



DANVILLE CITY COUNCIL REGULAR MEETING AGENDA

MUNICIPAL BUILDING

May 18, 2021

7:00 P.M.

PRESIDING: Alonzo L. Jones, Mayor

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

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

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

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

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

Time and Place of Meeting

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

Communications from Visitors

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

Guidelines for Public Hearings

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

shall be a time limit of three (3) minutes for each individual speaker. If the speaker represents a group, there shall be a time limit of five (5) minutes. A speaker representing a group shall identify the group at the beginning of his or her remarks. A group may have no more than one spokesperson. The presiding officer may limit or preclude comment which is repetitive, redundant, cumulative, or irrelevant to the subject of the public hearing. After public comments have been received, in a land use case, the applicant or the representative of the applicant, at his or her discretion, may respond with a rebuttal. There shall be a five (5) minute time limit for rebuttal.

MEETING CALLED TO ORDER

ROLL CALL

INVOCATION - J. Lee Vogler, Jr.

PLEDGE OF ALLEGIANCE TO THE FLAG

ANNOUNCEMENTS AND SPECIAL RECOGNITIONS

Introduction of New Gang Outreach Workers

By: Robert David, Youth and Gang Violence Prevention Coordinator

COMMUNICATIONS FROM VISITORS

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

CONSENT AGENDA

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

- A. Consideration of Approval of Minutes from Regular Council Meeting and Regular Work Session held on April 20, 2021.
Council Letter Number CL - 2545.
- B. Consideration of Amending the Fiscal Year 2021 Budget Appropriation Ordinance for Pre-Disaster Mitigation Grant Funds in the Amount of \$150,000.
Council Letter Number CL - 2448.

An Ordinance Amending the Fiscal Year 2021 Budget Appropriation Ordinance for a Project to be Undertaken within the City of Danville and to be Financed Anticipating Revenues from Federal Emergency Management Agency in the Amount of \$150,000.

FINAL ADOPTION

- C. Consideration of Amending the Fiscal Year 2021 Budget Appropriation Ordinance for the Recreation Enrichment Program in the Amount of \$186,102.
Council Letter Number CL - 2509.

An Ordinance Amending the Fiscal Year 2021 Budget Appropriation Ordinance to Provide for Funds in the Amount of \$55,220 for a Recreation Enrichment Program and the Local In-Kind Share of \$130,882 for a Total Appropriation of \$186,102 and Appropriation of Same.

FINAL ADOPTION

OLD BUSINESS

- A. Consideration of Approving the Fiscal Year 2022 Danville School Board Budget.
Council Letter Number CL - 2535.

A Resolution Approving the Budget of the School Board of the City of Danville for the Fiscal Year Ending June 30, 2022.

FINAL ADOPTION

- B. Consideration of Approval of the Budget for the City of Danville, the Capital and Special Projects Plan and the Budget Appropriation Ordinance.
Council Letter Number CL - 2537.

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

FINAL ADOPTION

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

FINAL ADOPTION

3. Budget Appropriation Ordinance For Fiscal Year 2022.

FINAL ADOPTION

APPOINTMENTS

- A. Recommendation of Appointments to Various Boards and Commissions.
Council Letter Number CL - 2550.

NEW BUSINESS

- A. Review of General Fund Financial Results as of April 30, 2021.
Council Letter Number CL - 2507.

- B. Consideration of Approving the Transfer of Real Property from the IDA at 500 Main Street.
Council Letter Number CL - 2528.

A Resolution Approving and Authorizing the Acceptance of Real Property Identified as Parcel 22901 from the Industrial Development Authority of Danville, Virginia to the City of Danville, Virginia.

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-2545

Consent Agenda A.

City Council Regular Meeting

Meeting Date: 05/18/2021

Subject: Consideration of Approval of Meeting Minutes

From: Susan M. DeMasi, City Clerk

COUNCIL ACTION

Business Meeting: 05/18/2021

SUMMARY

Consideration of Approval of Minutes from Regular Council Meeting and Regular Work Session held on April 20, 2021.

Council Letter Number CL - 2545.

Attachments

Meeting Minutes

Meeting Minutes

April 20, 2021

The Regular April meeting of the Danville City Council was held on April 20, 2021, at 7:00 p.m. in the Council Chambers located on the Fourth Floor of the Municipal Building. The following Council Members were present: James B. Buckner, L.G. "Larry" Campbell Jr., Bryant Hood, Mayor Alonzo L. Jones, Barry P. Mayo, Vice Mayor Gary P. Miller, Sherman M. Saunders, J. Lee Vogler, Jr., and Madison J.R. Whittle (9).

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

INVOCATION

The Invocation was given by Sherman M. Saunders, followed by the Pledge of Allegiance led by John Kent from SOVAH.

ANNOUNCEMENTS AND SPECIAL PRESENTATIONS

Proclamation: National Service Recognition Day
Presented to: Jessica Beebe, from the Institute for Advanced Learning and Research

Proclamation: National Volunteer Week
Presented to: John Kent, COO, SOVAH Danville

City Manager Ken Larking noted Mr. Kent has been instrumental in getting the community vaccinated. Doctor Spillman was in charge of public health but without the guidance, organizational skills and support of John Kent, Danville would not have been recognized by the State as one of the best community volunteer vaccination efforts. Vice Mayor Miller stated when COVID hit, Mr. Kent was procuring scarce PPE items. He set up the COVID calls for practitioners with the latest information on where to get tested, he informed the public about where to get tested, and played an integral role in the vaccination clinics.

City Manager Ken Larking gave an update on the modifications to the utility rates, noting it was his understanding there were some members of the community who, based on the advertisement placed in the newspaper, might be confused as to the utility rates. Every two years the City does a study to make sure they were charging customers appropriately, based on the class they were in, for all the utilities the City provides. Every two years the City makes some adjustments which ultimately have some impact on the bills. This year, because of some good things that happened, with the market improved, some of the City's purchase contracts have fallen off and the results of the utility changes made here, will result in bills that were lower for people. That was not clear in the ad because there were some charges that were higher, and also charges that were lower. Mr. Larking explained that the utility bills were made up of several components, one being the customer charge which customarily covers the cost of the operation. There was a charge in the cost of electricity for the energy that was used, and that was based on consumption. Citizens will have a base amount they will pay that covers the billing and some operational expenses that was going to be slightly higher, about \$2.00 for residents; that was a fixed amount, it won't go up based on usage. Mr. Larking stated the energy charge was actually lower and when both those aspects of the bill were combined, the average Danville Utility customer, one that has water, sewer, electric, and gas, will see a \$10 per month decrease in their overall bill. Mr. Larking stated they wanted to make sure the public understood these were rate adjustments, this will not raise citizens' bills in any way, it will lower them.

Council Member Whittle questioned the three different rates and Director of Utilities, Jason Grey explained there was a customer charge, a base rate energy charge and a power cost adjustment. Mr. Grey noted the City was seeing a decrease in the power cost which will be spread across all customers. The City has built solar into future rates and that would be a tremendous savings for the customers, as it was one of the lowest costs of power generation. Battery has not been built into the rate yet, because it was only recently approved. As the City continues to work on their demand cost, energy efficiency and lowering peak demand, they can work to lower the energy costs and that will help across the board. Mr. Vogler noted as the City moves forward, they will continue to look for ways to reduce costs and pass that along to the customers.

COMMUNICATIONS FROM VISITORS

Mayor Jones recognized Tommy Bennett, President of the Danville NAACP, who thanked Mr. Kent who has done a great service in the community helping with the vaccine. Mr. Bennett introduced Rebecca Campbell who discussed an event at Bibleway this weekend, their first vaccination clinic, from 9:00 a.m. to 1:00 p.m. with a food truck from Taste of Soul, as well a local band, Rock Steady. Council Member Campbell and Ms. Campbell shared their experiences having COVID and the loss of Reverend Campbell's wife.

Mayor Jones recognized Norma Brower, City of Danville, who noted Make Danville Shine will be on May 1st from 8:00 a.m. to 12:00 p.m. at the Community Market; they will practice COVID social distancing and have events throughout the day. This year, the City will not be doing roll offs, but citizens can still clean out their yards and homes, and put the trash out at the curb; there will be no charge for the extra trash pickup.

CONSENT AGENDA

Mayor Jones opened the floor for a Public Hearing regarding the Budget Appropriation Items on the Consent Agenda. Notice of the Public Hearing was published in the *Danville Register & Bee* on April 13, 2021. No one present desired to be heard and the Public Hearing was closed.

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

Minutes from the Regular Council Meeting held on March 16, 2021. Draft copies of the Minutes had been distributed prior to the meeting.

Amending the Fiscal Year 2021 Budget Appropriation Ordinance for Additional State Aviation Funding in the Amount of \$1,178,023 and the Local Share in the Amount of \$310,639

An Ordinance entitled Ordinance No. 2021-04.02 Amending the Fiscal Year 2021 Budget Appropriation Ordinance to Provide for Additional State Aviation Funding for the Purpose of Completing Design Services to Renovate the Airport Terminal Building, for Construction Activities to Widen Taxiway H and Complete Facility Improvements to Support Future Corporate, and T-Hangar Building Development in the Amount of \$1,178,023 Plus Local Share in the Amount of \$310,639.

Amending the Fiscal Year 2021 Budget Appropriation Ordinance for Funds Related to Project Imagine Work Force Readiness Program

An Ordinance Entitled, Ordinance No. 2021-04.03 Amending the Fiscal Year 2021 Budget Appropriation Ordinance by Increasing Revenue for a U.S. Department of Justice, Office of

April 20, 2021

Juvenile Justice and Delinquency Prevention Grant in the Amount of \$488,595 and Local Share in the Amount of \$79,983 for a Total Appropriation of \$568,578 to be Used to Fund Support Staff, and Other Expenditures Relating to the Project Imagine Work Force Readiness Program.

Amending the Fiscal Year 2021 Budget Appropriation Ordinance for Contributions to Provide a Summer Youth Jobs Program

An Ordinance Entitled Ordinance No. 2021-04.04 Amending the Fiscal Year 2021 Budget Appropriation Ordinance to Provide for Contributions from Community Non-Profit Partners in the Amount of \$72,341 and a Transfer from Unreserved Fund Balance in the Amount of \$131,193 for a Total Appropriation of \$203,534 to Provide a Summer Youth Jobs Program and Appropriating the same.

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

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

NEW BUSINESS

PUBLIC HEARING - CONSIDERATION OF AUTHORIZING RATE MODIFICATIONS TO UTILITY SERVICES

Mayor Jones opened the floor for a Public Hearing regarding Utility Rate Modifications. Notice of the Public Hearing was published in the *Danville Register & Bee* on April 12, 2021 and April 19, 2021. 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. 2021-04.05

ADJUSTING UTILITY RATES FOR UTILITY SERVICES EFFECTIVE JULY 1, 2021.

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

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

CONSIDERATION OF THE TRANSFER OF REAL PROPERTY FROM THE IDA TO THE CITY OF DANVILLE

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

RESOLUTION NO. 2021-04.05

APPROVING AND AUTHORIZING THE ACCEPTANCE OF REAL PROPERTY IDENTIFIED AS PARCEL 24134 FROM THE INDUSTRIAL DEVELOPMENT AUTHORITY OF DANVILLE,

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VIRGINIA TO BE USED BY THE CITY AS A POCKET PARK LOCATED ON THE SITE OF THE FORMER PYTHIAS BUILDING

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

Council Member Whittle questioned if it would be open to the public, and City Manager Ken Larking stated when it was finished, it would be. Mr. Larking noted it was accessible as well, it was below the street level, and there was an elevator for those who cannot take steps. Director of Economic Development Corrie Bobe noted there were a few final pieces to put in place, but they anticipate an opening the beginning of May. It will be available to the public, and will operate under the same hours as the City's public parks, from dawn to dusk.

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

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

CONSIDERATION OF RELEASING CITY HELD LIENS ON PARCEL #22118 ON PARK STREET

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

RESOLUTION NO. 2021-04.06

APPROVING AND AUTHORIZING THE RELEASE OF CITY-HELD LIENS AGAINST REAL PROPERTY IDENTIFIED AS PARCEL 22118 PARK STREET TO FACILITATE ITS SALE

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

Council Member Whittle questioned this item and Mr. Larking explained this property was located on Park Street and faces the Doyle Thomas Park. The City has had to mow the property on numerous occasions due to noncompliance with the City's weed ordinance. There were several thousand dollars in liens on the property; what they were attempting to do was released the liens, but not the debt owed so the adjacent property owner can purchase the property. Assistant City Attorney Ryan Dodson explained the lien was a debt collection tool not the debt itself, so if they release the liens the City was giving up a tool but not the debt. What would typically happen, the City would send the owner a bill with thirty days to pay or set up a payment plan; if that doesn't happen, he would file a warrant in debt, sue, get a judgement they can attach to other properties he owns in the City. With a Nuisance Abatement Lien, the City can only attach to that specific lot. The owner has eight other properties in the City that were worth more, this will allow the City to recover the full amount, which was three times the assessed value of the lot.

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

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

BUDGET AMENDMENT – CONSIDERATION OF AMENDING THE FISCAL 2021 BUDGET APPROPRIATION ORDINANCE FOR THE PROCEEDS OF THE SALE OF PINNACLES HYDRO PLANT IN THE AMOUNT OF \$8,200,000

Upon **Motion** by Council Member Vogler and **second** by Vice Mayor Miller, an Ordinance entitled:

ORDINANCE NO. 2021-04.06

AMENDING THE FISCAL YEAR 2021 BUDGET APPROPRIATION ORDINANCE TO APPROPRIATE PROCEEDS FROM THE SALE OF THE HYDRO PLANT FOR SUBSTATION UPGRADES IN THE AMOUNT OF \$8,200,000.

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

Vice Mayor Miller noted this was in the budget for next year, but the money for the transfer was needed to start procuring the equipment. Mr. Vogler asked Director of Utilities Jason Grey to give an overview of where the substations will be located. Mr. Grey stated this will go towards the Southside substation which is by DCC, fully upgrade that and add a redundant transformer. Also, at the Westover substation they will add a redundant transformer as well; they were looking to have those done in the first quarter of 2022. It takes a lot to get these materials in, prices were going up on steel and the City wanted to get started instead of waiting until the next budget year. Mr. Vogler questioned if all the substations in the City will have been upgraded at some point, and Mr. Grey explained they have one substation they will have to do in next year's budget, but after that, every one of them will be at least 1991 or younger.

BUDGET AMENDMENT – CONSIDERATION OF AMENDING THE FISCAL YEAR 2021 BUDGET APPROPRIATION ORDINANCE FOR A GRANT FROM THE US DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY

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

ORDINANCE NO. 2021-04.07

AMENDING THE FISCAL YEAR 2021 BUDGET APPROPRIATION ORDINANCE TO PROVIDE FOR A GRANT FROM THE US DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY IN AN AMOUNT OF \$49,804 AND LOCAL SHARE IN THE AMOUNT OF \$49,804 FOR A TOTAL OF \$99,608 AND APPROPRIATING SAME

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, City Attorney or City Clerk.

Council Member Mayo thanked Council Member Campbell; citizens needed to hear him, the severity of what he and his family have been through, it touched him. Mr. Mayo encouraged citizens to get the vaccine.

Vice Mayor Miller noted Mr. Campbell's wife was a beautiful person, for him to describe what they

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went through and to encourage other people to get the vaccine was indescribable. Dr. Miller noted people were saying they didn't need to take the vaccine because they had COVID was not true. There was a syndrome called Long Haulers Syndrome; people get COVID and it just keeps on making them sick, months later after they have left the hospital, they still can't breathe, taste or smell. There was evidence coming forth that if they get the vaccine, that can help abate those symptoms. Dr. Miller encouraged people to get the vaccine.

Council Member Saunders congratulated Lieutenant Jeff McLaughlin and his daughter Officer Briana McLaughlin for being the first father and daughter police officers in Danville, and congratulations to all the other new officers as well. Mr. Saunders thanked Council Member Campbell for sharing his experience with COVID, and thanked the Mayor for representing the City.

Council Member Whittle thanked Council Member Campbell for sharing his experience as well.

Council Member Buckner thanked Mr. Campbell and his family for what they do in this community, and encouraged citizens to go to Bibleway on Saturday for the vaccination clinic. Mr. Buckner thanked the Danville Police Department for the amazing job they do; congratulations to the new graduates, and to the recent Fire Department graduates as well. The Danville Police Department was currently accepting applications for the Youth Police Academy from June 7th through June 24th, ages 10-17; it was free to attend. Make Danville Shine was May 1st, and the Blue Ridge Rock Festival will be one of the largest events to come to Danville-Pittsylvania County, September 9th through the 12th; they were expecting over 40,000 people to attend.

Council Member Campbell thanked everyone on Council for their words of comfort. Reverend Campbell thanked the City Manager for choosing the Chief of the Police, he was someone who was able to establish good community relationships, and thanked the Mayor for his service.

Council Member Hood noted to everybody watching on River City TV or on Facebook, Council appreciated them because they take the time to show concern for their City, and what goes on in the City. Mr. Hood asked people to encourage citizens who don't feel involved but want to get involved, to get them more tuned in to local government, the City will continue to excel as one.

Mayor Jones noted he and Reverend Campbell go back a long way; he, Reverend Campbell and Mrs. Campbell did a lot of things together. He appreciates Reverend Campbell, and noted he was going to yield his time to Mr. Saunders and asked him to repeat part of his Invocation.

Council Member Saunders stated "God, Sometimes it seems to me at least, that some of us have forgotten your lessons of love and forgiveness, and are allowing people to control the behavior which we know is wrong. You have always allowed us to agree to disagree. Please help us to rekindle this spirit by listening more and talking less. Father, we thank you for your love and fortitude."

ADJOURNED: 8:11 P.M.

APPROVED:

MAYOR

CITY CLERK

April 20, 2021

A Regular Work Session of the Danville City Council convened on April 20, 2021 at 8:16 p.m. in the Council Chambers located on the Fourth Floor of the Municipal Building. Council Members present were: James B. Buckner, L.G. "Larry" Campbell Jr., Bryant Hood, Mayor Alonzo Jones, Barry P. Mayo, Vice Mayor Gary P. Miller, Sherman M. Saunders, J. Lee Vogler, Jr. and Madison J.R. Whittle (9).

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

Mayor Alonzo L. Jones presided.

MINUTES

Upon **Motion** by Council Member Campbell and second by Council Member Saunders, Minutes of the Regular Work Session held on March 16, 2021 were approved as presented. Draft copies were distributed to Council Members prior to the Meeting.

Council Member Vogler moved to **Amend** the Agenda to add a Closed Session for discussion of legal matters. The Motion was **seconded** by Council Member Buckner and carried by the following vote:

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

WORK SESSION ITEMS

REVIEW OF GENERAL FUND FINANCIAL REPORT

Director of Finance Michael Adkins reviewed the General Fund financial results for the third quarter, ending March 31st. The City has been very consistent this year, Revenues for the first three quarters combined were \$74M, about \$500,000 ahead of where the City was last year at the end of March. Local Sales Tax was outperforming expectations; the City has received about \$972,000 more than last year with 75% of the year complete; it was at 82% and about \$655,000 over budget at this point. Most Business Licenses were paid in March, but some companies prefer to pay every quarter, and at the end of March, Business License Revenue was \$685,000 more than last year at this time. Some of that was timing, but Mr. Adkins noted they did budget a little more for this year, and believes it will come in over budget at the end of June. With Interest Revenue, the City was lucky to find investments at 1% this year, where last year they were finding them at 2%; Interest Revenue was about half of what it was which has caused a decrease of \$340,000 from last year. Under Charges for Services, as mentioned in the past, there were less Parks & Rec rentals and also the Adult Detention census was down; those charges for services were less by about \$330,000 from last year. The two local consumer items, Meals Tax and Lodging Tax showed Meals Tax was only \$36,000 less than last year at this time. The City did budget some growth for the current year, were at 72% and not too far off of budget, but still about \$240,000 behind where the City would like to be. Hotel and Motel had the same situation, but only \$65,000 less than last year. They did budget a little more hoping for an increase, were at 66% of budget and about \$146,000 behind. The Local Sales Tax will cover those, and Mr. Adkins stated he did not have any concerns about the Revenue streams at this time. Real Estate and

April 20, 2021

Personal Property bills were set to go out in the mail the first week of May and he will be able to report on those in June.

As far as expenditures, Departmental Expenditures were at 61% of budget, much behind the 75% at this point. A lot of that was attributable to CARES Act funds; the City was able to cover \$1M of public safety compensation which has helped, as well as lowered spending. Non-Departmental Expenses, which include transfers to capital, the City's debt service and group health insurance were all on budget and where they should be at this point. The Unreserved Fund Balance was \$22.6M, about \$1.7M ahead of where the City was last March. The City did budget to use about \$4M this year, hopefully they will not need that, but staff will monitor that as they progress.

City Manager Ken Larking noted Mr. Adkins had mentioned some revenue streams that were coming in less than projected. Staff's understanding of the recently passed Stimulus Package by Congress does allow for replacement of lost revenue caused by the pandemic. Staff will be studying that issue and should be able to see some recovery of that difference. There were some other things they were looking at closely related to that Stimulus funding, they have not received all the information about the rules and do not know exactly what they were going to get, but it should be helpful to the City.

DISCUSSION OF FEMA ADVANCED ASSISTANCE FUNDING FOR APPLE BRANCH WATERSHED ENGINEERING STUDY

Council Members had no questions regarding this Agenda item and agreed to put it on an upcoming business agenda.

CONSIDERATION OF THE FORMATION OF A 501(C)(3) CORPORATION BY THE DRHA

Council Member Whittle stated he thought that the Danville Redevelopment and Housing Authority was already a 501(c)(3) and Mayor Jones noted they were not. What they were trying to do was to be able to apply for funding under the 501(c)(3). The new director has been working with Deputy City Manager Earl Reynolds.

Council agreed to put this on an upcoming business agenda.

CLOSED MEETING

At 8:23 p.m., Vice Mayor Miller **moved** that this meeting of the City Council of the City of Danville, Virginia be recessed and that Council immediately reconvene in a Closed Meeting for the following purpose: consultation with legal counsel retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, as permitted by Subsection (A)(8) of Section 2.2-3711 of the Code of Virginia, 1986 as amended.

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

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

Upon unanimous vote at 8:32 p.m., Council reconvened in open session and Vice Mayor Miller **moved** for adoption of the following Resolution:

April 20, 2021

CERTIFICATE OF CLOSED MEETING

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

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

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

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

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

MEETING ADJOURNED AT 8:33 P.M.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

Council Letter

City of Danville, Virginia



CL-2448

Consent Agenda B.

City Council Regular Meeting

Meeting Date: 05/18/2021

Subject: FEMA Advanced Assistance Funding - Apple Branch Watershed Engineering Study

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

COUNCIL ACTION

First Reading: 05/04/2021

Final Adoption: 05/18/2021

SUMMARY

The City of Danville received Pre-Disaster Mitigation Grant funds in the amount of \$150,000 to study flash flooding along Apple Branch in the vicinity of Riverside Drive and Audubon Drive. The allocated funds need to be appropriated into the Special Grants Fund account.

BACKGROUND

In November 2019, the City of Danville applied to the Virginia Department of Emergency Management for Federal Emergency Management Agency funding, for an engineering study regarding flash flooding that occurs at the lower end of Apple Branch along Audubon Drive near Riverside Drive. The City received notification that Pre-Disaster Mitigation Grant funds had been allocated for the study. These funds represent 75% of the estimated cost of the study, the City is required to match the remaining 25% of the funds.

RECOMMENDATION

It is recommended that City Council adopt the attached Ordinance appropriating Federal Emergency Management Agency Pre-Disaster Mitigation Grant Program funds in the amount of \$150,000.

Attachments

Ordinance

Notification Letter

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2021-____.____

AN ORDINANCE AMENDING THE FISCAL YEAR 2021 BUDGET APPROPRIATION ORDINANCE FOR A PROJECT TO BE UNDERTAKEN WITHIN THE CITY OF DANVILLE AND TO BE FINANCED ANTICIPATING REVENUES FROM FEDERAL EMERGENCY MANAGEMENT AGENCY IN THE AMOUNT OF \$150,000.

WHEREAS, the City of Danville requested the Federal Emergency Management Agency to allocate Pre-Disaster Mitigation Grant Program funds to perform an engineering study in the Apple Branch watershed; and

WHEREAS, the City of Danville has received notification of an allocation in the amount of \$150,000 from the Pre-Disaster Mitigation Grant Program; and

WHEREAS, these funds represent 75% of the estimated project cost and will be appropriated for the engineering study as previously described; and

WHEREAS, the city has an obligation to match the remaining 25% of the estimated project cost; and

WHEREAS, previously approved and appropriated capital funds will be used to meet the city obligations for the required locality match.

NOW THEREFORE, BE IT ORDAINED, by the Council of the City of Danville, Virginia, that the Fiscal Year 2021 Budget Appropriation Ordinance be, and is hereby, amended by using anticipated revenues from the Federal Emergency Management Agency in the amount of \$150,000, and such funds to be appropriated as follows:

ANTICIPATED REVENUES

<u>Description</u>	<u>Account No.</u>	<u>Amount</u>
Special Grants Fund		
Apple Branch Watershed Engineering Study		
FEMA Pre-Disaster Mitigation Grant	61657000-48055	<u>\$ 150,000</u>

ANTICIPATED EXPENDITURES

<u>Description</u>	<u>Account No.</u>	<u>Amount</u>
Special Grants Fund		
Apple Branch Watershed Engineering Study		
FEMA Pre-Disaster Mitigation Grant	61657999-50	<u>\$ 150,000</u>

AND BE IT FURTHER ORDAINED, that a flexible budget is hereby authorized whereby appropriations may be increased to the extent that actual revenues exceed the original revenue budget amount; and

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

APPROVED:

MAYOR

ATTEST:

CLERK

Approved as to
Form and Legal Sufficiency:

CITY ATTORNEY



COMMONWEALTH OF VIRGINIA

Department of Emergency Management

9711 Farrar Court, Suite 200, North Chesterfield, Virginia 23236
TEL 804.267.7600 TDD 804.674.2417 FAX 804.272.2046

CURTIS C. BROWN
State Coordinator of
Emergency Management

October 20, 2020

Mr. Brian L. Dunevant, P.E.
Assistant Director of Public Works/City Engineer
427 Patton St. P.O. Box 3300
Danville, VA 24543

RE: PDMC-PL-03-VA-2019-002, Advance Assistance City of Danville
Apple Branch Watershed Engineering Study

Dear Mr. Dunevant:

I am pleased to notify you that the Federal Emergency Management Agency has approved the project titled "Advance Assistance City of Danville Apple Branch Watershed Engineering Study." The funds have been obligated through the Pre-Disaster Mitigation Grant Program. Attached you will find the grant award package. Please read all documents carefully prior to initiating your project. As funded, the federal share is 75 percent of the total project costs.

Your project cannot begin until the authorized agent has signed the grant award package. No reimbursements will be made until the award package is signed and received by the Virginia Department of Emergency Management. Please sign the attached grant agreement, scan, and email it to Amy Howard, mitigation grants administrator. Congratulations on the approval of this project. If you have questions regarding this award or the implementation of your project, please contact Amy Howard at (804) 267-7733 or by e-mail at Amy.Howard@vdem.virginia.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Curtis C. Brown".

Curtis C. Brown
Alternate Governor's Authorized Representative

Enclosures

CCB/DJM/ash



COMMONWEALTH OF VIRGINIA

Department of Emergency Management

9711 Farrar Court, Suite 200, North Chesterfield, Virginia 23236
TEL 804.267.7600 TDD 804.674.2417 FAX 804.272.2046

CURTIS C. BROWN
State Coordinator of
Emergency Management

Pre-Disaster Mitigation Grant Program

Grant Agreement

PDMC-PL-03-VA-2019-002

This Agreement is made as of this 24th day of September 2020, by and between the Virginia Department of Emergency Management, hereinafter called "VDEM," and the City of Danville herein after called the "Sub-grantee." The DUNS number for the City of Danville is **066008251**.

The parties to this Agreement, in consideration of the mutual covenants and stipulations set out herein, agree as follows:

(1) **GENERAL PROVISIONS:**

This Agreement is a sub-grant award of federal funds from VDEM to the sub-grantee. VDEM has received a grant from the Department of Homeland Security Federal Emergency Management Agency Pre-Disaster Mitigation Grant Program, Catalog of Federal Domestic Assistance Number 97.047. The sub-grantee shall implement the project as set forth in the grant Agreement documents. These documents consist of:

- (1) Executed Grant Agreement;
- (2) Scope of Services, Attachment A;
- (3) Project Budget, Attachment B;
- (4) Milestone Table, Attachment C; and
- (5) Grant Assistance Agreements and VDEM-FEMA General Terms and Conditions and Assurances; Attachment D.

State agencies acting as the sub-grantee shall report all federal funds received as part of this Agreement as federal pass-thru funds on their agency's Schedule of Federal Assistance.

Nothing in this Agreement shall be construed as authority for either party to make commitments, which will bind the other party beyond the Scope of Work contained herein. Furthermore, the sub-grantee shall assign, sublet, or subcontract any work related to this Agreement or any interest it may have herein with full compliance with federal and state procurement regulations. The schedule of service set forth in the Scope of Work and Milestone Table shall be deemed to have been consented to, as required by the preceding sentence, upon the execution of this Agreement by VDEM.

(2) SCOPE OF SERVICES:

The sub-grantee shall provide the service to VDEM set forth and summarized in the Scope of Work (Attachment A) and Milestone Table (Attachment C). All deliverables shall conform to accepted standards and practices. If there is any change in the original scope of work, a formal request must be made to VDEM for review and approval prior to implementing the change. These attachments are consistent with the original VDEM-FEMA (Federal Emergency Management Agency) grant project application. The sub-grantee shall provide VDEM with quarterly reports and a final report on the progress of work set forth in the Scope of Work. The quarterly reports and final report shall contain the following components: (1) a narrative describing in detail the progress of the sub-grantee in fulfilling the provisions of the Scope of Work; (2) Reimbursement Requests as needed that itemize the expenses incurred by the sub-grantee, including separate columns for the federal, state, and the sub-grantee's matching contribution to the total cost of services as reflected in the Project Budget - Attachment B; and (3) the schedule of specific project tasks with target completion dates and actual completion dates (Milestone Table – Attachment C). The first quarterly report is due to VDEM at the end of the first complete quarter following the award of the grant.

Reporting Period

January 1 – March 31

April 1 – June 30

July 1 – September 30

October 1 – December 31

Report Due to VDEM

no later than April 15

no later than July 15

no later than October 15

no later than January 15

(3) TIME OF PERFORMANCE:

The services of the sub-grantee shall begin on the date of sub-grantee's signature of this document and terminate on **9-23-2023**, unless otherwise altered through provisions of this Agreement or extended by written authorization of VDEM. Requests for a time of performance extension must be received in writing by VDEM within 75 days of termination date with reasons for the requested time of performance extension and a revised Milestone Table – Attachment C. All time limits stated are of essence of this Agreement. All funds must be obligated no later than the project completion date. The final request for reimbursement must be received no later than 60 days after the completion date for the project.

(4) COMPENSATION:

The total project award from VDEM is **\$200,000** provided through the Pre-Disaster Mitigation Grant Program. FEMA shall provide funds for the project identified in the Scope of Work (Attachment A) totaling **\$150,000**. The sub-grantee agrees to provide a match in the amount of **\$50,000**. The sub-grantee is aware of and shall comply with cost-sharing requirements of federal and state mitigation grant assistance; specifically, that federal assistance is limited to 75 percent of eligible expenditures, and the sub-grantee shall provide from the sub-grantee's funds 25 percent of eligible costs. The non-federal funds must be from a non-federal funding source and can be completely fulfilled by in-kind services as long as financial records document them as such.

VDEM shall release the grant award to the sub-grantee on a cost-reimbursement basis upon receipt and approval of the sub-grantee's quarterly and final reports and deliverables as required by this Agreement or at other times agreed to by VDEM. Any cost overruns incurred by the sub-grantee during the time of performance shall be the responsibility of the sub-grantee. The sub-grantee shall spend the funds according to the specified categories of the contract budget. The sub-grantee shall

use mitigation grant funds solely for the purposes for which these funds are provided and as approved by FEMA and VDEM. General policies for determining allowable costs are established in 2 Code of Federal Regulations (CFR), Part 200, subpart E (included in Attachment D) and the appropriate OMB circulars that identify cost principles for different kinds of organizations. Minor shifts of the funds among categories by the sub-grantee, not to exceed 10 percent of any budget line item are permissible, but in no case can the total expenditures exceed the amount provided by this contract. Shifts in funds exceeding 10 percent among budget line items must be approved in writing by VDEM.

(5) ASSISTANCE:

VDEM agrees upon request of the sub-grantee to furnish, or otherwise make available to the sub-grantee, copies of existing non-proprietary materials in the possession of VDEM that are reasonably related to the subject matter of this Agreement and are necessary to the sub-grantee for completion of its performance under this Agreement. VDEM Grants Division staff will provide technical support to the sub-grantee and make periodic site visits to monitor progress.

(6) ACKNOWLEDGEMENTS:

The role of the Virginia Department of Emergency Management (VDEM) and the Federal Emergency Management Agency (FEMA) must be clearly stated in all press releases, news articles, and request for proposals, bid solicitations and other documents describing this project, whether funded in whole or part.

Acknowledgement of financial assistance, with VDEM and FEMA logos, must be printed on all reports, studies, web sites, and other products (including map products) supported, in whole or in part, by this award or any sub-award. The sub-grantee is responsible for contacting VDEM staff in adequate time to obtain the logo in camera-ready or digital form. The final draft must be approved by VDEM staff prior to production. The acknowledgement should read as follows:

This report was funded by the Federal Emergency Management Agency through the Virginia Department of Emergency Management, via Grant Agreement Number PDMC-PL-03-VA-2019-002 for \$200,000.

(7) CREATION OF INTELLECTUAL PROPERTY:

To the extent that the copyright to any copyrightable material created pursuant to this Agreement is owned by the sub-grantee and/or the sub-grantee is empowered to license its use, VDEM agrees to grant to the sub-grantee, and hereby does grant to the sub-grantee, a license to use the materials so owned for public, not-for-profit purpose within the territory of the Commonwealth and shall execute and deliver such further documents as the Commonwealth may reasonably request for the purpose of acknowledging or implementing such license.

A copyright notice shall be placed in an appropriate location on any copyrightable material being distributed or published. Such notice shall include (1) either the symbol "©", the word "Copyright", or the abbreviation "Copr."; (2) the year of first publication; and (3) the name of the copyright owner (the Commonwealth of Virginia). This information shall be followed by the words, "all rights reserved."

(8) **STRUCTURAL MITIGATION REQUIREMENTS:**

Specific requirements must be adhered to for structural mitigation projects such as structural relocation, property acquisition and demolition, and structural retrofitting or improvement as detailed in Attachment D. These requirements can include deed restrictions, operation and maintenance plans, and insurance requirements, as dictated by the specific grant and project requirements.

(9) **BREACH AND TERMINATION:**

In the event of breach by the sub-grantee of this Agreement, VDEM shall provide written notice to the sub-grantee specifying the manner in which the Agreement has been breached. If a notice of breach is given and the sub-grantee has not substantially corrected the breach within 60 days of receipt of the written notice, VDEM shall have the right to terminate the Agreement. The sub-grantee shall be paid for no service rendered or expense incurred after receipt of the notice of termination, except such fees and expenses incurred prior to the effective date of termination that are necessary for curtailment of its work under the Agreement. Termination of this Agreement can occur as an effect of one of two results: First, as a result of the proper completion and closeout of this project. Second, termination may occur as a result of *Termination for Convenience* or other termination as allowed or required by 2 CFR 200.339 for projects which cannot be completed as described in the FEMA-approved grant project application and the Scope of Services – Attachment, herein. Communication of this decision and information related to the project termination will be provided to the sub-grantee in coordination with FEMA through registered mail.

IN WITNESS THEREOF, the parties have caused this Agreement to be executed by the following duly authorized officials:

Sub-grantee:

City of Danville

By:



Date:

10/28/2020
Authorized Sub-grantee Signatory

Grantor:

Virginia Department of Emergency Management

By:



Date: October 22, 2020

State Coordinator of Emergency Management

Project Sponsor: City of Danville

Project Title: Advanced Assistance Apple Branch Watershed Engineering Study

Project Description from PDM application:

The overall goal of the study is to propose a mitigation project to improve this area. Apple Branch improvement project consists of the removal of the two buildings at the corner of Audubon Drive and Riverside Drive to create greenspace. The project also consist of restoring the stream channel where one building currently spans the waterway. The project also consists of a constructed floodwall or berm parallel to Riverside to direct any flooding back into Apple Branch. The storm drainage system along Audubon Drive near Riverside would also be upsized to direct flow back to Apple Branch. The sharp bend of Apple Branch near Apollo Avenue would also be straightened to help keep flows in the channel. The study would also address what level of protection this project would propose. This study will be incorporated into the Flood portion of the HMP once the study is complete.

Project Awarded Budget – Funding Source PDM:

Federal Project Funds	\$150,000
Local Project Funds	\$ 50,000
Total Project Funds	\$ 200,000

Project Budget from VDEM-FEMA PDM application:

Activity	Number	Cost	Total Cost
Review Historical Flooding for Apple Branch	1	\$23,550	\$23,550
Review rainfall Data for dates (storm size and intensity)	1	\$9,891	\$9,891
Review Flood Maps	1	\$7,850	\$7,850
Perform Watershed Runoffs/Calculation for certain storms	1	\$39,564	\$39,564
Determine Apple Branch Capacity at various points	1	\$15,700	\$15,700
Determine where channel capacity issues exist	1	\$18,840	\$18,840
Develop options and define realistic solutions	1	\$46,158	\$46,158
Write Report	1	\$15,700	\$15,700
Travel	1	\$5,700	\$5,700
Meetings	1	\$7,100	\$7,100
Management Costs	1	\$9,947	\$9,947
Total Project Costs			\$200,000

Attachment C
PDMC-PL-03-VA-2019-002
Project Milestone Table

Project Milestone	Estimated Time to Complete
Project Implementation	90
Review Historical Flooding	90
Review Rainfall Data and Dates	90
Review Flood Maps	90
Perform Watershed Runoff Calculations for certain storms	120
Determine Apple Branch capacity at various points	120
Determine where channel capacity issues exist	75
Develop options and define realistic solutions with estimates and amp sketches	60
Write draft report	180
Meetings and Staff updates	90
Project Closeout	90
TOTAL DAYS	1,095

Attachment D
Administrative Requirements and Guidance

Federal Administration and Guidance Documents:

1. 2 CFR Part 200 Cost Principles for State, Local, Indian Tribal Governments
2. CATEX documentation (where required)
3. Structural Mitigation Project Requirements (where required)
4. Current Hazard Mitigation Assistance (HMA) Guidelines
5. FEMA Award Package

Federal Emergency Management Agency (FEMA) Contact:

John Schmierer
FEMA Region III
One Independence Mall, Sixth Floor
615 Chestnut Street
Philadelphia, PA 19106-4404

Hazard Mitigation Assistance

Non-Supplanting Certification

I certify that any funds awarded under Hazard Mitigation Assistance grants will be used to supplement existing funds for programs activities, and will not replace (supplant) non-federal funds.

Designated Agent

Ken Larking
Name

Ken Larking
Signature

City Manager
Title

City of Danville
Agency

Council Letter

City of Danville, Virginia



CL-2509

Consent Agenda C.

City Council Regular Meeting

Meeting Date: 05/18/2021

Subject: Recreation Enrichment Program

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

COUNCIL ACTION

First Reading: 05/04/2021

Final Adoption: 05/18/2021

SUMMARY

The Danville-Pittsylvania Community Services Board will award funds in the amount of \$55,220 to the City's Department of Parks and Recreation for Fiscal Year 2021 for the Recreation Enrichment Program.

BACKGROUND

The Danville-Pittsylvania Community Services Board will award funds in the amount of \$55,220 to the City's Department of Parks and Recreation. This is a continuation of funding which the City receives each year. With these funds, the Special Recreation Division provides recreation, education, and cultural services for individuals with intellectual impairments. The funds will be matched with the in-kind funds of \$130,882 for a total appropriation of \$186,102. The in-kind funds are included with the City's Fiscal Year 2021 budget.

RECOMMENDATION

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

Attachments

Ordinance

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2021-____.____

AN ORDINANCE AMMENDING THE FISCAL YEAR 2021 BUDGET APPROPRIATION ORDINANCE TO PROVIDE FOR FUNDS IN THE AMOUNT OF \$55,220 FOR A RECREATION ENRICHMENT PROGRAM AND THE LOCAL IN-KIND SHARE OF \$130,882 FOR A TOTAL APPROPRIATION OF \$186,102 AND APPROPRIATION OF SAME.

NOW THEREFORE, BE IT ORDAINED, by the Council of the City of Danville, Virginia, that the Fiscal Year 2021 Budget Appropriation Ordinance be, and the same is hereby, amended by increasing revenues for funds from Danville-Pittsylvania Community Services in the amount of \$55,200 and in-kind services in the amount of 130,882 for the purpose of operating a Recreation Enrichment Program to provide services for the intellectually disabled, appropriating same within the Special Grants Fund, such appropriation be as follows:

<u>ANTICIPATED REVENUES</u>		
<u>Description</u>	<u>Account</u>	<u>Amount</u>
Categorical Aid--State: Danville-Pittsylvania Community Services	60299000-45620	\$ 55,220
Local Share: In-kind Services Recreation Enrichment Program	60300000-44890	<u>\$130,882</u>
	Total	<u>\$186,102</u>

ANTICIPATED EXPENDITURES

<u>Description</u>	<u>Account</u>	<u>Amount</u>
Recreation Enrichment	60299999-50	\$ 55,220
Recreation Enrichment- In-Kind:		
Salaries & Wages	60300000-59500	\$ 97,800
FICA Taxes	60300000-59510	\$ 7,900
Retirement-ERS	60300000-59520	\$ 2,942
Automotive/Motor Pool	60300000-59615	\$ 12,972
Utilities	60300000-59625	\$ 8,492
Telephone	60300000-59635	\$ 776
Sub-Total		<u>\$ 130,882</u>
Total		<u>\$ 186,102</u>

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

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

APPROVED:

MAYOR

ATTEST:

CLERK

Approved as to
Form and Legal Sufficiency:

CITY ATTORNEY

Council Letter

City of Danville, Virginia



CL-2535

Old Business A.

City Council Regular Meeting

Meeting Date: 05/18/2021

Subject: Consideration of the Fiscal Year 2022 Danville Public School Budget

From: Cynthia Thomasson, Budget Director

COUNCIL ACTION

First Reading: 05/04/2021

Final Adoption: 05/18/2021

SUMMARY

The Public Hearing for the Fiscal Year 2021 School Board Budget was May 4, 2021. The City's Budget for Support of Schools includes \$22,812,500 for Support of Operations, and \$2,666,690 for Debt Service, for a grand total of \$25,479,190. In addition, the Capital and Special Projects Plan includes \$2,000,000 for various school facilities and about \$1.3 million to pay for restoration of the track at George Washington High School, to be funded by casino funds.

RECOMMENDATION

It is recommended the City Council adopt the attached Resolution approving the Fiscal Year 2022 Danville Public Schools Budget.

Attachments

Resolution

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2021- ____ - ____

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

WHEREAS, the School Board of the City of Danville presented to the Council its estimate of the amount of money needed for the support of the public schools of the City during Fiscal Year 2022 which estimate reflected total proposed expenditures in the amount of \$72,570,639; and

WHEREAS, the City shall contribute \$22,812,500 for School Operations and \$2,666,690 for School Debt Service for a total appropriation of \$25,479,190; and

WHEREAS, the City Council does not intend by this resolution to guarantee to the School Board of the City of Danville any contribution for support of schools in future fiscal years above that amount required by Virginia law for support of schools; and

WHEREAS, a brief synopsis of the proposed Budget of the School Board for Fiscal Year 2022 was duly published, and, after public notice duly given, 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, pursuant to Section 22.1-93 of the Code of Virginia, 1950, as amended, the attached budget of the School Board of the City of Danville for the Fiscal Year ending June 30, 2022 be, and the same is hereby, approved for educational purposes subject the above recited conditions.

APPROVED:

MAYOR

ATTEST:

CLERK

Approved as to
Form and Legal Sufficiency:

CITY ATTORNEY

Council Letter

City of Danville, Virginia



CL-2537

Old Business B.

City Council Regular Meeting

Meeting Date: 05/18/2021

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

From: Cynthia Thomasson, Budget Director

COUNCIL ACTION

First Reading: 05/04/2021

Final Adoption: 05/18/2021

SUMMARY

The Public Hearing for the Budget of the City of Danville, and Capital and Special Projects (CSP) was held on May 4, 2021.

BACKGROUND

The City Manager presented the Fiscal Year 2022 Proposed Budget in early April 2021, and a Public Hearing was held on May 4, 2021. There are no tax, rate, or fee increases proposed in the budget for Fiscal Year 2022, and the budget does not include any transfers from Fund Balance.

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 to the various funds for Fiscal Year 2022.

Attachments

Resolution

Resolution

Ordinance

Authorized Positions

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2021-____.____

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

WHEREAS, the Budget of and for the City of Danville for Fiscal year 2022 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	PROPOSED EXPENDITURE	CONTRIBUTION/ TRANSFER TO (FROM) GENERAL FUND
General Fund	\$114,716,420	
VDOT Special Revenue Fund	11,603,990	
Wastewater	13,169,040	706,860
Water	12,638,900	\$ 950,300
Gas	21,622,950	3,186,330
Power & Light	133,774,800	10,429,610
Telecommunications	1,154,860	81,000
Transportation	4,890,570	-0-
Central Services	350,880	-0-
Motorized Equipment	4,692,730	-0-
Insurance Fund	4,210,500	-0-
Sanitation Fund	4,698,400	-0-
Cemetery Fund	1,002,620	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, 2022 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. _____ . _____

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

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

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

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

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

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

WHEREAS, it should be recognized that the plan beyond Fiscal Year 2022 is for planning purposes and does not obligate or commit the City to projects included in the plan beyond Fiscal Year 2022.

NOW THEREFORE, BE IT RESOLVED, by the Council of the City of Danville, Virginia that the Fiscal Year 2022 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. 2021____.____

**BUDGET APPROPRIATION ORDINANCE
FOR FISCAL YEAR 2022**

WHEREAS, the Budget of and for the City of Danville for Fiscal Year 2022 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 May 4, 2021 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 2022.

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, 2021 and ending June 30, 2022, be, and the same hereby are, as follows:

I. GENERAL FUND

Estimated Revenue FY 2022	\$114,716,420
Appropriations	<u>114,716,420</u>
Unappropriated	<u>\$ -0-</u>

II. VDOT STREET MAINTENANCE FUND

Estimated Revenue FY 2022	\$ 11,603,990
Appropriations	<u>11,603,990</u>
Unappropriated	<u>\$ -0-</u>

II. UTILITY FUNDS

	Wastewater	Water	Gas	Electric	Telecommunications
Operating Revenues	\$ 8,978,970	9,182,310	19,935,040	124,195,850	671,190
Expenditures	<u>12,463,280</u>	<u>11,685,600</u>	<u>18,426,620</u>	<u>123,202,190</u>	<u>1,073,860</u>
Excess of Revenues Over (Under) Expenditures	(3,484,310)	(2,503,290)	1,508,420	993,660	(402,670)
Add:					
Depreciation	2,048,820	1,673,710	1,573,910	8,980,360	479,950
Contribution/Transfer (To)/From General Fund	<u>(705,760)</u>	<u>(953,300)</u>	<u>(3,196,330)</u>	<u>(10,572,610)</u>	<u>(81,000)</u>
Increase (Decrease) In Fund Balance	<u>\$ (2,141,250)</u>	<u>(1,782,880)</u>	<u>(114,000)</u>	<u>(598,590)</u>	<u>(3,720)</u>

III. OTHER FUNDS

SUMMARY	Transportation	Central Services	Motorized Equipment	Insurance	Sanitation	Cemetery
Operating Revenues	\$3,710,080	348,480	3,760,460	4,221,950	3,845,000	943,620
Expenditures	<u>4,178,410</u>	<u>350,880</u>	<u>4,692,830</u>	<u>4,210,500</u>	<u>4,698,400</u>	<u>1,002,620</u>
Excess of Revenues Over (Under) Expenditures	(1,180,490)	(2,400)	(932,370)	11,450	(853,400)	(59,000)
Add (Deduct):						
Depreciation	<u>871,760</u>	<u>21,450</u>	<u>889,010</u>	<u>-0-</u>	<u>115,610</u>	<u>-0-</u>
Contribution/Transfer (To) From General Fund	\$ -0-	-0-	43,360	-0-	-0-	-0-
Increase (Decrease) In Fund Balance	<u>\$ (308,730)</u>	<u>19,050</u>	<u>-0-</u>	<u>11,450</u>	<u>(737,790)</u>	<u>(59,000)</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 Program Expenditures
Wellness Recovery Funds	State/Federal Funding
Grants Funds	& Private Donations
Clerk of Circuit Court	VA Supreme Court-
Index/Records	Technology Trust Fund
Community Development Fund	Program Income
CDBG-Rehab-Private Property	Program Income
HOME-Rehab-Private Property	
All Funds	
Repairs/Replacement-	
From Insurance/Accident	Recoveries – Accident
Claims	Claims

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

4. The accounting for funds designated within all funds as unanticipated grants/donations not exceeding \$100,000 and requiring no local funding are authorized for expenditure/assignment within the appropriate fund unless council action is required by the Grantor. Unanticipated grants/donations in excess of \$75,000 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, 2022, be, and the same are hereby, authorized.

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

7. Authorization to transfer up to ½ the increase in Unassigned Fund Balance to the Budget Stabilization Fund at June 30, 2021 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 FY 2022 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 2021 and in prior years for the City or School System which were encumbered by purchase order or contract as of June 30, 2021, be, and the same are hereby, reappropriated for the purpose of liquidating said outstanding encumbrances.

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

Police Department - Investigation Expense

Commonwealth Attorney-Prosecution Expense-State Funds

Appropriations for Grants Funds - Federal, State, Local Share

Law Library

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

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

Sheriff's Office – Jail R& B Fee

Parks, Recreation & Tourism – Scholarship Funds & Revolving Accounts

Recoveries/Appropriations - Accident/Insurance Claims

CARES Act Funds

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

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

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

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

18. Authorization 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.

19. Authorization to carry forward unencumbered appropriation for Support of Public Schools as of June 30, 2021.

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

21. 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.

22. 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.

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

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

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

26. 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.

26. This Ordinance shall become and be effective on and as of July 1, 2021.

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

APPROVED:

MAYOR

ATTEST:

CLERK

Approved as to
Form and Legal Sufficiency:

City Attorney

CITY OF DANVILLE									
FY 2022 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2021			Fiscal Year 2022						
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 (Special Grants Fund)			
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	-		-	Assistant City Attorney II			
-		-	1		1.0	Deputy City Attorney			
1		1.0	1		1.0	Legal Assistant			
1		1.0	1		1.0	Legal Secretary			
5	-	5.0	5	-	5.0	TOTAL CITY ATTORNEY'S OFFICE			
						50% funded by Utilities			
						COMMUNITY DEVELOPMENT DEPARTMENT			
						Community Development Fund (12110)			
1		1.0	1		1.0	Community Redevelopment Specialist			
2		2.0	2		2.0	Cost Estimator/Inspector			
1		1.0	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 2022 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2021			Fiscal Year 2022						
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	POSITION TITLE			
						Inspections Office (01710)			
						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			
1		1.0	1		1.0	Combination of:			
						Senior Planner			
						Associate Planner			
						Planning Technician			
2	-	2.0	2	-	2.0	Sub-Total			
24	-	24	24	-	24	TOTAL COMMUNITY DEVELOPMENT DEPARTMENT			
						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	Tourism Manager			
1		1.0	1		1.0	Economic Development Project Manager			
1		1.0	1		1.0	Marketing & Research Manager			
1		1.0	1		1.0	Economic Development Specialist			
5	-	5.0	6	-	6.0	TOTAL ECONOMIC DEVELOPMENT 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 22nd DISTRICT COURT SERVICES			

CITY OF DANVILLE									
FY 2022 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2021			Fiscal Year 2022						
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	Division Director of Training and Operations			
1		1.0	1		1.0	Family Services Manager			
1		1.0	1		1.0	Eligibility Services Manager			
3		3.0	3		3.0	Family Services Supervisor			
1		1.0	1		1.0	Accountant II			
1		1.0	1		1.0	Employment Service Supervisor			
3		3.0	3		3.0	Eligibility Supervisor			
2		2.0	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			
1		1.0	1		1.0	Fraud Investigator			
3		3.0	3		3.0	Administrative Assistant (One Grant Funded)			
7		7.0	7		7.0	Employment Services Worker			
1		1.0	1		1.0	Sr Employment Services Worker			
32	1.8	33.8	32	1.7	33.7	Eligibility Worker			
-		-	-		-	Senior Secretary			
1		1.0	1		1.0	Senior Account Clerk			
4		4.0	4		4.0	Senior Administrative Specialist			
1		1.0	1		1.0	Social Service Aide			
1		1.0	1		1.0	Employment Service Aide			
8	0.6	8.6	8	0.6	8.6	Administrative Specialist			
97	2.4	99.4	98	2.3	100.3	Sub-Total			
						FINANCE DEPARTMENT			
						Customer Accounts			
1		1.0	1		1.0	Division Director of Customer Accounts			
1		1.0	1		1.0	Coll Cust Acct Mgr			
1		1.0	1		1.0	Delinquent Collections Coordinator			
2		2.0	2		2.0	Senior Collections Clerk			
12		12.0	12		12.0	Customer Account Representative			
5		5.0	5		5.0	Cashier			
1		1.0	1		1.0	Serv/Bill Cust Acct Mgr			
1		1.0	1		1.0	Sr Customer Service/Training Representative			
6		6.0	6		6.0	Combination of:			
						Senior Utility Billing Clerk			
						Utility Special Billing Clerk			
						Utility Billing Clerk			
30	-	30	30	-	30				

CITY OF DANVILLE									
FY 2022 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2021			Fiscal Year 2022						
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	POSITION TITLE			
						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			
2		2.0	2		2.0	Accountant II			
1		1.0	1		1.0	Accountant III			
1		1.0	1		1.0	Payroll Technician			
4		4.0	4		4.0	Combination of:			
						Account Clerk			
						Senior Account Clerk			
						Accountant I			
10	-	10.0	10	-	10.0	Sub-Total			
						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			
2		2.0	2		2.0	Combination of:			
						Senior Purchasing Clerk			
						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			
56	-	56	56	-	56	TOTAL FINANCE DEPARTMENT			

CITY OF DANVILLE									
FY 2022 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2021				Fiscal Year 2022					
Full-Time Positions	Part-Time FTEs	Totals		Full-Time Positions	Part-Time FTEs	Totals		POSITION TITLE	
								FIRE DEPARTMENT	
								Emergency Communications (01330)	
	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		Combination of:	
16		16.0						Emergency Telecommunicator I	
								Emergency Telecommunicator II	
21	0.5	21.5		21	-	21.0		Sub-Total	
								Fire (01320)	
1		1.0		1		1.0		Fire Chief	
2		2.0		2		2.0		Deputy Fire Chief	
4		4.0		3		3.0		Fire Battalion Chief	
				1		1.0		Division Chief Training & Safety	
				1		1.0		Division Chief Fire Marshall	
1		1.0		-		-		Fire Marshal	
21		21.0		21		21.0		Fire Captain	
1		1.0		2		2.0		Assistant Fire Marshal	
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	7.2	67.2		60	-	60.0		Fire Fighter	
				1		1.0		Logistic Officer	
1		1.0		1		1.0		Administrative Assistant	
1		1.0		1		1.0		Senior Secretary	
124	7.2	131.2		125	-	125.0		Sub-Total	
145	7.7	152.7		146	-	146.0		TOTAL FIRE DEPARTMENT	
								Human Resources (01110)	
1		1.0		1		1.0		Director of Human Resources	
4		4		4		4.0		Combination of:	
		-				-		Organization Development Consultant	
		-				-		HR Consultant	
1		1.0		2		2.0		Human Resource Technician	
1		1.0		1		1.0		Senior Secretary	
7	-	7.0		8	-	8.0		TOTAL HUMAN RESOURCES	

CITY OF DANVILLE									
FY 2022 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2021			Fiscal Year 2022						
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	Chief Information Officer			
4		4.0	4		4.0	Combination of:			
						Deputy Chief Information Officer			
						Division Director of Application Solutions			
						Division Director of Infrastructure & Operations			
						Division Director of Client Solutions			
						Client Solutions Specialist III			
						Client Solutions Specialist II			
						Client Solutions Specialist I			
						Service Desk Analyst III			
						Service Desk Analyst II			
						Service Desk Analyst I			
8		8.0	8		8.0	Combination of:			
						Solutions Integration Specialist			
						Applications Specialist IV			
						Applications Specialist III			
						Applications Specialist II			
						Applications Specialist I			
						Solutions Integration Developer			
						Programmer IV			
						Programmer III			
						Programmer II			
						Programmer I			
						GIS Coordinator			
						GIS Specialist IV			
						GIS Specialist III			
						GIS Specialist II			
						GIS Specialist I			
						GIS Technician			
9		9.0	9		9.0	Combination of:			
						Chief Security Officer			
						Network Engineer			
						Network Administrator 3			
						Network Administrator 2			
						Network Administrator 1			
						Systems Engineer			
						Systems Administrator 4			
						Systems Administrator 3			
						Systems Administrator 2			
						Systems Administrator 1			
						Technical Support Manager			
						Technical Support Specialist 3			
						Technical Support Specialist 2			
						Technical Support Specialist 1			
1		1.0	1		1.0	Administrative Assistant			
23	-	23.0	23	-	23.0	TOTAL INFORMATION TECHNOLOGY			

CITY OF DANVILLE									
FY 2022 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2021				Fiscal Year 2022					
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	
1		1.0		1		1.0		Administrative Lieutenant	
	0.1	0.1			0.1	0.1		Licensed Physician	
1		1.0		1		1.0		Work Program Coordinator	
2		2.0		2		2.0		Correctional Health Assistant	
4		4.0		4		4.0		Correctional Captain	
6		6.0		6		6.0		Correctional Lieutenant	
19	1.2	20.2		19	1.1	20.1		Combination of:	
								Correctional Officer I	
								Correctional Officer II	
2		2.0		2		2.0		Senior Account Clerk	
38	1.3	39.3		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	
				1		1.0		Juvenile Training Coordinator	
2		2.0		2		2.0		Alternative Detention Case Worker (Grant Funded)	
27	3.9	30.9		30	3.2	33.2		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	4.0	51.0		51	3.3	54.3		Sub-Total	
								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	
4		4.0		4		4.0		Police Captain	
10		10.0		10		10.0		Police Lieutenant	
12		12.0		12		12.0		Police Sergeant	
17		17.0		17		17.0		Police Corporal	
85		85.0		84		84.0		Police Officer (Four positions unfunded)	
				1		1.0		Acreditation Manager	
1		1.0		1		1.0		Community Relations Liaison	
1		1.0		1		1.0		Quarter Master	
1		1.0		1		1.0		Police Records Office Manager	
1		1.0		1		1.0		Police Video Technician	
1		1.0		1		1.0		Police Property & Evidence Technician	
1		1.0		1		1.0		Senior Administrative Assistant	

CITY OF DANVILLE									
FY 2022 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2021			Fiscal Year 2022						
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	POSITION TITLE			
						Police (01330) Continued			
2		2.0	2		2.0	Animal Control Officer			
2		2.0	2		2.0	Secretary			
1		1.0	1		1.0	Senior Secretary			
3		3.0	3		3.0	Police Records Clerk			
1		1.0	1		1.0	Crime Analyst			
	0.6	0.6		0.6	0.6	Parking Attendant			
	2.6	2.6		2.6	2.6	School Crossing Guard			
147	3.2	150.2	147	3.2	150.2	Sub-Total			
232	8.5	240.5	236	7.8	243.8	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	Administrative Assistant			
1		1.0	1		1.0	Senior Secretary			
-		-	-		-	Secretary			
2		2.0	2		2.0	Custodian			
1		1.0	1		1.0	Administrative Specialist			
	0.7	0.7		0.7	0.7	Recreation Program Supervisor			
	0.3	0.3		0.3	0.3	Recreation Facility Operator			
1		1.0	1		1.0	Outdoor Recreation Program Supervisor			
	0.2	0.2		0.2	0.2	Intern			
11	1.2	12.2	11	1.2	12.2	Sub-Total			
						Athletics (01307)			
1		1.0	1		1.0	Division Director of Athletics			
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		0.8	0.8	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	4.0	6.0	Sub-Total			
						Community Recreation (01605)			
1		1.0	1		1.0	Division Director of Community Recreation			
3		3.0	3		3.0	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		0.3	0.3	Recreation Aide			
	2.5	2.5		2.2	2.2	Recreation Leader			
1	2.5	3.5	1	0.9	1.9	Recreation Program Supervisor			
	0.1	0.1		0.1	0.1	Recreation Instructor			
	1.8	1.8		1.4	1.4	Recreation Site Supervisor			
	0.9	0.9		0.6	0.6	Recreation Facility Operator			
8.0	10.4	18.4	8.0	6.3	14.3	Sub-Total			

CITY OF DANVILLE									
FY 2022 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2021			Fiscal Year 2022						
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	POSITION TITLE			
						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			-	Crew Supervisor			
			1		1.0	Parks Supervisor			
11		11.0	11		11.0	Combination of:			
						Park Maintenance Technician			
						Parks Groundskeeper II			
						Parks Groundskeeper I			
						Motor Equipment Operator I			
-	5.5	5.5	-	5.4	5.4	Public Service Worker			
1		1.0	1		1.0	Public Service Worker/Operator			
15	5.5	20.5	15	5.4	20.4	Sub-Total			
						Special Recreation (01610)			
1		1.0	1		1.0	Division Director of Special Recreation			
4		4.0	4		4.0	Program Coordinator			
1		1.0	1		1.0	Recreation Grants Specialist			
1		1.0	1		1.0	Special Population Assistant			
1	0.5	1.5	1	0.5	1.5	Custodian			
1		1.0	1		1.0	Senior Account Clerk			
	1.4	1.4		1.4	1.4	Administrative Specialist			
	2.1	2.1		2.1	2.1	Recreation Leader			
2	3.1	5.1	2	2.6	4.6	Recreation Program Supervisor			
	0.3	0.3		0.3	0.3	Recreation Aide			
	0.5			0.2	0.2	Van Driver			
	0.2	0.2		0.2	0.2	Recreation Instructor			
11	8.0	18.5	11	7.2	18.2	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	3		3.0	Library Services Specialist			
4	4.8	8.8	3	5.1	8.1	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	5.4	19.4	14	5.7	19.7	Sub-Total			
61	34.7	95.2	61	29.8	90.8	TOTAL PARKS & RECREATION			

CITY OF DANVILLE									
FY 2022 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2021			Fiscal Year 2022						
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	POSITION TITLE			
						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			
						Public Service Worker/Operator			
13	-	13.0	13	-	13.0	Sub-Total			
						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			
			5		5.0	Combination of:			
						Dispatcher			
1		1.0				Senior Account Clerk			
1		1.0				Senior Secretary			
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			
16		16.0	16		16.0	Combination of:			
						Automotive Equipment Mechanic III			
						Welder			
						Automotive Equipment Mechanic II			
						Automotive Service Technician			
						Automotive Equipment Mechanic I			
						Transit Mechanic			
18	-	18.0	18	-	18.0	Sub-Total			
						Motorized Equipment-Communications (Fund 44) (44120)			
1		1.0	1		1.0	Communications Systems Manager			
						Motorized Equipment-Warehouse (Fund 44) (44130)			
2		2.0	2		2.0	Public Works Warehouse Stock Clerk			

CITY OF DANVILLE									
FY 2022 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2021					Fiscal Year 2022				
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	P/W Crew Supervisor
1			1.0		1			1.0	CCTV Technician
8			8.0		8			8.0	Combination of:
									Heavy Equipment Operator
									Motor Equipment Operator III
									Motor Equipment Operator II
									Motor Equipment Operator I
									Public Service Worker
									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) (58110)
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:
									PW Crew Supervisor
									Sanitation Operator II
									Sanitation Operator I
									Public Service Worker
									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:
									Crew Supervisor
									Sanitation Operator I
									Sanitation Operator II
									Public Service Worker
									Public Service Worker/Operator
8			8.0		8			8.0	
									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
									PW Project Manager
7			7.0		7			7.0	Combination of:
									Construction Inspections Supervisor
									Survey Party Supervisor
									Public Works GIS/CAD Engineering Technician
									Public Works Project Engineer
									Construction Inspector
									Engineering Aide
									Engineering Technician
12	-		12.0		12	-		12.0	Sub-Total

CITY OF DANVILLE									
FY 2022 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2021			Fiscal Year 2022						
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	POSITION TITLE			
						P/W VDOT- Grounds Maintenance (Fund 15-247) (15210)			
1		1.0	1		1.0	General Supervisor			
1		1.0	1		1.0	P/W Crew Supervisor			
15		15.0	15		15.0	Combination of:			
						Motor Equipment Operator II			
						Motor Equipment Operator I			
						Public Service Worker			
						Public Service Worker/ Operator			
						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			
						Public Service Worker/ Operator			
						Motor Equipment Operator II			
						Motor Equipment Operator I			
7	-	7.0	7	-	7.0	Sub-Total			
						P/W VDOT-Street Maintenance (Fund 15-247) (15120)			
1		1.0	1		1.0	Division Director of Streets			
1		1.0	1		1.0	Training & Safety Manager			
2		2.0	2		2.0	General Supervisor			
3		3.0	3		3.0	P/W Crew Supervisor			
1		1.0	1		1.0	Code Enforcement Inspector			
1		1.0	1		1.0	Application Specialist I			
26		26.0	26		26.0	Combination of:			
						Heavy Equipment Operator			
						Construction Inspector			
						Motor Equipment Operator III			
						Motor Equipment Operator II			
						Motor Equipment Operator I			
						Public Service Worker			
						Public Service Worker/ Operator			
						Groundskeeper			
35	-	35.0	35	-	35.0	Sub-Total			
						P/W VDOT-Traffic Control (Fund 15-244) (15115)			
1		1.0	1		1.0	Traffic Control Ops Engineer			
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			
4		4.0	4		4.0	Combination of:			
						Motor Equipment Operator III			
						Motor Equipment Operator II			
						Motor Equipment Operator I			
						Public Service Worker			
						Public Service Worker/ Operator			
9	-	9.0	9	-	9.0	Sub-Total			
180	-	180	180	-	180	TOTAL PUBLIC WORKS DEPARTMENT			

CITY OF DANVILLE									
FY 2022 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2021				Fiscal Year 2022				POSITION TITLE	
Full-Time Positions	Part-Time FTEs	Totals		Full-Time Positions	Part-Time FTEs	Totals			
								TRANSPORTATION DEPARTMENT	
								Airport (01350)	
1		1.0		1		1.0		Senior Administrative Assistant	
1		1.0		1		1.0		Transportation Services Operations & Maint Mgr	
1		1.0		1		1.0		Airport Maintenance Security Tech II	
2	3.0	5.0		2	3.2	5.2		Airport Maintenance Security Tech I	
5	3.0	8.0		5	3.2	8.2		Sub-Total	
								Mass Transit (Fund 56) (56110)	
1		1.0		1		1.0		Director of Transportation Services	
1		1.0		1		1.0		Transportation Supervisor	
1		1.0		1		1.0		Senior Administrative Assistant	
1		1.0		1		1.0		Transportation Dispatcher	
1		1.0		1		1.0		Senior Account Clerk	
1		1.0		1		1.0		Transportation Grants Specialist	
30	5.5	35.5		30	6.5	36.5		Combination of:	
								Transit Driver I	
								Transit Driver II	
2		2.0		2		2.0		Account Clerk	
38	5.5	43.5		38	6.5	44.5		Sub-Total	
43	8.5	51.5		43	9.7	52.7		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		Energy Advisor	
2	-	2.0		3	-	3.0		Sub-Total	
								Utilities - Fiscal Services (Fund 54) (50110)	
1		1.0		1		1.0		Division Director of Support Services	
1		1.0		1		1.0		Senior Secretary	
1		1.0		1		1.0		Accountant II	
1		1.0		1		1.0		Training & Safety Manager	
1		1.0		1		1.0		Facilities & Fleet Manager	
1		1.0		1		1.0		Utilities Warehouse Manager	
				1		1.0		Custodian	
2		2.0		2		2.0		Senior Account Clerk	
3		3.0		3		3.0		Warehouse Stock Clerk	
11	-	11.0		12	-	12.0		Sub-Total	
								Water Treatment Administration (Fund 52) (52100)	
1		1.0		1		1.0		Division Director of Water/Wastewater Treatment	
1		1.0		1		1.0		Senior Secretary	
2	-	2.0		2	-	2.0		Sub-Total	
								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	
14	-	14.0		14	-	14.0		Sub-Total	

CITY OF DANVILLE									
FY 2022 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2021			Fiscal Year 2022						
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	POSITION TITLE			
						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			
						Water & Gas Distribution (Fund 53) (53220)			
1		1.0	1		1.0	Water and Gas Distribution Superintendent			
1		1.0	-		-	Water and Gas Distribution Supervisor			
6		6.0	6		6.0	Combination of:			
						Water and Gas Crew Supervisor			
						W&G Construction Crew Supervisor			
						Water and Gas Welder/Crew Supervisor			
15		15.0	15		15.0	Combination of:			
						Heavy Equipment Operator			
						Motor Equipment Operator III			
						Motor Equipment Operator II			
						Motor Equipment Operator I			
						Construction Worker			
1		1.0	-		-	Public Service Worker			
24	-	24.0	22	-	22.0	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	Project Manager			
1		1.0	1		1.0	Construction Inspector			
2		2.0	2		2.0	Water and Gas GIS Engineer Tech.			
8	-	8	8	-	8	Sub-Total			
						Water & Gas Meters & Regulators (Fund 53) (53240)			
1		1.0	1		1.0	Water & Gas Systems Control Superintendent			
2		2.0	2		2.0	Water and Gas Meter Tech.			
3	-	3.0	3	-	3.0	Sub-Total			
						Water & Gas Service (Fund 53) (53230)			
7		7.0	7		7.0	Water and Gas Service Tech.			
1		1.0	1		1.0	Dispatcher			
8	-	8.0	8	-	8.0	Sub-Total			
						Electric Administration (Fund 54) (54100)			
1		1.0	1		1.0	Division Director of Power & Light			
1	-	1.0	1	-	1.0				

CITY OF DANVILLE									
FY 2022 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2021			Fiscal Year 2022						
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			
2		2.0	2		2.0	Inspector-Contractor Manager			
-		-	-		-	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			
2		2.0	2		2.0	Electric OH/UG Equipment Operator			
3		3.0	3		3.0	Electric Right of Way Trimmer			
1		1.0	1		1.0	Dispatcher			
36	-	36.0	36	-	36.0	Sub-Total			
						Electric Engineering (Fund 54) (54110)			
1		1.0	1		1.0	Electric Engineering Tech Manager			
1		1.0	1		1.0	Electric Engineering Technician/Compliance Coordinator			
1		1.0	1		1.0	Electric GIS/CAD Technician			
5		5.0	5		5.0	Combination of:			
						Electric Senior Engineering Technician			
						Electric Engineering Technician			
						Electric Engineering Aide			
1		1.0	1		1.0	Senior Electric Engineer			
1		1.0	1		1.0	Electric Engineer			
1		1.0	1		1.0	Senior Secretary			
11	-	11.0	11	-	11.0	Sub-Total			
						Electric Hydro (Fund 54) (54150)			
1		1.0	-		-	Hydro-Electric Supt.			
1		1.0	-		-	Hydro Electric Maintenance Technician			
4		4.0	-		-	Hydro-Electric Operator			
1		1.0	-		-	Hydro-Electric Attendant			
7	-	7.0	-	-	-	Sub-Total			
						Electric Meters (Fund 54) (54140)			
1		1.0	1		1.0	Electric Meter Supervisor			
1		1.0	1		1.0	AMI Support Technician			
3		3.0	3		3.0	Combination of:			
						Electric Meter Technician III			
						Electric Meter Technician II			
						Electric Meter Technician I			
5	-	5.0	5	-	5.0	Sub-Total			

CITY OF DANVILLE									
FY 2022 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2021					Fiscal Year 2022				
Full-Time Positions	Part-Time FTEs	Totals		Full-Time Positions	Part-Time FTEs	Totals	POSITION TITLE		
							Electric Substations (Fund 54) (54130)		
		-				-	Electric Substation Superintendent		
1		1.0		1		1.0	Electric Substation Supervisor		
				1		1.0	Utility Operator Supervisor		
12		12.0		11		11.0	Combination of:		
							Utility Operator		
							Electric Substation Technician		
13	-	13.0		13	-	13.0	Sub-Total		
							Telecommunications (Fund 55) (55110)		
1		1.0		1		1.0	Division Director of Telecommunications		
1		1.0		1		1.0	Broadband Network Engineering Technician		
2	-	2.0		2	-	2.0	Sub-Total		
							TOTAL UTILITIES DEPARTMENT		
151.0	-	151.0		144.0	-	144.0	CONSTITUTIONAL OFFICES		
							Registrar		
2		2.0		2		2.0	Commissioner of the Revenue		
9	1.5	10.5		10	1.5	11.5	City Treasurer		
4		4.0		4		4.0	Sheriff's Office		
82		82.0		82	2.0	84.0	Commonwealth Attorney		
24		24.0		24		24.0	Clerk of Circuit Court		
16		16.0		16		16.0	TOTAL CONSTITUTIONAL OFFICES		
137	1.5	138.5		138	3.5	141.5	GRAND TOTAL		
1,058	61	1,118		1,059	51	1,110	OTHER ELECTED OFFICIALS (Part-time)		
							Not included in totals below		
							Council Members		
-	8.0	8.0		-	8.0	8.0	Mayor		
-	1.0	1.0		-	1.0	1.0	TOTAL OTHER ELECTED OFFICIALS		
-	9.0	9.0		-	9.0	9.0	FUND TOTALS		
							General Fund (does not include Constitutional Offices)		
692	56.3	748.3		700	43.1	743.1	VDOT Fund		
80	-	80.0		80	-	80.0	Central Services		
4	-	4.0		4	-	4.0	Motorized Equipment		
19	-	19.0		19	-	19.0	Transportation Fund		
38	5.5	43.5		38	6.5	44.5	Sanitation Fund		
27	-	27.0		27	-	27.0	Cemetery Fund		
13	-	13.0		13	-	13.0	Wastewater Fund (Sewers)		
11	-	11.0		11	-	11.0	Water Fund		
16	-	16.0		16	-	16.0	Gas Fund		
47	-	47.0		45	-	45.0	Electric Fund		
86	-	86.0		81	-	81.0	Telecommunications Fund		
2	-	2.0		2	-	2.0			
1,035	61.8	1,096.8		1,036	49.6	1,085.6	CDBG Fund		
6	-	6.0		6	-	6.0	Constitutional Officer		
137	1.5	138.5		138	3.5	141.5	GRAND TOTAL		
1,178	63.3	1,241.3		1,180	53.1	1,233.1			

Council Letter

City of Danville, Virginia



CL-2550

Appointments A.

City Council Regular Meeting

Meeting Date: 05/18/2021

Subject: Consideration of Appointments to Boards and Commissions

From: Susan M. DeMasi, City Clerk

COUNCIL ACTION

Business Meeting: 05/18/2021

SUMMARY

Recommendation of Appointments to the following Boards and Commissions:

1. Airport Commission
2. Dan River ASAP
3. DCC Board
4. Danville CPMT
5. Danville Development Council
6. Commission on Architectural Review
7. Danville Pittsylvania Community Services Board
8. Danville Utility Commission
9. Institute for Advanced Learning and Research
10. Social Services Advisory Board
11. Transportation Advisory Board

Attachments

No file(s) attached.

Council Letter
City of Danville, Virginia



CL-2507

New Business A.

City Council Regular Meeting

Meeting Date: 05/18/2021

Subject: General Fund Financial Report

From: Michael Adkins, Director of Finance

COUNCIL ACTION

Business Meeting: 05/18/2021

SUMMARY

A brief review will be given on the General Fund financial results through April 30, 2021. Financial statements are included.

Attachments

Financial Statements



To: Ken F. Larking, City Manager

From: Michael L. Adkins, Director of Finance

Date: May 7, 2021

Subject: Summary of Preliminary General Fund Financial Results for April 30, 2021

After completing ten months of the fiscal year, revenues in total compare favorably to the previous year and are tracking to budget. As of April 30, General Fund revenues were \$80,871,067. This represents 72.3% of our FY 2021 budget. Last year, at this time, we had collected \$80,375,643, 72.5% of budget. The decrease of \$477,585 seen in Revenue from Use of Money relates primarily to lower interest rates than in the prior year on invested funds. Charges for Services shows a decrease of \$316,468 from decreased charges for Parks and Recreation activities and facility rentals and Adult Detention services. With the cancellation of many Parks and Recreation activities and the census at the adult detention facility at 50% or less than usual, costs in both of these areas are down as well. In addition, the timing of revenues from the Commonwealth resulted in a temporary decrease in both Non-Categorical Aid (State) and Categorical, specifically in the area of Social Services and Aid to Localities. Recovered costs are decreased \$177,301 from the prior year primarily due to a budgeted decrease in the recovery of allocated expenditures.

General Property Tax collections continued with 54.5% of the budgeted real estate realized at the end of April. We continue to see steady performance in the collection of delinquent real estate taxes this year with \$798,378 realized through April 30, accounting for 80% of the current year budget. Personal property taxes are at expected levels with collections of 46% and \$5.2 million received through April 30. This represents a decrease of \$800,000 from last year at this time. The City receives less than 50% of the Personal Property Tax Relief Act funds from the Commonwealth during the first half of the fiscal year, with the remainder realized in June annually. This practice keeps our personal property tax collection below 50% until the spring billing. Tax bills were received by customers this week and next month's report will begin to show this influx of revenue. Local taxes collected through April 30 were \$23,529,172 or 83.7% of budget and ahead of prior year-to-date collections of \$22,226,509. Sales tax collections through April amounted to \$8,241,265 or 90% of budget, an increase of \$1,031,822 from last year, reflecting the capture of online commerce. Meals taxes collected for the first ten months of the fiscal year amounted to \$7,137,032 or 82.6% of budget, a decrease of \$160,716 from last year. Business Licenses realized at the end of April were \$5,142,642 an

increase of \$220,288 from the prior year. Lodging taxes received as of April 30 were \$1,187,340, a decrease of \$41,038 from the prior year and behind budget at 74.2%. Bank Stock tax revenues are not due annually until June 5. Lodging tax continues to show the effects of the COVID-19 pandemic, while other consumer-driven taxes are performing well currently. Nearly all other revenue categories are at or near the prior year and are tracking well with budget at this point.

Expenditures at April 30 were \$93,432,350 or 77% of budget, an increase of \$1,382,221 compared to April 2020 primarily due to the budgeted increase in transfer to Capital Projects. Departmental spending for the first ten months of the year was 76.2% of budget and shows a decrease of \$646,000 from last year. The most significant decrease is attributed to covering one month of public safety salaries with CARES Act funding offset by increases in general government

Non-departmental expenses, mostly comprised of debt service and group health insurance, increased \$553,768 over the prior year, but are on track with budget. In FY 2020, we saw group health insurance expense performing significantly under budget. This year, results are running closer with budget.

General Fund expenditures exceeded revenues by approximately \$12.6 million at April 30— an increase from the prior year deficit of \$11.7million. This is typical at this point in the fiscal year for the General Fund because the timing of the revenue recognition is not matched to expenditures. Despite this, unassigned fund balance is currently \$681,000 better than April 30 of the prior year.

We will continue to monitor the financial performance in the General Fund and alert you of any significant developments.

CITY OF DANVILLE, VIRGINIA

GENERAL FUND REPORT

83% OF YEAR LAPSED AS OF APRIL 30, 2021

PRE-CLOSING FIGURES - SUBJECT TO CHANGE - UNAUDITED

	Budgets & Appropriations For Current Year	Actual Revenues & Expenditures For Year-to-Date	Percent Realized/Expended This Year	Encumbrances	Balance to be Realized/Expended	Actual Revenues & Expenditures At This Date Last Year
REVENUES:						
Property Taxes	\$ 34,515,700	\$ 18,433,333	53.41%		\$ 16,082,367	\$ 18,210,197
Other Local Taxes	28,117,000	23,529,172	83.68%		4,587,828	22,226,509
License Permits & Privilege Fees	258,350	202,532	78.39%		55,818	215,088
Fines & Forfeitures	345,550	191,633	55.46%		153,917	268,342
Revenue From Use Money & Property	1,165,965	905,594	77.67%		260,371	1,383,179
Charges For Services	3,393,360	2,669,429	78.67%		723,931	2,985,897
Miscellaneous Revenue	130,523	255,616	195.84%		(125,093)	107,466
Recovered Cost	8,040,518	6,398,705	79.58%		1,641,813	6,576,006
Non-Categorical Aid	5,868,720	4,534,907	77.27%		1,333,813	4,622,640
Shared Expenses (Categ. Aid State)	5,174,940	4,171,394	80.61%		1,003,546	4,160,027
Categorical Aid (State)	9,337,178	6,746,819	72.26%		2,590,358	6,826,125
Emergency Services (Federal)	27,020	27,013	99.97%		7	-
Categorical Aid (Federal)	79,754	10,754	13.48%		69,000	-
Transfers From Utilities	15,353,000	12,794,167	83.33%		2,558,833	12,794,167
Transfers From Other	-	-			-	-
TOTAL REVENUES	\$ 111,807,577	\$ 80,871,067	72.33%		\$ 30,936,510	\$ 80,375,643
EXPENDITURES:						
General Government Administration	\$ 11,094,670	\$ 9,049,556	81.57%	\$ 220,439	\$ 1,824,676	\$ 8,580,664
Judicial Administration	7,330,179	5,945,459	81.11%	25,629	1,359,091	5,891,769
Public Safety	31,428,981	24,492,622	77.93%	395,630	6,540,729	25,225,034
Public Works	4,436,941	3,502,935	78.95%	60,423	873,582	3,467,549
Health, Education, Welfare & Soc. Svc.	8,971,175	5,687,889	63.40%	65,853	3,217,433	5,794,070
Parks, Recreation & Cultural	5,227,943	3,593,321	68.73%	113,945	1,520,676	3,649,332
Community Development	2,188,374	1,573,400	71.90%	102,641	512,333	1,882,782
Non-Departmental	12,341,416	11,128,175	90.17%	-	1,213,241	10,574,408
Transfer to Schools - Operating	30,552,929	21,253,720	69.56%	1,426,907	7,872,301	22,079,900
Transfer to Capital Projects	3,965,679	3,965,679	100.00%	-	-	2,638,930
Transfer to Other Funds	4,373,244	3,239,592	74.08%	-	1,133,652	2,265,692
TOTAL EXPENDITURES	\$ 121,911,531	\$ 93,432,350	76.64%	\$ 2,411,466	\$ 26,067,714	\$ 92,050,129
Revenue over(under) Expenditures		\$ (12,561,283)				\$ (11,674,485)
FUND BALANCE:						
Beginning Fund Balance 07/01/2020		\$ 43,310,847				\$ 39,927,182
Revenue over(under) Expenditures		(12,561,283)				(11,674,485)
Ending Fund Balance 04/30/2021		\$ 30,749,565				\$ 28,252,697
Composition of Fund Balance:						
Reserved for Encumbrances/Designated Funds		\$ 9,906,663				\$ 8,090,443
Unassigned		20,842,901				20,162,254
TOTAL FUND BALANCE 04/30/2021		\$ 30,749,565				\$ 28,252,697

City of Danville, Virginia
Summary of Other Local Tax Revenues - PRE-CLOSING - UNAUDITED
For the period ending April 30, 2021

Description	Current Budget	Revenue Realized	Percentage Realized	Prior Year Budget	Prior Year Realized	Percentage Prior Year
Sales Tax	\$ 9,150,000	\$ 8,241,265	90.07%	\$ 9,150,000	\$ 7,209,443	78.79%
Business Licenses	5,250,000	5,142,642	97.96%	5,200,000	4,922,355	94.66%
Meals Tax	8,645,000	7,137,032	82.56%	8,400,000	6,976,316	83.05%
Utility Taxes	967,000	784,345	81.11%	975,000	799,684	82.02%
Vehicle License Fees	990,000	347,980	35.15%	990,000	343,325	34.68%
Bank Stock Tax	900,000	3,658	0.41%	900,000	153,724	17.08%
Recordation Tax	180,000	334,985	186.10%	195,000	237,734	121.91%
Hotel Motel Tax	1,600,000	1,187,340	74.21%	1,514,250	1,228,377	81.12%
Daily Property Rental Tax	15,000	12,364	82.43%	18,400	13,209	71.79%
Motor Vehicle Tax	175,000	162,641	92.94%	150,000	140,046	93.36%
DMV Fees	245,000	174,919	71.40%	220,000	202,297	91.95%
TOTAL	\$ 28,117,000	\$ 23,529,172	83.68%	\$ 27,712,650	\$ 22,226,509	80.20%

**CITY OF DANVILLE, VIRGINIA
GENERAL FUND
COMPOSITION OF FUND BALANCE
PRELIMINARY - AS OF APRIL 30, 2021**

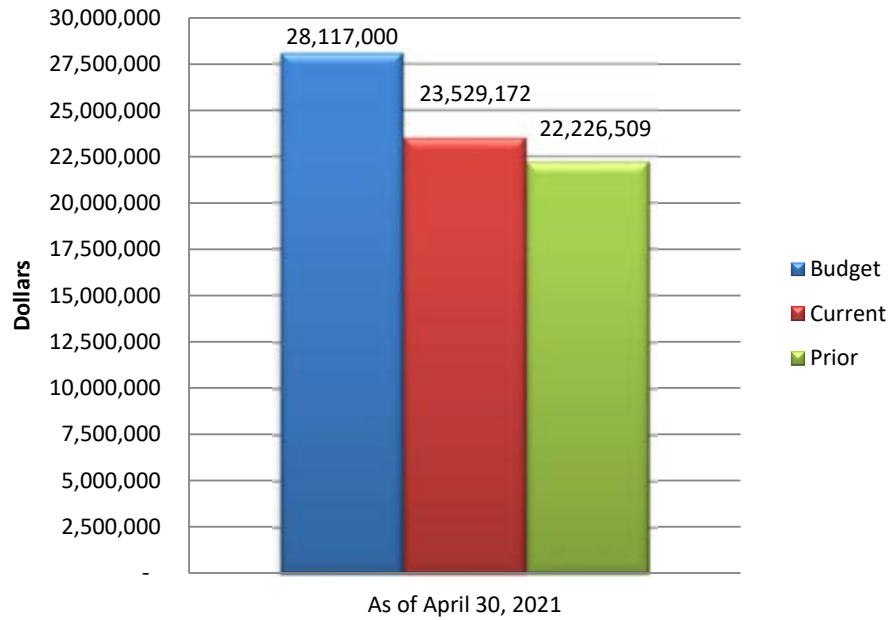
Beginning Total Fund Balance, July 1, 2020	43,310,847.48
Add: General Fund Revenues	80,871,067.04
Deduct: General Fund Expenditures	<u>(93,432,349.94)</u>
Ending Total Fund Balance, April 30, 2021	<u><u>30,749,564.58</u></u>

Composition of Fund Balance:

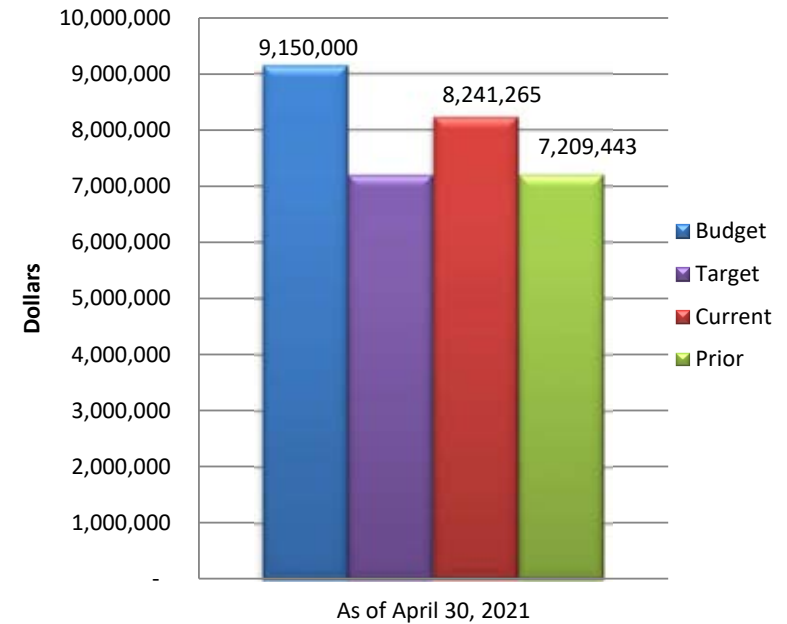
Restricted for Commonwealth Attorney	108,985.76
Restricted for Police Department	58,782.48
Restricted for Fire Department	96,319.34
Committed for Sheriff's Department	240.92
Committed to Schools	3,814,751.71
Committed to Budget Stabilization	3,000,000.00
Assigned to Sheriff's Department	18,182.85
Assigned to Community Development	6,368.58
Assigned for Encumbrances	2,411,466.47
Nonspendable (Inventory and Prepaids)	391,565.10
UNASSIGNED	<u>20,842,901.37</u>
Total Fund Balance, April 30, 2021	<u><u>30,749,564.58</u></u>

Unassigned fund balance from above	20,842,901.37
Unassigned Minimum per policy (20% of General Fund Operating Revenues) based on FY 2021 budget	<u>22,361,515.40</u>
Current surplus (deficit) over (under) minimum	(1,518,614.03)

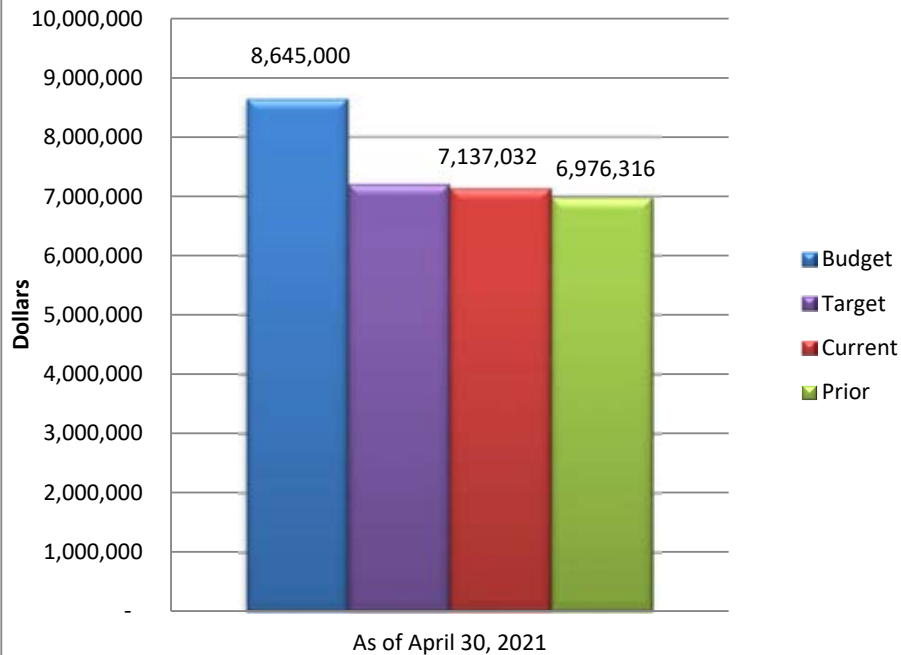
Local Taxes



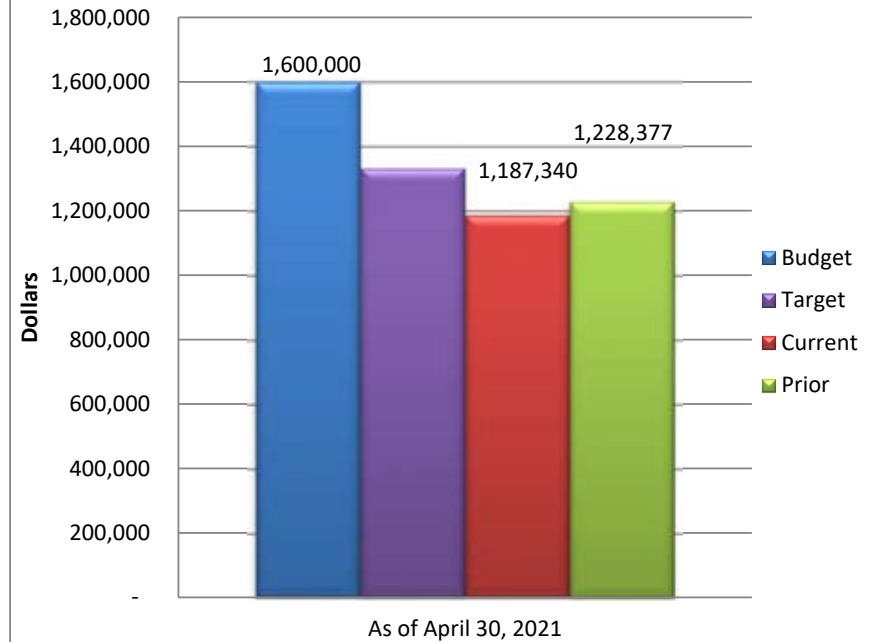
Sales Tax



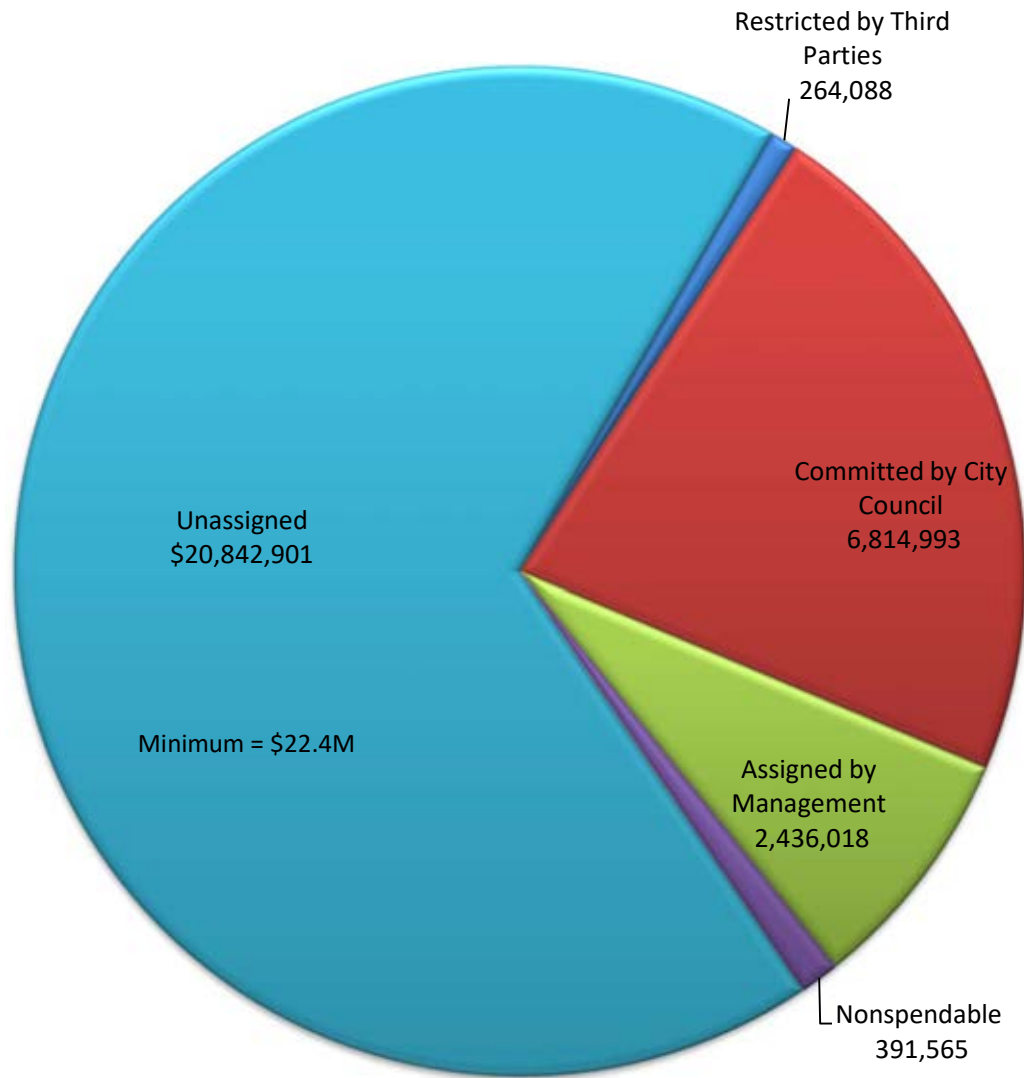
Meals Tax



Lodging Tax



Fund Balance - General Fund as of April 30, 2021



Total Fund Balance \$30,749,565

Council Letter

City of Danville, Virginia



CL-2528

New Business B.

City Council Regular Meeting

Meeting Date: 05/18/2021

Subject: Consideration of Accepting the Transfer of Real Property from the IDA located at 500 Main Street

From: Kelvin Perry, Project Manager

COUNCIL ACTION

Business Meeting: 05/18/2021

SUMMARY

This item is a request filed by the Danville Office of Economic Development on behalf of the Industrial Development Authority of Danville (IDA) to transfer the real property located at 500 Main Street, also referenced as City Parcel ID #22901, to include all personal property that may be located on property.

BACKGROUND

The Danville Industrial Development Authority currently owns the real property located at 500 Main Street, also referenced as Parcel # 22901. Situated in the heart of the River District, this property is located on the corner of Main Street and N. Union Street. The property is currently a vacant lot and was formerly the location of the Downtowner Motor Inn, which was removed from the property approximately 10 years ago as part of the city blight program. It is also where the "HOME" sign is currently displayed. Upon approval of this transfer, the lot will be managed by the City's Parks and Recreation Department.

RECOMMENDATION

Staff recommends the approval of the transfer of this property from the Industrial Development Authority to the City of Danville.

Attachments

Resolution

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. _____ . _____

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

WHEREAS, Parcel 22901 is owned by the Industrial Development Authority of Danville, Virginia (IDA); and

WHEREAS, it is the intent of the IDA to transfer ownership of said parcel 22901 to the City of Danville, Virginia to be used by the city as a public park located at 500 Main Street on the corner of Main Street and N. Union Street as evidenced by a duly approved resolution dated April 13, 2021; and

WHEREAS, said gift is conditional on the City's agreeing to return the land to the IDA should an appropriate industrial, business, or commercial use be identified for Parcel 22901.

NOW THEREFORE, BE IT RESOLVED, by the Council of the City of Danville, Virginia, that the donation of Parcel 22901 from the Industrial Development Authority of Danville, Virginia, is hereby accepted by the City of Danville, Virginia; and

BE IT FURTHER RESOLVED, that the City Manager be, and is hereby, authorized to sign such deed and execute on behalf of the City any required agreements related thereto in order to facilitate the above referenced donation.

APPROVED:

MAYOR

ATTEST:

CLERK

Approved as to
Form and Legal Sufficiency:

CITY ATTORNEY