	Frequently	Occasionally	Rarely	Never
2/3 or more of the time.	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	communicating with co-workers, observing work duties, observing work site
Sitting	F	desk work, meetings, driving
Walking	F	around work site, to other departments/offices/office equipment
Lifting	O	equipment, files, supplies
Carrying	O	equipment, files, supplies
Pushing/Pulling	O	file drawers, equipment
Reaching	O	for supplies and files
Handling	F	paperwork
Fine Dexterity	F	calculator, computer keyboard, telephone pad
Kneeling	O	filing in lower drawers, retrieving items from lower shelves/ground
Crouching	O	filing in lower drawers, retrieving items from lower shelves/ground
Crawling	O	inside attics/pipes/ditches, under equipment
Bending	O	filing in lower drawers, retrieving items from lower shelves/ground
Twisting	F	from computer to telephone, getting inside vehicle
Climbing	O	stairs, ladders
Balancing	O	on ladder, on equipment
Vision	C	reading, computer screen, driving, observing work site
Hearing	C	communicating with co-workers and public and on telephone, listening to equipment
Talking	F	communicating with co-workers and public and on telephone
Foot Controls	F	driving, operating heavy equipment



Other (specified if applicable)		
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MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

telephone, fax machine, phone, radio, construction equipment, truck, copier, computer, printer, scanner, related software and hardware

ENVIRONMENTAL FACTORS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never

D	W	M	S	N
Daily	Several Times Per Week	Several Times Per Month	Seasonally	Never

-Health and Safety Factors-	
Mechanical Hazards	O
Chemical Hazards	R
Electrical Hazards	R
Fire Hazards	R
Explosives	R
Communicable Diseases	R
Physical Danger or Abuse	O
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	S
Extreme Temperatures	S
Noise and Vibration	M
Wetness/Humidity	M
Physical Hazards	M

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, safety vest, steel-toe shoes, gloves, hearing protection, eye protection, foul weather gear. Respiratory protection, chain saw chaps, fall protection, chemical protection, electrical protection.

NON-PHYSICAL DEMANDS:

F	O	R	N
Frequently From 1/3 to 2/3 of the time	Occasionally Up to 1/3 of the time	Rarely Less than 1 hour per week	Never Never occurs

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 2 below)	N

(2)



PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	X
Recreation/Neighborhood Center			

(3) office environment, vehicle, job sites



SIGNATURE – REVIEW AND COMMENTS:

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

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department
Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



Title: Water Treatment Manager - 4355

FLSA Status: Exempt

Computer Code: 4

BRIEF DESCRIPTION:

The purpose of this position is to oversee the daily operations of the treatment plant, laboratory and maintenance of the facility by daily interacting with the employees; reviewing operational log sheets and work orders; processing invoices and approving payroll on a weekly basis; interpreting and evaluating regulations that are mandated by the Environmental Protection Agency and enforced by Virginia Department of Health: Office of Drinking Water; and optimizing the various treatment processes;

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	L	Manages and oversees the daily operation and staff of the treatment plant by discussing the operational issues with first shift staff reviewing SCADA system for problems with treatment processes; handling a variety of unplanned problems which require immediate attention; and answering phones and mail, and processing payroll when needed.	40%
2	S	Prepares the documents for reporting the treatment process to state and federal agencies by the 10th of every month and utilizes these reports and other historical record keeping for plant and process evaluation.	15%
3	L	Manages the daily operation of the laboratory by meeting with the Water Chemist and discussing issues; reviewing records on a monthly basis which will be audited every three years by the Laboratory Certification Officer of the Division of Consolidated Laboratory Services And ensuring that chemist collects all required samples in accordance with regulations.	10%
4	L	Manages the maintenance issues by working with the Building Maintenance Superintendent <i>Senior Industrial Mechanic(s)</i> ;	10%



		reviewing any outstanding work orders and notes from operational staff; and ensuring corrective actions are taken to repair or replace damaged equipment.	
5	S	Manages the water treatment plant budget by reviewing and processing invoices and sending to Finance for payment; ensuring all purchases from plant personnel are submitted for review and coding to the budget each week; and preparing the annual budget for Water Treatment.	10%
6	L	Interprets and evaluates regulations on how they will impact the plant operations and water quality by contacting other water plants to share information and ideas for meeting the future regulations; and maintaining a good relationship with local VDH Office of Drinking Water.	5%
7	S	Assists in computer troubleshooting to keep required plant process instrumentation in proper working order.	5%
8	L	Works as a backup for any operator or for the Water Chemist.	5%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Over three years up to and including five years.
Supervision	Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decision on hiring and disciplinary actions, evaluating program/ work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Human Collaboration Skills	Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Freedom to Act	Receives Limited Direction: This job 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	Skilled in a Technical Field: 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 Responsibility	The job requires preparing accounting, budget, employment actions, and purchasing documents; and research to justify language used in documents for a unit or division of a department. May recommend budget allocations.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Virginia Class I Waterworks Operator License within 18 months of employment. Driver's License. Possess intermediate computer knowledge and Microsoft software experience.

OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Constantly 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	communicating with co-workers, observing work duties, observing work site
Sitting	F	desk work, driving, meetings
Walking	F	around work site, to other departments/offices/office equipment
Lifting	O	files, supplies



Carrying	O	files, supplies
Pushing/Pulling	O	equipment, file drawers, tables and chairs
Reaching	F	files, supplies
Handling	F	paperwork
Fine Dexterity	F	calculator, calibrating equipment, computer keyboard, telephone pad
Kneeling	O	filing in lower drawers, retrieving items from lower shelves/ground
Crouching	R	filing in lower drawers, retrieving items from lower shelves/ground
Crawling	R	under equipment
Bending	F	filing in lower drawers, retrieving items from lower shelves/ground
Twisting	F	from computer to telephone, getting inside vehicle
Climbing	O	onto equipment, stairs, step stool
Balancing	O	on equipment
Vision	C	computer screen, driving, observing work site, reading
Hearing	C	communicating with co-workers and public and on telephone, listening to equipment
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	C	driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

telephone, fax machine, calculator, copier, vehicle, label maker, laminator, paper cutter, binding machine, various hand tools, volt meter, pressure and temperature recorders, various meters in the laboratory, hand held programming devices for instrumentation, computer, related software and hardware

ENVIRONMENTAL FACTORS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never

D	W	M	S	N
Daily	Several Times Per Week	Several Times Per Month	Seasonally	Never

-Health and Safety Factors-	
Mechanical Hazards	O
Chemical Hazards	O
Electrical Hazards	R
Fire Hazards	O
Explosives	N
Communicable Diseases	R
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	M
Extreme Temperatures	M
Noise and Vibration	M
Wetness/Humidity	M
Physical Hazards	M

(1) N/A



PROTECTIVE EQUIPMENT REQUIRED:

gloves, hard hat, safety glasses, high visibility safety vest, rain gear, flash light

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A



SIGNATURE – REVIEW AND COMMENTS:

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

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department
Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



Title: Water & Gas Heavy Equipment Operator - 4512

FLSA Status: Non-Exempt

Computer Code: 1

BRIEF DESCRIPTION:

The purpose of this position is to perform complex grading and excavation operations in conjunction with the repair, demo, or new installation of water and gas mains and services including: construction, maintenance, patching of streets, site pads grounds, landscaping, and traffic control. This is accomplished by operating a variety of heavy motorized excavation and grading equipment requiring an expert degree of skill in roadways and near existing utility lines. Other duties include supervising a crew in absence of a crew supervisor, performing a variety of tasks related to water and gas maintenance/construction and other duties as assigned.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
<i>Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.</i>	<i>Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.</i>	<i>Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.</i>	<i>Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.</i>	<i>Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.</i>

When assigned to the Utilities' Department, Water and Gas Division:

#	Code	Essential Functions	% of Time
1	H	<i>Operates heavy excavation and grading equipment including bulldozer, track excavator, truck mounted excavator, grader, track loader, roller, compactor, boom truck and or/ other related equipment in a safe manner in order to perform daily assignments; installs, repairs, and maintains water and gas mains and services, places and finishes concrete, and restores landscape / hardscape as required while working in close proximity to existing utility lines.</i>	65%
2	M	<i>Oversees and directs work of water and gas employees in the absence of crew supervisor or as directed by the superintendent of water and gas division; services and makes minor repairs and adjustments on equipment; trains other equipment operators; uses measuring devices to determine the accuracy and thoroughness of work; interprets plans, sets and understands grade; and sets up work zones.</i>	15%



3	H	Uses other equipment such as hoe ram on mini excavator, skid steer with asphalt milling attachment, gas powered asphalt and concrete saw, butt fusion equipment, hydraulic valve exercisers, vacuum excavator, and water/gas tapping equipment, when necessary to complete work; responsible for using operating equipment and work zone in a safe manner.	10%
4	H	Performs miscellaneous work on city property and infrastructure by demolishing water and gas services, patching asphalt, installing water and gas taps, valve maintenance and flushing water mains.	5%
5	M	Provides emergency on call services as assigned.	5%

JOB REQUIREMENTS:

<i>-Description of Minimum Job Requirements-</i>	
<i>Formal Education</i>	<i>Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, and technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.</i>
<i>Experience</i>	<i>Over four years up to and including six.</i>
<i>Supervision</i>	<i>Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.</i>
<i>Human Collaboration Skills</i>	<i>Work may require 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.</i>
<i>Freedom to Act</i>	<i>Receives Direction: This job title 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 upon completion.</i>
<i>Technical Skills</i>	<i>Skilled: 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.</i>
<i>Fiscal Responsibility</i>	<i>This job title has no budgetary/fiscal responsibility.</i>
<i>Reading</i>	<i>Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such</i>



	<i>education is obtained in high school up to college. However, it may be obtained from experience and self-study.</i>
Math	<i>Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.</i>
Writing	<i>Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.</i>
Certification & Other Requirements	<i>CDL Class A with tanker endorsement, NIMS Certification; Competent Person Trenching & Shoring; Competent Person Confined Space; Forklift Certification; VDOT Basic Work Zone Traffic Control & Flagger; CPR & First Aid</i> <i>Note: A CDL Learner's permit is required within 30 days of hire and a CDL license within 90 days of hire.</i>

OVERALL PHYSICAL STRENGTH DEMANDS:

<i>-Physical strength for this position is indicated below with "X"-</i>				
Sedentary	Light	Medium	Heavy X	Very Heavy
<i>Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.</i>	<i>Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.</i>	<i>Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.</i>	<i>Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.</i>	<i>Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.</i>

PHYSICAL DEMANDS:

C Constantly <i>2/3 or more of the time.</i>	F Frequently <i>From 1/3 to 2/3 of the time.</i>	O Occasionally <i>Up to 1/3 of the time.</i>	R Rarely <i>Less than 1 hour per week.</i>	N Never <i>Never occurs.</i>
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Observing work site, Observing work duties, Communicating with co-workers
Sitting	F	Meetings, Driving
Walking	F	Around work site
Lifting	F	Supplies, Equipment
Carrying	F	Supplies, Equipment
Pushing/Pulling	O	Equipment



<i>Reaching</i>	<i>R</i>	<i>For supplies</i>
<i>Handling</i>	<i>F</i>	<i>Hand tools, Paperwork</i>
<i>Fine Dexterity</i>	<i>O</i>	<i>Calibrating Equipment, Computer Keyboard, Telephone pad</i>
<i>Kneeling</i>	<i>O</i>	<i>Retrieving items from lower shelves/ground</i>
<i>Crouching</i>	<i>O</i>	<i>Retrieving items from lower shelves/ground</i>
<i>Crawling</i>	<i>O</i>	<i>Under equipment, Inside attics/pipes/ditches</i>
<i>Bending</i>	<i>F</i>	<i>Retrieving items from lower shelves/ground, Making repairs</i>
<i>Twisting</i>	<i>F</i>	<i>Getting inside vehicle</i>
<i>Climbing</i>	<i>F</i>	<i>Ladder, onto Equipment</i>
<i>Balancing</i>	<i>C</i>	<i>On equipment and Ladder</i>
<i>Vision</i>	<i>C</i>	<i>Reading, Computer screen, Driving, Observing work site</i>
<i>Hearing</i>	<i>C</i>	<i>Communicating via telephone/radio, to co-workers/public, Listening to equipment</i>
<i>Talking</i>	<i>O</i>	<i>Communicating via telephone/radio, to co-workers/public</i>
<i>Foot Controls</i>	<i>C</i>	<i>Driving, Operating heavy equipment</i>
<i>Other</i> <i>(specified if applicable)</i>		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Arrow board, asphalt cutter, back hoe, bulldozer, mini excavator, track excavator, fork lift, grader, compactor, loader, truck mounted excavator, roller, sand spreader, trailer, dump trailer, lowboy, tanker, boat pump trailer, dump truck, tandem dump truck, semi-tractor trailer, crew truck, concrete mixer, scraper, sweeper, HDPE fusion equipment, mini excavator with hoe ram, asphalt tack wagon, skid steer with asphalt milling attachment.

ENVIRONMENTAL FACTORS:

<i>C</i> <i>Continuously</i>	<i>F</i> <i>Frequently</i>	<i>O</i> <i>Occasionally</i>	<i>R</i> <i>Rarely</i>	<i>N</i> <i>Never</i>
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<u>-Health and Safety Factors-</u>	
<i>Mechanical Hazards</i>	<i>C</i>
<i>Chemical Hazards</i>	<i>O</i>
<i>Electrical Hazards</i>	<i>F</i>
<i>Fire Hazards</i>	<i>O</i>
<i>Explosives</i>	<i>O</i>
<i>Communicable Diseases</i>	<i>O</i>
<i>Physical Danger or Abuse</i>	<i>F</i>
<i>Other (see 1 below)</i>	<i>N</i>

(1) n/a

<i>D</i> <i>Daily</i>	<i>W</i> <i>Several Times Per Week</i>	<i>M</i> <i>Several Times Per Month</i>	<i>S</i> <i>Seasonally</i>	<i>N</i> <i>Never</i>
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<u>-Environmental Factors-</u>	
<i>Respiratory Hazards</i>	<i>D</i>
<i>Extreme Temperatures</i>	<i>D</i>
<i>Noise and Vibration</i>	<i>D</i>
<i>Wetness/Humidity</i>	<i>W</i>
<i>Physical Hazards</i>	<i>D</i>

PROTECTIVE EQUIPMENT REQUIRED:



Hard hat, safety vest, steel-toe shoes, gloves, hearing protection, eye protection, foul weather gear, fall protection, gas meter, chain saw chaps, chemical protection, flotation device.

NON-PHYSICAL DEMANDS:

<i>F</i> <i>Frequently</i> <i>From 1/3 to 2/3 of the time</i>	<i>O</i> <i>Occasionally</i> <i>Up to 1/3 of the time</i>	<i>R</i> <i>Rarely</i> <i>Less than 1 hour per week</i>	<i>N</i> <i>Never</i> <i>Never occurs</i>
<i>-Description of Non-Physical Demands-</i>		<i>-Frequency-</i>	
<i>Time Pressure</i>		<i>O</i>	
<i>Emergency Situation</i>		<i>O</i>	
<i>Frequent Change of Tasks</i>		<i>F</i>	
<i>Irregular Work Schedule/Overtime</i>		<i>R</i>	
<i>Performing Multiple Tasks Simultaneously</i>		<i>F</i>	
<i>Working Closely with Others as Part of a Team</i>		<i>F</i>	
<i>Tedious or Exacting Work</i>		<i>F</i>	
<i>Noisy/Distracting Environment</i>		<i>F</i>	
<i>Other (see 2 below)</i>		<i>N</i>	

(2) n/a

PRIMARY WORK LOCATION:

<i>Office Environment</i>		<i>Vehicle</i>	
<i>Warehouse</i>		<i>Outdoors</i>	
<i>Shop</i>		<i>Other (see 3 below)</i>	<i>X</i>
<i>Recreation/Neighborhood Center</i>			

(3) Vehicles/equipment/outdoors/various location around the City



SIGNATURE – REVIEW AND COMMENTS:

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

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

*Job Title of Department
Head*

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



Title: Water and Gas Distribution Superintendent - 4835

FLSA Status: Exempt
Computer Code: 3

BRIEF DESCRIPTION:

The purpose of this position is to plan work and coordinating all aspects of water and gas distribution installation, maintenance and repair. This is accomplished by ensuring the distribution section is in compliance with all local, state and federal regulations; preparing and maintaining records; performing on-call duties and responding to emergencies as needed.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	L	<i>Direct, lead and supervise the construction and maintenance activities in the water and gas divisions, specifically up to the meter, but often including meter relocations and associated work. Supervise operating activities in the water and gas division including efforts to prevent underground damages to our systems.</i> <i>Plan, organize schedule, and inspect for quality all work performed by the crews; Perform and document job site inspections for safety, OSHA, VDEQ, VDH permit requirements, and Virginia Supplement to the Manual on Uniform Traffic Control Devices (MUTCD).</i> <i>Ensure all gas work is performed according to the City's O&M Plan, engineering design, PHMSA Part 192 and 199 and by qualified personnel under the City's Operator Qualification Plan. Ensure all water work performed meets AWWA standards.</i>	50%



Recognize and identify when permanent repairs are not possible, practical, economical, or appropriate and recommend replacement.

Determine repair methods for difficult jobs; coordinate valve operations and construction sequencing; schedule planned outages, and minimize unnecessary service interruptions. Coordinate and assist work with other Water and Gas groups, city departments and contractors.

Manages distribution emergencies: investigate; determine cause, if possible; assign crew(s); oversee the work; ensure correct action is taken while following City policies and plans.

Maintain appropriate clearing over the city's right-of-ways over distribution lines in easements and along public right-of-way by coordinating work of crews, contractors, and other departments.

Communicate clearing for construction or maintenance with public works. Coordinate and communicate with other departments whose operations may be affected by all projects; coordinating with contractors performing the work; and minimizing the negative impact on customers. Communicate outages, scheduled and unscheduled, with customers, community groups, management, and media as directed.

2	L	<i>Train supervisors and their employees on effective techniques in the installation and maintenance of water and gas distribution systems; develop supervisory skills of crew supervisors, reviewing and making suggestions for changes to Operations & Maintenance manual; Create SMART goals for the Distribution group and help employees succeed. Perform Field Evaluations as part of the Operator Qualification process. Execute the OQ plan in Distribution. Maintain a qualified workforce. Fill vacancies promptly by coordinating with Human Resources and participating in the hiring process. Present safety topics to both Distribution and Divisions periodically.</i>	20%
3	L	<i>Promote damage prevention throughout the Divisions, Department, and City. Supervise administration of the City's locating contractor, reviewing tickets, randomly inspecting completed locate requests, completing damage reports, and reviewing and approving invoices. Meet periodically throughout the year to review damages, lessons learned, near-misses and to</i>	10%



		<i>improve the quality of the product. Communicate Division goals effectively and create culture of improvement and prevention.</i>	
4	L	<i>Maintain an equitable on-call plan, approve time and leave requests, and enforce the City's personnel regulations. Ensure that employees and any specialized contractors working at your request are qualified and OQ certified and follow the City's operating procedures. Supervise vehicle and equipment inspections.</i>	10%
5	L	<i>Prepare and monitor the group's budget; Ensure employee's time and materials are properly charged. Order job materials as necessary; Coordinate the group's safety equipment, supplies, and uniforms purchases. Ensure all employee credit card receipts are timely and properly accounted and coded as well as purchases made on city accounts including restoration materials.</i>	10%

#	Code	Essential Functions	% of Time
1	L	Evaluates repair and replacement plans by laying out jobs; determining the best route for the water and gas mains and services; coordinating with other departments whose operations may be affected by a project; coordinating with contractors performing the work; and minimizing the negative impact on customers.	55%
2	L	Provides administrative direction by preparing and monitoring the annual budget; establishing procedures for vehicle inspection and time lines for the purchase of vehicles and equipment; reviewing and making suggestions for changes to Operations & Maintenance manual; orderings job materials as necessary; and attending damage prevention conference and safety conferences to keep abreast of changes to regulations (Distribution Integrity Management and Operator Qualification).	20%
3	L	Supervises the distribution repair and replacement activities by planning each day's activities; directing supervisors in the organizing and scheduling of work for the crews; training supervisors and crews on effective techniques in the installation and maintenance of water and gas distribution systems; and ensuring that employees and contractors remain OQ certified and follow procedures.	15%
4	L	Prepares and maintains records of the materials and labor expended on projects to ensure best available use of contract crews vs. city crews.	10%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Over five years up to and including seven years.
Supervision	Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decision on hiring and disciplinary actions, evaluating program/ work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Human Collaboration Skills	Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, interactions with the public requiring high levels of tact and the ability to respond to interpersonal interactions.
Freedom to Act	Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.
Technical Skills	Advanced Skills and Knowledge: 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 Responsibility	This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.
Reading	Intermediate - Ability to read papers, construction plans, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is



	obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Operator Qualification certification, Fusion certification, Flagging certification, Driver's License, basic computer skills.

OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-					
Sedentary	Light	Medium	X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Constantly 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	communicating with co-workers, observing work duties, observing work site
Sitting	F	desk work, driving, meetings
Walking	F	around work site
Lifting	O	equipment, supplies
Carrying	O	equipment, supplies
Pushing/Pulling	O	equipment
Reaching	R	for supplies
Handling	O	paperwork
Fine Dexterity	F	calibrating equipment, computer keyboard, telephone pad
Kneeling	O	retrieving items from lower shelves/ground
Crouching	R	retrieving items from lower shelves/ground
Crawling	N	
Bending	O	making repairs, retrieving items from lower shelves/ground
Twisting	F	getting inside vehicle
Climbing	O	ladder, onto equipment
Balancing	N	
Vision	C	computer screen, driving, observing work site, reading
Hearing	F	communicating with co-workers, listening to equipment
Talking	F	communicating with co-workers and public and on telephone
Foot Controls	F	driving, operating heavy equipment
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Truck, backhoe, pipe horn, metal detector, squeeze tool, aqua scope, computer, associated software and hardware, operator qualification certification,

ENVIRONMENTAL FACTORS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never

D	W	M	S	N
Daily	Several Times Per Week	Several Times Per Month	Seasonally	Never

-Health and Safety Factors-	
Mechanical Hazards	O
Chemical Hazards	R
Electrical Hazards	R
Fire Hazards	O
Explosives	R
Communicable Diseases	N
Physical Danger or Abuse	R
Other (see 1 below)	O

-Environmental Factors-	
Respiratory Hazards	W
Extreme Temperatures	S
Noise and Vibration	W
Wetness/Humidity	S
Physical Hazards	W

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Hard hats, safety goggles, ear protection, steel toe boots, gloves, reflective vests, dust masks.

NON-PHYSICAL DEMANDS:

F	O	R	N
Frequently From 1/3 to 2/3 of the time	Occasionally Up to 1/3 of the time	Rarely Less than 1 hour per week	Never Never occurs

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	R
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 2 below)	N

(2) streets, yards, construction sites

PRIMARY WORK LOCATION:

Office Environment	Vehicle
Warehouse	Outdoors



Shop		Other (see 3 below)	X
Recreation/Neighborhood Center			

(3)N/A

SIGNATURE – REVIEW AND COMMENTS:

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

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department
Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



Title: Electric Engineering and Operations Manager- 5530

FLSA Status: Exempt

Computer Code: 4

BRIEF DESCRIPTION:

This position is responsible for the leadership and management of electric engineering, substation operations, and the utility operations center. The manager is to lead and perform complex professional work directing and implementing the design, bidding, construction, and documentation of capital projects and regular maintenance of the City's electric distribution and transmission systems, including facilities replacement, relocation, reliability improvement, and system expansion projects. This is accomplished by overseeing construction projects from budgeting, design, construction, as-builts, and project closeout. The position is responsible for managing project scope, schedule, and budget. The Electric Engineering and Operations Manager also oversees the daily functions of the department's 24/7 operations center. These tasks include overseeing the dispatching and monitoring of the City's electric and gas systems. This position reports to the Division Director of Power and Light.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

<i>(S) Sedentary</i>	<i>(L) Light</i>	<i>(M) Medium</i>	<i>(H) Heavy</i>	<i>(V) Very Heavy</i>
<i>Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.</i>	<i>Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.</i>	<i>Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.</i>	<i>Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.</i>	<i>Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.</i>

<i>#</i>	<i>Code</i>	<i>Essential Functions</i>	<i>% of Time</i>
<i>1</i>	<i>L</i>	<i>Performs duties in a safe, satisfactory, competent and timely manner. Supervises employees in the engineering, substation, and utility operations work groups. Assists in the training, mentoring and development of staff. Conduct employee appraisals on a periodic basis.</i>	<i>50%</i>
<i>2</i>	<i>L</i>	<i>Oversee the maintenance of all electrical equipment, including transformers, reclosers, voltage regulators, and breakers. Sets standards and maintains records in conjunction with testing and maintenance program.</i>	<i>25%</i>
<i>3</i>	<i>L</i>	<i>Develops plans for the engineering, construction and maintenance of the City's electric system. Demonstrate leadership and the desire to constantly improve the City's electric system.</i>	<i>25%</i>



JOB REQUIREMENTS:

Formal Education	<i>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a B.S degree in Engineering. A Professional Engineer's license is desirable.</i>
Experience	<i>Over eight years.</i>
Supervision	<i>Work requires supervising and monitoring employees and their work performance including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed.</i>
Human Collaboration Skills	<i>Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.</i>
Freedom to Act	<i>Receives Limited Direction: This job title 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.</i>
Technical Skills	<i>Advanced Skills and Knowledge: 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.</i>
Fiscal Responsibility	<i>The job title prepares accounting, budget, employment actions, purchasing documents; and does research to justify language used in documents for a unit or division of a department.</i>
Reading	<i>Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</i>
Math	<i>Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.</i>



Writing	<i>Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.</i>
Certification & Other Requirements	<i>Valid Driver's License</i>

OVERALL PHYSICAL STRENGTH DEMANDS:

<i>-Physical strength for this position is indicated below with "X"-</i>					
<i>Sedentary</i>	<i>Light</i>	<i>X</i>	<i>Medium</i>	<i>Heavy</i>	<i>Very Heavy</i>
<i>Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.</i>	<i>Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.</i>		<i>Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.</i>	<i>Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.</i>	<i>Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.</i>

PHYSICAL DEMANDS:

<i>C</i> Constantly <i>2/3 or more of the time.</i>	<i>F</i> Frequently <i>From 1/3 to 2/3 of the time.</i>	<i>O</i> Occasionally <i>Up to 1/3 of the time.</i>	<i>R</i> Rarely <i>Less than 1 hour per week.</i>	<i>N</i> Never <i>Never occurs.</i>
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

<i>-Physical Demand-</i>	<i>-Frequency-</i>	<i>-Brief Description-</i>
<i>Standing</i>	<i>F</i>	<i>Communicating with Co-Workers, Making Presentations, Observing Work Duties and Work Site</i>
<i>Sitting</i>	<i>F</i>	<i>Desk Work, Meetings and Driving</i>
<i>Walking</i>	<i>O</i>	<i>To other Departments, Office's and Office Equipment</i>
<i>Lifting</i>	<i>R</i>	<i>Supplies, Files</i>
<i>Carrying</i>	<i>R</i>	<i>Supplies, Files</i>
<i>Pushing/Pulling</i>	<i>R</i>	<i>File Drawers</i>
<i>Reaching</i>	<i>O</i>	<i>For Supplies and Files</i>
<i>Handling</i>	<i>F</i>	<i>Paperwork</i>
<i>Fine Dexterity</i>	<i>C</i>	<i>Calculator, Computer Keyboard, Telephone Pad</i>
<i>Kneeling</i>	<i>R</i>	<i>Filing in Lower Drawers, Retrieving items from Lower Shelves/Ground</i>
<i>Crouching</i>	<i>R</i>	<i>Filing in Lower Drawers, Retrieving items from Lower Shelves/Ground</i>
<i>Crawling</i>	<i>N</i>	
<i>Bending</i>	<i>R</i>	<i>Filing in Lower Drawers, Retrieving items from Lower Shelves/Ground</i>
<i>Twisting</i>	<i>F</i>	<i>From Computer to Telephone</i>



<i>Climbing</i>	<i>O</i>	<i>Stairs and Step Stool</i>
<i>Balancing</i>	<i>R</i>	<i>On Ladder and Step Stool</i>
<i>Vision</i>	<i>C</i>	<i>Reading, Observing Work Site</i>
<i>Hearing</i>	<i>C</i>	<i>Communicating via Telephone, Co-Workers and Public</i>
<i>Talking</i>	<i>C</i>	<i>Communicating via Telephone, Co-Workers and Public</i>
<i>Foot Controls</i>	<i>F</i>	<i>Driving</i>
<i>Other</i> <i>(specified if applicable)</i>		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computer and related software and equipment, calculator, copy machine, printer, telephone, hand-held two-way radio

ENVIRONMENTAL FACTORS:

<i>C</i> <i>Continuously</i>	<i>F</i> <i>Frequently</i>	<i>O</i> <i>Occasionally</i>	<i>R</i> <i>Rarely</i>	<i>N</i> <i>Never</i>
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<i>D</i> <i>Daily</i>	<i>W</i> <i>Several Times Per Week</i>	<i>M</i> <i>Several Times Per Month</i>	<i>S</i> <i>Seasonally</i>	<i>N</i> <i>Never</i>
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<i>-Health and Safety Factors-</i>	
<i>Mechanical Hazards</i>	<i>O</i>
<i>Chemical Hazards</i>	<i>O</i>
<i>Electrical Hazards</i>	<i>F</i>
<i>Fire Hazards</i>	<i>R</i>
<i>Explosives</i>	<i>N</i>
<i>Communicable Diseases</i>	<i>R</i>
<i>Physical Danger or Abuse</i>	<i>R</i>
<i>Other (see 1 below)</i>	<i>N</i>

<i>-Environmental Factors-</i>	
<i>Respiratory Hazards</i>	<i>N</i>
<i>Extreme Temperatures</i>	<i>S</i>
<i>Noise and Vibration</i>	<i>N</i>
<i>Wetness/Humidity</i>	<i>S</i>
<i>Physical Hazards</i>	<i>W</i>

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, safety vest, steel-toed shoes, gloves, hearing protection, eye protection

NON-PHYSICAL DEMANDS:

<i>F</i> <i>Frequently</i> <i>From 1/3 to 2/3 of the time</i>	<i>O</i> <i>Occasionally</i> <i>Up to 1/3 of the time</i>	<i>R</i> <i>Rarely</i> <i>Less than 1 hour per week</i>	<i>N</i> <i>Never</i> <i>Never occurs</i>
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<i>-Description of Non-Physical Demands-</i>	<i>-Frequency-</i>
<i>Time Pressure</i>	<i>F</i>
<i>Emergency Situation</i>	<i>O</i>
<i>Frequent Change of Tasks</i>	<i>O</i>
<i>Irregular Work Schedule/Overtime</i>	<i>O</i>
<i>Performing Multiple Tasks Simultaneously</i>	<i>F</i>
<i>Working Closely with Others as Part of a Team</i>	<i>F</i>



<i>Tedious or Exacting Work</i>	<i>O</i>
<i>Noisy/Distracting Environment</i>	<i>O</i>
<i>Other (see 2 below)</i>	<i>N</i>

(2) N/A

PRIMARY WORK LOCATION:

<i>Office Environment</i>	<i>X</i>	<i>Vehicle</i>	
<i>Warehouse</i>		<i>Outdoors</i>	<i>X</i>
<i>Shop</i>		<i>Other (see 3 below)</i>	
<i>Recreation/Neighborhood Center</i>			

SIGNATURE – REVIEW AND COMMENTS:

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

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive



list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



Title: Division Director of Support Services - 5695

FLSA Status: Exempt

Computer Code: 4

BRIEF DESCRIPTION:

The purpose of this position is to plan, organize and control the Department of Utilities' financial functions and serve as financial liaison to Finance, Human Resources and other city departments. This is accomplished by annually developing, refining and administering the annual operating budget for all five utility funds and preparing the five year capital improvement plan for Utilities; supervising support services staff; and researching and preparing special projects. Other duties include serving as a project lead for utilities and responding to regulatory agencies.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

<i>(S) Sedentary</i>	<i>(L) Light</i>	<i>(M) Medium</i>	<i>(H) Heavy</i>	<i>(V) Very Heavy</i>
<i>Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.</i>	<i>Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.</i>	<i>Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.</i>	<i>Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.</i>	<i>Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.</i>

<i>#</i>	<i>Code</i>	<i>Essential Functions</i>	<i>% of Time</i>
<i>1</i>	<i>S</i>	<i>Prepares annual budget by supervising city's budgeting policies and software by developing a revenue model based on rate study and anticipated changes in the rate base; reviewing and refining operating and capital expenditures; and presenting a balanced budget to City manager and Utilities commission for approval.</i>	<i>20%</i>
<i>2</i>	<i>S</i>	<i>Reviews and monitors all purchase requisitions by insuring that funds have been appropriated and are available for use; analyzing all transactions to ensure funds are being expended and accounted for as appropriated; and making year-end adjustments to operating budget account.</i>	<i>20%</i>
<i>3</i>	<i>S</i>	<i>Supervises and reviews daily work performed by senior account clerks and utilities warehouse manager and by reviewing weekly and monthly payrolls for accuracy and compliance with city policy.</i>	<i>20%</i>



4	S	<i>Acts as a Liaison to other department by attending Danville utility commission and City Council meetings; answering questions and providing support; analyzing and generating detailed answers to other departments.</i>	20%
5	S	<i>Serves as project coordinator by providing detailed monthly revenue data from customer billing system and investigating anomalies.</i>	15%
6	S	<i>Reporting to Governmental and other entities regarding power and light metrics by generating an annual report to Department of Energy and SCC.</i>	5%

JOB REQUIREMENTS:

<i>-Description of Minimum Job Requirements-</i>	
Formal Education	<i>Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Master's degree-level of study or appropriate certification such as a Professional Engineer, Law Degree, or Certified Public Accountant.</i>
Experience	<i>Over three years up to and including five years.</i>
Supervision	<i>Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decision on hiring and disciplinary actions, evaluating program/ work objectives and effectiveness, and realigning work and staffing assignments, as needed.</i>
Human Collaboration Skills	<i>Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.</i>
Freedom to Act	<i>Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.</i>
Technical Skills	<i>Advanced Skills and Knowledge: 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.</i>
Fiscal Responsibility	<i>This job title has responsibility for final approval of budgetary recommendations. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.</i>



Reading	<i>Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</i>
Math	<i>Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</i>
Writing	<i>Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.</i>
Certification & Other Requirements	<i>Driver's License, Certified Public Accountant</i>

OVERALL PHYSICAL STRENGTH DEMANDS:

<i>-Physical strength for this position is indicated below with "X"-</i>					
<i>Sedentary</i>	<i>X</i>	<i>Light</i>	<i>Medium</i>	<i>Heavy</i>	<i>Very Heavy</i>
<i>Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.</i>		<i>Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.</i>	<i>Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.</i>	<i>Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.</i>	<i>Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.</i>

PHYSICAL DEMANDS:

C Constantly <i>2/3 or more of the time.</i>	F Frequently <i>From 1/3 to 2/3 of the time.</i>	O Occasionally <i>Up to 1/3 of the time.</i>	R Rarely <i>Less than 1 hour per week.</i>	N Never <i>Never occurs.</i>
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	- Frequency-	-Brief Description-
Standing	F	<i>communicating with co-workers, making presentations, observing work duties, observing work site</i>
Sitting	F	<i>desk work, meetings</i>
Walking	O	<i>around work site, to other departments/offices/office equipment</i>
Lifting	R	<i>supplies, equipment</i>
Carrying	R	<i>supplies, equipment</i>



<i>Pushing/Pulling</i>	<i>R</i>	<i>file drawers</i>
<i>Reaching</i>	<i>O</i>	<i>for supplies, for files</i>
<i>Handling</i>	<i>O</i>	<i>paperwork, monies</i>
<i>Fine Dexterity</i>	<i>C</i>	<i>calculator, computer keyboard, telephone pad</i>
<i>Kneeling</i>	<i>N</i>	
<i>Crouching</i>	<i>R</i>	<i>filing in lower drawers, retrieving items from lower shelves/ground</i>
<i>Crawling</i>	<i>N</i>	
<i>Bending</i>	<i>R</i>	<i>filing in lower drawers, retrieving items from lower shelves/ground</i>
<i>Twisting</i>	<i>R</i>	<i>from computer to telephone</i>
<i>Climbing</i>	<i>N</i>	
<i>Balancing</i>	<i>N</i>	
<i>Vision</i>	<i>C</i>	<i>reading, computer screen, observing work site</i>
<i>Hearing</i>	<i>C</i>	<i>communicating with co-workers and public in person and on telephone</i>
<i>Talking</i>	<i>C</i>	<i>communicating with co-workers and public in person and on telephone</i>
<i>Foot Controls</i>	<i>N</i>	
<i>Other (specified if applicable)</i>		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, calculator, copier, vehicle, fax machine, computer, printer, scanner, multiple software programs such as MS Office and Proprietary Budget Program

ENVIRONMENTAL FACTORS:

<i>C</i>	<i>F</i>	<i>O</i>	<i>R</i>	<i>N</i>
<i>Continuously</i>	<i>Frequently</i>	<i>Occasionally</i>	<i>Rarely</i>	<i>Never</i>

<i>D</i>	<i>W</i>	<i>M</i>	<i>S</i>	<i>N</i>
<i>Daily</i>	<i>Several Times Per Week</i>	<i>Several Times Per Month</i>	<i>Seasonally</i>	<i>Never</i>

<i>-Health and Safety Factors-</i>	
<i>Mechanical Hazards</i>	<i>N</i>
<i>Chemical Hazards</i>	<i>N</i>
<i>Electrical Hazards</i>	<i>N</i>
<i>Fire Hazards</i>	<i>N</i>
<i>Explosives</i>	<i>N</i>
<i>Communicable Diseases</i>	<i>N</i>
<i>Physical Danger or Abuse</i>	<i>N</i>
<i>Other (see I below)</i>	<i>N</i>

<i>-Environmental Factors-</i>	
<i>Respiratory Hazards</i>	<i>N</i>
<i>Extreme Temperatures</i>	<i>N</i>
<i>Noise and Vibration</i>	<i>N</i>
<i>Wetness/Humidity</i>	<i>N</i>
<i>Physical Hazards</i>	<i>N</i>

(I) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None listed for this position.



NON-PHYSICAL DEMANDS:

F <i>Frequently</i> <i>From 1/3 to 2/3 of the time</i>	O <i>Occasionally</i> <i>Up to 1/3 of the time</i>	R <i>Rarely</i> <i>Less than 1 hour per week</i>	N <i>Never</i> <i>Never occurs</i>
<u>-Description of Non-Physical Demands-</u>		<u>-Frequency-</u>	
<i>Time Pressure</i>		<i>F</i>	
<i>Emergency Situation</i>		<i>R</i>	
<i>Frequent Change of Tasks</i>		<i>F</i>	
<i>Irregular Work Schedule/Overtime</i>		<i>O</i>	
<i>Performing Multiple Tasks Simultaneously</i>		<i>F</i>	
<i>Working Closely with Others as Part of a Team</i>		<i>F</i>	
<i>Tedious or Exacting Work</i>		<i>F</i>	
<i>Noisy/Distracting Environment</i>		<i>O</i>	
<i>Other (see 2 below)</i>		<i>N</i>	

(2)

PRIMARY WORK LOCATION:

<i>Office Environment</i>	<i>X</i>	<i>Vehicle</i>	
<i>Warehouse</i>		<i>Outdoors</i>	
<i>Shop</i>		<i>Other (see 3 below)</i>	
<i>Recreation/Neighborhood Center</i>			

(3)N/A

SIGNATURE – REVIEW AND COMMENTS:

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

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date



Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



Title: Division Director of Library - 6199

FLSA Status: Exempt
Computer Code: 4

BRIEF DESCRIPTION:

The purpose of the position is to oversee the delivery a comprehensive service in Parks Maintenance, Recreation or Public Library services. This is accomplished by managing a divisions operations through identification of core services and application of strategic planning techniques; developing and implementing policies, procedures, and planning documents to provide for efficient delivery of services; managing and monitoring work performance services by hiring, directing and evaluating staff assignments; collaborating with funding agencies, community organizations, businesses and other departments; monitoring budget for division, grant and assigned capital improvement projects to insure efficient use of fiscal resources. Other duties include enhancing skills by completing management development, technology and industry standard training; acting as a liaison to user groups; occasionally facilitating training and departmental initiatives, and representing the city at various meetings and functions. This position requires substantial interaction with the public.

Essential Duties / Functions:

Outdoor Recreation: The purpose of this position is to oversee the delivery of a comprehensive outdoor recreation service system to include the implementation of environmental education, experiential education and adventure based programs; delivery of park rental services; and the development and management of park and trail facilities. This is accomplished by planning and implementation of policies and procedures to provide efficient delivery of services; managing staff performance; collaborating with funding agencies and overseeing projects to facilitate park and trail development; and monitoring division, grant and assigned capital improvement budgets.

Athletics: The purpose of this position is to oversee and plan for the daily operations of the Sports and Athletics Recreation Division; and to provide a variety of athletic activities and programs to the citizens of Danville and the surrounding areas. This is accomplished by planning, organizing, promoting and evaluating programs and staff; recruiting and training volunteers involved in the programs; developing an operational budget; monitoring expenditures to ensure fiscal efficiency; attending and serving as a liaison on some Co-Sponsored Groups Board of Directors.

Community Recreation: The purpose of the position is to direct, develop and implement staffing, programs and policies for operations of the Community Recreation Division. This is accomplished by coordinating, managing and supervising the division to assure that the needs of the citizens of Danville are met efficiently, effectively and safely; and managing administrative



duties and tasks for the division. Focus areas of service include Health and Wellness, Out of School programming and facility management.

Special Recreation: The purpose of the position is to oversee and plan for the daily operations of the Special Events Division, Senior Division and Therapeutic Recreation Division. This is accomplished by performing difficult technical, professional and intermediate administrative work planning, directing, and coordinating comprehensive recreational programs to provide the disabled and seniors of the city with a wide range of recreational activities and to provide city-wide special events. Plans and oversees the daily operation of the Danville Welcome Center, Stonewall Therapeutic Center and Ballou Recreation Center.

Park Maintenance: The purpose of the position is to coordinate and manage the maintenance of all athletic fields, parks, playgrounds and trails and other department outdoor facilities. This is accomplished by providing direction to staff, recognizing and prioritizing maintenance needs. Developing and following maintenance standards. Organizing and planning work flow and managing and developing budget ; providing efficient and effective maintenance services; and recognizing proper use of equipment, labor and other resources. Other duties include providing support for special events and facility design and oversight of contractors.

Public Library: The purpose of this position is to direct, organize, and plan for the daily activities of the library system in accordance with city and state policies. This is accomplished by ensuring the library operates in accordance with all policies; serving as liaison between the library system and the city and state; preparing and submitting regular financial reports and statistical data; preparing budget recommendations; supervising and training library personnel; developing and presenting special programs and projects; serving as representative of the library for both media and community outreach; informing the public of library services; and handling suggestions and concerns from patrons.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

		(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
		Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
#	Code	Essential Functions				% of Time
1	L	Directs, develops and implements staffing, programs, policies and procedures for operations of division by directing day to day planning, scheduling and promoting services to be carried out by				50%



		full time and part time staff; developing processes for promoting programs and services; developing and planning short and long range plans for division to include need assessment, service delivery, expansion of changes in services and facility development; coordinating and compiling a variety of annual reports, documents and planning tools for divisional reports to work on assigned duty schedules.	
2	L	Employs, supervises, trains, motivates, disciplines and evaluates division staff in a consistent, fair and uniform manner.	25%
3	L	Plans, monitors and manages assigned budgeted accounts, grants and other funding resources to meet needed services and operation levels and coordinates, plans and implements Division Capital Improvement Plans by promoting facility needs, seeking funding sources and managing construction projects.	25%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Over three years up to and including five years.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.
Human Collaboration Skills	Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Freedom to Act	Receives Limited Direction: This job title 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 Skills and Knowledge: 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 Responsibility	This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted



	funds for the department or does research and prepares recommendations for organization-wide budget expenditures.
Reading	Intermediate- Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Intermediate- Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Four year degree in Parks, Recreation, Leisure Services from an accredited College or University; Driver's License; <i>For Public Library: Master's degree in library science from and accredited ALA library school and Virginia State Library Certificate required.</i>

OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Constantly 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	communicating with co-workers, making presentations, observing work duties
Sitting	C	desk work, meetings
Walking	O	around work site, to other departments/offices/office equipment
Lifting	N	equipment, files, supplies



Carrying	R	equipment, files, supplies
Pushing/Pulling	R	equipment, tables and chairs
Reaching	R	for supplies
Handling	C	monies, paperwork
Fine Dexterity	C	computer keyboard, telephone pad
Kneeling	R	retrieving items from lower shelves/ground
Crouching	R	retrieving items from lower shelves/ground
Crawling	N	
Bending	R	filing in lower drawers, retrieving items from lower shelves/ground
Twisting	F	from computer to telephone
Climbing	R	stairs
Balancing	N	
Vision	C	computer screen, driving, observing work site, reading
Hearing	F	communicating with co-workers and public and on telephone
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	R	driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax, computer, vehicle, copier, printer, copier, fax, Microsoft office

ENVIRONMENTAL FACTORS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never

D	W	M	S	N
Daily	Several Times Per Week	Several Times Per Month	Seasonally	Never

-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

F	O	R	N
Frequently	Occasionally	Rarely	Never



From 1/3 to 2/3 of the time	Up to 1/3 of the time	Less than 1 hour per week	Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 2 below)	N

(2)

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A



SIGNATURE – REVIEW AND COMMENTS:

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

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department
Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



Title: *Transportation Recreation Grants Specialist - 6555*

FLSA Status: Exempt

Computer Code: 3

BRIEF DESCRIPTION:

The purpose of this position is to *coordinate, administer, supervise and implement services for the elderly population of Danville through funding provided by both the Older Americans Act and the Virginia General Assembly. In addition, this position will support dispatch and reporting functions associated with Danville Transit's reservation based and fixed route operations that serve the general public.* This is accomplished by preparing annual work scope, programs, and budgets to the Southern Area Agency in Aging; wellness programs; preparing schedules for staff; and coordinating and supervising monthly community outreach programs to several locations.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	S	<i>Administer senior transportation program by maintaining operating budget and grant reporting requirements; promote service opportunities to the public; develop scope of service and budget for each grant year; monitor service delivery and respond to customer service issues; and collect intake data on each participant as required by the grant terms.</i>	30%
2	S	<i>Provide clerical support by performing data entry; maintaining records for monthly reports; copying and faxing; typing correspondence; communicating and assisting co-workers; Completing daily trip verifications in the RouteMatch system</i>	40%
3	S	<i>Supervise Title V employees by providing supervision for outreach staff.</i>	5%
4	S	<i>Provide telephone support by receiving and directing calls; answering passenger questions; setting up reservations; arranging for transportation for the clients of various agencies.</i>	10%



5	S	Complete dispatching as necessary regarding reservation based and fixed route operations for the general public.	15%
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#	Code	Essential Functions	% of Time
1	S	Provides administration of the program by maintaining budget expenses and revenues for transportation; handling responsibility for grants concerning outreach programs; developing scope and budget for each grant year; monitoring grants; preparing monthly reports to comply with grant requirements; and collecting data on each participant as required by the grant terms.	40%
2	S	Applies for grants by determining which organizations are offering grants applicable to this program.	40%
3	S	Supervises employees by providing supervision for outreach staff; giving direction and support to class instructors as needed; and submitting weekly payroll for each employee.	10%
4	S	Prepares the weekly payroll by obtaining time sheets for employees; reviewing hours and determining appropriate work shifts; and handling all inquiries and concerns the staff may have.	10%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma, or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Over one year up to and including three years.
Supervision	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	Receives Limited Direction: This job title 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	Standardized Skill Requirements: Work requires the use of standard



	technical skills appropriate to the work environment of the organization.
Fiscal Responsibility	This job title does 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.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Driver's License

OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Constantly 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	communicating with co-workers, observing work duties, observing work site, making presentations
Sitting	F	desk work, driving, meetings
Walking	F	to other departments/offices/office equipment
Lifting	O	equipment, files, supplies



Carrying	O	equipment, files, supplies
Pushing/Pulling	O	file drawers
Reaching	F	for files, for supplies
Handling	C	Paperwork, Monies
Fine Dexterity	C	computer keyboard, telephone pad, calculator
Kneeling	O	filing in lower drawers, retrieving items from lower shelves/ground
Crouching	O	filing in lower drawers, retrieving items from lower shelves/ground
Crawling	N	
Bending	F	filing in lower drawers, retrieving items from lower shelves/ground
Twisting	F	from computer to telephone
Climbing	O	Stairs
Balancing	R	
Vision	C	computer screen, driving, reading
Hearing	F	communicating with co-workers and on telephone
Talking	F	communicating with co-workers and public and on telephone
Foot Controls	N	Driving
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, calculator, copier, 2 way radio, PC, software, printer

ENVIRONMENTAL FACTORS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never

D	W	M	S	N
Daily	Several Times Per Week	Several Times Per Month	Seasonally	Never

-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	R
Physical Danger or Abuse	N
Other	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None listed for this position.

NON-PHYSICAL DEMANDS:

F	O	R	N
Frequently From 1/3 to 2/3 of the time	Occasionally Up to 1/3 of the time	Rarely Less than 1 hour per week	Never Never occurs

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other	N



PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other	
Recreation/Neighborhood Center			

SIGNATURE – REVIEW AND COMMENTS:

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

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



Title: Senior Employment Service Worker – 7106
State Title: Self-Sufficiency Worker IV

FLSA Status: Non-Exempt
Computer Code: NCU

BRIEF DESCRIPTION:

The purpose of this position is to act as the lead worker and provide training and guidance to other Employment Service Workers. The position will manage a case load and work within established policies, procedures and guidelines with a high degree of independence. This position will provide support for the Employment Services Supervisor and provide supervision to staff in the supervisor's absence. The position also requires the individual to assist customers with employment, child care and service needs. This is accomplished by assessing and monitoring customers to ensure satisfactory progress; planning, organizing, and conducting training workshops; developing and monitoring non-profit worksite settings; maintaining contact with worksites; providing counseling on employment barriers and child care needs; performing data entry tasks for records and reports; and providing all necessary customer information to the necessary co-workers within the agency.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

When assigned to SNAPET and VIEW:

#	Code	Essential Functions	% of Time
1	S	Provides administration and supervision for workers by reviewing case management to ensure proper implementation of policy/guidance and monitors performance for a regular group of employees, including input on hiring staff, disciplinary actions, time keeping, and performance evaluations. Provides supervision and monitors performance for other staff assigned to the unit in the absence of the Employment Services Supervisor.	35%



2	S	<i>Conducts assessments and interviews to determine employment potential and service needs by scheduling assessment appointments with customers registered in VACMS; providing reassessment at regular intervals; entering customer information into the ESPAS computer system; maintaining awareness of city departments and functions and providing this information to customers; maintaining teamwork skills to offer comprehensive solutions to problems; providing support to customers for employment and training; and providing emergency intervention services to customers such as medical and dental care.</i>	30%
3	S	<i>Organizes training workshops and worksites by planning and organizing training workshops to be conducted by outside contractors; offering intensive instruction in job club techniques; developing and monitoring public and private non-profit worksite settings for customers; maintaining contact with worksites to ensure progress; developing and maintaining good communications with public sectors; promoting the goals of the Employment Services Program whenever possible; and transporting customers using agency vehicles as needed.</i>	20%
4	S	<i>Performs administrative duties by maintaining employment service records; preparing reports; executing financial documents required for transportation and answering calls and transferring callers to the appropriate locations.</i>	15%

When assigned to Child Care:

#	Code	Essential Functions	% of Time
1	S	<i>Provides administration and supervision for workers by reviewing case management to ensure proper implementation of policy/guidance and monitors performance for a regular group of employees, including input on hiring staff, disciplinary actions, time keeping, and performance evaluations. Provides supervision and monitors performance for other staff assigned to the unit in the absence of the Employment Services Supervisor.</i>	35%
2	S	<i>Supervises and handles financial responsibilities by monitoring child care program expenditures, monitoring budget progress and makes changes as needed; making budget recommendations to management; implementing and</i>	30%



		<i>monitoring of child care waitlist, according to available budgetary funds; communicating with VDSS regarding budget allocations</i>	
3	S	<i>Case record organization, monitor incoming cases on Common Help, maintains case records to ensure documentation of chronological history and complete necessary reporting and record keeping requirements, regular monitoring and updating of Virginia Child Care Management System; DMAS/, EPPIC, SPIDER, Common Help, and other systems as needed, maintains regular contact with clients within a quarter, redetermination of eligibility completed yearly, updated Service Plans, complete authorizations for payment, and prepare records for State review and audits. Schedule and conduct interviews, reviewing of additional history, completing narrative, evaluate information of clients resources, determine current and future needs, identify needs of client, complete forms, involve client in service planning process, prepare client to utilize service plan, set appropriate goals, case redetermination, how to properly use the child care card, authorize purchase orders/payment, provide service to clients with unusual circumstances, contact employers, and contact community partners (Head Start, community Action,</i>	30%
4	S	<i>Counsel vendors, referral to State agencies for approval and updates, maintain close contact with Virginia Child Care Licensing, Child Care Aware of Virginia, monitor Electronic Payment Processing and Information Control System in order to review child attendance, child care payments, card history, reissuing child care cards, and troubleshooting, and to mediate disputes between vendors and clients.</i>	5%

-Description of Minimum Job Requirements-	
Formal Education	<i>Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma, or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.</i>
Experience	<i>Over three years up to and including five years.</i>
Supervision	<i>Direction & supervision of regular group of employees.</i>
Human Collaboration Skills	<i>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</i>



	<i>of persuasion may be necessary to gain cooperation and acceptance of ideas.</i>
Freedom to Act	<i>Provides General Direction: This job title normally performs the job by following established standard operating procedures and/or policies and providing guidance, training and supervision to others. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.</i>
Technical Skills	<i>Skilled: 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 and supervisory skills.</i>
Fiscal Responsibility	<i>This job title has the responsibility of handling Child Care funds received.</i>
Reading	<i>Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</i>
Math	<i>Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.</i>
Writing	<i>Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.</i>
Certification & Other Requirements	<i>Valid Driver's License.</i>

OVERALL PHYSICAL STRENGTH DEMANDS:

<i>-Physical strength for this position is indicated below with "X"-</i>					
Sedentary	X	Light	Medium	Heavy	Very Heavy
<i>Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.</i>		<i>Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.</i>	<i>Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.</i>	<i>Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.</i>	<i>Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.</i>

PHYSICAL DEMANDS:

C Constantly <i>2/3 or more of the time.</i>	F Frequently <i>From 1/3 to 2/3 of the time.</i>	O Occasionally <i>Up to 1/3 of the time.</i>	R Rarely <i>Less than 1 hour per week.</i>	N Never <i>Never occurs.</i>
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
<i>Standing</i>	<i>F</i>	<i>Making Presentations, Observing Work Site, Observing Work Duties, Communicating with Co-Workers.</i>
<i>Sitting</i>	<i>C</i>	<i>Desk Work, Meetings, Driving.</i>
<i>Walking</i>	<i>F</i>	<i>To other Departments/Offices/Office Equipment, Around Work Site.</i>
<i>Lifting</i>	<i>O</i>	<i>Supplies, Equipment, Files.</i>
<i>Carrying</i>	<i>O</i>	<i>Supplies, Equipment, Files.</i>
<i>Pushing/Pulling</i>	<i>F</i>	<i>File Drawers, Equipment, Tables and Chairs.</i>
<i>Reaching</i>	<i>F</i>	<i>For Supplies, Files.</i>
<i>Handling</i>	<i>C</i>	<i>Paperwork, Monies.</i>
<i>Fine Dexterity</i>	<i>C</i>	<i>Computer Keyboard, Telephone Keypad, Calculator, Calibrating Equipment.</i>
<i>Kneeling</i>	<i>O</i>	<i>Filing in Lower Drawers.</i>
<i>Crouching</i>	<i>O</i>	<i>Filing in Lower Drawers.</i>
<i>Crawling</i>	<i>R</i>	
<i>Bending</i>	<i>C</i>	<i>Filing in Lower Drawers.</i>
<i>Twisting</i>	<i>C</i>	<i>From Computer to Telephone, Getting inside Vehicle.</i>
<i>Climbing</i>	<i>O</i>	<i>Stairs.</i>
<i>Balancing</i>	<i>N</i>	
<i>Vision</i>	<i>C</i>	<i>Reading, Computer Screen, Driving, Observing Work Site.</i>
<i>Hearing</i>	<i>C</i>	<i>Communicating via Telephone/Radio, to Co-Workers/Public, Listening to Equipment.</i>
<i>Talking</i>	<i>C</i>	<i>Communicating via Telephone/Radio, to Co-Workers/Public.</i>
<i>Foot Controls</i>	<i>O</i>	<i>Driving.</i>
<i>Other (specified if applicable)</i>		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Copier, Fax Machine, Telephone, Calculator, Vehicle, Paper, Pens, Pencil, Label's, File Folders, File Cabinets, Stationary, Stapler, and CPR Equipment, Computer, Related Software and Hardware

ENVIRONMENTAL FACTORS:

C <i>Continuously</i>	F <i>Frequently</i>	O <i>Occasionally</i>	R <i>Rarely</i>	N <i>Never</i>
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D <i>Daily</i>	W <i>Several Times Per Week</i>	M <i>Several Times Per Month</i>	S <i>Seasonally</i>	N <i>Never</i>
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-Health and Safety Factors-	
<i>Mechanical Hazards</i>	<i>N</i>
<i>Chemical Hazards</i>	<i>N</i>

-Environmental Factors-	
<i>Respiratory Hazards</i>	<i>S</i>
<i>Extreme Temperatures</i>	<i>S</i>



<i>Electrical Hazards</i>	<i>N</i>
<i>Fire Hazards</i>	<i>N</i>
<i>Explosives</i>	<i>N</i>
<i>Communicable Diseases</i>	<i>R</i>
<i>Physical Danger or Abuse</i>	<i>R</i>
<i>Other (see 1 below)</i>	<i>N</i>

(1) N/A

<i>Noise and Vibration</i>	<i>N</i>
<i>Wetness/Humidity</i>	<i>S</i>
<i>Physical Hazards</i>	<i>N</i>

PROTECTIVE EQUIPMENT REQUIRED:

None listed for this position.

NON-PHYSICAL DEMANDS:

<i>F</i> <i>Frequently</i> <i>From 1/3 to 2/3 of the time</i>	<i>O</i> <i>Occasionally</i> <i>Up to 1/3 of the time</i>	<i>R</i> <i>Rarely</i> <i>Less than 1 hour per week</i>	<i>N</i> <i>Never</i> <i>Never occurs</i>
<i>-Description of Non-Physical Demands-</i>			<i>-Frequency-</i>
<i>Time Pressure</i>			<i>F</i>
<i>Emergency Situation</i>			<i>O</i>
<i>Frequent Change of Tasks</i>			<i>F</i>
<i>Irregular Work Schedule/Overtime</i>			<i>O</i>
<i>Performing Multiple Tasks Simultaneously</i>			<i>F</i>
<i>Working Closely with Others as Part of a Team</i>			<i>F</i>
<i>Tedious or Exacting Work</i>			<i>F</i>
<i>Noisy/Distracting Environment</i>			<i>F</i>
<i>Other (see 2 below)</i>			<i>N</i>

(2) N/A

PRIMARY WORK LOCATION:

<i>Office Environment</i>	<i>X</i>	<i>Vehicle</i>	<i>X</i>
<i>Warehouse</i>		<i>Outdoors</i>	
<i>Shop</i>		<i>Other (see 3 below)</i>	
<i>Recreation/Neighborhood Center</i>			

(3) N/A



SIGNATURE – REVIEW AND COMMENTS:

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

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

*Job Title of Department
Head*

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



Title: Firefighter - 8103

FLSA Status: Non-Exempt

Computer Code: 2

BRIEF DESCRIPTION:

The purpose of the position is to provide fire suppression and emergency medical services. This is accomplished by attending and completing required training; responding to calls; investigating various situations; and fighting fires and providing emergency medical services in compliance with all department and state rules and regulations. Other duties include performing station maintenance and fire equipment maintenance; providing public education.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	M	Maintains state of constant readiness for immediate response to multi-hazard emergencies; participates in training by attending and completing state and department required training; teaches classes to fire department personnel; provides customer service through assisting internal and external customers with a variety of tasks; teaches classes and provides tours to the public; installs smoke alarms; and other tasks as needed.	50%
2	H	Provides emergency medical response and care by securing the scene; evaluating the medical condition of the patient through proper assessment; delivering appropriate care including performing CPR if needed; utilizing medical equipment and materials; lifting and transporting patients; recording patient reports; communicating with patients and families; and wearing appropriate personal protective equipment.	20%
3	H	Provides emergency incident stabilization and fire suppression services by quickly evaluating the specific incident; pulling and using hoses; climbing and lift ladders; using power tools and specialized equipment.	15%



4	M	Handles maintenance and ensures proper operation by checking, cleaning and preventative maintenance and repair of facilities; equipment; apparatus; and fire hydrants.	10%
5	H	Acts as relief driver by driving and operating fire apparatus in the absence of the Firefighter/Engineer.	5%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires the ability to read and understand written instructions, to understand simple processes and the routine operations of machines. Level of knowledge equivalent to graduation of high school.
Experience	No experience required.
Supervision	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement.
Freedom to Act	Receives Direction: This job title 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 upon completion.
Technical Skills	Skilled: 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 Responsibility	This job title has no budgetary responsibility.
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Driver's License; Candidate will be required to obtain certification of Emergency Medical Technician - Basis, Firefighter Level I and II, and Emergency Vehicle Operator Course within a probationary period.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium X	Heavy	Very Heavy X
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Constantly 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Communicating with co-workers, making presentations, observing work duties, observing work site.
Sitting	O	Desk work, meetings, driving.
Walking	F	Around work site, to other departments/offices/office equipment.
Lifting	O	Supplies, equipment.
Carrying	O	Supplies, equipment.
Pushing/Pulling	O	Equipment, tables and chairs, hose.
Reaching	O	For supplies.
Handling	O	Paperwork.
Fine Dexterity	O	Computer screen, telephone pad.
Kneeling	O	Retrieving items from lower shelves/ground.
Crouching	O	Retrieving items from lower shelves/ground.
Crawling	O	Inside attics/pipes/ditches, under equipment.
Bending	O	Making repairs, retrieving items from lower shelves/ground.
Twisting	F	Getting inside vehicle.
Climbing	O	Stairs, ladder, onto equipment.
Balancing	O	On ladder, on equipment.
Vision	F	Reading, computer screen, driving, observing work site.
Hearing	F	Communicating with co-workers, public and on telephone, listening to equipment.
Talking	O	Communicating with co-workers, public and on telephone.
Foot Controls	R	Driving.
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Fire Equipment, Truck, SCBA, Protective Gear, Axe, Generators, Hose, Water, EMS Equipment, Computer, Printer, Television, Training Wear

ENVIRONMENTAL FACTORS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never

D	W	M	S	N
Daily	Several Times Per Week	Several Times Per Month	Seasonally	Never

-Health and Safety Factors-	
Mechanical Hazards	O
Chemical Hazards	O
Electrical Hazards	O
Fire Hazards	O
Explosives	R
Communicable Diseases	O
Physical Danger or Abuse	O
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	M
Extreme Temperatures	M
Noise and Vibration	W
Wetness/Humidity	M
Physical Hazards	M

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Structural Firefighting Equipment including Self-contained Breathing Apparatus, Turnout Gear, Safety Vests, Safety Glasses, EMS Gloves, Masks and Gowns, hearing protection, and other special safety gear as required.

NON-PHYSICAL DEMANDS:

F	O	R	N
Frequently From 1/3 to 2/3 of the time	Occasionally Up to 1/3 of the time	Rarely Less than 1 hour per week	Never Never occurs

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 2 below)	N

(2) Fire Station, Vehicle, Emergency Scene



PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	X
Recreation/Neighborhood Center			

(3) Fire Station

SIGNATURE – REVIEW AND COMMENTS:

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

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.

Council Letter

City of Danville, Virginia



CL-2124

New Business Item #: B.

City Council Regular Meeting

Meeting Date: 06/04/2019

Subject: Request a Special Use Permit for a Waiver of Yard Requirements at 3027 Riverside Drive.

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

COUNCIL ACTION

Business Meeting: 06/04/2019

SUMMARY

A request has been filed by Riverside BP LLC, requesting a Special Use Permit for a waiver of yard requirements in accordance with Article 3.M, Section C, Item 21 of the Code of the City of Danville, Virginia 1986, as amended, at 3027 Riverside Drive, otherwise known as Grid 1713, Block 006, Parcel 000005, of the City of Danville, Virginia Zoning District Map. The applicant is proposing to waive yard requirements to expand the side and rear of an existing building.

BACKGROUND

Riverside BP LLC, the applicant, is requesting a Special Use Permit for a waiver of yard requirements at 3027 Riverside Drive. This property is located in the HR-C, Highway Retail Commercial District, in which a Special Use Permit may be used to waive or reduce the required yard setbacks. For this district, these setbacks require a building to be at least thirty (30) feet from the front property line, and twenty (20) feet from the side and rear property lines.

Currently, the site serves as a gas station and automobile repair establishment.

There is a building containing vehicle bays, and a detached gas station canopy. The applicant wishes to add to the building in order to provide vehicle safety inspections. In order to obtain a state license as an official inspection station, the site must have an inspection bay which is at least forty (40) ft. long, eight (8) ft. wide, and ten (10) ft. tall. The applicant wishes to expand the existing building to accommodate the forty (40) ft. length requirement.

The building is built at an angle to the property lines. Public records suggest the building is approximately twelve (12) ft. from the side and fifteen (15) ft. from the rear. However, a land survey will need to confirm the actual distance. This is considered legal nonconforming. At this time, the applicant has discussed expanding either the rear of the northern end, or the side of the southern end of the building. Either option would require a waiver of the yard setback requirements.

At their meeting of May 13, 2019, the Planning Commission voted 6-0 (Commissioner Garrison absent) to recommend approval subject to the following conditions:

1. The front yard setback shall remain unchanged;

2. The side yard setback for the western side property line shall remain unchanged;
3. Either a land survey or similar land record shall be used to ensure that any future building additions or development does not encroach on neighboring property;
4. The yard setback waiver shall only apply to existing buildings and additions to those buildings; and
5. If the property owner later chooses to consolidate 3027 Riverside Dr. (Parcel ID# 51989) and 118 Barter St. (Parcel ID# 52478), the waiver of yard setbacks may also apply to the newly consolidated parcel; but at least twenty (20) ft. must be kept between any buildings and 104-109 Barter St. (Parcel ID# 52948) and 124 Trade St. (Parcel ID# 52480).

RECOMMENDATION

It is recommended that City Council adopt an Ordinance granting a Special Use Permit for a waiver of yard requirements in accordance with Article 3.M, Section C, Item 21 of the Code of the City of Danville, Virginia 1986 as amended at 3027 Riverside Drive, otherwise known as Grid 1713, Block 006, Parcel 000005, of the City of Danville, Virginia Zoning District Map subject to the following conditions:

1. The front yard setback shall remain unchanged;
2. The side yard setback for the western side property line shall remain unchanged;
3. Either a land survey or similar land record shall be used to ensure that any future building additions or development does not encroach on neighboring property;
4. The yard setback waiver shall only apply to existing buildings and additions to those buildings; and
5. If the property owner later chooses to consolidate 3027 Riverside Dr. (Parcel ID# 51989) and 118 Barter St. (Parcel ID# 52478), the waiver of yard setbacks may also apply to the newly consolidated parcel; but at least twenty (20) ft. must be kept between any buildings and 104-109 Barter St. (Parcel ID# 52948) and 124 Trade St. (Parcel ID# 52480).

Attachments

Ordinance

Planning Backup

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2019____.____

AN ORDINANCE GRANTING A SPECIAL USE PERMIT FOR A WAIVER OF YARD REQUIREMENTS IN ACCORDANCE WITH ARTICLE 3.M, SECTION C, ITEM 21 OF THE CODE OF THE CITY OF DANVILLE, VIRGINIA, 1986, AS AMENDED, AT 3027 RIVERSIDE DRIVE, OTHERWISE KNOWN AS GRID 1713, BLOCK 006, PARCEL 000005, OF THE CITY OF DANVILLE, VIRGINIA ZONING DISTRICT MAP.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia, that the report of the Planning Commission recommending approval of PLSUP20190000147, filed by Riverside BP, LLC, requesting a Special Use Permit for a waiver of yard requirements in accordance with Article 3.M, Section C, Item 21 of the Code of the City of Danville, Virginia, 1986, as amended at 3027 Riverside Drive, otherwise known as Grid 1713, Block 006, Parcel 000005, of the City of Danville, Virginia Zoning District Map, is hereby received, subject to the following conditions:

1. The front yard setback shall remain unchanged; and
2. The side yard setback for the western side property line shall remain unchanged; and
3. Either a land survey or similar land record shall be used to ensure that any future building additions or development does not encroach on neighboring property; and
4. The yard setback waiver shall only apply to existing buildings and additions to those buildings; and
5. If the property owner later chooses to consolidate 3027 Riverside Drive (Parcel ID# 51989) and 118 Barter Street (Parcel ID# 52478), the waiver of yard setbacks may also apply to the newly consolidated parcel; but at least twenty (20) ft. must be kept between any buildings and 104-109 Barter Street (Parcel ID# 52948) and 124 Trade Street (Parcel ID# 52480).

AND BE IT FURTHER ORDAINED that in consideration of said report and the public hearing this day held by Council, PLSUP20190000147, filed by Riverside BP, LLC requesting a Special Use Permit for a waiver of yard requirements in accordance with

Article 3.M, Section C, Item 21 of the Code of the City of Danville, Virginia, 1986, as amended, at 3027 Riverside Drive, otherwise known as Grid 1713, Block 006, Parcel 000005, of the City of Danville, Virginia Zoning District Map, is hereby granted and approved, subject to the following conditions:

1. The front yard setback shall remain unchanged; and
2. The side yard setback for the western side property line shall remain unchanged; and
3. Either a land survey or similar land record shall be used to ensure that any future building additions or development does not encroach on neighboring property; and
4. The yard setback waiver shall only apply to existing buildings and additions to those buildings; and
5. If the property owner later chooses to consolidate 3027 Riverside Drive (Parcel ID# 51989) and 118 Barter Street (Parcel ID# 52478), the waiver of yard setbacks may also apply to the newly consolidated parcel; but at least twenty (20) ft. must be kept between any buildings and 104-109 Barter Street (Parcel ID# 52948) and 124 Trade Street (Parcel ID# 52480).

APPROVED:

MAYOR

ATTEST:

CLERK

Approved as to
Form and Legal Sufficiency:

City Attorney



City of Danville
427 Patton Street, Suite 208
Danville VA, 24541
Phone: (434) 799-5260

City Planning Commission

MEMORANDUM

DATE: MAY 13, 2019
TO: CITY COUNCIL
FROM: CITY PLANNING COMMISSION
SUBJECT: SPECIAL USE PERMIT REQUEST
REQUEST:

Special Use Permit application PLSUP20190000147, filed by Riverside BP LLC, requesting a Special Use Permit for a waiver of yard requirements in accordance with Article 3.M, Section C, Item 21 of the Code of the City of Danville, Virginia 1986 as amended at 3027 Riverside Dr., otherwise known as Grid 1713, Block 006, Parcel 000005, of the City of Danville, Virginia Zoning District Map. The applicant is proposing to waive yard requirements to expand the side and rear of an existing building.

RECOMMENDATION:

The Planning Commission voted 6-0 (Commissioner Garrison was absent) to recommend approval of the request subject to the following conditions:

1. The front yard setback shall remain unchanged;
2. The side yard setback for the western side property line shall remain unchanged;
3. Either a land survey or similar land record shall be used to ensure that any future building additions or development does not encroach on neighboring property;
4. The yard setback waiver shall only apply to existing buildings and additions to those buildings; and
5. If the property owner later chooses to consolidate 3027 Riverside Dr. (Parcel ID# 51989) and 118 Barter St. (Parcel ID# 52478), the waiver of yard setbacks may also apply to the newly consolidated parcel; but at least twenty (20) ft. must be kept between any buildings and 104-109 Barter St. (Parcel ID# 52948) and 124 Trade St. (Parcel ID# 52480).

Michael R. Searce (BWT)
Mr. Michael Searce, Chairman

RESPONSES:

Seventeen (17) notices were sent to property owners within three hundred (300) feet of the property. Eight (8) property owners returned statements. Seven (7) property owners are not opposed to the request (Harville William T., Hutchens L E Inc., Davenport Energy Inc., Daniel Group Inc., Riverside Hardware Inc., New Jimmie L. and Patsie A., Newman Robert G.). One (1) property owner is opposed to the request (Realty Income Properties LLC).

COMMENTS:

"We oppose this waiver as this could lead to visibility concerns for our site and hurt business." – Realty Income Properties 21 LLC (stated opposed).



City of Danville
427 Patton Street, Suite 208
Danville VA, 24541
Phone: (434) 799-5260

City Planning Commission

City Planning Commission
Meeting of May 13, 2019

Subject:

Special Use Permit application PLSUP20190000147, filed by Riverside BP LLC, requesting a Special Use Permit for a waiver of yard requirements in accordance with Article 3.M, Section C, Item 21 of the Code of the City of Danville, Virginia 1986 as amended at 3027 Riverside Dr., otherwise known as Grid 1713, Block 006, Parcel 000005, of the City of Danville, Virginia Zoning District Map. The applicant is proposing to waive yard requirements to expand the side and rear of an existing building.

Background:

Riverside BP LLC, the applicant, is requesting a Special Use Permit for a waiver of yard requirements at 3027 Riverside Dr. This property is located in the HR-C, Highway Retail Commercial District, in which a Special Use Permit may be used to waive or reduce the required yard setbacks. For this district, these setbacks require a building be at least thirty (30) ft. from the front property line, and twenty (20) ft. from the side and rear property lines.

Currently, the site serves as a gas station and automobile repair establishment.

There is a building containing vehicle bays, and a detached gas station canopy. The applicant wishes to add to the building in order to provide vehicle safety inspections. In order to obtain a state license as an official inspection station, the site must have an inspection bay which is at least forty (40) ft. long, eight (8) ft. wide, and ten (10) ft. tall. The applicant wishes to expand the existing building to accommodate the forty (40) ft. length requirement.

The building is built at an angle to the property lines. Public records suggest the building is approximately twelve (12) ft. from the side and fifteen (15) ft. from the rear. However, a land survey will need to confirm the actual distance. This is considered legal nonconforming. At this time, the applicant has discussed expanding either the rear of the northern end, or the side of the southern end of the building. Either option would require a waiver of the yard setback requirements.

Staff's main concern is maintaining some minimal distance between any structures and the property line. Completely waiving the yard requirement would allow development practically on top of neighboring property. This could later raise issues if a neighboring property owner also asks for a waiver in order to develop near the property line. However, one of the neighboring properties (118 Barter St.) is owned by the same owner. Consolidating this property with 3027 Riverside Dr. would alleviate some of these concerns to maintain some space between buildings and property lines. However, staff generally do not recommend requiring consolidation.

Seventeen (17) notifications were sent to surrounding property owners within 300 feet of the subject property. A full report will be presented to Planning Commission on May 13, 2019.

Recommendation:

The Planning staff recommends the City Planning Commission recommend approval of Special Use Permit application PLSUP20190000147, filed by Riverside BP LLC, requesting a Special Use Permit for a waiver of yard requirements in accordance with Article 3.M, Section C, Item 21 of the Code of the City of Danville, Virginia 1986 as amended at 3027 Riverside Dr., otherwise known as Grid 1713, Block 006, Parcel 000005, of the City of Danville, Virginia Zoning District Map, subject to the following conditions:

1. The front yard setback shall remain unchanged;
2. The side yard setback for the western side property line shall remain unchanged;
3. Either a land survey or similar land record shall be used to ensure that any future building additions or development does not encroach on neighboring property;
4. The yard setback waiver shall only apply to existing buildings and additions to those buildings; and
5. If the property owner later chooses to consolidate 3027 Riverside Dr. (Parcel ID# 51989) and 118 Barter St. (Parcel ID# 52478), the waiver of yard setbacks may also apply to the newly consolidated parcel; but at least twenty (20) ft. must be kept between any buildings and 104-109 Barter St. (Parcel ID# 52948) and 124 Trade St. (Parcel ID# 52480).

The Special Use Permit and conditions would waive the yard requirements, but ensure that future development does not encroach on neighboring property. Additionally, the property owner could choose to consolidate 3027 Riverside Dr. and 118 Barter St. to allow additional room for expansion, but without causing any additional concerns.

City Planning Commission Options:

1. Recommend approval of Special Use Permit application PLSUP20190000147 as submitted.
2. Recommend approval of Special Use Permit application PLSUP20190000147 subject to conditions by staff.
3. Recommend approval of Special Use Permit application PLSUP20190000147 subject to conditions by the Planning Commission.
4. Recommend denial of Special Use Permit application PLSUP20190000147 as submitted.
5. Tabling of Special Use Permit application PLSUP20190000147 by Planning Commission.

Attachments:

- A. Application
- B. Property Ownership/Zoning Map
- C. Data Sheet
- D. Existing Land Use Map (2015 Aerial)

CITY OF DANVILLE

SPECIAL USE PERMIT APPLICATION

TO THE CITY PLANNING COMMISSION AND THE HONORABLE CITY COUNCIL:

Application is hereby made for the Special Use Permit as described below:

INFORMATION TO BE PROVIDED BY THE PLANNING DIVISION

APPLICATION IS HEREBY MADE FOR A SPECIAL USE PERMIT TO AUTHORIZE THE FOLLOWING

USE: Expand existing building into side/rear yards with a waiver of yard requirements

CASE NUMBER: PLSUP 20190000147

EXISTING ZONING: HR-C, Highway Retail

PROPOSED ZONING: No change

TAX MAP NUMBER: ID# 51989, 1713-006-000005

RECEIVED BY: Bryce Johnson

DATE FILED: April 3, 2019

PLANNING COMMISSION DATE: May 13

CITY COUNCIL DATE: June 10

INFORMATION TO BE PROVIDED BY THE APPLICANT
(PLEASE TYPE OR PRINT)

Exact legal description of property (Attach if insufficient space).

Gross Area/Net Area: _____ Property Address: 3027 Riverside Dr Danville VA

Property Location: N S E W Side of: _____

Between: _____ and _____

Proffered Conditions (if any, please attach): _____

EXPLANATION OF REQUEST:

1. PROPOSED USE FOR THE SPECIAL USE PERMIT:

Please provide a site plan with the following information:

- Proposed use of the land: size and location of structures with dimensions to lot lines.
- Vehicular circulation system with points of ingress and egress.
- Existing on-site buildings, separation dimensions and paved areas.
- Location and dimensions of all parking and loading areas, including the number of off-street parking and loading spaces provided.
- Net acreage.
- Gross and net square footage of building (s) (proposed and existing).
- Required landscaping and buffer areas.

Please provide a brief description of the proposed development:

Article 3, M III, Section C III, Item 21 III
Waiver of yard requirements

PRESENT OWNER (S) OF ALL PROPERTIES INCLUDED IN APPLICATION (PLEASE TYPE OR PRINT):

1. NAME: STE Properties of Ringgold LLC TELEPHONE: 434-728-0402
MAILING ADDRESS: 2703 South Boston Hwy Ringgold VA 24586
SIGNATURE: Jason Swearingen (pres) DATE: 4-3-2019
SIGNATURE: _____ DATE: _____
EMAIL ADDRESS: ~~triplesof~~ triplesinc@yahoo.com

APPLICANT (PLEASE TYPE OR PRINT):

If the applicant is not the property owner, written authorization from the property owner must accompany this application.

NAME: Riverside Bp LLC TELEPHONE: 434-728-0402
MAILING ADDRESS: 3027 Riverside Dr Danville VA 24541
EMAIL ADDRESS: triplesinc@yahoo.com
SIGNATURE: Jason Swearingen pres. DATE: 4-3-2019

Parcel ID: 51989
Address: 3027 RIVERSIDE DR

Owner: S & E PROPERTIES OF
 RINGGOLD LLC
 2703 SOUTH BOSTON HWY
 RINGGOLD, VA 24586

Mail-To: S & E PROPERTIES OF
 RINGGOLD LLC
 2703 SOUTH BOSTON HWY
 RINGGOLD, VA 24586



Value Information	
Land / Use:	\$153,500
Improvement:	\$100,400
Total:	\$253,900.00

Building Information	
Year Built:	1960
Total Rooms:	0
Bedrooms:	0
Full Bathrooms:	0
Half Bathrooms:	0
Finished Square Feet:	1,450

Additional Information			
State Code:	4561 Service Stations	Approx Acres:	0.36
Land Use:	Commercial	Legal Description:	155 FT NO 9A & PT NO 8 RIVERSIDE DR
Tax Map:	1713-006-000005.000	Zone:	HRC Highway Retail Comm
Notes: Avg Lot: 156.0 x 100.0 BP Service Station DB 17-2790: Same 3 lists. DB 12-274: Same 3 lists. DB 12-40: 3 lists incl acct#51989, 52478 & 60213. (Map 33-5-4)			

Building

Building Information - 1			
Property Class:	Commercial	Finished Square Feet:	1,450
Style:	No Data	Basement Square Feet:	0
Year Built:	1960	Total Rooms:	0
Condition:	No Data	* Bathrooms are not included in total room count	
Story Height:	No Data		
Bedrooms:	0		
Dining Rooms:	0		
Family Rooms:	0		
Living Rooms:	0		
Full Bath:	0		
Half Bath:	0		
Features:		Size:	
Forced Air Unit		100 %	
Brick with Block Back-up		50 %	
Concrete Block		50 %	

Improvements

Bldg #:	Improvement:	Size:
1	Asphalt Paving	14,000
1	Canopy	1,152
1	Light STD - Single	3

Land

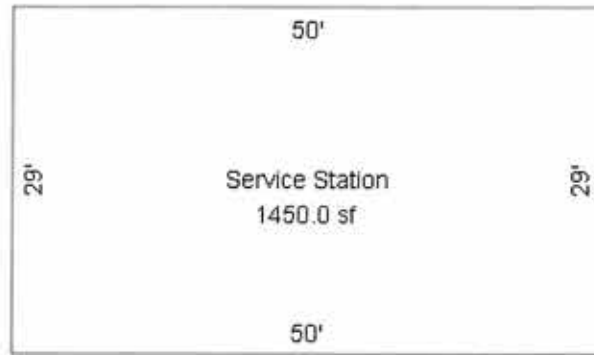
Land Code:	C25 Comm FF (1200)	Rate:	\$1,200
Acres:	0.36	Adj. Rate:	\$984
Sq. Ft.:	15,600	Base Value:	\$153,500
Front:	155	Adj. Amount:	\$0
Effective Front:	156	Value:	\$153,500
Depth:	100		

Transfers

Deed	Page	Sale Price	Sale Date	Previous Owner	Owner
D 17	2790	\$640,000	8/17/2017	BATTERMAN PROPERTIES LLC	S & E PROPERTIES OF RINGGOLD LLC
D 12	274	\$0	1/23/2012	BATTERMAN FREDERICK CHRISTIAN AUGUST II & SCARCE ELIZABETH KEEN BATTERMAN	BATTERMAN PROPERTIES LLC
D 12	40	\$0	1/5/2012	BATTERMAN BRANTLEY K T/U BATTERMAN NANCY E TRUST	BATTERMAN FREDERICK CHRISTIAN AUGUST II & SCARCE ELIZABETH KEEN BATTERMAN
D 96	5602	\$0	12/23/1996	No Data	No Data

Assessments

Year	Land	Use	Improvements	Total
2018	\$153,500	\$0	\$100,400	\$253,900
2017	\$153,500	\$0	\$100,900	\$254,400
2016	\$153,500	\$0	\$100,900	\$254,400
2015	\$153,500	\$0	\$100,200	\$253,700
2014	\$153,500	\$0	\$100,200	\$253,700
2013	\$153,500	\$0	\$98,100	\$251,600
2012	\$153,500	\$0	\$98,100	\$251,600
2011	\$153,500	\$0	\$98,900	\$252,400
2010	\$153,500	\$0	\$98,900	\$252,400
2009	\$153,500	\$0	\$98,100	\$251,600
2008	\$153,500	\$0	\$98,100	\$251,600
2007	\$153,500	\$0	\$90,500	\$244,000
2006	\$153,500	\$0	\$90,500	\$244,000
2005	\$153,500	\$0	\$80,400	\$233,900
2004	\$153,500	\$0	\$80,400	\$233,900
2003	\$88,600	\$0	\$80,300	\$168,900
2002	\$88,600	\$0	\$80,300	\$168,900
2001	\$66,400	\$0	\$65,700	\$132,100
2000	\$66,400	\$0	\$62,100	\$128,500

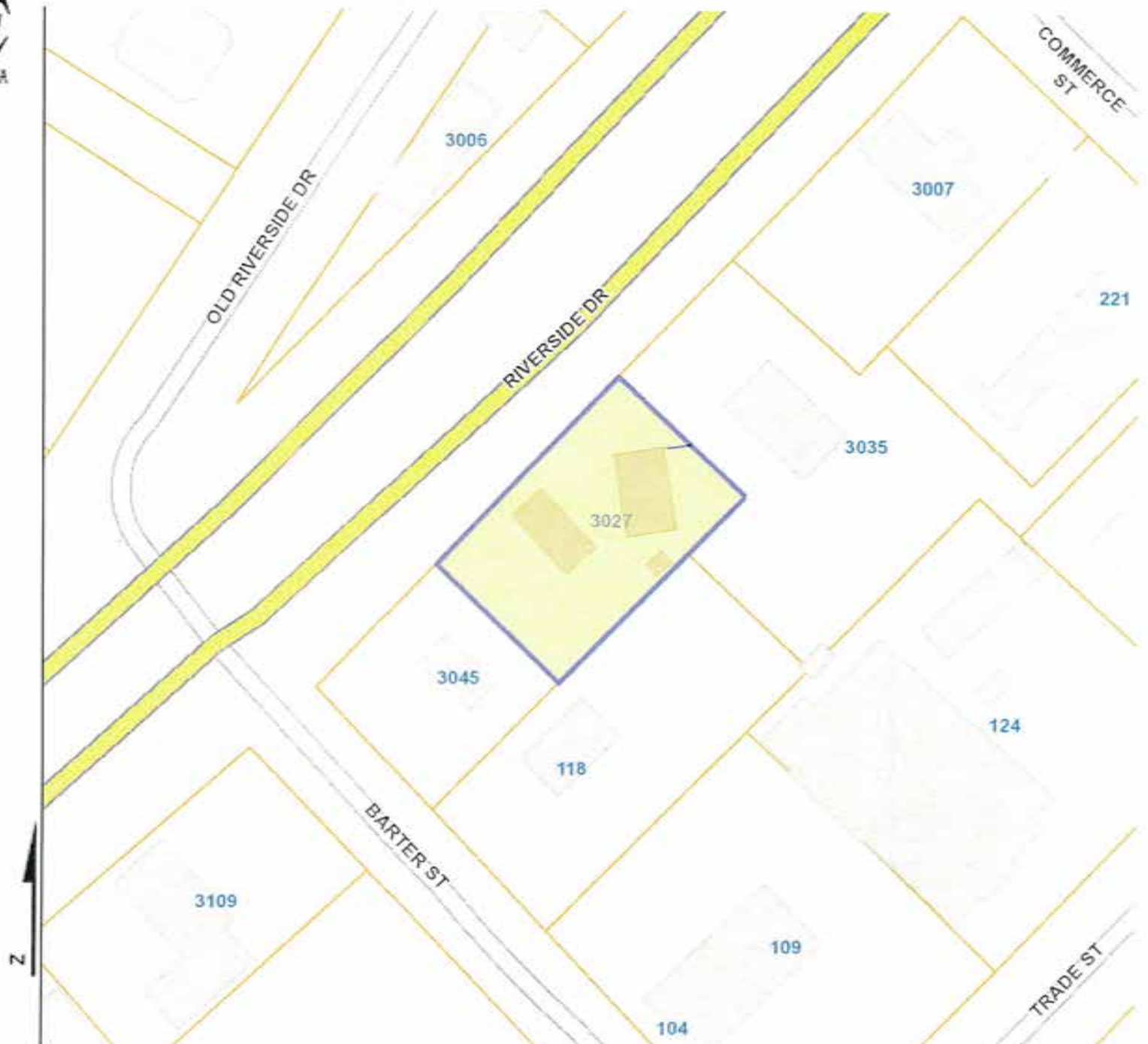


Sketch by Apex Medina™

Parcel ID: 51989

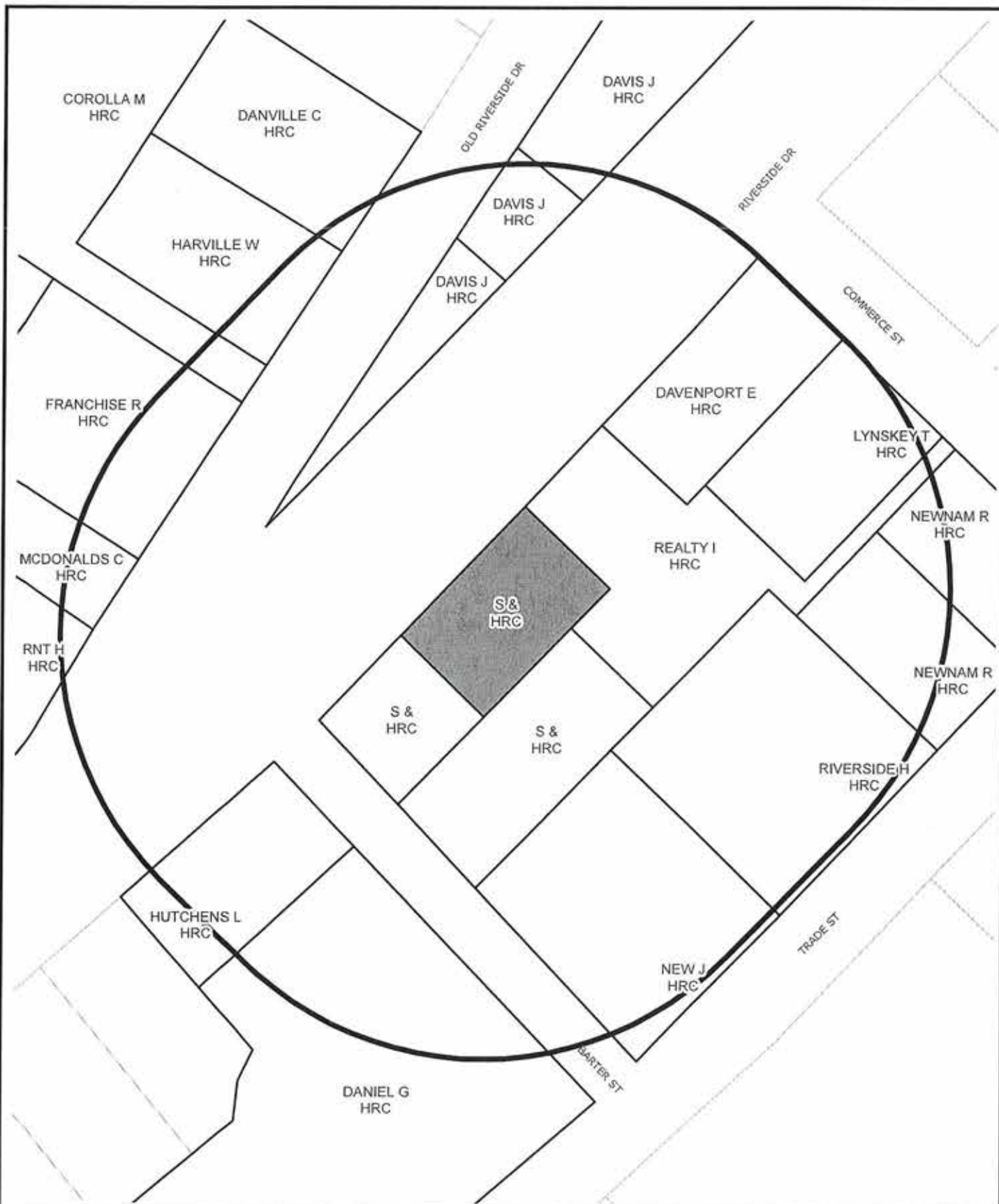


- Buildings
- Parcels
- Street Names
- House Numbers



Information contained on this map is to be used for reference purposes only. The City of Danville is not responsible for any inaccuracies herein contained. The City of Danville makes no representation of warranty as to this map's accuracy, and in particular, it's accuracy in labeling, dimensions, contours, property boundaries, or placement or location of any map features. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, use or misuse of the information herein provided.

Date: 4/10/2019



SURROUNDING PROPERTY OWNERS AND ZONING WITHIN 300 FEET OF SUBJECT PROPERTY

Prepared by:
Planning Division
4/10/2019

Disclaimer: Information contained on this map is to be used for reference purposes only. The City of Danville is not responsible for any inaccuracies herein contained. The City of Danville makes no representation of warranty as to this map's accuracy, and in particular, its accuracy in labeling, dimensions, contours, property boundaries, or placement or location of any map features thereon. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, use or misuse of the information herein provided.

SPECIAL USE PERMIT REQUEST
DATA SHEET

PUBLIC HEARING DATES: Planning Commission at 3pm on May 13, 2019
City Council (tentative) at 7pm on June 10, 2019

LOCATION OF PROPERTY: 3027 Riverside Dr.

PRESENT ZONE: HR-C, Highway Retail Commercial

PROPOSED ZONE: Unchanged

ACTION REQUESTED: Special Use Permit for waiver of yard requirements

PRESENT USE OF PROPERTY: Gas station and vehicle service establishment

PROPOSED USE OF PROPERTY: Unchanged, but wants to expand existing building

PROPERTY OWNER (S): S & E Properties Of Ringgold LLC

NAME OF APPLICANT (S): Riverside BP LLC

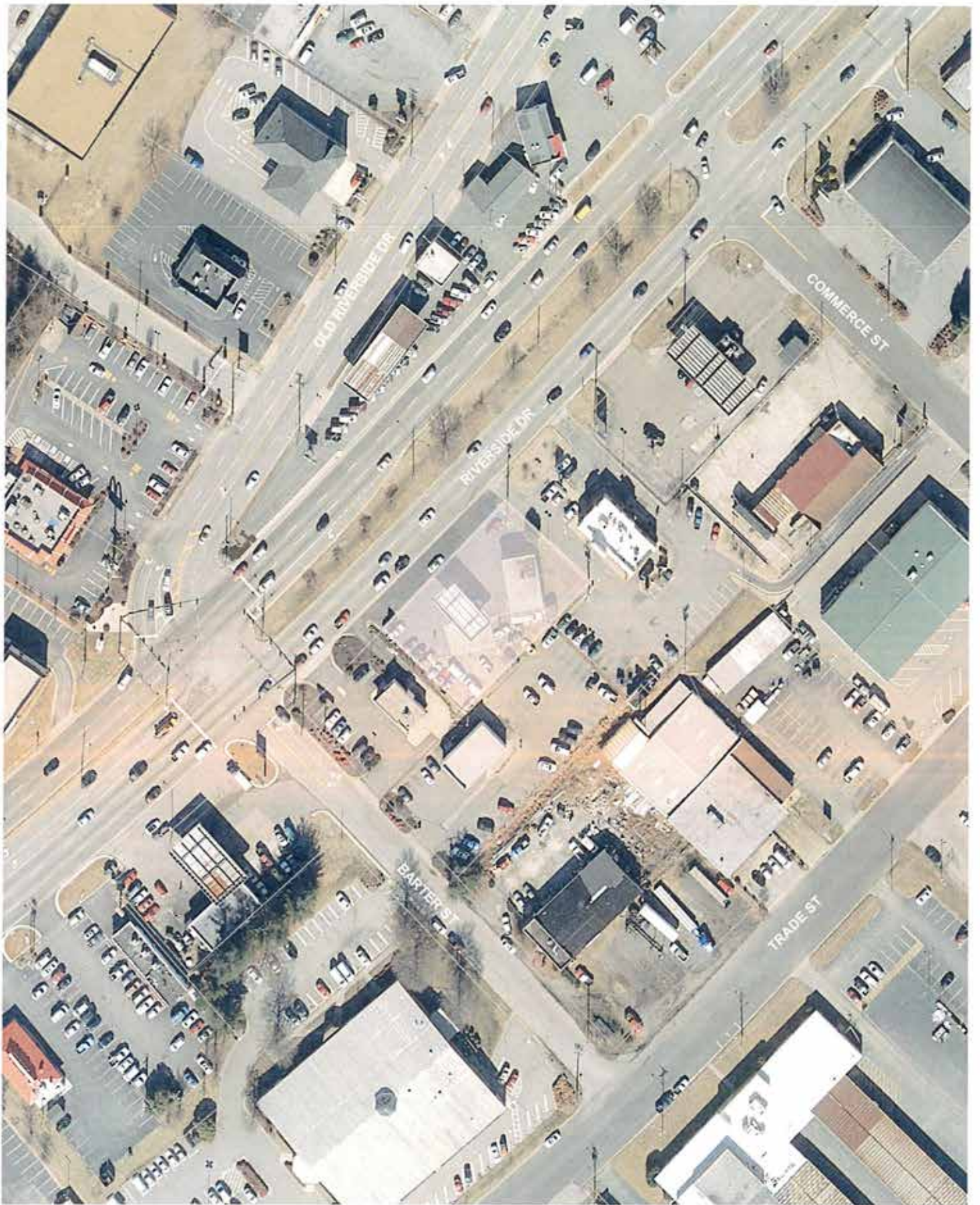
PROPERTY BORDERED BY: Highway Retail on all sides, and some industrial to the South (along Trade St.)

ACREAGE: 0.36 acres (15,681 sq. ft.)

CHARACTER OF VICINITY: Commercial

INGRESS AND EGRESS: Riverside Dr.

TRAFFIC VOLUME: High



2015 AERIAL VIEW OF AREA SURROUNDING SUBJECT PROPERTY

Prepared by:
Planning Division
4/10/2019

Disclaimer: Information contained on this map is to be used for reference purposes only. The City of Danville is not responsible for any inaccuracies herein contained. The City of Danville makes no representation of warranty as to this map's accuracy, and in particular, its accuracy in labeling, dimensions, contours, property boundaries, or placement or location of any map features thereon. No responsibility is assumed for any errors or other liabilities due to the accuracy, availability, use or misuse of the information herein provided.

Council Letter

City of Danville, Virginia



CL-2125

New Business Item #: C.

City Council Regular Meeting

Meeting Date: 06/04/2019

Subject: Request to Rezone from N-C Neighborhood Commercial to "Conditional" CB-C Central Business Commercial, 750 Main Street

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

COUNCIL ACTION

Business Meeting: 06/04/2019

SUMMARY

A request has been filed by John Grothe requesting to rezone from N-C Neighborhood Commercial to "Conditional" CB-C Central Business Commercial, 750 Main Street, otherwise known as Grid 1716, Block 006, Parcel 000035 of the City of Danville, Virginia Zoning District Map. The applicant is proposing to rezone to reuse an existing building for a restaurant, commercial kitchen, and indoor recreational space.

BACKGROUND

An application has been filed by John Grothe, requesting to rezone 750 Main Street from N-C, Neighborhood Commercial District to CB-C, Central Business Commercial District. This request is also accompanied by a Special Use Permit request to allow indoor recreation. The applicant wishes to operate a restaurant, provide commercial kitchen space for use by local businesses, and provide an indoor axe-throwing establishment. At some point in the future, the applicant has also indicated a desire to convert part of the building into residential units.

The current N-C District does not permit any of the proposed uses by right. However, the N-C District does permit most of these uses by Special Use Permit. The only non-permitted use is the potential residential units, which is not currently being discussed. In the proposed CB-C District, the restaurant, commercial kitchen, and possible residential units are permitted by right. However, a Special Use Permit is still required for any indoor-recreation. The proposed zoning district better reflects the proposed uses of property.

At their meeting of May 13, 2019, the Planning Commission voted 6-0 (Commissioner Garrison absent) to recommend approval of the request with the proffers by the applicant.

RECOMMENDATION

It is recommended that City Council adopt an Ordinance rezoning from N-C Neighborhood Commercial to "Conditional" CB-C Central Business Commercial, 750 Main Street, otherwise known as Grid 1716, Block 006, Parcel 000035 of the City of Danville, Virginia Zoning District Map.

Attachments

Ordinance

Planning Backup

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2019____.____

AN ORDINANCE REZONING FROM N-C NEIGHBORHOOD COMMERCIAL DISTRICT TO CB-C "CONDITIONAL" CENTRAL BUSINESS COMMERCIAL DISTRICT, 750 MAIN STREET, OTHERWISE KNOWN AS GRID 1716, BLOCK 006, PARCEL 000035 OF THE CITY OF DANVILLE, VIRGINIA ZONING DISTRICT MAP.

WHEREAS, in accordance with the Code of the City of Danville, Virginia, 1986, as amended, John Grothe has requested to rezone from N-C Neighborhood Commercial District to CB-C "Conditional" Central Business Commercial District, 750 Main Street, otherwise known as Grid 1716, Block 006, Parcel 000035 of the City of Danville, Virginia Zoning District Map.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia, that the report of the Planning Commission recommending approval of PLRZ20190000158, filed by John Grothe requesting to rezone from N-C Neighborhood Commercial District to CB-C "Conditional" Central Business Commercial District, 750 Main Street, otherwise known as Grid 1716, Block 006, Parcel 000035 of the City of Danville, Virginia Zoning District Map, is hereby received; and

BE IT FURTHER ORDAINED that in accordance with the Code of the City of Danville, Virginia, the conditions proffered by John Grothe in conjunction with PLRZ20190000158, filed by John Grothe requesting to rezone from N-C Neighborhood Commercial District to CB-C "Conditional" Central Business Commercial District, 750 Main Street, otherwise known as Grid 1716, Block 006, Parcel 000035, of the City of Danville, Virginia Zoning District Map, as provided in Exhibit "A", attached hereto and made part hereof, be, and the same are hereby, received, accepted, and approved, and

BE IT FINALLY ORDAINED that in consideration of said report and the public hearing this day held by Council, PLRZ20190000158, filed by John Grothe requesting to

rezone from N-C Neighborhood Commercial District to CB-C “Conditional” Central Business Commercial District, 750 Main Street, otherwise known as Grid 1716, Block 006, Parcel 000035, of the City of Danville, Virginia Zoning District Map, described in Proffer of Conditions by John Grothe, which is attached as Exhibit “A” and incorporated herein by reference be, and the same is hereby, rezoned subject to said conditions from N-C Neighborhood Commercial to “Conditional” CB-C Central Business Commercial, 750 Main Street, otherwise known as Grid 1716, Block 006, Parcel 000035 of the City of Danville, Virginia Zoning District Map, be, and the same is hereby, amended from N-C Neighborhood Commercial to “Conditional” CB-C Central Business Commercial District.

APPROVED:

MAYOR

ATTEST:

CLERK

Approved as to
Form and Legal Sufficiency:

City Attorney



City of Danville

427 Patton Street, Suite 208

Danville VA, 24541

Phone: (434) 799-5260

City Planning Commission

MEMORANDUM

DATE: MAY 13, 2019
TO: CITY COUNCIL
FROM: CITY PLANNING COMMISSION
SUBJECT: SPECIAL USE PERMIT REQUEST

REQUEST:

Rezoning application PLRZ20190000158, filed by John Grothe requesting to rezone from N-C Neighborhood Commercial to CB-C "Conditional" Central Business Commercial, 750 Main St., otherwise known as Grid 1716, Block 006, Parcel 000035 of the City of Danville, Virginia Zoning District Map. The applicant is proposing to rezone to reuse an existing building for a restaurant, commercial kitchen, and indoor recreational space.

RECOMMENDATION:

The Planning Commission voted 6-0 (Commissioner Garrison was absent) to recommend approval of the request subject to conditions proffered by the applicant.

Michael R. Searce (BUT)

Mr. Michael Searce, Chairman

RESPONSES:

Thirty-one (31) notices were sent to property owners within three hundred (300) feet of the property. Nine (9) property owners returned statements. Four (4) property owners are not opposed to the request (Haley Family Properties LLC, 776 Main & Associates, Danville Redevelopment and Housing Authority, Duffie Graphics Inc.). Five (5) property owners are opposed to the request (DJM Investments LLC, Piedmont Professional Building L C, AHAA Leasing LLC, Garrett Joseph Marshall, Garrett Joseph M).

COMMENTS:

"But I worry about others using my client parking spots if open during the business day." – Haley Family Properties LLC (stated not opposed)

"+ 770 Main + (A total of 8 parcels within 300 feet) Why didn't I get eight (8) notices???" I am opposed to the ax throwing. It is insane as a business! Who would insure such a business?" – Garrett Joseph M (stated opposed)

"Including this parcel 9 different parcels + 2 notices" – Garrett Joseph Marshall (stated opposed)

Proffered conditions for Rezoning application PLRZ20190000158, filed by John Grothe

Chapter 41 – ZONING ORDINANCE

Article 3.K: - CBC-CENTRAL BUSINESS DISTRICT

B. - Permitted Uses.

Permitted uses shall be those in the following categories which do not exceed 20,000 square feet in lot coverage or a floor area ratio (FAR) of 3.0:

1. Banks and financial institutions (without drive-thru facilities).
2. Bed and breakfast, inn, or tourist home (as defined).
3. Business service and office supply establishments.
4. ~~Call center.~~
5. Churches and places of worship.
6. Day-care facilities (adult or child).
7. Data storage and data processing center.
8. Health club, spa and fitness center.
9. ~~Home occupations (in detached residential dwellings).~~
10. Hospitals and health care facilities with inpatient services.
11. ~~Hotels and motels.~~
12. Microbrewery or micro-winery.
13. ~~Movie theaters.~~
14. Museum and art gallery.
15. Offices (general and professional).
16. Patio dining.
17. ~~Parking garages and parking lots (private or public, as a principal use).~~
18. Personal service establishments.
19. Public uses.
20. Radio and television station (exclusive of towers and antennae).
21. ~~Repair service establishments, provided that any given repair service does not employ more than ten (10) persons on the premises during a single shift and that all repair services are performed indoors. No outdoor use, storage or display is permitted.~~
22. Residential dwellings, as an ancillary use in structures with commercial uses on the first floor, and subject to Additional Regulations pertaining to this district.
23. Restaurants.
24. Retail sales establishments (exclusive of automobile dealerships and sales establishments, lumber and millwork retail sales and storage yards, and other uses which require outdoor storage of retail goods).
25. ~~Single family, duplex and two-family residential dwellings, as a principal use, subject to the OT-R District regulations.~~
26. Studios for artist, designer, writer, photographer, sculptor or musician.

27. Temporary retail uses.
28. Bicycle shop.
29. Distillery.

C. - Uses Permitted by Special Use Permit.

The conversion of any residential structure for a non-residential use as the principal use of the building shall be subject to special use permit approval, even if the converted use in question is one of the permitted uses listed above.

1. Any by-right use for which the establishment's storage or display is conducted outside of an enclosed building.
2. Any individual use otherwise permitted hereinabove as a by-right use in the CB-C District, but which exceeds 20,000 square feet in lot coverage or a floor area ratio (FAR) of 3.0, or any of the following uses:
3. Any use incorporating drive-thru facilities.
4. ~~Bus and railroad terminals.~~
5. Commercial recreation establishments (limited to indoor uses).
6. Convenience stores (with or without gasoline services).
7. ~~Farmers' markets.~~
8. Fast food restaurant.
9. ~~Laundromats/Dry cleaners.~~
10. Multifamily and attached residential dwellings, as a principal use, subject the residential density regulations of the CB-C District and, otherwise, to MF-R and A-R District regulations.
11. Private clubs and lodges.
12. Private post office and delivery services.
13. Public utilities.
14. ~~Repair service establishments, for any given repair service which employs more than ten (10) persons on the premises in a single shift and that all repair services are performed indoors.~~
15. Schools, colleges and universities (public and private).
16. Seasonal retail uses.
17. ~~Uses permitted by right or by special use permit with lot frontage on the Dan River.~~
18. Visitor centers and public restroom facilities.
19. Waiver of maximum floor area ratio.
20. Waiver of minimum yard requirements.
21. Waiver of maximum density for elderly housing.
22. Kennels, commercial.
23. Pet clinics.
24. Veterinary clinics.
25. Homeless shelter.

26. Establishments for production, processing, fabrication, assembly, manufacturing, compounding, cleaning, servicing, storage, testing, repair and distribution of materials, goods or products which conform to federal, state and local environmental performance standards with screened outdoor storage permitted, limited to 50% of the area of building coverage (excepting those uses which are specifically prohibited by this article or which require a special use permit.)
27. Funeral home.
28. Accessory building or accessory use without a primary building being located on the parcel.
29. Car washes.

John Grothe, applicant

Date

Piedmont Lands of Virginia LLC, owner

Date



City of Danville
427 Patton Street, Suite 208
Danville VA, 24541
Phone: (434) 799-5260

City Planning Commission

City Planning Commission
Meeting of May 13, 2019

Subject:

Rezoning application PLRZ20190000158, filed by John Grothe requesting to rezone from N-C Neighborhood Commercial to CB-C Central Business Commercial, 750 Main St., otherwise known as Grid 1716, Block 006, Parcel 000035 of the City of Danville, Virginia Zoning District Map. The applicant is proposing to rezone to reuse an existing building for a restaurant, commercial kitchen, and indoor recreational space.

and

Special Use Permit application PLSUP20190000159, filed by John Grothe requesting a Special Use Permit for indoor recreation in accordance with Article 3.K, Section C, Item 5 of the Code of the City of Danville, Virginia 1986 as amended at 750 Main St., otherwise known as Grid 1716, Block 006, Parcel 000035 of the City of Danville, Virginia Zoning District Map. The applicant is proposing to reuse an existing building for indoor axe-throwing and event space.

Background:

An application has been filed by John Grothe, requesting to rezone 750 Main St. from N-C, Neighborhood Commercial District to CB-C, Central Business Commercial District. This request is also accompanied by a Special Use Permit request to allow indoor recreation. The applicant wishes to operate a restaurant, provide commercial kitchen space for use by local businesses, and provide an indoor axe-throwing establishment. At some point in the future, the applicant has also indicated a desire to convert part of the building into residential units.

The current N-C District does not permit any of the proposed uses by right. However, the N-C District does permit most of these uses by Special Use Permit. The only non-permitted use is the potential residential units, which is not currently being discussed. In the proposed CB-C District, the restaurant, commercial kitchen, and possible residential units are permitted by right. However, a Special Use Permit is still required for any indoor-recreation. The proposed zoning district better reflects the proposed uses of property.

The Planning Commission last heard a request for this site on November 12, 2018. At that time, a separate applicant proposed to operate an indoor gun range. The neighborhood expressed concern about the proposed use. Public records indicate a range of concerns, such about how the site contributes to an appropriate transition between the historic Old West End and the River District. After the Planning Commission recommended denying the request, the applicant withdrew their request. Other than the site, the current request is unrelated to the previous proposed use.

When reviewing a rezoning a request, the Commission should generally consider three components: (1) the *Danville: 2030 Comprehensive Plan*¹, (2) the relationship between the property and surrounding land, and (3) any proffers (voluntary land use restrictions).

Consideration of the *Comprehensive Plan*: The proposed rezoning partially aligns with the *Comprehensive Plan*. The proposed use itself contributes to the City's goals related to historic and cultural resources², economic development³, housing.⁴ These goals recommend reuse of existing buildings, support of the local foods industry, and concentrated development around the River District.

The proposed rezoning does not align with the Future Land Use Map. The *Comprehensive Plan* recommends that the property remain a neighborhood commercial land use, under which the Neighborhood Commercial District is categorized. The proposed Central Business Commercial District is described as a mixed use category.

Consideration of the relationship between the property and surrounding land: The property is located along a corridor which provides a transition between the Old West End Historic District and the River District. This corridor contains a mixture of residential and commercial properties, ranging from medium to high density. The property is not immediately adjacent to any properties zoned as Central Business Commercial, so this would constitute as spot zoning. However, there are nearby properties which are zoned as Conditional Central Business Commercial District.

Consideration of proffers: No voluntary zoning restrictions have been proffered.

Special Use Permit: The applicant is also requesting a Special Use Permit for indoor recreation for indoor axe-throwing and event space. This activity allows customers to learn to throw axes at targets, typically within enclosed lanes.

Thirty-one (31) notifications were sent to surrounding property owners within 300 feet of the subject property. A full report will be presented to Planning Commission on May 13, 2019.

¹ Comprehensive Plan webpage: <https://www.danville-va.gov/485/Comprehensive-Plan>

² Historic and Cultural Resources Plan: [https://www.danville-va.gov/DocumentCenter/View/12569/9--Historic Cultural-Resources-Plan-Section 2030CompPlan RevisedUpdated?bidId=](https://www.danville-va.gov/DocumentCenter/View/12569/9--Historic-Cultural-Resources-Plan-Section-2030CompPlan-RevisedUpdated?bidId=)

³ Economic Revitalization Plan: [https://www.danville-va.gov/DocumentCenter/View/12570/10--Economic-Revitalization-Plan-Section 2030CompPlan RevisedUpdated?bidId=](https://www.danville-va.gov/DocumentCenter/View/12570/10--Economic-Revitalization-Plan-Section-2030CompPlan-RevisedUpdated?bidId=)

⁴ Neighborhood Revitalization Plan: [https://www.danville-va.gov/DocumentCenter/View/12568/8--Neighborhood-Revitalization-Plan-Section 2030CompPlan RevisedUpdated?bidId=](https://www.danville-va.gov/DocumentCenter/View/12568/8--Neighborhood-Revitalization-Plan-Section-2030CompPlan-RevisedUpdated?bidId=)

Recommendation:

The Planning staff recommends the City Planning Commission recommend denial of Rezoning application as submitted. Staff do not have significant concerns about the proposed use. However, staff have concerns about other uses permitted within the CB-C District. Staff could possibly support a conditional rezoning which limits the permitted uses to be more compatible with the neighborhood. Please see the attached example, based on the conditions at 769 Main St. which is zoned Conditional CB-C.

Without a rezoning, staff cannot recommend approval of the Special Use Permit application. However, if Special Use Permit application PLSUP20190000159 for indoor recreation at 750 Main St. were recommended for approval, staff would suggest the following conditions:

1. The hours of operation are to be limited between 8:00 a.m. and 10:00 p.m. Sunday through Friday and 8:00 a.m. and 11:00 p.m. on Saturday;
2. The site shall continue to have at least thirteen (13) on-site parking spaces, one (1) of which shall be handicap parking; and
3. The site shall contain bicycle parking sufficient for a total of at least three (3) bicycles ~~between the two properties~~, preferably covered.

If a both requests were approved, the applicant could operate a restaurant, commercial kitchen, and indoor axe-throwing establishment. The conditions for the Permit would limit negative impact on neighboring properties, and address potential parking concerns for a new commercial use in a high density area. However, the Special Use Permit, as advertised under Article 3.K, cannot be granted if the zoning remains unchanged.

City Planning Commission Options:

1. Recommend approval of Rezoning application PLRZ20190000158 as submitted.
2. Recommend denial of Rezoning application PLRZ20190000158 as submitted.
3. Tabling of Rezoning application PLRZ20190000158 by Planning Commission.

And

1. Recommend approval of Special Use Permit application PLSUP20190000159 as submitted.
2. Recommend approval of Special Use Permit application PLSUP20190000159 subject to conditions by staff.
3. Recommend approval of Special Use Permit application PLSUP20190000159 subject to conditions by the Planning Commission.
4. Recommend denial of Special Use Permit application PLSUP20190000159 as submitted.
5. Tabling of Special Use Permit application PLSUP20190000159 by Planning Commission.

Attachments:

- A. Application
- B. Property Ownership/Zoning Map
- C. Data Sheet
- D. Future Land Use Map
- E. Existing Land Use Map (2015 Aerial)
- F. Permitted Uses at 769 Main St

CITY OF DANVILLE

REZONING APPLICATION

TO THE CITY PLANNING COMMISSION AND THE HONORABLE CITY COUNCIL:

Application is hereby made for the rezoning as described below:

INFORMATION TO BE PROVIDED BY THE PLANNING DIVISION

CASE NUMBER: PLR220190000158 EXISTING ZONING: N-C, Neighborhood Commercial
PROPOSED ZONING: CBC, Central Business Commercial TAX MAP NUMBER: ID# 26402 or 1716-006-0000035
RECEIVED BY: Bryce Johnson DATE FILED: April 10, 2019
PLANNING COMMISSION DATE: May 13, 2019 CITY COUNCIL DATE: June 4, 2019

INFORMATION TO BE PROVIDED BY THE APPLICANT

Exact legal description of property (Attach if insufficient space).

Gross Area/Net Area: 15,654 Property Address: 750 Main St. Danville VA 24543

Property Location: N S E W Side of: YWCA Building

Between: _____ and _____

Proffered Conditions (if any, please attach): _____

PRESENT OWNER (S) OF ALL PROPERTIES INCLUDED IN APPLICATION (PLEASE TYPE OR PRINT):

1. NAME: Piedmont Lands of Virginia TELEPHONE: 434-791-4171

MAILING ADDRESS: 308 Craghead Street

SIGNATURE: _____ DATE: _____

SIGNATURE: _____ DATE: _____

EMAIL ADDRESS: Tammy Poplin TMPOPLIN@plandsva.com

APPLICANT (PLEASE TYPE OR PRINT):

If the applicant is not the property owner, written authorization from the property owner must accompany this application.

NAME: John Grathp TELEPHONE: 336-583-7556 ^{OR} 919-704-6335

MAILING ADDRESS: 115 Allyson Lane Roxboro NC 27574

EMAIL ADDRESS: getbuffaloeed@716foods.org

SIGNATURE: John Grathp DATE: 4/9/19

SEE ATTACHMENT

EXPLANATION OF REQUEST:

1. NEW COMMERCIAL/INDUSTRIAL DEVELOPMENT:

Please provide ten (10) sets, blue or black line copies, of a final site plan with the following information:

- Proposed use of the land: size and location of structures with dimensions to lot lines.
- Vehicular circulation system with points of ingress and egress.
- Existing on-site buildings, separation dimensions and paved areas.
- Location and dimensions of all parking and loading areas, including the number of off-street parking and loading spaces provided.
- Net acreage.
- Gross and net square footage of building (s) (proposed and existing).
- Required landscaping and buffer areas.

Please provide a brief description of the proposed development:

N/A Bottom Floor as Commercial Kitchens to be
rented to Mobile Food Units & Caterers, Top Floor to be restaurant and event room.
20x40 Room would be used for event Room Rental.

2. ALTERATION OF ZONING BOUNDARIES:

Please provide a survey of proposed Zoning boundaries.

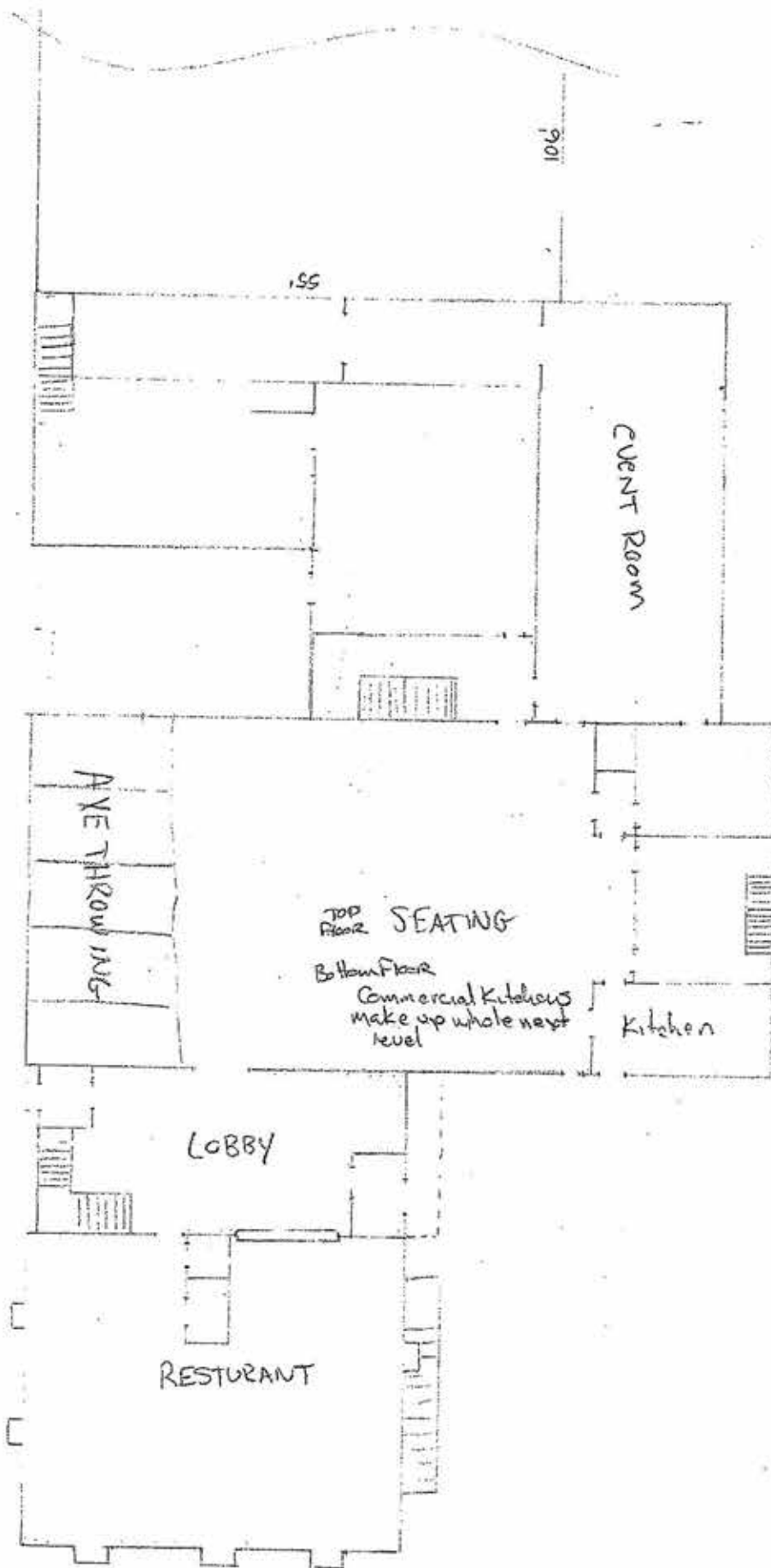
Please provide a brief description of the request:

N/A

3. RESIDENTIAL REZONING:

Please provide a brief description of the request:

N/A



Parcel ID: 26402
Address: 750 MAIN ST
Owner: PIEDMONT LANDS OF VIRGINIA LLC
 PO BOX 10309
 DANVILLE, VA 24543
Mail-To: PIEDMONT LANDS OF VIRGINIA LLC
 PO BOX 10309
 DANVILLE, VA 24543



Value Information	
Land / Use:	\$41,000
Improvement:	\$313,700
Total:	\$354,700.00

Additional Information			
State Code:	4621 Misc Business Svcs	Approx Acres:	1.1
Land Use:	Commercial	Legal Description:	111.5 FT MAIN ST
Tax Map:	1716-006-000035.000	Zone:	NC Neighborhood Retail Commercial
Notes: Avg Lot: 112.0 X 429.0 DB 17-2862: Pty sold & trfd to Taxable.YWCA of Danville (formerly-now vacant)(Map 72-2-36)			

Building

Building Information - 1			
Property Class:	Commercial	Finished Square Feet:	15,654
Style:	No Data	Basement Square Feet:	0
Year Built:	1972	Total Rooms:	0
Condition:	No Data	* Bathrooms are not included in total room count	
Story Height:	No Data		
Bedrooms:	0		
Dining Rooms:	0		
Family Rooms:	0		
Living Rooms:	0		
Full Bath:	0		
Half Bath:	0		
Features:		Size:	
Brick with Block Back-up		100 %	
Warmed and Cooled Air		100 %	

Building Information - 2			
Property Class:	Commercial	Finished Square Feet:	15,654
Style:	No Data	Basement Square Feet:	0
Year Built:	1972	Total Rooms:	0
Condition:	No Data	* Bathrooms are not included in total room count	
Story Height:	No Data		
Bedrooms:	0		
Dining Rooms:	0		
Family Rooms:	0		
Living Rooms:	0		

Full Bath:	0		
Half Bath:	0		
Features:		Size:	
Brick with Block Back-up		100 %	
Warmed and Cooled Air		100 %	

Building Information - 3

Property Class:	Commercial	Finished Square Feet:	15,654
Style:	No Data	Basement Square Feet:	0
Year Built:	1972	Total Rooms:	0
Condition:	No Data	* Bathrooms are not included in total room count.	
Story Height:	No Data		
Bedrooms:	0		
Dining Rooms:	0		
Family Rooms:	0		
Living Rooms:	0		
Full Bath:	0		
Half Bath:	0		
Features:		Size:	
Brick with Block Back-up		100 %	
Warmed and Cooled Air		100 %	

Building Information - 4

Property Class:	Commercial	Finished Square Feet:	15,654
Style:	No Data	Basement Square Feet:	0
Year Built:	1972	Total Rooms:	0
Condition:	No Data	* Bathrooms are not included in total room count.	
Story Height:	No Data		
Bedrooms:	0		
Dining Rooms:	0		
Family Rooms:	0		
Living Rooms:	0		
Full Bath:	0		
Half Bath:	0		
Features:		Size:	
Warmed and Cooled Air		100 %	
Brick with Block Back-up		100 %	

Improvements

Bldg #:	Improvement:	Size:
1	Asphalt Paving	15,500

Land

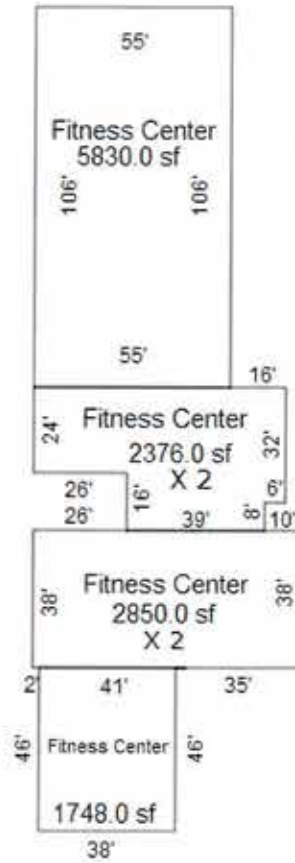
Land Code:	C13 Comm FF (300)	Rate:	\$300
Acres:	1.1	Adj. Rate:	\$366
Sq. Ft.:	48,048	Base Value:	\$40,990
Front:	112	Adj. Amount:	\$10
Effective Front:	112	Value:	\$41,000
Depth:	429		

Transfers

Deed	Page	Sale Price	Sale Date	Previous Owner	Owner
D 17	2862	\$50,000	8/23/2017	YOUNG WOMENS CHRISTIAN ASSOCIATION OF DANVILLE & PITTSYLVANIA COUNTY VA	PIEDMONT LANDS OF VIRGINIA LLC
C 30	10	\$0	10/8/1981	<i>No Data</i>	<i>No Data</i>
D 401	363	\$0	5/22/1964	<i>No Data</i>	<i>No Data</i>

Assessments

Year	Land	Use	Improvements	Total
2018	\$41,000	\$0	\$313,700	\$354,700
2017	\$41,000	\$0	\$315,700	\$356,700
2016	\$41,000	\$0	\$315,700	\$356,700
2015	\$41,000	\$0	\$385,000	\$426,000
2014	\$41,000	\$0	\$385,000	\$426,000
2013	\$41,000	\$0	\$1,123,800	\$1,164,800
2012	\$41,000	\$0	\$1,123,800	\$1,164,800
2011	\$41,000	\$0	\$1,123,800	\$1,164,800
2010	\$41,000	\$0	\$1,123,800	\$1,164,800
2009	\$41,000	\$0	\$1,377,800	\$1,418,800
2008	\$41,000	\$0	\$1,377,800	\$1,418,800
2007	\$41,000	\$0	\$1,375,000	\$1,416,000
2006	\$41,000	\$0	\$1,375,000	\$1,416,000
2005	\$41,000	\$0	\$1,232,300	\$1,273,300
2004	\$41,000	\$0	\$1,232,300	\$1,273,300
2003	\$41,000	\$0	\$1,120,100	\$1,161,100
2002	\$41,000	\$0	\$1,120,100	\$1,161,100
2001	\$41,000	\$0	\$1,073,400	\$1,114,400
2000	\$41,000	\$0	\$958,100	\$999,100



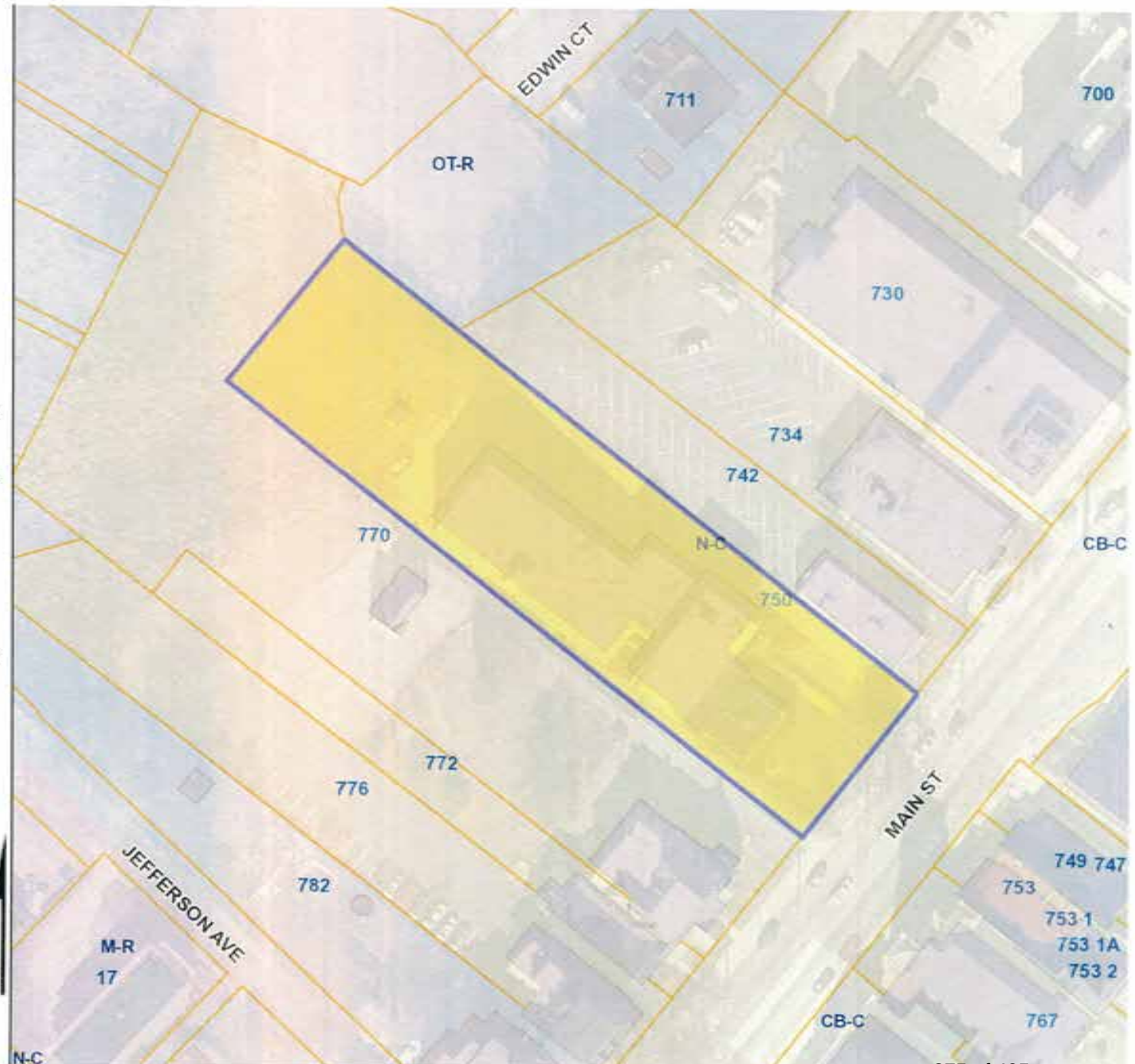
Sketch by Apex Medina™

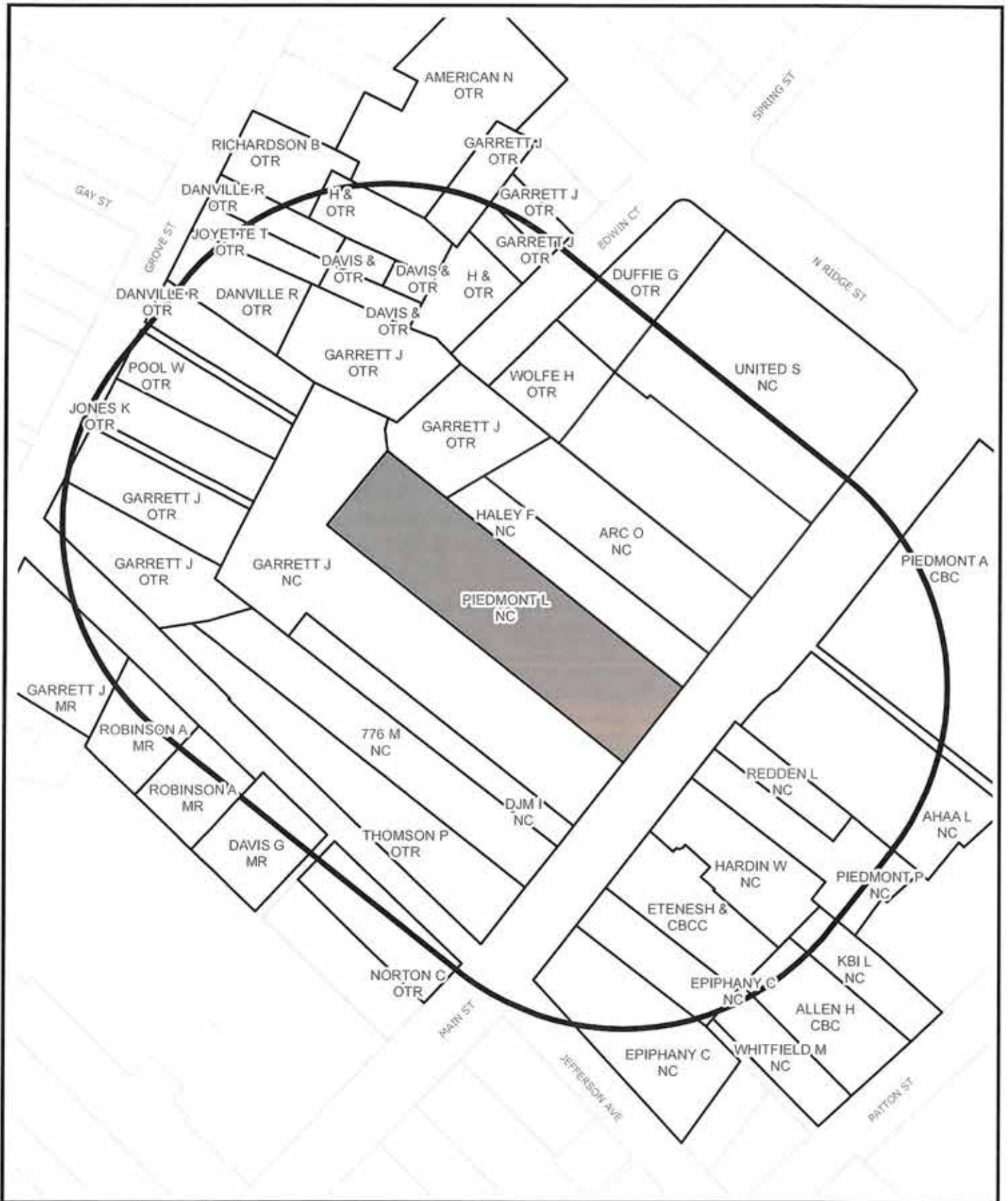


- Buildings
- Parcels
- Zoning**
- A-R Attached Residential District
- CB-C Central(Downtown) Business Commercial District
- CP-1 Cyber Park One District
- HR-C Highway Retail Commercial District
- I-M Manufacturing District
- LED-I Light Economic Development District
- M-R Multi-Family Residential District
- MHP-R Manufactured Home Park District
- N-C Neighborhood Retail Commercial District
- OT-R Old Town Residential District
- PS-C Planned Shopping Center Commercial District
- PSC-O Planned Shopping Center Commercial District
- S-R Suburban Residential District
- SR-R Sandy River Residential District
- T-R Threshold Residential District
- TO-C Transitional Office District
- TW-C Tobacco Warehouse District
- Street Names**
- House Numbers**

Information contained on this map is to be used for reference purposes only. The City of Danville is not responsible for any inaccuracies herein contained. The City of Danville makes no representation of warranty as to this map's accuracy, and in particular, its accuracy in labeling, dimensions, contours, property boundaries, or placement or location of any map features. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, use or misuse of the information herein provided.

Date: 4/11/2019





SURROUNDING PROPERTY OWNERS AND ZONING WITHIN 300 FEET OF SUBJECT PROPERTY



Prepared by:
Planning Division
4/11/2019

Disclaimer: Information contained on this map is to be used for reference purposes only. The City of Danville is not responsible for any inaccuracies herein contained. The City of Danville makes no representation of warranty as to this map's accuracy, and in particular, its accuracy in labeling, dimensions, contours, property boundaries, or placement or location of any map features thereon. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, use or misuse of the information herein provided.

REZONING AND SPECIAL USE PERMIT REQUEST
DATA SHEET

PUBLIC HEARING DATES: Planning Commission at 3pm on May 13, 2019
City Council (tentative) at 7pm on June 4, 2019

LOCATION OF PROPERTY: 750 Main St.

PRESENT ZONE: N-C, Neighborhood Commercial

PROPOSED ZONE: CB-C, Central Business Commercial

ACTION REQUESTED: Rezone from N-C to CB-C (see above)
Special Use Permit for indoor recreation

PRESENT USE OF PROPERTY: Vacant building

PROPOSED USE OF PROPERTY: Restaurant, commercial kitchen, indoor recreational space involving axe-throwing and event space

PROPERTY OWNER (S): Piedmont Lands of Virginia, LLC

NAME OF APPLICANT (S): John Grothe

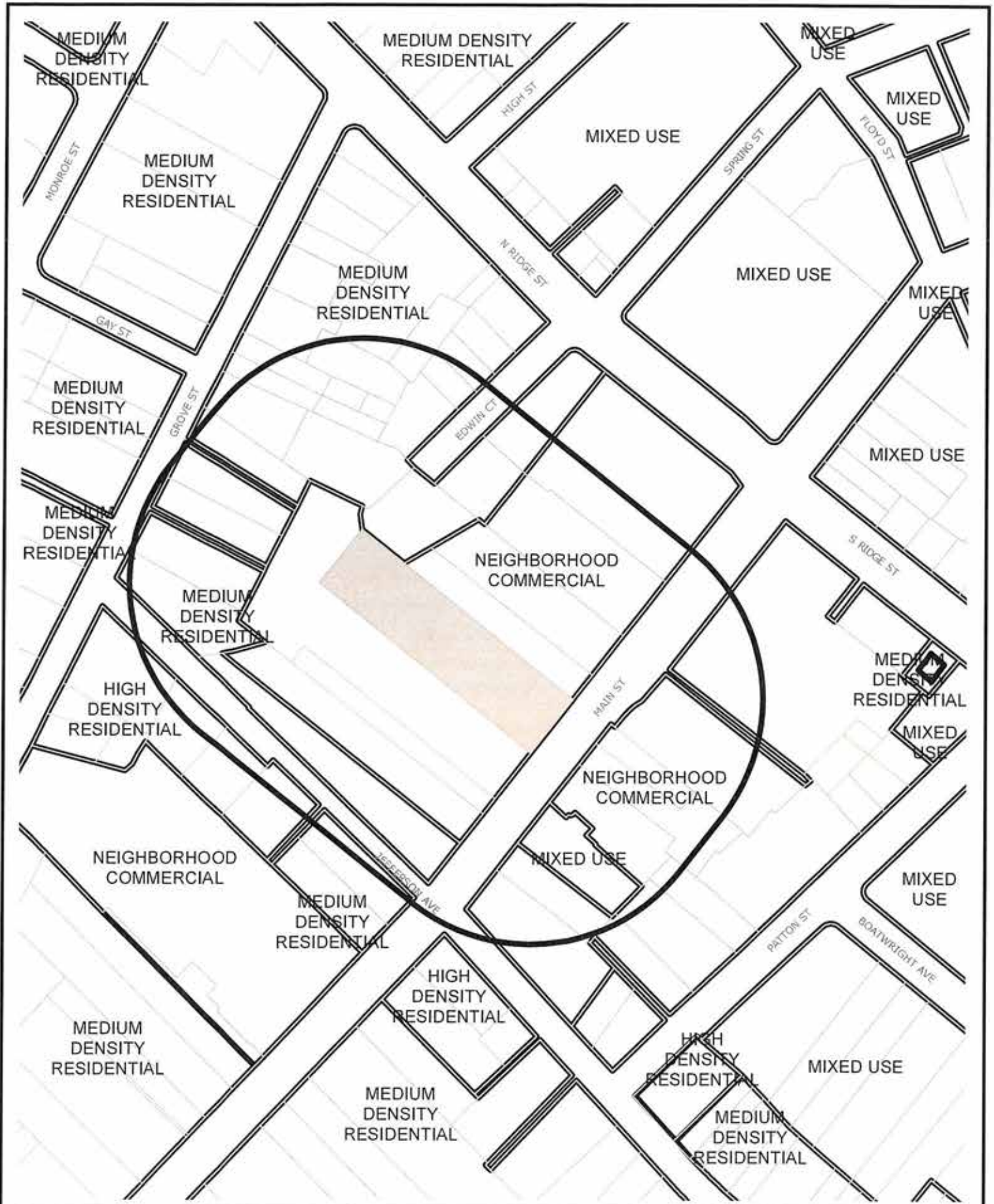
PROPERTY BORDERED BY: Commercial to the East; mixture of commercial and residential to the North, South, and West

ACREAGE: 1.1 acres (47,916 sq. ft.)

CHARACTER OF VICINITY: Medium-high to high density (buildings are relatively close to one another) commercial and residential

INGRESS AND EGRESS: Main St.

TRAFFIC VOLUME: Medium



YEAR 2030 LAND USE PLAN FOR AREA SURROUNDING SUBJECT PROPERTY

Prepared by:
Planning Division
4/19/2019

Disclaimer: Information contained on this map is to be used for reference purposes only. The City of Danville is not responsible for any inaccuracies herein contained. The City of Danville makes no representation of warranty as to this map's accuracy, and in particular, its accuracy in labeling, dimensions, contours, property boundaries, or placement or location of any map features thereon. No responsibility is assumed for any errors or other liabilities due to the accuracy, availability, use or misuse of the information herein provided.



2015 AERIAL VIEW OF AREA SURROUNDING SUBJECT PROPERTY

Prepared by:
Planning Division
4/11/2019

Disclaimer: Information contained on this map is to be used for reference purposes only. The City of Danville is not responsible for any inaccuracies herein contained. The City of Danville makes no representation of warranty as to this map's accuracy, and in particular, its accuracy in labeling, dimensions, contours, property boundaries, or placement or location of any map features thereon. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, use or misuse of the information herein provided.

CB-C, Central Business Commercial

B. Permitted Uses

1. Banks and financial institutions (without drive-thru facilities).
2. Bed and breakfast, inn or tourist home (as defined).
3. Business service and office supply establishments.
4. ~~Call center.~~
5. Churches and places of worship.
6. Day-care facilities (adult or child).
7. Data storage and data process center.
8. Health club, spa and fitness center.
9. ~~Home occupations (in detached residential dwellings).~~
10. Hospitals and health care facilities with inpatient services.
11. ~~Hotels and motels.~~
12. ~~Microbrewery.~~
13. ~~Movie theaters.~~
14. Museum and art gallery.
15. Offices (general and professional).
16. Patio dining.
17. ~~Parking garages and parking lots (private or public, as a principal use).~~
18. Personal service establishments.
19. Public uses.
20. ~~Radio and television station (exclusive of towers and antennae).~~
21. ~~Repair service establishments, provided that any given repair service does not employ more than ten (10) persons on the premises during a single shift and that all repair services are performed indoors. No outdoor use, storage or display is permitted.~~
22. Residential dwellings, as an ancillary use in structures with commercial uses on the first floor and subject to Additional Regulations pertaining to this district.
23. Restaurants.
24. Retail sales establishments (exclusive of automobile dealerships and sales establishments, lumber and millwork retail sales and storage yards and other uses which require outdoor storage of retail goods).
25. ~~Single family, duplex and two family residential dwellings, as a principal use, subject to the OT-R District regulations.~~
26. Studios for artist, designer, writer, photographer, sculptor or musician.
27. Temporary retail uses.

C. Uses Permitted by Special Use Permit

1. ~~Any by right use for which the establishment's storage or display is conducted outside of an enclosed building.~~

2. Any individual use otherwise permitted hereinabove as a by-right use in the CB-C District, but which exceeds 20,000 square feet in lot coverage or a floor area ratio (FAR) of 3.0, or any of the following uses:
 - ~~3. Any use incorporating drive-thru facilities.~~
 - ~~4. Bus and railroad terminals.~~
 5. Commercial recreation establishments (limited to indoor uses).
 - ~~6. Convenience stores (with or without gasoline services).~~
 - ~~7. Farmer's markets.~~
 - ~~8. Fast food restaurant.~~
 - ~~9. Laundromats/Dry cleaners.~~
 10. Multifamily and attached residential dwellings, as a principal use, subject to the residential density regulations of the CB-C District and, otherwise, to MF-R and A-R District regulations.
 11. Private clubs and lodges.
 12. Private post office and delivery services.
 13. Public utilities.
 - ~~14. Repair service establishments, for any given repair service which employs more than ten (10) persons on the premises in a single shift and that all repair services are performed indoors.~~
 15. Schools, colleges and universities (public and private).
 16. Seasonal retail uses.
 - ~~17. Uses permitted by right or by special use permit with lot frontage on the Dan River.~~
 - ~~18. Visitor centers and public restroom facilities.~~
 19. Waiver of maximum floor area ratio.
 20. Waiver of minimum yard requirements.
 21. Waiver of maximum density for elderly housing.

Council Letter

City of Danville, Virginia



CL-2126

New Business Item #: D.

City Council Regular Meeting

Meeting Date: 06/04/2019

Subject: Request for a Special Use Permit for Indoor Recreation at 750 Main Street.

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

COUNCIL ACTION

Business Meeting: 06/04/2019

SUMMARY

A request has been filed by John Grothe requesting a Special Use Permit for indoor recreation in accordance with Article 3.K, Section C, Item 5 of the Code of the City of Danville, Virginia 1986 as amended at 750 Main Street, otherwise known as Grid 1716, Block 006, Parcel 000035 of the City of Danville, Virginia Zoning District Map. The applicant is proposing to reuse an existing building for indoor axe-throwing and event space.

BACKGROUND

An application has been filed by John Grothe, requesting to rezone 750 Main Street from N-C, Neighborhood Commercial District to CB-C, Central Business Commercial District. This request is also accompanied by a Special Use Permit request to allow indoor recreation. The applicant wishes to operate a restaurant, provide commercial kitchen space for use by local businesses, and provide an indoor axe-throwing establishment. At some point in the future, the applicant has also indicated a desire to convert part of the building into residential units.

The current N-C District does not permit any of the proposed uses by right. However, the N-C District does permit most of these uses by Special Use Permit. The only non-permitted use is the potential residential units, which is not currently being discussed. In the proposed CB-C District, the restaurant, commercial kitchen, and possible residential units are permitted by right. However, a Special Use Permit is still required for any indoor-recreation. The proposed zoning district better reflects the proposed uses of property.

At their meeting of May 13, 2019 the Planning Commission voted 6-0 (Commissioner Garrison absent) to recommend approval subject to the following conditions:

1. The hours of outdoor entertainment are to be limited between 8:00 a.m. and 10:00 p.m. Sunday through Friday and 8:00 a.m. and 11:00 p.m. on Saturday;
2. The site shall continue to have at least thirteen (13) on-site parking spaces, one (1) of which shall be handicap parking;
3. The site shall contain bicycle parking sufficient for a total of at least three (3) bicycles, preferably covered; and
4. There shall be no operation between 1:30 a.m. and 5:00 a.m.

RECOMMENDATION

It is recommended that City Council adopt an Ordinance granting a Special Use Permit for indoor recreation in accordance with Article 3.K, Section C, Item 5 of the Code of the City of Danville, Virginia 1986 as amended at 750 Main Street, otherwise known as Grid 1716, Block 006, Parcel 000035 of the City of Danville, Virginia Zoning District Map subject to the following conditions:

1. The hours of outdoor entertainment are to be limited between 8:00 a.m. and 10:00 p.m. Sunday through Friday and 8:00 a.m. and 11:00 p.m. on Saturday;
2. The site shall continue to have at least thirteen (13) on-site parking spaces, one (1) of which shall be handicap parking;
3. The site shall contain bicycle parking sufficient for a total of at least three (3) bicycles, preferably covered; and
4. There shall be no operation between 1:30 a.m. and 5:00 a.m.

Attachments

Ordinance

Planning Backup

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2019____.____

AN ORDINANCE GRANTING A SPECIAL USE PERMIT FOR INDOOR RECREATION IN ACCORDANCE WITH ARTICLE 3.K, SECTION C, ITEM 5 OF THE CODE OF THE CITY OF DANVILLE, VIRGINIA, 1986, AS AMENDED, AT 750 MAIN STREET, OTHERWISE KNOWN AS GRID 1716, BLOCK 006, PARCEL 000035 OF THE CITY OF DANVILLE, VIRGINIA ZONING DISTRICT MAP.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia, that the report of the Planning Commission recommending approval of PLSUP20190000159, filed by John Grothe requesting a Special Use Permit for indoor recreation in accordance with Article 3.K, Section C, Item 5 of the Code of the City of Danville, Virginia, 1986, as amended, at 750 Main Street, otherwise known as Grid 1716, Block 006, Parcel 000035 of the City of Danville, Virginia Zoning District Map, is hereby received, subject to the following conditions:

1. The hours of outdoor entertainment are to be limited between 8:00 a.m. and 10:00 p.m. Sunday through Friday and 8:00 a.m. and 11:00 p.m. on Saturday; and
2. The site shall continue to have at least thirteen (13) on-site parking spaces, one (1) of which shall be handicap parking; and
3. The site shall contain bicycle parking sufficient for a total of at least three (3) bicycles, preferably covered; and
4. There shall be no operation between 1:30 a.m. and 5:00 a.m.

AND BE IT FURTHER ORDAINED that in consideration of said report and the public hearing this day held by Council, PLSUP20190000159, filed by John Grothe requesting a Special Use Permit for indoor recreation in accordance with Article 3.K, Section C, Item 5 of the Code of the City of Danville, Virginia, 1986, as amended, at 750 Main Street, otherwise known as Grid 1716, Block 006, Parcel 000035 of the City of Danville, Virginia Zoning District Map, is hereby granted and approved, subject to the following conditions:

1. The hours of outdoor entertainment are to be limited between 8:00 a.m. and 10:00 p.m. Sunday through Friday and 8:00 a.m. and 11:00 p.m. on Saturday; and
2. The site shall continue to have at least thirteen (13) on-site parking spaces, one (1) of which shall be handicap parking; and
3. The site shall contain bicycle parking sufficient for a total of at least three (3) bicycles, preferably covered; and
4. There shall be no operation between 1:30 a.m. and 5:00 a.m.

APPROVED:

MAYOR

ATTEST:

CLERK

Approved as to
Form and Legal Sufficiency:

City Attorney



City of Danville
427 Patton Street, Suite 208
Danville VA, 24541
Phone: (434) 799-5260

City Planning Commission

MEMORANDUM

DATE: MAY 13, 2019
TO: CITY COUNCIL
FROM: CITY PLANNING COMMISSION
SUBJECT: SPECIAL USE PERMIT REQUEST
REQUEST:

Special Use Permit application PLSUP20190000159, filed by John Grothe requesting a Special Use Permit for indoor recreation in accordance with Article 3.K, Section C, Item 5 of the Code of the City of Danville, Virginia 1986 as amended at 750 Main St., otherwise known as Grid 1716, Block 006, Parcel 000035 of the City of Danville, Virginia Zoning District Map. The applicant is proposing to reuse an existing building for indoor axe-throwing and event space.

RECOMMENDATION:

The Planning Commission voted 6-0 (Commissioner Garrison was absent) to recommend approval of the request subject to the following Special Use Permit conditions:

1. The hours of outdoor entertainment are to be limited between 8:00 a.m. and 10:00 p.m. Sunday through Friday and 8:00 a.m. and 11:00 p.m. on Saturday;
2. The site shall continue to have at least thirteen (13) on-site parking spaces, one (1) of which shall be handicap parking;
3. The site shall contain bicycle parking sufficient for a total of at least three (3) bicycles, preferably covered; and
4. There shall be no operation between 1:30 a.m. and 5:00 a.m.

Michael V. Searce (BWT)

Mr. Michael Searce, Chairman

RESPONSES:

Thirty-one (31) notices were sent to property owners within three hundred (300) feet of the property. Nine (9) property owners returned statements. Four (4) property owners are not opposed to the request (Haley Family Properties LLC, 776 Main & Associates, Danville Redevelopment and Housing Authority, Duffie Graphics Inc.). Five (5) property owners are opposed to the request (DJM Investments LLC, Piedmont Professional Building L C, AHAA Leasing LLC, Garrett Joseph Marshall, Garrett Joseph M).

COMMENTS:

"But I worry about others using my client parking spots if open during the business day." – Haley Family Properties LLC (stated not opposed)

"+ 770 Main + (A total of 8 parcels within 300 feet) Why didn't I get eight (8) notices???" I am opposed to the ax throwing. It is insane as a business! Who would insure such a business?" – Garrett Joseph M (stated opposed)

"Including this parcel 9 different parcels + 2 notices" – Garrett Joseph Marshall (stated opposed)



City of Danville
427 Patton Street, Suite 208
Danville VA, 24541
Phone: (434) 799-5260

City Planning Commission

City Planning Commission
Meeting of May 13, 2019

Subject:

Rezoning application PLRZ20190000158, filed by John Grothe requesting to rezone from N-C Neighborhood Commercial to CB-C Central Business Commercial, 750 Main St., otherwise known as Grid 1716, Block 006, Parcel 000035 of the City of Danville, Virginia Zoning District Map. The applicant is proposing to rezone to reuse an existing building for a restaurant, commercial kitchen, and indoor recreational space.

and

Special Use Permit application PLSUP20190000159, filed by John Grothe requesting a Special Use Permit for indoor recreation in accordance with Article 3.K, Section C, Item 5 of the Code of the City of Danville, Virginia 1986 as amended at 750 Main St., otherwise known as Grid 1716, Block 006, Parcel 000035 of the City of Danville, Virginia Zoning District Map. The applicant is proposing to reuse an existing building for indoor axe-throwing and event space.

Background:

An application has been filed by John Grothe, requesting to rezone 750 Main St. from N-C, Neighborhood Commercial District to CB-C, Central Business Commercial District. This request is also accompanied by a Special Use Permit request to allow indoor recreation. The applicant wishes to operate a restaurant, provide commercial kitchen space for use by local businesses, and provide an indoor axe-throwing establishment. At some point in the future, the applicant has also indicated a desire to convert part of the building into residential units.

The current N-C District does not permit any of the proposed uses by right. However, the N-C District does permit most of these uses by Special Use Permit. The only non-permitted use is the potential residential units, which is not currently being discussed. In the proposed CB-C District, the restaurant, commercial kitchen, and possible residential units are permitted by right. However, a Special Use Permit is still required for any indoor-recreation. The proposed zoning district better reflects the proposed uses of property.

The Planning Commission last heard a request for this site on November 12, 2018. At that time, a separate applicant proposed to operate an indoor gun range. The neighborhood expressed concern about the proposed use. Public records indicate a range of concerns, such about how the site contributes to an appropriate transition between the historic Old West End and the River District. After the Planning Commission recommended denying the request, the applicant withdrew their request. Other than the site, the current request is unrelated to the previous proposed use.

When reviewing a rezoning a request, the Commission should generally consider three components: (1) the *Danville: 2030 Comprehensive Plan*¹, (2) the relationship between the property and surrounding land, and (3) any proffers (voluntary land use restrictions).

Consideration of the *Comprehensive Plan*: The proposed rezoning partially aligns with the *Comprehensive Plan*. The proposed use itself contributes to the City's goals related to historic and cultural resources², economic development³, housing.⁴ These goals recommend reuse of existing buildings, support of the local foods industry, and concentrated development around the River District.

The proposed rezoning does not align with the Future Land Use Map. The *Comprehensive Plan* recommends that the property remain a neighborhood commercial land use, under which the Neighborhood Commercial District is categorized. The proposed Central Business Commercial District is described as a mixed use category.

Consideration of the relationship between the property and surrounding land: The property is located along a corridor which provides a transition between the Old West End Historic District and the River District. This corridor contains a mixture of residential and commercial properties, ranging from medium to high density. The property is not immediately adjacent to any properties zoned as Central Business Commercial, so this would constitute as spot zoning. However, there are nearby properties which are zoned as Conditional Central Business Commercial District.

Consideration of proffers: No voluntary zoning restrictions have been proffered.

Special Use Permit: The applicant is also requesting a Special Use Permit for indoor recreation for indoor axe-throwing and event space. This activity allows customers to learn to throw axes at targets, typically within enclosed lanes.

Thirty-one (31) notifications were sent to surrounding property owners within 300 feet of the subject property. A full report will be presented to Planning Commission on May 13, 2019.

¹ Comprehensive Plan webpage: <https://www.danville-va.gov/485/Comprehensive-Plan>

² Historic and Cultural Resources Plan: <https://www.danville-va.gov/DocumentCenter/View/12569/9--Historic-Cultural-Resources-Plan-Section-2030CompPlan-RevisedUpdated?bidId=>

³ Economic Revitalization Plan: <https://www.danville-va.gov/DocumentCenter/View/12570/10--Economic-Revitalization-Plan-Section-2030CompPlan-RevisedUpdated?bidId=>

⁴ Neighborhood Revitalization Plan: <https://www.danville-va.gov/DocumentCenter/View/12568/8--Neighborhood-Revitalization-Plan-Section-2030CompPlan-RevisedUpdated?bidId=>

Recommendation:

The Planning staff recommends the City Planning Commission recommend denial of Rezoning application as submitted. Staff do not have significant concerns about the proposed use. However, staff have concerns about other uses permitted within the CB-C District. Staff could possibly support a conditional rezoning which limits the permitted uses to be more compatible with the neighborhood. Please see the attached example, based on the conditions at 769 Main St. which is zoned Conditional CB-C.

Without a rezoning, staff cannot recommend approval of the Special Use Permit application. However, if Special Use Permit application PLSUP20190000159 for indoor recreation at 750 Main St. were recommended for approval, staff would suggest the following conditions:

1. The hours of operation are to be limited between 8:00 a.m. and 10:00 p.m. Sunday through Friday and 8:00 a.m. and 11:00 p.m. on Saturday;
2. The site shall continue to have at least thirteen (13) on-site parking spaces, one (1) of which shall be handicap parking; and
3. The site shall contain bicycle parking sufficient for a total of at least three (3) bicycles ~~between the two properties~~, preferably covered.

If a both requests were approved, the applicant could operate a restaurant, commercial kitchen, and indoor axe-throwing establishment. The conditions for the Permit would limit negative impact on neighboring properties, and address potential parking concerns for a new commercial use in a high density area. However, the Special Use Permit, as advertised under Article 3.K, cannot be granted if the zoning remains unchanged.

City Planning Commission Options:

1. Recommend approval of Rezoning application PLRZ20190000158 as submitted.
2. Recommend denial of Rezoning application PLRZ20190000158 as submitted.
3. Tabling of Rezoning application PLRZ20190000158 by Planning Commission.

And

1. Recommend approval of Special Use Permit application PLSUP20190000159 as submitted.
2. Recommend approval of Special Use Permit application PLSUP20190000159 subject to conditions by staff.
3. Recommend approval of Special Use Permit application PLSUP20190000159 subject to conditions by the Planning Commission.
4. Recommend denial of Special Use Permit application PLSUP20190000159as submitted.
5. Tabling of Special Use Permit application PLSUP20190000159 by Planning Commission.

Attachments:

- A. Application
- B. Property Ownership/Zoning Map
- C. Data Sheet
- D. Future Land Use Map
- E. Existing Land Use Map (2015 Aerial)
- F. Permitted Uses at 769 Main St

CITY OF DANVILLE

SPECIAL USE PERMIT APPLICATION

TO THE CITY PLANNING COMMISSION AND THE HONORABLE CITY COUNCIL:
Application is hereby made for the Special Use Permit as described below:

INFORMATION TO BE PROVIDED BY THE PLANNING DIVISION

APPLICATION IS HEREBY MADE FOR A SPECIAL USE PERMIT TO AUTHORIZE THE FOLLOWING

USE: Indoor recreation for axe-throwing + event space

CASE NUMBER: PLSUP20190000159

EXISTING ZONING: N-C, Neighborhood Commercial

PROPOSED ZONING: LB-C, Central Business

TAX MAP NUMBER: 1D # 26402 or 1716-006-000035

RECEIVED BY: Bryce Johnson

DATE FILED: April 10, 2019

PLANNING COMMISSION DATE: May 13, 2019

CITY COUNCIL DATE: June 4, 2019

INFORMATION TO BE PROVIDED BY THE APPLICANT
(PLEASE TYPE OR PRINT)

Exact legal description of property (Attach if insufficient space).

Gross Area/Net Area: 15,654 Property Address: 750 Mann St Danville VA 24543

Property Location: N S E W Side of: YWCA

Between: _____ and _____

Proffered Conditions (if any, please attach): _____

EXPLANATION OF REQUEST:

I. PROPOSED USE FOR THE SPECIAL USE PERMIT:

Please provide a site plan with the following information:

- Proposed use of the land: size and location of structures with dimensions to lot lines.
- Vehicular circulation system with points of ingress and egress. *See map*
- Existing on-site buildings, separation dimensions and paved areas. *See map*
- Location and dimensions of all parking and loading areas, including the number of off-street parking and loading spaces provided. *30*
- Net acreage. *1.1*
- Gross and net square footage of building (s) (proposed and existing). *15,654*
- Required landscaping and buffer areas.

Please provide a brief description of the proposed development:

Axe Throwing Venue at the YWCA Gym. This would include 5-10 individual lanes that is secured from surrounding elements. ~~Re: This~~ This Application is accompanying the zone Application submitted.

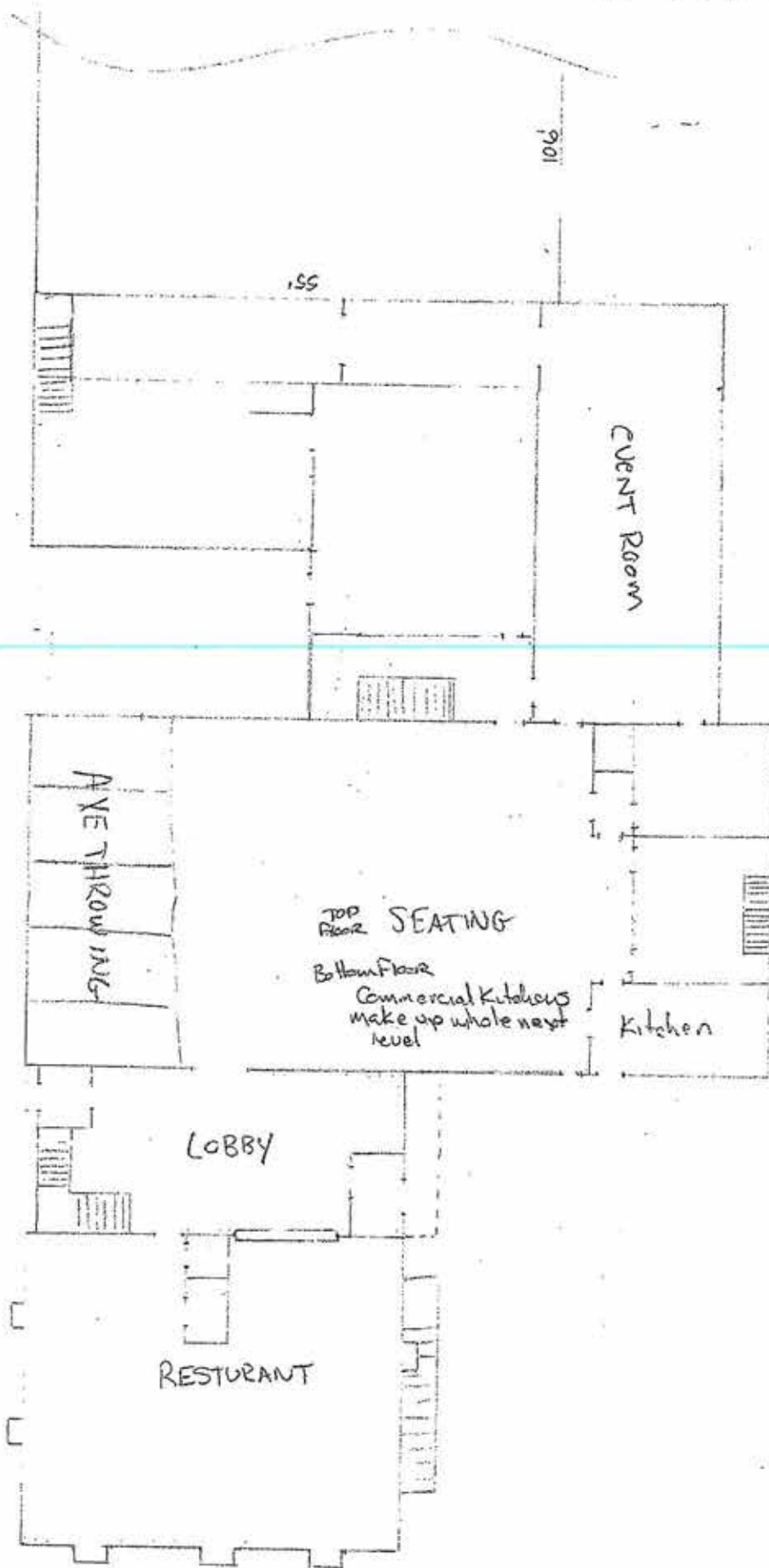
PRESENT OWNER (S) OF ALL PROPERTIES INCLUDED IN APPLICATION (PLEASE TYPE OR PRINT):

1. NAME: *Piedmont Lands of Virginia LLC* TELEPHONE: *434-791-4171*
MAILING ADDRESS: *308 Craghead Street*
SIGNATURE: *Tammy Poplin* DATE: _____
SIGNATURE: _____ DATE: _____
EMAIL ADDRESS: *TMPOPLIN@plandsVA.com*

APPLICANT (PLEASE TYPE OR PRINT):

If the applicant is not the property owner, written authorization from the property owner must accompany this application.

NAME: *John Grothe* TELEPHONE: *336-583-7556* ^{OR} *919-704-6336*
MAILING ADDRESS: *115 Allyson Lane Roxboro NC 27574*
EMAIL ADDRESS: *getbuffaloed@716foods.org*
SIGNATURE: *John Grothe* DATE: *4/9/19*



Parcel ID: 26402
Address: 750 MAIN ST
Owner: PIEDMONT LANDS OF VIRGINIA LLC
 PO BOX 10309
 DANVILLE, VA 24543
Mail-To: PIEDMONT LANDS OF VIRGINIA LLC
 PO BOX 10309
 DANVILLE, VA 24543



Value Information	
Land / Use:	\$41,000
Improvement:	\$313,700
Total:	\$354,700.00

Additional Information			
State Code:	4621 Misc Business Svcs	Approx Acres:	1.1
Land Use:	Commercial	Legal Description:	111.5 FT MAIN ST
Tax Map:	1716-006-000035.000	Zone:	NC Neighborhood Retail Commercial
Notes: Avg Lot: 112.0 X 429.0 DB 17-2862: Pty sold & trfd to Taxable.YWCA of Danville (formerly-now vacant)(Map 72-2-36)			

Building

Building Information - 1			
Property Class:	Commercial	Finished Square Feet:	15,654
Style:	No Data	Basement Square Feet:	0
Year Built:	1972	Total Rooms:	0
Condition:	No Data	* Bathrooms are not included in total room count.	
Story Height:	No Data		
Bedrooms:	0		
Dining Rooms:	0		
Family Rooms:	0		
Living Rooms:	0		
Full Bath:	0		
Half Bath:	0		
Features:		Size:	
Brick with Block Back-up		100 %	
Warmed and Cooled Air		100 %	

Building Information - 2			
Property Class:	Commercial	Finished Square Feet:	15,654
Style:	No Data	Basement Square Feet:	0
Year Built:	1972	Total Rooms:	0
Condition:	No Data	* Bathrooms are not included in total room count.	
Story Height:	No Data		
Bedrooms:	0		
Dining Rooms:	0		
Family Rooms:	0		
Living Rooms:	0		

Full Bath:	0
Half Bath:	0
Features:	Size:
Brick with Block Back-up	100 %
Warmed and Cooled Air	100 %

Building Information - 3

Property Class:	Commercial	Finished Square Feet:	15,654
Style:	No Data	Basement Square Feet:	0
Year Built:	1972	Total Rooms:	0
Condition:	No Data	* Bathrooms are not included in total room count.	
Story Height:	No Data		
Bedrooms:	0		
Dining Rooms:	0		
Family Rooms:	0		
Living Rooms:	0		
Full Bath:	0		
Half Bath:	0		
Features:	Size:		
Brick with Block Back-up	100 %		
Warmed and Cooled Air	100 %		

Building Information - 4

Property Class:	Commercial	Finished Square Feet:	15,654
Style:	No Data	Basement Square Feet:	0
Year Built:	1972	Total Rooms:	0
Condition:	No Data	* Bathrooms are not included in total room count.	
Story Height:	No Data		
Bedrooms:	0		
Dining Rooms:	0		
Family Rooms:	0		
Living Rooms:	0		
Full Bath:	0		
Half Bath:	0		
Features:	Size:		
Warmed and Cooled Air	100 %		
Brick with Block Back-up	100 %		

Improvements

Bldg #:	Improvement:	Size:
1	Asphalt Paving	15,500

Land

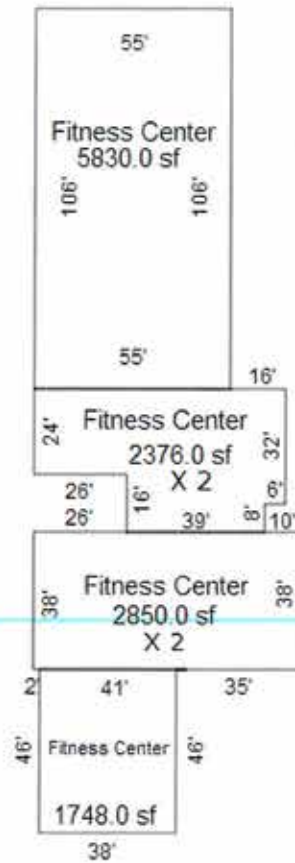
Land Code:	C13 Comm FF (300)	Rate:	\$300
Acres:	1.1	Adj. Rate:	\$366
Sq. Ft.:	48,048	Base Value:	\$40,990
Front:	112	Adj. Amount:	\$10
Effective Front:	112	Value:	\$41,000
Depth:	429		

Transfers

Deed	Page	Sale Price	Sale Date	Previous Owner	Owner
D 17	2862	\$50,000	8/23/2017	YOUNG WOMENS CHRISTIAN ASSOCIATION OF DANVILLE & PITTSYLVANIA COUNTY VA	PIEDMONT LANDS OF VIRGINIA LLC
C 30	10	\$0	10/8/1981	<i>No Data</i>	<i>No Data</i>
D 401	363	\$0	5/22/1964	<i>No Data</i>	<i>No Data</i>

Assessments

Year	Land	Use	Improvements	Total
2018	\$41,000	\$0	\$313,700	\$354,700
2017	\$41,000	\$0	\$315,700	\$356,700
2016	\$41,000	\$0	\$315,700	\$356,700
2015	\$41,000	\$0	\$385,000	\$426,000
2014	\$41,000	\$0	\$385,000	\$426,000
2013	\$41,000	\$0	\$1,123,800	\$1,164,800
2012	\$41,000	\$0	\$1,123,800	\$1,164,800
2011	\$41,000	\$0	\$1,123,800	\$1,164,800
2010	\$41,000	\$0	\$1,123,800	\$1,164,800
2009	\$41,000	\$0	\$1,377,800	\$1,418,800
2008	\$41,000	\$0	\$1,377,800	\$1,418,800
2007	\$41,000	\$0	\$1,375,000	\$1,416,000
2006	\$41,000	\$0	\$1,375,000	\$1,416,000
2005	\$41,000	\$0	\$1,232,300	\$1,273,300
2004	\$41,000	\$0	\$1,232,300	\$1,273,300
2003	\$41,000	\$0	\$1,120,100	\$1,161,100
2002	\$41,000	\$0	\$1,120,100	\$1,161,100
2001	\$41,000	\$0	\$1,073,400	\$1,114,400
2000	\$41,000	\$0	\$958,100	\$999,100



Sketch by Apex Medina™



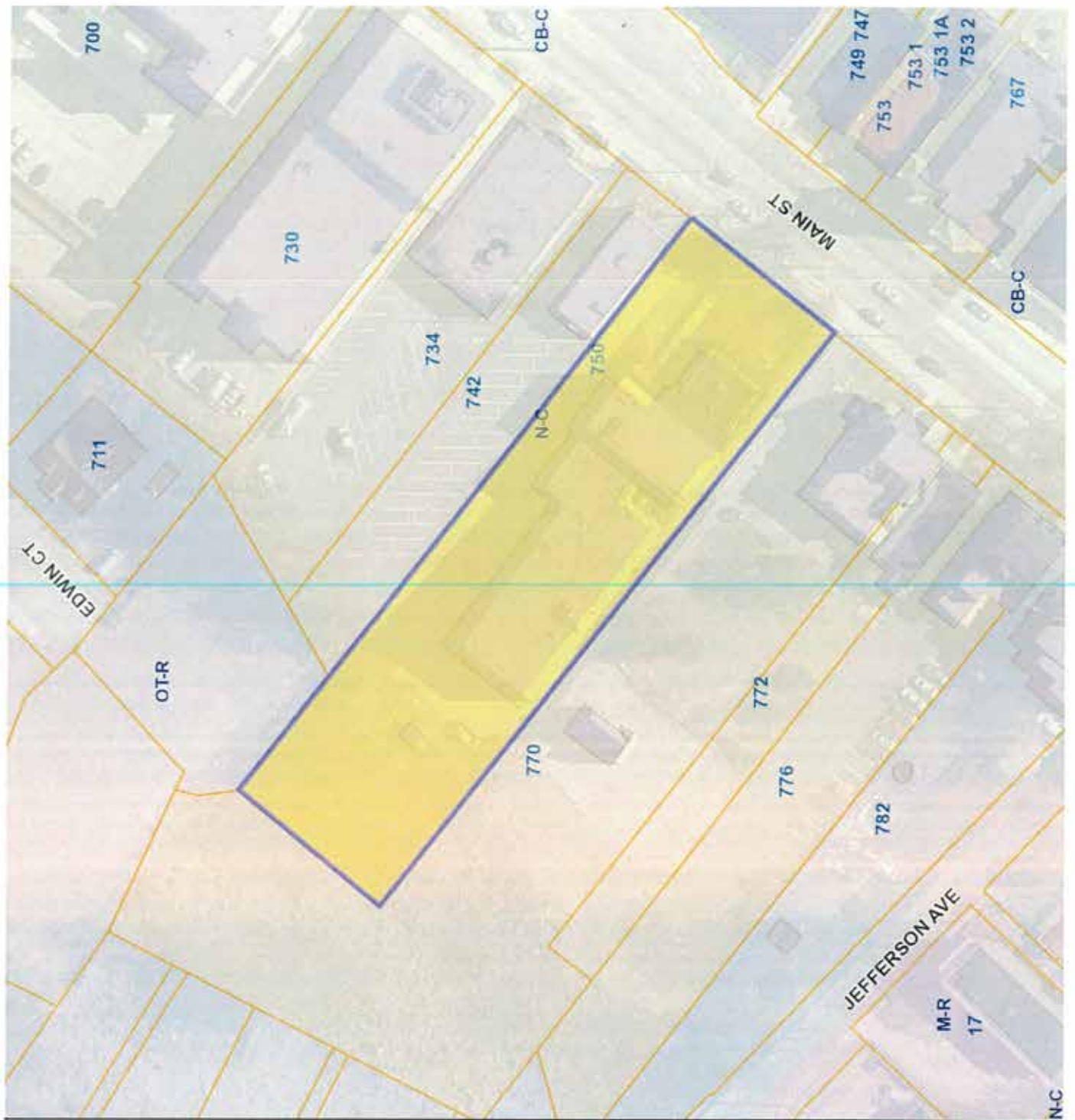
- Buildings**
Parcels
Zoning
- A-R Attached Residential District
 - CB-C Central(Downtown) Business Commercial District
 - CP-1 Cyber Park One District
 - HR-C Highway Retail Commercial District
 - I-M Manufacturing District
 - LED-1 Light Economic Development District
 - M-R Multi-Family Residential District
 - MHP-R Manufactured Home Park District
 - N-C Neighborhood Retail Commercial District
 - OT-R Old Town Residential District
 - PS-C Planned Shopping Center Commercial District
 - PSC-O Planned Shopping Center Commercial District
 - S-R Suburban Residential District
 - SR-R Sandy River Residential District
 - T-R Threshold Residential District
 - TO-C Transitional Office District
 - TW-C Tobacco Warehouse District

Street Names
House Numbers

Information contained on this map is to be used for reference purposes only. The City of Danville is not responsible for any inaccuracies herein contained. The City of Danville makes no representation of warranty as to this map's accuracy, and in particular, it's accuracy in labeling, dimensions, contours, property boundaries, or placement or location of any map features. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, use or misuse of the information herein provided.

Date: 4/11/2019

Parcel ID: 26402



REZONING AND SPECIAL USE PERMIT REQUEST
DATA SHEET

PUBLIC HEARING DATES: Planning Commission at 3pm on May 13, 2019
City Council (tentative) at 7pm on June 4, 2019

LOCATION OF PROPERTY: 750 Main St.

PRESENT ZONE: N-C, Neighborhood Commercial

PROPOSED ZONE: CB-C, Central Business Commercial

ACTION REQUESTED: Rezone from N-C to CB-C (see above)
Special Use Permit for indoor recreation

PRESENT USE OF PROPERTY: Vacant building

PROPOSED USE OF PROPERTY: Restaurant, commercial kitchen, indoor recreational space involving axe-throwing and event space

PROPERTY OWNER (S): Piedmont Lands of Virginia, LLC

NAME OF APPLICANT (S): John Grothe

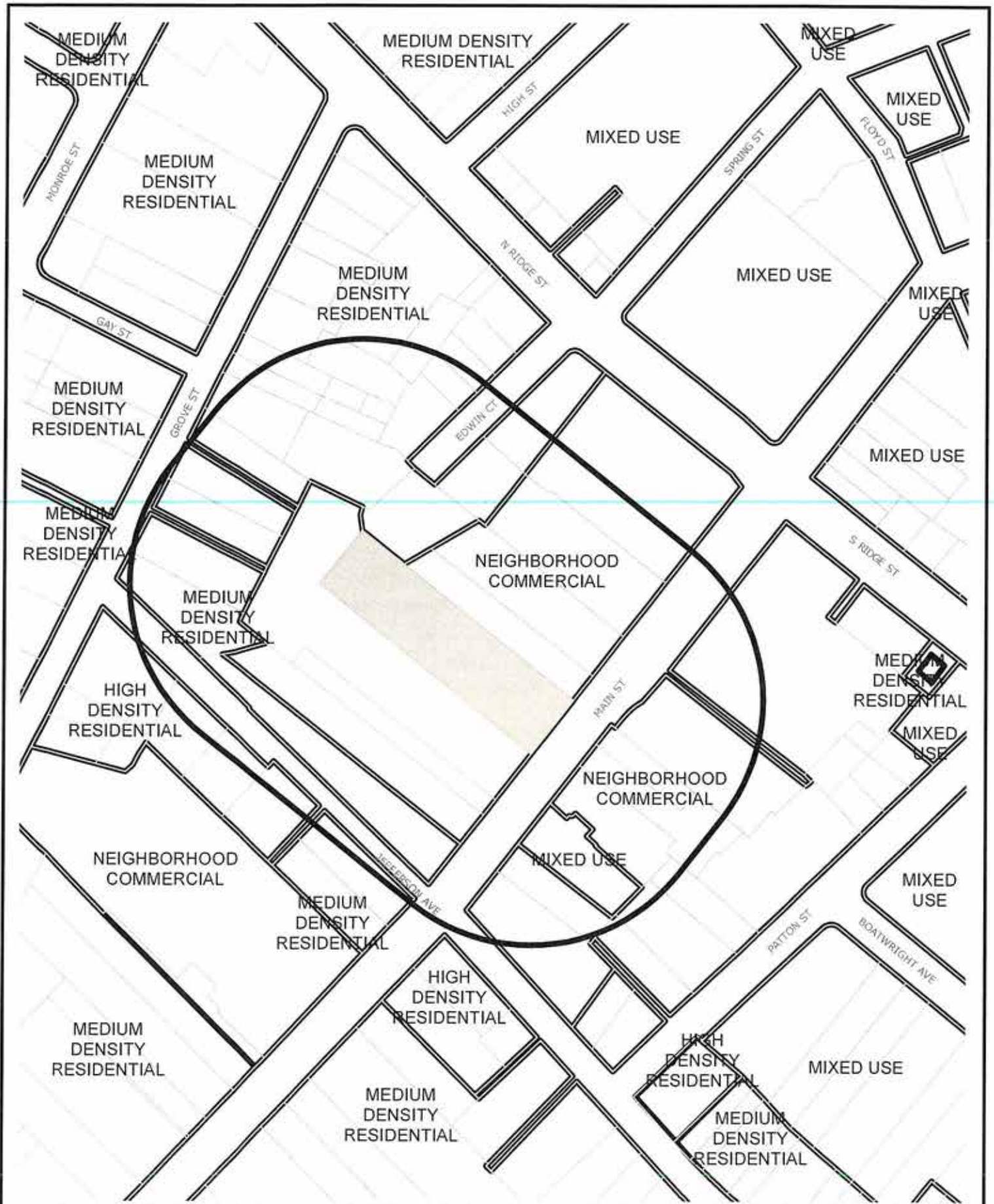
PROPERTY BORDERED BY: Commercial to the East; mixture of commercial and residential to the North, South, and West

ACREAGE: 1.1 acres (47,916 sq. ft.)

CHARACTER OF VICINITY: Medium-high to high density (buildings are relatively close to one another) commercial and residential

INGRESS AND EGRESS: Main St.

TRAFFIC VOLUME: Medium



YEAR 2030 LAND USE PLAN FOR AREA SURROUNDING SUBJECT PROPERTY

Prepared by:
Planning Division
4/19/2019

Disclaimer: Information contained on this map is to be used for reference purposes only. The City of Danville is not responsible for any inaccuracies herein contained. The City of Danville makes no representation of warranty as to this map's accuracy, and in particular, its accuracy in labeling, dimensions, contours, property boundaries, or placement or location of any map features thereon. No responsibility is assumed for errors or other liabilities due to the accuracy, availability, use or misuse of the information herein provided.



2015 AERIAL VIEW OF AREA SURROUNDING SUBJECT PROPERTY

Prepared by:
Planning Division
4/11/2019

Disclaimer: Information contained on this map is to be used for reference purposes only. The City of Danville is not responsible for any inaccuracies herein contained. The City of Danville makes no representation of warranty as to this map's accuracy, and in particular, its accuracy in labeling, dimensions, contours, property boundaries, or placement or location of any map features thereon. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, use or misuse of the information herein provided.

CB-C, Central Business Commercial

B. Permitted Uses

1. Banks and financial institutions (without drive-thru facilities).
2. Bed and breakfast, inn or tourist home (as defined).
3. Business service and office sully establishments.
4. ~~Call center.~~
5. Churches and places of worship.
6. Day-care facilities (adult or child).
7. Data storage and data process center.
8. Health club, spa and fitness center.
9. ~~Home occupations (in detached residential dwellings).~~
10. Hospitals and health care facilities with inpatient services.
11. ~~Hotels and motels.~~
12. ~~Microbrewery.~~
13. ~~Movie theaters.~~
14. Museum and art gallery.
15. Offices (general and professional).
16. Patio dining.
17. ~~Parking garages and parking lots (private or public, as a principal use).~~
18. Personal service establishments.
19. Public uses.
20. ~~Radio and television station (exclusive of towers and antennae).~~
21. ~~Repair service establishments, provided that any given repair service does not employ more than ten (10) persons on the premises during a single shift and that all repair services are performed indoors. No outdoor use, storage or display is permitted.~~
22. Residential dwellings, as an ancillary use in structures with commercial uses on the first floor and subject to Additional Regulations pertaining to this district.
23. Restaurants.
24. Retail sales establishments (exclusive of automobile dealerships and sales establishments, lumber and millwork retail sales and storage yards and other uses which require outdoor storage of retail goods).
25. ~~Single family, duplex and two family residential dwellings, as a principal use, subject to the OT-R District regulations.~~
26. Studios for artist, designer, writer, photographer, sculptor or musician.
27. Temporary retail uses.

C. Uses Permitted by Special Use Permit

1. ~~Any by right use for which the establishment's storage or display is conducted outside of an enclosed building.~~

2. Any individual use otherwise permitted hereinabove as a by-right use in the CB-C District, but which exceeds 20,000 square feet in lot coverage or a floor area ratio (FAR) of 3.0, or any of the following uses:
 - ~~3. Any use incorporating drive thru facilities.~~
 - ~~4. Bus and railroad terminals.~~
 5. Commercial recreation establishments (limited to indoor uses).
 - ~~6. Convenience stores (with or without gasoline services).~~
 - ~~7. Farmer's markets.~~
 - ~~8. Fast food restaurant.~~
 - ~~9. Laundromats/Dry cleaners.~~
 10. Multifamily and attached residential dwellings, as a principal use, subject to the residential density regulations of the CB-C District and, otherwise, to MF-R and A-R District regulations.
 11. Private clubs and lodges.
 12. Private post office and delivery services.
 13. Public utilities.
 - ~~14. Repair service establishments, for any given repair service which employs more than ten (10) persons on the premises in a single shift and that all repair services are performed indoors.~~
 15. Schools, colleges and universities (public and private).
 16. Seasonal retail uses.
 - ~~17. Uses permitted by right or by special use permit with lot frontage on the Dan River.~~
 - ~~18. Visitor centers and public restroom facilities.~~
 19. Waiver of maximum floor area ratio.
 20. Waiver of minimum yard requirements.
 21. Waiver of maximum density for elderly housing.

Council Letter

City of Danville, Virginia



CL-2127

New Business Item #: E.

City Council Regular Meeting

Meeting Date: 06/04/2019

Subject: Request to Rezone from HR-C Highway Retail Commercial to "Conditional" LED-I Light Economic Development Industrial, 201 Eastwood Drive

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

COUNCIL ACTION

Business Meeting: 06/04/2019

SUMMARY

A request has been filed by Driftwood LLC, requesting to rezone from HR-C Highway Retail Commercial to "Conditional" LED-I Light Economic Development Industrial, 201 Eastwood Drive, otherwise known as Grid 2716, Block 005, Parcel 000013 of the City of Danville, Virginia Zoning District Map. The applicant is proposing to rezone from commercial to a light industrial use district.

BACKGROUND

Driftwood LLC, the applicant, is requesting to rezone 201 Eastwood Drive from the HR-C, Highway Retail Commercial District to the LED-I, Light Economic Development Industrial District. The property does not meet the minimum district size and yard setback requirements. A Special Use Permit is required to waive these requirements in order to approve the rezoning. The requests are being considered together because neither can be approved without the other. The purpose for the rezoning is to allow for product manufacturing involving hemp processing.

The property is currently not in use, although a gym facility was most recently located here. A children's consignment shop, furniture rent-to-own businesses, and a truck distribution business have also operated on the property in the past.

The property was originally zoned for residential use before being rezoned for commercial use in 1997 (203 Eastwood Drive only). A later conditional rezoning in 1998 consolidated 203 and 205 Eastwood Drive for commercial use. The conditions/proffers of the 1998 rezoning were offered by the applicant to address concerns about the impact of commercial development on residential properties to the south on Eastwood Drive. However, the conditions/proffers no longer apply after a City-wide rezoning in 2004.

At their meeting of May 13, 2019, the Planning Commission voted 6-0 (Commissioner Garrison absent) to recommend approval of the "Conditional" request.

RECOMMENDATION

It is recommended that City Council adopt an Ordinance rezoning from HR-C Highway Retail Commercial to "Conditional" LED-I Light Economic Development Industrial, 201 Eastwood Drive, otherwise known as Grid 2716, Block 005, Parcel 000013 of the City of Danville, Virginia Zoning District Map.

Attachments

Ordinance

Planning Backup

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2019____.____

AN ORDINANCE REZONING FROM HR-C HIGHWAY RETAIL COMMERCIAL TO "CONDITIONAL" LED-I LIGHT ECONOMIC DEVELOPMENT INDUSTRIAL, 201 EASTWOOD DRIVE, OTHERWISE KNOWN AS GRID 2716, BLOCK 005, PARCEL 000013 OF THE CITY OF DANVILLE, VIRGINIA ZONING DISTRICT MAP.

WHEREAS, in accordance with the Code of the City of Danville, Virginia, 1986, as amended, Driftwood, LLC has requested to rezone from HR-C Highway Retail Commercial to "Conditional" LED-I Light Economic Development Industrial, 201 Eastwood Drive, otherwise known as Grid 2716, Block 005, Parcel 000013 of the City of Danville, Virginia Zoning District Map.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia, that the report of the Planning Commission recommending approval of Rezoning Application PLRZ20190000157, filed by Driftwood, LLC requesting to rezone from HR-C Highway Retail Commercial to "Conditional" LED-I Light Economic Development Industrial District, 201 Eastwood Drive, otherwise known as Grid 2716, Block 005, Parcel 000013 of the City of Danville, Virginia Zoning District Map, is hereby received; and

BE IT FURTHER ORDAINED that in accordance with the Code of the City of Danville, Virginia, the conditions proffered by Driftwood, LLC in conjunction with Rezoning application PLRZ20190000157, filed by Driftwood, LLC requesting to rezone from HR-C Highway Retail Commercial to "Conditional" LED-I Light Economic Development Industrial District, 201 Eastwood Drive, otherwise known as Grid 2716, Block 005, Parcel 000013, of the City of Danville, Virginia Zoning District Map, as provided in Exhibit "A", attached hereto and made part hereof, be, and the same are hereby, received, accepted, and approved; and

BE IT FINALLY ORDAINED that in consideration of said report and the public hearing this day held by Council, Rezoning Application PLRZ20190000157, filed by Driftwood, LLC requesting to rezone from HR-C Highway Retail Commercial to "Conditional" LED-I Light Economic Development Industrial District, 201 Eastwood Drive, otherwise known as Grid 2716, Block 005, Parcel 000013, of the City of Danville, Virginia Zoning District Map, described in Proffer of Conditions by Driftwood, LLC, which is attached hereto as Exhibit "A" and incorporated herein by reference be, and the same hereby, rezoned subject to said conditions from HR-C Highway Retail Commercial to "Conditional" LED-I Light Economic Development Industrial District, 201 Eastwood Drive, otherwise known as Grid 2716, Block 005, Parcel 000013 of the City of Danville, Virginia Zoning District Map, be and the same hereby amended from HR-C Highway Retail Commercial to "Conditional" LED-I Light Economic Development Industrial District.

APPROVED:

MAYOR

ATTEST:

CLERK

Approved as to
Form and Legal Sufficiency:

City Attorney



City of Danville
427 Patton Street, Suite 208
Danville VA, 24541
Phone: (434) 799-5260

City Planning Commission

MEMORANDUM

DATE: MAY 13, 2019
TO: CITY COUNCIL
FROM: CITY PLANNING COMMISSION
SUBJECT: SPECIAL USE PERMIT REQUEST
REQUEST:

Rezoning application PLRZ20190000157, filed by Driftwood LLC requesting to rezone from HR-C Highway Retail Commercial to "Conditional" LED-I Light Economic Development Industrial, 201 Eastwood Dr., otherwise known as Grid 2716, Block 005, Parcel 000013 of the City of Danville, Virginia Zoning District Map. The applicant is proposing to rezone from a commercial to a light industrial use district.

RECOMMENDATION:

The Planning Commission voted 6-0 (Commissioner Garrison was absent) to recommend approval of the requests subject to conditions proffered by the applicant.

Michael W. Searce (BWS)

Mr. Michael Searce, Chairman

RESPONSES:

Twenty-four (24) notices were sent to property owners within three hundred (300) feet of the property. Eight (8) property owners returned statements. Six (6) property owners are not opposed to the request (KFG Properties LLC, Mitchell Floyd Properties LLC, Booker IDA Janet Carol, Booker IDA Janet Carol K. & Jan N., Adkins Luther Edward Jr., Adkins, Lois C.,). Two (2) property owners are opposed to the request (Anderson Ronnie Lee & Debra Allen & Murphy Christy L., Anderson Ronnie L. Sr. and Debra A.).

COMMENTS:

There were no additional comments.

Proffered conditions for Rezoning application PLRZ20190000157, filed by Driftwood LLC

Chapter 41 – ZONING ORDINANCE

ARTICLE 3.O: - LED-I, INDUSTRIAL DISTRICT (Light Economic Development District).

B. - Permitted Uses.

1. ~~Airport.~~
2. ~~Aircraft-related industry (subject to additional regulations per Section I).~~
3. Artisan/craftsman manufacturing.
4. Banks and financial institutions.
5. ~~Telephone call center.~~
6. Community facilities and uses.
7. Corporate offices and other offices, which support permitted and special permit uses.
8. ~~Data storage and data processing center.~~
9. Establishments for scientific, biological and chemical scientific research, development and training.
10. Establishments for manufacturing production, processing, assembly, compounding, cleaning, servicing, storage, testing, repair and distribution of materials, goods or products which conform to federal, state and local environmental performance standards (excepting those uses which are specifically prohibited by this article).
11. Gasoline sales establishments (with no repair services and no outdoor vehicle storage).
12. Health club, spa, or fitness center.
13. Light manufacturing, fabrication, testing or repair establishments which are incidental to the primary use of research, development and training or corporate offices (with no outdoor storage, loading, or displays).
14. Light warehousing establishments, (without outdoor storage).
15. Light wholesale trade establishments, (without outdoor storage).
16. Mini-storage warehouses, with no exterior storage.
17. Private post offices and delivery service establishments.
18. Private training facilities and vocational schools.
19. Public utilities and facilities.
20. ~~Veterinary hospitals (with outdoor kennel facilities).~~
21. ~~Exterminator.~~

C. - Uses Permitted by Special Use Permit.

1. Auto and light vehicle service establishments (with screened outdoor service and storage areas).
2. ~~Automobile salvage or other salvage yards.~~
3. ~~Bus and railroad terminals.~~
4. Communication towers and antennae.
5. Contractor's office, shops and storage yards.

6. Gasoline sales establishments (with indoor repair services and no outdoor vehicle storage).
- ~~7. Heliports and helipads, ancillary to a district use.~~
8. Heavy equipment sales and servicing (with screened service and storage areas).
9. Light manufacturing, fabrication, testing or repair establishments (with screened outdoor storage limited to 50% of the area of building coverage).
10. Light warehousing establishments, with screened outdoor storage limited to 50% of the area of building coverage.
11. Light wholesale trade and sales establishments, with screened outdoor storage limited to 50% of the area of building coverage.
12. Retail sales in a warehouse, wholesale or manufacturing establishment, wherein at least 60% of the gross floor area is devoted to non-retail use and the for-sale products are manufactured on the premises or by the same corporate ownership.
13. Restaurant.
14. Bus and railroad terminals.
15. Uses permitted by right and by special use permit in the HR-C District.
16. Uses requiring outdoor storage, loading, or display.
- ~~17. Uses with lot frontage on the Dan River.~~
18. Soap manufacture.
19. Waiver of minimum district size.
20. Waiver of minimum lot size.
21. Waiver of floor area ratio and building coverage.
22. Waiver of maximum building height requirement for smokestacks associated with permitted manufacturing use.
23. Regional brewery.
24. Commercial recreation facilities (indoor and outdoor).
25. Waiver of yard requirements.

D. - Prohibited Uses.

The specific uses which follow shall not be permitted in the LED-I District.

1. Acid manufacture.
2. Animal slaughterhouse.
3. Ammonia and chlorine manufacturing.
4. Asphalt mixing plant.
5. Blast furnace.
6. Boiler works.
7. Bulk storage of flammable materials.
8. Concrete mixing and batching products.
9. Coal, wood or wood distillation.
10. Extraction and mining of rocks and minerals.
11. Fertilizer, lime or cement manufacturing.
12. Fireworks or explosives manufacturing.
13. Herbicide manufacturing.
14. Insecticide manufacturing.

15. Metal foundries, smelting, processing, fabrication and storage.
16. Private garbage incineration.
17. Pesticide manufacturing.
18. Petroleum, asphalt or related product refining.
19. Private landfills.
20. Rendering plants.
21. Residential uses.
22. Stockyards.
23. Tanning and curing of skins.
24. All nonconforming uses shall not be allowed to expand facilities.
25. Any other similar use which in the opinion of the City Council might be injurious or noxious by reason of odor, fumes, dust, smoke, vibration, noise or other cause if not subject to other regulations in either the City Code or other provisions of Section I.

Driftwood LLC

Date



City of Danville
427 Patton Street, Suite 208
Danville VA, 24541
Phone: (434) 799-5260

City Planning Commission

City Planning Commission
Meeting of May 13, 2019

Subject:

Rezoning application PLRZ20190000157, filed by Driftwood LLC requesting to rezone from HR-C Highway Retail Commercial to LED-I Light Economic Development Industrial, 201 Eastwood Dr., otherwise known as Grid 2716, Block 005, Parcel 000013 of the City of Danville, Virginia Zoning District Map. The applicant is proposing to rezone from a commercial to a light industrial use district.

and

Special Use Permit application PLSUP20190000177, filed by Driftwood LLC requesting a Special Use Permit for a waiver of district and yard setback requirements in accordance with Article 3.O, Section C, Items 19 and 25 of the Code of the City of Danville, Virginia 1986 as amended at 201 Eastwood Dr., otherwise known as Grid 2716, Block 005, Parcel 000013 of the City of Danville, Virginia Zoning District Map. The applicant is proposing to waive requirements for the change in minimum district size and yard setbacks when rezoning the property to the LED-I Light Economic Development Industrial District.

Background:

Driftwood LLC, the applicant, is requesting to rezone 201 Eastwood Dr. from the HR-C, Highway Retail Commercial District to the LED-I, Light Economic Development Industrial District. The property does not meet the minimum district size and yard setback requirements. A Special Use Permit is required to waive these requirements in order to approve the rezoning. The requests are being considered together because neither can be approved without the other. The purpose for the rezoning is to allow for product manufacturing involving hemp processing.

As of December 20, 2018, hemp processing was legalized at the national level. On March 21, 2019, Virginia likewise legalized this process to match federal regulations. Hemp products are permitted to contain no more than 0.3% THC, which is a psychoactive chemical found in hemp and marijuana. The applicant is not proposing to manufacture or sell illegal drugs.

The property is currently not in use, although a gym facility was most recently located here. A children's consignment shop, furniture rent-to-own businesses, and a truck distribution business have also operated on the property in the past.

The property was originally zoned for residential use before being rezoned for commercial use in 1997 (203 Eastwood Dr. only). A later conditional rezoning in 1998 consolidated 203 and 205 Eastwood Dr. for commercial use. The conditions/proffers of the 1998 rezoning were offered by the applicant to address concerns about the impact of commercial development on residential properties to the south on Eastwood Dr. However, the conditions/proffers no longer apply after a City-wide rezoning in 2004.

When reviewing a rezoning a request, the Commission should generally consider three components: (1) the *Danville: 2030 Comprehensive Plan*¹, (2) the relationship between the property and surrounding land, and (3) any proffers (voluntary land use restrictions).

Consideration of the *Comprehensive Plan*: the proposed rezoning partially aligns with the *Comprehensive Plan*. The proposed use itself contributes to the City's goals related to economic development by supporting use of US 58 (South Boston Rd.) and US 29 (Danville Expressway), reuse of an existing building, and the development of new products. However, the Future Land Use Plan and Map² designate this property for continued regional commercial use, as applied under the current zoning.

Consideration of the relationship between the property and surrounding land: The property is located in an area which is primarily characterized by low density residential and commercial properties. Rezoning 201 Eastwood Dr. to the LED-I district would introduce the only legal conforming industrial use in the immediate area. However, there are nearby legal nonconforming light industrial uses.

Consideration of proffers: No proffers have been offered at this time.

Twenty-four (24) notifications were sent to surrounding property owners within 300 feet of the subject property. A full report will be presented to Planning Commission on May 13, 2019.

Recommendation:

The planning staff recommends the City Planning Commission recommend denial as submitted. Staff have concerns about possible illegal spot zoning, and the compatibility of this district at this location. However, staff could possibly support a conditional rezoning which limits the permitted uses to be more aligned with the current zoning district. An attachment shows the permitted uses for both the HR-C and LED-I districts.

Without a rezoning, planning staff cannot recommend approval of Special Use Permit application PLSUP20190000177. However, if a Special Use Permit at 210 East Wood

¹ Comprehensive Plan webpage: <https://www.danville-va.gov/485/Comprehensive-Plan>

² Future Land Use Plan (page 47, or page 27/42 if using pdf navigation): <https://www.danville-va.gov/DocumentCenter/View/18985/5--Future-Land-Use-Plan-Section-revised?bidId=>

Dr. for a waiver of minimum district size and yard requirements were recommended for approval, staff recommend the following conditions:

- 1) The hours of operation are to be limited between 7:30 a.m. and 10:00 p.m.
- 2) No commercial vehicles, delivery trucks, or similar heavy work vehicles shall enter or leave the property between the hours of 11:00 P.M. and 6:00 A.M.
- 3) The waiver of yard setbacks shall only apply to the existing buildings. Any future construction or building additions shall adhere to the fifty (50) ft. front, side, and rear yard setbacks. Any required yard setback shall reduce to thirty (30) ft. when adjacent to another industrial district.
- 4) There shall be a minimum thirty (30) ft. buffer yard along any property line which is adjacent to a residential property, as required under Article 9, Section E, Item 1 and Article 19 of the Zoning Ordinance. This required buffer yard shall reduce to a minimum twenty (20) ft. buffer yard when adjacent to another industrial district.
- 5) There shall be a minimum ten (10) ft. buffer yard along any property line which is adjacent to public right-of-way. This may exclude the frontage along Kent St. and adjacent commercial or industrial districts, in order to maintain some visibility from South Boston Rd.

The rezoning cannot be approved unless both the Rezoning and Special Use Permit applications are approved. Doing so would rezone 201 Eastwood Dr. to a light industrial district and allow light intensity manufacturing. The associated conditions for the Special Use Permit are intended to limit any adverse impact on neighboring properties. However as presented, staff have concerns that this could constitute illegal spot zoning.

City Planning Commission Options:

1. Recommend approval of Rezoning application PLRZ20190000157 and Special Use Permit application PLSUP20190000177 as submitted.
2. Recommend approval of Rezoning application PLRZ20190000157 and Special Use Permit application PLSUP20190000177 subject to conditions by staff.
3. Recommend approval of Rezoning application PLRZ20190000157 and Special Use Permit application PLSUP20190000177 subject to conditions by the Planning Commission.
4. Recommend denial of Rezoning application PLRZ20190000157 and Special Use Permit application PLSUP20190000177 as submitted.
5. Tabling of Rezoning application PLRZ20190000157 and Special Use Permit application PLSUP20190000177 by Planning Commission.

Attachments:

- A. Application
- B. Property Ownership/Zoning Map
- C. Data Sheet
- D. Future Land Use Map
- E. Existing Land Use Map (2015 Aerial)
- F. Permitted Uses in the HR-C and LED-I Districts

CITY OF DANVILLE

REZONING APPLICATION

TO THE CITY PLANNING COMMISSION AND THE HONORABLE CITY COUNCIL:

Application is hereby made for the rezoning as described below:

INFORMATION TO BE PROVIDED BY THE PLANNING DIVISION

CASE NUMBER: PLR201900000157 EXISTING ZONING: HR-C, Highway Retail
PROPOSED ZONING: LED-1, Light Economic Dev. TAX MAP NUMBER: 1D# 74544 ~ 2715-005-000013
RECEIVED BY: Bryce Johnson DATE FILED: April 10, 2019
PLANNING COMMISSION DATE: May 13, 2019 CITY COUNCIL DATE: June 19, 2019

INFORMATION TO BE PROVIDED BY THE APPLICANT

Exact legal description of property (Attach if insufficient space).

Gross Area/Net Area: 3.9 acres Property Address: 201 Eastwood Dr.

Property Location: N S(E)W Side of: Eastwood Dr.

Between: Kent St. and U.S. 58 Highway East

Proffered Conditions (if any, please attach): _____

PRESENT OWNER (S) OF ALL PROPERTIES INCLUDED IN APPLICATION (PLEASE TYPE OR PRINT):

1. NAME: Drittwood LLC TELEPHONE: 434-203-0518
MAILING ADDRESS: 8615 Robert Jessup Dr. Greensboro, NC 27455
SIGNATURE: _____ DATE: _____
SIGNATURE: _____ DATE: _____
EMAIL ADDRESS: bobbie floyd 0825 @ att.net

APPLICANT (PLEASE TYPE OR PRINT):

If the applicant is not the property owner, written authorization from the property owner must accompany this application.

NAME: Drittwood, LLC TELEPHONE: 434-203-0518
MAILING ADDRESS: 8615 Robert Jessup Dr. Greensboro, NC 27455
EMAIL ADDRESS: bobbie floyd 0825 @ att.net
SIGNATURE: Bobbie Floyd DATE: 4-2-19

EXPLANATION OF REQUEST:

1. NEW COMMERCIAL/INDUSTRIAL DEVELOPMENT:

Please provide ten (10) sets, blue or black line copies, of a final site plan with the following information:

- Proposed use of the land: size and location of structures with dimensions to lot lines.
- Vehicular circulation system with points of ingress and egress.
- Existing on-site buildings, separation dimensions and paved areas.
- Location and dimensions of all parking and loading areas, including the number of off-street parking and loading spaces provided.
- Net acreage.
- Gross and net square footage of building (s) (proposed and existing).
- Required landscaping and buffer areas.

Please provide a brief description of the proposed development:

2. ALTERATION OF ZONING BOUNDARIES:

Please provide a survey of proposed Zoning boundaries.

Please provide a brief description of the request:

Change the zoning from HRC to LED-I

3. RESIDENTIAL REZONING:

Please provide a brief description of the request:

Parcel ID: 74544
 Address: 201 EASTWOOD DR, &205
 Owner: DRIFTWOOD LLC
 8615 ROBERT JESSUP DR
 GREENSBORO, NC 27455
 Mail-To: DRIFTWOOD LLC
 8615 ROBERT JESSUP DR
 GREENSBORO, NC 27455



Value Information	
Land / Use:	\$144,400
Improvement:	\$850,200
Total:	\$994,600.00

Additional Information			
State Code:	4701 Distrib Whse Wholesale	Approx Acres:	3.9
Land Use:	Commercial	Legal Description:	3.901 AC NO 23A EASTWOOD DR & KENT ST
Tax Map:	2716-005-000013.000	Zone:	HRC Highway Retail Comm
Notes: Kelley Rentals #201 & House #205 Additional interest in land by Inst#97-2868 & 02-7084, WB 01-317: Nellie died 11/17/01, 2 lists incl acct#76564 & 74551 & 2 owners have pty equally. WB 01-230: Marshall died 7/5/57. (Map P165C 14 A)			

Building

DISCLAIMER: This data is provided without warranty of any kind, either expressed or implied of the enclosed information assumes all risk.

Building Information - 1

Property Class:	Commercial	Finished Square Feet:	6,000
Style:	No Data	Basement Square Feet:	0
Year Built:	1989	Total Rooms:	0
Condition:	No Data	<i>* Bathrooms are not included in total room count.</i>	
Story Height:	No Data		
Bedrooms:	0		
Dining Rooms:	0		
Family Rooms:	0		
Living Rooms:	0		
Full Bath:	0		
Half Bath:	0		
Features:		Size:	
Single -Metal on Steel Frame		67 %	
Warmed and Cooled Air		100 %	
Stud -Brick Veneer		33 %	

Building Information - 2

Property Class:	Commercial	Finished Square Feet:	20,000
Style:	No Data	Basement Square Feet:	0
Year Built:	1989	Total Rooms:	0
Condition:	No Data	<i>* Bathrooms are not included in total room count.</i>	
Story Height:	No Data		
Bedrooms:	0		
Dining Rooms:	0		
Family Rooms:	0		
Living Rooms:	0		
Full Bath:	0		
Half Bath:	0		
Features:		Size:	
Single -Metal on Steel Frame		100 %	
Warmed and Cooled Air		100 %	

Building Information - 3

Property Class:	Residential	Finished Square Feet:	1,001
Style:	No Data	Basement Square Feet:	0
Year Built:	1910	Total Rooms:	1
Condition:	No Data	<i>* Bathrooms are not included in total room count.</i>	
Story Height:	One Story		
Bedrooms:	0		
Dining Rooms:	0		
Family Rooms:	0		
Living Rooms:	0		
Full Bath:	1		
Half Bath:	0		
Features:		Size:	
Frame, Siding, Metal		100 %	
Enclosed Porch , Solid Walls		35 SF	
Wood Deck		64 SF	
Warmed & Cooled Air		100 %	
Foundation - Cinder Block		0	
Composition Shingle		100 %	
Slab Porch with Roof		219 SF	

DISCLAIMER: This data is provided without warranty of any kind, either expressed or implied of the enclosed information assumes all risk.

Improvements

Bldg #:	Improvement:	Size:
1	Asphalt Paving	25,096
1	Concrete Paving	21,140
2	Loading Dock/Covered	990

Land

Land Code:	CS01 Com Per Sq Ft	Rate:	\$1
Acres:	3.9	Adj. Rate:	\$1
Sq. Ft.:	169,928	Base Value:	\$169,930
Front:	0	Adj. Amount:	-\$25,530
Effective Front:	0	Value:	\$144,400
Depth:	0		

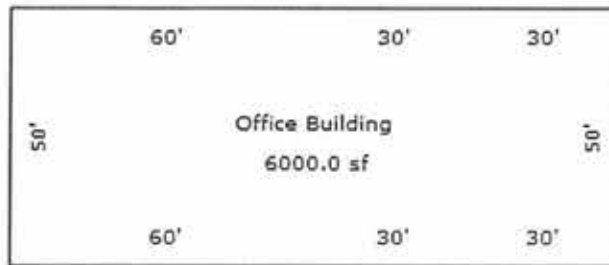
Transfers

Deed	Page	Sale Price	Sale Date	Previous Owner	Owner
D 07	4199	\$0	8/29/2007	MITCHELL BOBBIE H	DRIFTWOOD LLC
W 82	61	\$0	4/7/1995	No Data	No Data
D 807	257	\$0	5/31/1989	No Data	No Data

Assessments

Year	Land	Use	Improvements	Total
2018	\$144,400	\$0	\$850,200	\$994,600
2017	\$144,400	\$0	\$869,200	\$1,013,600
2016	\$144,400	\$0	\$865,200	\$1,009,600
2015	\$144,400	\$0	\$863,200	\$1,007,600
2014	\$144,400	\$0	\$863,200	\$1,007,600
2013	\$144,400	\$0	\$909,300	\$1,053,700
2012	\$144,400	\$0	\$909,300	\$1,053,700
2011	\$144,400	\$0	\$916,500	\$1,060,900
2010	\$144,400	\$0	\$916,500	\$1,060,900
2009	\$144,400	\$0	\$933,400	\$1,077,800
2008	\$144,400	\$0	\$933,400	\$1,077,800
2007	\$144,400	\$0	\$837,200	\$981,600
2006	\$144,400	\$0	\$837,200	\$981,600
2005	\$144,400	\$0	\$722,000	\$866,400
2004	\$122,200	\$0	\$700,300	\$822,500
2003	\$122,200	\$0	\$638,500	\$760,700
2002	\$122,200	\$0	\$638,500	\$760,700
2001	\$122,200	\$0	\$609,900	\$732,100
2000	\$122,200	\$0	\$571,100	\$693,300

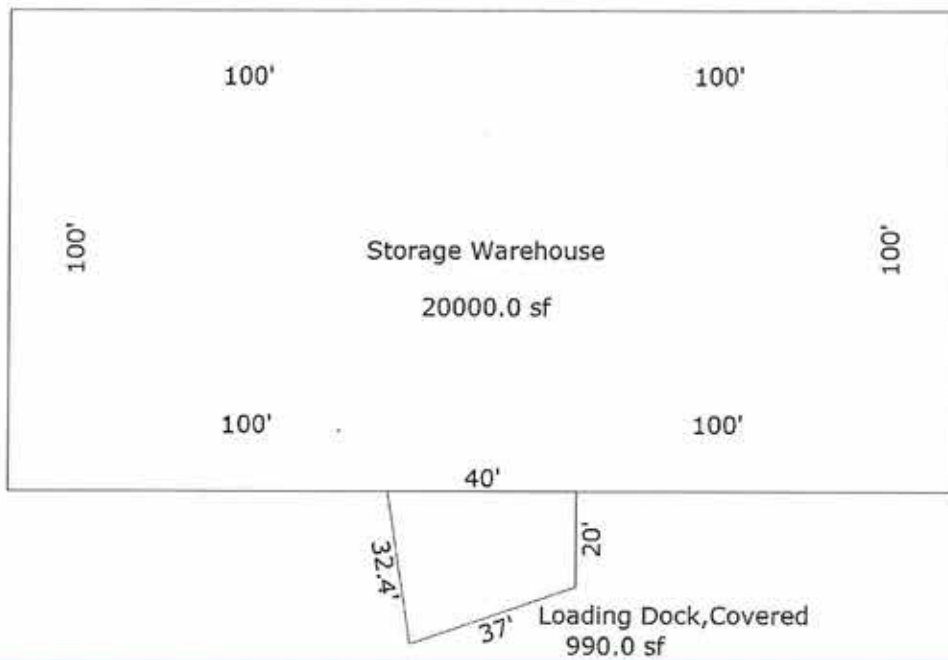
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201

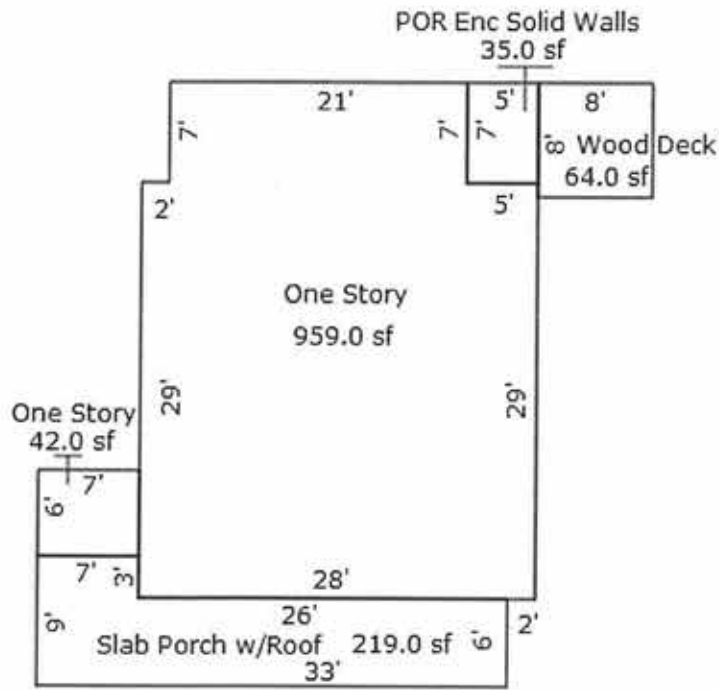
Sketch by Apex Medina™

DISCLAIMER: This data is provided without warranty of any kind, either expressed or implied of the enclosed information assumes all risk.



Source: [illegible]

DISCLAIMER: This data is provided without warranty of any kind, either expressed or implied of the enclosed information assumes all risk.



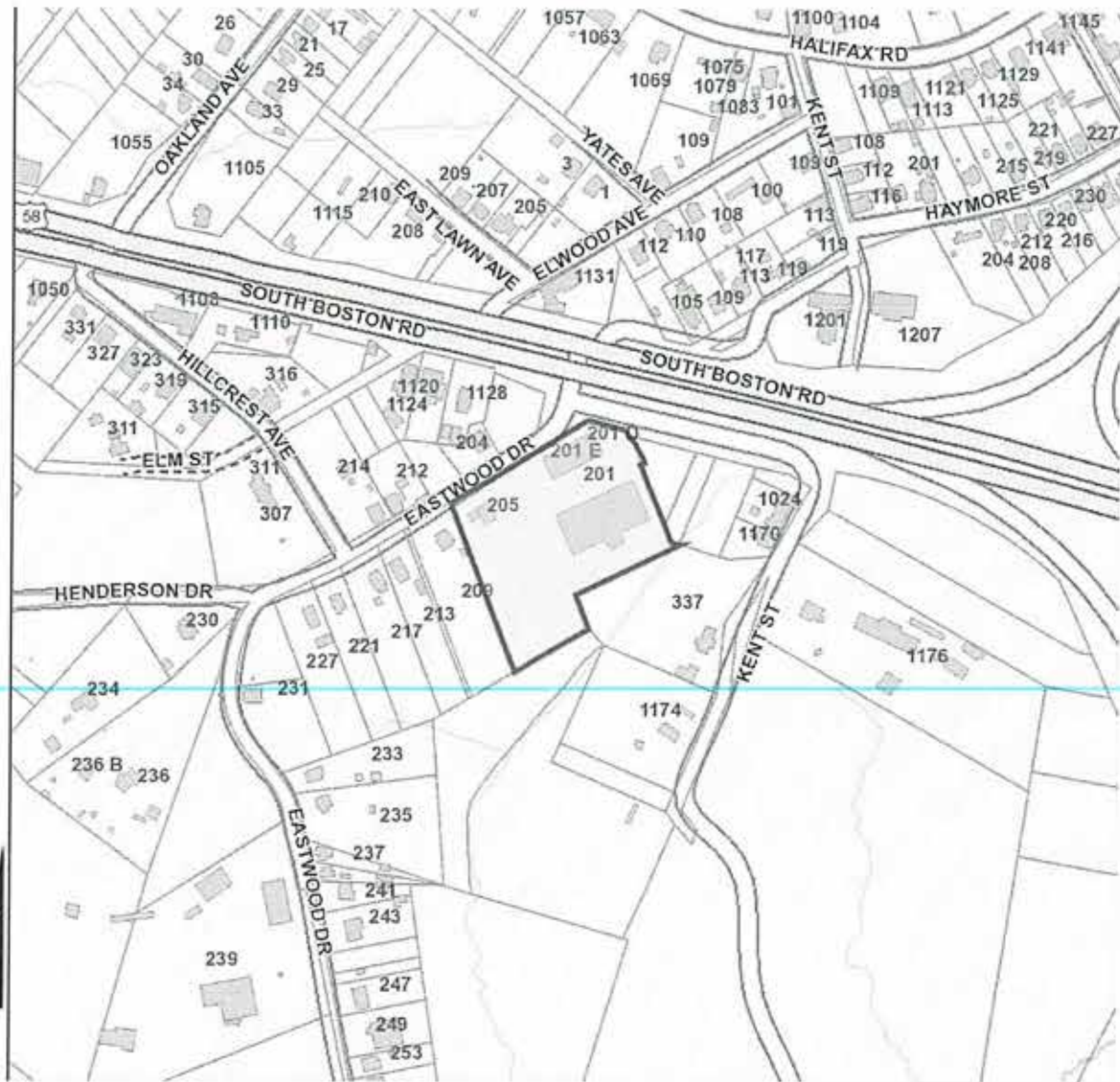
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Sketch by Apex Medina™

DISCLAIMER: This data is provided without warranty of any kind, either expressed or implied of the enclosed information assumes all risk.

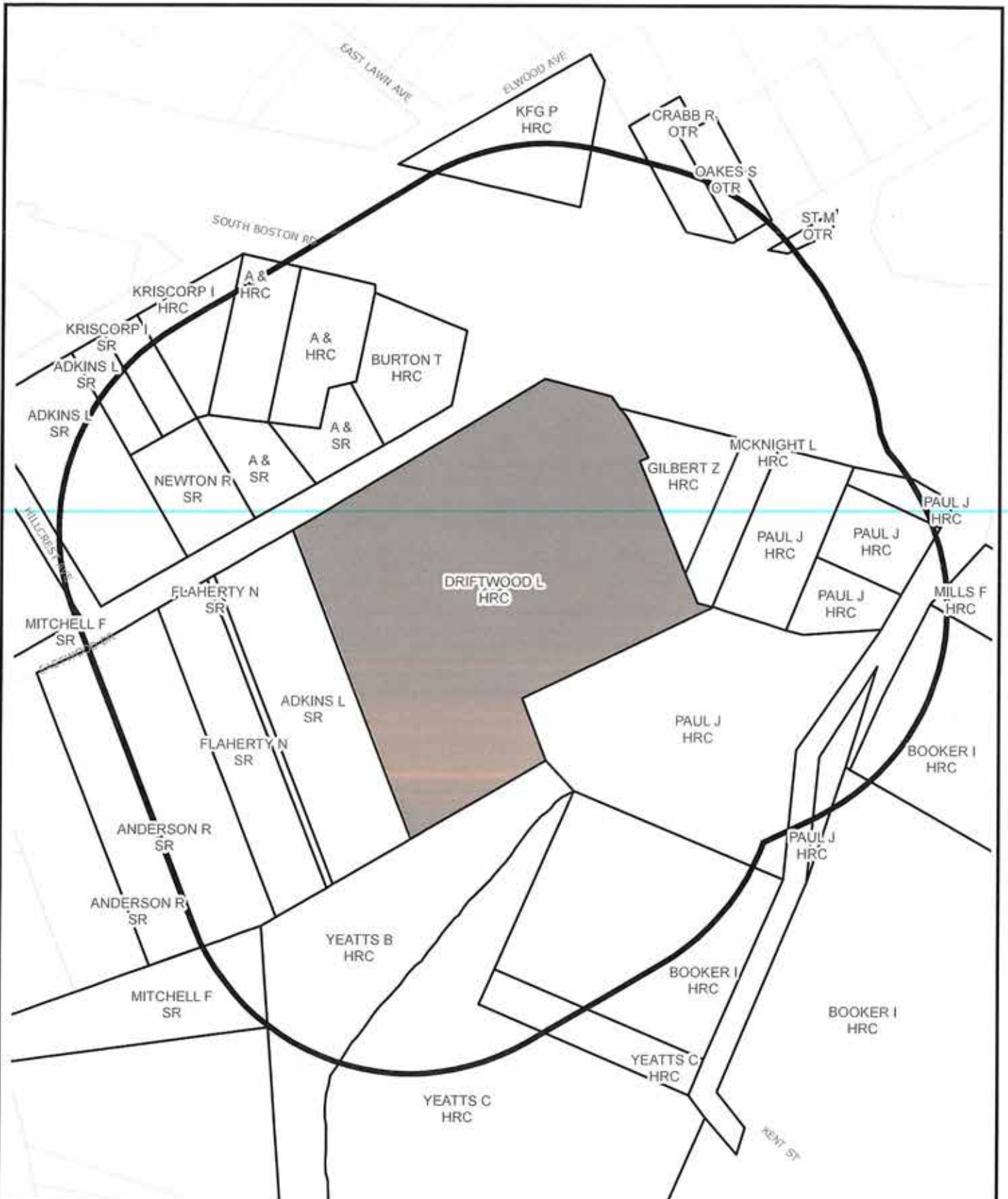
- Buildings
- Parcels
- Street Names
- House Numbers

Parcel ID: 74544



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Date: 3/15/2019



SURROUNDING PROPERTY OWNERS AND ZONING WITHIN 300 FEET OF SUBJECT PROPERTY

Prepared by:
Planning Division
4/18/2019

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REZONING AND SPECIAL USE PERMIT REQUEST
DATA SHEET

PUBLIC HEARING DATES: Planning Commission at 3pm on May 13, 2019
City Council (tentative) at 7pm on June 4, 2019

LOCATION OF PROPERTY: 201 Eastwood Dr.

PRESENT ZONE: HR-C, Highway Retail Commercial

PROPOSED ZONE: LED-I, Light Economic Development Industrial

ACTION REQUESTED: Rezone from commercial to light industrial (see above) and Special Use Permit to waive minimum district size and yard setback requirements

PRESENT USE OF PROPERTY: Vacant building, previously a gym

PROPOSED USE OF PROPERTY: Drug manufacturing

PROPERTY OWNER (S): Driftwood LLC

NAME OF APPLICANT (S): Driftwood LLC

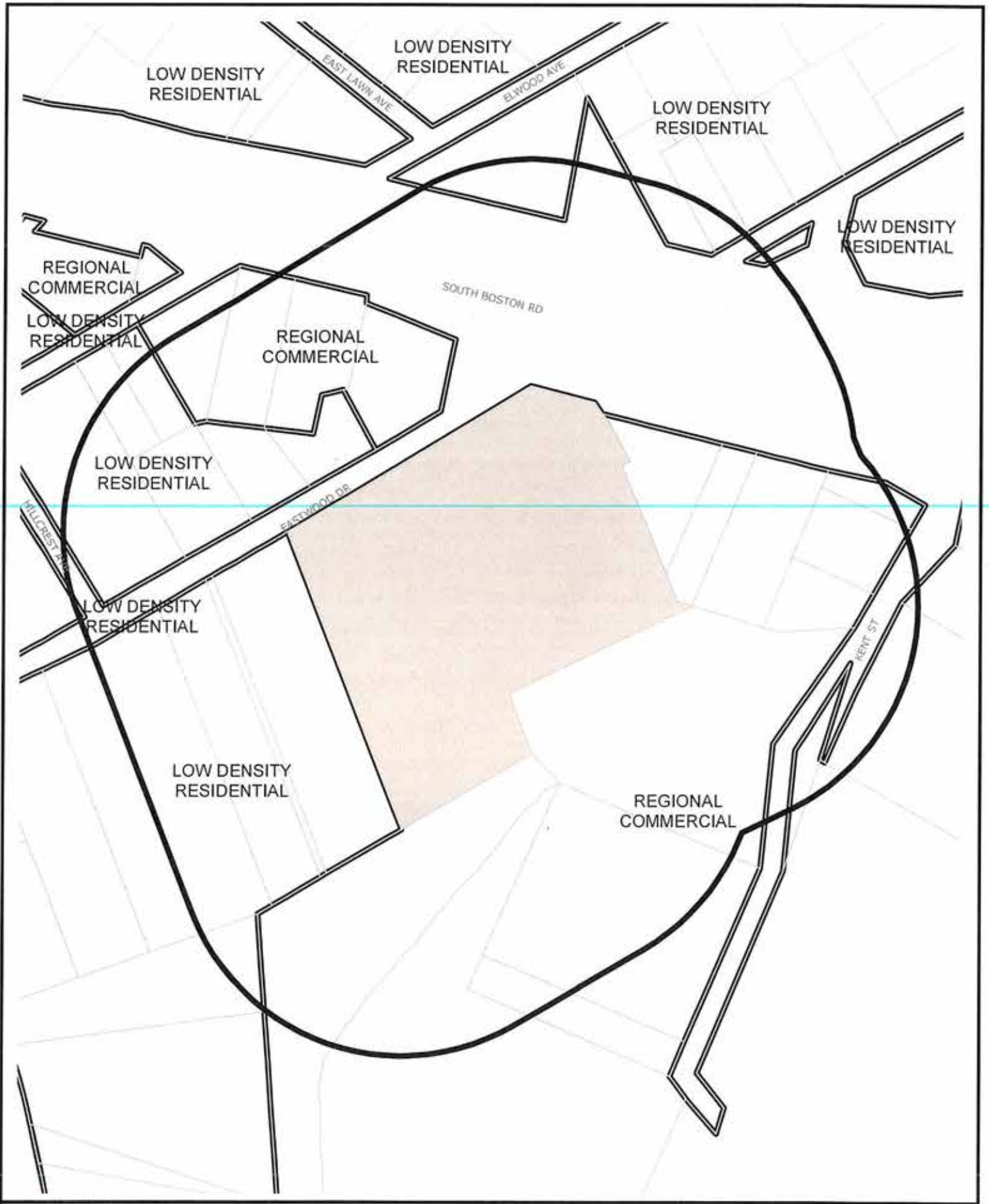
PROPERTY BORDERED BY: Residential and commercial to the North and East; residential to the South and Southwest; commercial to the West.

ACREAGE: 3.9 acres (169,884 sq. ft.)

CHARACTER OF VICINITY: Mix of low-density residential and commercial

INGRESS AND EGRESS: Eastwood Dr. and South Boston Rd. (immediately connected to Eastwood Dr.)

TRAFFIC VOLUME: Low traffic volume on Eastwood Dr.
High traffic volume on South Boston Rd. (immediately connected to Eastwood Dr.)



YEAR 2030 LAND USE PLAN FOR AREA SURROUNDING SUBJECT PROPERTY

Prepared by:
Planning Division
4/18/2019

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2015 AERIAL VIEW OF AREA SURROUNDING SUBJECT PROPERTY

Prepared by:
Planning Division
4/18/2019

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ARTICLE 3.M: - HR-C, HIGHWAY RETAIL COMMERCIAL (Highway Retail Commercial District)

B. - Permitted Uses.

An individual use or structure intended for a single use with 60,000 square feet gross floor area or less, incorporating the following uses:

1. Automobile and light vehicle dealerships and retail sales establishments (with service and repair facilities as an ancillary use, with completely enclosed service facilities and screened outdoor storage of repair vehicles).
2. Automobile and light vehicle repair establishments (within completely enclosed structures with screened outdoor storage).
3. Banks and financial institutions.
4. Business services and office supply establishments.
5. Car washes.
6. Churches and places of worship.
7. Convenience stores (with or without gasoline sales).
8. Fast-food restaurants.
9. Funeral homes.
10. Gasoline sales establishments.
11. Health club, spa or fitness center.
12. Hospitals and health care facilities with inpatient services.
13. Hotels and motels.
14. Laundromats/dry cleaners.
15. Light intensity wholesale trade establishments (with no outdoor sales or display of products).
16. Medical offices and outpatient care facilities.
17. Mini-storage warehouses, with no exterior storage.
18. Movie theaters.
19. Offices (general and professional).
20. Parking lots (private and public with off-street parking as the principal use).
21. Personal service establishments.
22. Private post office and delivery service.
23. Public uses.
24. Repair service establishments (exclusive of automobile and light vehicle service and repair, with no outdoor storage).
25. Restaurants.
26. Retail sales and leasing establishments, with screened outdoor sales or display of products limited to no greater than 15% of the net developable lot area. (See Additional Regulations.)
27. Schools, colleges and universities (public and private).
28. Seasonal retail uses.
29. Temporary retail sales.
30. Exterminator.

31. Bicycle shop.
32. Adult day support services.
33. Child therapeutic day support services.

C. - Uses Permitted by Special Use Permit.

An individual use otherwise permitted hereinabove by-right in the HR-C District, but having greater than 60,000 square feet gross floor area, or any of the following uses:

1. Auction establishments.
2. Bed and breakfast, inn or tourist home (as defined).
3. Bus stations.
4. Commercial recreation facilities (indoor and outdoor).
5. Conference centers.
6. Day care centers (adult and child).
7. Kennels, commercial.
8. Light warehousing uses related to an adjunct retail use permitted either by-right or special permit, provided that warehousing space does not exceed 50% of the gross floor area.
9. Drive-in movie theaters.
10. Parking garages and structures.
11. Pet clinics.
12. Plant nurseries.
13. Public utilities.
14. Research and development activities which do not cause any more smoke, dust, odor, noise, vibration or danger of explosion than other uses permitted in this district and which involve no more than 15% of the gross floor area in the assembling or processing of products. All assembling or processing shall only involve products developed on the premises. All services and storage shall be conducted within the principal structure which is to be completely enclosed.
15. Schools, colleges and universities (public or private).
16. Taxidermists.
17. Uses with lot frontage on the Dan River.
18. Vehicle sale, rental and ancillary service establishments, including mobile homes.
19. Veterinary clinics.
20. Waiver for increase in building heights to over 50 feet.
21. Waiver of yard requirements, subject to the prohibition of parking in front yards.
22. Caretaker's residence.
23. Homeless shelter.
24. Microbrewery or micro-winery.
25. Wholesale sales.
26. Indoor shooting facilities.
27. Distillery.
28. Urban agriculture.

ARTICLE 3.O: - LED-I, INDUSTRIAL DISTRICT (Light Economic Development District).

A. - Purpose and Intent.

The LED-I, Light Economic Development District is established to provide locations within master planned "business park" environments for research technology, development and training, corporate employment offices, and light manufacturing and warehousing operating under high environmental performance standards.

While the main purpose of the district is to encourage the future location and consolidation of light industrial and economic development activities within a master planned and clustered setting, this district may be applied to discrete economic development establishments in the City as well as to existing light industry which is conforming as of the date of adoption of this ordinance.

From a design standpoint, this district is intended promote the development of light intensity land uses in planned business park settings, with an emphasis on low density, well landscaped, and screened development which would be compatible with all types of adjoining urban land uses, including residential, and which would afford maximum protection to surrounding properties. No use should be permitted which might be harmful to the adjoining land uses and the residential ambiance of the adjacent neighborhoods. Outdoor storage and outdoor industrial uses are to be discouraged but may be permitted by special use permit with appropriate design by special permit. Minimum site improvements shall include adequate on-site parking, public water and sewer service, public street frontage and safe access, pedestrian improvements, adequate storm drainage, stormwater management facilities, and outdoor lighting for parking areas.

B. - Permitted Uses.

1. Airport.
2. Aircraft-related industry (subject to additional regulations per Section I).
3. Artisan/craftsman manufacturing.
4. Banks and financial institutions.
5. Telephone call center.
6. Community facilities and uses.
7. Corporate offices and other offices, which support permitted and special permit uses.
8. Data storage and data processing center.
9. Establishments for scientific, biological and chemical scientific research, development and training.
10. Establishments for manufacturing production, processing, assembly, compounding, cleaning, servicing, storage, testing, repair and distribution of materials, goods or products which conform to federal, state and local environmental performance standards (excepting those uses which are specifically prohibited by this article).
11. Gasoline sales establishments (with no repair services and no outdoor vehicle storage).
12. Health club, spa, or fitness center.

13. Light manufacturing, fabrication, testing or repair establishments which are incidental to the primary use of research, development and training or corporate offices (with no outdoor storage, loading, or displays).
14. Light warehousing establishments, (without outdoor storage).
15. Light wholesale trade establishments, (without outdoor storage).
16. Mini-storage warehouses, with no exterior storage.
17. Private post offices and delivery service establishments.
18. Private training facilities and vocational schools.
19. Public utilities and facilities.
20. Veterinary hospitals (with outdoor kennel facilities).
21. Exterminator.

C. - Uses Permitted by Special Use Permit.

1. Auto and light vehicle service establishments (with screened outdoor service and storage areas).
2. Automobile salvage or other salvage yards.
3. Bus and railroad terminals.
4. Communication towers and antennae.
5. Contractor's office, shops and storage yards.
6. Gasoline sales establishments (with indoor repair services and no outdoor vehicle storage).
7. Heliports and helipads, ancillary to a district use.
8. Heavy equipment sales and servicing (with screened service and storage areas).
9. Light manufacturing, fabrication, testing or repair establishments (with screened outdoor storage limited to 50% of the area of building coverage).
10. Light warehousing establishments, with screened outdoor storage limited to 50% of the area of building coverage.
11. Light wholesale trade and sales establishments, with screened outdoor storage limited to 50% of the area of building coverage.
12. Retail sales in a warehouse, wholesale or manufacturing establishment, wherein at least 60% of the gross floor area is devoted to non-retail use and the for-sale products are manufactured on the premises or by the same corporate ownership.
13. Restaurant.
14. Bus and railroad terminals.
15. Uses permitted by right and by special use permit in the HR-C District.
16. Uses requiring outdoor storage, loading, or display.
17. Uses with lot frontage on the Dan River.
18. Soap manufacture.
19. Waiver of minimum district size.
20. Waiver of minimum lot size.
21. Waiver of floor area ratio and building coverage.
22. Waiver of maximum building height requirement for smokestacks associated with permitted manufacturing use.
23. Regional brewery.

24. Commercial recreation facilities (indoor and outdoor).
25. Waiver of yard requirements.

D. - Prohibited Uses.

The specific uses which follow shall not be permitted in the LED-I District.

1. Acid manufacture.
2. Animal slaughterhouse.
3. Ammonia and chlorine manufacturing.
4. Asphalt mixing plant.
5. Blast furnace.
6. Boiler works.
7. Bulk storage of flammable materials.
8. Concrete mixing and batching products.
9. Coal, wood or wood distillation.
10. Extraction and mining of rocks and minerals.
11. Fertilizer, lime or cement manufacturing.
12. Fireworks or explosives manufacturing.
13. Herbicide manufacturing.
14. Insecticide manufacturing.
15. Metal foundries, smelting, processing, fabrication and storage.
16. Private garbage incineration.
17. Pesticide manufacturing.
18. Petroleum, asphalt or related product refining.
19. Private landfills.
20. Rendering plants.
21. Residential uses.
22. Stockyards.
23. Tanning and curing of skins.
24. All nonconforming uses shall not be allowed to expand facilities.
25. Any other similar use which in the opinion of the City Council might be injurious or noxious by reason of odor, fumes, dust, smoke, vibration, noise or other cause if not subject to other regulations in either the City Code or other provisions of Section I.

Council Letter

City of Danville, Virginia



CL-2128

New Business Item #: F.

City Council Regular Meeting

Meeting Date: 06/04/2019

Subject: Request for a Special Use Permit for a Waiver of District and Yard Setback Requirements at 201 Eastwood Drive

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

COUNCIL ACTION

Business Meeting: 06/04/2019

SUMMARY

A request has been made by Driftwood LLC for a Special Use Permit for a waiver of district and yard setback requirements in accordance with Article 3.O, Section C, Items 19 and 25 of the Code of the City of Danville, Virginia 1986, as amended, at 201 Eastwood Drive, otherwise known as Grid 2716, Block 005, Parcel 000013 of the City of Danville, Virginia Zoning District Map. The applicant is proposing to waive requirements for the change in minimum district size and yard setbacks when rezoning the property to the LED-I "Conditional" Light Economic Development Industrial District.

BACKGROUND

The property is currently not in use, although a gym facility was most recently located here. A children's consignment shop, furniture rent-to-own businesses, and a truck distribution business have also operated on the property in the past.

The property was originally zoned for residential use before being rezoned for commercial use in 1997 (203 Eastwood Drive only). A later conditional rezoning in 1998 consolidated 203 and 205 Eastwood Drive for commercial use. The conditions/proffers of the 1998 rezoning were offered by the applicant to address concerns about the impact of commercial development on residential properties to the south on Eastwood Drive. However, the conditions/proffers no longer apply after a City-wide rezoning in 2004.

At their meeting of May 13, 2019, the Planning Commission voted 6-0 (Commissioner Garrison absent) to recommend approval subject to the following conditions:

1. The hours of operation are to be limited to between 7:30 A.M. and 10:00 P.M.
2. No commercial vehicles, delivery trucks, or similar heavy work vehicles shall enter or leave the property between the hours of 11:00 P.M. and 6:00 A.M.
3. The waiver of yard setbacks shall only apply to the existing buildings. Any future construction or building additions shall adhere to the fifty (50) ft. front, side, and rear yard setbacks. Any required yard setback shall reduce to thirty (30) feet when adjacent to another industrial district.
4. There shall be a minimum thirty (30) ft. buffer yard along any property line which is adjacent to a residential property, as required under Article 9, Section E, Item 1 and Article 19 of the Zoning Ordinance. This required buffer yard shall reduce to a minimum twenty (20) ft. buffer yard when adjacent to another industrial district.

5. There shall be a minimum ten (10) ft. buffer yard along any property line which is adjacent to public right-of-way. This may exclude the frontage along Kent St. and adjacent commercial or industrial districts, in order to maintain some visibility from South Boston Rd.

RECOMMENDATION

It is recommended that City Council adopt an Ordinance granting a Special Use Permit for a waiver of district and yard setback requirements in accordance with Article 3.O, Section C, Items 19 and 25 of the Code of the City of Danville, Virginia 1986 as amended at 201 Eastwood Drive, otherwise known as Grid 2716, Block 005, Parcel 000013 of the City of Danville, Virginia Zoning District Map subject to the following conditions:

1. The hours of operation are to be limited between 7:30 A.M. and 10:00 P.M.
2. No commercial vehicles, delivery trucks, or similar heavy work vehicles shall enter or leave the property between the hours of 11:00 P.M. and 6:00 A.M.
3. The waiver of yard setbacks shall only apply to the existing buildings. Any future construction or building additions shall adhere to the fifty (50) ft. front, side, and rear yard setbacks. Any required yard setback shall reduce to thirty (30) ft. when adjacent to another industrial district.
4. There shall be a minimum thirty (30) ft. buffer yard along any property line which is adjacent to a residential property, as required under Article 9, Section E, Item 1 and Article 19 of the Zoning Ordinance. This required buffer yard shall reduce to a minimum twenty (20) ft. buffer yard when adjacent to another industrial district.
5. There shall be a minimum ten (10) ft. buffer yard along any property line which is adjacent to public right-of-way. This may exclude the frontage along Kent St. and adjacent commercial or industrial districts, in order to maintain some visibility from South Boston Rd.

Attachments

Ordinance

Planning Backup

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2019____.____

AN ORDINANCE GRANTING A SPECIAL USE PERMIT FOR A WAIVER OF DISTRICT AND YARD SETBACK REQUIREMENTS IN ACCORDANCE WITH ARTICLE 3.O, SECTION C, ITEMS 19 AND 25 OF THE CODE OF THE CITY OF DANVILLE, VIRGINIA, 1986, AS AMENDED, AT 201 EASTWOOD DRIVE, OTHERWISE KNOWN AS GRID 2716, BLOCK 005, PARCEL 000013 OF THE CITY OF DANVILLE, VIRGINIA ZONING DISTRICT MAP.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia, that the report of the Planning Commission recommending approval of PLSUP20190000177, filed by Driftwood, LLC requesting a Special Use Permit for a waiver of district and yard setback requirements in accordance with Article 3.O, Section C, Items 19 and 25 of the Code of the City of Danville, Virginia, 1986, as amended, at 201 Eastwood Drive, otherwise known as Grid 2716, Block 005, Parcel 000013 of the City of Danville, Virginia Zoning District Map, is hereby received, subject to the following conditions:

- 1) The hours of operation are to be limited between 7:30 A.M. and 10:00 P.M.
- 2) No commercial vehicles, delivery trucks, or similar heavy work vehicles shall enter or leave the property between the hours of 11:00 P.M. and 6:00 A.M.
- 3) The waiver of yard setbacks shall only apply to the existing buildings. Any future construction or building additions shall adhere to the fifty (50) ft. front, side, and rear yard setbacks. Any required yard setback shall reduce to thirty (30) ft. when adjacent to another industrial district.
- 4) There shall be a minimum thirty (30) ft. buffer yard along any property line, which is adjacent to a residential property, as required under Article 9, Section E, Item 1 and Article 19 of the Zoning Ordinance. This required buffer yard shall reduce to a minimum twenty (20) ft. buffer yard when adjacent to another industrial district.
- 5) There shall be a minimum ten (10) ft. buffer yard along any property line, which is adjacent to public right-of-way. This may exclude the frontage along Kent Street and adjacent commercial or industrial districts, in order to maintain some visibility from South Boston Road.

AND BE IT FURTHER ORDAINED that in consideration of said report and the public hearing this day held by Council, PLSUP20190000177, filed by Driftwood, LLC

requesting a Special Use Permit for a waiver of district and yard setback requirements in accordance with Article 3.O, Section C, Items 19 and 25 of the Code of the City of Danville, Virginia, 1986, as amended, at 201 Eastwood Drive, otherwise known as Grid 2716, Block 005, Parcel 000013 of the City of Danville, Virginia Zoning District Map, is hereby granted and approved, subject to the following conditions:

- 1) The hours of operation are to be limited between 7:30 A.M. and 10:00 P.M.
- 2) No commercial vehicles, delivery trucks, or similar heavy work vehicles shall enter or leave the property between the hours of 11:00 P.M. and 6:00 A.M.
- 3) The waiver of yard setbacks shall only apply to the existing buildings. Any future construction or building additions shall adhere to the fifty (50) ft. front, side, and rear yard setbacks. Any required yard setback shall reduce to thirty (30) ft. when adjacent to another industrial district.
- 4) There shall be a minimum thirty (30) ft. buffer yard along any property line, which is adjacent to a residential property, as required under Article 9, Section E, Item 1 and Article 19 of the Zoning Ordinance. This required buffer yard shall reduce to a minimum twenty (20) ft. buffer yard when adjacent to another industrial district.
- 5) There shall be a minimum ten (10) ft. buffer yard along any property line, which is adjacent to public right-of-way. This may exclude the frontage along Kent Street. and adjacent commercial or industrial districts, in order to maintain some visibility from South Boston Road.

APPROVED:

MAYOR

ATTEST:

CLERK

Approved as to
Form and Legal Sufficiency:

City Attorney



City of Danville
427 Patton Street, Suite 208
Danville VA, 24541
Phone: (434) 799-5260

City Planning Commission

MEMORANDUM

DATE: MAY 13, 2019
TO: CITY COUNCIL
FROM: CITY PLANNING COMMISSION
SUBJECT: SPECIAL USE PERMIT REQUEST

REQUEST:

Special Use Permit application PLSUP20190000177, filed by Driftwood LLC requesting a Special Use Permit for a waiver of district and yard setback requirements in accordance with Article 3.O, Section C, Items 19 and 25 of the Code of the City of Danville, Virginia 1986 as amended at 201 Eastwood Dr., otherwise known as Grid 2716, Block 005, Parcel 000013 of the City of Danville, Virginia Zoning District Map. The applicant is proposing to waive requirements for the change in minimum district size and yard setbacks when rezoning the property to the LED-I "Conditional" Light Economic Development Industrial District

RECOMMENDATION:

The Planning Commission voted 6-0 (Commissioner Garrison was absent) to recommend approval of the requests subject to the following conditions:

- 1) The hours of operation are to be limited between 7:30 a.m. and 10:00 p.m.
- 2) No commercial vehicles, delivery trucks, or similar heavy work vehicles shall enter or leave the property between the hours of 11:00 P.M. and 6:00 A.M.
- 3) The waiver of yard setbacks shall only apply to the existing buildings. Any future construction or building additions shall adhere to the fifty (50) ft. front, side, and rear yard setbacks. Any required yard setback shall reduce to thirty (30) ft. when adjacent to another industrial district.
- 4) There shall be a minimum thirty (30) ft. buffer yard along any property line which is adjacent to a residential property, as required under Article 9, Section E, Item 1 and Article 19 of the Zoning Ordinance. This required buffer yard shall reduce to a minimum twenty (20) ft. buffer yard when adjacent to another industrial district.

(conditions continued on next page)

- 5) There shall be a minimum ten (10) ft. buffer yard along any property line which is adjacent to public right-of-way. This may exclude the frontage along Kent St. and adjacent commercial or industrial districts, in order to maintain some visibility from South Boston Rd.

Michael R. Searce (BWT)

Mr. Michael Searce, Chairman

RESPONSES:

Twenty-four (24) notices were sent to property owners within three hundred (300) feet of the property. Eight (8) property owners returned statements. Six (6) property owners are not opposed to the request (KFG Properties LLC, Mitchell Floyd Properties LLC, Booker IDA Janet Carol, Booker IDA Janet Carol K. & Jan N., Adkins Luther Edward Jr., Adkins, Lois C.,). Two (2) property owners are opposed to the request (Anderson Ronnie Lee & Debra Allen & Murphy Christy L., Anderson Ronnie L. Sr. and Debra A.).

COMMENTS:

There were no additional comments.



City of Danville
427 Patton Street, Suite 208
Danville VA, 24541
Phone: (434) 799-5260

City Planning Commission

City Planning Commission
Meeting of May 13, 2019

Subject:

Rezoning application PLRZ20190000157, filed by Driftwood LLC requesting to rezone from HR-C Highway Retail Commercial to LED-I Light Economic Development Industrial, 201 Eastwood Dr., otherwise known as Grid 2716, Block 005, Parcel 000013 of the City of Danville, Virginia Zoning District Map. The applicant is proposing to rezone from a commercial to a light industrial use district.

and

Special Use Permit application PLSUP20190000177, filed by Driftwood LLC requesting a Special Use Permit for a waiver of district and yard setback requirements in accordance with Article 3.O, Section C, Items 19 and 25 of the Code of the City of Danville, Virginia 1986 as amended at 201 Eastwood Dr., otherwise known as Grid 2716, Block 005, Parcel 000013 of the City of Danville, Virginia Zoning District Map. The applicant is proposing to waive requirements for the change in minimum district size and yard setbacks when rezoning the property to the LED-I Light Economic Development Industrial District.

Background:

Driftwood LLC, the applicant, is requesting to rezone 201 Eastwood Dr. from the HR-C, Highway Retail Commercial District to the LED-I, Light Economic Development Industrial District. The property does not meet the minimum district size and yard setback requirements. A Special Use Permit is required to waive these requirements in order to approve the rezoning. The requests are being considered together because neither can be approved without the other. The purpose for the rezoning is to allow for product manufacturing involving hemp processing.

As of December 20, 2018, hemp processing was legalized at the national level. On March 21, 2019, Virginia likewise legalized this process to match federal regulations. Hemp products are permitted to contain no more than 0.3% THC, which is a psychoactive chemical found in hemp and marijuana. The applicant is not proposing to manufacture or sell illegal drugs.

The property is currently not in use, although a gym facility was most recently located here. A children's consignment shop, furniture rent-to-own businesses, and a truck distribution business have also operated on the property in the past.

The property was originally zoned for residential use before being rezoned for commercial use in 1997 (203 Eastwood Dr. only). A later conditional rezoning in 1998 consolidated 203 and 205 Eastwood Dr. for commercial use. The conditions/proffers of the 1998 rezoning were offered by the applicant to address concerns about the impact of commercial development on residential properties to the south on Eastwood Dr. However, the conditions/proffers no longer apply after a City-wide rezoning in 2004.

When reviewing a rezoning a request, the Commission should generally consider three components: (1) the *Danville: 2030 Comprehensive Plan*¹, (2) the relationship between the property and surrounding land, and (3) any proffers (voluntary land use restrictions).

Consideration of the *Comprehensive Plan*: the proposed rezoning partially aligns with the *Comprehensive Plan*. The proposed use itself contributes to the City's goals related to economic development by supporting use of US 58 (South Boston Rd.) and US 29 (Danville Expressway), reuse of an existing building, and the development of new products. However, the Future Land Use Plan and Map² designate this property for continued regional commercial use, as applied under the current zoning.

Consideration of the relationship between the property and surrounding land: The property is located in an area which is primarily characterized by low density residential and commercial properties. Rezoning 201 Eastwood Dr. to the LED-I district would introduce the only legal conforming industrial use in the immediate area. However, there are nearby legal nonconforming light industrial uses.

Consideration of proffers: No proffers have been offered at this time.

Twenty-four (24) notifications were sent to surrounding property owners within 300 feet of the subject property. A full report will be presented to Planning Commission on May 13, 2019.

Recommendation:

The planning staff recommends the City Planning Commission recommend denial as submitted. Staff have concerns about possible illegal spot zoning, and the compatibility of this district at this location. However, staff could possibly support a conditional rezoning which limits the permitted uses to be more aligned with the current zoning district. An attachment shows the permitted uses for both the HR-C and LED-I districts.

Without a rezoning, planning staff cannot recommend approval of Special Use Permit application PLSUP20190000177. However, if a Special Use Permit at 210 East Wood

¹ Comprehensive Plan webpage: <https://www.danville-va.gov/485/Comprehensive-Plan>

² Future Land Use Plan (page 47, or page 27/42 if using pdf navigation): <https://www.danville-va.gov/DocumentCenter/View/18985/5--Future-Land-Use-Plan-Section-revised?bidId=>

Dr. for a waiver of minimum district size and yard requirements were recommended for approval, staff recommend the following conditions:

- 1) The hours of operation are to be limited between 7:30 a.m. and 10:00 p.m.
- 2) No commercial vehicles, delivery trucks, or similar heavy work vehicles shall enter or leave the property between the hours of 11:00 P.M. and 6:00 A.M.
- 3) The waiver of yard setbacks shall only apply to the existing buildings. Any future construction or building additions shall adhere to the fifty (50) ft. front, side, and rear yard setbacks. Any required yard setback shall reduce to thirty (30) ft. when adjacent to another industrial district.
- 4) There shall be a minimum thirty (30) ft. buffer yard along any property line which is adjacent to a residential property, as required under Article 9, Section E, Item 1 and Article 19 of the Zoning Ordinance. This required buffer yard shall reduce to a minimum twenty (20) ft. buffer yard when adjacent to another industrial district.
- 5) There shall be a minimum ten (10) ft. buffer yard along any property line which is adjacent to public right-of-way. This may exclude the frontage along Kent St. and adjacent commercial or industrial districts, in order to maintain some visibility from South Boston Rd.

The rezoning cannot be approved unless both the Rezoning and Special Use Permit applications are approved. Doing so would rezone 201 Eastwood Dr. to a light industrial district and allow light intensity manufacturing. The associated conditions for the Special Use Permit are intended to limit any adverse impact on neighboring properties. However as presented, staff have concerns that this could constitute illegal spot zoning.

City Planning Commission Options:

1. Recommend approval of Rezoning application PLRZ20190000157 and Special Use Permit application PLSUP20190000177 as submitted.
2. Recommend approval of Rezoning application PLRZ20190000157 and Special Use Permit application PLSUP20190000177 subject to conditions by staff.
3. Recommend approval of Rezoning application PLRZ20190000157 and Special Use Permit application PLSUP20190000177 subject to conditions by the Planning Commission.
4. Recommend denial of Rezoning application PLRZ20190000157 and Special Use Permit application PLSUP20190000177 as submitted.
5. Tabling of Rezoning application PLRZ20190000157 and Special Use Permit application PLSUP20190000177 by Planning Commission.

Attachments:

- A. Application
- B. Property Ownership/Zoning Map
- C. Data Sheet
- D. Future Land Use Map
- E. Existing Land Use Map (2015 Aerial)
- F. Permitted Uses in the HR-C and LED-I Districts

CITY OF DANVILLE
REZONING APPLICATION

TO THE CITY PLANNING COMMISSION AND THE HONORABLE CITY COUNCIL:
Application is hereby made for the rezoning as described below:

INFORMATION TO BE PROVIDED BY THE PLANNING DIVISION

CASE NUMBER: PLRZ201900000157 EXISTING ZONING: HR-C, Highway Retail
PROPOSED ZONING: LED-1, Light Economic Dev. TAX MAP NUMBER: 1D # 74544 ~ 2715-005-000013
RECEIVED BY: Bryce Johnson DATE FILED: April 10, 2019
PLANNING COMMISSION DATE: May 13, 2019 CITY COUNCIL DATE: June 10, 2019

INFORMATION TO BE PROVIDED BY THE APPLICANT

Exact legal description of property (Attach if insufficient space).

Gross Area/Net Area: 3.9 acres Property Address: 201 Eastwood Dr.

Property Location: N S (E) W Side of: Eastwood Dr.

Between: Kent St. and U.S. 58 Highway East

Proffered Conditions (if any, please attach): _____

PRESENT OWNER (S) OF ALL PROPERTIES INCLUDED IN APPLICATION (PLEASE TYPE OR PRINT):

1. NAME: Driftwood LLC TELEPHONE: 434-203-0518
MAILING ADDRESS: 8615 Robert Jessup Dr. Greensboro, NC 27455
SIGNATURE: _____ DATE: _____
SIGNATURE: _____ DATE: _____
EMAIL ADDRESS: bobbie floyd 0825 @ att.net

APPLICANT (PLEASE TYPE OR PRINT):

If the applicant is not the property owner, written authorization from the property owner must accompany this application.

NAME: Driftwood, LLC TELEPHONE: 434-203-0518
MAILING ADDRESS: 8615 Robert Jessup Dr. Greensboro, NC 27455
EMAIL ADDRESS: bobbie floyd 0825 @ att.net
SIGNATURE: Bobbie Floyd DATE: 4-2-19

EXPLANATION OF REQUEST:

1. NEW COMMERCIAL/INDUSTRIAL DEVELOPMENT:

Please provide ten (10) sets, blue or black line copies, of a final site plan with the following information:

- Proposed use of the land: size and location of structures with dimensions to lot lines.
- Vehicular circulation system with points of ingress and egress.
- Existing on-site buildings, separation dimensions and paved areas.
- Location and dimensions of all parking and loading areas, including the number of off-street parking and loading spaces provided.
- Net acreage.
- Gross and net square footage of building (s) (proposed and existing).
- Required landscaping and buffer areas.

Please provide a brief description of the proposed development:

2. ALTERATION OF ZONING BOUNDARIES:

Please provide a survey of proposed Zoning boundaries.

Please provide a brief description of the request:

Change the zoning from ARC to LED-I

3. RESIDENTIAL REZONING:

Please provide a brief description of the request:

Parcel ID: 74544
Address: 201 EASTWOOD DR, &205
Owner: DRIFTWOOD LLC
 8615 ROBERT JESSUP DR
 GREENSBORO, NC 27455
Mail-To: DRIFTWOOD LLC
 8615 ROBERT JESSUP DR
 GREENSBORO, NC 27455



Value Information	
Land / Use:	\$144,400
Improvement:	\$850,200
Total:	\$994,600.00

Additional Information			
State Code:	4701 Distrib Whse Wholesale	Approx Acres:	3.9
Land Use:	Commercial	Legal Description:	3.901 AC NO 23A EASTWOOD DR & KENT ST
Tax Map:	2716-005-000013.000	Zone:	HRC Highway Retail Comm
Notes: Kelley Rentals #201 & House #205 Additional interest in land by Inst#97-2868 & 02-7084, WB 01-317: Nellie died 11/17/01, 2 lists incl acct#76564 & 74551 & 2 owners have pty equally. WB 01-230: Marshall died 7/5/57. (Map P165C 14 A)			

Building

DISCLAIMER: This data is provided without warranty of any kind, either expressed or implied of the enclosed information assumes all risk.

Building Information - 1

Property Class:	Commercial	Finished Square Feet:	6,000
Style:	No Data	Basement Square Feet:	0
Year Built:	1989	Total Rooms:	0
Condition:	No Data	* Bathrooms are not included in total room count.	
Story Height:	No Data		
Bedrooms:	0		
Dining Rooms:	0		
Family Rooms:	0		
Living Rooms:	0		
Full Bath:	0		
Half Bath:	0		
Features:		Size:	
Single -Metal on Steel Frame		67 %	
Warmed and Cooled Air		100 %	
Stud -Brick Veneer		33 %	

Building Information - 2

Property Class:	Commercial	Finished Square Feet:	20,000
Style:	No Data	Basement Square Feet:	0
Year Built:	1989	Total Rooms:	0
Condition:	No Data	* Bathrooms are not included in total room count.	
Story Height:	No Data		
Bedrooms:	0		
Dining Rooms:	0		
Family Rooms:	0		
Living Rooms:	0		
Full Bath:	0		
Half Bath:	0		
Features:		Size:	
Single -Metal on Steel Frame		100 %	
Warmed and Cooled Air		100 %	

Building Information - 3

Property Class:	Residential	Finished Square Feet:	1,001
Style:	No Data	Basement Square Feet:	0
Year Built:	1910	Total Rooms:	1
Condition:	No Data	* Bathrooms are not included in total room count.	
Story Height:	One Story		
Bedrooms:	0		
Dining Rooms:	0		
Family Rooms:	0		
Living Rooms:	0		
Full Bath:	1		
Half Bath:	0		
Features:		Size:	
Frame, Siding, Metal		100 %	
Enclosed Porch , Solid Walls		35 SF	
Wood Deck		64 SF	
Warmed & Cooled Air		100 %	
Foundation - Cinder Block		0	
Composition Shingle		100 %	
Slab Porch with Roof		219 SF	

DISCLAIMER: This data is provided without warranty of any kind, either expressed or implied of the enclosed information assumes all risk.

Improvements

Bldg #:	Improvement:	Size:
1	Asphalt Paving	25,096
1	Concrete Paving	21,140
2	Loading Dock/Covered	990

Land

Land Code:	CS01 Com Per Sq Ft	Rate:	\$1
Acres:	3.9	Adj. Rate:	\$1
Sq. Ft.:	169,928	Base Value:	\$169,930
Front:	0	Adj. Amount:	-\$25,530
Effective Front:	0	Value:	\$144,400
Depth:	0		

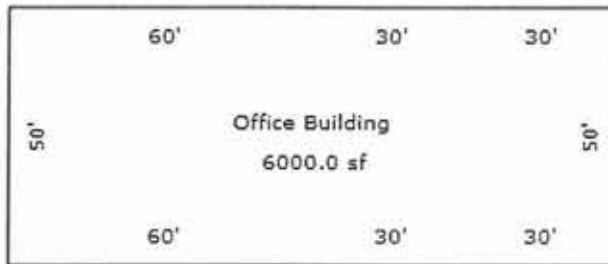
Transfers

Deed	Page	Sale Price	Sale Date	Previous Owner	Owner
D 07	4199	\$0	8/29/2007	MITCHELL BOBBIE H	DRIFTWOOD LLC
W 82	61	\$0	4/7/1995	No Data	No Data
D 807	257	\$0	5/31/1989	No Data	No Data

Assessments

Year	Land	Use	Improvements	Total
2018	\$144,400	\$0	\$850,200	\$994,600
2017	\$144,400	\$0	\$869,200	\$1,013,600
2016	\$144,400	\$0	\$865,200	\$1,009,600
2015	\$144,400	\$0	\$863,200	\$1,007,600
2014	\$144,400	\$0	\$863,200	\$1,007,600
2013	\$144,400	\$0	\$909,300	\$1,053,700
2012	\$144,400	\$0	\$909,300	\$1,053,700
2011	\$144,400	\$0	\$916,500	\$1,060,900
2010	\$144,400	\$0	\$916,500	\$1,060,900
2009	\$144,400	\$0	\$933,400	\$1,077,800
2008	\$144,400	\$0	\$933,400	\$1,077,800
2007	\$144,400	\$0	\$837,200	\$981,600
2006	\$144,400	\$0	\$837,200	\$981,600
2005	\$144,400	\$0	\$722,000	\$866,400
2004	\$122,200	\$0	\$700,300	\$822,500
2003	\$122,200	\$0	\$638,500	\$760,700
2002	\$122,200	\$0	\$638,500	\$760,700
2001	\$122,200	\$0	\$609,900	\$732,100
2000	\$122,200	\$0	\$571,100	\$693,300

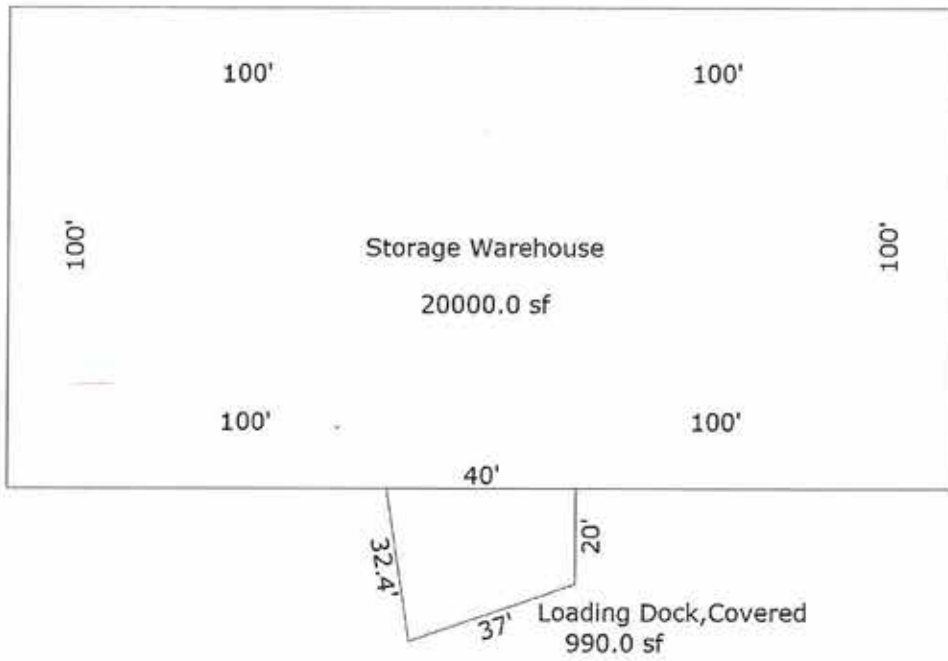
DISCLAIMER: This data is provided without warranty of any kind, either expressed or implied of the enclosed information assumes all risk.



201

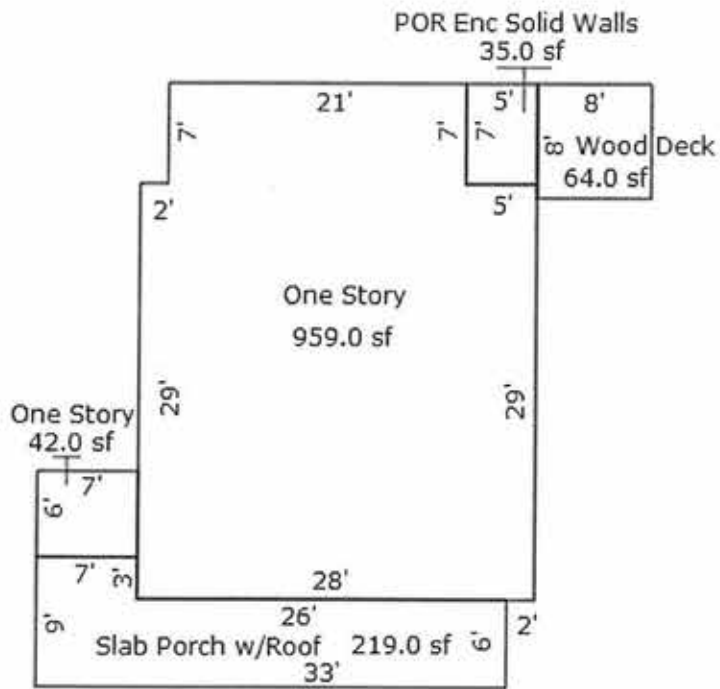
Sketch by Apex Medina™

DISCLAIMER: This data is provided without warranty of any kind, either expressed or implied of the enclosed information assumes all risk.



Drawn by AutoCAD

DISCLAIMER: This data is provided without warranty of any kind, either expressed or implied of the enclosed information assumes all risk.



#205

Sketch by Apex Medina™

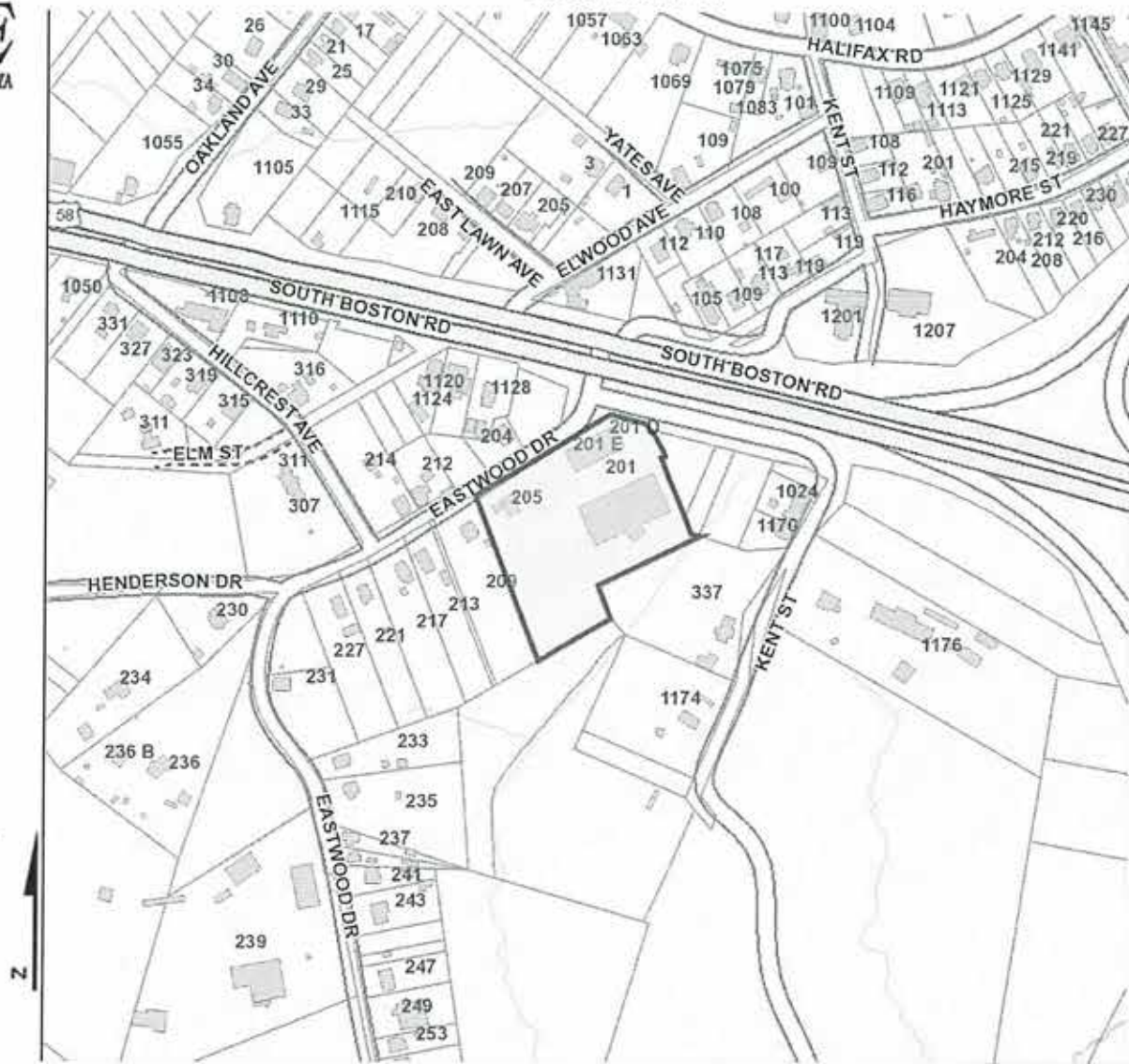
DISCLAIMER: This data is provided without warranty of any kind, either expressed or implied of the enclosed information assumes all risk.

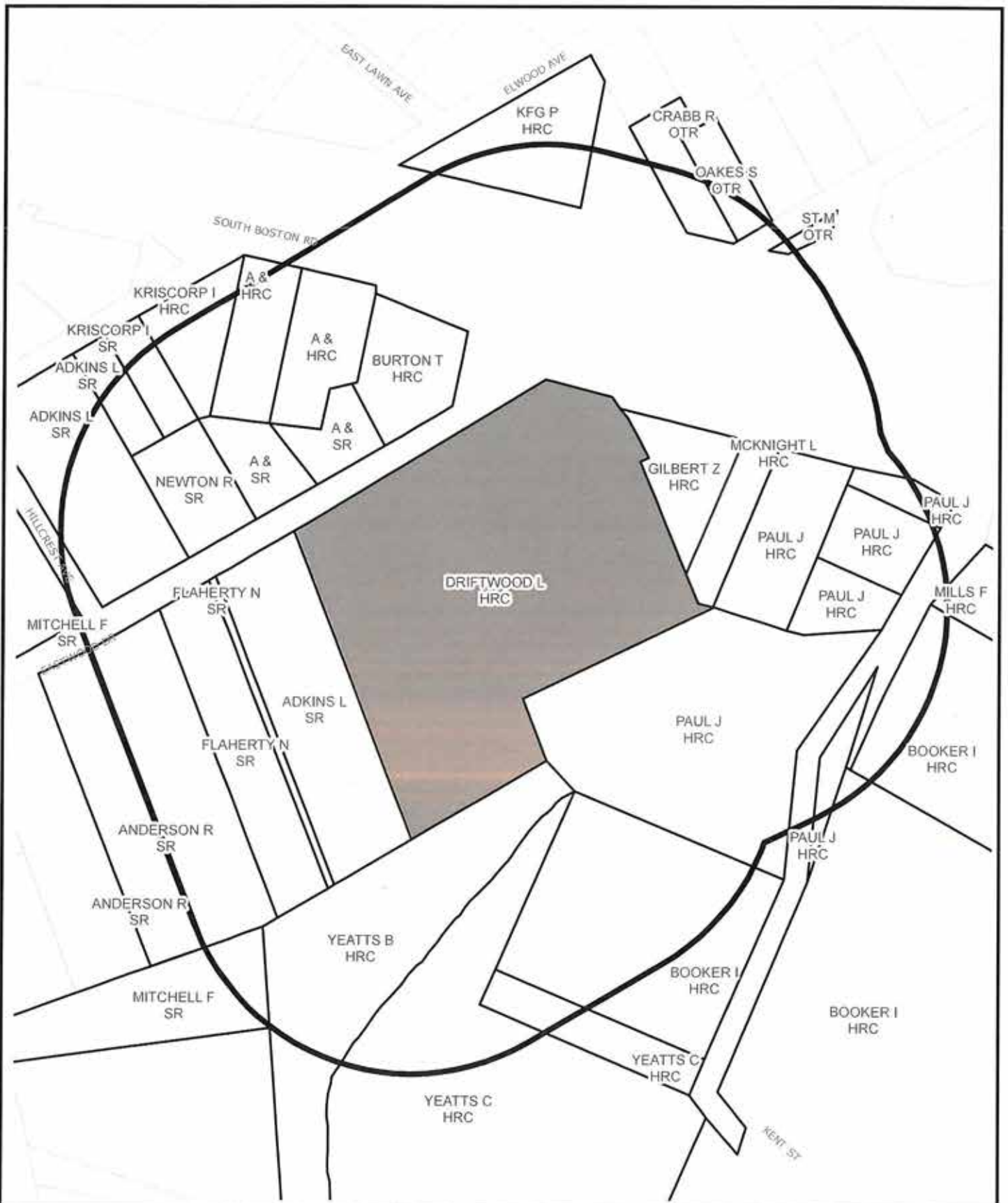
-  Buildings
-  Parcels
- Street Names
- House Numbers

Parcel ID: 74544

Information contained on this map is to be used for reference purposes only. The City of Danville is not responsible for any inaccuracies herein contained. The City of Danville makes no representation of warranty as to this map's accuracy, and in particular, its accuracy in labeling, dimensions, contours, property boundaries, or placement or location of any map features. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, use or misuse of the information herein provided.

Date: 3/15/2019





SURROUNDING PROPERTY OWNERS AND ZONING WITHIN 300 FEET OF SUBJECT PROPERTY

Prepared by:
Planning Division
4/18/2019

Disclaimer: Information contained on this map is to be used for reference purposes only. The City of Danville is not responsible for any inaccuracies herein contained. The City of Danville makes no representation of warranty as to this map's accuracy, and in particular, its accuracy in labeling, dimensions, contours, property boundaries, or placement or location of any map features thereon. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, use or misuse of the information herein provided.

REZONING AND SPECIAL USE PERMIT REQUEST
DATA SHEET

PUBLIC HEARING DATES: Planning Commission at 3pm on May 13, 2019
City Council (tentative) at 7pm on June 4, 2019

LOCATION OF PROPERTY: 201 Eastwood Dr.

PRESENT ZONE: HR-C, Highway Retail Commercial

PROPOSED ZONE: LED-I, Light Economic Development Industrial

ACTION REQUESTED: Rezone from commercial to light industrial (see above) and Special Use Permit to waive minimum district size and yard setback requirements

PRESENT USE OF PROPERTY: Vacant building, previously a gym

PROPOSED USE OF PROPERTY: Drug manufacturing

PROPERTY OWNER (S): Driftwood LLC

NAME OF APPLICANT (S): Driftwood LLC

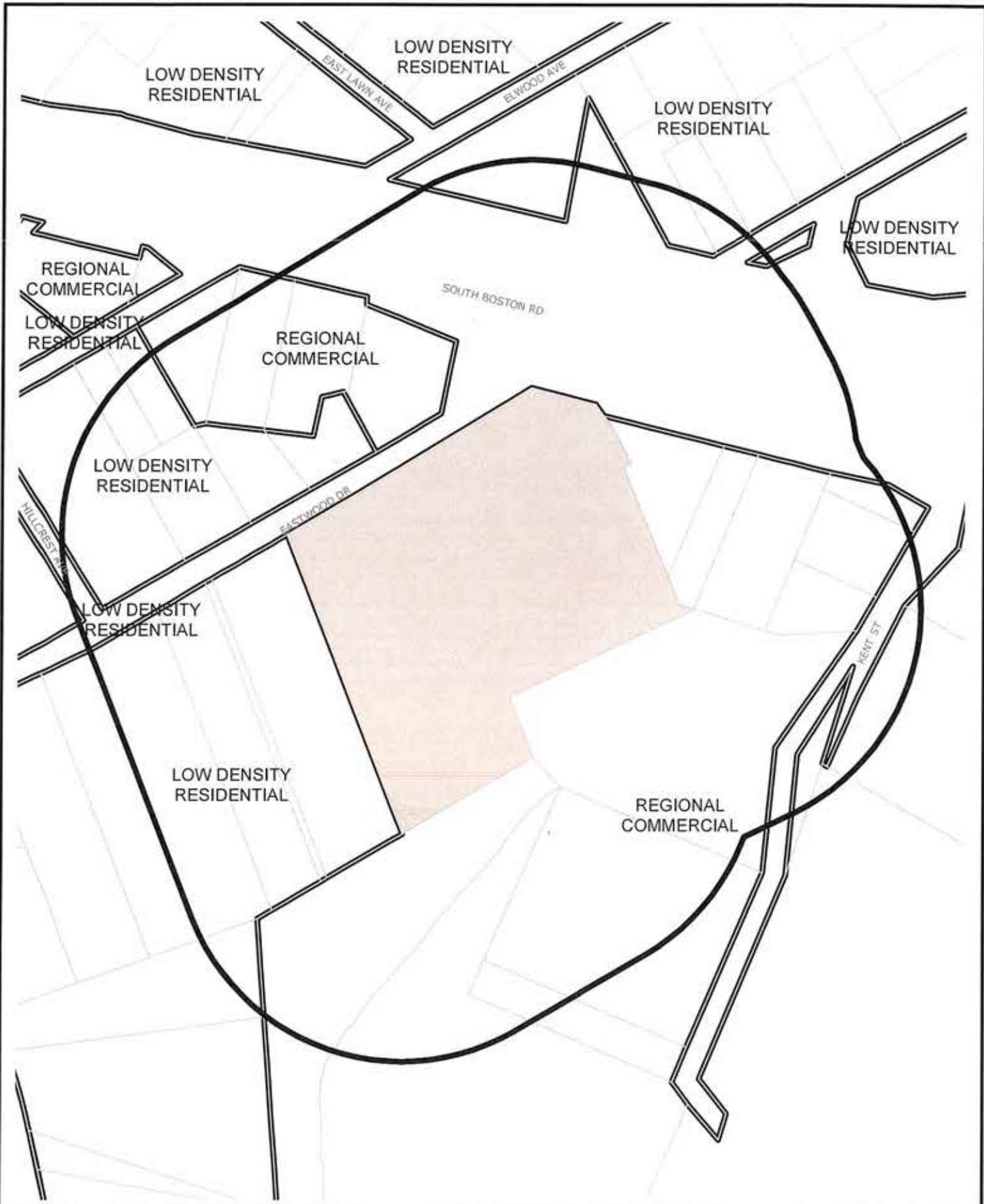
PROPERTY BORDERED BY: Residential and commercial to the North and East; residential to the South and Southwest; commercial to the West.

ACREAGE: 3.9 acres (169,884 sq. ft.)

CHARACTER OF VICINITY: Mix of low-density residential and commercial

INGRESS AND EGRESS: Eastwood Dr. and South Boston Rd. (immediately connected to Eastwood Dr.)

TRAFFIC VOLUME: Low traffic volume on Eastwood Dr.
High traffic volume on South Boston Rd. (immediately connected to Eastwood Dr.)



YEAR 2030 LAND USE PLAN FOR AREA SURROUNDING SUBJECT PROPERTY

Prepared by:
Planning Division
4/18/2019

Disclaimer: Information contained on this map is to be used for reference purposes only. The City of Danville is not responsible for any inaccuracies herein contained. The City of Danville makes no representation of warranty as to this map's accuracy, and in particular, its accuracy in labeling, dimensions, contours, property boundaries, or placement or location of any map features thereon. No responsibility is assumed for errors or other liabilities due to the accuracy, availability, use or misuse of the information herein provided.



2015 AERIAL VIEW OF AREA SURROUNDING SUBJECT PROPERTY

Prepared by:
Planning Division
4/18/2019

Disclaimer: Information contained on this map is to be used for reference purposes only. The City of Danville is not responsible for any inaccuracies herein contained. The City of Danville makes no representation of warranty as to this map's accuracy, and in particular, its accuracy in labeling, dimensions, contours, property boundaries, or placement or location of any map features thereon. No responsibility is assumed for any errors or other liabilities due to the accuracy, availability, use or misuse of the information herein provided.

ARTICLE 3.M: - HR-C, HIGHWAY RETAIL COMMERCIAL (Highway Retail Commercial District)

B. - Permitted Uses.

An individual use or structure intended for a single use with 60,000 square feet gross floor area or less, incorporating the following uses:

1. Automobile and light vehicle dealerships and retail sales establishments (with service and repair facilities as an ancillary use, with completely enclosed service facilities and screened outdoor storage of repair vehicles).
2. Automobile and light vehicle repair establishments (within completely enclosed structures with screened outdoor storage).
3. Banks and financial institutions.
4. Business services and office supply establishments.
5. Car washes.
6. Churches and places of worship.
7. Convenience stores (with or without gasoline sales).
8. Fast-food restaurants.
9. Funeral homes.
10. Gasoline sales establishments.
11. Health club, spa or fitness center.
12. Hospitals and health care facilities with inpatient services.
13. Hotels and motels.
14. Laundromats/dry cleaners.
15. Light intensity wholesale trade establishments (with no outdoor sales or display of products).
16. Medical offices and outpatient care facilities.
17. Mini-storage warehouses, with no exterior storage.
18. Movie theaters.
19. Offices (general and professional).
20. Parking lots (private and public with off-street parking as the principal use).
21. Personal service establishments.
22. Private post office and delivery service.
23. Public uses.
24. Repair service establishments (exclusive of automobile and light vehicle service and repair, with no outdoor storage).
25. Restaurants.
26. Retail sales and leasing establishments, with screened outdoor sales or display of products limited to no greater than 15% of the net developable lot area. (See Additional Regulations.)
27. Schools, colleges and universities (public and private).
28. Seasonal retail uses.
29. Temporary retail sales.
30. Exterminator.

31. Bicycle shop.
32. Adult day support services.
33. Child therapeutic day support services.

C. - Uses Permitted by Special Use Permit.

An individual use otherwise permitted hereinabove by-right in the HR-C District, but having greater than 60,000 square feet gross floor area, or any of the following uses:

1. Auction establishments.
2. Bed and breakfast, inn or tourist home (as defined).
3. Bus stations.
4. Commercial recreation facilities (indoor and outdoor).
5. Conference centers.
6. Day care centers (adult and child).
7. Kennels, commercial.
8. Light warehousing uses related to an adjunct retail use permitted either by-right or special permit, provided that warehousing space does not exceed 50% of the gross floor area.
9. Drive-in movie theaters.
10. Parking garages and structures.
11. Pet clinics.
12. Plant nurseries.
13. Public utilities.
14. Research and development activities which do not cause any more smoke, dust, odor, noise, vibration or danger of explosion than other uses permitted in this district and which involve no more than 15% of the gross floor area in the assembling or processing of products. All assembling or processing shall only involve products developed on the premises. All services and storage shall be conducted within the principal structure which is to be completely enclosed.
15. Schools, colleges and universities (public or private).
16. Taxidermists.
17. Uses with lot frontage on the Dan River.
18. Vehicle sale, rental and ancillary service establishments, including mobile homes.
19. Veterinary clinics.
20. Waiver for increase in building heights to over 50 feet.
21. Waiver of yard requirements, subject to the prohibition of parking in front yards.
22. Caretaker's residence.
23. Homeless shelter.
24. Microbrewery or micro-winery.
25. Wholesale sales.
26. Indoor shooting facilities.
27. Distillery.
28. Urban agriculture.

ARTICLE 3.O: - LED-I, INDUSTRIAL DISTRICT (Light Economic Development District).

A. - Purpose and Intent.

The LED-I, Light Economic Development District is established to provide locations within master planned "business park" environments for research technology, development and training, corporate employment offices, and light manufacturing and warehousing operating under high environmental performance standards.

While the main purpose of the district is to encourage the future location and consolidation of light industrial and economic development activities within a master planned and clustered setting, this district may be applied to discrete economic development establishments in the City as well as to existing light industry which is conforming as of the date of adoption of this ordinance.

From a design standpoint, this district is intended promote the development of light intensity land uses in planned business park settings, with an emphasis on low density, well landscaped, and screened development which would be compatible with all types of adjoining urban land uses, including residential, and which would afford maximum protection to surrounding properties. No use should be permitted which might be harmful to the adjoining land uses and the residential ambiance of the adjacent neighborhoods. Outdoor storage and outdoor industrial uses are to be discouraged but may be permitted by special use permit with appropriate design by special permit. Minimum site improvements shall include adequate on-site parking, public water and sewer service, public street frontage and safe access, pedestrian improvements, adequate storm drainage, stormwater management facilities, and outdoor lighting for parking areas.

B. - Permitted Uses.

1. Airport.
2. Aircraft-related industry (subject to additional regulations per Section I).
3. Artisan/craftsman manufacturing.
4. Banks and financial institutions.
5. Telephone call center.
6. Community facilities and uses.
7. Corporate offices and other offices, which support permitted and special permit uses.
8. Data storage and data processing center.
9. Establishments for scientific, biological and chemical scientific research, development and training.
10. Establishments for manufacturing production, processing, assembly, compounding, cleaning, servicing, storage, testing, repair and distribution of materials, goods or products which conform to federal, state and local environmental performance standards (excepting those uses which are specifically prohibited by this article).
11. Gasoline sales establishments (with no repair services and no outdoor vehicle storage).
12. Health club, spa, or fitness center.

13. Light manufacturing, fabrication, testing or repair establishments which are incidental to the primary use of research, development and training or corporate offices (with no outdoor storage, loading, or displays).
14. Light warehousing establishments, (without outdoor storage).
15. Light wholesale trade establishments, (without outdoor storage).
16. Mini-storage warehouses, with no exterior storage.
17. Private post offices and delivery service establishments.
18. Private training facilities and vocational schools.
19. Public utilities and facilities.
20. Veterinary hospitals (with outdoor kennel facilities).
21. Exterminator.

C. - Uses Permitted by Special Use Permit.

1. Auto and light vehicle service establishments (with screened outdoor service and storage areas).
2. Automobile salvage or other salvage yards.
3. Bus and railroad terminals.
4. Communication towers and antennae.
5. Contractor's office, shops and storage yards.
6. Gasoline sales establishments (with indoor repair services and no outdoor vehicle storage).
7. Heliports and helipads, ancillary to a district use.
8. Heavy equipment sales and servicing (with screened service and storage areas).
9. Light manufacturing, fabrication, testing or repair establishments (with screened outdoor storage limited to 50% of the area of building coverage).
10. Light warehousing establishments, with screened outdoor storage limited to 50% of the area of building coverage.
11. Light wholesale trade and sales establishments, with screened outdoor storage limited to 50% of the area of building coverage.
12. Retail sales in a warehouse, wholesale or manufacturing establishment, wherein at least 60% of the gross floor area is devoted to non-retail use and the for-sale products are manufactured on the premises or by the same corporate ownership.
13. Restaurant.
14. Bus and railroad terminals.
15. Uses permitted by right and by special use permit in the HR-C District.
16. Uses requiring outdoor storage, loading, or display.
17. Uses with lot frontage on the Dan River.
18. Soap manufacture.
19. Waiver of minimum district size.
20. Waiver of minimum lot size.
21. Waiver of floor area ratio and building coverage.
22. Waiver of maximum building height requirement for smokestacks associated with permitted manufacturing use.
23. Regional brewery.

24. Commercial recreation facilities (indoor and outdoor).
25. Waiver of yard requirements.

D. - Prohibited Uses.

The specific uses which follow shall not be permitted in the LED-I District.

1. Acid manufacture.
2. Animal slaughterhouse.
3. Ammonia and chlorine manufacturing.
4. Asphalt mixing plant.
5. Blast furnace.
6. Boiler works.
7. Bulk storage of flammable materials.
8. Concrete mixing and batching products.
9. Coal, wood or wood distillation.
10. Extraction and mining of rocks and minerals.
11. Fertilizer, lime or cement manufacturing.
12. Fireworks or explosives manufacturing.
13. Herbicide manufacturing.
14. Insecticide manufacturing.
15. Metal foundries, smelting, processing, fabrication and storage.
16. Private garbage incineration.
17. Pesticide manufacturing.
18. Petroleum, asphalt or related product refining.
19. Private landfills.
20. Rendering plants.
21. Residential uses.
22. Stockyards.
23. Tanning and curing of skins.
24. All nonconforming uses shall not be allowed to expand facilities.
25. Any other similar use which in the opinion of the City Council might be injurious or noxious by reason of odor, fumes, dust, smoke, vibration, noise or other cause if not subject to other regulations in either the City Code or other provisions of Section I.

Council Letter

City of Danville, Virginia



CL-2120

New Business Item #: G.

City Council Regular Meeting

Meeting Date: 06/04/2019

Subject: Disposition of Real Property

From: Ken F. Larking, City Manager

COUNCIL ACTION

Business Meeting: 06/04/2019

SUMMARY

The Industrial Development Authority has an agreement to sell 119 Cane Creek Boulevard to PRA Group. During the due diligence period and the title insurance company review, it was determined that a portion of the property is still owned by the City of Danville. In order to complete the sale, this portion of property must be transferred from the City of Danville to the IDA. The property to be conveyed consists of 0.843 acre and is identified as Lot 1.

BACKGROUND

PRA Group is planning to open a facility at 119 Cane Creek Boulevard, which will employ 500 people. The weighted average of wages for this business is projected to be \$38,400 per person. The portion of land owned by the City of Danville was not transferred along with the rest of the property to the IDA when that transaction occurred in 1986. In order for PRA Group to have clean title to the entire property, the City must transfer ownership of this portion of property to the IDA. The goal is to have the PRA Group own the property by mid-June.

RECOMMENDATION

Staff recommends that the City of Danville, following the required public hearing, convey that portion of 119 Cane Creek Boulevard that it currently owns, to the IDA in order to complete the land transfer to PRA Group.

Attachments

Resolution

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2019 - _____._____

A RESOLUTION AUTHORIZING AND APPROVING THE CONVEYANCE OF 0.843 ACRE OF PROPERTY IDENTIFIED AS LOT 1 IN AIRSIDE INDUSTRIAL PARK TO THE INDUSTRIAL DEVELOPMENT AUTHORITY OF DANVILLE, VIRGINIA.

WHEREAS, the Industrial Development Authority of Danville, Virginia (IDA) has agreed to sale the former building located at 119 Cane Creek Boulevard; and

WHEREAS, in order to convey good marketable title, lot 1 containing 0.843 acre of land needs to be conveyed to the IDA; and

WHEREAS, this conveyance is made subject to the requirements of Virginia Code sections 15.2-1800 and 15.2-1813.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Danville, Virginia, that it does hereby approve the conveyance of lot 1 containing 0.843 acre located in Airside Industrial Park at the corner of Cane Creek Boulevard and U.S. Highway 58-South Boston Road; and

BE IT FURTHER RESOLVED that this conveyance is made subject to the requirements of Virginia Code sections 15.2-1800 and 15.2-1813 and the public hearing held this day by Council; and

BE IT FINALLY RESOLVED that the City Council of the City of Danville Virginia, Authorizes the City Manager to sign, on behalf of the City, the Deed, between the City and the Industrial Development Authority of Danville, Virginia and any and all other documents pertaining to the conveyance of said lot 1 containing 0.843 acre located in Airside Industrial Park at the corner of Cane Creek Boulevard and U.S. Highway 58-South Boston Road.

APPROVED:

MAYOR

ATTEST:

CLERK

Approved as to
Form and Legal Sufficiency:

City Attorney

Council Letter

City of Danville, Virginia



CL-2121

New Business Item #: H.

City Council Regular Meeting

Meeting Date: 06/04/2019

Subject: SOVAH Health Request - Local Provider Assessment

From: Ken F. Larking, City Manager

COUNCIL ACTION

Business Meeting: 06/04/2019

SUMMARY

Lifepoint Health has requested the imposition of a fee on SOVAH Health - Danville effective July 1, 2019. The fee revenue collected by the City of Danville will be used in combination with federal matching funds to support the continued access to quality hospital care to individuals qualifying under the Commonwealth of Virginia's Medicaid program. SOVAH Health Danville will be prohibited from passing any portion of the cost of such fee onto any patients it serves regardless of payer. This local hospital fee program will be evaluated on an annual basis.

BACKGROUND

In 2016, the federal Centers for Medicare and Medicaid Services ("CMS") authorized additional Medicaid payments to several safety-net hospitals in Virginia. SOVAH Health Danville meets the federally approved safety-net criteria necessary to qualify for the additional Medicaid payments. However, the Medicaid program is a shared fiscal responsibility between the states and federal government. The Commonwealth is responsible for \$.50 of every \$1 spent on Medicaid in Virginia. While the Virginia legislature was supportive of the opportunity for safety-net hospitals to receive additional Medicaid payments, it does not intend to appropriate general fund dollars to satisfy the Commonwealth's fiscal obligation to the additional Medicaid payments. As such, the safety-net hospitals must find a permissible source of funding to serve as the Commonwealth's "share" of the additional Medicaid payments.

One opportunity to generate a permissible source of funds is through the establishment of a local hospital fee, whereby the City of Danville would impose a fee on SOVAH Health Danville that could be used to cover the Commonwealth's share of the additional Medicaid payments. The fee would be collected from SOVAH Health Danville on an annual basis and would not exceed the six percent local hospital fee limit under federal requirements. The City of Danville will transfer the fee revenue to the Department of Medical Assistance Services ("DMAS"), which is the agency responsible for administering the Commonwealth's Medicaid program. DMAS would use the fee revenue and corresponding federal matching funds to make the additional Medicaid payments to SOVAH Health Danville.

This local hospital fee program is time-limited, and will be evaluated on an annual basis to ensure SOVAH Health Danville receives all additional Medicaid payments for which it qualifies under the Commonwealth of Virginia's federally approved Medicaid State plan. Under no circumstances may SOVAH Health Danville pass any portion of the cost of the fee onto the patients it serves.

RECOMMENDATION

The City Council is asked to consider a resolution supporting the implementation of a local hospital fee in the City of Danville to support the additional Medicaid payments for which SOVAH Health Danville qualifies under the Commonwealth of Virginia's federally approved Medicaid State Plan.

Attachments

Resolution

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2019-____.____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DANVILLE, VIRGINIA, SUPPORTING THE ADOPTION OF AN ORDINANCE, ALL RELATED ACTIONS IN THE VIRGINIA GENERAL ASSEMBLY AND EXECUTIVE BRANCH AGENCIES FOR THE ESTABLISHMENT OF A LOCAL PROVIDER ASSESSMENT ON SOVAH DANVILLE FOR A SUPPLEMENTAL MEDICAID PAYMENT PROGRAM.

WHEREAS, the City Council met on May 21, 2019 to consider information and receive an overview of the request of SOVAH Health Danville regarding a supplemental Medicaid payment program; and

WHEREAS, City Council gave consideration of the request of SOVAH Danville and of the information provided by SOVAH Danville and presented by SOVAH Danville; and

WHEREAS, the health care services SOVAH Danville provides to the City of Danville and surrounding communities are invaluable to promote the general welfare of the citizens and is in the best interests of the City.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Danville, Virginia, that in consideration of the foregoing in light of the best interests of the City of Danville and the general welfare of its citizens, the City Council supports the adoption of an ordinance to establish the local provider assessment on SOVAH Danville and supports the introduction and passage of any and all legislation in the General Assembly as may be required to implement and operate such program.

APPROVED:

MAYOR

ATTEST:

CLERK

Approved as to
Form and Legal Sufficiency:

City Attorney

Council Letter

City of Danville, Virginia



CL-2122

New Business Item #: I.

City Council Regular Meeting

Meeting Date: 06/04/2019

Subject: Budget for the City of Danville

From: Cynthia Thomasson, Budget Director

COUNCIL ACTION

First Reading: 06/04/2019

Final Adoption: 06/18/2019

SUMMARY

The Public Hearing for the Budget of the City of Danville and Capital and Special Projects Plan (CSP) is scheduled to be held on June 2, 2019.

BACKGROUND

The City Manager presented the FY 2020 Proposed Budget in early April 2019. City Council held several work sessions in April to review and make modifications to the proposed budget. A Public Hearing was held on May 21, 2019 for a four cent (\$0.04) increase in the Real Estate Tax, a ten cent (\$0.10) increase in the Personal Property Tax, and a one percent (1%) increase in the Transient Hotel/Motel Tax on any hotel room and any short term rental home, plus a tax of \$2.00 per night of lodging for each room at any hotel and the rental of any short-term rental home.

The schedule of authorized full-time positions and full-time equivalent part-time positions is included.

RECOMMENDATION

It is recommended that City Council adopt the attached resolutions approving the City and CSP Budgets, and the Budget Appropriation Ordinance to appropriate the budget for FY 2020.

Attachments

Resolution

Resolution

Ordinance

Authorized Positions

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2019-____.____

A RESOLUTION APPROVING THE BUDGETS OF THE VARIOUS FUNDS OF THE CITY OF DANVILLE FOR THE FISCAL YEAR ENDING JUNE 30, 2020.

WHEREAS, the Budget of and for the City of Danville for Fiscal year 2020 has been prepared and introduced by the City Manager and received and considered by the Council, including the Budgets for the following funds:

FUND NAME (FROM)	PROPOSED EXPENDITURE	CONTRIBUTION/ TRANSFER TO GENERAL FUND
General Fund	\$112,642,580	
VDOT Special Revenue Fund	11,373,490	
Wastewater	10,195,490	705,860
Water	9,739,430	\$ 950,300
Gas	20,899,590	3,186,330
Power & Light	127,732,960	10,429,610
Telecommunications	1,251,410	81,000
Transportation	4,269,210	(264,630)
Central Services	352,570	-0-
Motorized Equipment	4,368,110	-0-
Insurance Fund	3,301,340	-0-
Sanitation Fund	3,789,480	-0-
Cemetery Fund	931,000	-0-

AND WHEREAS, a brief synopsis of said Budget has been duly published and a public hearing with respect thereto has been conducted by the Council, after due

public notice thereof, and upon consideration of which it is now necessary and desirable to approve the same as prescribed by law.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Danville, Virginia, that the attached Budgets for the City of Danville for the Fiscal Year Ending June 30, 2020 representing the General Fund, VDOT Special Revenue, Water, Wastewater, Gas, Power & Light, Telecommunications, Transportation, Central Services, Motorized Equipment, Insurance, Sanitation, and Cemetery Funds, be, and the same are hereby, approved for informative and fiscal planning purposes pursuant to the City Charter and Sections 15.2-2503 through 15.2-2506 of the Code of Virginia, 1950, as amended.

APPROVED:

MAYOR

ATTEST:

CLERK

Approved as to
Form and Legal Sufficiency:

City Attorney

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2019-____.____

A RESOLUTION APPROVING THE FISCAL YEAR 2020 CAPITAL AND SPECIAL PROJECTS PLAN FOR THE CITY OF DANVILLE, VIRGINIA.

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

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

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

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

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

WHEREAS, it should be recognized that the plan beyond Fiscal Year 2020 is for planning purposes and does not obligate or commit the City to projects included in the plan beyond Fiscal Year 2020.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Danville, Virginia, that the Fiscal Year 2020 Capital and Special Projects Plan referred to above and incorporated herein and made a part hereof by reference be, and the same is, hereby approved.

APPROVED:

MAYOR

ATTEST:

CLERK

Approved as to
Form and Legal Sufficiency:

City Attorney

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2019-____.____

**BUDGET APPROPRIATION ORDINANCE
FOR FISCAL YEAR 2020**

WHEREAS, the Budget of and for the City of Danville for Fiscal Year 2020 has been prepared by the City Manager and, after collaboration with the Council, completed and introduced and a brief synopsis thereof was duly published once in the newspaper having general circulation within the City and due notice given of a public hearing which was held on June 4, 2019 at 7:00 p.m., in the Council Chambers, at which any citizen of the City had a right and opportunity to attend and to state his views with regard to such Budget, and such public hearing having been held as advertised, all pursuant to the requirements and provisions of Sections 8-6 and 8-7 of the Charter of the City of Danville, Virginia, 1986, as amended, and of Chapter 25 of Title 15.2 of the Code of Virginia, 1950, as amended; and

WHEREAS, the Council, after having duly considered all views and opinions expressed at such public hearing, approved such budget and does now desire to appropriate funds necessary and available to finance the Budget for the operations of the City for Fiscal Year 2020.

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

1. The Estimated Revenues and Revenue Contributions and the appropriation of funds to finance the Budgets of and for the City of Danville, Virginia, for the period beginning July 1, 2019 and ending June 30, 2020, be, and the same hereby are, as follows:

I. GENERAL FUND

Estimated Revenue FY 2019	\$112,642,580
Appropriations	<u>112,642,580</u>
Unappropriated	<u>\$ -0-</u>

II. VDOT STREET MAINTENANCE FUND

Estimated Revenue FY 2019	\$ 11,373,490
Appropriations	<u>11,373,490</u>
Unappropriated	<u>\$ -0-</u>

II. UTILITY FUNDS

	Wastewater	Water	Gas	Electric	Telecommunications
Operating Revenues	\$ 9,358,110	9,023,610	21,935,040	129,363,920	610,630
Expenditures	<u>10,195,490</u>	<u>9,739,430</u>	<u>20,899,590</u>	<u>127,732,960</u>	<u>1,251,410</u>
Excess of Revenues Over (Under) Expenditures	(837,380)	(715,820)	1,035,450	1,630,960	(640,780)
Add: Depreciation	2,115,000	1,685,000	1,556,000	8,573,000	476,620
Contribution/Transfer (To)/From General Fund	<u>(705,760)</u>	<u>(950,300)</u>	<u>(3,186,330)</u>	<u>(10,429,610)</u>	<u>(81,000)</u>
Increase (Decrease) In Fund Balance	<u>\$ 571,860</u>	<u>18,880</u>	<u>(594,880)</u>	<u>(225,650)</u>	<u>(245,160)</u>

III. OTHER FUNDS

SUMMARY	Transportation	Central Services	Motorized Equipment	Insurance	Sanitation	Cemetery
Operating Revenues	\$3,314,580	257,400	3,408,210	3,360,200	3,768,060	996,180
Expenditures	<u>4,269,210</u>	<u>352,570</u>	<u>4,368,110</u>	<u>3,301,340</u>	<u>3,789,480</u>	<u>931,000</u>
Excess of Revenues Over (Under) Expenditures	(954,630)	(95,170)	(959,900)	58,860	(21,420)	65,280
Add (Deduct): Depreciation	<u>690,000</u>	<u>14,450</u>	<u>831,750</u>	<u>-0-</u>	<u>65,000</u>	<u>-0-</u>
Contribution/Transfer (To) From General Fund	\$264,630	-0-	-0-	-0-	-0-	-0-

Increase (Decrease)						
In Fund Balance	\$ <u>-0-</u>	<u>(80,720)</u>	<u>(128,150)</u>	<u>58,860</u>	<u>43,580</u>	<u>65,280</u>

2. Flexible budgets are hereby authorized whereby appropriations may be increased to the extent that actual revenues exceed the original revenue budget amount.

This provision shall apply to the following:

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

Econ Development Projects	Proceeds from Sale of Buildings or Property
Human Resources Wellness Recovery Funds	Wellness Program Expenditures
Grants Funds	State/Federal Funding & Private Donations
Clerk of Circuit Court Index/Records	VA Supreme Court- Technology Trust Fund
Community Development Fund CDBG-Rehab-Private Property HOME-Rehab-Private Property	Program Income Program Income
All Funds Repairs/Replacement- From Insurance/Accident Claims	Recoveries – Accident Claims

3. For the operation of the several City departments, as set forth in the "Intra-governmental Service Fund" Budgets, the Council hereby authorizes transfers from the General Fund for cash deficits resulting from internal charges and credits for the Year Ended June 30, 2019.

4. The accounting for funds designated within the General Fund as unanticipated grants/donations not exceeding \$20,000 and requiring no local funding are authorized for expenditure/assignment within the General Fund or Special Grants Fund. Unanticipated grants/donations in excess of \$20,000 to be submitted as an additional appropriation ordinance for City Council approval and adoption.

5. Transfers of funds from the General Fund to the accounts in the "Special Grants Fund" of the City for the purpose of making temporary advances to the Special Grants Fund pending receipt of reimbursements of such grant funds and for the purpose of adjusting any cash deficits in such Special Grants Funds for the Fiscal Year Ending June 30, 2019, be, and the same are hereby, authorized.

6. Any deficit resulting from the operations of the Cemetery Enterprise Fund shall be financed by a transfer from the General Fund.
7. Authorization to transfer up to ½ the increase in Unassigned Fund Balance to the Budget Stabilization Fund at June 30, 2019 up to the maximum balance as prescribed by City Council's Financial Policy.
8. Authorization to transfer unexpended funds for the Line of Duty Act (LODA), General Liability Insurance, and Worker's Compensation to the Insurance Fund to be held in reserve for future expenses unless such transfer reduces unassigned Fund Balance/Retained Earnings in respective funds.
9. The Fiscal Year 2020 Personnel Budget setting forth the Personal Services Detail showing approved as to the total number of authorized full-time and full-time equivalent part-time positions is attached. The City Manager be, and he is hereby, authorized to allocate positions within similar occupational groupings as he may deem necessary and appropriate for the operation of the City, provided that the total number of positions and the total expenditures therefore do not exceed the authorized numbers and amounts set forth in the Budget.
10. The Director of Finance be, and he is hereby, authorized and directed to record the budget appropriations made hereby and the expenditures thereof in such manner and in such detail as may be appropriate for management and financial reporting purposes.
11. A sum of sufficient amount be, and the same is hereby, appropriated for the purchase of inventories of materials and supplies, and/or equipment and vehicle parts to maintain adequate operating inventories for City departments, provided cash funds are available for payment of said purchases.
12. The funds appropriated in Fiscal Year 2019 and in prior years for the City or School System, which were encumbered by purchase order or contract as of June 30,

2019, be, and the same are hereby, reappropriated for the purpose of liquidating said outstanding encumbrances.

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

Police Department - Investigation Expense

Commonwealth Attorney-Prosecution Expense-State Funds

Appropriations for Grants Funds - Federal, State, Local Share

Law Library

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

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

Sheriff's Office – Jail R& B Fee

Parks, Recreation & Tourism – Scholarship Funds & Revolving Accounts

Recoveries/Appropriations - Accident/Insurance Claims

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

15. All expenditures in excess of amount budgeted for Group Health Insurance shall be financed by a transfer from the Insurance Fund.

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

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

18. Authorization to carry forward unencumbered appropriation for Support of Public Schools as of June 30, 2019.

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

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

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

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

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

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

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

25. This Ordinance shall become and be effective on and as of July 1, 2019.

APPROVED:

MAYOR

ATTEST:

CLERK

Approved as to
Form and Legal Sufficiency:

City Attorney

CITY OF DANVILLE									
FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2019				Fiscal Year 2020					
Full-Time Positions	Part-Time FTEs		Totals	Full-Time Positions	Part-Time FTEs		Totals	POSITION TITLE	
								City Manager's Office (01100)	
1			1.0	1			1.0	City Manager	
1			1.0	1			1.0	Deputy City Manager	
1			1.0	1			1.0	Assistant to the City Manager	
1			1.0	1			1.0	Clerk of Council	
1			1.0	1			1.0	Multi-media Design Manager	
1			1.0	1			1.0	Public Information Officer (Funded by Utilities)	
1			1.0	1			1.0	Youth & Gang Violence Coordinator (Funded by Grant)	
1			1.0	1			1.0	Director of Budget	
1			1.0	1			1.0	Executive Assistant	
1			1.0	1			1.0	Executive Secretary	
10	-		10.0	10	-		10.0	TOTAL CITY MANAGER'S OFFICE	
								City Attorney's Office (01105)	
1			1.0	1			1.0	City Attorney	
1			1.0	1			1.0	Assistant City Attorney I *	
1			1.0	1			1.0	Assistant City Attorney II	
1			1.0	1			1.0	Legal Assistant	
1			1.0	1			1.0	Legal Secretary	
5	-		5.0	5	-		5.0	TOTAL CITY ATTORNEY'S OFFICE	
								Assistant City Attorney I funded by Blight	
								COMMUNITY DEVELOPMENT DEPARTMENT	
								Community Development Fund (12110)	
1			1.0	1			1.0	Community Redevelopment Specialist	
2			2.0	2			2.0	Cost Estimator/Inspector	
1			1.0	1			1.0	Housing & Development Planning Specialist	
1			1.0	1			1.0	Senior Account Clerk	
1			1.0	1			1.0	Secretary	
6			6.0	6			6.0	Sub-Total	
								Director of Community Development (01700)	
1			1.0	1			1.0	Director of Community Development	
1			1.0	1			1.0	Accountant II	
1			1.0	1			1.0	Senior Secretary	
3	-		3.0	3	-		3.0	Sub-Total	

CITY OF DANVILLE									
FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2019				Fiscal Year 2020					
Full-Time Positions	Part-Time FTEs		Totals	Full-Time Positions	Part-Time FTEs		Totals	POSITION TITLE	
								Inspections Office (01710)	
1			1.0	1			1.0	Division Director of Inspections	
1			1.0	1			1.0	Inspections Supervisor	
1			1.0	1			1.0	Plumbing/Cross Connection Inspector	
1			1.0	1			1.0	Mechanical Inspector	
1			1.0	1			1.0	Electrical Inspector	
2			2.0	2			2.0	Building Inspector	
4			4.0	4			4.0	Property Maintenance Inspector	
1			1.0	1			1.0	Property Maintenance Code Coordinator	
1			1.0	1			1.0	Permit Technician	
13	-		13.0	13	-		13.0	Sub-Total	
								*Planning Office (01715)	
-			-	-			-	Division Director of Planning	
2			2.0	2			2.0	Combination of:	
								Senior Planner	
								Associate Planner	
								Planning Technician	
2	-		2.0	2	-		2.0	Sub-Total	
24	-		24	24	-		24	TOTAL COMMUNITY DEVELOPMENT DEPARTM	

CITY OF DANVILLE									
FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2019				Fiscal Year 2020					
Full-Time Positions	Part-Time FTEs		Totals	Full-Time Positions	Part-Time FTEs		Totals	POSITION TITLE	
								Social Services Department (01520)	
1			1.0	1			1.0	Director of Social Services	
1			1.0	1			1.0	Family Services Manager	
1			1.0	1			1.0	Eligibility Services Manager	
3			3.0	3			3.0	Family Services Supervisor	
1			1.0	1			1.0	Accountant II	
1			1.0	1			1.0	Employment Service Supervisor	
3			3.0	3			3.0	Eligibility Supervisor	
3			3.0	2			2.0	Senior Family Services Specialist	
1			1.0	1			1.0	Comprehensive Services Coordinator (Grant Funded)	
5			5.0	5			5.0	Child Protective Service Worker	
15			15.0	15			15.0	Family Services Specialist	
4			4.0	4			4.0	Senior Eligibility Worker	
2			2.0	2			2.0	Fraud Investigator	
2			2.0	2			2.0	Administrative Assistant (One Grant Funded)	
8			8.0	8			8.0	Employment Services Worker	
				1			1.0	Sr Employment Services Worker	
1			1.0	1			1.0	SNAPET Coordinator	
33	1.8		34.8	33	1.8		34.8	Eligibility Worker	
1			1.0	1			1.0	Senior Secretary	
1			1.0	1			1.0	Senior Account Clerk	
4			4.0	4			4.0	Senior Administrataive Specialist	
1			1.0	1			1.0	Social Service Aide	
1			1.0	1			1.0	Employment Service Aide	
9	0.6		9.6	9	0.6		9.6	Administrative Specialist	
102	2.4		104.4	102	2.4		104.4	Sub-Total	
								Economic Development Department (01180)	
1			1.0	1			1.0	Director of Economic Development	
1			1.0	1			1.0	Assistant Director of Economic Development	
1			1.0	1			1.0	Economic Development Project Manager	
1			1.0	1			1.0	Marketing & Research Manager	
1			1.0	1			1.0	Special Project Manager	
5	-		5.0	5	-		5.0	TOTAL ECONOMIC DEVELOPMENT DEPARTMENT	

CITY OF DANVILLE									
FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2019				Fiscal Year 2020					
Full-Time Positions	Part-Time FTEs		Totals	Full-Time Positions	Part-Time FTEs		Totals	POSITION TITLE	
								FINANCE DEPARTMENT	
								Customer Accounts	
1			1.0	1			1.0	Division Director of Customer Accounts	
1			1.0	1			1.0	Collections Supervisor	
1			1.0	1			1.0	Delinquent Collections Coordinator	
2			2.0	2			2.0	Senior Collections Clerk	
4			4.0	4			4.0	Combination of:	
								Collection Clerk II	
								Senior Cashier	
								Collection Clerk I	
5			5.0	5			5.0	Cashier	
				1			1.0	Division Director of Customer Service	
				1			1.0	Sr Customer Service/Training Representative	
				6			6.0	Combination of:	
								Senior Utility Billing Clerk	
								Utility Special Billing Clerk	
								Utility Billing Clerk	
				8			8.0	Customer Service Representative	
14	-		14	30	-		30		
								Central Services Fund (42110)	
1			1.0	1			1.0	Print Shop Technician	
3			3.0	3			3.0	Combination of:	
								Senior Printer	
								Printer	
4	-		4.0	4	-		4.0	Sub-Total	
								Director of Finance (01200)	
1			1.0	1			1.0	Director of Finance	
1			1.0	1			1.0	Senior Secretary	
2	-		2.0	2	-		2.0	Sub-Total	
								Accounting (01205)	
1			1.0	1			1.0	Assistant Director of Finance	
1			1.0	1			1.0	Business Systems Accountant	
3			3.0	3			3.0	Accountant II	
1			1.0	1			1.0	Accountant III	
1			1.0	1			1.0	Payroll Technician	
1			1.0	1			1.0	Senior Account Clerk	
2			2.0	2			2.0	Account Clerk	
10	-		10.0	10	-		10.0	Sub-Total	

CITY OF DANVILLE									
FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2019				Fiscal Year 2020					
Full-Time Positions	Part-Time FTEs		Totals	Full-Time Positions	Part-Time FTEs		Totals	POSITION TITLE	
								Internal Auditor (01208)	
1	-		1.0	1	-		1.0	Senior Internal Auditor	
								Purchasing (01215)	
1			1.0	1			1.0	Division Director of Purchasing	
1			1.0	1			1.0	Buyer	
1			1.0	1			1.0	Senior Purchasing Clerk	
1			1.0	1			1.0	Purchasing Clerk	
4	-		4.0	4	-		4.0	Sub-Total	
								Real Estate (01220)	
1			1.0	1			1.0	Division Director of Real Estate Assessment	
3			3.0	3			3.0	Combination of:	
								Real Estate Appraiser III	
								Real Estate Appraiser II	
								Real Estate Appraiser I	
1			1.0	1			1.0	Combination of:	
								Senior Real Estate Assessment Clerk	
								Real Estate Assessment Clerk	
5	-		5.0	5	-		5.0	Sub-Total	
40	-		40	56	-		56	TOTAL FINANCE DEPARTMENT	
								FIRE DEPARTMENT	
								Emergency Communications (01330)	
	0.5		0.5		0.5		0.5	CERT Coordinator	
1			1.0	1			1.0	Emergency Communications Manager	
4			4.0	4			4.0	Emergency Telecommunications Supervisor	
16			16.0	16			16.0	Emergency Telecommunicator	
21	0.5		21.5	21	0.5		21.5	Sub-Total	

CITY OF DANVILLE									
FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2019				Fiscal Year 2020					
Full-Time Positions	Part-Time FTEs		Totals	Full-Time Positions	Part-Time FTEs		Totals	POSITION TITLE	
								Fire (01320)	
1			1.0	1			1.0	Fire Chief	
2			2.0	2			2.0	Assistant Fire Chief	
4			4.0	4			4.0	Fire Battalion Chief	
1			1.0	1			1.0	Fire Marshal	
21			21.0	21			21.0	Fire Captain	
1			1.0	1			1.0	Assistant Fire Marshal	
1			1.0	1			1.0	Fire Code Inspector	
6			6.0	6			6.0	Fire Lt./Asst. Training Officer	
24			24.0	24			24.0	Fire Fighter/Engineer	
1			1.0	1			1.0	Fire Support Analyst	
60			60.0	60			60.0	Fire Fighter	
1			1.0	1			1.0	Administrative Assistant	
1			1.0	1			1.0	Senior Secretary	
124	-		124.0	124	-		124.0	Sub-Total	
145	0.5		145.5	145	0.5		145.5	TOTAL FIRE DEPARTMENT	
								Circuit Court (01155)	
1			1.0	1			1.0	Law Clerk	
1			1.0	1			1.0	Judicial Assistant	
1			1.0	1			1.0	Legal Secretary	
3	-		3.0	3	-		3.0	TOTAL CIRCUIT COURT	
								22nd District Court Services	
1			1.0	1			1.0	Intake Diversion Specialist	
1	-		1	1	-		1	TOTAL CIRCUIT COURT	
								Human Resources (01110)	
1			1.0	1			1.0	Director of Human Resources	
4			4.0	4			4	Combination of:	
			-				-	Organization Development Consultant	
			-				-	HR Consultant	
1			1.0	1			1.0	Human Resource Technician	
1			1.0	1			1.0	Senior Secretary	
7	-		7.0	7	-		7.0	TOTAL HUMAN RESOURCES	

CITY OF DANVILLE									
FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2019				Fiscal Year 2020					
Full-Time Positions	Part-Time FTEs		Totals	Full-Time Positions	Part-Time FTEs		Totals	POSITION TITLE	
								Information Technology (01250)	
1			1.0	1			1.0	Director of Information Technology	
3			3.0	3			3.0	Combination of:	
								Assistant Director of Information Technology	
								Division Director of Application Support	
								Division Director of Technical Services	
								IT Project Manager	
								IT Business Relationship Manager	
								IT Business Analyst	
7			7.0	7			7.0	Combination of:	
								Network Systems Engineer	
								Network Administrator	
								System Administrator	
								PC Administrator	
								Network Analyst	
								Sr. IT Support Technician	
								IT Support Technician	
10			10.0	10			10.0	Combination of:	
								Help Desk Manager	
								GIS Coordinator	
								IT Solutions Architect Manager	
								Sr. Applications Support Specialist	
								Sr. Database Administrator	
								IT Application Support Specialist	
								Sr. Programmer Analyst	
								Sr. GIS Programmer Analyst	
								Database Administrator	
								GIS Programmer Analyst	
								Programmer/Analyst	
								GIS Analyst	
1			1.0	1			1.0	Administrative Assistant	
22	-		22.0	22	-		22.0	TOTAL INFORMATION TECHNOLOGY	

CITY OF DANVILLE									
FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2019				Fiscal Year 2020					
Full-Time Positions	Part-Time FTEs		Totals	Full-Time Positions	Part-Time FTEs		Totals	POSITION TITLE	
								POLICE DEPARTMENT	
								Adult Detention Facility (01515)	
1			1.0	1			1.0	Division Director of Adult Detention	
1			1.0	1			1.0	Chief Correctional Officer	
1			1.0	1			1.0	Service Program Coordinator	
-			-	-			-	Health Services Administrator	
1			1.0	1			1.0	Administrative Lieutenant	
	0.1		0.1		0.1		0.1	Licensed Physician	
1			1.0	1			1.0	Work Program Coordinator	
2			2.0	2			2.0	Correctional Health Assistant	
4			4.0	4			4.0	Correctional Captain	
5			5.0	5			5.0	Correctional Lieutenant	
20	1.1		21.1	20	1.1		21.1	Combination of:	
								Correctional Officer I	
								Correctional Officer II	
2			2.0	2			2.0	Senior Account Clerk	
38	1.2		39.2	38	1.2		39.2	Sub-Total	
								Juvenile Detention Facility (01510)	
1			1.0	1			1.0	Division Director of Juvenile Detention	
1			1.0	1			1.0	Assistant Division Director of Juvenile Detention	
	0.1		0.1		0.1		0.1	Licensed Physician	
1			1.0	1			1.0	Juvenile Program Coordinator	
1			1.0	1			1.0	Nurse	
4			4.0	4			4.0	Shift Supervisor	
1			1.0	1			1.0	Building Maintenance Mechanic I	
1			1.0	1			1.0	Post Dispositional Coordinacor	
4			4.0	4			4.0	Senior Youth Care Worker	
2			2.0	2			2.0	Alternative Detention Case Worker (Grant Funded)	
27	4.4		31.4	27	4.4		31.4	Youth Care Worker	
1			1.0	1			1.0	Senior Account Clerk	
2			2.0	2			2.0	Secretary	
1			1.0	1			1.0	Custodian	
47	4.5		51.5	47	4.5		51.5	Sub-Total	

CITY OF DANVILLE									
FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2019				Fiscal Year 2020					
Full-Time Positions	Part-Time FTEs		Totals	Full-Time Positions	Part-Time FTEs		Totals	POSITION TITLE	
								Police (01330)	
1			1.0	1			1.0	Police Chief	
1			1.0	1			1.0	Police Lieutenant Colonel	
2			2.0	2			2.0	Police Major	
7			7.0	4			4.0	Police Captain	
10			10.0	9			9.0	Police Lieutenant	
8			8.0	12			12.0	Police Sergeant	
17			17.0	17			17.0	Police Corporal	
89			89.0	89			89.0	Police Officer (Four positions unfunded)	
1			1.0	1			1.0	Quarter Master	
1			1.0	1			1.0	Police Records Office Manager	
1			1.0	1			1.0	Police Video Technician	
1			1.0	1			1.0	Police Property & Evidence Technician	
1			1.0	1			1.0	Administrative Assistant	
1			1.0	2			2.0	Animal Control Officer	
2			2.0	2			2.0	Secretary	
1			1.0	1			1.0	Senior Secretary	
3			3.0	3			3.0	Police Records Clerk	
1			1.0	1			1.0	Crime Analyst	
	0.6		0.6		0.6		0.6	Parking Attendant	
	2.0		2.0		2.0		2.0	School Crossing Guard	
148	2.6		150.6	149	2.6		151.6	Sub-Total	
233	8.3		241.3	234	8.3		242.3	TOTAL POLICE DEPARTMENT	
								PARKS & RECREATION DEPARTMENT	
								Parks & Recreation - Administration (01292)	
1			1.0	1			1.0	Director of Parks & Recreation	
1			1.0	1			1.0	Division Director of Parks & Recreation Administration	
1			1.0	1			1.0	P&R Communications Specialist	
1			1.0	1			1.0	Program Coordinator	
1			1.0	1			1.0	Facilities & Services Planning Specialist	
1			1.0	1			1.0	Senior Secretary	
1			1.0	1			1.0	Secretary	
2			2.0	2			2.0	Custodian	
1	0.3		1.3	1	0.3		1.3	Administrative Specialist	
	0.6		0.6		0.6		0.6	Recreation Program Supervisor	
	0.3		0.3		0.3		0.3	Recreation Facility Operator	
1			1.0	1			1.0	Outdoor Recreation Program Supervisor	
	0.2		0.2		0.2		0.2	Intern	
11	1.4		12.4	11	1.4		12.4	Sub-Total	

CITY OF DANVILLE									
FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2019				Fiscal Year 2020					
Full-Time Positions	Part-Time FTEs		Totals	Full-Time Positions	Part-Time FTEs		Totals	POSITION TITLE	
1			1.0	1			1.0	Program Coordinator	
	0.6		0.6		0.6		0.6	Administrative Specialist	
	0.5		0.5		0.5		0.5	Custodian	
	0.9		0.9		0.9		0.9	Recreation Program Supervisor	
	0.7		0.7		0.7		0.7	Recreation Sports Official	
	1.4		1.4		1.4		1.4	Recreation Facility Operator	
2	4.1		6.1	2	4.1		6.1	Sub-Total	
								Community Recreation (01605)	
1			1.0	1			1.0	Division Director of Community Recreation	
4			4.0	4			4.0	Program Coordinator	
2			2.0	2			2.0	Recreation Grants Specialist (Grant Funded)	
-	0.9		0.9	-	0.9		0.9	Custodian	
1			1.0	1			1.0	Administrative Specialist	
	1.7		1.7		1.7		1.7	Recreation Aide	
	2.0		2.0		2.0		2.0	Recreation Leader	
1	1.5		2.5	1	1.5		2.5	Recreation Program Supervisor	
	0.2		0.2		0.2		0.2	Recreation Instructor	
	1.6		1.6		1.6		1.6	Recreation Site Supervisor	
	2.5		2.5		2.5		2.5	Recreation Facility Operator	
9.0	10.4		19.4	9.0	10.4		19.4	Sub-Total	
								Park Maintenance (01316)	
1			1.0	1			1.0	Division Director of Parks Maintenance	
1			1.0	1			1.0	Parks Supervisor	
1			1.0	1			1.0	Crew Supervisor	
11			11.0	11			11.0	Combination of:	
								Park Maintenance Technician	
								Parks Groundskeeper II	
								Parks Groundskeeper I	
								Motor Equipment Operator I	
1	1.8		2.8	1	1.8		2.8	Public Service Worker	
-			-	-			-	Administrative Specialist	
15	1.8		16.8	15	1.8		16.8	Sub-Total	

CITY OF DANVILLE									
FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2019				Fiscal Year 2020					
Full-Time Positions	Part-Time FTEs		Totals	Full-Time Positions	Part-Time FTEs		Totals	POSITION TITLE	
								Special Recreation (01610)	
1			1.0	1			1.0	Division Director of Special Recreation	
3			3.0	3			3.0	Program Coordinator	
1			1.0	1			1.0	Recreation Grants Specialist	
1			1.0	1			1.0	Special Population Assistant	
1	0.4		1.4	1	0.4		1.4	Custodian	
1			1.0	1			1.0	Account Clerk	
	1.3		1.3		1.3		1.3	Administrative Specialist	
	1.4		1.4		1.4		1.4	Recreation Leader	
2	2.6		4.6	2	2.6		4.6	Recreation Program Supervisor	
	0.6		0.6		0.6		0.6	Recreation Aide	
			-		0.5		0.5	Van Driver	
10	6.3		16.3	10	6.8		16.8	Sub-Total	
								Public Library (01540)	
1			1.0	1			1.0	Division Director of Library	
1			1.0	1			1.0	Adult Services Librarian	
1			1.0	1			1.0	Children's Librarian	
1			1.0	1			1.0	Circulation Supervisor	
1			1.0	1			1.0	Circulation Specialist	
1			1.0	1			1.0	Technical Services Librarian	
2			2.0	2			2.0	Library Services Specialist	
4	3.2		7.2	4	3.2		7.2	Information Specialist	
1			1.0	1			1.0	Senior Administrative Specialist	
	0.6		0.6		0.6		0.6	Law Library Information Specialist	
1			1.0	1			1.0	Library Technology Specialist	
14	3.8		17.8	14	3.8		17.8	Sub-Total	
61	27.8		88.8	61	28.3		89.3	TOTAL PARKS & RECREATION	
								PUBLIC WORKS DEPARTMENT	
								Cemetery Maintenance (fund 59) (59110)	
1			1.0	1			1.0	General Supervisor	
2			2.0	2			2.0	Cemetery Supervisor	
10			10.0	10			10.0	Combination of:	
								Groundskeeper	
								Public Service Worker/Operator	
13	-		13.0	13	-		13.0	Sub-Total	

CITY OF DANVILLE									
FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2019				Fiscal Year 2020					
Full-Time Positions	Part-Time FTEs		Totals	Full-Time Positions	Part-Time FTEs		Totals	POSITION TITLE	
								Public Works Administration (0125301) (01400)	
1			1.0	1			1.0	Director of Public Works	
1			1.0	1			1.0	Division Director Public Works Administration	
1			1.0	1			1.0	Senior Administrative Assistant	
1			1.0	1			1.0	Administrative Assistant	
1			1.0	1			1.0	Senior Account Clerk	
1			1.0	1			1.0	Senior Secretary	
3			3.0	3			3.0	Account Clerk	
9	-		9.0	9	-		9.0	Sub-Total	
								P/W Building Maintenance (01250) (01440)	
1			1.0	1			1.0	Division Director of Building & Grounds	
1			1.0	1			1.0	General Supervisor	
1			1.0	1			1.0	Custodian Supervisor	
7			7.0	7			7.0	Combination of:	
								Building Maintenance Mechanic III	
								Building Maintenance Mechanic II	
								Building Maintenance Mechanic I	
1			1.0	1			1.0	Senior Custodian	
8			8.0	8			8.0	Custodian	
19	-		19.0	19	-		19.0	Sub-Total	
								Motorized Equipment (Fund 44) (44110)	
2			2.0	2			2.0	Equipment Maintenance Supervisor	
2			2.0	2			2.0	Public Works Warehouse Stock Clerk	
15			15.0	15			15.0	Combination of:	
								Automotive Equipment Mechanic III	
								Welder	
								Automotive Equipment Mechanic II	
								Automotive Service Technician	
								Automotive Equipment Mechanic I	
1			1.0	1			1.0	Transit Mechanic	
20	-		20.0	20	-		20.0	Sub-Total	
								Motorized Equipment-Communications (Fund 44) (44110)	
1			1.0	1			1.0	Communications Systems Manager	

CITY OF DANVILLE									
FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2019				Fiscal Year 2020					
Full-Time Positions	Part-Time FTEs		Totals	Full-Time Positions	Part-Time FTEs		Totals	POSITION TITLE	
								P/W Sewer Maintenance (Fund 51) (51220)	
1			1.0	1			1.0	General Supervisor	
1			1.0	1			1.0	Crew Supervisor	
1			1.0	1			1.0	CCTV Technician	
8			8.0	8			8.0	Combination of:	
								Motor Equipment Operator II	
								Motor Equipment Operator I	
								Public Service Worker/ Operator	
11	-		11.0	11	-		11.0	Sub-Total	
								P/W Sanitation-Code Enforcement (Fund 58) (58150)	
2			2.0	2			2.0	Code Enforcement Inspector	
								P/W Sanitation-Composting (Fund 58) (58120)	
1			1.0	1			1.0	Sanitation Operator I	
								P/W Sanitation-Recycling (Fund 58) (58140)	
1			1.0	1			1.0	Recycling Center Operator	
2			2.0	2			2.0	Combination of:	
								Sanitation Operator I	
								Sanitation Operator II	
3	-		3.0	3	-		3.0	Sub-Total	
								P/W Sanitation-Residential Refuse Collection (Fund 58) (58130)	
1			1.0	1			1.0	Division Director of Sanitation	
1			1.0	1			1.0	General Supervisor	
11			11.0	11			11.0	Combination of:	
								Sanitation Operator II	
								Sanitation Operator I	
								Public Service Worker/Operator	
								Solid Waste Collector	
13	-		13.0	13	-		13.0	Sub-Total	
								P/W Sanitation-Yardwaste (Fund 58) (58130)	
8			8.0	8			8.0	Combination of:	
								Sanitation Operator I	
								Sanitation Operator II	
								Public Service Worker/Operator	
8			8.0	8			8.0		

CITY OF DANVILLE										
FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS										
FTE = Full-time Equivalent										
Fiscal Year 2019				Fiscal Year 2020						
Full-Time Positions	Part-Time FTEs		Totals	Full-Time Positions	Part-Time FTEs		Totals	POSITION TITLE		
								P/W VDOT-Engineering (Fund 15-244) (15110)		
1			1.0	1			1.0	Assistant Director of P/W - City Engineer		
4			4.0	4			4.0	Combination of:		
			-				-	Public Works Chief Engineer		
			-				-	Project Manager		
7			7.0	7			7.0	Combination of:		
								Public Works GIS/CAD Engineering Technician		
								Public Works Project Engineer		
								Construction Inspector		
								Engineering Technician		
12	-		12.0	12	-		12.0	Sub-Total		
								P/W VDOT- Grounds Maintenance (Fund 15-247) (152		
1			1.0	1			1.0	General Supervisor		
1			1.0	1			1.0	Crew Supervisor		
13			13.0	13			13.0	Combination of:		
								Motor Equipment Operator II		
								Motor Equipment Operator I		
								Public Service Worker/ Operator		
2			2.0	2			2.0	Groundskeeper		
17	-		17.0	17	-		17.0	Sub-Total		
								P/W VDOT-Street Cleaning (Fund 15-247) (15125)		
7			7.0	7			7.0	Combination of:		
								Public Service Worker/ Operator		
								Motor Equipment Operator II		
								Motor Equipment Operator I		
7	-		7.0	7	-		7.0	Sub-Total		

CITY OF DANVILLE									
FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2019				Fiscal Year 2020					
Full-Time Positions	Part-Time FTEs		Totals	Full-Time Positions	Part-Time FTEs		Totals	POSITION TITLE	
								P/W VDOT-Street Maintenance (Fund 15-247) (1512)	
1			1.0	1			1.0	Division Director of Streets	
1			1.0	1			1.0	Training & Safety Manager	
2			2.0	2			2.0	General Supervisor	
3			3.0	3			3.0	Crew Supervisor	
1			1.0	1			1.0	Code Enforcement Inspector	
26			26.0	26			26.0	Combination of:	
								Heavy Equipment Operator	
								Motor Equipment Operator III	
								Motor Equipment Operator II	
								Motor Equipment Operator I	
								Public Service Worker/ Operator	
1			1.0	1			1.0	Groundskeeper	
35	-		35.0	35	-		35.0	Sub-Total	
								P/W VDOT-Traffic Control (Fund 15-244) (15115)	
1			1.0	1			1.0	Traffic Control Superintendent	
1			1.0	1			1.0	Traffic Control Crew Supervisor	
1			1.0	1			1.0	Senior Traffic Signal Technician	
1			1.0	1			1.0	Traffic Signal Technician	
1			1.0	1			1.0	Sign Technician	
3			3.0	3			3.0	Motor Equipment Operator II	
1			1.0	1			1.0	Public Service Worker/ Operator	
9	-		9.0	9	-		9.0	Sub-Total	
180	-		180	180	-		180	TOTAL PUBLIC WORKS DEPARTMENT	
								TRANSPORTATION DEPARTMENT	
								Airport (01350)	
1			1.0	1			1.0	Senior Administrative Assistant	
1			1.0	1			1.0	Transportation Building & Grounds Superintendent	
1			1.0	1			1.0	Airport Maintenance Security Tech II	
1	3.0		4.0	1	3.0		4.0	Airport Maintenance Security Tech I	
4	3.0		7.0	4	3.0		7.0	Sub-Total	

CITY OF DANVILLE										
FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS										
FTE = Full-time Equivalent										
Fiscal Year 2019					Fiscal Year 2020					
Full-Time Positions	Part-Time FTEs		Totals		Full-Time Positions	Part-Time FTEs		Totals	POSITION TITLE	
									Mass Transit (Fund 56) (56110)	
1			1.0		1			1.0	Director of Transportation Services	
1			1.0		1			1.0	Transportation Services Division Direcotr	
2			2.0		2			2.0	Transportation Supervisor	
1			1.0		1			1.0	Transportation Dispatcher	
1			1.0		1			1.0	Senior Account Clerk	
1			1.0		1			1.0	Recreation Grants Specialist	
30	0.6		30.6		30	0.6		30.6	Combination of:	
									Transit Driver I	
									Transit Driver II	
1			1.0		1			1.0	Account Clerk	
38	0.6		38.6		38	0.6		38.6	Sub-Total	
42	3.6		45.6		42	3.6		45.6	TOTAL TRANSPORTATION DEPARTMENT	
									UTILITIES DEPARTMENT	
									Utilities Administration (Fund 54) (50100)	
1			1.0		1			1.0	Utilities Director	
1			1.0		1			1.0	Key Accounts Manager	
1			1.0		1			1.0	SCADA Analyst	
2			2.0		2			2.0	Senior Secretary	
5	-		5.0		5	-		5.0	Sub-Total	
									Utilities - Fiscal Services (Fund 54) (50110)	
1			1.0		1			1.0	Division Director of Support Services	
1			1.0		1			1.0	Accountant II	
1			1.0		1			1.0	Training & Safety Manager	
1			1.0		1			1.0	Utilities Warehouse Manager	
2			2.0		2			2.0	Senior Account Clerk	
3			3.0		3			3.0	Warehouse Stock Clerk	
9	-		9.0		9	-		9.0	Sub-Total	

CITY OF DANVILLE										
FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS										
FTE = Full-time Equivalent										
Fiscal Year 2019				Fiscal Year 2020						
Full-Time Positions	Part-Time FTEs		Totals	Full-Time Positions	Part-Time FTEs		Totals	POSITION TITLE		
								Utilities - Customer Service (Fund 54) (50120)		
1			1.0				-	Division Director of Customer Service		
1			1.0				-	AMI Support Technician		
1			1.0				-	Sr Customer Service/Training Representative		
6			6.0				-	Combination of:		
								Senior Utility Billing Clerk		
								Utility Special Billing Clerk		
								Utility Billing Clerk		
8			8.0				-	Customer Service Representative		
17	-		17.0	-	-		-	Sub-Total		
Moved to General Fund, Finance Department										
								Water Treatment Administration (Fund 52) (52100)		
1			1.0	1			1.0	Division Director of Water/Wastewater Treatment		
1			1.0	1			1.0	Senior Secretary		
2	-		2.0	2	-		2.0	Sub-Total		
								Water Treatment (Fund 52) (52130)		
1			1.0	1			1.0	Water Treatment Manager		
1			1.0	1			1.0	Water Chemist		
3			3.0	3			3.0	Combination of:		
								Bldg Maintenance Superintendent		
								Senior Industrial Mechanic		
								Industrial Mechanic		
9			9.0	9			9.0	Combination of:		
								Water Treatment Plant Operator Supervisor		
								Water Treatment Plant Operator III		
								Water Treatment Plant Operator II		
								Water Treatment Plant Operator I		
								Water Treatment Plant Operator Trainee		
-			-	-			-	Utility Plant Maintenance Worker		
14	-		14.0	14	-		14.0	Sub-Total		
								Gas Administration (Fund 53) (53100)		
1			1.0	1			1.0	Division Director of Water & Gas		
1	-		1.0	1	-		1.0	Sub-Total		
								Gas Control (Fund 53) (53130)		
1			1.0	1			1.0	Gas Control Manager		
2			2.0	2			2.0	Gas Control Technician		
3	-		3.0	3	-		3.0	Sub-Total		

CITY OF DANVILLE									
FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2019				Fiscal Year 2020					
Full-Time Positions	Part-Time FTEs		Totals	Full-Time Positions	Part-Time FTEs		Totals	POSITION TITLE	
1			1.0	1			1.0	Water and Gas Distribution Supervisor	
7			7.0	7			7.0	Combination of:	
								Water and Gas Crew Supervisor	
								W&G Construction Crew Supervisor	
-								Water and Gas Welder/Crew Supervisor	
11			11.0	11			11.0	Combination of:	
								Motor Equipment Operator III	
								Motor Equipment Operator II	
								Motor Equipment Operator I	
-			-	-			-	Construction Worker	
5			5.0	5			5.0	Public Service Worker	
25	-		25.0	25	-		25.0	Sub-Total	
								Water & Gas Engineering (Fund 53) (53210)	
1			1.0	1			1.0	W&G Chief Engineer	
2			2.0	2			2.0	Water and Gas Senior Engineer Tech.	
1			1.0	1			1.0	Water and Gas Compliance Coordinator	
1			1.0	1			1.0	W&G Corrosion Technician	
2			2.0	2			2.0	Water and Gas GIS Engineer Tech.	
7	-		7	7	-		7	Sub-Total	
			-				-	Water & Gas Meters & Regulators (Fund 53) (53240)	
1			1.0	1			1.0	Water & Gas Systems Control Superintendent	
3			3.0	3			3.0	Water and Gas Meter Tech.	
4	-		4.0	4	-		4.0	Sub-Total	
								Water & Gas Service (Fund 53) (53230)	
7			7.0	7			7.0	Water and Gas Service Tech.	
1			1.0	1			1.0	Dispatcher	
8	-		8.0	8	-		8.0	Sub-Total	
								Electric Administration (Fund 54) (54100)	
1			1.0	1			1.0	Division Director of Power & Light	
1	-		1.0	1	-		1.0		

CITY OF DANVILLE										
FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS										
FTE = Full-time Equivalent										
Fiscal Year 2019				Fiscal Year 2020						
Full-Time Positions	Part-Time FTEs		Totals	Full-Time Positions	Part-Time FTEs		Totals	POSITION TITLE		
								Electric Distribution (Fund 54) (54120)		
1			1.0	1			1.0	Electric Distribution Superintendent		
5			5.0	5			5.0	Electric Line Crew Supervisor		
1			1.0	1			1.0	Inspector-Contractor Manager		
1			1.0	1			1.0	Electric Vegetation Right of Way Supervisor		
22			22.0	22			22.0	Combination of:		
								Electric Line Technician III		
								Electric Line Technician II		
								Electric Line Technician I		
								Electric Ground Worker		
3			3.0	3			3.0	Electric OH/UG Equipment Operator		
3			3.0	3			3.0	Electric Right of Way Trimmer		
1			1.0	1			1.0	Dispatcher		
37	-		37.0	37	-		37.0	Sub-Total		
								Electric Engineering (Fund 54) (54110)		
1			1.0	1			1.0	Electric Engineering Tech Supervisor		
				1			1.0	Electric Engineering & Operations Manager		
1			1.0	1			1.0	Electric Engineering Technician/Compliance Coordinator		
1			1.0	1			1.0	Senior Electric GIS/CAD Technician		
5			5.0	5			5.0	Combination of:		
								Electric Senior Engineering Technician		
								Electric Engineering Technician		
								Electric Engineering Aide		
2			2.0	2			2.0	Electric Engineer		
10	-		10.0	11	-		11.0	Sub-Total		
								Electric Hydro (Fund 54) (54150)		
1			1.0	1			1.0	Hydro-Electric Supt.		
1			1.0	1			1.0	Hydro Electric Maintenance Technician		
4			4.0	4			4.0	Hydro-Electric Operator		
1			1.0	1			1.0	Hydro-Electric Attendant		
7	-		7.0	7	-		7.0	Sub-Total		

CITY OF DANVILLE									
FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2019				Fiscal Year 2020					
Full-Time Positions	Part-Time FTEs		Totals	Full-Time Positions	Part-Time FTEs		Totals	POSITION TITLE	
								Electric Meters (Fund 54) (54140)	
1			1.0	1			1.0	Electric Meter Supervisor	
				1			1.0	AMI Support Technician	
3			3.0	3			3.0	Combination of:	
								Electric Meter Technician III	
								Electric Meter Technician II	
								Electric Meter Technician I	
4	-		4.0	5	-		5.0	Sub-Total	
								Electric Substations (Fund 54) (54130)	
1			1.0				-	Electric Substation Superintendent	
1			1.0	1			1.0	Electric Substation Supervisor	
12			12.0	12			12.0	Combination of:	
								Utility Operator	
								Electric T & D Equipment Technician	
								Electric Substation Technician	
14	-		14.0	13	-		13.0	Sub-Total	
								Telecommunications (Fund 55) (55110)	
1			1.0	1			1.0	Division Director of Telecommunications	
2			2.0	1			1.0	Broadband Network Engineering Technician	
3	-		3.0	2	-		2.0	Sub-Total	
								TOTAL UTILITIES DEPARTMENT	
171.0	-		171.0	154.0	-		154.0		
								CONSTITUTIONAL OFFICES	
2			2.0	2			2.0	Registrar	
9	1.5		10.5	9	1.5		10.5	Commissioner of the Revenue	
4			4.0	4			4.0	City Treasurer	
82			82.0	82			82.0	Sheriff's Office	
24			24.0	24			24.0	Commonwealth Attorney	
16			16.0	16			16.0	Clerk of Circuit Court	
137	1.5		138.5	137	1.5		138.5	TOTAL CONSTITUTIONAL OFFICES	
								GRAND TOTAL	
1,061	42		1,103	1,061	42		1,103		
								OTHER ELECTED OFFICIALS (Part-time)	
								Not included in totals below	
-	8.0		8.0	-	8.0		8.0	Council Members	
-	1.0		1.0	-	1.0		1.0	Mayor	
-	9.0		9.0	-	9.0		9.0	TOTAL OTHER ELECTED OFFICIALS	

CITY OF DANVILLE									
FY 2020 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2019				Fiscal Year 2020					
Full-Time Positions	Part-Time FTEs		Totals	Full-Time Positions	Part-Time FTEs		Totals	POSITION TITLE	
80	-		80.0	80	-		80.0	VDOT Fund	
4	-		4.0	4	-		4.0	Central Services	
21	-		21.0	21	-		21.0	Motorized Equipment	
38	0.6		38.6	38	0.6		38.6	Transportation Fund	
27	-		27.0	27	-		27.0	Sanitation Fund	
13	-		13.0	13	-		13.0	Cemetery Fund	
11	-		11.0	11	-		11.0	Wastewater Fund (Sewers)	
16	-		16.0	16	-		16.0	Water Fund	
48	-		48.0	48	-		48.0	Gas Fund	
104	-		104.0	88	-		88.0	Electric Fund	
3	-		3.0	2	-		2.0	Telecommunications Fund	
1,045	42.6		1,087.6	1,045	43.1		1,088.1		
6	-		6.0	6	-		6.0	CDBG Fund	
137	1.5		138.5	137	1.5		138.5	Constitutional Officer	
1,188	44.1		1,232.1	1,188	44.6		1,232.6	GRAND TOTAL	

Council Letter

City of Danville, Virginia



CL-2138

New Business Item #: J.

City Council Regular Meeting

Meeting Date: 06/04/2019

Subject: Retiree Bonus

From: Cynthia Thomasson, Budget Director

COUNCIL ACTION

First Reading: 06/04/2019

Final Adoption: 06/18/2019

SUMMARY

A policy that governs the distribution of bonuses to retirees indicates that the criteria has been met to issue a bonus payment to qualified municipal retirees. The associated cost will not exceed \$275,000. The accompanying ordinance amending the FY 2019 Budget Appropriation Ordinance to expend up to \$275,000 from the various fund's Unassigned Fund Balance and authorizing payment of a retiree bonus is presented for first reading. Two readings of the Ordinance are required. If approved, a certain amount of work will be required to compute bonuses and test the system before payments can be issued. It is expected that bonus payments would be incorporated into retirement checks issued this June. Retirees will be properly informed.

BACKGROUND

Per Section 12 of the City of Danville's Financial Policies entitled *Pay Adjustments for City Retirees*, in the event criteria are met, City Council can approve a lump-sum bonus to qualified retirees. The criteria necessary to approve a lump-sum bonus for retirees has been met; and based on the criteria as defined in the *Pay Adjustments for City Retirees*, at this time City Council can approve a lump-sum bonus up to one-fourth of the retiree's normal monthly benefit.

Per *Pay Adjustments for City Retirees*, retirees are not eligible for a bonus until the first year anniversary of their retirement date. The retirement date is defined as the first day of the month following the employee's separation date. Those retirees whose first year anniversary date is prior to the date the bonus is paid, will be eligible for a bonus.

RECOMMENDATION

Having expressed its intent to grant eligible retirees a bonus in accordance with its adopted Financial Policies, it is recommended that City Council approve the accompanying Ordinance to authorize and finance said bonuses.

Attachments

Ordinance

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2019 - _____._____

AN ORDINANCE AMENDING THE FISCAL YEAR 2019 BUDGET APPROPRIATION ORDINANCE TO PROVIDE FOR A RETIREE BONUS TO BE PAID FROM VARIOUS FUND'S UNASSIGNED BALANCE IN AN AMOUNT NOT TO EXCEED \$275,000 AND APPROPRIATING THE SAME.

WHEREAS, Section 12 of the City of Danville's Financial Policies, entitled Pay Adjustments for City Retirees states that in the event criteria are met, City Council can approve a lump-sum bonus to qualified retirees; and

WHEREAS, the criteria necessary to approve a lump-sum bonus for retirees has been met; and

WHEREAS, based on the criteria as defined in the Pay Adjustments for City Retirees, at this time City Council can approve a lump-sum bonus up to one-fourth of the retiree's normal monthly benefit; and

WHEREAS, under Pay adjustments for City Retirees, retirees are not eligible for a bonus until the first year anniversary of their retirement date; and

WHEREAS, under Pay Adjustments for City Retirees, the retirement date is defined as the first day of the month following the employee's separation date; and

WHEREAS, those retirees whose first year anniversary date is prior to the date the bonus is paid will be eligible for a bonus.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia, that the Fiscal Year 2019 Budget Appropriation Ordinance be, and it is hereby, amended to provide a transfer from the various fund's Unassigned Fund Balance in an amount not to exceed \$275,000 for a lump-sum bonus for retirees, anticipated revenues and anticipated expenditures as follows:

ANTICIPATED REVENUES

<u>Description</u>	<u>Account No.</u>	<u>Amount</u>
Various Fund Balances	XXXX	<u>\$275,000</u>

ANTICIPATED EXPENDITURES

<u>Description</u>	<u>Account No.</u>	<u>Amount</u>
Transfer to Employee Retirement System	Various-6075	<u>\$275,000</u>

AND BE IT FURTHER ORDAINED, that the Council of the City of Danville, Virginia, authorizes the payment of the above mentioned lump-sum bonus for retirees; and

BE IT FINALLOY ORDAINED, that all other accounts and provisions of the Fiscal Year 2019 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