



DANVILLE CITY COUNCIL REGULAR MEETING AGENDA

MUNICIPAL BUILDING

REVISED

June 20, 2023

7:00 PM

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, who have signed up to speak, 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, and shall have three uninterrupted minutes. A representative of a group may have up to five uninterrupted minutes to make a presentation. The representative shall identify the group and a group may have no more than one spokesperson. Time will be kept using the electronic timer on the podium.

Guidelines for Public Hearings

For Public Hearings the applicant or his or her representative shall be the first speaker(s). There shall be a time limit of ten (10) minutes for the applicant's or his or her representative's presentation. The presiding officer shall then solicit comments from the public, asking those in favor of the proposal to speak first, and then those opposed to the proposal. Each speaker must clearly state his or her name and address. There shall be a time limit of three (3) minutes for each individual speaker. If the speaker represents a group, there shall be a time limit of five (5) minutes. A speaker representing a group shall identify the group at the beginning of his or her remarks. A group may have no more than one spokesperson. The presiding officer may limit or preclude comment which is repetitive, redundant, cumulative, or irrelevant to the subject of the public hearing. After public comments have been received, in a land use case, the applicant or the representative of the applicant, at his or her discretion, may respond with a rebuttal. There shall be a five (5) minute time limit for rebuttal.

MEETING CALLED TO ORDER

ROLL CALL

INVOCATION - SHERMAN M. SAUNDERS

PLEDGE OF ALLEGIANCE TO THE FLAG

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.

PUBLIC HEARING

- A. Consideration of Approval of Minutes from Regular Council Meeting held on May 16, 2023, and Work Session Meeting held on May 16, 2023.
Council Letter Number CL - 591.

Consideration of Approval of Meeting Minutes.

- B. Consideration of Amending the Fiscal Year 2023 Budget Appropriation Ordinance to Accept Schoolfield Master Plan Funding from Caesars LLC.
Council Letter Number CL - 514.

An Ordinance Amending the Fiscal Year 2023 Budget Appropriation Ordinance by Increasing Revenues from Caesars Virginia, LLC, Casino Revenues for the Schoolfield Master Plan for an Appropriation in the Amount of \$360,000 and Appropriating the Same.

FINAL ADOPTION

- C. Consideration of Amending the Fiscal Year Budget Appropriation Ordinance for a Recreation Enrichment Program in the Amount of \$262,494.
Council Letter Number CL - 551.

An Ordinance Amending the Fiscal Year 2023 Budget Appropriation Ordinance to Provide for Funds in the Amount of \$55,611 for a Recreation Enrichment Program and the Local In-Kind Share of \$206,883 for a Total Appropriation of \$262,494 and Appropriation of Same.

FINAL ADOPTION

OLD BUSINESS

- A. Consideration of the City of Danville Budget, CSP, and Budget Appropriation Ordinance.
Council Letter Number CL - 504.

1. A Resolution Approving the Budgets of the Various Funds of the City of Danville for the Fiscal Year Ending June 30, 2024.
FINAL ADOPTION

2. A Resolution Approving the Fiscal Year 2024 Capital and Special Projects Plan for the City of Danville, Virginia.
FINAL ADOPTION

3. Budget Appropriation Ordinance For Fiscal Year 2024.

FINAL ADOPTION

APPOINTMENTS

- A. Consideration of Recommendations to Various Boards and Commissions
Council Letter Number CL - 637.

The Committee on Appointments will make Recommendations on Appointments to Various Boards and Commissions.

NEW BUSINESS

- A. Review of General Fund Financials as of May 31, 2023.
Council Letter Number CL - 475.

A brief presentation will be given on the General Fund financial results through May 31, 2023. Financial Statements are included.

- B. Consideration of Revisions to the Personnel System Regulations.
Council Letter Number CL - 531.

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

- C. Consideration of the Revision of the Danville City Code, Chapter 14 - Fire Prevention and Protection.
Council Letter Number CL - 571.

An Ordinance Repealing and Reordaining in its Entirety Chapter 14, Entitled "Fire Prevention and Protection", of the Code of the City of Danville, Virginia, 1986, As Amended.

- D. Consideration of Fiscal Year 2024 Public Transportation Funding.
Council Letter Number CL - 576.

A Resolution Authorizing an Application by the City to the Virginia Department of Rail and Public Transportation for Grants for Operating and Capital Costs for Public Transportation for Fiscal Year 2024.

- E. Consideration of Revision of the Danville City Code, Chapter 37 - Taxation.
Council Letter Number CL - 600.

An Ordinance Amending and Reordaining Chapter 37, Entitled "Taxation" Article XI, Entitled "Partial Exemption of Real Estate Taxes for Certain Real Estate," to Add a New Section 37-169.1 Entitled, "Multifamily/Commercial Structures", to the Code of the City of Danville, Virginia, 1986, As Amended.

- F. Consideration of an Ordinance to Create Residential Incentive Programs.
Council Letter Number CL - 601.

An Ordinance Creating Three Programs to Support Homeownership and Rental Occupancy for the City of Danville, Virginia.

- G. Consideration of Authorizing and Approving the Danville Area Humane Society to Conduct a Rabies Vaccination Clinic.
Council Letter Number CL - 612.

A Resolution Approving and Authorizing the Danville Area Humane Society to Conduct a Rabies Vaccination Clinic at Least Once Every Two Years in Compliance with the Requirement of the Code of Virginia.

- H. Consideration of Entering into a Mutual Aid Agreement with Pittsylvania County Sheriff's Office.
Council Letter Number CL - 613.

A Resolution Approving and Authorizing the City Manager to Sign a Mutual Aid Agreement Between the Sheriff of Pittsylvania County, the Chief of Police for the City of Danville, the Sheriff of the City of Danville, and the City of Danville, for the Purpose of Establishing Jurisdictional Authority for Deputies of the Pittsylvania County Sheriff's Office Who are Working at the Danville Pittsylvania Community Service Board Crisis Center Located Within the City of Danville.

- I. Consideration of the Release of City-Held Liens Against Real Property Identified as Parcel #03282, #22050, #25889, and #21151.
Council Letter Number CL - 485.

A Resolution Approving and Authorizing the Release of City-Held Liens Against Real Property Identified as Parcel #03282 Campbell Street, Parcel #22050 Colquhoun Street, Parcel #25889 Floral Avenue, and Parcel #21151 Green Street to Facilitate their Donation to the Danville Redevelopment and Housing Authority.

- J. Consideration of Correcting a Survey Error on City Parcel #24581 on Lee Street.
Council Letter Number CL - 498.

A Resolution Approving and Authorizing the Adoption of a New Survey to Correct a Boundary Dispute Between Real Property Identified as Parcel #24581 and Parcel #20984 on Lee Street.

- K. Consideration of the Release of City Liens against Parcel #01570 Rhodenizer Street.
Council Letter Number CL - 499.

A Resolution Approving and Authorizing the Release of City-Held Liens Against Real Property Identified as Parcel #01570 Rhodenizer Street to Facilitate its Sale.

COMMUNICATIONS FROM VISITORS

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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 - 591

CONSENT AGENDA A.

City Council REGULAR MEETING

Meeting Date: June 20, 2023

Subject: Approval of Minutes

From: Susan DeMasi, City Clerk

COUNCIL ACTION

Consideration of Approval of Meeting Minutes.

Attachments

1. Meeting Minutes
 2. Meeting Minutes
-

May 16, 2023

The Second May meeting of the Danville City Council was held on May 16, 2023, at 7:00 p.m. in the Council Chambers located on the Fourth Floor of the Municipal Building. The following Council Members were present: James B. Buckner, L.G. "Larry" Campbell Jr., Bryant Hood, Mayor Alonzo L. Jones, Barry Mayo, 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.

Mayor Jones presided.

INVOCATION AND PLEDGE OF ALLEGIANCE

Council Member L.G. "Larry" Campbell, Jr., gave the Invocation followed by the Pledge of Allegiance.

CONSENT AGENDA

Mayor Jones opened the floor for a Public Hearing regarding Consent Agenda items. Notice of the Public Hearing was published in the *Danville Register & Bee* on May 9, 2023. No one present desired to be heard and the Public Hearing was closed.

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

Minutes from the Regular Council Meeting held on March 21, 2023, were approved as presented.
Draft copies of the minutes had been distributed prior to the meeting.

Amending the Fiscal Year 2023 Budget Appropriation Ordinance to Fund Pay Plan Implementation and Support City Operations

An Ordinance entitled, Ordinance No. 2023-05.09, Amending the Fiscal Year 2023 Budget Appropriation Ordinance by Increasing Revenues from Business and Occupancy Licenses to Fund Pay Plan Implementation and Support City Operations for an Appropriation in the Amount of \$600,000 and Appropriating the Same.

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

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

OLD BUSINESS

CONSIDERATION OF THE FISCAL YEAR 2024 DANVILLE PUBLIC SCHOOLS BUDGET

Vice Mayor Member Miller **moved** for adoption of a Resolution entitled:

RESOLUTION NO. 2023-05.01

May 16, 2023

A RESOLUTION APPROVING THE BUDGET OF THE SCHOOL BOARD OF THE CITY OF DANVILLE FOR THE FISCAL YEAR ENDING JUNE 30, 2024.

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

Council Member Whittle noted when he first got on Council, he asked the School Board for the \$1M back and was told by the Board that it was Council's pleasure to leave them the \$1M over their budget. Mr. Whittle stated he thinks it went to \$2M and asked where was it now. City Manager Ken Larking noted he believed the Schools were able to keep any unspent money for certain, specific purposes, but does not have that information at the moment. Mr. Whittle noted it says, City support of public schools had an unexpected balance of \$7.566M at June 30, 2021 which was \$5.45M spent in fiscal year 2023 and the local funds as needed and it allows to carry unspent funds forward for the future. Mr. Whittle questioned that and Mr. Larking noted if he recalled, those unspent funds were typically used for capital type expenditures; it has been that way in the past and was what his understanding was. If that was the case, they would have to use it for some type of capital. Mr. Whittle questioned was that on top of the \$144M, and Mr. Larking noted it was and it has been many years since a lot of those schools have been renovated and the \$144M only covers renovation of four schools. Mr. Larking stated he believed DPS received a nearly \$50M grant last week that was going toward the renovation of Forest Hills and Woodbury; they were constantly looking for funds to help renovate various schools. Mr. Whittle stated they would use that \$7.5M towards those capital expenditures and Mr. Larking noted he would verify that for him.

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

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

NEW BUSINESS

REVIEW OF GENERAL FUND FINANCIALS AS OF APRIL 30, 2023.

Chief Financial Officer Michael Adkins gave a review of the General Fund financial results through the end of April; that was ten months into the fiscal year completed, or 83%. Revenues continue to perform strong and meet budget expectations. Revenues received were \$91.4M at the end of April, and that was an increase of about \$6.5M over last year. Mr. Adkins noted nearly half of this increase related to local consumer driven taxes, specifically, sales tax. The City received \$9.5M, up about \$616,000 from last year and at 84% of budget. The City received meals tax of \$9.2M, up \$914,000 over last year, or almost 85% of budget. In Business Licenses, the City received \$6.3M, up \$760,000 from last year, and already exceeded budget for this year at the end of April. Mr. Adkins stated that he was projecting that this line item will exceed budget by about \$1M by the end of the fiscal year. Some of that can be related to inflation; business licenses were based on a percent of gross sales, as the cost of goods has increased, so has the business license fees. Lodging taxes were also performing well, the City has received \$2.1M at the end of April, that was up \$470,000 over last year. Lodging taxes did dip down during the winter and were currently at 74% of budget. Now that they were into the spring, each month was doing very well, but still trailing budget at this point. Mr. Adkins noted the City has set some records in this group: Meals tax receipts during the month of April were over \$1M, and that has never occurred before. Lodging

May 16, 2023

tax receipts in April were over \$250,000, that has only happened three times in his knowledge and sales tax receipts this week, which will be in next month's report representing March retail sales, was over \$1.2M; that was a new record. The City has never had sales tax in one month exceed that \$1.2M. Another category of revenues that was doing very well were interest earnings; he had mentioned in previous months that with the rising interest rates, they do have some benefit from that with the money that was invested. At the end of April they had \$2.4M of interest earnings, an increase of \$1.2M over last year. They have already exceeded their current budget for interest income this year by \$1.7M and still have two months to go; they get about \$260,000 in interest, so they still have another half million dollars in interest income coming this fiscal year. State revenues were on track as well.

Property Tax bills for real estate and personal property went out the first week of May; they were due June 5th. Next month he will be able to comment on the performance of those two items. The casino opened this week, and they will be open for about six weeks of this fiscal year which was not budgeted. Mr. Adkins stated he anticipated there will be some gaming tax revenues from that; his guess would be about half a million dollars related to those six weeks of operations.

On the Expenditure side, departmental spending was well controlled, currently at 75% of budget at the end of April. Some of that savings was through vacancy savings but also the departments were managing their budgets very well. The only concern he had this year was group health insurance which was based on claims, as the City was self-insured. At the end of April, claims were at 90% of budget; this has been addressed in the coming budget for Fiscal Year 2024; that line item has been increased in the proposed budget. For this year, all the revenues that were coming in over budget will take care of any overages in group health insurance for this year.

PUBLIC HEARING – CONSIDERATION OF EXTENDING A PERMANENT AMBULANCE OPERATOR'S PERMIT TO FAB'S FAMILY MEDICAL TRANSPORT

Mayor Jones opened the floor for a Public Hearing regarding a Permanent Ambulance Operator's Permit. Notice of the Public Hearing was published in the *Danville Register & Bee* on May 9, 2023. No one present desired to be heard and the Public Hearing was closed.

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

ORDINANCE NO. 2023-05.10

AN ORDINANCE GRANTING AN AMBULANCE OPERATOR'S PERMIT TO FAB'S FAMILY MEDICAL TRANSPORT

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

Vice Mayor Miller questioned the applicant, she had three ambulances and Ms. Bethel noted that was correct, and Dr. Miller stated she had contracts with Carillion, South Boston and Ms. Bethel noted she did not have contracts with them and none with the Danville hospital. She has asked, but does not have one, and in response to Dr. Miller noted she did feel it was impeding her growth.

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

VOTE: 9-0
AYE: Buckner, Campbell, Hood, Jones, Mayo,
Miller, Saunders, Vogler and Whittle (9)

May 16, 2023

NAY: None

CONSIDERATION OF THE RELEASE OF AN UNUSED ELECTRIC EASEMENT ON BERRY HILL ROAD

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

RESOLUTION NO. 2023-05.04

A RESOLUTION AUTHORIZING THE ABANDONMENT OF AN UNUSED CITY EASEMENT ACROSS PROPERTY IN PITTSYLVANIA COUNTY IN ORDER TO FACILITATE THE DEVELOPMENT OF SOLAR ENERGY INSTALLATIONS UPON THE SAME PROPERTY.

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

Council Member Vogler questioned this was a solar farm in Pittsylvania County, how does the City benefit from this. Director of Utilities Jason Grey noted Dominion Energy was building a solar farm and in order to use the property, they have to have a clean lien. There was a current easement that was no longer usable for the City's electric service that was still there. Mr. Vogler noted this was not a RIFA project, it was a County only project, and they will collect the tax revenue; this project doesn't work without the City doing the easement and Mr. Grey noted that was correct, it holds up their project and doesn't give them a clear title to the property.

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 FUNDING REQUESTS FROM DANVILLE-PITTSYLVANIA COMMUNITY SERVICES

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

RESOLUTION NO. 2023-05.05

A RESOLUTION APPROVING AND AUTHORIZING THE CITY OF DANVILLE TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH DANVILLE PITTSYLVANIA COMMUNITY SERVICES AND PITTSYLVANIA COUNTY FOR THE DANVILLE-PITTSYLVANIA TREATMENT COURT

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

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

PUBLIC HEARING - CONSIDERATION OF FEE CHANGES EFFECTIVE JULY 1, 2023

May 16, 2023

Mayor Jones opened the floor for a Public Hearing regarding Fee Changes. Notice of the Public Hearing was published in the *Danville Register & Bee* on May 8, 2023 and May 15, 2023. No one present desired to be heard and the Public Hearing was closed.

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

ORDINANCE NO. 2023-05.11

AN ORDINANCE AMENDING AND ESTABLISHING AND INCREASING CERTAIN FEES OF THE CITY OF DANVILLE EFFECTIVE JULY 1, 2023.

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

COMMUNICATIONS

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

City Attorney Clarke Whitfield noted he attended the funeral of Miss Virginia Collins; she worked for the City and the City Attorney's office for 39 years, and was there for about a year after he first started twenty-five years ago. He wanted to recognize her service. She dedicated her life to the City and to the City Attorney's office, and wanted to let her family know she was appreciated for her contribution.

Vice Mayor Miller noted the buzz around town this week was the Casino, it opened and it was magnificent; crowds were lined up around the building and up the sidewalk; and it went on all day. Even today, they have large crowds; it was off to a great start. Many employees were from the region, and from North Carolina and two from California. There will be a lot more people moving here. Dr. Miller noted the Weldon Cooper Center has said that Danville would continue to lose population; he believes they were wrong, and it will be increasing. Dr. Miller noted the GWHS track had their first track meet in twenty-three years on Wednesday night; it was 2015 when Council set aside \$1.3M for that track. It was put in reserve and somehow held in reserve for all those years, and they finally got enough funds to help pay for the track. Dr. Miller noted the Bristol Welcome Center now has brochures from Danville available.

Council Member Saunders noted the City was growing and experiencing a wonderful evolution. He also had concerns with the Weldon Cooper Center numbers regarding Danville's population. The population was not dropping, it was increasing and will increase even more. Mr. Saunders congratulated the school system on the track and field events and the ribbon cutting held for it was very good. Mr. Saunders recognized Neal Morris, and stated on behalf of the City and everyone, thanked him for what he did every day for this City; he has been doing it for a very long time, was an excellent police chief, and donates his time for the City of Danville boards. Council appreciated that.

Council Member Vogler noted his agreement with Mr. Saunders' assessment of Chief Morris, Council cannot thank him enough. About the Weldon Cooper Center, past was prologue, the Weldon Cooper Center has been wrong about Danville before; they already projected Danville to be down to 38,000 this decade. Before the end of the last decade, they were off by about 4,000, and thinks they will be way off by the end of this decade. There was an article today that talked about that in the last few years, more people were moving into Danville, people were choosing to

May 16, 2023

move to Danville, and Council needed to find places for these people to live, to find housing for them. Mr. Vogler noted he was in Richmond serving on work groups with the Virginia Housing Commission, one of which was the Real Property Community Development and Best Land Use Practice Work Group, the other was the Short Term Rental Work Group. They had a couple different meetings today talking about legislation that was in front of the General Assembly that will help address the housing shortage across Virginia. One of the main points that was stressed by a number of people was, they have to start looking at housing development the way they look at economic development, get aggressive with it; he would love Danville to lead the way on how a locality can really tackle housing development.

Council Member Buckner welcomed all the people traveling in and out of the City.

Council Member Hood gave a shout out about the regional tourism brand for Danville and Pittsylvania County, and congratulated all DCC graduates this past Saturday.

Council Member Mayo noted his congratulations to all graduates, and to Dr. Hairston and the School Board, congratulations on the new track. The opening of Caesars was exciting, seeing all the people there from all over, the atmosphere inside was great, with people enjoying themselves. Mr. Mayo reminded citizens that Festival in the Park was this weekend.

Council Member Campbell noted many were aware of what was happening in his life; they all deal with grief and stress in many different ways. Reverend Campbell noted he wanted to thank the community for the support he has received which has been absolutely unbelievable, and asked citizens to keep him and his family in prayer.

Mayor Jones thanked City Council and the School Board working together on the School Board budget; it has been one of the smoothest ones they have had. Mayor Jones recognized Kaley and Kacey Cunningham, Shakeva Frasier, Tommy Bennett, Tyquan Graves and Tyrell Bennett, Rebecca Campbell, Cindy Poteat, Reverend Ferrell, Shelby Irving and Sylvia Brooks all of who were involved in Danville, working on boards and engaged in the community. All were ambassadors to the community.

Meeting adjourned at 7:37 p.m.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

May 16, 2023

A Regular Work Session of the Danville City Council convened on May 16, 2023 at 8:24 p.m. in Council Chambers located on the Fourth Floor of the Municipal Building. The following Council Members were present: James B. Buckner, L.G. "Larry" Campbell Jr., Bryant Hood, Mayor Alonzo L. Jones, Barry Mayo, 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.

Mayor Jones presided.

MEETING MINUTES

Upon **Motion** by Council Member Buckner and **second** by Council Member Whittle, Minutes of the Regular Work Session held on April 4, 2023, were presented for approval. Draft copies were distributed to Council Members prior to the Meeting.

Council Member Vogler noted in the section of the minutes from April 4, where Council Member Whittle had asked about the four cent tax cut, he would like it noted on the record that he was one of the Council Members of who was in favor of the tax cut. The City Clerk noted she would make that addition. The Minutes were approved as presented.

WORK SESSION ITEMS

CONSIDERATION OF THE RELEASE OF CITY HELD LIENS AGAINST REAL PROPERTY IDENTIFIED AS PARCEL #03282, #22050, #25889, AND #21151

Council had no questions on this item and agreed to put this matter on an upcoming business agenda.

CONSIDERATION OF A TRANSIENT OCCUPANCY TAX UPDATE

Council Member Vogler asked for a brief explanation and Assistant City Attorney Ryan Dodson explained that all localities have been struggling with Airbnb type organizations not collecting the full amount of transient occupancy tax. They will submit one check for the entire City and the City does not have the means to audit that to see if they were collecting the correct percentages from different people. The main changes were adding definitions specific to these organizations that do this on behalf of other people. It puts the responsibility for collection and reporting directly on them so the City was not going after the actual homeowners. Airbnb represents to the homeowners that they were paying the taxes for them correctly, a lot of times they were not. This clarifies that the responsibility lies solely on the types of groups that run the businesses.

City Attorney Clarke Whitfield noted this was modeled on an ordinance that many cities and towns across the Commonwealth used, and Mr. Dodson noted it started in Staunton, and they borrowed a lot of language from them. Mr. Gillie had told them a lot of Commissioners of Revenue had been sharing this model language.

Mr. Vogler stated this was one of the issues that came up today in the Short Term Rentals group, and noted at some point he would like to have a work session discussion about Airbnbs and short term rentals. Charlottesville had some really good things he would like Danville to look at as well.

City staff has brought up where people were buying up properties solely for the purpose of making them Airbnbs and that was contributing to the housing shortage.

Mr. Whittle questioned if he had an Airbnb in his house, it would be the Airbnb company that was responsible and Mr. Dodson noted it would. Most of these companies, if someone was leasing their house through them, it was a contract between the two parties. One of the things they agree to do was to collect the taxes and money that was being remitted from the people renting the house; they were supposed to keep track of it and give the correct amounts to the localities. They were not doing a very good job of it, and it was hard to catch.

Council had no further questions and agreed to put this matter on an upcoming business agenda.

CONSIDERATION OF A RADIO TOWER CONTRACT RENEWAL

Council had no questions on this item and agreed to put this matter on an upcoming business agenda.

CONSIDERATION OF CORRECTING A SURVEY ERROR ON CITY PARCEL #24581 ON LEE STREET

Council had no questions on this item and agreed to put this matter on an upcoming business agenda.

CONSIDERATION OF THE RELEASE OF CITY LIENS AGAINST PARCEL #01570 RHODENIZER STREET

Council had no questions on this item and agreed to put this matter on an upcoming business agenda.

CONSIDERATION OF THE PRECINCT THREE (3) VOTING RELOCATION

Mayor Jones noted Langston was being renovated and they were temporarily moving the precinct to George Washington High School. Council had no questions on this item and agreed to put this matter on an upcoming business agenda.

COMMUNICATIONS

Council Member Campbell noted talking about housing, the housing conference in the City last year, what were the results of that. Mr. Larking noted Susan McCulloch, who was in charge of the market rate housing program under Community Development, has pulled together several incentive programs that will help facilitate people doing single family and multi family housing throughout the City. That was heard by the Council at a work session and also at the IDA last week; Chairman Morris got a briefing on it as well. Each body has looked at those incentives favorably and staff will go back to the IDA with specific resolutions and ordinances that authorize these programs to occur. That will help facilitate the housing the City needs to have. Staff was also working with developers all the time; there was an RFP out for the Monument Berryman area. The City has a proposal they were looking at to potentially implement. There were multifamily housing, not only in downtown, but also new construction in the City that was in some stage of development. Multifamily was going pretty well, single family could use a little more boost. The City has identified properties that could be good subdivisions and were also working with developers for infill development as well.

May 16, 2023

Rev. Campbell noted with blight, was there a possibility that some areas can be taken over, change the whole area to an upscale development and have investors come. Mr. Larking noted because the City had more of a normal housing market where there was a demand for housing, this will help certain blighted properties to be rehabbed. Because there was demand, there was motivation by the owners and developers to take on those properties, make renovations and put them back on the market. They were seeing a little of that and would like to see more. There was still the blight program for those that were too far gone to be saved. Rev. Campbell noted the City has a shortage of land, was there a possibility in the future where there were certain areas the City could annex and Mr. Larking noted he was not sure about that.

MEETING ADJOURNED AT 7:53 P.M.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

Council Letter City of Danville, Virginia



CL - 514

CONSENT AGENDA B.

City Council REGULAR MEETING

Meeting Date: June 20, 2023

Subject: Consideration of Amending the Fiscal Year 2023 Budget Appropriation Ordinance to Accept Schoolfield Master Plan Funding from Caesars LLC.

From: Henrietta Weaver, Budget Director

COUNCIL ACTION

An Ordinance Amending the Fiscal Year 2023 Budget Appropriation Ordinance by Increasing Revenues from Caesars Virginia, LLC, Casino Revenues for the Schoolfield Master Plan for an Appropriation in the Amount of \$360,000 and Appropriating the Same.

FINAL ADOPTION

SUMMARY

Staff requests that the City Council adopt a budget ordinance accepting and appropriating \$360,000 in revenue from Caesars Virginia, LLC for the cost of the Schoolfield master plan being developed by WRT, LLC.

BACKGROUND

The City's development agreement with Caesars Virginia, LLC includes a provision for a \$360,000 payment to the City following successful passage of the casino referendum. The referendum passed November 2020.

RECOMMENDATION

It is recommended that the City Council adopt the attached ordinance amending the Fiscal Year 2023 Budget Appropriation Ordinance.

Attachments

1. Ordinance
-

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2023 - _____._____

AN ORDINANCE AMENDING THE FISCAL YEAR 2023 BUDGET APPROPRIATION ORDINANCE BY INCREASING REVENUES FROM CAESARS VIRGINIA, LLC, CASINO REVENUES FOR THE SCHOOLFIELD MASTER PLAN FOR AN APPROPRIATION IN THE AMOUNT OF \$360,000 AND APPROPRIATING THE SAME.

WHEREAS, the City anticipates the receipt of \$360,000 from Caesars Virginia, LLC to be used towards the cost of the Schoolfield master plan being development by WRT, LLC; and

NOW THEREFORE, BE IT ORDAINED, by the Council of the City of Danville, Virginia, that the Fiscal Year 2023 Budget Appropriation Ordinance be, and the same hereby is, amended, by increasing revenues from Caesars Virginia, LLC in the Economic Development Fund and appropriating same to be as follows:

ANTICIPATED REVENUES

<u>Description</u>	<u>Account No.</u>	<u>Amount</u>
Schoolfield Site Casino Proceeds	60936000-43645	\$ 360,000

ANTICIPATED EXPENDITURES

<u>Description</u>	<u>Account No.</u>	<u>Amount</u>
Schoolfield Site	60936999-50	\$ 360,000

BE IT FINALLY ORDAINED, that all other accounts and provisions of the Fiscal Year 2023 Budget Appropriation Ordinance, as amended, not hereby amended, shall continue in full force and effect unless and until hereafter further amended or repealed.

Approved:

Mayor

Attest:

City Clerk

Approved as to
Form and Legal Sufficiency:

City Attorney

Council Letter

City of Danville, Virginia



CL - 551

CONSENT AGENDA C.

City Council REGULAR MEETING

Meeting Date: June 20, 2023

Subject: Consideration of Amending the Fiscal Year Budget Appropriation Ordinance for a Recreation Enrichment Program in the Amount of \$262,494.

From: Charlene Presley, Division Director - Special Recreation

COUNCIL ACTION

An Ordinance Amending the Fiscal Year 2023 Budget Appropriation Ordinance to Provide for Funds in the Amount of \$55,611 for a Recreation Enrichment Program and the Local In-Kind Share of \$206,883 for a Total Appropriation of \$262,494 and Appropriation of Same.

FINAL ADOPTON

SUMMARY

The Danville-Pittsylvania Community Services Board will award funds in the amount of \$55,611 to the City's Department of Parks and Recreation for fiscal year 2023 for the Recreation Enrichment Program (REP).

BACKGROUND

The Danville-Pittsylvania Community Services Board will award funds in the amount of \$55,611 to the City's Department of Parks and Recreation. This is a continuation of funding which the city receives each year. With the funds, the Special Recreation Division provides recreation, education, and cultural services for individuals with intellectual impairments. The funds will be matched with in-kind funds of \$206,883 for a total appropriation of \$262,494. The in-kind funds are included in the City's fiscal year 2023 budget.

RECOMMENDATION

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

Attachments

1. Ordinance
-

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2023-____.____

AN ORDINANCE AMENDING THE FISCAL YEAR 2023 BUDGET APPROPRIATION ORDINANCE TO PROVIDE FOR FUNDS IN THE AMOUNT OF \$55,611 FOR A RECREATION ENRICHMENT PROGRAM AND THE LOCAL IN-KIND SHARE OF \$206,883 FOR A TOTAL APPROPRIATION OF \$262,494 AND APPROPRIATION OF SAME.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia, that the Fiscal Year 2023 Budget Appropriation Ordinance be, and the same is hereby, amended by increasing revenues for funds from Danville-Pittsylvania Community Services to the Department of Parks and Recreation Enrichment Program, Special Recreation Division, in the amount of \$55,611 and in-kind services in the amount of \$206,883 for the purpose of operating a Recreation Enrichment Program to provide services for the individuals with intellectual impairments, appropriating same within the Special Grants Fund, such appropriations be as follows:

ANTICIPATED REVENUES

<u>Description</u>	<u>Account</u>	<u>Amount</u>
Categorical Aid--State: Danville-Pittsylvania Community Services	60299000-45620	\$55,611
Local Share: In-Kind Services Recreation Enrichment Program	60300000-44890	<u>\$206,883</u>
	Total	<u>\$262,494</u>

ANTICIPATED EXPENDITURES

<u>Description</u>	<u>Account</u>	<u>Amount</u>
Recreation Enrichment	60299999-50	<u>\$55,611</u>

Recreation Enrichment-

In-Kind:

Salaries & Wages	60300000-59500	\$161,727
FICA Taxes	60300000-59510	\$ 12,201
Retirement-ERS	60300000-59520	\$ 2,600
Utilities	60300000-59625	\$ 10,983
Telephone	60300000-59635	\$ 1,030
Automotive/Motor Pool Rental	60300000-59615	\$ 12,000
Group Hospital Insurance	60300000-59530	\$ 6,342
	Sub-Total	<u>\$206,883</u>
	Total	<u>\$262,494</u>

AND BE IT FURTHER ORDAINED, that all other accounts and provisions of the Fiscal Year 2023 Budget Appropriation Ordinance not hereby amended shall continue in full force and effect unless and until hereafter further amend or repealed; and

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

Approved:

Mayor

Attest:

City Clerk

Approved as to
Form and Legal Sufficiency:

City Attorney

Council Letter City of Danville, Virginia



CL - 504

OLD BUSINESS A.

City Council REGULAR MEETING

Meeting Date: June 20, 2023

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

From: Henrietta Weaver, Budget Director

COUNCIL ACTION

1. A Resolution Approving the Budgets of the Various Funds of the City of Danville for the Fiscal Year Ending June 30, 2024.
FINAL ADOPTION
2. A Resolution Approving the Fiscal Year 2024 Capital and Special Projects Plan for the City of Danville, Virginia.
FINAL ADOPTION
3. Budget Appropriation Ordinance For Fiscal Year 2024.
FINAL ADOPTION

SUMMARY

The Public Hearing for the Budget of the City of Danville and Capital and Special Projects (CSP) is scheduled to be held on June 6, 2023.

BACKGROUND

The City Manager presented the Fiscal Year 2024 Proposed Budget in early March 2023. City Council held meetings with City staff in April to review and make modifications to the proposed budget. City Council's Introductory Budget was presented for public review on April 30, 2023; a public hearing is scheduled for June 6, 2023.

A public hearing will be held May 2, 2023 for rate adjustments in Utility Funds. A public hearing will be held May 16, 2023 for proposed rate and fee increases in the following areas: zoning verification letter fee in Community Development, various fees in the Fire Department, rental fees for Parks and Recreation facilities, and rate changes in Sanitation.

The schedule of authorized full-time and full-time equivalent part-time positions is included.

RECOMMENDATION

It is recommended that City Council adopt the attached Resolutions approving the City and CSP Budgets, and the Budget Appropriation Ordinance to appropriate the budget to the various funds for Fiscal Year 2024.

Attachments

1. Budget Resolution
 2. Resolution - Capital and Special Projects
 3. Budget Appropriation Ordinance
 4. Authorized Positions
-

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2023-_____._____

A RESOLUTION APPROVING THE BUDGETS OF THE VARIOUS FUNDS OF THE CITY OF DANVILLE FOR THE FISCAL YEAR ENDING JUNE 30, 2024.

WHEREAS, the Budget of and for the City of Danville for Fiscal year 2024 has been prepared and introduced by the City Manager and received and considered by the Council, including the Budgets for the following funds:

Fund	Proposed Expenditure	Contribution/ Transfer to (from) General Fund
General Fund	\$ 139,698,250	\$
VDOT Special Revenue Fund	12,640,090	
Wastewater	14,324,630	705,760
Water	10,923,940	966,300
Gas	28,803,460	3,199,330
Power & Light	143,202,660	10,635,610
Telecommunications	1,057,420	81,000
Transportation	6,264,170	
Central Services	309,940	
Motorized Equipment	5,615,330	
Insurance Fund	4,117,700	
Sanitation Fund	4,684,190	
Cemetery Fund	1,119,180	

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, 2024 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:

City Clerk

Approved as to
Form and Legal Sufficiency:

City Attorney

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2023____.____

A RESOLUTION APPROVING THE FISCAL YEAR 2024 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 2024 is for planning purposes and does not obligate or commit the City to projects included in the plan beyond Fiscal Year 2024.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Danville, Virginia that the Fiscal Year 2024 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:

City Clerk

Approved as to
Form and Legal Sufficiency:

City Attorney

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2023____.____

**BUDGET APPROPRIATION ORDINANCE
FOR FISCAL YEAR 2024**

WHEREAS, the Budget of and for the City of Danville for Fiscal Year 2024 has been prepared by the City Manager and, after collaboration with the Council, completed and introduced and a brief synopsis thereof was duly published once in the newspaper having general circulation within the City and due notice given of a public hearing which was held on June 6, 2023 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 2024.

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, 2023 and ending June 30, 2024, be, and the same hereby are, as follows:

I. GENERAL FUND

Estimated Revenue FY 2024	\$ 139,698,250
Appropriations	<u>139,698,250</u>
Unappropriated	<u>-0-</u>

II. VDOT STREET MAINTENANCE FUND

Estimated Revenue FY 2024	\$ 12,640,090
Appropriations	<u>12,640,090</u>
Unappropriated	<u>-0-</u>

III. UTILITY FUNDS

	Wastewater	Water	Gas	Electric	Telecommunications
Operating Revenues	\$ 10,089,190	9,147,200	27,587,320	134,590,080	686,350
Expenditures	<u>13,618,870</u>	<u>9,957,640</u>	<u>25,604,130</u>	<u>132,567,050</u>	<u>976,420</u>
Excess Revenues Over (Under)					
Expenditures	(3,529,680)	(810,440)	1,983,190	2,023,030	(290,070)
Add:					
Depreciation	1,959,530	1,494,790	1,554,450	8,104,400	437,520
Contribution/Transfer (To)/From General Fund	<u>(705,760)</u>	<u>(966,300)</u>	<u>(3,199,330)</u>	<u>(10,635,610)</u>	<u>(81,000)</u>
Increase (Decrease In Fund Balance	\$ (2,275,910)	(281,950)	338,310	(508,180)	66,450

IV. OTHER FUNDS

	Transportation	Central Services	Motorized Equipment	Insurance	Sanitation	Cemetery
Operating Revenues	\$ 5,211,220	296,220	4,260,940	4,144,260	4,069,880	1,096,080
Expenditures	<u>6,264,170</u>	<u>309,940</u>	<u>5,615,330</u>	<u>4,117,700</u>	<u>4,684,190</u>	<u>1,119,180</u>
Excess Revenues Over (Under)						
Expenditures	(1,052,950)	(13,720)	(1,354,390)	26,560	(614,310)	(23,100)
Add:						
Depreciation	618,260	11,880	783,010		181,920	
Contribution/Transfer (To)/From General Fund	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
Increase (Decrease In Fund Balance	\$ (434,690)	(1,840)	(571,380)	26,560	(423,390)	(23,100)

2. Flexible budgets are hereby authorized whereby appropriations may be increased to the extent that actual revenues exceed the original revenue budget amount.

This provision shall apply to the following:

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

<u>Appropriation</u>	<u>Revenue</u>
Human Resources Wellness Program Expenditures	Wellness Recovery Funds
Grant Funds	State/Federal Funding & Private Donations
Clerk of Court – Index/Records	Virginia Supreme Court – Technology Trust Fund
Community Development Fund CDBG-Rehab-Private Property HOME-Rehab-Private Property	Program Income
All Funds Repairs/Replacement from Insurance/Accident Claims	Recoveries – Accident Claims

3. For the operation of the several city departments, as set forth in the "Intra-governmental Service Fund" Budgets, the Council hereby authorizes transfers from the General Fund for cash deficits resulting from internal charges and credits for the Year Ended June 30, 2023.

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 more than \$100,000 to be submitted as an additional appropriation ordinance for City Council approval and adoption.

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

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

7. Authorization to transfer up to ½ the increase in Unassigned Fund Balance to the Budget Stabilization Fund at June 30, 2023 up to the maximum balance as prescribed by City Council's Financial Policy.

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

9. The Fiscal Year 2024 Personnel Budget setting forth the Personal Services Detail showing approved as to the total number of authorized full-time and full-time equivalent part-time positions is attached. The City Manager be, and he is hereby, authorized to allocate positions within similar occupational groupings as he may deem necessary and appropriate for the operation of the City, provided that the total number of positions and the total expenditures therefore do not exceed the authorized numbers and amounts set forth in the Budget.

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

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

12. The funds appropriated in Fiscal Year 2023 and in prior years for the City or School System which were encumbered by purchase order or contract as of June 30, 2023, be, and the same are hereby, reappropriated for the purpose of liquidating said outstanding encumbrances.

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

Police Department - Investigation Expense

Commonwealth Attorney-Prosecution Expense-State Funds

Appropriations for Grants Funds - Federal, State, Local Share

Law Library

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

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

Sheriff's Office – Jail R& B Fee

Parks, Recreation & Tourism – Scholarship Funds & Revolving Accounts

Recoveries/Appropriations - Accident/Insurance Claims

CARES Act Funds

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

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

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

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

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

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

20. Authorization to carry forward unencumbered appropriation for Support of Public Schools as of June 30, 2023.

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

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

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

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

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

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

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

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

28. This Ordinance shall become and be effective on and as of July 1, 2023.

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

Approved:

Mayor

Attest:

City Clerk

Approved as to
Form and Legal Sufficiency:

City Attorney

CITY OF DANVILLE
FY 2024 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS

FTE = Full-time Equivalent

Fiscal Year 2023			Fiscal Year 2024			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
City Manager's Office (01100)						
1		1.0	1		1.0	City Manager
1		1.0	1		1.0	Deputy City Manager
1		1.0	1		1.0	Assistant to the City Manager
1		1.0	1		1.0	Clerk of Council
1		1.0	1		1.0	Multimedia Manager
1		1.0	1		1.0	Public Information Officer (Funded by Utilities)
1		1.0	1		1.0	Youth & Gang Violence Coordinator
4		4.0	4		4.0	Y&G Viol Prev Outreach Worker (3 grant funded)
1		1.0	1		1.0	Community Liaison
1		1.0	1		1.0	Asst Y&G Violence Prevention Coordinator
-		-	-		-	Director of Budget
1		1.0	-		-	Housing Coordinator
-		-	-		-	Executive Assistant
1		1.0	1		1.0	Executive Secretary
15	-	15.0	14	-	14.0	TOTAL CITY MANAGER'S OFFICE
City Attorney's Office (01105)						
1		1.0	1		1.0	City Attorney
1		1.0	1		1.0	Assistant City Attorney I
1		1.0	1		1.0	Deputy City Attorney
1		1.0	1		1.0	Legal Assistant
1		1.0	1		1.0	Legal Secretary
5	-	5.0	5	-	5.0	TOTAL CITY ATTORNEY'S OFFICE
*50% funded by Utilities						
COMMUNITY DEVELOPMENT DEPARTMENT						
Community Development Fund (12110)						
1		1.0	1		1.0	Housing and Redevelopment Specialist
1		1.0	1		1.0	Housing and Development Division Director
2		2.0	2		2.0	Cost Estimator/Inspector
		-	1		1.0	LEAD Cost Estimator/Inspector (grant funded)
1		1.0	1		1.0	LEAD Safe Assessor (grant funded)
1		1.0	1		1.0	LEAD Safe Program Manager (grant funded)
1		1.0	1		1.0	Housing Grant & Environmental Review Specialist
1		1.0	1		1.0	Senior Account Clerk
1		1.0	1		1.0	Secretary
9		9.0	10		10.0	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 2024 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS

FTE = Full-time Equivalent

Fiscal Year 2023			Fiscal Year 2024			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
Inspections Office (01710)						
1		1.0	1		1.0	Division Director of Inspections
1		1.0	1		1.0	Inspections Supervisor
1		1.0	1		1.0	Plumbing/Cross Connection Inspector
1		1.0	1		1.0	Mechanical Inspector
2		2.0	2		2.0	Electrical Inspector
2		2.0	2		2.0	Building Inspector
4		4.0	6		6.0	Property Maintenance Inspector
1		1.0	1		1.0	Property Maintenance Code Supervisor
1		1.0	1		1.0	Permit Technician
14	-	14.0	16	-	16.0	Sub-Total
Planning Office (01715)						
1		1.0	1		1.0	Division Director of Planning
3		3.0	3		3.0	Combination of: Senior Planner Associate Planner Planning Technician
4	-	4.0	4	-	4.0	Sub-Total
30	-	30	33	-	33	TOTAL COMMUNITY DEVELOPMENT DEPARTMENT
Social Services Department (01520)						
1		1.0	1		1.0	Director of Social Services
1		1.0	1		1.0	Division Director of Training and Operations
1		1.0	1		1.0	Family Services Manager
1		1.0	1		1.0	Eligibility Services Manager
3		3.0	3		3.0	Family Services Supervisor
1		1.0	1		1.0	Accountant II
1		1.0	1		1.0	Employment Service Supervisor
3		3.0	3		3.0	Eligibility Supervisor
1		1.0	1		1.0	Senior Family Services Specialist
1		1.0	1		1.0	Comprehensive Services Coordinator (Grant Funded)
5		5.0	5		5.0	Child Protective Service Worker
15		15.0	15		15.0	Family Services Specialist
4		4.0	4		4.0	Senior Eligibility Worker
1		1.0	1		1.0	Fraud Investigator
		-	1		1.0	Senior Administrative Assistant
3		3.0	2		2.0	Administrative Assistant (One Grant Funded)
7		7.0	7		7.0	Employment Services Worker
2		2.0	2		2.0	Sr Employment Services Worker
32	1.7	33.7	34	0.6	34.6	Eligibility Worker
1		1.0	1		1.0	Secretary
1		1.0	1		1.0	Senior Account Clerk
12		12.0	12		12.0	Senior Administrative Specialist
1		1.0	1		1.0	Social Service Aide
1		1.0	1		1.0	Employment Service Aide
-	0.6	0.6	-	0.6	0.6	Administrative Specialist
99	2.3	101.3	101	1.1	102.1	TOTAL SOCIAL SERVICES DEPARTMENT

CITY OF DANVILLE
FY 2024 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS

FTE = Full-time Equivalent

Fiscal Year 2023			Fiscal Year 2024			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
			ECONOMIC DEVELOPMENT DEPARTMENT			
			Economic Development (01180)			
1		1.0	1		1.0	Director of Economic Development
1		1.0	1		1.0	Assistant Director of Economic Development
1		1.0	1		1.0	Marketing Coordinator
1		1.0	1		1.0	Economic Development Project Manager
1		1.0	1		1.0	Marketing & Research Manager
1		1.0	1		1.0	Special Project Manager
6	-	6.0	6	-	6.0	Sub-Total
			Tourism (01181)			
1		1.0	1		1.0	Tourism Sales Coordinator
1		1.0	1		1.0	Tourism Manager
2	-	2	2	-	2	Sub-Total
			Visitor Center (01182)			
1		1.0	1		1.0	Visitor Center Manager
	1.3	1.3		1.3	1.3	Combination of: Travel Counselor I Travel Counselor II
1	1.3	2.3	1	1.3	2.3	Sub-Total
9	1.3	10.3	9	1.3	10.3	TOTAL ECONOMIC DEVELOPMENT DEPARTMENT
			FINANCE DEPARTMENT			
			Customer Accounts (01226)			
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	Sub-Total
			Central Services Fund (42110)			
1		1.0	1		1.0	Print Shop Supervisor
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	Chief Financial Officer
1		1.0	1		1.0	Administrative Assistant
2	-	2.0	2	-	2.0	Sub-Total

CITY OF DANVILLE
FY 2024 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS

FTE = Full-time Equivalent

Fiscal Year 2023			Fiscal Year 2024			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
						Accounting (01205)
1		1.0	1		1.0	Assistant Director of Finance
1		1.0	1		1.0	Business Systems Accountant
4		4.0	4		4.0	Combination of: Accountant I Accountant II Accountant III
1		1.0	1		1.0	Payroll Technician
3		3.0	3		3.0	Combination of: Account Clerk Senior Account Clerk
10	-	10.0	10	-	10.0	Sub-Total
						Internal Auditor (01208)
1	-	1.0	1	-	1.0	Senior Internal Auditor
						Budget (01210)
1	-	1.0	1	-	1.0	Director of Budget
						Purchasing (01215)
1		1.0	1		1.0	Division Director of Purchasing
1		1.0	1		1.0	Procurement Officer
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
57	-	57	57	-	57	TOTAL FINANCE DEPARTMENT
						FIRE DEPARTMENT
						Emergency Communications (01330)
1		1.0	1		1.0	Emergency Communications Manager
4		4.0	4		4.0	Emergency Telecommunications Supervisor
16	0.3	16.3	16	0.3	16.3	Combination of: Emergency Telecommunicator I Emergency Telecommunicator II
21	0.3	21.3	21	0.3	21.3	Sub-Total

CITY OF DANVILLE
FY 2024 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS

FTE = Full-time Equivalent

Fiscal Year 2023			Fiscal Year 2024			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
Fire (01320)						
1		1.0	1		1.0	Fire Chief
2		2.0	2		2.0	Deputy Fire Chief
3		3.0	3		3.0	Fire Battalion Chief
1		1.0	1		1.0	Division Chief Training & Safety
1		1.0	1		1.0	Division Chief Fire Marshal
1		1.0	1		1.0	Community Risk Reduction Specialist/Educator
27		27.0	27		27.0	Combination of: Fire Captain Fire Lt./Asst. Training Officer
1		1.0	1		1.0	Assistant Fire Marshal
24		24.0	24		24.0	Fire Fighter/Engineer
1		1.0	1		1.0	Fire Support Administrator
60	-	60.0	60	-	60.0	Fire Fighter
1		1.0	1		1.0	Fire Logistics Officer
1		1.0	1		1.0	Administrative Assistant
1		1.0	1		1.0	Senior Secretary
125	-	125.0	125	-	125.0	Sub-Total
146	0.3	146.3	146	0.3	146.3	TOTAL FIRE DEPARTMENT
Circuit Court (01155)						
1		1.0	1		1.0	Law Clerk
1		1.0	2		2.0	Judicial Assistant
1		1.0	-		-	Legal Secretary
3	-	3.0	3	-	3.0	TOTAL CIRCUIT COURT
Human Resources (01110)						
1		1.0	1		1.0	Director of Human Resources
1		1.0	1		1.0	HR Training & Business Systems Manager
3		3.0	3		3.0	Combination of: Organization Development Consultant HR Business Partner I HR Business Partner II
2		2.0	2		2.0	Combination of: Human Resources Coordinator I Human Resources Coordinator II
1		1.0	1		1.0	Human Resource Assistant
8	-	7.0	8	-	8.0	TOTAL HUMAN RESOURCES
Information Technology (01250)						
1		1.0	1		1.0	Chief Information Officer
22		22.0	22		22.0	Combination of: Deputy Chief Information Officer Division Director of Application Solutions Division Director of Infrastructure & Operations Division Director of Client Services IT Project Manager Client Solutions Specialist I Client Solutions Specialist II Client Solutions Specialist III Network Engineer Network Administrator I Network Administrator III

FTE = Full-time Equivalent

Page 40 of 255

CITY OF DANVILLE
FY 2024 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS

FTE = Full-time Equivalent

Fiscal Year 2023			Fiscal Year 2024			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
2		2.0	2		2.0	Alternative Detention Case Worker (Grant Funded)
30	2.6	32.6	30	2.6	32.6	Youth Care Worker
1		1.0	1		1.0	Senior Account Clerk
2		2.0	2		2.0	Secretary
1		1.0	1		1.0	Custodian
51	2.7	53.7	51	2.7	53.7	Sub-Total
Police (01310)						
1		1.0	1		1.0	Police Chief
1		1.0	1		1.0	Police Lieutenant Colonel
2		2.0	2		2.0	Police Assistant Chief
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
83		83.0	83		83.0	Combination of: Police Officer (Four positions unfunded) Community Engagement Specialist SRO / Police Officer (grant funded)
1		1.0	1		1.0	Accreditation Manager
1		1.0	1		1.0	Community Relations Liaison
1		1.0	1		1.0	Police Public Relations Specialist
1		1.0	1		1.0	Quarter Master
1		1.0	1		1.0	Police Records & Technology Mgr
1		1.0	1		1.0	Police Video Technician
1		1.0	1		1.0	Police Property & Evidence Technician
1		1.0	1		1.0	Senior Administrative Assistant
2		2.0	2		2.0	Animal Control Officer
2		2.0	2		2.0	Secretary
1		1.0	1		1.0	Senior Secretary
4		4.0	4		4.0	Police Records Clerk
1		1.0	1		1.0	Crime Analyst
	0.4	0.4		0.4	0.4	Police Recruiter Investigator
	0.6	0.6		0.6	0.6	Parking Attendant
		-	2		2.0	Custodian
	2.1	2.1		2.1	2.1	School Crossing Guard
148	3.0	151.0	150	3.0	153.0	Sub-Total
237	7.5	244.5	239	7.5	246.5	TOTAL POLICE DEPARTMENT
PARKS & RECREATION DEPARTMENT						
Parks & Recreation - Administration (01600)						
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 Project Manager
1		1.0	1		1.0	P&R Communications Specialist
1		1.0	1		1.0	Program Coordinator
1		1.0	1		1.0	Facilities & Services Planning Specialist
1		1.0	1		1.0	Administrative Assistant
1		1.0	1		1.0	Senior Secretary
1		1.0	2		2.0	Secretary
2		2.0	2		2.0	Custodian
1		1.0			-	Administrative Specialist
	0.7	0.7		0.7	0.7	Recreation Program Supervisor

CITY OF DANVILLE
FY 2024 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS

FTE = Full-time Equivalent

Fiscal Year 2023			Fiscal Year 2024			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
	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
13	1.2	14.2	13	1.2	14.2	Sub-Total
Athletics (01620)						
1		1.0	1		1.0	Division Director of Athletics
2		2.0	2		2.0	Program Coordinator
		-	1		1.0	Senior Administrative Specialist
1		1.0	-		-	Administrative Specialist
	0.5	0.5		0.5	0.5	Custodian
	0.9	0.9		0.9	0.9	Recreation Program Supervisor
	0.7	0.7		0.7	0.7	Recreation Sports Official
	1.5	1.5		1.5	1.5	Recreation Facility Operator
4	3.5	7.5	4	3.5	7.5	Sub-Total
Community Recreation (01605)						
1		1.0	1		1.0	Division Director of Community Recreation
4		4.0	4		4.0	Program Coordinator
1		1.0	1		1.0	Recreation Grants Specialist (Grant Funded)
-	0.9	0.9	-	0.9	0.9	Custodian
		-	1		1.0	Senior Administrative Specialist
1		1.0	-		-	Administrative Specialist
	1.1	1.1		1.1	1.1	Recreation Aide
	1.4	1.4		1.4	1.4	Recreation Leader
	1.3	1.3		1.3	1.3	Recreation Program Supervisor
	0.2	0.2		0.2	0.2	Recreation Instructor
	1.1	1.1		1.1	1.1	Recreation Site Supervisor
	0.6	0.6		0.6	0.6	Recreation Facility Operator
7.0	6.6	13.6	7.0	6.6	13.6	Sub-Total
Park Maintenance (01630)						
1		1.0	1		1.0	Division Director of Parks Maintenance
2		2.0	2		2.0	Parks Supervisor
11		11.0	11		11.0	Combination of: Park Maintenance Technician Parks Groundskeeper II Parks Groundskeeper I Motor Equipment Operator I
-	2.8	2.8	-	2.8	2.8	Public Service Worker
1		1.0	1		1.0	Public Service Worker/Operator
15	2.8	17.8	15	2.8	17.8	Sub-Total

CITY OF DANVILLE
FY 2024 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS

FTE = Full-time Equivalent

Fiscal Year 2023			Fiscal Year 2024			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
Special Recreation (01610)						
1		1.0	1		1.0	Division Director of Special Recreation
4		4.0	4		4.0	Program Coordinator
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
	1.5	1.5		1.5	1.5	Administrative Specialist
	1.1	1.1		1.1	1.1	Recreation Leader
3	2.3	5.3	3	2.3	5.3	Recreation Program Supervisor
	1.0	1.0		1.0	1.0	Recreation Aide
	0.2	0.2		0.2	0.2	Van Driver
	0.2	0.2		0.2	0.2	Recreation Instructor
11	6.7	17.7	11	6.7	17.7	Sub-Total
Public Library (01540)						
1		1.0	1		1.0	Division Director of Library
1		1.0	1		1.0	Adult Services Coordinator
1		1.0	1		1.0	Children's Librarian
1		1.0	1		1.0	Circulation Supervisor
1		1.0	1		1.0	Circulation Specialist
1		1.0	1		1.0	Technical Services Librarian
3		3.0	3		3.0	Library Services Specialist
3	5.1	8.1	3	5.1	8.1	Information Specialist
1		1.0	1		1.0	Senior Administrative Specialist
	0.4	0.4		0.4	0.4	Law Library Information Specialist
1		1.0	1		1.0	Library Technology Specialist
14	5.5	19.5	14	5.5	19.5	Sub-Total
64	26.3	90.3	64	26.3	90.3	TOTAL PARKS & RECREATION
PUBLIC WORKS DEPARTMENT						
Cemetery Maintenance (fund 59) (59110)						
1		1.0	1		1.0	General Supervisor
2		2.0	2		2.0	Cemetery Supervisor
10		10.0	10		10.0	Combination of: Motor Equipment Operator I 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
7		7.0	7		7.0	Combination of: Senior Administrative Assistant Administrative Assistant Dispatcher Senior Account Clerk Senior Secretary Account Clerk
9	-	9.0	9	-	9.0	Sub-Total

CITY OF DANVILLE
FY 2024 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS

FTE = Full-time Equivalent

Fiscal Year 2023			Fiscal Year 2024			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
						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
9		9.0	9		9.0	Combination of: Senior Custodian 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 Service Attendant Heavy Equipment Mechanic 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
						P/W Sewer Maintenance (Fund 51) (51210)
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	Combination of: Sanitation Operator I Sanitation Operator II

CITY OF DANVILLE
FY 2024 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS

FTE = Full-time Equivalent

Fiscal Year 2023			Fiscal Year 2024			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
			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-Res. 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: Sanitation Operator II Sanitation Operator I PW Crew Supervisor 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: PW 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 Sr Engineering Technician Engineering Aide Engineering Technician
12	-	12.0	12	-	12.0	Sub-Total

CITY OF DANVILLE
FY 2024 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS

FTE = Full-time Equivalent

Fiscal Year 2023			Fiscal Year 2024			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
						P/W VDOT- Grounds Maintenance (Fund 15-247) (15130)
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: Horticulturist Motor Equipment Operator III 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 III 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	General Supervisor
1		1.0	1		1.0	Traffic Control Crew Supervisor
1		1.0	1		1.0	Sign Technician
6		6.0	6		6.0	Combination of: Senior Traffic Signal Technician Traffic Signal Technician Motor Equipment Operator III Motor Equipment Operator II Motor Equipment Operator I Public Service Worker Public Service Worker/ Operator
9	-	9.0	9	-	9.0	Sub-Total
180	-	180	180	-	180	TOTAL PUBLIC WORKS DEPARTMENT

CITY OF DANVILLE
FY 2024 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS

FTE = Full-time Equivalent

Fiscal Year 2023			Fiscal Year 2024			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 Building & Grounds Superintendent
3	3.2	6.2	3	3.2	6.2	Combination of: Airport Maintenance Security Tech II Airport Maintenance Security Tech I
5	3.2	8.2	5	3.2	8.2	Sub-Total
Mass Transit (Fund 56) (56110)						
1		1.0	1		1.0	Director of Transportation Services
3		3.0	3		3.0	Transportation Supervisor
1		1.0	1		1.0	Senior Administrative Assistant
2		2.0	2		2.0	Transportation Dispatcher
1		1.0	1		1.0	Senior Account Clerk
1		1.0	1		1.0	Transportation Grants Specialist
1		1.0	1		1.0	Transportation Grant Assistant (grant funded)
30	4.9	34.9	30	4.9	34.9	Combination of: Transit Driver I Transit Driver II Van Driver (Senior Grant) PT Bus Attendant (Grant) PT Administrative Specialist (PT) Account Clerk (PT)
2		2.0	2		2.0	Account Clerk
42	4.9	46.9	42	4.9	46.9	Sub-Total
47	8.1	55.1	47	8.1	55.1	TOTAL TRANSPORTATION DEPARTMENT
UTILITIES DEPARTMENT						
Utilities Administration (Fund 54) (50100)						
1		1.0	1		1.0	Utilities Director
1		1.0	1		1.0	Key Accounts Manager
1		1.0	1		1.0	Facilities & Fleet Manager
1		1.0	1		1.0	IT Scada Systems Analyst
1		1.0	1		1.0	Energy Advisor
5	-	5.0	5	-	5.0	Sub-Total
Utilities - Fiscal Services (Fund 54) (50110)						
1		1.0	1		1.0	Division Director of Support Services
1		1.0	1		1.0	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	Utilities Warehouse Manager
1		1.0	1		1.0	Custodian
2		2.0	2		2.0	Senior Account Clerk
3		3.0	3		3.0	Warehouse Stock Clerk
11	-	11.0	11	-	11.0	Sub-Total
Water Treatment Administration (Fund 52) (52100)						
1		1.0	1		1.0	Division Director of Water/Wastewater Treatment
1		1.0	1		1.0	Senior Secretary
2	-	2.0	2	-	2.0	Sub-Total

CITY OF DANVILLE
FY 2024 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS

FTE = Full-time Equivalent

Fiscal Year 2023			Fiscal Year 2024			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
						Water Treatment (Fund 52) (52130)
1		1.0	1		1.0	Water Treatment Manager
1		1.0	1		1.0	Water Chemist
3		3.0	3		3.0	Combination of: 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
						Gas Administration (Fund 53) (53100)
1		1.0	1		1.0	Division Director of Water & Gas
1	-	1.0	1	-	1.0	Sub-Total
						Gas Control (Fund 53) (53130)
1		1.0	1		1.0	Gas Control Analyst
2		2.0	2		2.0	Gas Control Technician
3	-	3.0	3	-	3.0	Sub-Total
						Water & Gas Distribution (Fund 53) (53220)
1		1.0	1		1.0	Water and Gas Distribution Superintendent
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 Utilities Pipeline Technician III Utilities Pipeline Technician II Utilities Pipeline Technician I Construction Worker
22	-	22.0	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	Water Project Manager
1		1.0	1		1.0	Construction Inspector
2		2.0	2		2.0	Combination of: Water and Gas GIS Engineer Tech. Water and Gas Senior GIS/CAD Technician
8	-	8	8	-	8	Sub-Total
						Water & Gas Meters & Regulators (Fund 53) (53240)
1		1.0	1		1.0	Water & Gas Systems Control Superintendent
2		2.0	2		2.0	Water and Gas Meter Tech.
3	-	3.0	3	-	3.0	Sub-Total

CITY OF DANVILLE
FY 2024 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS

FTE = Full-time Equivalent

Fiscal Year 2023			Fiscal Year 2024			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
Water & Gas Service (Fund 53) (53230)						
7		7.0	7		7.0	Water and Gas Service Tech.
1		1.0	1		1.0	Dispatcher
8	-	8.0	8	-	8.0	Sub-Total
Electric Administration (Fund 54) (54100)						
1		1.0	1		1.0	Division Director of Power & Light
1	-	1.0	1	-	1.0	
Electric Distribution (Fund 54) (54120)						
1		1.0	1		1.0	Electric Distribution Superintendent
5		5.0	5		5.0	Electric Line Crew Supervisor
2		2.0	2		2.0	Inspector-Contractor Manager
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	Senior 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 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
Electric Substations (Fund 54) (54130)						
1		1.0	1		1.0	Electric Substation Supervisor
1		1.0	1		1.0	Utility Operator Supervisor
11		11.0	11		11.0	Combination of: Utility Operator Electric Substation Technician
13	-	13.0	13	-	13.0	Sub-Total

CITY OF DANVILLE
FY 2024 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS

FTE = Full-time Equivalent

Fiscal Year 2023			Fiscal Year 2024			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
1		1.0	1		1.0	Telecommunications (Fund 55) (55110) Division Director of Telecommunications
1		1.0	1		1.0	Broadband Network Engineering Technician
2	-	2.0	2	-	2.0	Sub-Total
145.0	-	145.0	145.0	-	145.0	TOTAL UTILITIES DEPARTMENT
CONSTITUTIONAL OFFICES						
2.0	1.1	3.1	2.0	1.1	3.1	Registrar
11.0	1.0	12.0	12.0	0.5	12.5	Commissioner of the Revenue
4.0		4.0	4.0		4.0	City Treasurer
87.0	1.6	88.6	87.0	1.6	88.6	Sheriff's Office
20.0		20.0	19.0		19.0	Commonwealth Attorney
16.0		16.0	16.0		16.0	Clerk of Circuit Court
140.0	3.7	143.7	140.0	3.2	143.2	TOTAL CONSTITUTIONAL OFFICES
1,209.0	49.4	1,258.4	1,215.0	47.7	1,262.7	GRAND TOTAL
OTHER ELECTED OFFICIALS (Part-time) Not included in totals below						
0.0	8.0	8.0	0.0	8.0	8.0	Council Members
0.0	1.0	1.0	0.0	1.0	1.0	Mayor
0.0	9.0	9.0	0.0	9.0	9.0	TOTAL OTHER ELECTED OFFICIALS
FUND TOTALS						
717.0	40.8	757.8	722.0	39.6	761.6	General Fund (does not include Constitutional Offices)
80.0	0.0	80.0	80.0	0.0	80.0	VDOT Fund
4.0	0.0	4.0	4.0	0.0	4.0	Central Services
21.0	0.0	21.0	21.0	0.0	21.0	Motorized Equipment
42.0	4.9	46.9	42.0	4.9	46.9	Transportation Fund
27.0	0.0	27.0	27.0	0.0	27.0	Sanitation Fund
13.0	0.0	13.0	13.0	0.0	13.0	Cemetery Fund
11.0	0.0	11.0	11.0	0.0	11.0	Wastewater Fund (Sewers)
16.0	0.0	16.0	16.0	0.0	16.0	Water Fund
45.0	0.0	45.0	45.0	0.0	45.0	Gas Fund
82.0	0.0	82.0	82.0	0.0	82.0	Electric Fund
2.0	0.0	2.0	2.0	0.0	2.0	Telecommunications Fund
1,060.0	45.7	1,105.7	1,065.0	44.5	1,109.5	
9.0	0.0	9.0	10.0	0.0	10.0	CDBG Fund
140.0	3.7	143.7	140.0	3.2	143.2	Constitutional Offices
1,209.0	49.4	1,258.4	1,215.0	47.7	1,262.7	GRAND TOTAL

Council Letter

City of Danville, Virginia



CL - 475

NEW BUSINESS A.

City Council REGULAR MEETING

Meeting Date: June 20, 2023

Subject: Review of General Fund Financials as of May 31, 2023.

From: Michael Adkins, Chief Financial Officer

COUNCIL ACTION

A brief presentation will be given on the General Fund financial results through May 31, 2023. Financial Statements are included.

SUMMARY

A brief presentation will be given on the General Fund financial results through May 31, 2023. Financial Statements are included.

Attachments

1. Financial Statements
-



To: Ken F. Larking, City Manager

From: Michael L. Adkins, Chief Financial Officer

Date: June 9, 2023

Subject: Summary of Preliminary General Fund Financial Results for May 31, 2023

After completing eleven months of the fiscal year, revenues are performing well and are exceeding the previous year. As of May 31, General Fund revenues were \$109,385,328, representing 88% of our FY 2023 budget. This is an increase of \$6.5 million over May 31, 2022. Apart from small decreases in permits, fines, and transfer in from other funds, all major revenue categories are ahead of the prior year. The increase over last year is primarily from growth in property and local taxes.

General Property Tax collections continue to perform well with 87% of the budgeted real estate tax realized at the end of May. We continue to see steady performance in the collection of delinquent real estate taxes this year with \$877,910 realized in the first eleven months, accounting for 98% of the current year budget. Personal property tax collections are tracking as expected with 69% and \$10.7 million collected as of May 31. The spring tax bills were mailed April 28th and were due June 5, 2023.

Regarding local taxes, sales tax collections through May amounted to \$10,733,721 or 95% of budget, an increase of \$770,871 from last year. Meals taxes collected for the first eleven months of the fiscal year amounted to \$10,154,695 or 94% of budget, an increase of \$1 million from last year. Business Licenses realized through the end of May were \$6,705,777, an increase of \$886,280 from the prior year. Lodging taxes received as of May 31, were \$2,374,106 or 82% of budget, an increase of \$486,029 from the prior year. All other local tax revenue categories are tracking well with budget and are exceeding or comparable to the prior year at this point.

Expenditures through May 31 were \$119,590,719 or 90% of budget. This is an overall increase of \$14.1 million when compared to May 31, 2022. The increase in departmental expenditures of \$7.3M make up the largest part of this increase. This increase can be attributed to an overall increase in salary and benefits of \$4.9M due to pay-for-performance increases, the minimum wage adjustment implemented in January, and the pay study changes implemented May 1, 2023. The remaining increase for department expenditures can be attributed to the timing of payments for maintenance service contracts within general government and an increase in public safety for workers' compensation claims, along with operating expenses related to the new police headquarters. The remaining overall increase was the result of increased budgeted

transfers to the Capital Improvement Fund of \$2.1 million for the Riverfront Park Construction, and increased transfers to the schools of \$4 million.

Overall, General Fund expenditures exceeded revenues by \$10.2M at May 31, an improvement of \$6.6M from the deficit of \$16.8M at April 30, 2023. Although this current imbalance is more than usual primarily due to timing of expenditures, a deficit is typical for much of the fiscal year in the General Fund because the timing of revenue recognition is not matched with expenditures. The next influx of revenue will be seen in June when real estate and personal property tax bills are realized.

At this point, the General Fund is performing well with several revenues exceeding budgeted expectations and departmental expenditures trailing the budget. Year-end closing procedures will begin in July and a preliminary financial report for June 30, 2023, will be prepared and communicated in August. We will keep you informed of expected year-end results and fund balance changes as we close out FY 2023.

CITY OF DANVILLE, VIRGINIA

GENERAL FUND REPORT

92% OF YEAR LAPSED AS OF MAY 31, 2023

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	\$ 36,963,520	\$ 30,868,473	83.51%		\$ 6,095,047	\$ 28,734,777
Other Local Taxes	34,679,500	33,295,961	96.01%		1,383,539	30,109,787
License Permits & Privilege Fees	283,330	487,834	172.18%		(204,504)	674,018
Fines & Forfeitures	299,600	171,016	57.08%		128,584	200,663
Revenue From Use Money & Property	703,456	2,441,965	347.14%		(1,738,509)	1,439,245
Charges For Services	3,389,630	2,713,168	80.04%		676,462	2,597,496
Miscellaneous Revenue	49,771	187,560	376.84%		(137,789)	185,957
Recovered Cost	8,585,566	7,377,833	85.93%		1,207,733	7,552,477
Non-Categorical Aid	5,528,740	4,643,808	83.99%		884,932	4,392,661
Shared Expenses (Categ. Aid State)	5,637,550	5,128,085	90.96%		509,465	4,847,235
Categorical Aid (State)	10,073,757	7,643,607	75.88%		2,430,150	7,037,964
Emergency Services (Federal)	27,020	-	0.00%		27,020	-
Categorical Aid (Federal)	-	9,435	0.00%		(9,435)	6,630
Transfers From Utilities/Other Funds	17,673,000	14,416,583	81.57%		3,256,417	15,076,946
TOTAL REVENUES	\$ 123,894,441	\$ 109,385,328	88.29%		\$ 14,509,112	\$ 102,855,856
EXPENDITURES:						
General Government Administration	\$ 13,448,895	\$ 12,180,742	90.57%	\$ 215,360	\$ 1,052,793	\$ 10,595,291
Judicial Administration	8,381,898	7,691,062	91.76%	33,016	657,820	7,043,895
Public Safety	37,068,068	32,080,312	86.54%	300,496	4,687,260	28,013,506
Public Works	5,102,747	4,481,600	87.83%	94,345	526,803	3,885,135
Health, Education, Welfare & Soc. Svc.	9,538,774	6,813,352	71.43%	52,120	2,673,301	6,998,634
Parks, Recreation & Cultural	5,842,651	4,506,195	77.13%	52,754	1,283,702	4,176,384
Community Development	2,649,730	1,835,648	69.28%	82,357	731,725	1,618,800
Non-Departmental	16,413,222	14,939,071	91.02%	-	1,474,151	13,041,891
Transfer to Schools - Operating	29,590,893	29,977,726	101.31%	-	(386,832)	25,967,508
Transfer to Capital Projects	3,396,850	3,396,850	100.00%	-	-	2,305,723
Transfer to Other Funds	1,867,930	1,688,163	90.38%	-	179,767	1,850,292
TOTAL EXPENDITURES	\$ 133,301,658	\$ 119,590,719	89.71%	\$ 830,448	\$ 12,880,491	\$ 105,497,058
Revenue over/(under) Expenditures		<u>\$ (10,205,391)</u>				<u>\$ (2,641,202)</u>
FUND BALANCE:						
Beginning Fund Balance 07/01/2022		\$ 46,401,528				\$ 47,090,495
Revenue over/(under) Expenditures		(10,205,391)				(2,641,202)
Ending Fund Balance 05/31/2023		<u>\$ 36,196,137</u>				<u>\$ 44,449,293</u>
Composition of Fund Balance:						
Reserved for Encumbrances/Designated Funds		\$ 4,889,194				\$ 14,867,567
Unassigned		<u>31,306,944</u>				<u>29,581,726</u>
TOTAL FUND BALANCE 05/31/2023		<u>\$ 36,196,137</u>				<u>\$ 44,449,293</u>

City of Danville, Virginia
Summary of Other Local Tax Revenues - PRE-CLOSING - UNAUDITED
For the period ending May 31, 2023

Description	Current Budget	Revenue Realized	Percentage Realized	Prior Year Budget	Prior Year Realized	Percentage Prior Year
Sales Tax	\$ 11,302,050	\$ 10,733,721	94.97%	\$ 10,115,880	\$ 9,962,849	98.49%
Business Licenses	6,030,000	6,705,777	111.21%	5,450,000	5,819,497	106.78%
Meals Tax	10,800,000	10,154,695	94.02%	9,471,320	9,144,188	96.55%
Utility Taxes	930,000	940,548	101.13%	940,000	867,979	92.34%
Vehicle License Fees	1,000,000	759,980	76.00%	1,000,000	674,603	67.46%
Bank Stock Tax	1,000,000	843,600	84.36%	940,000	1,022,661	108.79%
Recordation Tax	270,000	309,794	114.74%	200,000	316,647	158.32%
Hotel Motel Tax	2,885,080	2,374,106	82.29%	1,811,630	1,888,076	104.22%
Daily Property Rental Tax	12,370	19,882	160.72%	13,200	15,943	120.78%
Motor Vehicle Tax	200,000	216,393	108.20%	162,000	191,293	118.08%
DMV Fees	250,000	237,465	94.99%	260,000	206,051	79.25%
TOTAL	\$ 34,679,500	\$ 33,295,961	96.01%	\$ 30,364,030	\$ 30,109,787	99.16%

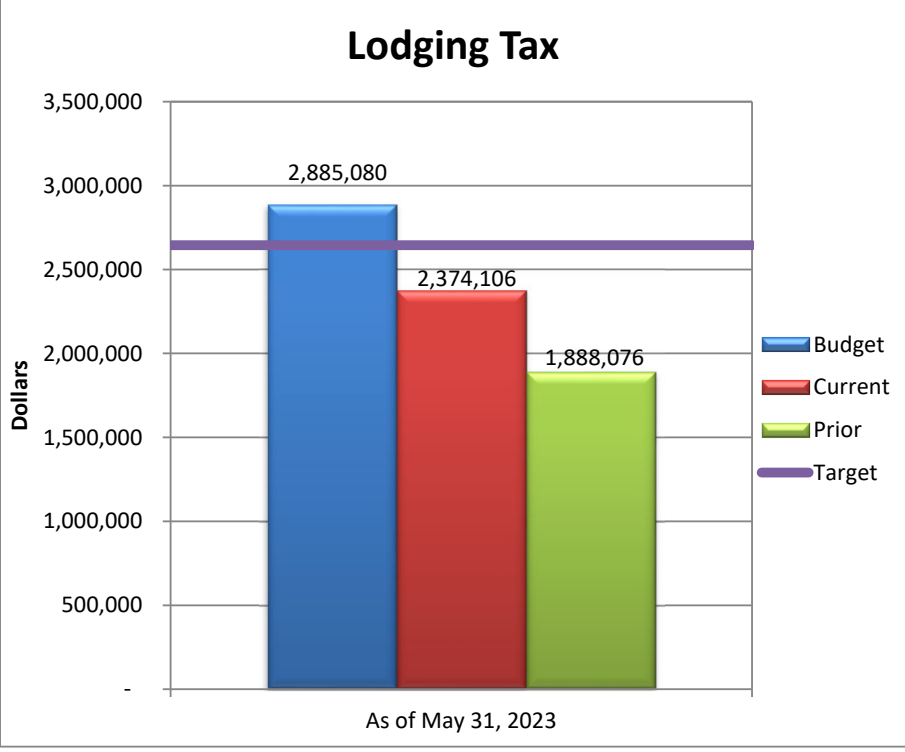
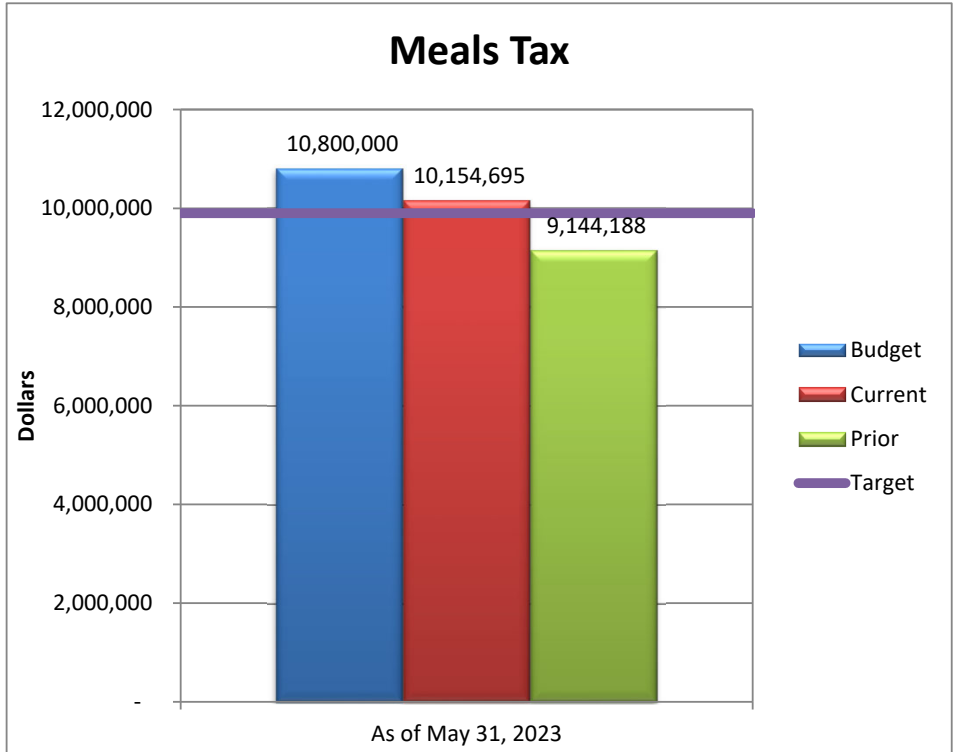
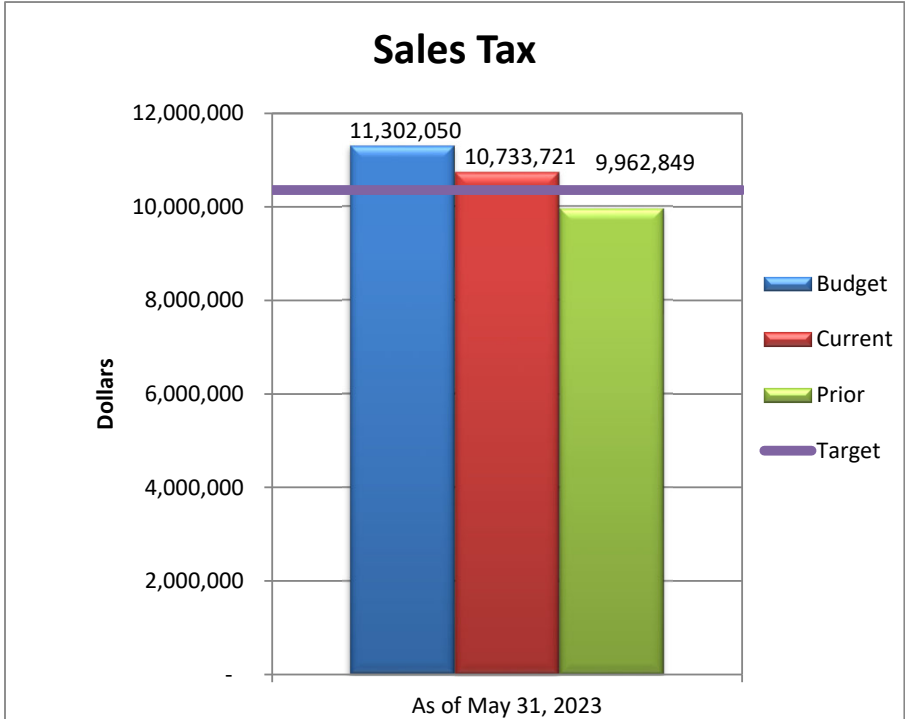
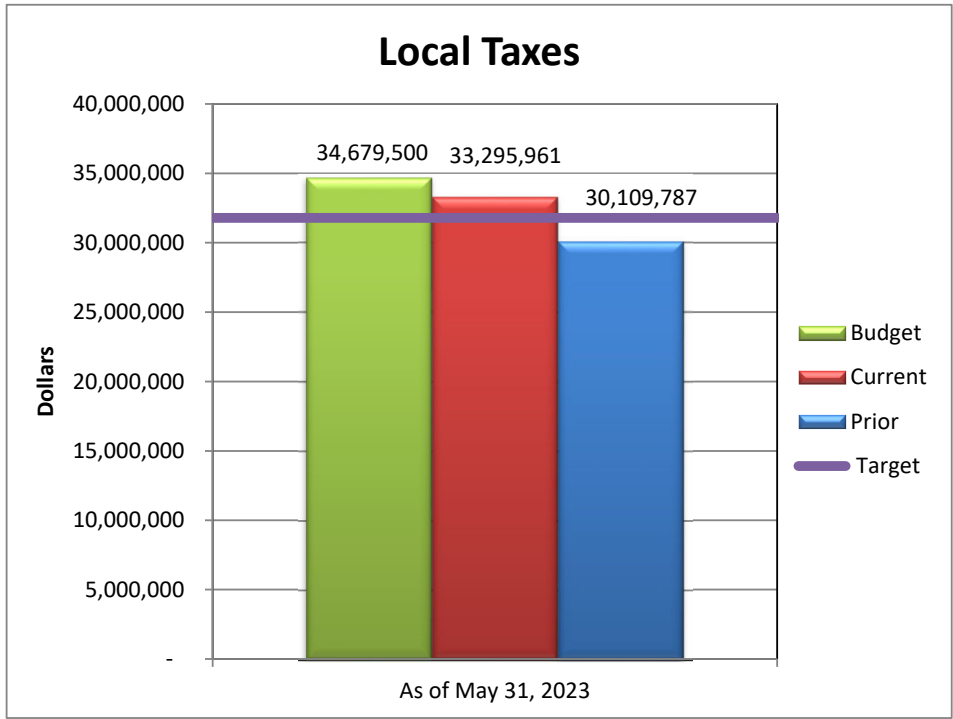
**CITY OF DANVILLE, VIRGINIA
GENERAL FUND
COMPOSITION OF FUND BALANCE
PRELIMINARY - AS OF MAY 31, 2023**

Beginning Total Fund Balance, July 1, 2022	46,401,528.32
Add: General Fund Revenues	109,385,328.37
Deduct: General Fund Expenditures	<u>(119,590,719.40)</u>
Ending Total Fund Balance, May 31, 2023	<u><u>36,196,137.29</u></u>

Composition of Fund Balance:

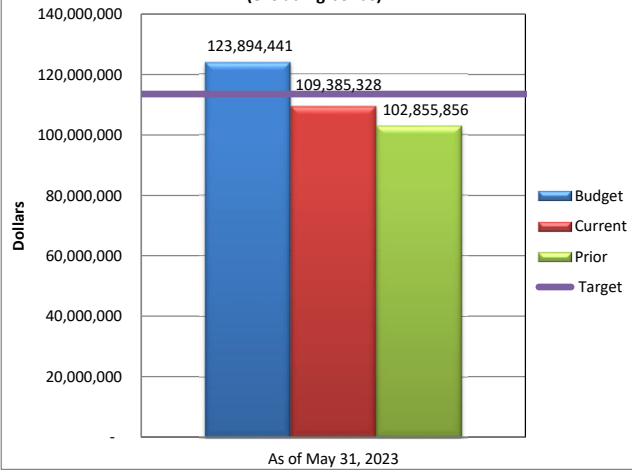
Restricted for Commonwealth Attorney	103,683.31
Restricted for Police Department	40,230.65
Restricted for Fire Department	134,937.12
Committed for Sheriff's Department	42,461.36
Committed to Schools	-
Committed to Budget Stabilization	3,000,000.00
Assigned to Sheriff's Department	7,170.14
Assigned to Community Development	35,970.70
Assigned for Encumbrances	830,447.60
Nonspendable (Inventory and Prepaids)	694,292.67
UNASSIGNED	<u>31,306,943.74</u>
Total Fund Balance, May 31, 2023	<u><u>36,196,137.29</u></u>

Unassigned fund balance from above	31,306,943.74
Unassigned Minimum per policy (20% of General Fund Operating Revenues) based on FY 2023 budget	<u>24,778,888.12</u>
Current surplus (deficit) over (under) minimum	6,528,055.62

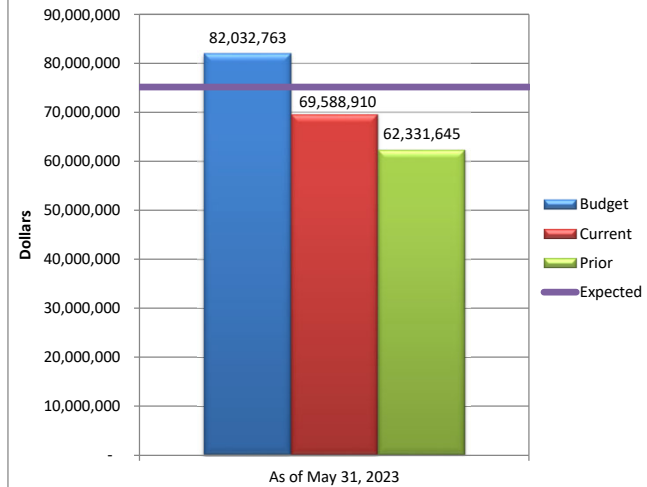


Total Revenues

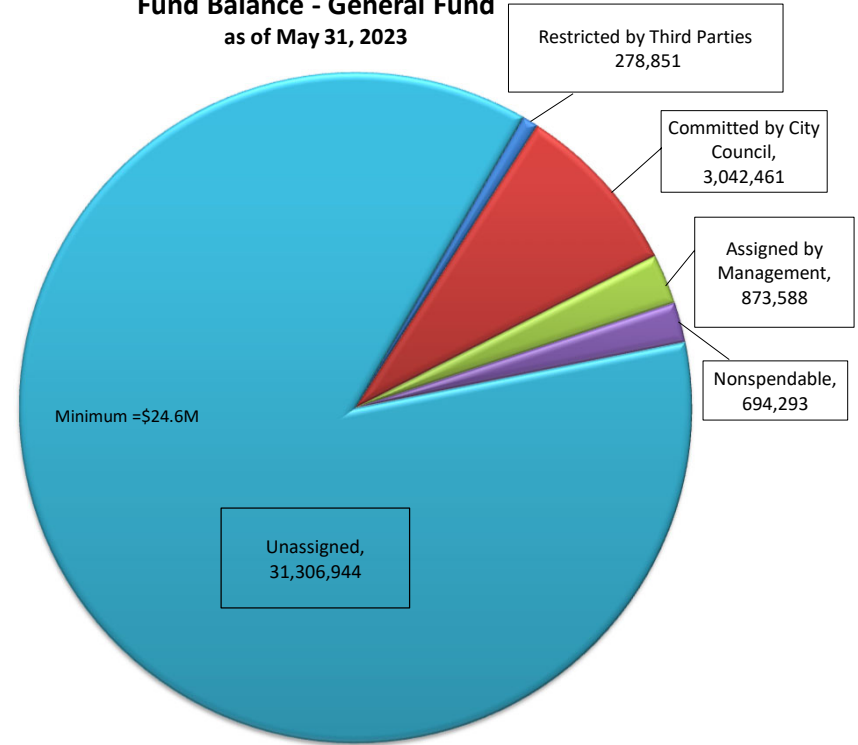
(excluding bonds)



Departmental Spending



Fund Balance - General Fund as of May 31, 2023



Total Fund Balance \$36,196,137

Council Letter

City of Danville, Virginia



CL - 531

NEW BUSINESS B.

City Council REGULAR MEETING

Meeting Date: June 20, 2023

Subject: Consideration of Revisions to the Personnel System Regulations.

From: Sara Weller, Director of Human Resources

COUNCIL ACTION

An Ordinance Amending the Personnel System of the City of Danville Providing for the Classification, Compensation, and Employee Development for Employment Positions of the City.
Amendments to the City of Danville's Personnel System are submitted no less than annually to City Council for adoption. Proposed changes for Fiscal Year 2024 include revisions to the City of Danville's Personnel System Regulations, compensation plan, and classification plan.

Attachments

1. Ordinance
 2. Summary of Personnel Regulations Revisions FY24
 3. Personal System Regulations
 4. Schematic List FY24
 5. New Class Descriptions FY24
-

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2023-____.____

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

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

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

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

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

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

Approved:

Mayor

Attest:

City Clerk

Approved as to
Form and Legal Sufficiency:

City Attorney

Section 1 General Provisions		
Page	Section	Revision
4	1.6.3.	Updated guidelines for providing employees with a copy of personnel records to match FOIA.
6	1.17.	Added a section for the PUMP for Nursing Mothers Act
Section 4 Uniform Compensation Plan		
Page	Section	Revision
1	4.0.	Added language requiring a comprehensive compensation study every three years.
3	4.2.2.4.2.	Added more stringent guidelines for a salary increase related to upward reclassifications.
6	4.7.	Updated to reflect current practice.
Section 5 Employee Benefits and Working Conditions		
Page	Section	Revision
4	5.8.1.1.	Changed policy to allow Annual Leave accrued over the maximum allowance to be converted to Sick Leave rather than forfeited. Also made clarifications related to the semi-monthly payroll changes.
4	5.8.1.2.	Section deleted as it is no longer relevant with the semi-monthly payroll changes.
5	5.8.1.3.	Section deleted as it is no longer relevant with the semi-monthly payroll changes.
5	5.8.2.	Section updated to reflect changes related to semi-monthly payroll.
7	5.9.1.	Section updated to reflect changes related to semi-monthly payroll.
8	5.9.2.2.2.	Section moved to 5.10. and removed language requiring Bereavement Leave to be subtracted from an employee's Sick Leave balance. Moving forward the City will provide paid Bereavement Leave. The rest of Section 5 is renumbered accordingly.
8	5.9.3.	Section updated to reflect changes related to semi-monthly payroll.

Summary of Revisions to the City of Danville's Personnel System Regulations FY24

9	5.11.	Section updated to provide 21 days of paid military leave versus 15 in accordance with changes to legal requirements.
11	5.16.	Removed language requiring a reduction in leave accrual when an employee is on Leave Without Pay.
11	5.17.	Clarified when an employee will forfeit leave accruals.
14	5.25.1.	Added clarification and more flexibility to the holiday policy related to additional hours granted by the Commonwealth during the year.
16	5.29.	Updated name of the deferred compensation plan.
Section 9 Employee Separation		
Page	Section	Revision
1	9.1.	Changed policy to prohibit use of Sick Leave but allow use of other paid or unpaid leave when an employee submits a resignation with the department director's approval.
Additional Changes		
Additional changes include grammatical edits and other insignificant updates throughout the documents. All changes are outlined in the document.		

SECTION 1. GENERAL PROVISIONS

1.0. Purpose

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

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

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

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

1.2. Organization for Personnel Administration

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

1.3. Personnel Excluded from the Personnel System

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

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

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

1.4. Administrative Policies and Procedures

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

1.5. Prohibited Practices

1.5.1. False Statements

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

1.5.2. Nepotism

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

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

1.6. Personnel Forms and Records

1.6.1. Forms

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

1.6.2. Records

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

1.6.3. Access and Dissemination

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



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

which the information is intended, and the specific consequences for the employee which are known to the City of providing this information, as best the person who provides the information can determine.

Those persons having authority to examine any personnel records may, by appointment do so in the Department of Human Resources during its normal business hours or make proper arrangements to have such information transmitted. An employee requesting duplication of their personnel record may be charged, within reason, for the cost of the duplication. An employee requesting duplication of personnel records shall have access to copies within five business days of the request, barring unusual circumstances requiring more time.

1.7. Operation of City Owned Motor Vehicles

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

1.8. Payment of Mileage

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

1.9. Residency Requirement

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

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

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

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

1.10. Employee Bulletin Boards

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

1.11. Personal Appearance

City of Danville employees should take pride in their appearance, hygiene, and dress and strive to present a favorable image to the public. Certain positions, such as Fire and Police, must conform to very strict guidelines as outlined by their respective department directors. Other employees should recognize the fact that by virtue of being a City employee, their appearance, hygiene, and dress should be appropriate for their assigned position.

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

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

1.12. Non-Discrimination and Equal Opportunity Statement

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

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

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

1.13. Sexual Harassment

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

1.14. Harassment

The City of Danville strives to maintain a work environment in which people are treated with dignity, decency and respect. The work environment should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Specific guidelines for defining harassment and procedures for reporting a complaint and conducting investigations are outlined in the City Manager's Administrative Policies and Procedures.

1.15. Safety Policy

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

1.16. Workplace Threats and Violence

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

1.17 PUMP for Nursing Mothers ACT

In accordance with the Federal PUMP for Nursing Mothers Act, it shall be the policy of the City to provide employees reasonable break time to express breast milk for the employee's nursing child for one year after the child's birth. Employees will be provided with a place, other than a than a bathroom, that is shielded from view and free from intrusion from coworkers and the public for such purpose. Department Directors are responsible for ensuring compliance with this Act. The City Manager may provide additional guidelines for compliance in an Administrative Policy and Procedure.

SECTION 2. RECRUITMENT, SELECTION, AND PROBATION

2.0. General

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

2.1. Authorized Positions

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

2.1.1. Two Employees in One Position

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

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

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

2.1.2. Abolishing a Position

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

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

2.1.3. Applications for Employment

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

2.1.4. Disqualification of Applicant

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

2.2. Hiring Procedures

2.2.1. General Provisions



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

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

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

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

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

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

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

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

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

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

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

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

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

2.2.3. Regular Positions within the Uniformed Police and Fire Department

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

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

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

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

2.2.4. Part-time and Temporary Positions

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

2.2.4.1. Use of Private Employment Agencies

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

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

2.2.4.2. Full-Time Employment Service Agreements

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

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

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

2.2.5. Reoccurring Vacancies

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

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

2.2.6. Examinations

2.2.6.1. Use of Examinations

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

2.2.6.2. Standardized Testing

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

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

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

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

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

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

2.2.6.3. Provisional Offer of Employment

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

2.2.7. Physical Standards

2.2.7.1. General

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

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

2.2.7.2. Pre-Employment Physical Examinations

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

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

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

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

2.2.7.3. Post-Employment Physical Examinations

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

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

2.2.7.4. Substance Abuse Policy



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

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

2.2.8. Types of Appointments

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

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

Probationary Employee;
Temporary Employee;

2.2.9. Employment Date

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

2.2.10. Probationary Period

2.2.10.1. Purpose

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

2.2.10.2. Definition

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

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

2.2.10.3. Duration

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



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

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

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

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

2.2.10.4. Evaluation and Completion of Probationary Period

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

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

2.2.10.5. Rejection of Probationary Employee

New appointment

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

Reassignment to Another Position

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

2.2.10.6. Extension of Probationary Period

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

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

2.2.10.7. Employee Status During Probationary Period

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

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

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

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

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

SECTION 3. POSITION CLASSIFICATION PLAN

3.0. Purpose and Scope

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

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

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

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

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

SECTION 4. UNIFORM COMPENSATION PLAN

4.0. Purpose and Scope

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

It shall be the responsibility of the City Manager to review the Uniform Compensation Plan periodically to ascertain whether the compensation rates prescribed by the Plan are comparable to the prevailing rates for similar positions in the labor market generally and to recommend to the Council necessary and desirable revisions to the Plan.— To achieve this, a comprehensive compensation study shall be conducted no less than every three years by an outside compensation firm to assess market competitiveness of the City's compensation plan.

4.1. Composition of the Uniform Compensation Plan

The Uniform Compensation Plan of the City shall consist of a Schematic List of Classes and Assignment to Salary Grade, which shall set forth and include the Class Title, Class Code and Pay Ranges for each position within the Position Classification Plan.

4.2. Interpretation and Application of the Uniform Compensation Plan

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

4.2.1. Starting Rate Upon Initial Employment

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

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

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

The following guidelines apply to starting salaries:

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

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



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

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

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

4.2.2. Starting Rate in a New Position

4.2.2.1. Promotion

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

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

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

4.2.2.2. Transfer

4.2.2.2.1. Lateral Transfer

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

4.2.2.2.2. Transfer Downward

When an employee receives a transfer downward, as defined in Section 11 (Definitions), the employee's rate of pay shall be determined by the department director and decreased by five to ten percent depending on qualifications, current rate of pay and reasons for the request. In no event shall the employee's rate of pay exceed the maximum rate allowed for the new position without the written approval of the City Manager. If such transfer is from a position previously promoted into and the employee received an increase equal to or greater than ten percent at the time of the promotion, then the employee's rate of pay shall be reduced or decreased by a like amount.

4.2.2.3. Demotion

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

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

4.2.2.4. Reclassification

4.2.2.4.1. Reclassification Downward

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

4.2.2.4.2. Reclassification Upward

When a position is determined to be improperly classified and is reclassified to a higher pay grade, the rate of pay for an employee in such position shall be increased by five percent or the minimum of the new pay range, whichever is greater. This increase is because the position's essential functions have increased or changed significantly enough to warrant a grade change.

Reclassification of a position to a higher grade as a result of a compensation study does not increase an employee's pay unless the employee's current rate of pay is less than the new minimum of the grade and/or City Council approves an additional increase for implementation of the study.

Reclassification of a position solely for internal equity or a change in rank does not increase an employee's pay unless the employee's current rate of pay is less than the minimum of the new grade.—

4.2.2.5. Starting Date for Salary Change

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

4.3. Maximum Pay Rate

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



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

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

4.4. Anniversary Date

4.4.1. Determination of Employee's Anniversary Date

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

4.4.2. Change in Employee's Anniversary Date

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

4.5. Overtime Work and Compensation

4.5.1. General

4.5.1.1. Authorization

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

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

4.5.1.2. Effect of Partial Closings of City Offices and Facilities

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

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

4.5.1.3. Effect of Authorized Leave

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



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

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

4.5.2. Exempt Employees

Exempt employees are required to be available for duty at all times; and for work in excess of their normal duty cycles, when such work is not of an emergency nature, they shall receive no specific compensation. However, in the discretion of the responsible department directors, or the City Manager, such employees may be granted, in recognition of excessive duty hours, reasonable time off from duty. Exempt positions are determined in accordance with the Fair Labor Standards Act.

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

4.5.3. Non-Exempt Employees

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

4.5.3.1. Overtime Compensation for Hourly Paid Non-Exempt Employees

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

4.5.3.2. Overtime Compensation for General Salaried Non-Exempt Employees

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

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

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

4.5.3.2.1. Certain Employees in the Fire and Police Departments

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



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

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

If such employee has accumulated Compensatory Leave in excess of 100 hours that employee shall be compensated in terms money rather than Compensatory Leave and such pay shall be at a rate equal to 150 percent of ~~his or her~~the employee's hourly pay rate for each hour or part thereof, rounded to the nearest quarter hour of overtime work.

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

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

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

4.5.3.2.3. Non-exempt General Employees

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

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

4.6. Designations of Exempt and Non-Exempt Positions

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

4.7. Payment for Accumulated Compensatory Leave

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



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

~~the employee's employment or at~~ the final regular rate received by such employee, while classified as non-exempt, ~~whichever is higher.~~

4.8. Call Duty

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

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

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

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

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

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

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

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

4.9. Compensation for Temporary Acting Appointments

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

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

If an employee is classified as non-exempt and is temporarily promoted to an exempt position, then the employee shall continue to earn overtime as a non-exempt employee. If the employee is



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

subsequently promoted into the exempt position, then the employee shall be classified as an exempt employee on the date the promotion takes effect.

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

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

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

4.10. Compensation for Supervisory Personnel

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

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

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

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

4.11. Payroll Deduction

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

4.12. Uniform Allowance

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

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

4.13. Amendments to the Uniform Compensation Plan

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

4.14. Payment Upon Separation or Change in Employment Status

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

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

4.15. Deductions Upon Separation

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

SECTION 5. EMPLOYEE BENEFITS AND WORKING CONDITIONS

5.0. Objective of the Benefits

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

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

5.1. Hours of Work

5.1.1. Public Office Hours

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

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

5.1.2. Duty Schedules

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

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

5.2. Access to Work Areas

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

5.3. Overtime Work Restricted

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

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

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

5.4. Incentive Work Schedules

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

5.5. Normal Duty Cycles

5.5.1. General Employees

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

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

5.5.2. Regular positions within the Uniform Police and Fire Department

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

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

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

5.5.3. Adult Detention Division and Juvenile Detention Division

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

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



20232024

5.6. Breaks

5.6.1. Break

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

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

5.6.2. Meal Break

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

Full-time salaried employees shall be allowed during each duty day a non-compensable meal recess to be scheduled as-at the discretion of the ~~responsible~~ department director. ~~may, in his discretion, direct.~~

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

5.7. Time Records

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

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

5.8. Leave

5.8.1. Annual Leave

5.8.1.1. General Provisions for All Employees

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



CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

20232024

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

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

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

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

Employees may not exceed the limits set forth in the Annual Leave Schedule. Leave in excess of such limits shall be ~~forfeited by the employee~~ converted to sick leave and added to the employee's sick leave balance at the end of the pay period the excess occurs. If a monthly paid employee exceeds the limits of the schedule the employee takes leave after the 14th of the month within that same month, the denied leave will be reinstated to their leave accumulation balance.

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

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

Employees are given annual leave credit for the pay period if employed at least one day of the pay period. Leave is credited to an employee's leave balance on the pay day that corresponds with the pay period the leave is earned.

~~5.8.1.2. Monthly Paid Employees~~

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

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



20232024

5.8.1.3. Weekly Paid Employees

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

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

5.8.2. Annual Leave Schedule

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

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

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

<u>Length of Service</u>	<u>Annual Accrual Rate</u>	<u>Semi- Monthly Accrual Factor</u>	<u>Maximum Accumulation</u>
<1 year	80 Hours	3.33333 5.66667 Hours	200 120 Hours
1 – 4 Yrs	120 Hours	5.00000 10.00000 Hours	240 160 Hours
5 – 9 Yrs	160 Hours	6.66667 13.33334 Hours	280 200 Hours
10 – 14 Yrs	200 Hours	8.33333 16.66667 Hours	320 240 Hours
15+ Yrs	240 Hours	10.00000 20.00000 Hours	360 280 Hours

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

<u>Length of Service</u>	<u>Annual Accrual Rate</u>	<u>Semi- Monthly Accrual Factor</u>	<u>Maximum Accumulation</u>
<1 year	96 Hours	4.00000 8.00000 Hours	240 144 Hours
1 – 4 Yrs	144 Hours	6.00000 12.00000 Hours	288 192 Hours



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

5 – 9 Yrs	192 Hours	8.00000 16.00000	336 240 Hours
10 – 14 Yrs	240 Hours	10.00000 20.00000	384 288 Hours
15+ Yrs	288 Hours	12.00000 24.00000	432 336 Hours

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

<u>Length of Service</u>	<u>Annual Accrual Rate</u>	<u>Semi-Monthly Accrual Factor</u>	<u>Maximum Accumulation</u>
<1 year	112 Hours	4.66667 9.33334	280 168 Hours
1 – 4 Yrs	168 Hours	7.00000 14.00000	336 224 Hours
5 – 9 Yrs	224 Hours	9.33333 18.66667	392 280 Hours
10 – 14 Yrs	280 Hours	11.66667 23.33334	448 336 Hours
15+ Yrs	336 Hours	14.00000 28.00000	504 392 Hours

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

Milestones:

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

5.8.2.1. Fire Department Annual Leave Policy

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

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

Leave shall be scheduled by seniority and not by rank.

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

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

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



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

5.9. Sick Leave

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

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

5.9.1. General Provisions for All Employees

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

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

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

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

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

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

Employees are given sick leave credit for the pay period if employed at least one day of the pay period. Leave is credited to an employee's leave balance on the pay day that corresponds with the pay period the leave is earned.

~~5.9.1.1. Monthly Paid Employees~~



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

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

5.9.1.2. Weekly Paid Employees

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

5.9.2. Sick Leave Use

5.9.2.1. General

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

5.9.2.2. Sick Leave Use for Family

5.9.2.2.1. Family and Medical Sick Leave Use

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

5.9.2.2.2. Death in the Family

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

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

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

5.9.3. Sick Leave Schedule

CLASSIFICATION OF EMPLOYEE

ACCRUAL FACTOR



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

~~Sick Leave schedule for regular hourly paid employees whose regular duty cycle consists of a 40 hour 7 day week~~

~~1.84616 Hours
Per Week~~

Sick Leave schedule for regular semi-monthly paid employees whose regular duty cycle consists of a 40 hour 7 day week

48.00000 Hours
Per Pay Period~~Month~~

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

4.80000 ~~9.60000~~ Hours
Per Pay Period ~~Month~~

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

5.60000 ~~11.20000~~ Hours
Per Pay Period ~~Month~~

5.10.9.2.2.2. Death in the Family

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

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

The department director may require documentation related to a death in the family to verify and approve the use of Bereavement leave.

5.110. Military Leave

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

There shall be no loss of pay during such leaves of absence except that paid military leave for federally funded military duty, to include training duty, shall not exceed 2115 work days per federal fiscal year, and except that no employee of the City shall receive paid military leave for more than



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

~~21~~ ~~15~~ work days per federally funded tour of active military duty. Duty exceeding ~~21~~ ~~15~~ work days during such time shall, at the election of the employee, be charged against accrued Annual Leave, Compensatory Leave, or unused Holidays. When all leave has been exhausted or employee elects not to use accumulated leave, the employee shall be placed on military leave without pay. When relieved from such duty, they shall be restored to positions held by them when ordered to duty. Regular employees entering military service shall have their job status protected in full compliance with current Federal or State statutes.

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

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

5.1~~21~~ Civil Leave

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

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

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

While performing emergency civilian duty in connection with National Defense.

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

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

5.1~~32~~ Official Leave

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

5.1~~43~~ Compensatory Leave

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

An employee absent on account of sickness, injury, or disability for himself or for family medical reasons may qualify for protection under the Federal Family Medical Leave Act (FMLA). Therefore, such absences shall be reported to the Human Resources Department by the employee and/or the employee's department. The Human Resources Department will determine appropriate steps for



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

moving forward based upon Federal law and the City's FMLA procedures, which are defined through the City Manager's Administrative Policies and Procedures.

5.154. Special Leave

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

5.165. Leave Without Pay

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

Light work schedules;

Adverse weather conditions hampering work flow;

If work is not available;

Special request of the employee for personal reasons;

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

Department directors should use discretion in authorizing Leave Without Pay.

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

Leave Without Pay shall not reflect unfavorably on an employee's performance evaluation, be cause for disciplinary action, or to be cause to adjust an employee's anniversary date; ~~however, an employee on Leave Without Pay shall forfeit the accrual of Sick and Annual Leave as prescribed in this Section.~~

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

5.176. Leave Reporting

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

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

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



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

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

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

5.187. Absence Without Leave

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

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

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

5.198. Family and Medical Leave

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

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

5.2019. Workers' Compensation

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

5.210. Federal Insurance Contributions Act (FICA)

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

5.221. Retirement

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

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

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

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

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

5.2~~32~~. Benefit Plans

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

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

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

In accordance with the provisions of 5.1~~98~~., of this Section, an employee not returning to duty from family and/or medical leave without pay shall be responsible for payment of the City's portion of their health insurance for the time the employee was on Leave on Without Pay.

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



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

5.2~~42~~1. Health Insurance Portability and Accountability Act

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

5.2~~53~~. Holidays

5.2~~53~~1. Designation of Holiday

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

New Year's Day	Columbus Day
Martin Luther King, Jr. Day	Veterans Day
Easter Monday	1/2 day the day before Thanksgiving
George Washington Day	Thanksgiving Day and the day after
Memorial Day	Christmas Eve
Juneteenth	Christmas Day
Fourth of July	Employee Birthday
Labor Day	

Within each calendar year, the Commonwealth of Virginia may grant additional holiday time which is not scheduled on its adopted holiday calendar for that year, for example extra time around the Christmas or New Year's holidays. When this occurs, the public offices of the City shall also be closed, upon approval of the City Manager. The City Manager may choose to grant holiday time in an amount equivalent to the time granted by the Commonwealth rather than close public offices. Granted holiday leave is to be used in the same manner as other paid leave.

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

5.2~~53~~2. Holiday Falling on a Saturday, Sunday or Other Holiday

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

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

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

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

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

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

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



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

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

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

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

5.2~~53~~.3. Compensation for Work Performed on Holiday

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

5.2~~53~~.3.1. Salaried Employees

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

5.2~~53~~.3.2. Hourly Paid Employees

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

5.2~~53~~.4. Forfeiture of Holiday Pay

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

5.2~~53~~.5. Holidays Used for Family and Medical Leave

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

5.2~~53~~.6. Holidays for Fire Department Personnel

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

Any holidays granted to regular City employees, in addition to those designated in 5.2~~43~~. above, shall be provided to Fire Department employees on a proportionate basis to those granted regular City employees.



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

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

5.264. Benefits Limited by Type of Employment

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

Temporary and part-time employees shall not be entitled to the rights and benefits herein provided, except for Workmen's Compensation, participation in a Flexible Benefits (Cafeteria) Plan as provided in 5.265., and for family and/or medical leave in accordance with the provisions of 5.198, of this Section.

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

5.275. Flexible Benefit (Cafeteria) Plan

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

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

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

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

5.286. Smoking

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

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

5.297. Deferred Compensation Plan

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

SECTION 6. EMPLOYEE DEVELOPMENT

6.0. General Training Policy

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

6.1. Orientation of New Employees

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

6.2. Tuition Reimbursement

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

6.3. Promotional Procedures

6.3.1. General

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

6.3.2. Promotion Within the Police Department

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

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

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

Written Examination
Computer Skills
Leadership Potential Assessment
Oral Interview



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

Longevity	Maximum of 4 points
Education	Maximum of 4 points
In-Basket Technique	

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

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

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

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

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

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

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

Longevity shall be allocated on the following basis:

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

Education points will be allocated based on the following format:

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

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

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

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

Police Corporal
Police Sergeant



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

Police Lieutenant
Police Captain

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

Police Officer
~~Police Assistant Chief Major~~
Lieutenant Colonel

The Police Chief shall be appointed by the City Manager.

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

6.3.3. Promotion Within the Fire Department

6.3.3.1. General

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

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

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

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

The Fire Chief shall be appointed by the City Manager.

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

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



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

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

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

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

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

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

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

SECTION 7. DISCIPLINE

7.0. Persons to Whom These Procedures Are Not Applicable

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

7.1. Covered Employees

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

7.2. General Disciplinary Policy

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

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

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

7.3. Disciplinary Procedure

7.3.1. Oral Reprimand and Warning

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

warning and a copy of the memorandum shall be forwarded to the Department of Human Resources for subsequent consideration in the event of further disciplinary action.

7.3.2. Written Reprimand

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

7.3.3. Suspension

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

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

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

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

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

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

Written notice of the proposed action, the reason for the proposed action and the City's actual basis for the proposed action shall be given to the employee prior to the imposition of the suspension. If, however, in the opinion of the employee's supervisor, the conduct of the employee justifies immediate suspension and the continued presence of the employee would be detrimental to the operation of the department, then the employee may be immediately suspended from duty after

oral notice to the employee. In such a case written notice of the suspension as described above shall be promptly given to the employee in person or by mail to the employee's current address as shown on the records of the Department of Human Resources. The person initiating the suspension shall grant the employee the opportunity to respond in writing or in person to the allegations made against him but shall not delay imposition of the suspension.

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

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

7.3.3.3. Procedures Prior to Indefinite Suspension

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

7.3.4. Demotion for Cause or Reduction in Pay for Cause

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

In certain cases, the facts and circumstances relating to an employee's misconduct or inadequate performance may show that an employee's level of pay is not commensurate with that employee's



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

level of performance. In such cases, a reduction in pay may be appropriate. However, when a reduction in pay for cause is used as disciplinary action, the pay of the employee shall not be reduced below the minimum pay for the position held by the employee. In the event that a reduction in pay for cause is appropriate, the department director shall notify the employee of the reduction in pay and the cause. A copy of this action shall be forwarded to the Deputy City Manager, the City Attorney, and the Director of Human Resources. Final determination of the reduction in pay shall be made by the department director, in consultation with the Director of Human Resources.

7.3.5. Dismissal or Discharge

7.3.5.1. Dismissal of Covered Employees

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

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

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

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

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

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

7.3.5.3. Examples of Reasons for Discipline and Dismissal

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

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

insubordination to a superior officer or supervisor;

gross incompetence or inefficiency;

neglect of duty;

absence from work without notification or approval;

habitual or reoccurring tardiness;

refusal to follow proper instruction;

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

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

improper personal conduct;

proven dishonesty or theft;

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

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

illegal gambling;

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

repeated abuse of City time;

lying about work or conduct;

leaving the job during working hours without permission;

falsifying reports or records, including employment application;

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

sleeping on the job;

intentional waste or destruction of City property;

solicitation during working hours;

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

conduct injurious to the peace and welfare of the public;

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

work slowdown or work stoppage;

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



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

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

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

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

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

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

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

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

7.4. Discipline of Police Officers

Discipline of police officers covered by the Law-Enforcement Officers Procedural Guarantees, Chapter 5, Title 9.1, Code of Virginia, 1950, as amended, shall comply with the provisions of that Section.

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

7.5. Firefighter's Procedural Guarantees

Discipline of firefighters covered by the Firefighter's and Emergency Medical Technician Procedural Guarantees, Chapter 3, Title 9.1, Code of Virginia, 1950, as amended, shall comply with the provisions of that section.

SECTION 8. EMPLOYEE PERFORMANCE EVALUATION AND APPRAISAL

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

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

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

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

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

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

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

SECTION 9. EMPLOYEE SEPARATION

9.0. General Policy

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

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

9.1. Date of Separation

An employee's official date of separation is ordinarily their last day at work. ~~With the exception of employees who have filed formal notice of retirement, No employee is permitted to use Sick Leave once it is known the employee is separating from employment. Any other paid or unpaid leave request shall be approved by the department director no employee shall be placed on a leave status either with or without pay~~ when it is known that such employee will not return to work. Approval of leave shall be carefully considered to ensure the successful operation of the department. If an employee is on authorized leave when it becomes known that they will not return, the employee shall be separated as of the date the information is received. If an employee is Absent without Leave, the separation shall be effective after three days as required in 9.2. of this Section.

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

9.2. Types of Separation

9.2.1. Resignation

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

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

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



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

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

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

9.2.2. Lay-Off

9.2.2.1. Purpose

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

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

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

9.2.2.2. Layoff Procedure

9.2.2.3. Organizational Unit

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

9.2.2.4. Notification of Layoff

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

9.2.2.5. Order of Layoff

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

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

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

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

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

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

9.2.2.6. Recall from Layoff

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

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

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

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

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

9.2.2.7. Compensation

9.2.2.8. Compensation upon Recall

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

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

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



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

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

9.2.2.9. Compensation Upon Displacement

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

9.2.2.10. Retention of Employee Benefits While on Layoff

9.2.2.11. Retention of Benefits

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

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

9.2.2.12. Retirement

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

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

9.2.2.13. Leave Balances

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

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

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

9.2.2.14. Service Credit for Leave Purposes

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

9.2.3. Disability Separation



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

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

9.2.4. Death

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

9.2.5. Retirement

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

9.2.6. Quit

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

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

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

9.2.7. Dismissal

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

9.3. Exit Interview

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

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

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

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

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



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

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

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



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

SECTION 10. GRIEVANCE PROCEDURE

10.1. Statement of Purpose

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

10.2. Definition of Grievance

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

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

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

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

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

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

10.3. Reservation of Management Rights

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

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

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

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

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



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

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

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

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

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

Resignations

10.4. Coverage of Personnel

10.4.1. Covered Personnel

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

10.4.2. Non-Covered Personnel

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

Temporary and part-time employees;

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

Employees of the School Board of the City;

Constitutional Officers, other elected officers, and their employees;

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

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

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

Assistant City Attorneys.

10.5. Procedural Rights



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

All grievance procedure forms shall be furnished by the City and shall be available in the office of every department director, the City Manager and the Department of Human Resources of the City. The employee may request assistance in preparing the grievance procedure forms from the employee's immediate supervisor or by any other person of the employee's choice, other than an administrative or elected official of the City. Grievance forms are a part of the grievance record.

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

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

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

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

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

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

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

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

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

10.6. Representation

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

If an employee has representation, legal or other, he or she is responsible for all costs involved for representation at any step of the process, including, but not limited to, matters of grievability, any

preparation or presentation of the grievance, representation at Step Three or Step Four hearings, and any subsequent appeal processes.

10.7. Compliance

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

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

10.8. Procedure

10.8.1. Step One (Immediate Supervisor)

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

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

10.8.2. Step Two (Department Director)

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

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



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

be present in the hearing while actually providing testimony. Otherwise, the only persons present will be the grievant and the department director or ~~his~~-designee, and at the request of either party, the Director of Human Resources, or ~~his~~-designee.

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

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

10.8.3. Step Three (City Manager)

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

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

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

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

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

10.8.4. Step Four (Panel Hearing)

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

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



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

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

10.8.4.1. Panel Hearing

If parties agree on a panel hearing the panel shall consist of one member appointed by the grievant, one member appointed by the department or division director, and a third member selected by the first two. The third member will be the chairperson of the panel. In the event that agreement cannot be reached as to the third panel member, the Chief Judge of the Circuit Court of the City of Danville, Virginia, shall select the third panel member. If the two panel members selected do not agree on a third panel member within 14 calendar days of their selection, it will be deemed that they cannot agree on a third panel member.

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

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

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

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

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

10.8.4.2. Administrative Hearing Officer

If parties agree upon a hearing before an administrative hearing officer the administrative hearing officer shall be appointed by the Executive Secretary of the Supreme Court. The appointment shall be made from the list of administrative hearing officers maintained by the Executive Secretary pursuant to Section 9-6.14:14.1 of the Virginia Code, 1950, as amended, and shall be made from



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

the appropriate geographical region on a rotating basis. The Director of Human Resources is responsible for requesting a hearing officer.

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

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

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

10.9. Rules for Final Hearings

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

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

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

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

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

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

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

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

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

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

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



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

the hearing officer and any relief granted in accordance with policy. Dissenting opinions of the panel members may be given in writing; and

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

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

10.10. Limitations on Panel Members and Administrative Hearing Officer

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

Formulate policies or procedures or alter existing policies or procedures;

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

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

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

Award legal fees;

Grant back pay.

10.11. Implementation of Final Hearing Decisions

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

10.12. Issues of Grievability and Access to the Procedure

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

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



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

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

SECTION 11. DEFINITIONS

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

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

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

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

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

Compensatory Leave - Time off for overtime work.

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

Department director, division director - The director of a department or of a division of a department of the government of the City of Danville.

Dismissal - The involuntary termination of employment for any reason other than lay-off or disability retirement.

Displacement - The change in the status of an employee resulting from layoff or the elimination of such employee's regular position.

Exempt Employee - An employee of the City who is not subject to the provisions of the Fair Labor Standards Act.

FLSA - Fair Labor Standards Act.

Full-Time Employee - A person, employed in a position, who is scheduled to work a prescribed duty cycle.

Immediate Family - A person's spouse, mother, step-mother, mother-in-law, father, step-father, father-in-law, son, step-son, son-in-law, daughter, step-daughter, daughter-in-law, brother, step-brother, brother-in-law, sister, step-sister, sister-in-law, any other relative of the person if such other relative lives in the same household with the person, and, for purposes of section 1.5.2. only, non-related individuals residing in the same household

Lateral Transfer - A voluntary change in the status of an employee from one position to another position in the same pay range.

Layoff - Involuntary termination of employment due to lack of funds, reductions of services or work, privatization of municipal functions, reorganization or streamlining of operations, significant change in duties, in the interests of improving efficiency and productivity, or at the direction of City Council. A layoff may be Citywide or implemented within specific departments or programs. Affected employees

may be provided certain benefits and, except in cases of permanent reductions in force, may be subject to recall.

Leave - Absence from work.

Leave Without Pay - An approved absence from work without compensation.

Nepotism - The prohibited employment of relatives within the same department of the City.

Non-exempt Employee - An employee of the City who is subject to the provisions of the Fair Labor Standards Act.

Overtime - Time worked in excess of the normal duty cycle.

Overtime Compensation - Compensation paid to an employee for overtime work performed or service rendered.

Part-time Employee - An employee who works less than the prescribed duty cycle for full-time, regular employees in similar classifications, whether or not on a regular or continual basis.

Pay Range - The designation of the minimum, midpoint and maximum compensation to a position or group of positions.

Position - The duties and responsibilities of an employee or group of employees sufficiently alike to justify the same title, specifications and pay range.

Position Description - A written description of the duties and responsibilities of a particular job

Probationary Employee - Any employee, who is within the prescribed probationary period of employment. Completion of such probationary period does not confer any right to employment upon any employee. No employee within the initial prescribed probationary period shall have access to the City's discipline or grievance procedure.

Promotion - A change in the status of an employee from a lower position to a higher position having a higher pay range and requiring the performance of more responsible duties.

Reassignment - A change in the status of an employee, whether voluntary or involuntary, from one position to another position or from one department or division to another department or division through promotion, demotion, transfer, reclassification, reorganization, displacement, or any other personnel action, which may or may not require a change in duties, responsibilities, or compensation.

Reclassification - The process of reviewing existing positions as a result of a change in the duties and responsibilities assigned or to be assigned.

Regular Employee - A person employed full-time on a regular and continual basis for the City. The term "regular" shall not imply any tenure or right of employment. Persons who are temporary or part-time employees are not regular employees.

Seniority - The length of continuous, uninterrupted employment by the City, computed from most recent date of regular employment.

Temporary Employee - A person employed for a limited period of time for a one time need or on a seasonal, reoccurring, or periodic basis.



20232024

CITY OF DANVILLE | PERSONNEL SYSTEM REGULATIONS |

Transfer Downward - A voluntary change in the status of an employee from a higher position to a lower position having a lower pay range and requiring the performance of less responsible duties.

Working Day - For purposes of complying with the provisions of the City's Grievance Procedure those days on which the administrative offices of the City are open and operating. For purposes of complying with the provisions of The City's Disciplinary Procedure those days in an employee's normal duty cycle.

City of Danville Schematic List as of 7/1/2023

Class Code	Job Title	Grade	Minimum	Midpoint	Maximum
1002	FILE CLERK	GN1	\$ 31,403.52	\$ 43,179.84	\$ 54,956.16
1003	ADMINISTRATIVE SPECIALIST	GN1	\$ 31,403.52	\$ 43,179.84	\$ 54,956.16
1005	SENIOR ADMINISTRATIVE SPECLT	GN2	\$ 32,973.70	\$ 45,338.83	\$ 57,703.97
1007	SECRETARY	GN3	\$ 34,622.38	\$ 47,605.77	\$ 60,589.17
1009	SENIOR SECRETARY	GN4	\$ 36,353.50	\$ 49,986.06	\$ 63,618.62
1011	EXECUTIVE SECRETARY	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
1025	LEGAL SECRETARY	GN4	\$ 36,353.50	\$ 49,986.06	\$ 63,618.62
1028	LEGAL ASSISTANT	GE2	\$ 48,105.80	\$ 66,145.47	\$ 84,185.14
1029	JUDICIAL ASSISTANT	GE3	\$ 51,954.26	\$ 71,437.11	\$ 90,919.95
1032	ADMINISTRATIVE ASSISTANT	GN5	\$ 38,534.71	\$ 52,985.23	\$ 67,435.74
1039	LAW CLERK	GE3	\$ 51,954.26	\$ 71,437.11	\$ 90,919.95
1042	DEPUTY CLERK	GN4	\$ 36,353.50	\$ 49,986.06	\$ 63,618.62
1045	DEPUTY REGISTRAR	GN2	\$ 32,973.70	\$ 45,338.83	\$ 57,703.97
1046	ASSISTANT DEPUTY REGISTRAR	GN1	\$ 31,403.52	\$ 43,179.84	\$ 54,956.16
1047	CLERK OF COUNCIL	GE5	\$ 60,599.45	\$ 83,324.24	\$ 106,049.03
1049	SENIOR ADMINISTRATIVE ASSISTNT	GE5	\$ 60,599.45	\$ 83,324.24	\$ 106,049.03
1075	INTERN	GN1	\$ 31,403.52	\$ 43,179.84	\$ 54,956.16
1101	CASHIER	GN3	\$ 34,622.38	\$ 47,605.77	\$ 60,589.17
1102	SENIOR CASHIER	GN5	\$ 38,534.71	\$ 52,985.23	\$ 67,435.74
1105	COLLECTIONS CLERK I	GN1	\$ 31,403.52	\$ 43,179.84	\$ 54,956.16
1106	COLLECTIONS CLERK II	GN3	\$ 34,622.38	\$ 47,605.77	\$ 60,589.17
1107	SENIOR COLLECTIONS CLERK	GN5	\$ 38,534.71	\$ 52,985.23	\$ 67,435.74
1108	CUSTOMER ACCOUNT REPRESENTATIV	GN4	\$ 36,353.50	\$ 49,986.06	\$ 63,618.62
1111	DELINQUENT COLLECTIONS CORDNTR	GE5	\$ 60,599.45	\$ 83,324.24	\$ 106,049.03
1120	DIV DIR OF CUSTOMER ACCOUNTS	GE8	\$ 77,751.52	\$ 106,908.33	\$ 136,065.15
1121	COLLECTIONS CUST ACCT MANAGER	GE6	\$ 65,447.40	\$ 89,990.18	\$ 114,532.96
1122	SERV/BILL CUST ACCT MANAGER	GE6	\$ 65,447.40	\$ 89,990.18	\$ 114,532.96
1131	UTILITY BILLING CLERK	GN4	\$ 36,353.50	\$ 49,986.06	\$ 63,618.62
1133	UTILITY SPECIAL BILLING CLERK	GN5	\$ 38,534.71	\$ 52,985.23	\$ 67,435.74
1134	SENIOR UTILITY BILLING CLERK	GN6	\$ 40,846.79	\$ 56,164.34	\$ 71,481.89
1137	AMI SUPPORT TECHNICIAN	GN4	\$ 36,353.50	\$ 49,986.06	\$ 63,618.62
1139	SR CUS ACCOUNT/TRAINING REP	GN6	\$ 40,846.79	\$ 56,164.34	\$ 71,481.89

1201	ACCOUNT CLERK	GN2	\$ 32,973.70	\$ 45,338.83	\$ 57,703.97
1203	SENIOR ACCOUNT CLERK	GN4	\$ 36,353.50	\$ 49,986.06	\$ 63,618.62
1204	ACCOUNTING TECHNICIAN	GN6	\$ 40,846.79	\$ 56,164.34	\$ 71,481.89
1211	PAYROLL TECHNICIAN	GN8	\$ 46,761.41	\$ 64,296.94	\$ 81,832.46
1220	ACCOUNTANT III	GE5	\$ 60,599.45	\$ 83,324.24	\$ 106,049.03
1221	ACCOUNTANT I	GE1	\$ 44,542.40	\$ 61,245.80	\$ 77,949.21
1223	ACCOUNTANT II	GE4	\$ 56,110.60	\$ 77,152.07	\$ 98,193.55
1224	BUSINESS SYSTEMS ACCOUNTANT	GE6	\$ 65,447.40	\$ 89,990.18	\$ 114,532.96
1226	INTERNAL AUDITOR	GE6	\$ 65,447.40	\$ 89,990.18	\$ 114,532.96
1227	STAFF AUDITOR	GE4	\$ 56,110.60	\$ 77,152.07	\$ 98,193.55
1228	SENIOR INTERNAL AUDITOR	GE7	\$ 70,683.20	\$ 97,189.39	\$ 123,695.59
1229	ASSISTANT DIRECTOR OF FINANCE	GE10	\$ 94,079.33	\$ 129,359.08	\$ 164,638.83
1241	REAL ESTATE ASSESSMENT CLERK	GN2	\$ 32,973.70	\$ 45,338.83	\$ 57,703.97
1242	SENIOR REAL ESTATE ASSEST CLK	GN3	\$ 34,622.38	\$ 47,605.77	\$ 60,589.17
1246	REAL ESTATE APPRAISER I	GN5	\$ 38,534.71	\$ 52,985.23	\$ 67,435.74
1247	REAL ESTATE APPRAISER II	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
1248	REAL ESTATE APPRAISER III	GE6	\$ 65,447.40	\$ 89,990.18	\$ 114,532.96
1249	DIVISN DIR OF REAL ESTATE ASSE	GE7	\$ 70,683.20	\$ 97,189.39	\$ 123,695.59
1303	PRINTER	GN2	\$ 32,973.70	\$ 45,338.83	\$ 57,703.97
1305	SENIOR PRINTER	GN3	\$ 34,622.38	\$ 47,605.77	\$ 60,589.17
1309	PRINT SHOP TECHNICIAN	GN4	\$ 36,353.50	\$ 49,986.06	\$ 63,618.62
1311	PRINT SHOP SUPERVISOR	GE4	\$ 56,110.60	\$ 77,152.07	\$ 98,193.55
1321	PURCHASING CLERK	GN3	\$ 34,622.38	\$ 47,605.77	\$ 60,589.17
1323	SENIOR PURCHASING CLERK	GN6	\$ 40,846.79	\$ 56,164.34	\$ 71,481.89
1326	PROCUREMENT OFFICER	GE5	\$ 60,599.45	\$ 83,324.24	\$ 106,049.03
1327	DIVISION DIR OF PURCHASING	GE7	\$ 70,683.20	\$ 97,189.39	\$ 123,695.59
1329	CHIEF FINANCIAL OFFICER	EXEC	\$ 128,198.57	\$ 192,297.85	\$ 256,397.13
1401	HR COORDINATOR I	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
1402	HR COORDINATOR II	GN8	\$ 46,761.41	\$ 64,296.94	\$ 81,832.46
1404	HR BUSINESS PARTNER I	GE4	\$ 56,110.60	\$ 77,152.07	\$ 98,193.55
1406	HR TRAINING & BUSINESS SYSTEM MGR	GE6	\$ 65,447.40	\$ 89,990.18	\$ 114,532.96
1408	ORGANIZATION DEVELOPMENT CNSLT	GE4	\$ 56,110.60	\$ 77,152.07	\$ 98,193.55
1409	DIRECTOR OF HUMAN RESOURCES	EXEC	\$ 128,198.57	\$ 192,297.85	\$ 256,397.13
1410	HR BUSINESS PARTNER II	GE6	\$ 65,447.40	\$ 89,990.18	\$ 114,532.96
1411	HR ASSISTANT	GN6	\$ 40,846.79	\$ 56,164.34	\$ 71,481.89

1505	TRAINING & SAFETY MANAGER	GE2	\$ 48,105.80	\$ 66,145.47	\$ 84,185.14
1509	APPLICATIONS SPECIALIST III	GE5	\$ 60,599.45	\$ 83,324.24	\$ 106,049.03
1510	SOLUTIONS INTEGRATION DEVELOPR	GE8	\$ 77,751.52	\$ 106,908.33	\$ 136,065.15
1511	TECHNICAL SUPPORT SPECIALST II	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
1512	CLIENT SOLUTION SPECIALIST III	GE5	\$ 60,599.45	\$ 83,324.24	\$ 106,049.03
1514	TECHNICAL SUPPORT SPECIALIST I	GN6	\$ 40,846.79	\$ 56,164.34	\$ 71,481.89
1516	CLIENT SOLUTIONS SPECIALIST II	GE4	\$ 56,110.60	\$ 77,152.07	\$ 98,193.55
1517	SERVICE DESK ANALYST III	GN9	\$ 49,567.09	\$ 68,154.75	\$ 86,742.41
1521	PROGRAMMER I	GE2	\$ 48,105.80	\$ 66,145.47	\$ 84,185.14
1524	DIV DIR APPLICATION SOLUTIONS	GE9	\$ 85,526.67	\$ 117,599.17	\$ 149,671.67
1525	PROGRAMMER III	GE5	\$ 60,599.45	\$ 83,324.24	\$ 106,049.03
1526	GIS SPECIALIST II	GE4	\$ 56,110.60	\$ 77,152.07	\$ 98,193.55
1527	APPLICATIONS SPECIALIST IV	GE6	\$ 65,447.40	\$ 89,990.18	\$ 114,532.96
1529	NETWORK ADMINISTRATOR I	GE2	\$ 48,105.80	\$ 66,145.47	\$ 84,185.14
1530	APPLICATIONS SPECIALIST I	GE2	\$ 48,105.80	\$ 66,145.47	\$ 84,185.14
1531	TECHNICAL SUPPORT MANAGER	GE5	\$ 60,599.45	\$ 83,324.24	\$ 106,049.03
1532	DIVN DIR OF INFRA & OPERATIONS	GE9	\$ 85,526.67	\$ 117,599.17	\$ 149,671.67
1533	NETWORK ADMINISTRATOR III	GE5	\$ 60,599.45	\$ 83,324.24	\$ 106,049.03
1534	SYSTEM ADMINISTRATOR III	GE5	\$ 60,599.45	\$ 83,324.24	\$ 106,049.03
1535	NETWORK ENGINEER	GE7	\$ 70,683.20	\$ 97,189.39	\$ 123,695.59
1537	IT PROJECT MANAGER	GE6	\$ 65,447.40	\$ 89,990.18	\$ 114,532.96
1539	DEP. CHIEF INFORMATION OFFICER	GE10	\$ 94,079.33	\$ 129,359.08	\$ 164,638.83
1540	CHIEF INFORMATION OFFICER	EXEC	\$ 128,198.57	\$ 192,297.85	\$ 256,397.13
1541	DIV DIR OF CLIENT SERVICES	GE6	\$ 65,447.40	\$ 89,990.18	\$ 114,532.96
1543	CLIENT SOLUTIONS SPECIALIST I	GN10	\$ 53,532.46	\$ 73,607.13	\$ 93,681.80
1547	SERVICE DESK ANALYST II	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
1549	SERVICE DESK ANALYST I	GN6	\$ 40,846.79	\$ 56,164.34	\$ 71,481.89
1560	SOLUTIONS INTEGRATION SPEC	GE8	\$ 77,751.52	\$ 106,908.33	\$ 136,065.15
1563	APPLICATIONS SPECIALIST II	GE4	\$ 56,110.60	\$ 77,152.07	\$ 98,193.55
1565	PROGRAMMER IV	GE6	\$ 65,447.40	\$ 89,990.18	\$ 114,532.96
1567	PROGRAMMER II	GE4	\$ 56,110.60	\$ 77,152.07	\$ 98,193.55
1569	GIS SPECIALIST IV	GE6	\$ 65,447.40	\$ 89,990.18	\$ 114,532.96
1571	GIS SPECIALIST I	GE2	\$ 48,105.80	\$ 66,145.47	\$ 84,185.14
1573	CHIEF SEC OFFICER	GE8	\$ 77,751.52	\$ 106,908.33	\$ 136,065.15
1575	NETWORK ADMINISTRATOR II	GE4	\$ 56,110.60	\$ 77,152.07	\$ 98,193.55

1577	SYSTEMS ENGINEER	GE8	\$ 77,751.52	\$ 106,908.33	\$ 136,065.15
1579	SYSTEMS ADMINISTRATOR IV	GE6	\$ 65,447.40	\$ 89,990.18	\$ 114,532.96
1581	SYSTEMS ADMINISTRATOR II	GE4	\$ 56,110.60	\$ 77,152.07	\$ 98,193.55
1583	SYSTEMS ADMINISTRATOR I	GE2	\$ 48,105.80	\$ 66,145.47	\$ 84,185.14
1585	TECHNICAL SUPPORT SPEC III	GN9	\$ 49,567.09	\$ 68,154.75	\$ 86,742.41
1730	GIS TECHNICIAN	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
1731	GIS COORDINATOR	GE8	\$ 77,751.52	\$ 106,908.33	\$ 136,065.15
1732	GIS SPECIALIST III	GE5	\$ 60,599.45	\$ 83,324.24	\$ 106,049.03
1734	IT SCADA SYSTEMS ANALYST	GE5	\$ 60,599.45	\$ 83,324.24	\$ 106,049.03
1810	ASSISTANT CITY ATTORNEY I	GE5	\$ 60,599.45	\$ 83,324.24	\$ 106,049.03
1811	ASSISTANT CITY ATTORNEY II	GE8	\$ 77,751.52	\$ 106,908.33	\$ 136,065.15
1812	DEPUTY CITY ATTORNEY	GE9	\$ 85,526.67	\$ 117,599.17	\$ 149,671.67
1918	ASSISTANT TO THE CITY MANAGER	GE8	\$ 77,751.52	\$ 106,908.33	\$ 136,065.15
1919	DIRECTOR OF BUDGET	GE9	\$ 85,526.67	\$ 117,599.17	\$ 149,671.67
1925	MULTIMEDIA DESIGN MANAGER	GE7	\$ 70,683.20	\$ 97,189.39	\$ 123,695.59
1927	PUBLIC INFORMATION OFFICER	GE7	\$ 70,683.20	\$ 97,189.39	\$ 123,695.59
1930	VIOLENCE PREVENTION MANAGER	GE8	\$ 77,751.52	\$ 106,908.33	\$ 136,065.15
1932	VIOLENCE PREVENTION OUTREACH WORKER	GN3	\$ 34,622.38	\$ 47,605.77	\$ 60,589.17
1933	COMMUNITY LIAISON	GN3	\$ 34,622.38	\$ 47,605.77	\$ 60,589.17
1934	ATHLETIC LIFE COACH	GN1	\$ 31,403.52	\$ 43,179.84	\$ 54,956.16
1935	ASSISTANT VIOLENCE PREV MANAGER	GE3	\$ 51,954.26	\$ 71,437.11	\$ 90,919.95
1970	TRAVEL COUNSELOR I	GN1	\$ 31,403.52	\$ 43,179.84	\$ 54,956.16
1971	TRAVEL COUNSELOR II	GN2	\$ 32,973.70	\$ 45,338.83	\$ 57,703.97
1972	WELCOME CENTER MANAGER	GE3	\$ 51,954.26	\$ 71,437.11	\$ 90,919.95
1973	MARKETING COORDINATOR	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
1974	TOURISM SALES COORDINATOR	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
1975	SPECIAL PROJECT MANAGER	GE3	\$ 51,954.26	\$ 71,437.11	\$ 90,919.95
1976	ED TOURISM MANAGER	GE6	\$ 65,447.40	\$ 89,990.18	\$ 114,532.96
1977	MARKETING & RESEARCH MANAGER	GE5	\$ 60,599.45	\$ 83,324.24	\$ 106,049.03
1978	ASST DIR OF ECONOMIC DEVELOPMT	GE9	\$ 85,526.67	\$ 117,599.17	\$ 149,671.67
1979	ECONOMIC DEVELOP PROJECT MGR	GE6	\$ 65,447.40	\$ 89,990.18	\$ 114,532.96
1980	DIRECTOR OF ECONOMIC DEVELOPMT	EXEC	\$ 128,198.57	\$ 192,297.85	\$ 256,397.13
1991	DEPUTY CITY MANAGER	EXEC	\$ 128,198.57	\$ 192,297.85	\$ 256,397.13
2001	PERMIT TECHNICIAN	GN3	\$ 34,622.38	\$ 47,605.77	\$ 60,589.17
2009	PROP MAINT CODE SUPERVISOR	GN8	\$ 46,761.41	\$ 64,296.94	\$ 81,832.46

2010	PROPERTY MAINTENANCE INSPECTOR	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
2013	BUILDING INSPECTOR	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
2014	ELECTRICAL INSPECTOR	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
2015	MECHANICAL INSPECTOR	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
2017	PLUMBING/CROSS CONNECTION INSP	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
2020	LEAD SAFE PROGRAM MANAGER	GE5	\$ 60,599.45	\$ 83,324.24	\$ 106,049.03
2021	LEAD SAFE PROGRAM COST EST/INSP	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
2025	INSPECTIONS SUPERVISOR	GE5	\$ 60,599.45	\$ 83,324.24	\$ 106,049.03
2029	DIVISION DIR OF INSPECTIONS	GE9	\$ 85,526.67	\$ 117,599.17	\$ 149,671.67
2041	COST ESTIMATOR/INSPECTOR	GN6	\$ 40,846.79	\$ 56,164.34	\$ 71,481.89
2045	HOUSING GRANT ENV REVIEW SPEC	GE2	\$ 48,105.80	\$ 66,145.47	\$ 84,185.14
2047	HOUSING & REDEVELOPMENT SPEC	GE5	\$ 60,599.45	\$ 83,324.24	\$ 106,049.03
2049	HOUSING & DEV DIVISION DIRECTOR	GE9	\$ 85,526.67	\$ 117,599.17	\$ 149,671.67
2061	PLANNING TECHNICIAN	GN5	\$ 38,534.71	\$ 52,985.23	\$ 67,435.74
2063	ASSOCIATE PLANNER	GE2	\$ 48,105.80	\$ 66,145.47	\$ 84,185.14
2064	SENIOR PLANNER	GE4	\$ 56,110.60	\$ 77,152.07	\$ 98,193.55
2099	DIVISION DIRECTOR OF PLANNING	GE9	\$ 85,526.67	\$ 117,599.17	\$ 149,671.67
2199	DIRECTOR OF COMMUNITY DEVELOP	EXEC	\$ 128,198.57	\$ 192,297.85	\$ 256,397.13
3001	CUSTODIAN	GN1	\$ 31,403.52	\$ 43,179.84	\$ 54,956.16
3003	SENIOR CUSTODIAN	GN3	\$ 34,622.38	\$ 47,605.77	\$ 60,589.17
3005	CUSTODIAN SUPERVISOR	GN8	\$ 46,761.41	\$ 64,296.94	\$ 81,832.46
3011	PUBLIC SERVICE WORKER	GN1	\$ 31,403.52	\$ 43,179.84	\$ 54,956.16
3012	PUBLIC SERVICE WORKER/OPERATOR	GN2	\$ 32,973.70	\$ 45,338.83	\$ 57,703.97
3014	SOLID WASTE COLLECTOR	GN2	\$ 32,973.70	\$ 45,338.83	\$ 57,703.97
3016	GROUNDSKEEPER	GN3	\$ 34,622.38	\$ 47,605.77	\$ 60,589.17
3019	CONSTRUCTION WORKER	GN3	\$ 34,622.38	\$ 47,605.77	\$ 60,589.17
3022	SANITATION OPERATOR I	GN5	\$ 38,534.71	\$ 52,985.23	\$ 67,435.74
3024	SANITATION OPERATOR II	GN6	\$ 40,846.79	\$ 56,164.34	\$ 71,481.89
3031	MOTOR EQUIPMENT OPERATOR I	GN3	\$ 34,622.38	\$ 47,605.77	\$ 60,589.17
3032	MOTOR EQUIPMENT OPERATOR II	GN4	\$ 36,353.50	\$ 49,986.06	\$ 63,618.62
3033	MOTOR EQUIPMENT OPERATOR III	GN5	\$ 38,534.71	\$ 52,985.23	\$ 67,435.74
3035	CCTV TECHNICIAN	GN4	\$ 36,353.50	\$ 49,986.06	\$ 63,618.62
3036	HEAVY EQUIPMENT OPERATOR	GN6	\$ 40,846.79	\$ 56,164.34	\$ 71,481.89
3040	RECYCLING CENTER OPERATOR	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
3101	CREW SUPERVISOR	GN6	\$ 40,846.79	\$ 56,164.34	\$ 71,481.89

3102	PW CREW SUPERVISOR	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
3105	GENERAL SUPERVISOR	GN10	\$ 53,532.46	\$ 73,607.13	\$ 93,681.80
3109	CEMETERY SUPERVISOR	GN8	\$ 46,761.41	\$ 64,296.94	\$ 81,832.46
3201	WAREHOUSE STOCK CLERK	GN1	\$ 31,403.52	\$ 43,179.84	\$ 54,956.16
3203	PW WAREHOUSE CLERK	GN2	\$ 32,973.70	\$ 45,338.83	\$ 57,703.97
3303	BUILDING MAINTENANCE MECH I	GN2	\$ 32,973.70	\$ 45,338.83	\$ 57,703.97
3304	BUILDING MAINTENANCE MECH II	GN4	\$ 36,353.50	\$ 49,986.06	\$ 63,618.62
3305	BUILDING MAINTENANCE SUPERINT	GE5	\$ 60,599.45	\$ 83,324.24	\$ 106,049.03
3306	BUILDING MAINTENANCE MCHNC III	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
3401	HORTICULTURIST	GN10	\$ 53,532.46	\$ 73,607.13	\$ 93,681.80
3498	AUTOMOTIVE SERVICE ATTENDANT	GN1	\$ 31,403.52	\$ 43,179.84	\$ 54,956.16
3501	AUTOMOTIVE EQUIPMENT MECH I	GN2	\$ 32,973.70	\$ 45,338.83	\$ 57,703.97
3511	AUTOMOTIVE EQUIPMENT MECH II	GN4	\$ 36,353.50	\$ 49,986.06	\$ 63,618.62
3512	TRANSIT MECHANIC	GN4	\$ 36,353.50	\$ 49,986.06	\$ 63,618.62
3515	WELDER	GN5	\$ 38,534.71	\$ 52,985.23	\$ 67,435.74
3517	HEAVY EQUIPMENT MECHANIC	GN8	\$ 46,761.41	\$ 64,296.94	\$ 81,832.46
3519	AUTOMOTIVE EQUIPMENT MECH III	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
3521	AUTOMOTIVE SERVICE TECHNICIAN	GN3	\$ 34,622.38	\$ 47,605.77	\$ 60,589.17
3525	EQUIPMENT MAINTENANCE SUPERVIS	GN8	\$ 46,761.41	\$ 64,296.94	\$ 81,832.46
3601	SIGN TECHNICIAN	GN4	\$ 36,353.50	\$ 49,986.06	\$ 63,618.62
3603	TRAFFIC SIGNAL TECHNICIAN	GN4	\$ 36,353.50	\$ 49,986.06	\$ 63,618.62
3605	SR TRAFFIC SIGNAL TECHNICIAN	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
3607	TRAFFIC CONTROL CREW SUPERVISR	GN8	\$ 46,761.41	\$ 64,296.94	\$ 81,832.46
3609	TRAFFIC CONTROL OPS ENGINEER	GE5	\$ 60,599.45	\$ 83,324.24	\$ 106,049.03
3651	CODE ENFORCEMENT INSPECTOR	GN4	\$ 36,353.50	\$ 49,986.06	\$ 63,618.62
3653	CONSTRUCTION INSPECTOR	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
3655	CONSTRUCTION INSPECTIONS SUPVR	GE4	\$ 56,110.60	\$ 77,152.07	\$ 98,193.55
3701	VAN DRIVER	GN1	\$ 31,403.52	\$ 43,179.84	\$ 54,956.16
3702	BUS ATTENDANT	GN1	\$ 31,403.52	\$ 43,179.84	\$ 54,956.16
3703	AMTRACK STATION ATTENDANT	GN4	\$ 36,353.50	\$ 49,986.06	\$ 63,618.62
3710	TRANSIT DRIVER I	GN2	\$ 32,973.70	\$ 45,338.83	\$ 57,703.97
3711	TRANSIT DRIVER II	GN3	\$ 34,622.38	\$ 47,605.77	\$ 60,589.17
3712	TRANSPORTATION DISPATCHER	GN3	\$ 34,622.38	\$ 47,605.77	\$ 60,589.17
3714	TRANS GRANT SPECIAL ASST	GN4	\$ 36,353.50	\$ 49,986.06	\$ 63,618.62
3719	TRANSPORTATION SUPERVISOR	GE2	\$ 48,105.80	\$ 66,145.47	\$ 84,185.14

3731	AIRPORT MAINTEN/SECURITY TCH I	GN2	\$ 32,973.70	\$ 45,338.83	\$ 57,703.97
3733	AIRPORT MAINTEN/SECURTY TCH II	GN4	\$ 36,353.50	\$ 49,986.06	\$ 63,618.62
3734	AIRPORT OPERATIONS TOWER TECH	GN3	\$ 34,622.38	\$ 47,605.77	\$ 60,589.17
3735	TRANSPORTATION BLD & GRDS SUPT	GE5	\$ 60,599.45	\$ 83,324.24	\$ 106,049.03
3736	TRANS OPERATIONS & MAINT MGR	GE6	\$ 65,447.40	\$ 89,990.18	\$ 114,532.96
3748	DIVISION DIR OF TRANS SERV	GE6	\$ 65,447.40	\$ 89,990.18	\$ 114,532.96
3749	DIRECTOR OF TRANSPORATION SERV	EXEC	\$ 128,198.57	\$ 192,297.85	\$ 256,397.13
3801	ENGINEERING AIDE	GN2	\$ 32,973.70	\$ 45,338.83	\$ 57,703.97
3802	SR ENGINEERING TECHNICIAN	GN9	\$ 49,567.09	\$ 68,154.75	\$ 86,742.41
3803	ENGINEERING TECHNICIAN	GN6	\$ 40,846.79	\$ 56,164.34	\$ 71,481.89
3804	SR PUBLIC WORKS GIS/CAD TECH	GN9	\$ 49,567.09	\$ 68,154.75	\$ 86,742.41
3805	SURVEY PARTY SUPERVISOR	GE1	\$ 44,542.40	\$ 61,245.80	\$ 77,949.21
3815	PW PROJECT ENGINEER	GE5	\$ 60,599.45	\$ 83,324.24	\$ 106,049.03
3819	PW CHIEF ENGINEER	GE8	\$ 77,751.52	\$ 106,908.33	\$ 136,065.15
3951	COMMUNICATIONS SYSTEMS MANAGER	GE5	\$ 60,599.45	\$ 83,324.24	\$ 106,049.03
3965	DIVISION DIR OF SANITATION	GE8	\$ 77,751.52	\$ 106,908.33	\$ 136,065.15
3975	DIVISION DIRECTOR OF BUILDINGS	GE8	\$ 77,751.52	\$ 106,908.33	\$ 136,065.15
3985	DIVISION DIRECTOR OF STREETS	GE8	\$ 77,751.52	\$ 106,908.33	\$ 136,065.15
3990	DIV DIR OF PW ADMINISTRATION	GE8	\$ 77,751.52	\$ 106,908.33	\$ 136,065.15
3991	PW ADMINISTRATIVE MANAGER	GE6	\$ 65,447.40	\$ 89,990.18	\$ 114,532.96
3994	PW PROJECT MANAGER	GE6	\$ 65,447.40	\$ 89,990.18	\$ 114,532.96
3995	ASST DIR PW/CITY ENGINEER	GE10	\$ 94,079.33	\$ 129,359.08	\$ 164,638.83
3999	DIRECTOR OF PUBLIC WORKS	EXEC	\$ 128,198.57	\$ 192,297.85	\$ 256,397.13
4001	WATER TREATMENT PLT OPTR TRAIN	GN1	\$ 31,403.52	\$ 43,179.84	\$ 54,956.16
4005	WATER TREATMENT PLT OPTR III	GN4	\$ 36,353.50	\$ 49,986.06	\$ 63,618.62
4006	WATER TREATMENT PLT OPTR II	GN5	\$ 38,534.71	\$ 52,985.23	\$ 67,435.74
4007	WATER TREATMENT OPTR I	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
4008	WATER TREATMENT PLT OPTR SPVR	GN10	\$ 53,532.46	\$ 73,607.13	\$ 93,681.80
4103	INDUSTRIAL MECHANIC	GN5	\$ 38,534.71	\$ 52,985.23	\$ 67,435.74
4104	SENIOR INDUSTRIAL MECHANIC	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
4355	WATER TREATMENT MANAGER	GE6	\$ 65,447.40	\$ 89,990.18	\$ 114,532.96
4360	WATER CHEMIST	GE2	\$ 48,105.80	\$ 66,145.47	\$ 84,185.14
4399	DIVISION DIR WTR/WSTWTR TRTMNT	GE9	\$ 85,526.67	\$ 117,599.17	\$ 149,671.67
4501	DISPATCHER	GN1	\$ 31,403.52	\$ 43,179.84	\$ 54,956.16
4511	UTILITIES PIPELINE TECH I	GN3	\$ 34,622.38	\$ 47,605.77	\$ 60,589.17

4512	W&G HEAVY EQUIPMENT OPERATOR	GN5	\$ 38,534.71	\$ 52,985.23	\$ 67,435.74
4513	W&G SERVICE TECHNICIAN	GN4	\$ 36,353.50	\$ 49,986.06	\$ 63,618.62
4514	UTILITY PIPELINE TECH II	GN4	\$ 36,353.50	\$ 49,986.06	\$ 63,618.62
4515	W&G METER TECHNICIAN	GN4	\$ 36,353.50	\$ 49,986.06	\$ 63,618.62
4516	UTILITY PIPELINE TECH III	GN5	\$ 38,534.71	\$ 52,985.23	\$ 67,435.74
4517	W&G CORROSION TECHNICIAN	GN5	\$ 38,534.71	\$ 52,985.23	\$ 67,435.74
4518	W&G PROJECT MANAGER	GE6	\$ 65,447.40	\$ 89,990.18	\$ 114,532.96
4519	W&G CREW SUPERVISOR	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
4521	W&G WELDER/CREW SUPERVISOR	GN5	\$ 38,534.71	\$ 52,985.23	\$ 67,435.74
4529	W&G CONSTRUCTION CREW SUPERVSR	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
4530	FLEET & FACILITIES MANAGER	GE5	\$ 60,599.45	\$ 83,324.24	\$ 106,049.03
4613	WG GIS ENGINEERING TECHNICIAN	GN4	\$ 36,353.50	\$ 49,986.06	\$ 63,618.62
4614	W&G SR GIS/CAD TECH	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
4615	W&G SR ENGINEERING TECHNICIAN	GN8	\$ 46,761.41	\$ 64,296.94	\$ 81,832.46
4619	W&G CHIEF ENGINEER	GE8	\$ 77,751.52	\$ 106,908.33	\$ 136,065.15
4725	W&G SYSTEMS CONTROL SUPERINTEN	GE6	\$ 65,447.40	\$ 89,990.18	\$ 114,532.96
4735	W&G DISTRIBUTION SUPERVISOR	GE2	\$ 48,105.80	\$ 66,145.47	\$ 84,185.14
4745	W&G COMPLIANCE COORDINATOR	GN10	\$ 53,532.46	\$ 73,607.13	\$ 93,681.80
4811	GAS CONTROL TECHNICIAN	GN4	\$ 36,353.50	\$ 49,986.06	\$ 63,618.62
4815	GAS SUPPLY ANALYST	GE6	\$ 65,447.40	\$ 89,990.18	\$ 114,532.96
4835	W&G DISTRIBUTION SUPERINTENDEN	GE6	\$ 65,447.40	\$ 89,990.18	\$ 114,532.96
4899	DIVISION DIR OF WATER & GAS	GE9	\$ 85,526.67	\$ 117,599.17	\$ 149,671.67
5101	ELECTRIC GROUND WORKER	GN3	\$ 34,622.38	\$ 47,605.77	\$ 60,589.17
5103	ELECT LINE OH/UG EQUIP OPER	GN4	\$ 36,353.50	\$ 49,986.06	\$ 63,618.62
5111	ELECTRIC LINE TECHNICIAN I	GN4	\$ 36,353.50	\$ 49,986.06	\$ 63,618.62
5112	ELECTRIC LINE TECHNICIAN II	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
5113	ELECTRIC LINE TECHNICIAN III	GN10	\$ 53,532.46	\$ 73,607.13	\$ 93,681.80
5115	ELECTRIC LINE CREW SUPERVISOR	GN11	\$ 57,815.06	\$ 79,495.70	\$ 101,176.35
5116	ELECTRIC VEGETATION ROW SUPER	GN10	\$ 53,532.46	\$ 73,607.13	\$ 93,681.80
5119	ELECTRIC DISTRIBUTION SUPT	GE6	\$ 65,447.40	\$ 89,990.18	\$ 114,532.96
5212	UTILITY OPERATIONS SUPERVISOR	GN10	\$ 53,532.46	\$ 73,607.13	\$ 93,681.80
5213	ELECTRIC SUBSTATION TECHNICIAN	GN9	\$ 49,567.09	\$ 68,154.75	\$ 86,742.41
5214	UTILITY OPERATOR	GN9	\$ 49,567.09	\$ 68,154.75	\$ 86,742.41
5215	ELECTRIC SUBSTATION SUPERVISOR	GN10	\$ 53,532.46	\$ 73,607.13	\$ 93,681.80
5219	ELECTRIC SUBSTATION SUPT	GE6	\$ 65,447.40	\$ 89,990.18	\$ 114,532.96

5312	ELECTRIC RIGHT OF WAY TRIMMER	GN3	\$ 34,622.38	\$ 47,605.77	\$ 60,589.17
5315	INSPECTOR-CONTRACTOR MANAGER	GN11	\$ 57,815.06	\$ 79,495.70	\$ 101,176.35
5411	ELECTRIC METER TECHNICIAN I	GN3	\$ 34,622.38	\$ 47,605.77	\$ 60,589.17
5413	ELECTRIC METER TECHNICIAN II	GN5	\$ 38,534.71	\$ 52,985.23	\$ 67,435.74
5415	ELECTRIC METER TECHNICIAN III	GN8	\$ 46,761.41	\$ 64,296.94	\$ 81,832.46
5429	ELECTRIC METER SUPERVISOR	GN10	\$ 53,532.46	\$ 73,607.13	\$ 93,681.80
5431	UTILITIES WAREHOUSE MANAGER	GE2	\$ 48,105.80	\$ 66,145.47	\$ 84,185.14
5521	ELECTRIC ENGINEERING AIDE	GN1	\$ 31,403.52	\$ 43,179.84	\$ 54,956.16
5525	ELECTRIC GIS/CAD TECHNICIAN	GN5	\$ 38,534.71	\$ 52,985.23	\$ 67,435.74
5526	SR ELEC GIS/CAD TECHNICIAN	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
5530	ELECTRIC ENG & OPS MANAGER	GE8	\$ 77,751.52	\$ 106,908.33	\$ 136,065.15
5531	ELECTRIC ENGINEERING TECHNICIN	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
5532	ELECTRIC SR ENGINEERING TECH	GN8	\$ 46,761.41	\$ 64,296.94	\$ 81,832.46
5534	ELEC ENG TECH/COMPLIANCE COOR	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
5535	ELECTRIC ENGINEERING TECH SPVR	GE4	\$ 56,110.60	\$ 77,152.07	\$ 98,193.55
5536	SENIOR ELECTRIC ENGINEER	GE8	\$ 77,751.52	\$ 106,908.33	\$ 136,065.15
5537	ELECTRIC ENGINEER	GE6	\$ 65,447.40	\$ 89,990.18	\$ 114,532.96
5538	BROADBAND NETWORK ENGINRG TECH	GE5	\$ 60,599.45	\$ 83,324.24	\$ 106,049.03
5539	ENGINEERING TECHNICIAN MANAGER	GE8	\$ 77,751.52	\$ 106,908.33	\$ 136,065.15
5560	DIVSN DIR OF TELECOMMUNICATION	GE8	\$ 77,751.52	\$ 106,908.33	\$ 136,065.15
5690	KEY ACCOUNTS MANAGER	GE5	\$ 60,599.45	\$ 83,324.24	\$ 106,049.03
5691	UTILITIES ENERGY ADVISOR	GE2	\$ 48,105.80	\$ 66,145.47	\$ 84,185.14
5695	DIVISN DIR OF SUPPORT SERVICES	GE9	\$ 85,526.67	\$ 117,599.17	\$ 149,671.67
5699	DIVISION DIR OF POWER & LIGHT	GE9	\$ 85,526.67	\$ 117,599.17	\$ 149,671.67
5999	DIRECTOR OF UTILITIES	EXEC	\$ 128,198.57	\$ 192,297.85	\$ 256,397.13
6011	INFORMATION SPECIALIST	GN2	\$ 32,973.70	\$ 45,338.83	\$ 57,703.97
6012	CIRCULATION SPECIALIST	GN3	\$ 34,622.38	\$ 47,605.77	\$ 60,589.17
6015	LIBRARY SERVICES SPECIALIST	GN3	\$ 34,622.38	\$ 47,605.77	\$ 60,589.17
6017	LAW LIBRARY INFO SPECIALIST	GN3	\$ 34,622.38	\$ 47,605.77	\$ 60,589.17
6021	LIBRARY TECHNOLOGY SPECIALIST	GN3	\$ 34,622.38	\$ 47,605.77	\$ 60,589.17
6105	TECHNICAL SERVICES LIBRARIAN	GE2	\$ 48,105.80	\$ 66,145.47	\$ 84,185.14
6110	ADULT SERVICES COORDINATOR	GE2	\$ 48,105.80	\$ 66,145.47	\$ 84,185.14
6111	CHILDREN'S LIBRARIAN	GE2	\$ 48,105.80	\$ 66,145.47	\$ 84,185.14
6114	CIRCULATION SUPERVISOR	GE2	\$ 48,105.80	\$ 66,145.47	\$ 84,185.14
6121	ADULT SERVICES LIBRARIAN	GE2	\$ 48,105.80	\$ 66,145.47	\$ 84,185.14

6199	DIVISION DIRECTOR OF LIBRARY	GE8	\$ 77,751.52	\$ 106,908.33	\$ 136,065.15
6211	RECREATION AIDE	GN1	\$ 31,403.52	\$ 43,179.84	\$ 54,956.16
6213	RECREATION LEADER	GN1	\$ 31,403.52	\$ 43,179.84	\$ 54,956.16
6221	RECREATION PROGRAM SUPERVISOR	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
6225	RECREATION SPORTS OFFICIAL	GN1	\$ 31,403.52	\$ 43,179.84	\$ 54,956.16
6233	RECREATION INSTRUCTOR	GN1	\$ 31,403.52	\$ 43,179.84	\$ 54,956.16
6311	RECREATION FACILITY OPERATOR	GN1	\$ 31,403.52	\$ 43,179.84	\$ 54,956.16
6315	RECREATION SITE SUPERVISOR	GN1	\$ 31,403.52	\$ 43,179.84	\$ 54,956.16
6329	PROGRAM COORDINATOR	GE2	\$ 48,105.80	\$ 66,145.47	\$ 84,185.14
6330	P&R COMMUNICATIONS SPECIALIST	GE6	\$ 65,447.40	\$ 89,990.18	\$ 114,532.96
6331	P&R FACILITY MANAGER	GE2	\$ 48,105.80	\$ 66,145.47	\$ 84,185.14
6410	DIV DIR OF COMMUNITY RECREATION	GE5	\$ 60,599.45	\$ 83,324.24	\$ 106,049.03
6415	P&R FACILITIES & SERVICES PLAN	GE5	\$ 60,599.45	\$ 83,324.24	\$ 106,049.03
6421	SPECIAL POPULATION ASSISTANT	GN8	\$ 46,761.41	\$ 64,296.94	\$ 81,832.46
6425	DIV DIR OF SPECIAL RECREATION	GE5	\$ 60,599.45	\$ 83,324.24	\$ 106,049.03
6442	OUTDOOR REC PROGRAM SUPERVISOR	GN8	\$ 46,761.41	\$ 64,296.94	\$ 81,832.46
6445	DIVISION DIRECTOR OF ATHLETICS	GE5	\$ 60,599.45	\$ 83,324.24	\$ 106,049.03
6555	RECREATION GRANT SPECIALIST	GN5	\$ 38,534.71	\$ 52,985.23	\$ 67,435.74
6556	TRANSPORTATION GRANT SPEC	GN6	\$ 40,846.79	\$ 56,164.34	\$ 71,481.89
6558	DIV DIR PARKS ADMINISTRATION	GE5	\$ 60,599.45	\$ 83,324.24	\$ 106,049.03
6560	DIV DIR OF PARKS MAINTENANCE	GE5	\$ 60,599.45	\$ 83,324.24	\$ 106,049.03
6561	PARKS SUPERVISOR	GN9	\$ 49,567.09	\$ 68,154.75	\$ 86,742.41
6562	PARKS GROUNDSKEEPER I	GN3	\$ 34,622.38	\$ 47,605.77	\$ 60,589.17
6563	PARKS GROUNDSKEEPER II	GN4	\$ 36,353.50	\$ 49,986.06	\$ 63,618.62
6564	PARK MAINTENANCE TECHNICIAN	GN5	\$ 38,534.71	\$ 52,985.23	\$ 67,435.74
6599	DIRECTOR OF PARKS & RECREATION	EXEC	\$ 128,198.57	\$ 192,297.85	\$ 256,397.13
6659	PARKS & REC PROJECT MANAGER	GE6	\$ 65,447.40	\$ 89,990.18	\$ 114,532.96
7011	ELIGIBILITY WORKER	GN5	\$ 38,534.71	\$ 52,985.23	\$ 67,435.74
7012	SENIOR ELIGIBILITY WORKER	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
7015	ELIGIBILITY SUPERVISOR	GE3	\$ 51,954.26	\$ 71,437.11	\$ 90,919.95
7018	FRAUD INVESTIGATOR	GN5	\$ 38,534.71	\$ 52,985.23	\$ 67,435.74
7019	ELIGIBILITY SERVICES MANAGER	GE6	\$ 65,447.40	\$ 89,990.18	\$ 114,532.96
7025	CSA COORDINATOR	GN8	\$ 46,761.41	\$ 64,296.94	\$ 81,832.46
7101	EMPLOYMENT SERVICE AIDE	GN2	\$ 32,973.70	\$ 45,338.83	\$ 57,703.97
7105	EMPLOYMENT SERVICE WORKER	GN5	\$ 38,534.71	\$ 52,985.23	\$ 67,435.74

7106	SR EMPLOYMENT SERVICE WORKER	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
7109	EMPLOYMENT SERVICE SUPERVISOR	GE3	\$ 51,954.26	\$ 71,437.11	\$ 90,919.95
7111	SOCIAL SERVICE AIDE	GN2	\$ 32,973.70	\$ 45,338.83	\$ 57,703.97
7112	FAMILY SERVICES SPECIALIST	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
7113	SR FAMILY SERVICES SPECIALIST	GN8	\$ 46,761.41	\$ 64,296.94	\$ 81,832.46
7115	CHILD PROTECTIVE SERV. WORKER	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
7117	FAMILY SERVICES SUPERVISOR	GE4	\$ 56,110.60	\$ 77,152.07	\$ 98,193.55
7125	FAMILY SERVICES MANAGER	GE6	\$ 65,447.40	\$ 89,990.18	\$ 114,532.96
7198	DIV DIR TRAINING & OPERATIONS	GE9	\$ 85,526.67	\$ 117,599.17	\$ 149,671.67
7199	DIRECTOR OF SOCIAL SERVICES	EXEC	\$ 128,198.57	\$ 192,297.85	\$ 256,397.13
7311	YOUTH CARE WORKER	GN5	\$ 38,534.71	\$ 52,985.23	\$ 67,435.74
7312	SENIOR YOUTH CARE WORKER	GN6	\$ 40,846.79	\$ 56,164.34	\$ 71,481.89
7313	SHIFT SUPERVISOR	GN8	\$ 46,761.41	\$ 64,296.94	\$ 81,832.46
7315	JUVENILE PROGRAM COORDINATOR	GE2	\$ 48,105.80	\$ 66,145.47	\$ 84,185.14
7316	JUVENILE TRAINING COORDINATOR	GN8	\$ 46,761.41	\$ 64,296.94	\$ 81,832.46
7322	POST DISPOSITIONAL COORDINATOR	GN4	\$ 36,353.50	\$ 49,986.06	\$ 63,618.62
7323	ALTERNATIVE DETENTION CASE WKR	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
7325	NURSE	GN10	\$ 53,532.46	\$ 73,607.13	\$ 93,681.80
7337	ASST DIV DIR OF JUVENILE DETEN	GE6	\$ 65,447.40	\$ 89,990.18	\$ 114,532.96
7339	DIVN DIR OF JUVENILE DETENTION	GE10	\$ 94,079.33	\$ 129,359.08	\$ 164,638.83
7401	CORRECTIONAL OFFICER I	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
7402	CORRECTIONAL OFFICER II	GN8	\$ 46,761.41	\$ 64,296.94	\$ 81,832.46
7403	CORRECTIONAL LIEUTENANT	GN11	\$ 57,815.06	\$ 79,495.70	\$ 101,176.35
7404	ADMINISTRATIVE LIEUTENANT	GN11	\$ 57,815.06	\$ 79,495.70	\$ 101,176.35
7405	CORRECTIONAL CAPTAIN	GN13	\$ 67,435.48	\$ 92,723.79	\$ 118,012.09
7409	CHIEF CORRECTIONAL OFFICER	GE9	\$ 85,526.67	\$ 117,599.17	\$ 149,671.67
7411	CORRECTIONAL HEALTH ASSISTANT	GN11	\$ 57,815.06	\$ 79,495.70	\$ 101,176.35
7413	LICENSED PHYSICIAN	GE10	\$ 94,079.33	\$ 129,359.08	\$ 164,638.83
7421	WORK PROGRAM COORDINATOR	GE6	\$ 65,447.40	\$ 89,990.18	\$ 114,532.96
7425	SERVICE PROGRAM COORDINATOR	GE6	\$ 65,447.40	\$ 89,990.18	\$ 114,532.96
7499	DIVISIN DIR OF ADULT DETENTION	GE10	\$ 94,079.33	\$ 129,359.08	\$ 164,638.83
8003	ECC TELECOMMUNICATOR I	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
8004	ECC TELECOMMUNICATOR II	GN8	\$ 46,761.41	\$ 64,296.94	\$ 81,832.46
8005	EM COMMUNICATIONS TLMNCTR SPR	GN10	\$ 53,532.46	\$ 73,607.13	\$ 93,681.80
8101	CERT COORDINATOR	GN1	\$ 31,403.52	\$ 43,179.84	\$ 54,956.16

8103	FIREFIGHTER	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
8105	FIRE FIGHTER/ENGINEER	GN9	\$ 49,567.09	\$ 68,154.75	\$ 86,742.41
8106	FIRE SUPPORT ADMINISTRATOR	GE6	\$ 65,447.40	\$ 89,990.18	\$ 114,532.96
8107	FIRE LIEUTENANT	GN11	\$ 57,815.06	\$ 79,495.70	\$ 101,176.35
8108	FIRE CODE INSPECTOR	GN9	\$ 49,567.09	\$ 68,154.75	\$ 86,742.41
8109	FIRE CAPTAIN	GN12	\$ 62,440.26	\$ 85,855.36	\$ 109,270.46
8110	911 EMERGENCY COMMUNICATNS MGR	GE7	\$ 70,683.20	\$ 97,189.39	\$ 123,695.59
8111	FIRE LOGISTICS OFFICER	GN12	\$ 62,440.26	\$ 85,855.36	\$ 109,270.46
8115	ASSISTANT FIRE MARSHAL	GN12	\$ 62,440.26	\$ 85,855.36	\$ 109,270.46
8116	DIV CHIEF FIRE MARSHAL	GE8	\$ 77,751.52	\$ 106,908.33	\$ 136,065.15
8117	DIV CHIEF TRAINING & SAFETY	GE8	\$ 77,751.52	\$ 106,908.33	\$ 136,065.15
8118	BATTALION CHIEF	GE7	\$ 70,683.20	\$ 97,189.39	\$ 123,695.59
8120	COMMUNITY RISK REDUCTION SPEC	GE8	\$ 77,751.52	\$ 106,908.33	\$ 136,065.15
8295	DEPUTY FIRE CHIEF	GE9	\$ 85,526.67	\$ 117,599.17	\$ 149,671.67
8299	FIRE CHIEF	EXEC	\$ 128,198.57	\$ 192,297.85	\$ 256,397.13
8302	PD RECORDS & TECHNOLOGY MGR	GE6	\$ 65,447.40	\$ 89,990.18	\$ 114,532.96
8303	POLICE RECORDS CLERK	GN3	\$ 34,622.38	\$ 47,605.77	\$ 60,589.17
8304	QUARTERMASTER	GN4	\$ 36,353.50	\$ 49,986.06	\$ 63,618.62
8305	POLICE VIDEO TECHNICIAN	GN3	\$ 34,622.38	\$ 47,605.77	\$ 60,589.17
8306	POLICE PROP & EVID TECH	GN8	\$ 46,761.41	\$ 64,296.94	\$ 81,832.46
8307	PD ACCREDITATION MANAGER	GE4	\$ 56,110.60	\$ 77,152.07	\$ 98,193.55
8308	PD PUBLIC RELATIONS SPECIALIST	GE4	\$ 56,110.60	\$ 77,152.07	\$ 98,193.55
8311	PARKING ATTENDENT	GN1	\$ 31,403.52	\$ 43,179.84	\$ 54,956.16
8315	SCHOOL CROSSING GUARD	GN1	\$ 31,403.52	\$ 43,179.84	\$ 54,956.16
8317	ANIMAL CONTROL OFFICER	GN5	\$ 38,534.71	\$ 52,985.23	\$ 67,435.74
8501	PD RECRUITMENT INVESTIGATOR	GN7	\$ 43,297.60	\$ 59,534.20	\$ 75,770.80
8502	PD COMMUNITY ENGAGEMENT SPEC	GN8	\$ 46,761.41	\$ 64,296.94	\$ 81,832.46
8503	POLICE OFFICER	GN8	\$ 46,761.41	\$ 64,296.94	\$ 81,832.46
8505	POLICE CORPORAL	GN10	\$ 53,532.46	\$ 73,607.13	\$ 93,681.80
8507	POLICE SERGEANT	GN12	\$ 62,440.26	\$ 85,855.36	\$ 109,270.46
8510	POLICE CRIME ANALYST	GE4	\$ 56,110.60	\$ 77,152.07	\$ 98,193.55
8512	COMMUNITY RELATIONS LIAISON	GE4	\$ 56,110.60	\$ 77,152.07	\$ 98,193.55
8513	POLICE LIEUTENANT	GE7	\$ 70,683.20	\$ 97,189.39	\$ 123,695.59
8525	POLICE CAPTAIN	GE9	\$ 85,526.67	\$ 117,599.17	\$ 149,671.67
8690	POLICE ASSISTANT CHIEF	GE11	\$ 103,487.27	\$ 142,294.99	\$ 181,102.72

8695 LIEUTENANT COLONEL
8699 POLICE CHIEF

GE12	\$ 113,835.99	\$ 156,524.49	\$ 199,212.99
EXEC	\$ 128,198.57	\$ 192,297.85	\$ 256,397.13



ACCOUNTING TECHNICIAN- 1204

FLSA Status: Non-Exempt

Computer Code: 3

BRIEF DESCRIPTION

Performs intermediate technical and administrative support work maintaining complex bookkeeping/accounting systems; reviewing fiscal documents and transactions for accuracy and conformity to established procedures and policies; reviewing, processing, and controlling manual and automated fiscal records and reports. Provides skilled administrative support to management, departments, and city residents, and intermediate clerical and technical work. Maintains various accounting controls and records; performs accounting tasks involving the preparation of various fiscal and statistical reports; maintains the telephone system billing; assists in preparing annual budget; maintains records of vehicles and equipment.

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

- *Gathers, assembles, tabulates, checks, and files financial data.*
- *Prepares and assists with the maintenance of financial records; enters, verifies, and checks data.*
- *Serves as the City's compliance enforcement for the travel reimbursement policy. Processes travel accounts by issuing travel advances and reimbursements in accordance with established policies and procedures; ensures the established policies and procedures follow federal regulations involving travel. Provides training/assistance to all departments in applying the policy to reimbursement/advance requests.*
- *Performs tasks required for the end of the month closing; reconciling accounts; keying journal entries; and assisting accounting staff.*
- *Assist in maintaining system and user documentation.*
- *Examine, reconcile, balance, and adjust accounting records as needed.*
- *Assist in the annual closeout of the City's accounting records and preparation of financial reports.*
- *Maintains the vehicle and equipment records for all city owned vehicles and equipment ensuring proper treatment of newly acquired or disposed vehicles and equipment. Works with the department of motor vehicles to ensure proper treatment of licensing and titling for all vehicles and equipment. Ensures the master vehicle and equipment spreadsheets are maintained for proper insurance filing and allocation.*
- *Completes other administrative and accounting functions including answering telephones; ordering office supplies; performing daily fuel and cash interfaces; administration of vehicle and equipment records; and management of the document retention and destruction process for the department.*

ADDITIONAL DUTIES

- Acts as backup to payroll processing including periodic execution of the semi-monthly payroll for approximately 1,200 employees.

JOB REQUIREMENTS

Education and Experience

Associate Degree from a college, technical, business or vocational school, and one to five years of experience.

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

Certifications/Licenses

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

Job Knowledge

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

Reading

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

Writing

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

Math

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

Communication Skills

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

Independence and Decision-Making

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

Technical Skills

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

Fiscal Responsibilities

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

Supervisory Responsibilities

No responsibility for the direction or supervision of others.

PHYSICAL DEMANDS

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

NON-PHYSICAL DEMANDS

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

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

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

WORK ENVIRONMENT

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

ACKNOWLEDGEMENT

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

SIGNATURE

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

Employee Signature

Date



COMMUNITY RISK REDUCTION SPECIALIST/EDUCATOR – 8120

FLSA Status: Exempt

Computer Code: 3

BRIEF DESCRIPTION

The Community Risk Reduction Specialist performs a variety of professional duties including developing and providing community risk reduction education, awareness, and injury prevention programs for schools, businesses, children, adolescents, and adults. Work is performed with considerable independence. Completes work in the areas of public speaking and instruction to promote safety in the community. Performs public relations activities involving the development and maintenance of a variety of community information and media relations programs, services, and activities designed to keep the community and the department informed.

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

- *Identify fire, life safety and all hazards educational needs and assess the education program by analyzing emergency responses and hazards from the community and fire department.*
- *Develop, coordinate, and conduct training programs for departmental personnel concerning techniques in the delivery of educational programs to various community audiences.*
- *Assists with the development, preparation, facilitation, and evaluation of high-rise drills; coordinates with other department personnel to conduct floor captain training and assist with drills and testing of building fire systems including identifying the needs of vulnerable populations. Assists with the City's all hazard safety and evacuation program; assist with training and employee educational efforts.*
- *Develops, prepares, and delivers fire, life safety, and all hazard educational presentations and response plans to businesses, organizations, residents, schools, and City employees.*
- *Works in conjunction with other Fire Department staff to develop and administer the community risk reduction programs involving appropriate screening techniques, education-interactive program, and follow-up counseling capabilities.*
- *Develops and prepares fire extinguisher training.*
- *Develops safety campaigns including news releases, flyers, articles, multi-media materials, public events, web pages, social media, speaking appearances on radio and television, community education campaigns, and represents the city at public events to increase safety awareness.*
- *Coordinates with other Department and City personnel on requests for emergency preparedness requests and collaborate, as appropriate, for community events and activities.*

- *Conducts safety surveys in private residences and installs safety devices as needed.*
- *Attend occasional meetings after hours.*
- *Develops public relations plans and programs to include prioritizing the focus of the establishment of relationships and solidifying bonds between the department, employees, and the community. Conducts a variety of studies and special projects that are designed to improve relationships with stakeholders who encounter the department.*
- *Organizes the development and implementation of methods for communicating information to employees and the public by use of videos, email, Internet, social media, brochures, news releases, presentations, media outlets, public broadcasting, or other mediums. Establishes strategies to build relationships by ensuring the open exchange of accurate information through employee and community input and partnerships.*
- *Oversees the Department's Facebook, Twitter, Instagram, YouTube, and other social media platforms. Assists with the periodic review and assessment of the Danville Fire Department's branding, including images and logos, slogans, public-facing design elements, internet presence, etc. Suggests improvements in Department practices relevant to fire, employee, and community interaction. Collaborates with the Recruitment and Retention Unit on marketing needs to reach the best potential candidates to serve the department.*
- *Surveys employees, citizens, and businesses to obtain and evaluate information regarding department activities. Films and edits internal and external videos for communication of key messaging. Leads event planning Department-wide. Conducts public relations training for Department staff. Maintains the Department's calendar of community group events. Creates brochures and flyers to inform employees and the community about activities and programming offered by the Department. Collaborates with City departments in planning for major events and festivals. Assists with design and preparation of the Department's annual report.*
- *Public Information Officer - Coordinating the Danville Fire Department's public information response before, during, and after an emergency. Managing the Danville Fire Department footprint on all social media platforms.*

ADDITIONAL DUTIES

- *Performs additional duties as assigned.*

JOB REQUIREMENTS

Education and Experience

Associate degree in Communications, Education, Emergency Management, Business Administration, Public Relations, or a related field and over two years of related experience in fire education, education, community organizing, marketing, or related area.

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

Certifications/Licenses

- *Valid Driver's License with acceptable driving record according to City Criteria*
- *Must obtain certification as a Public Educator (per NFPA 1035) within two years of employment.*
- *Must obtain certification as an Emergency Medical Technician (EMT) within three years of employment.*

Job Knowledge

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

Reading

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

Writing

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

Math

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

Communication Skills

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

Independence and Decision-Making

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

Technical Skills

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

Fiscal Responsibilities

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

Supervisory Responsibilities

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

PHYSICAL DEMANDS

- *Medium physical effort, exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.*
- *Constant handling, adequate vision, hearing, talking to use computer, telephone and communicate effectively with others, and to maintain operational awareness of surroundings.*
- *Frequent standing, sitting, walking, fine dexterity, twisting.*
- *Occasional lifting, carrying, pushing/pulling, reaching, kneeling, crouching, bending, climbing, balancing.*
- *Rare crawling.*

NON-PHYSICAL DEMANDS

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

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

Typically requires use of standard office equipment and telephone, and related software and hardware; and any other tools and equipment as appropriate or as assigned, such as shovels, meters, air packs, thermal imaging camera, video equipment, AED, camera.

WORK ENVIRONMENT

This work is performed in an office environment and on sites, where there may be noise and vibration weekly; and respiratory hazards, extreme temperatures, wetness/humidity, physical hazards monthly. There are occasional mechanical, chemical, electrical, fire hazards, physical danger or abuse. There is rare exposure to explosives or communicable diseases.

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

ACKNOWLEDGEMENT

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

SIGNATURE

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

Employee Signature

Date



HOUSING AND DEVELOPMENT DIVISION DIRECTOR – 2049

FLSA Status: Exempt

Computer Code: 4

BRIEF DESCRIPTION

Performs complex professional, administrative, and technical work planning and directing the development of new housing types and options within the City as well as, coordinating and administering the U.S. Department of Housing and Urban Development Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) Entitlement Programs and other federal and state grants or programs for community, neighborhood and economic development and downtown revitalization; does related work as required. Work is performed under the general supervision of the Director of Community Development. Supervision is exercised over housing and development division staff.

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

- *Administers community development programs and other grants to ensure compliance with all program guidelines, grantor regulations and City procedures; Coordinates with Housing staff the City's HUD 5-Year Consolidated Plan, Annual Action Plan, Comprehensive Annual Performance Evaluation Report, and other various plans and strategies and evaluates alternatives; Formulates recommendations to identify all alternatives towards developing the most effective community development program.*
- *Works with divisions and departments within the City as well as outside developers to promote and coordinate the creation of new housing types and options.*
- *Monitors implementation of community development projects to ensure timely and effective project completion as required by federal and grantor regulations; Develops, presents, and maintains a variety of plans, proposals, resolutions, and related materials to various levels of government and organizations; Develops marketing programs and presentations and disseminates information to Danville citizens and other appropriate groups about local community development efforts.*
- *Prepares budget recommendations to provide adequate funding for community development projects; Ensures revenues and expenditures are maintained appropriately; Instrumental on special projects such as downtown and the City's housing blight elimination initiatives.*
- *Employs, supervises, trains, motivates and disciplines authorized personnel in a consistent, fair, and uniform manner in accordance with the City's policies and procedures.*

ADDITIONAL DUTIES

- *Prepares and presents special projects to City Administration and to City Council; Assists division and departments as required; Attends meetings.*
- *Attends training sessions.*
- *Performs additional duties to support operational requirements as assigned.*

JOB REQUIREMENTS

Education and Experience

Bachelor's Degree in urban planning, urban affairs, public administration, community development or a related field; broad knowledge in a general professional, administrative or technical field and over five years up to and including seven years of experience.

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

Certifications/Licenses

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

Job Knowledge

Complete mastery and understanding of the subject. This level is normally reserved for unusually exacting or responsible positions required to originate hypotheses, concepts, or approaches.

Reading

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

Writing

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

Math

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

Communication Skills

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

Independence and Decision-Making

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

Technical Skills

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

Fiscal Responsibilities

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

Supervisory Responsibilities

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

PHYSICAL DEMANDS

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

NON-PHYSICAL DEMANDS

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

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

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

WORK ENVIRONMENT

This work is performed in an office environment or at sites. There may be seasonal exposure to extreme temperatures, wetness/humidity. The employee must wear appropriate protective equipment as apparent or assigned, if any.

ACKNOWLEDGEMENT

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SIGNATURE

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

Employee Signature

Date



HR Assistant - 1411

FLSA Status: Non-Exempt

Computer Code: 3

BRIEF DESCRIPTION

Serves as the front-line customer service representative for the department by greeting customers, answering calls, and assisting visitors. Manages and submits invoices for payment and maintains accurate files for record keeping. Provides advanced clerical assistance and support to management, departments, City Council, and city residents. Performs skilled and complex clerical duties such as preparing departmental documentation and correspondence; handling payroll and personnel records; coordinating and scheduling meetings; maintaining departmental files and website; and ensuring timely renewal of the department's permits, licenses, subscriptions, fees, and agreements. Provides administrative support directly to the director and may be independently responsible for one or more administrative processes of the department.

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

- *Monitors budget expenditures; participates in budget preparation by providing cost information; processes and pays invoices; processes payroll for the department.*
- *Works with various vendors and Finance to ensure invoices are accurate and paid on time.*
- *Screens and directs phone calls; collects and distributes mail; greets all visitors; provides information as needed to appropriate personnel or departments; addresses the needs of customers.*
- *Schedules meetings and maintains various calendars; maintains inventory and orders supplies as needed;*
- *Maintains and disposes of all office files, including but not limited to personnel files, medical files, job files, and administrative files, as required. The destruction of files is in accordance with the Library of Virginia's record retention schedule.*
- *Answers employee questions concerning benefit products; provides forms and assisting employees in completing health and retirement benefit changes; contributing to the processing of workers compensation invoices; and staying abreast of work associates' schedules.*
- *Provides support for the online application process by assisting walk-in visitors with creating and submitting applications online; opening and closing job postings; maintaining active and inactive job files; coordinating with the Police Department to schedule applicant testing; updating applicant status on system after testing has been completed; shredding inactive job files; and assisting applicants with inquiries about the status of their application.*
- *Completes and disseminates confidential employee information including unemployment claim forms; financial data to mortgage and lending institutions; job verifications for current and inactive employees.*
- *Monitors investigators examining personnel files; provides employee access to personnel files; runs reports and generates employee statistical data to complete*

annual surveys and requested reports; and copies personnel files for subpoenas or other legal needs.

- *Ensures shared office spaces are neatly maintained and organized.*

ADDITIONAL DUTIES

- *Provides support to employees for IT programs by learning new HR related technology; and assisting employees in locating forms, policies, benefit information and personal information on the City's intranet site.*
- *Performs additional duties to support operational requirements as assigned.*

JOB REQUIREMENTS

Education and Experience

Post-secondary study or training such as vocational, business, technical school and one to three years' experience in clerical, administrative or office support work.

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

Certifications/Licenses

- *Valid drivers' license and acceptable driving record according to City criteria*
- *Active commission as a Notary (or ability to obtain)*

Job Knowledge

General knowledge of the work: intermediate knowledge to perform most work in normal situations. Comprehension of standard situations and includes knowledge of most of the significant aspects of the subject.

Reading

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

Writing

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

Math

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

Communication Skills

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

Independence and Decision-Making

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

Technical Skills

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

Fiscal Responsibilities

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

Supervisory Responsibilities

None- no responsibility for the direction or supervision of others.

PHYSICAL DEMANDS

- *Work is sedentary in nature, frequently requiring sitting and standing.*
- *Occasional light physical exertion filing and handling paperwork.*
- *Adequate vision, hearing and talking to use a computer, telephone and communicate effectively with others.*

NON-PHYSICAL DEMANDS

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

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Typically requires use of standard office equipment to include Telephone, Computer and Related Software and Hardware

WORK ENVIRONMENT

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

ACKNOWLEDGEMENT

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

SIGNATURE

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

Employee Signature

Date



HR Business Partner II - 1410

FLSA Status: Exempt

Computer Code: 4

BRIEF DESCRIPTION

Provide human resources consulting services to an assigned portfolio of departments. Build professional relationships with department directors and other members of the management team; serve as proactive strategic business partner; understand department analytics and present appropriate solutions; provide advice and solutions on all HR functions; coordinate with other internal HR staff to provide and receive guidance on past practices and operating procedures; and maintain a thorough knowledge of City policies and procedures. The primary difference between this position and the HR Business Partner I position is experience; this is a senior level position.

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

- Performs HR functions for assigned departments by coordinating and participating in the recruitment process; providing expertise on workers' compensation policies, procedures and issues; and advises departments on all HR related issues such as disciplinary, EEO-related, hiring, classification, compensation, and training.*
- Functions as a benefits specialist and provides accurate information about the city's benefits in general, the interrelationship among those benefits and how those interrelationships affect employees' benefit decisions; enrolls employees in benefit programs, and cancels benefits as required; assists with benefit questions or issues as necessary; Administers the Family Medical Leave Act in accordance with City policy and Federal law.*
- Advises potential retirees of their benefits and the guidelines that must be followed to be eligible for such benefits; Calculates retirement projections and actual retirement benefits for employees.*
- Builds relationships with assigned departments by meeting regularly with them; visiting departments and understanding their business model and their services; learning about their jobs and the challenges they face in performing their functions and services; evaluates each department's unique services and issues in order to provide pro-active service; conducts needs assessment to identify specific needs.*
- Meets regularly with internal HR staff to share information and formulate consistent and appropriate responses to departments; and meets with department employees as needed; Communicates and updates HR Director regularly on all areas of responsibility including assigned departments' needs.*

ADDITIONAL DUTIES

- Other duties include serving in a lead capacity for specific HR functions; serving on project teams; and assisting with HR policy development/revision.*

- Performs “HR generalist” functions by serving on project teams; serving as an “expert” in one or more specific HR functional areas; and assisting other HR Consultants with specific issues and/or concerns.
- Performs additional duties to support operational requirements as assigned.

JOB REQUIREMENTS

Education and Experience

Bachelor’s Degree in Organization Development, Sociology, Human Resources, Industrial Psychology or related field and five to nine years related experience.

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

Certifications/Licenses

- *No additional certifications or licenses required; professional certification such as SPR, IPMA-CP or SHRM-CP preferred.*

Job Knowledge

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

Reading

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

Writing

Advanced: Ability to write complex correspondence, policies, editorials, journal articles, speeches, manuals, or critiques.

Math

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

Communication Skills

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

Independence and Decision-Making

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

Technical Skills

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

Fiscal Responsibilities

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

Supervisory Responsibilities

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

PHYSICAL DEMANDS

- *Work is sedentary in nature, consistently requiring sitting, computer work, handling paperwork, and moving from computer to phone*
- *Occasional light physical exertion walking and carrying supplies and files.*
- *Adequate vision, hearing and talking to use a computer, telephone and communicate effectively with others.*

NON-PHYSICAL DEMANDS

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

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Typically requires use of standard office equipment to include Telephone, Computer, Projector and related software and hardware

WORK ENVIRONMENT

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

ACKNOWLEDGEMENT

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

SIGNATURE

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

Employee Signature

Date



HR Coordinator II - 1402

FLSA Status: Non-Exempt

Computer Code: 4

BRIEF DESCRIPTION

Serve as administrative and project assistant to HR business Partner positions by coordinating work, asking daily what assistance is needed, providing follow-up information, etc. Provide complex, confidential technical and administrative support for human resources functions. Enters personnel action changes into the HRIS system as directed; Enters workers' compensation illness/incident reports into the system; Monitors system processes and performs appropriate procedures to ensure accurate benefits and payroll deductions. Assists with the recruitment and employment process, which includes posting and advertising job vacancies, screening applications conducting reference checks, participating in interviews as required and sending applicant notices. Maintains responsibility for planning employee events. Provide a wide variety of routine and complex clerical and administrative duties. This position has a higher level of responsibility than the HR Coordinator I position.

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

- Provides advanced administrative and project assistance to HR Business Partners positions through daily communication and dependent on business needs. This may include assisting with one or more HR functions for the department, examples include FMLA, reference checks, meeting with employees, etc.) All work product performed for HR Business Partners subject to final approval.*
- Enters personnel action changes into the HRIS system as directed by HR Business Partners; enters annual employee calendars and other required data into HRIS system.*
- Conducts weekly benefit roll and ensures benefits are accurate in the HRIS and benefit management system.*
- Oversees wellness program participation for benefits and the dependent verification process.*
- Coordinates random drug testing program; establishes the random drug testing list, sends it to departments, ensures that all employees are tested, as required by policy, and notifies management of any issues.*
- Enters workers' compensation incidents into the reporting system; documenting and maintaining HR analytical data; and assists with compiling the OSHA 300 log.*
- Assists applicants with the online application process and answers questions about hiring procedures. Conducts reference checks and participates in the interview process as required. Assists with the hiring process by processing new hires and answering questions about benefits, job requirements and expectations.*

- *Assists employees, outside customers, and other departments with complaints, concerns or questions about regulations, policies and procedures, and projects managed by HR.*
- *Verifies employment and salaries for current employees; research employee or computer IT issues/problems and resolving them; Verifies HR policy and procedure and responds to specific questions.*
- *Plans employee events by managing event budgets, calling vendors, comparing prices and purchasing items needed; creates promotional materials; coordinates logistical arrangements for the events; and recruits volunteers.*
- *Assists in preparation of new employee orientation by preparing meeting area, purchasing any necessary supplies and sending email notifications.*
- *Provides clerical support by typing letters; copying files, receipts, and invoices; communicating by e-mails; maintains and orders office supplies; and places IT and Public Works help desk and work order tickets.*
- *Updates the department digital sign.*
- *Serves as backup customer service representative for the HR Assistant, when necessary.*
- *May provide guidance to temporary staff.*
- *Responsible for the office filing and the scanning and maintaining files in Laserfiche.*

ADDITIONAL DUTIES

- *Assists with grievance procedure hearings as required.*
- *Processes invoices when necessary and maintains an accurate record of such.*
- *Coordinates record destruction events.*
- *Completes mandatory EEOC reports and other annual reporting.*
- *Performs additional duties to support operational requirements as assigned.*

JOB REQUIREMENTS

Education and Experience

Associate Degree or post-secondary study or training such as vocational, technical school and two to four years of related experience. Human Resources work experience is highly preferred.

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

Certifications/Licenses

- *Valid Driver's License and acceptable driving record according to City criteria*
- *Active commission as a Notary (or ability to obtain)*

Job Knowledge

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

Reading

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

Writing

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

Math

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

Communication Skills

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

Independence and Decision-Making

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

Technical Skills

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

Fiscal Responsibilities

Completes research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures, typically non-discretionary expenditures. May recommend budget allocations.

Supervisory Responsibilities

None. May provide guidance to temporary employees.

PHYSICAL DEMANDS

- *Work is sedentary in nature, frequently requiring sitting and standing.*
- *Occasional light physical exertion lifting equipment, filing and handling paperwork.*
- *Adequate vision, hearing and talking to use a computer, telephone and communicate effectively with others.*

NON-PHYSICAL DEMANDS

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

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Typically requires use of standard office equipment to include Telephone, Computer and job specific Software and Hardware

WORK ENVIRONMENT

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

ACKNOWLEDGEMENT

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

SIGNATURE

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

Employee Signature

Date



HR Training & Business Systems Manager - 1406

FLSA Status: Exempt

Computer Code: 4

BRIEF DESCRIPTION

Manages the Human Resources Department's information technology systems and related programs. Serves as the department lead or project manager on interdepartmental and technology related projects. Identifies organizational development and learning needs; serves as an internal consultant, strategic partner, and coach to department leaders; effectively evaluates, designs, and implements consistent training programs and materials aligning with city's vision and core values and current federal and state employment and labor laws. Creates and oversees the organization's training program; develops solutions to enhance leadership development, soft skills, and general compliance training.

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

- *Reviews and analyzes information technology needs and recommends enhancements or process changes making the department more efficient.*
- *Serves as the department lead in technology related projects by assisting with the development, testing, implementation, and upgrades of systems to ensure systems work effectively and efficiently.*
- *Manages HR technology systems, processes, upgrades, external vendor relations, etc.*
- *Serves as lead on performance management, open enrollment, and other assigned departmental programs*
- *Trains end users on technology systems, as needed*
- *Responsible for new employee orientation and onboarding*
- *Conducts needs assessments and interviews subject matter experts, as necessary to determine organizational training needs.*
- *Designs, develops, and facilitates instructor led and virtual training meeting organizational needs and legal requirements.*
- *Coordinates city-wide and department specific training opportunities with outside agencies and partners.*
- *Serve as project manager or member of project teams that deal with strategic change management initiatives within the city.*
- *Perform internal investigations by interviewing complainants, witnesses, and accused; search for corroborating evidence; determine violation of laws; recommend punitive measures; write reports; and communicate resolutions.*
- *May serve as HR representative to assigned departments by managing recruitment responsibilities and employee benefits, as assigned.*

ADDITIONAL DUTIES

- *Manages training and organizational development budget/finance functions. Develop and manage budget; measure ROI for programs; evaluate vendors and programs for cost effectiveness; set criteria and develop RFPs.*
- *Conduct research and to stay current in latest trends in training, organizational development, performance management, employment laws, and other human resources functions.*
- *Serves as the department's TUG member.*
- *Performs additional duties to support operational needs as assigned.*

JOB REQUIREMENTS

Education and Experience

Bachelor's Degree in Human Resources Management, Organization Development, Business or related field and five to seven years related experience.

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

Certifications/Licenses

- *Valid Driver's License and acceptable driving record according to City criteria*
- *Professional certification such as Certified Training and Development Professional (CTDP), PHR, SPHR, SHRM-CP or IPMA-CP preferred*

Job Knowledge

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

Reading

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

Writing

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

Math

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

Communication Skills

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

Independence and Decision-Making

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

Technical Skills

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

Fiscal Responsibilities

Completes research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures, typically non-discretionary expenditures. May recommend budget allocations.

Supervisory Responsibilities

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

PHYSICAL DEMANDS

- *Work requires light physical strength.*
- *Constantly requiring standing, walking, sitting, computer work, handling paperwork, and moving from computer to phone.*
- *Occasional light physical exertion walking and carrying supplies and files.*
- *Adequate vision, hearing and talking to use a computer, telephone, communicate effectively with others and deliver presentations.*

NON-PHYSICAL DEMANDS

- *Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.*
- *Regular and predictable attendance is expected.*
- *May frequently experience time pressure, multi-tasking, tedious or exacting work and working closely with others as a part of a team.*
- *May occasionally require working in a noisy and distracting environment.*

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Typically requires use of standard office equipment to include Laptop, Desktop, Tablet Computers, Course Authoring Software- Articulate, Flash, etc.; Microsoft Office Professional Suite and other specialty software applications.

WORK ENVIRONMENT

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

ACKNOWLEDGEMENT

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

SIGNATURE

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

Employee Signature

Date



LEAD SAFE PROGRAM COST ESTIMATOR/ INSPECTOR - 2021

FLSA Status: Non-Exempt

Computer Code: 3

BRIEF DESCRIPTION

Perform intermediate technical work in the construction and inspection of the lead remediation and rehabilitation projects of residential property; determine eligible lead rehabilitation work; prepare reconstruction/construction work write-ups, drawings, cost estimates and bid proposals; conduct lead risk inspections, assessment and testing in accordance with federal requirements; and manage the project from start to finish. Other duties include preparing drawings, specifications and project costs; maintaining reports, documents and other records; seeing that vehicles are serviced; and conducting routine inspections of residential properties.

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

- *Maintains all required documentation by filing all lead paint documentation; filing all environmental review documentation; maintaining all contractor payment documentation; maintaining Inspection Department reviews before/after photos; and filing all documents signed by clients.*
- *Determines projected rehabilitation work and associated cost by meeting with clients to assess conditions for rehabilitation works; preparing reconstruction/construction work write up and cost estimates; and conducting contractor tours of projects prior to bids.*
- *Oversees each project through completion by performing inspections to check compliance with specifications and state/local codes; facilitating owner/contractor communications; preparing change orders and progress payment forms during construction period; and documenting all decisions agreed upon during construction period.*
- *Conducts lead risk inspections/testing by conducting lead paint inspections on all properties built before 1978 using XRF analyzer/PDR; generating lead inspection report using XRF analyzer/PDR with computer software; and conducting lead clearance by collecting dust wipe samples and sending them to lab for analysis for compliance with regulations.*

ADDITIONAL DUTIES

- *Prepares drawings, specifications and project costs.*
- *Maintains reports, documents and other records.*
- *Sees that vehicles are serviced.*
- *Conducts routine inspections of residential properties.*
- *Attends meetings and training sessions.*
- *Performs additional duties to support operational requirements as assigned.*

JOB REQUIREMENTS

Education and Experience

High School Diploma or GED supplemented by six months/one year of post-secondary study or training: e.g. vocational, business, technical school and one to three years of related experience.

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

Certifications/Licenses

- ***Valid driver's license and acceptable driving record according to City criteria***
- ***Property Maintenance Inspector within 12 months of hire***
- ***Lead Risk Assessor/Inspector within 12 months of hire***
- ***EPA Lead Practices Certification***
- ***Fair Housing Training Certificate***

Job Knowledge

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

Reading

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

Writing

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

Math

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

Communication Skills

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

Independence and Decision-Making

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

Technical Skills

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

Fiscal Responsibilities

No budgetary/fiscal responsibility.

Supervisory Responsibilities

No responsibility for the direction or supervision of others.

PHYSICAL DEMANDS

- *Medium physical effort, exerting up to 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.*
- *Constant sitting, handling, fine dexterity; adequate vision, hearing, talking to use computer, telephone and communicate effectively with others, and to maintain operational awareness of surroundings.*
- *Frequent standing, pushing/pulling, reaching.*
- *Occasional walking, lifting, carrying.*
- *Rare kneeling, crouching, crawling, bending, twisting, climbing, balancing.*

NON-PHYSICAL DEMANDS

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

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

Typically requires use of standard office equipment and telephone, and related software and hardware; and any other tools and equipment as appropriate or as assigned, such as PDR for Lead Inspection Reports, VISIO for Drawings.

WORK ENVIRONMENT

This work is performed in an office environment and on jobsites, where there may be respiratory hazards weekly; wetness/humidity monthly; and seasonal exposure to extreme temperatures. There are occasional exposure to communicable diseases. There is rare exposure to electrical hazards, physical danger or abuse.

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

ACKNOWLEDGEMENT

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SIGNATURE

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

Employee Signature

Date



PARKS AND RECREATION FACILITY MANAGER - 6331

FLSA Status: Exempt

Computer Code: 3

BRIEF DESCRIPTION

Performs difficult technical and professional work to coordinate, promote, and oversee multiple rental facilities within the Parks & Recreation department and assist with the coordination of multiple programs by providing rental assistance to internal and external customers.

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

- Oversees daily operations to include the efficient use of personnel, fiscal responsibilities, and safety of multiple recreation facilities including but not limited to Coates Recreation Center, Glenwood Recreation Center, the City Auditorium, and multiple outdoor facility rentals.*
- Collects and receipts funds, prepares budget requests, submits revenue according to required practices; prepares and submits reports in an accurate timely manner; manages contracts for appropriate use of facilities.*
- Manages and coordinates facility and space use for events, programs, and rentals by taking applications, managing calendars, and working with staff to oversee facility usage.*
- Supervises custodial staff as assigned.*
- Oversees and coordinates with various staff to assign appropriate supervision of rentals as they are booked.*
- Coordinates between various division's programs and facility uses to eliminate double bookings and/or conflicting schedules of events; Utilizes the Special Events permitting software in City Works for coordinating and reviewing events held throughout the city.*
- Assist with coverage and support of the Park Services office for outdoor facility rentals and usages.*
- Evaluates and inspects facilities on a regular basis to identify any maintenance or safety concerns and report them to the appropriate personnel.*
- Maintains and coordinates a department calendar of all programs, events, and bookings regarding facility usage.*

ADDITIONAL DUTIES

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

JOB REQUIREMENTS

Education and Experience

Associate's Degree, with knowledge of a specific vocational, administrative or technical nature from a college, vocations or technical school and preferred three to five years of related experience.

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

Certifications/Licenses

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

Job Knowledge

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

Reading

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

Writing

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

Math

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

Communication Skills

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

Independence and Decision-Making

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

Technical Skills

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

Fiscal Responsibilities

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

Supervisory Responsibilities

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

PHYSICAL DEMANDS

- *Work requires medium physical exertion exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs., frequently requiring standing, walking around and observing work sites.*
- *Adequate vision, hearing and talking to use a computer, telephone, make public presentations and communicate effectively with others.*

NON-PHYSICAL DEMANDS

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

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Typically requires use of standard office equipment to include telephone, computer, Microsoft Office and job specific software and hardware; handheld radio, utility vehicles, hand truck and various racks and storage equipment; and any other equipment as appropriate or required.

WORK ENVIRONMENT

The work is normally performed in an office setting. The employee is rarely exposed to environmental hazards and does not normally require the use of protective equipment. Protective equipment as apparent or assigned may be required at work sites.

ACKNOWLEDGEMENT

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

SIGNATURE

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

Employee Signature

Date



Public Works Administrative Manager - 3991

FLSA Status: Exempt

Computer Code: 4

BRIEF DESCRIPTION

The purpose of this position is to provide a full range of managerial, financial analysis, administrative support, and quality customer service to multiple divisions, management, other departments, City Council, and city residents. This is accomplished by overseeing office procedures and providing supervisory oversight and direction to office staff; preparing annual departmental budget and monitoring multiple accounts; managing and supervising operational procedures; administering revisions as needed; preparing financial and statistical reports of operational procedures and financial functions; arranging events, serve on committees and responding to emergency events.

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

- Manages departmental budget process by overseeing all financial functions for the department; preparing and verifying annual budget packages for multiple divisions; inputting budget data and capital project details into city-provided software; monitoring the budget and expenditures; making adjustments by analyzing expenditures and revenues; processing transfers and journal entries; assisting management with the administration of departmental/financial plans, changes, and reductions; maintaining records by preparing financial and statistical reports for local, state, and federal program reimbursements; preparing and implementing vehicle and radio equipment rental rates for the city fleet; and overseeing the departmental reconciliation of funds collected.*
- Assists the Director in developing and/or revising policies, procedures and organizational structure to minimize costs and accommodate changing priorities; Provides administrative support by assisting with departmental website, fuel reconciliation, warehouse issues, and inventory compilation; providing clerical services such as dispatching, responding to phone calls and walk-in citizens and employees; radio communication with the crews and supervisors; maintaining the work order system, departmental plans, and monthly vehicle/equipment charges; providing grant application and reporting assistance; writing reports, meeting minutes, letters, articles, ordinances, and resolutions as needed; serving as power user in CityWorks, SCF, and other software; functioning as chief editor and administrator of departmental newsletters; and creating/designing advertisements, presentations and desktop publishing documents as needed.*
- Oversees departmental operations by planning, coordinating and implementing departmental and emergency response procedures; creating in-house documentation that provides guidelines for daily operations and emergency responses; preparing financial reports of each division in Public Works; purchasing supplies for the office; assisting in the development and implementation of new operations by assigning projects to the staff when possible.*

- *Supervises clerical staff by providing direction and support, assigning tasks as needed; ensuring good customer service and that staff performance meets departmental procedures; May recommend disciplinary action as needed; administers personnel performance and evaluations as scheduled; ensuring that cross-training of clerical staff is up-to-date.*

ADDITIONAL DUTIES

- *Provides support to employees and management by serving as department IT technician in resolving computer, printer and network issues; reviewing and editing documents for accuracy and grammar; assisting employees with the implementation of new city programs and changes that affect them by providing guidance, explaining the policies/procedures, and assisting with software applications.*
- *Provides emergency response during severe weather (snow, floods, storms, etc.) and other emergencies.*
- *Performs additional duties as assigned*

JOB REQUIREMENTS

Education and Experience

High School Diploma or GED, with an additional six months to one year of knowledge of a specific vocational, administrative, or technical nature obtained from college, vocational, business, or technical school, and over one year up to and including three years of experience. Associate's Degree in Business Administration or Accounting preferred.

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

Certifications/Licenses

- *Valid Driver's License with acceptable driving record according to City Criteria*
- *Active commission as a Notary*

Job Knowledge

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

Reading

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

Writing

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

Math

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

Communication Skills

Recommendations regarding policy development and implementation are made

and/or recommended. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

Independence and Decision-Making

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

Technical Skills

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

Fiscal Responsibilities

Oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

Supervisory Responsibilities

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

PHYSICAL DEMANDS

- *Light physical effort, exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly or requires walking or standing to a significant degree.*
- *Constant sitting, handling, fine dexterity, twisting; adequate vision, hearing, talking to use computer, telephone and communicate effectively with others.*
- *Frequent walking, pushing/pulling, reaching.*
- *Occasional standing, lifting, carrying, kneeling, crouching, bending, climbing.*
- *Rare crawling, balancing.*

NON-PHYSICAL DEMANDS

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

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

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

WORK ENVIRONMENT

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

ACKNOWLEDGEMENT

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

SIGNATURE

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

Employee Signature

Date



Utilities Pipeline Technician II - 4510

FLSA Status: Non-Exempt

Computer Code: 1

BRIEF DESCRIPTION

Performs intermediate skilled work operating medium weight motorized vehicles and equipment in the construction, maintenance, and repair of streets, sewers, water and gas pipelines, grounds, cemeteries, landscaping, and traffic control. Saw, cuts, and digs; patches roads; locates and replaces water, sewer, and gas lines; replaces failed storm drains; and installs water, gas and sewer taps, and services. Removes leaves and snow; pours concrete, and assists other crews with equipment maintenance.

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

When assigned to the Public Works Department:

- *Repairs, installs and maintains the city's sewer system, storm drains, roads and bridges, sidewalks and other infrastructure.*
- *Locates the marked utilities; cuts asphalt; digs ditches; installs sewer taps and mains; locates water and gas lines to avoid damage; works on emergency sewer repairs; sets up work zones; repairs storm drain boxes and manholes; frames up storm drain boxes; mixes cement, concrete and mortar; cleans up the jobsite; builds braces and supports for concrete pads and walls and removes after completion; builds sidewalks, tops, boxes, curbs, and floors with concrete blocking; bricks up walls and boxes; demolishes structures by locating utilities; tears down houses; hauls off the houses; rakes out yards; seeds and covers with straw;*
- *Trims, removes, fells and prunes trees, shrubs, etc.,*
- *Assists with the maintenance of traffic control devices; and maintains street markings and traffic signs by painting lines, school zone markings and repairing or replacing damaged signs.*
- *Performs on call duty as assigned.*
- *Performs miscellaneous duties such as making minor repairs to assigned vehicles and equipment to ensure proper operating efficiency; recording operating data and maintaining accountability of log sheets, supplies, and miscellaneous items to comply with section requirements; and assisting in training and instructing other personnel in proper operation and utilization of vehicles and equipment in order to maintain skilled operating section.*
- *Provides emergency response during severe weather (snow, floods, storms, etc.).*

When assigned to the Utilities Department:

- *Manages different heavy equipment as assigned for the job; maintains, greases, and cleans equipment. Performs manual labor when not operating equipment.*
- *Locates the marked utilities; sets up the work zone; cuts asphalt; digs ditches; installs water and gas taps and mains; locates water and gas lines to avoid damage; works on emergency water and gas repairs.*

- *Performs manual labor when not operating equipment.*

ADDITIONAL DUTIES

- *Performs additional duties as assigned.*

JOB REQUIREMENTS

Education and Experience

High School Diploma or GED, and two to four years of experience

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

Certifications/Licenses

- *Valid Driver's License (Class A CDL) with acceptable driving record according to City Criteria. (Note: When hired for Public Works a CDL Learner's permit is required within 30 days of hire and a CDL license within 90 days of hire.)*
- *Forklift certification.*
- *Flagger certification.*
- *Confined space, trenching and shoring certification*
- *Inmate training*
- *CPR/First Aid Certification*
- *All OSHA required training*
- *NIMS ICS 100/IS700.*

Job Knowledge

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

Reading

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

Writing

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

Math

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

Communication Skills

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

Independence and Decision-Making

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

Technical Skills

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

Fiscal Responsibilities

No budgetary/fiscal responsibility.

Supervisory Responsibilities

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

PHYSICAL DEMANDS

- ***Work requires very heavy physical effort, exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.***
- ***Adequate vision, hearing and talking to drive and communicate effectively with others.***
- ***Constant need for fine dexterity.***
- ***Frequent standing, lifting, pushing/pulling, reaching, handling, kneeling, crouching, bending, and twisting.***
- ***Occasional sitting, carrying, climbing and balancing.***
- ***Rare need to crawl.***

NON-PHYSICAL DEMANDS

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

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

Typically uses vehicles and medium to heavy equipment in the performance of maintenance duties; power saws, block and tackle, hydraulic saws, chippers, stump grinders etc.; and any other equipment as appropriate or required.

WORK ENVIRONMENT

The work is performed outside, in a vehicle or on equipment where there is daily exposure to respiratory and physical hazards, and noise and vibration. There is constant exposure to mechanical hazards and explosives, and frequent exposure to electrical hazards, communicable diseases, physical danger, extreme temperatures and wetness/humidity. There is occasional exposure to chemical and fire hazards.

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

ACKNOWLEDGEMENT

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

SIGNATURE

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

Employee Signature

Date



Utilities Pipeline Technician III - 4509

FLSA Status: Non-Exempt

Computer Code: 1

BRIEF DESCRIPTION

Performs skilled work in the operation of heavy motorized equipment in the construction, maintenance, and repair of streets, sewers, water, and gas lines, grounds, cemeteries, landscaping, and traffic control. Operates a variety of heavy equipment requiring a degree of skill in performing a variety of job assignments. Performs tasks related to pipeline, road, and bridge maintenance/construction. Supervises crew in absence of the crew supervisor.

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

- Operates heavy equipment such as a motor grader, roller, dozer, backhoe, loader, and/or other related heavy equipment in a safe manner in order to perform finished grading operations; maintain roads and bridges (such as repairing guardrails); repair and install pipelines; repair and install service lines and taps; mow road ditches; install and maintain culverts; fill washouts; and pour concrete. Operates lighter equipment when needed.*
- Services and makes minor repairs and adjustments on equipment.*
- Trains other equipment operators; directs subordinate workers and operators.*
- Uses measuring devices to determine the accuracy and thoroughness of work; interprets plans; sets and understand grade; and sets up work zones.*
- Uses small and large power tools such as chain saws; responsible for operating equipment and work zone in a safe manner.*
- Performs miscellaneous work on city property/infrastructure by demolishing buildings; constructing walking trails; grading and building roads; patching asphalt; installing sewer taps; clearing bridge pillars and dams by removing trees and stumps; and installing warning buoys and floats.*
- Performs on call duty as assigned.*
- Provides emergency response during severe weather (snow, floods, storms, etc.).*

ADDITIONAL DUTIES

- Performs additional duties as assigned.*

JOB REQUIREMENTS

Education and Experience

High School Diploma or GED and four to six years of experience.

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

Certifications/Licenses

- *Valid Driver's License (CDL-Class A). Note: When hired for Public Works a CDL Learner's permit is required within 30 days of hire and a CDL license within 90 days of hire.*
- *Trench-Shore Certification*
- *Flagging Certification*
- *Forklift Certification*
- *First Aid – CPR Certification*
- *NIMS-ICS 100/700*

Job Knowledge

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

Reading

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

Writing

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

Math

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

Communication Skills

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

Independence and Decision-Making

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

Technical Skills

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

Fiscal Responsibilities

No budgetary/fiscal responsibility

Supervisory Responsibilities

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

PHYSICAL DEMANDS

- *Work requires heavy physical effort, exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.*
- *Adequate vision, hearing and talking to drive and communicate effectively with others.*
- *Constant pushing/pulling, and balancing.*
- *Frequent standing, walking, lifting, carrying, reaching, kneeling, crouching, bending, twisting, and climbing.*
- *Occasional sitting, handling, crawling, and need for fine dexterity.*

NON-PHYSICAL DEMANDS

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

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

Typically requires use of heavy equipment such as track hoe, dozer, track loader, motor grader, electric and non-electric hand tools, etc.; and any other equipment as appropriate or required.

WORK ENVIRONMENT

The work is performed outside and on equipment, where there is daily exposure to respiratory and physical hazards, noise and vibration, and extreme temperatures. There is constant exposure to mechanical hazards, and frequent exposure to wetness/humidity, electrical hazards, and physical danger. There is occasional exposure to chemical hazards, explosives, and communicable diseases.

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

ACKNOWLEDGEMENT

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

SIGNATURE

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

Employee Signature

Date

Council Letter City of Danville, Virginia



CL - 571

NEW BUSINESS C.

City Council REGULAR MEETING

Meeting Date: June 20, 2023

Subject: Consideration of the Revision of the Danville City Code, Chapter 14 - Fire Prevention and Protection.

From: David Coffey, Fire Chief

COUNCIL ACTION

An Ordinance Repealing and Reordaining in its Entirety Chapter 14, Entitled "Fire Prevention and Protection", of the Code of the City of Danville, Virginia, 1986, As Amended.

SUMMARY

The Danville Fire Department is seeking approval to update/revise the current City Fire Code. Assistant City Attorney Ryan Dodson helped with these changes. In summary, the three significant changes are:

Sec. 14-74. - Thermal Pest Control. It shall be unlawful to use temporary heat sources to heat the interior of a building above 100* F for pest control;

Sec. 14-76. –Tire storage safety. It shall be unlawful to accumulate, store, or cause to be stored, more than seventy-five (75) tires without a fire control plan approved in writing by the Fire Code Official; and

Sec. 14-88 – Automated External Defibrillators. An Automated External Defibrillator (AED) is required to be installed in newly constructed building with an occupancy load of 100 or more.

RECOMMENDATION

The Danville Fire Department recommends approval of this revision of the Danville City Code, Chapter 14- Fire Prevention and Protection.

Attachments

1. Ordinance
 2. City Fire Code Update
-

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. - _____.____

AN ORDINANCE REPEALING AND REORDAINING IN ITS ENTIRETY CHAPTER 14, ENTITLED "FIRE PREVENTION AND PROTECTION", OF THE CODE OF THE CITY OF DANVILLE, VIRGINIA, 1986, AS AMENDED.

WHEREAS, the current Chapter 14, entitled "Fire Prevention and Protection", of the Code of the City of Danville, Virginia, needs to be repealed; and

WHEREAS, the current language of Chapter 14, entitled "Fire Prevention and Protection", of the Code of the City of Danville, Virginia, needs to be updated, revised, and reordained.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia, that Chapter 14, entitled "Fire Prevention and Protection", as amended, be, and the same is hereby, repealed in its entirety; and

BE IT FURTHER ORDAINED, by the Council of the City of Danville, Virginia, that Chapter 14, entitled "Fire Prevention and Protection" is hereby, replaced and reordained as attached hereto, and made apart hereof as if fully set out herein.

Approved:

Mayor

Attest:

City Clerk

Approved as to
Form and Legal Sufficiency:

City Attorney

CHAPTER 14 - FIRE PREVENTION AND PROTECTION

ARTICLE I. - IN GENERAL

Sec. 14-1. – Purpose.

The Council hereby enacts this Chapter to create and support a professional firefighting force within the City, adopt necessary fire prevention and safety requirements, and provide for the protection of the public health, safety, and general welfare of the residents of the City.

State law reference— Provision of firefighting services, Code of Virginia, § 27-6.02.

Sec. 14-2. – Definitions.

For the purposes of this Chapter, the following words and phrases shall have the meanings ascribed to them in this Section:

Authorized emergency vehicles shall be restricted to those which are defined and authorized under the laws of the Commonwealth of Virginia.

Chief of Fire *Chief* means the Fire Chief designated in Sec. 14-4(a) of this Chapter, and to the maximum extent allowed by law, his designee.

Fire marshal means the Fire marshal of the City appointed pursuant to Chapter 3 of Title 27 of the Virginia Code, and any assistant thereof.

Fireworks means and include any firecracker, torpedo, skyrocket, or other substance or object, of whatever form or construction, that contains any explosive or inflammable compound or substance, and is intended, or commonly known as fireworks, and which explodes, rises into the air or travels laterally, or fires projectiles into the air.

Hazardous material means the same as is defined in Virginia Code § 10.1-1400.

Hazardous waste means the same as is defined in Virginia Code § 10.1-1400.

Regulated substance means the same as is defined in Virginia Code § 62.1-44.34:8.

Tire means a solid or pneumatic covering for a wheel, typically of rubber or a similar elastic synthetic material fitted around a wheel's rim with the general purpose to absorb shock and provide traction for vehicles, trailers, and other mobile equipment. *Tire* shall not include tires mounted on or attached to wheels as would be necessary for the uses above described. *Tire* shall not include bicycle tires.

Sec. 14-3. - Adoption of fire prevention code and supplements.

- (a) *Fire prevention code adopted.* To promote and protect the public health, safety, and general welfare of the residents of the City and implement related enforcement within the City, the Virginia Statewide Fire Prevention Code (VSFPC) (13 VAC §§5-63-10 et seq.) is hereby adopted by reference as a part of this Code, including subsequent amendments thereto, subject to and as supplemented by the provisions contained in this Chapter.

- (b) *Supplemental rules adopted.* To promote and protect the public health, safety, and general welfare of the residents of the City and implement related enforcement within the City, the supplemental fire prevention and safety rules, policies, and provisions in Art. II of this Chapter are hereby adopted
- (c) *Fire marshals.* Pursuant to the authority of Virginia Code § 27-30, all of the provisions, powers, and duties contained in Chapter 3 of Title 27 of the Virginia Code are hereby fully adopted and incorporated *mutatis mutandis* in this Section by reference and made applicable within the City.
- (d) *Conflicting interpretations.* To the extent that the provisions of any other Chapter of this Code conflict with the provisions of this Chapter, the provisions of this Chapter shall supersede any such conflicting provision unless otherwise expressly exempted.

State law reference— Enforcement of Fire Prevention Code, Code of Virginia, § 27-98.

Sec. 14-4. - Administration.

- (a) *Fire Chief.* The administration and enforcement of this Chapter and the Fire Department created hereby, unless otherwise indicated herein, shall be the responsibility of the Fire Chief (hereinafter “Chief”), who shall be appointed by the City Manager. The Fire Chief is hereby designated the Fire Code Official for purposes of enforcing the VSFPC.
- (b) *Reports and records.* The Chief shall submit to the City Manager written reports of the operations or enforcement of his duties and such other reports as the City Manager may require and shall be custodian of all records and permits required to be kept or maintained by the Fire Department. In accordance with Homeland Security Presidential Directive - 5, the National Incident Management System will be utilized for all emergency incidents.
- (c) *Rules and policies.* The Chief, subject to the approval of the City Manager, is authorized to promulgate rules and policies as may be necessary and desirable for the carrying out and enforcement of this Chapter and the organization and operation of the Fire Department created hereby, including but not limited to staff scheduling and requirements for membership, training, and uniforms, in accordance with law.
- (d) *Interdepartmental cooperation.* The Chief may, from time to time, request from and shall be provided by the several departments, divisions, and agencies of the City, subject to the approval of the City Manager, such reviews, inspections, reports, and other assistance as may be necessary or advisable to enforce the provisions of this Chapter or other provisions of this Code administered by the Fire Department before and as a condition for the issuance of any permit, certificate, license, clearance, or other approval required thereby. For that purpose, the Chief may, with the approval of the City Manager, enter into written agreements with such departments and agencies providing for the delegation and performance of the required duties. The enforcing agency shall coordinate its reports or inspections with the Chief, as applicable.
- (e) *Fees.* The Chief may charge fees on behalf of the Department when authorized by the VSFPC, and as determined by the Council.

- (f) *Reviews of fire hydrant locations.* The Chief shall recommend to the City Manager the location or relocation of new or existing fire hydrants and the placement or replacement of inadequate water mains located upon public property and deemed necessary to provide an adequate fire flow and distribution pattern. A fire hydrant shall not be placed into or removed from service until approved by the Chief.
- (g) *Appeals.* The Board of Building Code Appeals established by Chapter 9 of this Code is hereby designated the local board of appeals required by § 112.1 of the Virginia Statewide Fire Prevention Code.

State law reference— Establishment of fire department, Code of Virginia, § 27-6.1; Bylaws of fire department, Code of Virginia, § 27-7; Appeals from decisions of local enforcing agencies, Code of Virginia, § 27-98.

Sec. 14-5. – Fire Department.

- (a) *Fire Department established.* There is hereby established a professional fire fighting force for the City of Danville which shall be overseen by the Fire Department.
- (b) *Duties of Fire Department.* The Fire Department shall have the following duties:
 - (1) *Firefighting.* To respond to fires within the City, ensure to the safe and orderly extinguishment thereof, and establish safety zones around the scene of a fire or other emergency from which non-emergency personnel may be excluded;
 - (2) *Hazardous materials.* To respond to emergencies and public safety risk within the City involving hazardous materials and ensure to the safe and orderly containment and abatement thereof;
 - (3) *Motor vehicle accidents.* To assist at the scene of motor vehicle accidents and to ensure the safety of persons trapped or injured thereby;
 - (4) *Emergency response.* To respond to emergencies and provide aid and assistance to persons facing an emergency or life-threatening situation;
 - (5) *Search and rescue.* To engage and assist in search and rescue operations and the location of missing persons;
 - (6) *Emergency communications systems.* To establish, conduct, and manage emergency communications systems intended to alert the City to emergencies;
 - (7) *Investigations of fires.* To inspect and investigate the scene of fires and other emergencies and determine the causes thereof;
 - (8) *Fire Prevention Code.* To enforce the Virginia Statewide Fire Prevention Code, the fire safety requirements adopted in Art. II of this Chapter, and when permitted, other State law;

- (9) *Plan reviews.* To review, investigate, and inspect construction plans, requests for Certificates of Occupancy, and other development related documents and requests to ensure for the planning of adequate fire safety;
 - (10) *Permits and inspections.* To conduct investigations and issue permits or certificates when required by this Code, including but not limited to for parades and public assemblies (Chapter 24), security alarm operators, hotels, restaurants, pest control (Sec. 14-51), fuel dispensing (Sec. 14-51), fireworks and blasting (Sec. 14-55), and open burning (Sec. 14-101);
 - (12) *Trespass.* To enforce the law of trespass within any building or structure placarded by the Maintenance Code Official pursuant to Chapter 9 of this Code, including but not limited to through the receipt of criminal complaints, the creation of reports and documentation, the conducting of investigations, the issuance of citations, the filing of charging documents, the making of arrests, and assistance with prosecutions, in accordance with law;
 - (12) *Parking.* To enforce certain parking rules of the City affecting fire safety and emergency response;
 - (13) *Coordination with other governments.* To coordinate and cooperate with government officers and employees in other jurisdictions for the preservation and promotion of the public health, safety, and general welfare;
 - (14) *Education.* To educate and inform members of the public about matters of public safety and crime prevention;
 - (15) *Community engagement.* To engage in community outreach activities to strengthen ties between the Fire Department and members of the public;
 - (16) *Assist City personnel.* To assist other City officers or employees in the lawful performance of their duties;
 - (17) *Reports.* To make other reports as required by law or when requested by the City Manager; and
 - (18) *Other duties.* To do or perform any other lawful act not inconsistent with the laws of the Commonwealth and the City.
- (c) *Powers of Fire Department.* The Fire Department and its officers and employees shall have the following powers:
- (1) *Authority at fires and other emergencies.* The Chief, or other officer commanding in his absence, is empowered to direct such operations or actions as may be necessary to extinguish or control any suspected or reported fires, gas leaks, releases of hazardous materials, or other hazardous conditions or situations or of taking any other action necessary in the reasonable performance of their duty to maintain order. The Chief may prohibit any person, vehicle, aircraft, or object from approaching the scene, may direct and control traffic until the arrival of a police officer, and may remove or cause to be removed from the scene any person, vehicle or object which may impede or interfere with the speedy movement and operations of the Fire Department or pose a safety risk to such person, vehicle, or object. The Chief may direct or assist the police in directing traffic at or in the immediate vicinity of a fire, and while so acting, shall have all the authority of police officers in exercising such duties. The Chief may remove or cause to be removed any person,

vehicle, or object from hazardous areas. All persons ordered to leave a hazardous area shall do so immediately and shall not reenter the area until authorized to do so by the Chief.

- (2) *Ordering destruction of property to prevent spread of fire.* The Chief, or other officer commanding in his absence, may direct the pulling down or destroying of any fence, house, or other thing which he may judge necessary to be pulled down or destroyed to prevent the further spreading of a fire, and for this purpose may require such assistance from all present as he shall judge necessary. The owner of property destroyed pursuant to this Section shall be entitled to recover from the City the amount of the actual damage that he may have sustained by reason of the same having been pulled down or destroyed under such direction except where such property would have been destroyed by the fire, if the same had not been pulled down or destroyed under such direction, but only for what could have been saved with ordinary care and diligence, had no such direction been given.
- (3) *Aid in extinguishing fires beyond City limits.* The Chief is authorized to render aid in the extinguishment of fires or responding to other public disasters or personal injuries occurring beyond, but within a reasonable distance of, the territorial limits of the City. Subject to the approval of the City Manager, he is authorized and empowered to prescribe the rules, regulations, and limitations under which such aid may be rendered in accordance with established mutual aid agreements. The firefighters of the City so rendering aid beyond the territorial limits of the City shall retain all immunities from liability and exemptions from laws and shall enjoy the same employee protections while performing their respective duties.
- (4) *General right of entry.* The Chief or other officer commanding in his absence, and his subordinates, shall have the right to enter upon any property during reasonable hours in pursuance of his duties under this Chapter to the maximum extent permitted by law.
- (5) *Right of entry to fight fires.* The Chief or other officer commanding in his absence, and his subordinates, when at the scene of a fire or medical emergency, upon his order or direction, shall have the right at any time day or night to enter any building or upon any premises where a fire is in progress, or any building or premises adjacent thereto for the purpose of extinguishing the fire. Such right of entry shall further extend to remaining upon any building or premises at the scene of a fire, for purposes of protecting the property and preventing the public from entry into the premises, until such reasonable time as the owner may resume responsibility for the protection of the property.
- (6) *Right of entry to investigate hazardous material.* The Chief or other officer commanding in his absence and the fire marshal are expressly authorized to enter upon any property from which a release of any hazardous material, hazardous waste, or regulated substance has occurred or is reasonably suspected to have occurred, and which has entered into the groundwater, surface water, or soils of the City, in order to investigate the extent and cause of any such release. If, in undertaking such an investigation, the City official makes an affidavit under oath that the origin or cause of any such release is undetermined and that he has been refused admittance to the property, or is unable to gain permission to enter the property, any magistrate of the City, wherein the property is located, may issue an investigation warrant to the official authorizing him to enter such property for the purpose of determining the origin and source of the release. If the official, after gaining access to any property pursuant to such investigation warrant, has probable cause to believe that the release was caused by any act constituting a criminal offense, he shall discontinue the investigation until a search warrant has been obtained or consent to conduct the search has otherwise been given.
- (7) *Fire marshals.* The fire marshal shall have the same police powers as law enforcement officers to the maximum extent allowed by law.

- (8) *Parking tickets.* The Chief, the fire marshal, and any Department employee at or above the rank of captain are hereby authorized to assist the Police Department in the enforcement of the parking rules of the City related to fire lanes, fire hydrants, fire stations, and buildings housing rescue squad equipment or ambulances.
- (9) *Right to review State building plans.* The Chief and the fire marshal and are hereby authorized to request upon behalf of the City any preliminary and working plans and specifications for the construction or renovation of any structure in the City owned by the Commonwealth of Virginia or any agency, commission, or institution thereof that exceeds \$25,000.00 and that such officer believes is necessary to ensure the public health and safety.
- (d) *Off-duty work by Fire Department personnel.* The following requirements shall apply to off-duty work performed by Fire Department personnel.
 - (1) *When off-duty personnel are required.* The City Manager is empowered to direct the Chief to assign regular on-duty or off-duty Fire Department personnel to provide relevant services at public events or private businesses or places of public entertainment where the character of such public event or private business or public entertainment is, in the opinion of the Chief, such as to make it advisable to have one or more Fire Department employees present to maintain safety. It shall be mandatory that the owner, operator, promoter, or sponsor of any place of public entertainment inquire of the Fire Chief as to the necessity of assigning fire department employees to ensure safety in such places.
 - (2) *Number of personnel.* The number of Fire Department personnel assigned to such public event, private business, or place of public entertainment shall be determined by the Chief in coordination with the promoter or person in charge of such event, business, or place. The Fire Department employees assigned shall at all times be under the supervision of the Chief and subject to the rules and regulations of the Fire Department made pursuant to this Chapter.
 - (3) *Fees.* Fees or charges for the use of fire department employees pursuant to this Section shall be in such amount as is prescribed by the Council. All fees earned by regular Fire Department employees for services rendered after their normal duty hours shall be paid to the employees earning such fees through the office of Director of Finance.
 - (4) *Violations.* It shall be a Class 3 misdemeanor for the owner, operator, promoter, or sponsor of any place of public entertainment to fail to comply with this Section.
- (e) *Retirement of Fire Department personnel.* The Chief may allow any City firefighter in good standing with more than ten (10) years of service, upon voluntary separation to purchase the helmet or boots issued to him. Any such firefighter with more than twenty (20) years of service may do so at a price of one dollar (\$1.00). The Chief may further allow any fire marshal in good standing with more than ten (10) years of service, upon voluntary separation from the Fire Department to purchase the service handgun issued to him by City. Any such fire marshal with more than twenty (20) years of service may purchase may do so at a price of one dollar (\$1.00).

State law reference— Employment of off-duty employees, Code of Virginia, § 15.2-1712; Authority to send fire fighters and equipment beyond City limits, Code of Virginia, § 27-1; Plans of certain state structures to be submitted to local governing bodies, Code of Virginia, § 27-5.5; Establishment of fire department, Code of Virginia, § 27-6.1; Authority of chief or other officer in charge when answering alarm, Virginia Code §27-15.1; Purchase of service-issued boots or helmet by certain firefighters, §27-15.3; Entry of buildings on fire and premises adjoining, Code of Virginia, § 27-17; Remaining on premises after fire extinguished Code of Virginia, § 27-17.1; Destruction of property to prevent spread of fire, Code of Virginia, §§ 27-20 – 27-22; Local fire

marshals, Code of Virginia, §§ 27-30 *et seq.*; Purchase of handguns or other weapons of certain officers, §59.1-148.3.

Sec. 9-6. - Enforcement

- (a) *Criminal violations.* Unless otherwise specified herein, any person violating any of the provisions of this Chapter, any of the provisions of the VSFPC, or any written order of the City made pursuant hereto shall be guilty of a Class 1 misdemeanor. Each day of violation or failure to comply shall constitute a separate offense. The Chief shall have the authority to obtain a summons or warrant for the criminal failure of any person to comply with this Chapter, or any rule, policy, or notice issued pursuant thereto. The Chief or other officer commanding in his absence shall have the power to arrest persons for refusing to obey an order at the scene of a fire, explosion, or other uncontrolled release of hazardous materials, when the Chief or such officer deems it necessary to preserve life and the public safety.
- (b) *Civil Penalties.* The Chief and the Maintenance Code Official designated in Chapter 9 of this Code are each authorized to administer and enforce the provisions of Sec. 14-53(d) – (g) and (k) of this Chapter in mutual cooperation with each other. In lieu of any criminal penalty, the City may seek to enforce a violation of Sec. 14-53(d) – (g) and (k) of this Chapter as a civil penalty pursuant to the process established in Sec. 9-6(b) of this Chapter. The Chief may also enforce a violation of Sec. 14-52(a) of this Chapter as a civil penalty in accordance with Virginia Code § 27-15.1:1.
- (c) *Stop work orders and permit revocations.* The Chief shall have the authority to issue stop work orders and revoke permits and certificates issued thereby to the maximum extent allowed by law.
- (d) *Denial of Permits.* If any person receiving a permit issued pursuant to this Chapter fails to comply with this Chapter or any other law governing the permitted activity, then he shall be notified of such deficiency in writing by the Chief, and if after such notice a reoccurrence of noncompliance exists, the Chief shall have the authority to refuse to issue a permit for future activities to be done by the person.
- (e) *Utilities disconnects.* The Chief shall investigate when he may deem it in the public interest, any potentially hazardous utility connection or condition. If either such Official shall find after investigation that such connection or condition endangers life or property, he shall forthwith cause the electrical, gas, or other utility service to be disconnected from the building, unless such defective connection or condition are immediately remedied.
- (g) *Nuisance abatement.* Nothing in this Section shall limit the powers of the Chief to seek to enjoin or to abate any public nuisance in accordance with this Chapter or any other fire risk or hazard that presents an imminent risk to the public health or safety.

State law reference— Penalty for refusing or neglecting to obey order of chief, Code of Virginia, § 27-15.1:1.

Sec. 14-7. - Emergency vehicle operation.

- (a) *Misuse of emergency signal.* The driver of any authorized emergency vehicle shall not sound the siren thereon or have the front red lights on or disobey any existing traffic regulation, except when that vehicle is responding to an emergency call, but not upon returning from an emergency call. No driver of an authorized emergency vehicle shall sound the siren for the purpose of disturbing or harassing any person or activity in a non-emergency situation, nor shall any such driver take an unnecessarily longer or less direct route to or from an emergency for the purpose of disturbing or harassing any person along such route with the siren. Tactical strategies including, but not limited to, repositioning emergency vehicles at a different firehouse or storage location do not constitute an emergency call.
- (b) *Exemptions from traffic regulations.* The driver of an emergency vehicle, when responding to an emergency may:
 - (1) *Parking.* Park or stop irrespective of the provisions of existing traffic regulations;
 - (2) *Stopping.* Proceed past any steady or flashing red signal, traffic light, stop sign, or device indicating moving traffic shall stop if the speed of the vehicle is sufficiently reduced to enable it to pass with due regard to the safety of persons and property;
 - (3) *Speeding.* Disregard regulations governing speed limits, direction of movement, or turning in specified directions with due regard to the safety of life and property; and
 - (4) *Passing.* Pass or overtake by going to the left of stopped or slow-moving vehicles or in a no-passing zone or by crossing the highway centerline with due regard to the safety of life and property.

The exemptions herein granted to an emergency vehicle shall apply only when the driver of any such vehicle while in motion displays a flashing, blinking, or alternating emergency light or lights and sounds an audible signal by bell, siren, or exhaust whistle, or air horn as may be reasonably necessary, and when the vehicle is equipped with at least one lighted lamp displaying a red light visible under normal atmospheric conditions from a distance of five hundred (500) feet to the front of such vehicle.

State Law reference— Emergency vehicle traffic exemptions, Virginia Code § 46.2-920.

Secs. 14-8—14-50. - Reserved.

ARTICLE II. - BASIC FIRE CONTROL MEASURES AND REGULATIONS.

Sec. 14-51. -Unlawful creation of emergencies and fire hazards.

- (a) *Carelessly damaging property by fire.* It shall be a Class 4 misdemeanor for any person to carelessly, negligently, or intentionally set any woods or marsh on fire, or set to any stubble, brush, straw, mulch, or any other substance capable of spreading fire on lands, whereby the property of another is damaged or jeopardized and such person shall be liable for the full amount of all

expenses the City incurs in fighting the fire as well as reasonable administrative costs expended to collect such expenses.

- (b) *Smoking near fuel pumps.* It shall be a Class 3 misdemeanor for any person to smoke or use an open flame within twenty (20) feet of a pump used to fuel motor vehicles or a fueling tanker being used to deliver gasoline to a gasoline station. Any such person who causes a fire or explosion as a result of a violation of this Section shall be guilty of a Class 1 misdemeanor. All pumps used to fuel motor vehicles shall be affixed with a sign prohibiting any person from smoking or using an open flame while dispensing fuel from the pump.
- (c) *Thermal Pest Control permits.* It shall be unlawful for any person to use or operate a temporary heat source to heat the interior of a building, structure, or premise to a temperature above one hundred (100) degrees Fahrenheit for pest control treatment purposes unless such person obtains a permit from the Chief and agrees to comply with all safety requirements imposed by the Chief.
- (d) *Setting off smoke bombs in public buildings.* It shall be unlawful for any person to willfully and intentionally set off or cause to be set off any chemical bomb capable of producing smoke in any building used for public assembly or regularly used by the public, including, but not limited to, schools, theaters, stores, offices, shopping malls, coliseums, and arenas.
- (e) *False fire alarms.* It shall be unlawful for any person to without just cause therefor call or summon, by telephone or otherwise, any firefighting apparatus or emergency medical services vehicle, or to maliciously activate a manual or automatic fire alarm in any building, regardless of whether or not a firefighting apparatus or emergency medical services vehicle responds or not, and such person shall be liable to the City for a fee to be prescribed by the Council.
- (f) *Sale of defective fire extinguishers.* It shall be unlawful for any person to sell, trade, loan, or give away any form, type or kind of fire extinguisher which is not approved by the Chief, or which is not in proper working order, or the contents of which do not meet the requirements of the Chief, or to issue a fraudulent inspection certificate for a fire extinguisher, or to issue an inspection certificate for a fire extinguisher containing materially false information. The requirements of this Section shall not apply to the sale, trade, or exchange of obsolete or damaged equipment for junk when said units are permanently disfigured or marked with a permanent sign identifying the unit as junk.

State law reference— Setting off chemical bombs capable of producing smoke in certain public buildings, Virginia Code § 18.2-87.1; Carelessly damaging property by fire, Virginia Code § 18.2-88; Calling or summoning emergency medical services vehicle or firefighting apparatus without just cause; maliciously activating fire alarms, Virginia Code § 18.2-212; Smoking in proximity to gas pumps, Virginia Code § 46.2-819.4.

Sec. 14-52. – Unlawful interference with Fire Department operations.

- (a) *Non-compliance with orders.* It shall be unlawful for any person to willfully fail or refuse to comply with any lawful order or direction of the Chief or other officer commanding in his absence, or to interfere with the compliance attempts of another individual.

- (b) *Obstructing Fire Department operations.* It shall be unlawful for any person to interfere with, attempt to interfere with, conspire to interfere with, obstruct or restrict the mobility of, or block the path of travel of any fire emergency vehicle in any way, or to interfere with, attempt to interfere with, conspire to interfere with, obstruct, or hamper any Fire Department operation.
- (c) *Boarding or tampering with Fire equipment.* It shall be unlawful for any person to, without proper authorization from the Chief to cling to, attach himself to, climb upon or into, board, or swing upon any emergency vehicle, whether the same is in motion or at rest, or sound the siren, horn, bell, or other sound-producing device thereon, or to manipulate or tamper with, or attempt to manipulate or tamper with any levers, valves, switches, starting devices, brakes, pumps, or interfere with the operation of any emergency vehicle, or to manipulate or tamper with any firefighting equipment or protective clothing on, or a part of, any Fire Department emergency vehicle.
- (d) *Damage or injury to Fire Department equipment and personnel.* It shall be unlawful for any person to injure, destroy, damage, deface, or remove without intent to steal, or attempt or conspire to destroy, damage, deface, or remove without intent to steal any Fire Department apparatus, emergency vehicle, firefighting equipment, protective clothing, or any part thereof, at any time, or to injure, or attempt to injure, or conspire to injure Fire Department personnel while performing Department duties.
- (e) *Vehicles crossing fire hose.* It shall be unlawful for any vehicle to drive over any unprotected hose of the Fire Department laid down for use at any fire or alarm of fire without the consent of the Chief or other officer commanding in his absence.
- (f) *Operation of vehicles on approach of authorized emergency vehicles.* Upon the approach of any authorized emergency vehicle, giving audible and visual signal, the operator of every other vehicle shall immediately drive the same to a position as near as possible and parallel to the right-hand edge or curb of the street or roadway, clear of any intersection, and shall stop and remain in such position until the authorized emergency vehicle or vehicles shall have passed, unless otherwise directed by the Chief or other officer commanding in his absence, or a police officer. It shall be unlawful for any person to fail to comply with this Subsection.
- (g) *Vehicles following fire apparatus or parking near an emergency.* It shall be unlawful for the driver of any vehicle, other than one on official business, to follow closer than five hundred (500) feet any fire apparatus or emergency medical services vehicle traveling in response to a fire alarm or emergency call, or to park within five hundred (500) feet of where a fire apparatus has stopped in answer to a fire alarm, or to park in the vicinity of a fire, accident, or other area of emergency in such a manner as to create a traffic hazard or interfere with Fire Department personnel, rescue workers, or law enforcement officers responding to the emergency.
- (h) *Blocking fire hydrants and Fire Department connections.* It shall be unlawful for any person to obscure from view, damage, deface, obstruct, or restrict the access to any fire hydrant or any Fire Department connection for the pressurization of fire suppression systems, including fire hydrants and Fire Department connections that are located on public or private streets and access lanes, or on private property. If upon the expiration of the time mentioned in a notice of violation, obstructions or encroachments are not removed, the Chief shall proceed to remove the same. Costs incurred in the performance of necessary work shall be paid from the municipal treasury on certificate of the Chief and with the approval of the City Manager; and the City Attorney shall institute appropriate action for the recovery of such costs.
- (i) *Misuse of fire hydrants.* A person shall not use or operate any fire hydrant intended for use by the Fire Department for fire suppression purposes unless such person first secures a permit for such use from the Chief or the Department of Utilities. This Subsection shall not apply to the use of such hydrants by a person employed by, and authorized to make such use by, the Department of Utilities.

State Law reference— Injuring any property, Virginia Code § 18.2-137; Injuring, destroying, removing, or tampering with firefighting equipment, Virginia Code § 18.2-151.1; Stopping in

vicinity of fire or emergency, Virginia Code § 46.2-890; Following or parking near fire apparatus or emergency medical services vehicle, Virginia Code § 46.2-921; Driving over fire hose, Virginia Code § 46.2-922; Parking, stopping, and standing regulations in counties, cities, or towns, Virginia Code § 46.2-1220.

Sec. 14-53. – Supplemental building safety standards.

- (a) *Minimum elevator clearance.* Where elevators are provided in buildings three (3) or more stories above, or three (3) or more stories below, grade plane, at least one (1) elevator shall be provided for fire department emergency access to all floors. The elevator car shall be of such a size and arrangement to accommodate an ambulance stretcher twenty-four (24) inches by eighty-four (84) inches with not less than five (5) inch radius corners, in the horizontal, open position and shall be identified in a manner approved by the Chief.
- (b) *Standpipes and sprinklers.* In buildings three (3) or more stories above, or three (3) or more stories below, grade plane, all standpipes and sprinkler systems shall be equipped with an accessible control valve on each floor of the building.
- (c) *Emergency communication signals.* No person shall construct or maintain a building or structure, or portion thereof, in a manner that creates interference with the City's emergency-related telecommunications networks. The owner of any building or structure, or portion thereof, that is found to create such interference shall take such measures as are necessary to eliminate the interference, including when applicable the installation of a Radio Communications Enhancement System (RCES) meeting the requirements of the National Fire Protection Association Code.
- (d) *Maintenance of fire suppression equipment.* It shall be the duty of any person to not obstruct, remove, tamper with, or otherwise disturb any fire hydrant or fire appliance required to be installed or maintained under the provisions of the VSFPC except for the purpose of extinguishing fires, training or testing purposes, recharging, or making necessary repairs, or when permitted by the Chief. Whenever a fire appliance is removed as herein permitted, it shall be replaced or reinstalled as soon as the purpose for which it was removed has been accomplished. Defective and nonapproved fire appliances or equipment shall be replaced or repaired as directed by the Chief.
- (e) *Smoke detectors.* Smoke detectors shall be installed in any building containing a dwelling unit, any hotel or motel regularly used, offered for, or intended to be used to provide overnight sleeping accommodations for any person, any rooming house regularly used to provide overnight sleeping accommodations for any persons, any detention home, group home, or other residential care facility for children or juveniles, any building at an institution of higher learning containing a dormitory for sleeping purposes, and any assisted living facility or adult day care center. The owner of a multi-family residential building shall further provide required smoke detectors in hallways, stairwells, and other public or common areas and shall maintain them in good working order. The tenant shall be responsible for reasonable care of smoke detectors within the dwelling unit in accordance with Virginia law, and for interim testing, as well as for providing notice to the owner when repair of any malfunctioning detector is necessary. The owner shall be obligated to provide and pay for service, repair, or replacement of any malfunctioning smoke detector in a reasonable time not to exceed ten (10) days after receiving notice. Smoke detectors installed pursuant to this Section must be capable of sensing visible or invisible products of combustion and, when activated, the detectors

shall provide an alarm suitable to warn the occupants of the building. Smoke detectors installed in dwelling units need only sound an alarm suitable to warn occupants within the individual dwelling unit. Smoke detectors may be either battery operated or alternating current (AC) powered and shall be installed in compliance with the USBC.

- (f) *Building Identification.* It shall be the duty of any person who owns a building, commercial property, industrial structure, single family residence, or multi-family residence which abuts upon on a public right-of-way to ensure that such structures are assigned an address number from the City and that such number be affixed or displayed upon such structure or upon the adjacent curb and maintained such that the number is unobstructed and plainly visible from the public right-of-way. Such number shall be displayed in either Arabic numerals or English letters and each such character shall be at least four (4) inches in height and one half (1/2) of an inch in width. The owners of any building that is further divided into separate apartments, suites, or other unconnected units shall additionally be responsible for affixing to or displaying upon the entrance and maintaining the designated letter, number, or name that differentiates that unit from the others contained within the same building.
- (g) *Stairwell designation.* All common stairwells in buildings three (3) or more stories above, or three (3) or more stories below, grade plane, shall have floor identification signs displayed on each floor, as approved by the Chief.
- (h) *Emergency key boxes.* Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or firefighting purposes, the Chief is authorized to require a key box to be installed in an approved location. All key boxes shall be designed, installed, and keyed as required by the Chief.
- (i) *Automated external defibrillators.* All buildings with an occupancy load exceeding ninety-nine (99) persons, shall install and maintain at least one (1) automated external defibrillator (AED) in an approved location. All AEDs shall be located, installed, and maintained as required by the Chief. This provision shall not apply to churches or other places used for religious worship, provided that such place does not contain a daycare, preschool, or school on such premises.
- (j) *Storage beneath overhead projections.* The outdoor storage, display, and handling of combustible materials, including combustible landscaping materials, under eaves, canopies, or other projections or overhangs on commercial buildings is prohibited except where automatic sprinklers are installed under such eaves, canopies, or other projections or overhangs.
- (k) *Vegetation.* Weeds, grass, vines, or other growth upon or within a building, wall, fence, or other structure that is capable of being ignited and endangering property shall be cut down and removed by the owner or occupant of the premises.
- (l) *Retrofitting.* Nothing in this Section shall require any existing building at the time this Section becomes law to be structurally retrofitted to comply with the provisions of Subsection (a) or (b) herein, unless the owner of the building applies for a rehabilitation permit under the Uniform Statewide Building Code (USBC), or seeks a change in use, occupancy limit, or zoning classification for the building.

State Law reference— Smoke alarms in certain buildings, Code of Virginia, § 15.2-922; Numbers to be displayed on buildings, Virginia Code § 15.2-2024; Landlord to maintain fit premises, Code of Virginia, § 55.1-1220; Tenant to maintain fit dwellings, Code of Virginia, § 55.1-1227; Elevators and conveying systems, § 13 VAC 5-63-330; IFC Chapter 5 Fire Service Features, § 13 VAC 5-51-133; Vegetation, VSFPC § 304.1.2; Storage beneath overhead projections from

buildings, VSFPC § 315.4.1; Key boxes, VSFPC § 506; National Fire Alarm and signaling code, NFPA § 72; Standard for the Installation, Maintenance, and Use of Emergency Services Communications Systems, NFPA § 1221; Operation and maintenance of emergency communication equipment, VCC § 916.1.

Sec. 14-54. - Tire accumulation and storage.

- (a) *Public nuisance declared.* The City Council finds that the accumulation or unsafe storage of tires within the City creates a multitude of hazards and conditions injurious to the public health, safety, and general welfare, including but not limited to increased risk of fire, providing harborage for rodents and other pests, vermin, and disease, obstruction of stormwater drainage, obstructions and risks to the safe and convenient travel by the public, diminution of property values, and the creation of unsightly blight. Accordingly, it is hereby declared a public nuisance for any person in the City to do any of the following:
 - (1) *Outdoor storage.* Accumulate, store, or caused to be stored outside of a completely enclosed building or structure, more than four (4) tires;
 - (2) *Storage units.* Accumulate, store, or cause to be stored more than five (5) tires in any single rental storage facility unit; or
 - (3) *Indoor storage.* Accumulate, store, or cause to be stored more than seventy-five (75) tires without obtaining a fire control plan approved in writing by the Chief. All fire control plans must adequately address compliance with safety measures for used tire storage, including but not limited to the method of storage or stacking, the adequacy of fire suppression systems, and the ability of firefighting equipment to access the facility in an emergency. Tires subject to a fire control plan may not be stored in stacks exceeding fifty (50) feet.
- (b) *Duty of owner.* All persons in the City shall have the duty to prevent fire and other safety hazards in accordance with this Section. The owner and occupant of any parcel within the City shall have the further duty to keep his property free from any nuisance tire accumulation or storage, at his sole expense in accordance with this Section.
- (c) *Notice of Violation.* Whenever it is observed that any person is in violation of this Section, the Chief shall serve the violator notice to cause such violations to be abated or removed within seven (7) days from the date of such notice.
- (d) *Service.* Service of the notice provided for in Subsection (c) shall be by first class mail, personal delivery, or posting in a conspicuous place upon the parcel; provided, however, that if the parcel is unoccupied and the owner or his agent cannot be found by the exercise of due diligence or are unknown, such notice shall be sufficient against the owner if given by first class mail to the owner's last known mailing address and posted in a conspicuous place upon the land or premises. The Chief is hereby authorized to deliver or post such notices.
- (e) *Legal remedies.* Failure to comply with the terms of a notice issued and served as provided in this Section within the time prescribed in such notice shall constitute a Class 1 misdemeanor, and each

day thereafter that the violation continues shall constitute a separate offense. In addition to any penalties imposed hereunder, the City may institute legal action to enjoin the continuing violation of this Section and may alternatively abate or contract for the abatement of such violation pursuant to Subsection (f) below, in which event the cost and expenses thereof, including administrative fees as prescribed by the Council, shall be chargeable to, billed to, and paid by the owner or occupant of the parcel. Any such charge which is not paid within sixty (60) days of the date on which it is billed to the owner of such land or premises shall constitute a lien upon the property and may be recorded with the Clerk of the Circuit Court and collected in any manner provided by law for the collection of taxes, or in the same manner provided by law for liens of judgments; provided, however, that no such lien shall be valid against any owner of a parcel who was not served with the notice prescribed in this Section.

- (f) *Abatement.* If the violator fails to abate the public nuisance as required, the Director may use City forces to abate the nuisance or, at his option, may contract for this abatement on behalf of the City with a private contractor which abatement expenses shall be paid by the violator and subject to collection. Any violator may abate the violation himself without liability to the City, provided that he does so prior to commencement of abatement by City personnel or contractors. Abatement shall include but not be limited to the removal and disposal of any tire accumulated or stored in violation of this Section and the elimination of any rodent or other vermin or pestilence.
- (g) *Appeals.* The violator may appeal such violation notice to the Board of Appeals designated in Sec. 14-4(g) of this Chapter in accordance with the VSFPC.

Sec. 14-55. – Fireworks and blasting.

- (a) *Violations.* It shall be a Class 1 misdemeanor for any person to violate any provision of this Section. Each day of violation shall constitute a separate offense.
- (b) *Seizure of illegal fireworks.* The Chief or any law enforcement officer arresting any person shall seize, take, remove, or cause to be removed at the expense of the owner, all stocks of fireworks offered or exposed for display or sale, stored, or held in violation of this Section and shall cause the safe destruction of such fireworks after the final disposition of any criminal proceeding related to the fireworks.
- (c) *Exceptions.* Nothing in this Section shall be construed to prohibit any resident wholesaler, dealer, or jobber to sell at wholesale such fireworks as are not herein prohibited, or the sale of any kind of fireworks provided the same are to be shipped directly out of State, or the use of fireworks by the armed forces of the United States or any federal, State, or City employee acting in his official capacity, or the sale or use of blank cartridges for a show or theater, or for signal or ceremonial purposes in athletics or sports, or for use by military organizations, or the possession, storage and use of not more than 50 pounds (23 kg) of commercially manufactured sporting black powder, 100 pounds (45 kg) of smokeless powder, and any amount of small arms primers for hand loading of small arms ammunition for personal consumption, or 200 pounds (91 kg) of smokeless powder when stored in the manufacturer's original containers in detached structures at least 10 feet from inhabited buildings, or the display of small arms primers when in the original manufacturer's packaging. Such wholesalers, dealers and jobbers shall store their supplies of fireworks in accordance with VSFPC § 5604.
- (d) *Blasting.* Blasting with dynamite or other explosives is prohibited within the territorial limits of the City unless authorized by a permit issued by the Chief.

- (e) *Manufacture of fireworks.* The manufacture of fireworks is prohibited within the territorial limits of the City.
- (f) *Sale of fireworks.* It shall be unlawful for any person to store, display, offer or expose for sale, sell at retail, or use or explode any fireworks, except as provided in the rules and policies issued by the Chief for the granting of permits for supervised public displays of fireworks.
- (g) *Discharge of fireworks.* It shall be unlawful for any person to discharge any fireworks within the territorial limits of the City except in compliance with the requirements of this Section.
- (h) *Permit.* A permit shall be obtained from the Chief for the display, sale, or discharge of fireworks. Application for a permit shall be made in writing at least fifteen (15) days in advance of the date of the display or discharge of fireworks. The sale, possession, use and distribution of fireworks for such display shall be lawful under the terms and conditions approved with the permit and for that purpose only. A permit granted hereunder shall not be transferable, nor shall any such permit be extended beyond the dates set out therein.
- (i) *Operator.* Every such display shall be handled by an approved, competent operator. The fireworks shall be arranged, located, discharged, or fired in a manner that, in the opinion of the Chief, will not be a hazard to property or endanger any person.
- (j) *Bond.* The permittee shall furnish a bond in an amount deemed adequate by the Chief for the payment of all damages which may be caused either to a person or persons or to property by reason of the permitted display, and arising from any acts of the permittee, the permittee's agents, employees, or subcontractors.
- (k) *Disposal of unfired fireworks.* Unfired fireworks and trash that remain after the display is concluded shall be disposed of in compliance with the VSFPC.

State Law reference— Authority to require fireworks permits, Virginia Code § 15.2-974; Seizure and destruction of illegal fireworks, Virginia Code § 27-100.1; Fireworks Operator qualifications, VSFPC § 5608.5.1; Disposal regulations, VSFPC §§ 5601.1, 5604.7.5.3; 5604.10.4; 5608.9; § 5608.10.

Secs. 14-56—14-100. - Reserved.

ARTICLE III. - OPEN BURNING

Sec. 14-101. - Purpose.

The purpose of this article is to protect public health, safety, and welfare by regulating open burning within the territorial limits of the City to achieve and maintain, to the greatest extent practicable, a level of air quality that will provide comfort and convenience while promoting economic and social development. This article is intended to supplement the applicable regulations promulgated by the State Air Pollution Control Board and other applicable regulations and laws. A violation of this Article shall constitute a Class 1 misdemeanor and is further declared a public nuisance. Each day of violation shall constitute a separate

offense. The prosecution of any person under this Article shall not preclude the City from seeking additional relief to have the public nuisance abated.

State Law reference— Local ordinances on open burning, § 9 VAC 5-10-100.

Sec. 14-102. – Definitions.

For the purposes of this Article, the following words and phrases shall have the meanings ascribed to them in this section:

Automobile graveyard means any lot or place which is exposed to the weather and upon which more than five (5) motor vehicles of any kind, incapable of being operated, and that it would not be economically practical to make operative, are placed, located, or found.

Built-up area means any area with a substantial portion covered by industrial, commercial, or residential buildings.

Clean-burning waste means waste that is not prohibited to be burned under this article and that consists only of 100% wood waste, 100% clean lumber or clean wood, 100% yard waste, or 100% mixture of only any combination of wood waste, clean lumber, clean wood, or yard waste.

Clean lumber means wood or wood products that have been cut or shaped and include wet, air-dried, and kiln-dried wood products. *Clean lumber* does not include wood products that have been painted, pigment-stained, or pressure-treated by compounds such as chromate copper arsenate, pentachlorophenol, or creosote.

Clean wood means uncontaminated natural or untreated wood. *Clean wood* includes, but is not limited to, byproducts of harvesting activities conducted for forest management or commercial logging, or mill residues consisting of bark, chips, edgings, sawdust, shavings, or slabs. It does not include wood that has been treated, adulterated, or chemically changed in some way, treated with glues, binders, or resins, or painted, stained, or coated.

Construction waste means solid waste that is produced or generated during construction, remodeling, or repair of pavements, houses, commercial buildings, or other structures. *Construction waste* consists of lumber, wire, sheetrock, broken brick, shingles, glass, pipes, concrete, and metal and plastics if the metal or plastics are a part of the materials of construction or empty containers for such materials. *Construction waste* does not include paints, coatings, solvents, asbestos, any liquid, compressed gases or semi-liquids, and garbage and the disposal of such materials must be in accordance with the regulations of the Virginia Waste Management Board.

Debris waste means waste resulting from land-clearing operations. *Debris Waste* includes but is not limited to stumps, wood, brush, leaves, soil, and road spoils.

Demolition waste means that solid waste which is produced by the destruction of structures or their foundations, or both, and includes the same materials as construction waste.

Garbage means readily putrescible discarded materials composed of animal, vegetable, or other organic matter.

Hazardous waste means a hazardous waste as described in § 9 VAC 20-60.

Household waste means any waste material, including garbage, trash, and refuse derived from households. For purposes of this definition, *households* include single and multiple residences, hotels and motels, bunkhouses, ranger stations, crew quarters, campgrounds, picnic grounds, and day-use recreation areas. Household wastes do not include sanitary waste in septic tanks that is regulated by State agencies.

Industrial waste means any solid waste generated by manufacturing or industrial process that is not a regulated hazardous waste. Such waste may include but is not limited to waste resulting from the following manufacturing processes: electric power generation; fertilizer/agriculture chemicals; food and related products/byproducts; inorganic compounds; iron and steel manufacturing; leather and leather products; nonferrous metals manufacturing/foundries; organic chemicals; plastics and resins manufacturing; pulp and paper industry; rubber and miscellaneous plastic products; stone, glass, clay, and concrete products; textile manufacturing; transportation equipment; and water treatment. *Industrial waste* does not include mining waste or oil and gas waste.

Junkyard means an establishment or place of business which is maintained, operated, or used for storing, keeping, buying, or selling junk, or for the maintenance or operation of an automobile graveyard, and the term shall include garbage dumps and sanitary fills.

Landfill means a sanitary landfill, an industrial waste landfill, or a construction/demolition/debris landfill, all as defined at § 9 VAC 20-81.

Local landfill means any landfill located within the jurisdiction of a local government.

Open burning means the burning of any matter in such a manner that the products resulting from combustion are emitted directly into the atmosphere without passing through a stack, duct, or chimney.

Open pit incinerator means a device used to burn waste for the primary purpose of reducing the volume by removing combustible matter. Such devices function by directing a curtain of air at an angle across the top of a trench or similarly enclosed space, thus reducing the amount of combustion byproducts emitted into the atmosphere. *Open pit incinerator* also includes trench burners, air curtain destructors, and overdraft incinerators.

Refuse means all solid waste products having the characteristics of solids rather than liquids and that are composed wholly or partially of materials such as garbage, trash, rubbish, litter, residues from cleanup of spills or contamination, or other discarded materials.

Salvage operation means any operation consisting of a business, trade or industry participating in salvaging or reclaiming any product or material, such as, but not limited to, reprocessing of used motor oils, metals, chemicals, shipping containers or drums, and specifically including automobile graveyards and junkyards.

Sanitary landfill means an engineered land burial facility for the disposal of household waste that is so located, designed, constructed, and operated to contain and isolate the waste so that it does not pose a substantial present or potential hazard to human health or the environment. A *sanitary landfill* also may receive other types of solid wastes, such as commercial solid waste, nonhazardous sludge, hazardous waste from conditionally exempt small quantity generators, construction, demolition, or debris waste, and nonhazardous industrial solid waste, all as defined at § 9 VAC 20-81.

Smoke means small gas-borne particulate matter consisting mostly, but not exclusively, of carbon, ash, and other material in concentrations sufficient to form a visible plume.

Special incineration device means an open pit incinerator, conical or teepee burner, or any other device specifically designed to provide good combustion performance.

Wood waste means untreated wood and untreated wood products, including tree stumps, trees, tree limbs, bark, sawdust, chips, scraps, slabs, millings, and shavings. *Wood waste* does not include grass, bushes, shrubs, and clippings therefrom, from residential, commercial/retail, institutional, or industrial sources as part of maintaining yards or other private or public lands; construction, renovation, or demolition wastes; or clean lumber.

Yard waste means grass, bushes, shrubs, and clippings therefrom that come from residential, commercial/retail, institutional, or industrial sources as part of maintaining yards or other private or public lands. *Yard waste* does not include construction, renovation, and demolition wastes, or clean wood.

State Law reference— Local ordinances on open burning, § 9 VAC 5-10-100.

Sec. 14-103. - Exemptions.

The following activities are exempted to the extent covered by the State Air Pollution Control Board's regulations for the control and abatement of air pollution:

- (1) Open burning for training and instruction of government and public firefighters under the supervision of the Fire Code Official and industrial in-house firefighting personnel;
- (2) Open burning for campfires or other fires that are used solely for recreational purposes, for ceremonial occasions, for outdoor noncommercial preparation of food, and for warming of outdoor workers;
- (3) Open burning for the destruction of any combustible liquid or gaseous material by burning in a flare or flare stack;
- (4) Open burning for forest management, agriculture practices, and highway construction and maintenance programs approved by the State Air Pollution Control Board; and
- (5) Open burning for the destruction of classified military documents.

State Law reference— Local ordinances on open burning, 9 VAC §5-10-100.

Sec. 14-104. - Prohibitions on open burning.

- (a) *Burning of refuse.* No person shall cause or permit open burning or the use of a special incineration device for the destruction of refuse, except as provided in this Article.
- (b) *Burning of petroleum-based materials.* No person shall cause or permit open burning or the use of a special incineration device for the disposal of rubber tires, asphaltic materials, crankcase oil, impregnated wood, or other rubber or petroleum-based materials, except when conducting bona fide firefighting instruction at firefighting training schools having permanent facilities.
- (c) *Burning of hazardous or industrial waste.* No person shall cause or permit open burning or the use of a special incineration device for the disposal of hazardous waste or containers for such materials, or for the destruction of commercial or industrial waste.
- (d) *Burning by salvage operation.* No person shall cause or permit open burning or the use of a special incineration device for the purpose of a salvage operation.
- (e) *Applicability of other laws.* Open burning or the use of special incineration devices permitted under the provisions of this Article does not exempt or excuse any owner or other person from the consequences, liability, damages or injuries which may result from such conduct; nor does it excuse or exempt any owner or other person from complying with other applicable laws, ordinance, regulations and orders of the governmental entities having jurisdiction, even though the open burning is conducted in compliance with this article. In this regard, special attention should be directed to § 10.1-1142 of the Virginia Forest Fire Law, the regulations of the Virginia Waste Management Board, and the State Air Pollution Control Board's regulations for the control and abatement of air pollution.
- (f) *Air pollution advisory.* Upon declaration of an alert, warning, or emergency stage of an air pollution episode, as described in § 9 VAC 5-70 or when deemed advisable by the State Air Pollution Control

Board to prevent a hazard to, or an unreasonable burden upon, public health or welfare, no owner or other person shall cause or permit open burning or use of a special incineration device; and any in-process burning or use of special incineration devices shall be immediately terminated in the designated air quality control region.

State Law reference— Regulating or prohibiting the making of fires, Code of Virginia § 15.2-922.1; Local ordinances on open burning, § 9 VAC 5-10-100.

14-105. - Permissible open burning.

- (a) *Yard waste.* Open burning is permitted for the disposal of leaves and tree, yard, and garden trimmings located on the premises of private property, provided that the following conditions are met:
 - (1) The burning takes place on the premises of the private property; and
 - (2) The location of the burning is not less than three hundred (300) feet from any occupied building, unless the occupants have given permission, other than a building located on the property on which the burning is conducted.
- (b) *Household waste.* Open burning is permitted for the disposal of household refuse by homeowners or tenants, provided that the following conditions are met:
 - (1) The burning takes place on the premises of the dwelling;
 - (2) Animal carcasses or animal wastes are not burned;
 - (3) Garbage is not burned; and
 - (4) The location of the burning is not less than three hundred (300) feet from any occupied building, unless the occupants have given prior permission, other than a building located on the property on which the burning is conducted
- (c) *Debris waste.* Open burning is permitted on-site for destruction of debris waste resulting from property maintenance, from the development or modification of roads and highways, parking areas, railroad tracks, pipelines, power and communication lines, buildings or building areas, sanitary landfills, or from any other clearing operations which may be approved by the Chief, provided the following conditions are met:
 - (1) All reasonable effort shall be made to minimize the amount of material burned, with the number and size of the debris piles approved by the Chief;
 - (2) The material to be burned shall consist of brush, stumps, and similar debris waste, and shall not include demolition or construction material;
 - (3) The burning shall be at least five hundred (500) feet from any occupied building unless the occupants have given prior permission, other than a building located on the property on which the burning is conducted;
 - (4) The burning shall be conducted at the greatest distance practicable from highways and air fields;
 - (5) The burning shall be attended at all times and conducted to ensure the best possible combustion with a minimum of smoke being produced;
 - (6) The burning shall not be allowed to smolder beyond the minimum period of time necessary for the destruction of the materials; and

- (7) The burning shall be conducted only when the prevailing winds are away from any city, town, or built-up area.
- (d) *Landfills.* Open burning is permitted for disposal of debris on the site of local landfills, provided that the burning does not take place on land that has been filled and covered so as to present an underground fire hazard due to the presence of methane gas, provided that the following conditions are met:
 - (1) The burning shall take place on the premises of a local sanitary landfill which meets the provisions of the regulations of the Virginia Waste Management Board;
 - (2) The burning shall be attended at all times;
 - (3) The material to be burned shall consist only of brush, tree trimmings, yard and garden trimmings, clean-burning construction waste, clean burning debris waste, or clean-burning demolition waste;
 - (4) All reasonable effort shall be made to minimize the amount of material that is burned; and
 - (5) No materials may be burned in violation of the regulations of the Virginia Waste Management Board or the State Air Pollution Control Board. The exact site of the burning on a local landfill shall be established in coordination with the Regional Director and the Chief; no other site shall be used without the approval of these officials. The Chief shall be notified of the days during which the burning will occur.

State Law reference— Local ordinances on open burning, § 9 VAC 5-10-100.

Sec. 14-106. - Permits.

- (a) *Permit for burning of debris waste.* When open burning of debris waste or open burning of debris on the site of a local landfill is to occur within the territorial limits of the City, the person responsible for the burning shall obtain a permit from the Chief prior to the burning. Such a permit may be granted only after confirmation by the Chief that the burning can and will comply with the provisions of this Article and any other conditions which are deemed necessary to ensure that the burning will not endanger the public health and welfare, or to ensure compliance with any applicable provisions of the State Air Pollution Control Board's regulations for the control and abatement of air pollution. The permit may be issued for each occasion of burning or for a specific period of time deemed appropriate by the Fire Code Official.
- (b) *Permit for incineration devices.* Prior to the initial installation, or reinstallation in cases of relocation, and operation of special incineration devices, the person responsible for the burning shall obtain a permit from the Chief. Such permit shall to be granted only after confirmation by the Chief that the burning can and will comply with the applicable provisions in the regulations for the control and abatement of air pollution and that any conditions are met which are deemed necessary by the Chief to ensure that the operation of the devices will not endanger the public health, safety, or general welfare. Permits granted for the use of special incineration devices shall, at a minimum, contain the following conditions:
 - (1) *Limitation of amounts.* All reasonable effort shall be made to minimize the amount of material that is burned. Such efforts shall include, but are not limited to, the removal of pulpwood, sawlogs, and firewood;
 - (2) *Allowable materials.* The material to be burned shall consist of brush, stumps and similar debris waste and shall not include demolition material. The use of special incineration

devices shall be allowed only for the disposal of debris waste, clean burning construction waste, and clean-burning demolition waste;

- (3) *Minimum distance.* The burning shall be at least three hundred (300) feet from any occupied building, unless the occupants have given prior permission, other than a building located on the property on which the burning is conducted; burning shall be conducted at the greatest distance practicable from highways and airfields. If the Chief determines that it is necessary to protect public health and welfare, he may direct that any of the above-cited distances be increased;
 - (4) *Supervision.* The burning shall be attended at all times and conducted to ensure the best possible combustion with a minimum of smoke being produced. Under no circumstances should the burning be allowed to smolder beyond the minimum period of time necessary for the destruction of the materials;
 - (5) *Prevailing winds.* The burning shall be conducted only when the prevailing winds are away from any city, town, or built-up area; and
 - (6) *Duration.* Permits issued under this subsection shall be limited to a specific period of time deemed appropriate by the Fire Code Official.
- (c) *Fees.* An application for a permit described under this article shall be accompanied by a processing fee as determined by the Council.

State Law reference— Local ordinances on open burning, § 9 VAC 5-10-100.

Secs. 14-107—14-120. - Reserved.

Council Letter City of Danville, Virginia



CL - 576

NEW BUSINESS D.

City Council REGULAR MEETING

Meeting Date: June 20, 2023

Subject: Consideration of Fiscal Year 2024 Public Transportation Funding.

From: Marc Adelman, Director of Transportation Services

COUNCIL ACTION

A Resolution Authorizing an Application by the City to the Virginia Department of Rail and Public Transportation for Grants for Operating and Capital Costs for Public Transportation for Fiscal Year 2024.

SUMMARY

The City of Danville submits applications annually to the Virginia Department of Rail and Public Transportation for federal and state operating and capital assistance. State operating aid and capital assistance. State operating and capital funding levels can vary and are approved in June by the Commonwealth Transportation Board. All operating expenses are eligible for federal operating aid except depreciation and interest charges. The Federal Transit Administration provides financial aid based on the anticipated operating deficit and up to eighty percent of the total cost of capital projects.

For small urban and rural transit systems in Virginia, the Virginia Department of Rail and Public Transportation maintains the authority to allocate federal operating and capital assistance.

BACKGROUND

For Fiscal Year 2024, the Virginia Department of Rail and Public Transportation identified that a total of \$1,901,080 in federal operating aid was available to subsidize operating expenses for Danville Transit, and \$950,704 in state operating aid will be allocated for FY24 to assist with transit operating costs.

The state has also approved federal and state capital aid for the following capital projects; a total of six, 14-passenger buses, one 28-passenger bus, one bus shelter that will be located adjacent to Hardees on Riverside Drive, a mobile column lift, engines and transmissions to overhaul buses and renovation work at the Transfer Center that will involve the removal of brick chips and the installation of concrete to improve safety and reduce maintenance requirements. The estimated total cost for all capital projects is \$1,573,902. Federal capital aid will be provided at 80% of the total project cost and the state will provide additional funding that will finance 16% of the total project cost. Therefore, the city's local match requirement for all capital projects is \$62,956.

RECOMMENDATION

It is recommended that City Council adopt the attached Resolution authorizing an application to the Virginia Department of Rail and Public Transportation for mass transit funding for Fiscal Year 2024.

Attachments

1. Resolution
-

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2023-_____._____

A RESOLUTION AUTHORIZING AN APPLICATION BY THE CITY TO THE VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION FOR GRANTS FOR OPERATING AND CAPITAL COSTS FOR PUBLIC TRANSPORTATION FOR FISCAL YEAR 2024.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Danville, Virginia, that the City Manager, Kenneth F. Larking, be, and he is hereby, authorized to execute and file on behalf of the City an application to the Virginia Department of Rail and Public Transportation for grants of Transportation Special Revenues, as provided by the Federal Transit Administration and the General Assembly of Virginia State Aid for Public Transportation, for operating and capital costs of the City for public transportation during Fiscal Year 2024 for which purpose the Council does hereby certify that:

1. The requested funds, if granted, shall be used in accordance with the requirements of Sections 33.2-1524 through 33.2-1529.1 of the Code of Virginia; and
2. The City of Danville shall provide for the payment of its share of said operating and capital costs as required by such Act; and
3. The records of the receipts and expenditures of such funds as are granted to the City of Danville shall be subject to audit by the Virginia Department of Rail and Public Transportation and the Auditor of Public Accounts; and
4. The funds granted to the City of Danville to defray its public transportation fuel, tires and maintenance costs, administrative costs and capital costs shall be used by the City only for the purposes authorized by the Acts of the General Assembly of Virginia; and
5. The applicant assures that it will comply with Title VI of the Civil Rights Act of 1964 and the US Department of Transportation requirements and
6. It is the goal of the applicant that disadvantaged business enterprises be utilized to the fullest extent permitted by law, and when possible in connection with this project and that definite procedures shall be

established and administered to ensure that disadvantaged businesses shall have the maximum construction contracts, supplies, equipment contracts or consultant and other services and

7. That the City Manager, Ken Larking, be and he is hereby, authorized to accept, receive and expend the aforesaid grants of funds in the amount and for the purposes that the same are awarded and to execute such documents as may be necessary therefore and to furnish to the Virginia Department of Rail and Public Transportation such information and documents as it may require with regard to such application and grants.

Approved:

Mayor

Attest:

City Clerk

Approved as to
Form and Legal Sufficiency:

City Attorney

Council Letter

City of Danville, Virginia



CL - 600

NEW BUSINESS E.

City Council REGULAR MEETING

Meeting Date: June 20, 2023

Subject: Consideration of Revision of the Danville City Code, Chapter 37 - Taxation.

From: Susan McCulloch, Division Director of Housing & Development

COUNCIL ACTION

An Ordinance Amending and Reordaining Chapter 37, Entitled "Taxation" Article XI, Entitled "Partial Exemption of Real Estate Taxes for Certain Real Estate," to Add a New Section 37-169.1 Entitled, "Multifamily/Commercial Structures", to the Code of the City of Danville, Virginia, 1986, As Amended.

SUMMARY

As allowed under Section 58.1 of the Code of Virginia, the City of Danville offers a Real Estate Tax Abatement Program (RETA) that is used as an economic development tool to promote redevelopment within historic districts (Downtown, Tobacco Warehouse, North Danville, Old West End, Holbrook-Ross and the Dan River Mill No. 8). This investment incentive is available for qualified rehabilitation of residential, commercial, industrial, hotel, and motel structures. For residential structures, the real estate exemption shall be equal to the increase in assessed value resulting from the rehabilitation and shall be for a period of no longer than fifteen (15) years. For commercial, industrial, hotel, and motel structures, the exemption shall be for a period of five (5) years at a descending rate.

Due to the increase in adaptive reuse projects and the need for incentives in the City to encourage residential growth, staff requests the addition of a use for commercial buildings with multifamily and multifamily called "Mixed Use, Multifamily Commercial Developments." The incentive would increase from 5 years to up to 15 years. The structure would be as follows:

Year 1 - 100%
Year 2 - 50%
Year 3 - 50%
Year 4 - 50%
Year 5 - 50%
Year 6 - 50%
Year 7 - 50%
Year 8 - 50%
Year 9 - 50%
Year 10 - 50%
Year 11 - 50%
Year 12 - 50%
Year 13 - 50%
Year 14 - 50%
Year 15 - 50%

Year 16 – 0%

The incentive would continue to the next property owner when/if the structure is sold. The minimum investment must be \$5M, and not occupied by no less than 70% Residential/ no more than 30% Commercial – calculated in square footage. The project must have a final Certificate of Occupancy in two years, the project must meet City criteria as shown in the Danter Report, and this incentive **cannot** be layered with Economic or Community Development's Incentives.

BACKGROUND

According to the August 2022 Ken Danter's Danville Housing Strategies Report, incentives would encourage the development of residential units in the City of Danville.

RECOMMENDATION

It is recommended that City Council approve the recommended changes to the Real Estate Tax Abatement Program.

Attachments

1. Ordinance
 2. Code Section
-

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2023-____.____

AN ORDINANCE AMENDING AND REORDAINING CHAPTER 37, ENTITLED "TAXATION" ARTICLE XI, ENTITLED "PARTIAL EXEMPTION OF REAL ESTATE TAXES FOR CERTAIN REAL ESTATE," TO ADD A NEW SECTION 37-169.1 ENTITLED, "MULTIFAMILY/COMMERCIAL STRUCTURES", TO THE CODE OF THE CITY OF DANVILLE, VIRGINIA, 1986, AS AMENDED.

NOW THEREFORE, BE IT ORDAINED, by the Council of the City of Danville, Virginia, that Chapter 37, entitled "Taxation," Article XI, entitled "Partial Exemption Of Real Estate Taxes For Certain Real Estate," of the Code of the City of Danville, Virginia, 1986, as amended, be, and the same is hereby, amended and reordained to add a new Section 37-169.1 entitled, "Multifamily/Commercial Structures" as attached hereto and made a part hereof, as if fully set out herein; and

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

Approved:

Mayor

Attest:

City Clerk

Approved as to
Form and Legal Sufficiency:

City Attorney

CHAPTER 37: TAXATION

ARTICLE: ARTICLE XI: PARTIAL EXEMPTION OF REAL ESTATE TAXES FOR CERTAIN REAL ESTATE

SECTION: . 37-169.1. Multifamily/Commercial structures.

- (a) A partial exemption from taxation of real estate on which any structure or other improvement has undergone substantial rehabilitation or renovation for a mixed use of commercial and residential structures shall be granted, subject to the following conditions:
- (1) The existing structure or other improvement must be no less than fifty (50) years old and located within the Downtown, Tobacco Warehouse, North Danville, or Historic Districts. Dan River Mill No. 8 located at 424 Memorial Drive is also a qualifying structure. The applicant will have the responsibility of providing the Real Estate Assessor with evidence sufficient for Real Estate Assessor to make an appropriate determination of the age of the structure.
 - (2) The structure or other improvement must have been substantially rehabilitated sufficiently to increase the base value by twenty-five (25) percent. The base value shall be the fair market value, as determined and assessed by the Real Estate Assessor, prior to any rehabilitation.
 - (3) The qualifying rehabilitation to the structure shall not increase the overall original square footage by more than fifteen (15) percent. The original square footage shall be used to determine the base value of the real property.
 - (4) Multifamily/Commercial structures, after rehabilitation is completed, shall remain as such for the remainder of the exemption period in order to continue to qualify for the exemption.
 - (5) This partial exemption only applies to rehabilitation resulting in a use that is no more than 30% commercial; no less than 70% residential in the square footage referenced in (3).
 - (6) A minimum of \$5M must be invested to qualify for this partial exemption of taxes.
- (b) The partial exemption granted by this section shall be an amount equal to the increase in assessed value resulting from the rehabilitation or renovation of the structure as determined by the Real Estate Assessor. The exemption shall commence on July 1 of the tax year following completion of the rehabilitation or renovation and shall run with the real estate for a period of no longer than fifteen (15) years at an abatement rate over the fifteen-year term as follows:

Year 1: 100%

Year 2: 50%

Year 3: 50%

Year 4: 50%

Year 5: 50%

Year 6: 50%

Year 7: 50%

Year 8: 50%

Year 9: 50%

Year 11: 50%

Year 12: 50%

Year 13: 50%

Year 14: 50%

Year 15: 50%

Year 16: 0%

- (c) There shall not be listed upon the land book any reduced value due to the exemption provided in subsection (b).
- (d) No property shall be eligible for such exemption unless the appropriate building permits have been acquired and the Real Estate Assessor has verified that the rehabilitation, renovation or replacement indicated on the application has been completed.
- (e) A fee of one hundred dollars (\$100.00) shall be paid to the City for the processing of each application for exemption. The fee in the form of cash, check or money order shall be due upon submission of the application. All checks and money orders should be made payable to the City of Danville, Virginia. Such fees shall be nonrefundable.
- (f) The qualifying rehabilitation or renovation must occur within two (2) years of the application for exemption or the exemption will not be granted. No extension of this time period will be granted.
- (g) No applicant may qualify for a partial exemption from real estate taxation if the applicant receives any other local Economic Development or Community Development incentives from, the City or the Industrial Development Authority with the exception of the Local Enterprise Zone incentives.
- (h) Applicant must be current on all local taxes, utilities, and Performance Agreement obligations to qualify for a partial exemption from real estate taxation.

Va. Code Ann. § 58.1-3219.4 Va. Code Ann. § 58.1-3220

Council Letter

City of Danville, Virginia



CL - 601

NEW BUSINESS F.

City Council REGULAR MEETING

Meeting Date: June 20, 2023

Subject: Consideration of an Ordinance to Create Residential Incentive Programs.

From: Susan McCulloch, Division Director of Housing & Development

COUNCIL ACTION

An Ordinance Creating Three Programs to Support Homeownership and Rental Occupancy for the City of Danville, Virginia.

SUMMARY

The City of Danville, Virginia, is experiencing a need for new residential opportunities. Programs and incentives not only assist developers, but also home sellers, renters, and buyers. Staff and partners have developed programs to encourage the purchase and rental of homes that would be administered by the Division of Housing & Development.

Staff is requesting the Danville City Council authorize the creation of a Down Payment Assistance Program for up to \$5,000 for qualified applicants who earn 81-95% of the Area Median Income that could provide the assistance needed to move into a new home, a Rental Deposit Assistance Program for up to \$500.00 for qualified applicants who earn 81-95% of the Area Median Income that could provide the assistance needed to move into a new apartment or rental unit, and lastly, a First Time Homebuyers Fix-Up Fund to authorize up to \$5,000 for hard construction costs to pay a contractor to complete items needed to be repaired so that the property would pass an inspection to meet federal subsidized loan criteria. This would be subject to receipts presented that verify expenses, and this program could remove a barrier to selling to first-time homebuyers; sellers would not have to invest the funds to fix up their homes and could sell to a buyer who will occupy the home.

BACKGROUND

Ken Danter of Economic Development Strategies recommended several incentives to encourage home ownership, rental move ups and development in his Danville Housing Strategies Report. Staff researched and worked with several partners to recommend these programs.

SUMMARY

It is recommended that Danville City Council adopt an Ordinance creating a Downpayment Assistance Program, Rental Deposit Assistance Program, and a First-time Homebuyers Fix Up fund.

Attachments

1. Ordinance
-

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2023-____.____

AN ORDINANCE CREATING THREE PROGRAMS TO SUPPORT HOMEOWNERSHIP AND RENTAL OCCUPANCY FOR THE CITY OF DANVILLE, VIRGINIA.

WHEREAS, the City of Danville, Virginia, is experiencing the need for new residential opportunities; and

WHEREAS, programs and incentives not only assist developers, but also home sellers, renters, and buyers; and

WHEREAS, a Downpayment Assistance Program for up to \$5,000 for qualified applicants who earn 81-95% of the Area Median Income could provide the assistance needed to move into a new home; and

WHEREAS, a Rental Deposit Assistance Program for up to \$500.00 for qualified applicants who earn 81-95% of the Area Median Income could provide the assistance needed to move into a new apartment or rental unit; and

WHEREAS, a First-Time Homebuyers Fix-Up Fund to authorize up to \$5,000 for hard construction costs to pay a contractor to complete items needed to be repaired so that the property would pass an inspection to meet federal subsidized loan criteria, subject to receipts presented that verify expenses, and this program could remove a barrier to selling to first-time homebuyers; sellers would not have to invest the funds to fix up their homes and could sell to a buyer who will occupy the home, and

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia, that the Downpayment Assistance Fund, the Rental Deposit Assistance Fund, and the First-Time Home Buyers Fix-Up Fund programs be, and are hereby, approved to assist our citizens in obtaining and occupying homes within the City of Danville, Virginia.

Approved:

Mayor

Attest:

City Clerk

Approved as to
Form and Legal Sufficiency:

City Attorney

Council Letter

City of Danville, Virginia



CL - 612

NEW BUSINESS G.

City Council REGULAR MEETING

Meeting Date: June 20, 2023

Subject: Consideration of Authorizing and Approving the Danville Area Humane Society to Conduct a Rabies Vaccination Clinic.

From: Christopher Wiles, Deputy Chief of Police

COUNCIL ACTION

A Resolution Approving and Authorizing the Danville Area Humane Society to Conduct a Rabies Vaccination Clinic at Least Once Every Two Years in Compliance with the Requirement of the Code of Virginia.

SUMMARY

Code of Virginia § 3.2-6521 requires that the county or city shall ensure that a clinic is conducted to serve its jurisdiction at least once every two years. Danville Area Humane Society will plan, coordinate, and advertise the rabies clinic and will cover the cost of the vaccination, up to \$8 at participating veterinary clinics, for companion animals of residents of the city of Danville.

RECOMMENDATION

It is recommended that City Council adopt a resolution authorizing and approving the Danville Area Humane Society to conduct a rabies vaccination clinic at least once every two years in compliance with the requirement of the Code of Virginia.

Attachments

1. Resolution
-

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2023-____.____

A RESOLUTION APPROVING AND AUTHORIZING THE DANVILLE AREA HUMANE SOCIETY TO CONDUCT A RABIES VACCINATION CLINIC AT LEAST ONCE EVERY TWO YEARS IN COMPLIANCE WITH THE REQUIREMENT OF THE CODE OF VIRGINIA.

WHEREAS, animals that have been infected by rabies continue to pose a serious and fatal threat to Danville residents and their pets; and

WHEREAS, the best way to prevent the spread of rabies to humans and pets is by keeping pets properly vaccinated; and

WHEREAS, Danville Area Humane Society intends to hold a clinic at least once every two years for Fiscal Years 2023-2025 for the administration of rabies vaccinations to assist in the prevention of the spread of rabies to citizens of Danville and their pets; and

WHEREAS, pursuant to VA Code § 3.2-6521, all rabies clinics held in Danville require the approval of the Council of the City of Danville.

NOW THEREFORE, BE IT RESOLVED that the Council of the City of Danville approves all rabies clinics to be held by Danville Area Humane Society for the remainder of Fiscal Year 2023 and all of Fiscal Years 2024-2025.

Approved:

Mayor

Attest:

City Clerk

Approved as to
Form and Legal Sufficiency:

City Attorney

Council Letter

City of Danville, Virginia



CL - 613

NEW BUSINESS H.

City Council REGULAR MEETING

Meeting Date: June 20, 2023

Subject: Consideration of Entering into a Mutual Aid Agreement with Pittsylvania County Sheriff's Office.

From: Christopher Wiles, Deputy Chief of Police

COUNCIL ACTION

A Resolution Approving and Authorizing the City Manager to Sign a Mutual Aid Agreement Between the Sheriff of Pittsylvania County, the Chief of Police for the City of Danville, the Sheriff of the City of Danville, and the City of Danville, for the Purpose of Establishing Jurisdictional Authority for Deputies of the Pittsylvania County Sheriff's Office Who are Working at the Danville Pittsylvania Community Service Board Crisis Center Located Within the City of Danville.

SUMMARY

Danville Pittsylvania Community Services Board has established a Crisis Center within the City of Danville to provide critical mental health services to those experiencing crisis in our community, especially those who are subject to an Emergency Custody Order or Temporary Detention Order.

In addition to health professionals, the Crisis Center is staffed by officers and deputies of the Danville Police Department, Danville Sheriff's Office, and Pittsylvania County Sheriff's Office. The officers and deputies staffing the Crisis Center can accept the transfer of persons subject to ECOs/TDOs from on-duty law enforcement officers, thereby allowing them to return to service instead of having to maintain custody.

Code of Virginia § 15.2-1736 allows governing bodies of localities to enter into a mutual aid agreement for the use of their joint forces, and their equipment and materials to maintain peace and good order.

This resolution authorizing the signing of a mutual aid agreement will grant deputies of the Pittsylvania County Sheriff's Office who are working at the Crisis Center the same jurisdictional authority as officers of the Danville Police Department and deputies of the Danville Sheriff's Office.

RECOMMENDATION

It is recommended that City Council adopt a resolution authorizing and approving the City Manager to sign a Mutual Aid Agreement between the Sheriff of Pittsylvania County, the Chief of Police for the City of Danville, the Sheriff of the City of Danville, and the City of Danville, for the purpose of establishing jurisdictional authority for deputies of the Pittsylvania County Sheriff's Office who are working at the Danville Pittsylvania Community Service Board Crisis Center located within the City of Danville.

Attachments

1. Resolution
-

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2023-____.____

A RESOLUTION APPROVING AND AUTHORIZING THE CITY MANAGER TO SIGN A MUTUAL AID AGREEMENT BETWEEN THE SHERIFF OF PITTSYLVANIA COUNTY, THE CHIEF OF POLICE FOR THE CITY OF DANVILLE, THE SHERIFF OF THE CITY OF DANVILLE, AND THE CITY OF DANVILLE, FOR THE PURPOSE OF ESTABLISHING JURISDICTIONAL AUTHORITY FOR DEPUTIES OF THE PITTSYLVANIA COUNTY SHERIFF'S OFFICE WHO ARE WORKING AT THE DANVILLE PITTSYLVANIA COMMUNITY SERVICE BOARD CRISIS CENTER LOCATED WITHIN THE CITY OF DANVILLE.

WHEREAS, Danville Pittsylvania Community Services Board has established a Crisis Center within the City of Danville to provide critical mental health services to those experiencing crisis in our community, especially those who are subject to an Emergency Custody Order or Temporary Detention Order; and

WHEREAS, in addition to health professionals, the Crisis Center is staffed by officers and deputies of the Danville Police Department, Danville Sheriff's Office and Pittsylvania County Sheriff's Office. The officers and deputies staffing the Crisis Center can accept the transfer of persons subject to ECOs/TDOs from on-duty law enforcement officers, thereby allowing them to return to service instead of having to maintain custody.; and

WHEREAS, Code of Virginia § 15.2-1736 allows governing bodies of localities to enter into a mutual aid agreement for the use of their joint forces, their equipment and materials to maintain peace and good order; and

WHEREAS, this resolution authorizing the signing of a mutual aid agreement will grant deputies of the Pittsylvania County Sheriff's Office who are working at the Crisis Center the same jurisdictional authority as officers of the Danville Police Department and deputies of the Danville Sheriff's Office; and

NOW THEREFORE, BE IT RESOLVED that the Council of the City of Danville approves and authorizes and the City Manager to sign a Mutual Aid Agreement between the

Sheriff of Pittsylvania County, the Chief of Police for the City of Danville, the Sheriff of the City of Danville, and the City of Danville, for the purpose of establishing jurisdictional authority for deputies of the Pittsylvania County Sheriff's Office who are working at the Danville Pittsylvania Community Service Board Crisis Center located within the City of Danville, substantially in the form attached hereto and made a part here of.

Approved:

Mayor

Attest:

City Clerk

Approved as to
Form and Legal Sufficiency:

City Attorney

MUTUAL AID AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of _____, _____ by and between; THE SHERIFF OF THE COUNTY OF PITTSYLVANIA, VIRGINIA, THE CHIEF OF POLICE FOR THE CITY OF DANVILLE, THE SHERIFF OF THE CITY OF DANVILLE, VIRGINIA, AND THE CITY OF DANVILLE VIRGINIA.

HEREBY WITNESSETH:

WHEREAS, the parties hereto are Sheriffs as defined by Article VII. Local Government Section 4. of the Constitution of Virginia County the Code of Virginia § 15.2-1609 and

WHEREAS, the governing bodies of cities within the Commonwealth of Virginia where police departments are established; and

WHEREAS, it is the desire of the parties hereto to enter into a Mutual Aid AGREEMENT in accordance with the provisions of §15.2-1736, and any successor statute, of the Code of Virginia; and

WHEREAS, §15.2-1736 of The Code of Virginia authorizes such Mutual Aid Agreements; and

WHEREAS, the Sheriffs and local governments who are parties to this Agreement, have determined that the provision of police aid across jurisdictional lines, and the ability of police officers and sheriffs and their deputies to make arrests across jurisdictional lines, will increase their ability to maintain peace and good order throughout the entire area; and

WHEREAS, it is deemed to be mutually beneficial to the parties hereto to enter into an AGREEMENT concerning mutual aid and cooperation and with regard to law enforcement; and

WHEREAS, the parties desire that the terms and conditions of this Mutual Aid AGREEMENT be established;

NOW, THEREFORE, WITNESSETH:

That for and in consideration of the mutual benefits to be derived from this police Mutual Aid Agreement, the parties hereto covenant and agree as follows:

1. Each party will endeavor to provide police support to the jurisdictions which are parties to this AGREEMENT with the capabilities available at the time the request for such support is made and within the terms of this Agreement.
2. The term "law-enforcement officer" as used in this AGREEMENT shall mean and be limited to the Sheriff and such deputies who have law enforcement and corrections certification from the Virginia Department of Criminal Justice Services and comply with minimum qualifications of §15.2-1705 and §15.2-1706 of the Code of Virginia, any full-time or part-time employee of a police department or sheriff's

MUTUAL AID AGREEMENT

office who is responsible for the prevention, detection of crime and the enforcement of the penal, traffic or highway laws of this Commonwealth or of a city, town, or county of this Commonwealth, security of inmates, including any auxiliary police officers and auxiliary deputy sheriffs lawfully appointed.

3. Requests for assistance pursuant to the terms and conditions of this AGREEMENT may be made in person or by radio, telephone or any other method of communication, directly by and between supervisory law-enforcement officers on duty, or indirectly through supervisory administrative or dispatch personnel of any of the parties to this Agreement.

4. The personnel of the requested jurisdiction shall render such assistance under the direction of the Chief of Police or Sheriff or their respective designee of the requesting jurisdiction. Responding personnel should report to the person and/or location identified in the initial request for assistance. Supervision of the incident will be determined by the requesting agency. Once the mutual aid request is made, the requesting agency should determine the best method of communication. If the agencies have common radio channels, they should utilize the best appropriate frequency, if there is no common frequency between the agencies, arrangements should be made so communication is available to the requested agency. This can be done in person, by cell phone, or by issuing a radio with the necessary frequency.

5. Law enforcement support provided pursuant to this AGREEMENT may include, but not be limited to the following resources: uniformed officers, canine officers, aerial support when maintained, forensic support, plainclothes officers, special operations personnel and related equipment.

6. Nothing contained in this AGREEMENT shall in any manner be construed to compel any of the parties hereto to respond to a request for police support when the law enforcement officers of the jurisdiction to whom the request is made are, in the opinion of the requested jurisdiction, needed or are being used within the boundaries of that jurisdiction, nor shall any such request compel the requested jurisdiction to continue to provide police support to another jurisdiction when its law enforcement officers or equipment, in the opinion of the requested jurisdiction, are needed for other duties within the boundaries of its own jurisdiction.

7. In those situations not involving the provision of mutual aid upon request, any Crisis Intervention Team Assessment Center (CITAC) deputy of the Pittsylvania County Sheriff's Office will have jurisdictional authority throughout the City of Danville. Any law enforcement officer of the Pittsylvania County Sheriff's Office working the CITAC assignment will be afforded the same jurisdictional authority

MUTUAL AID AGREEMENT

as afforded the CITAC deputy and must be trained to at least the minimum standards identified by the program.

8. The responsibility for investigation and subsequent actions concerning any criminal offense shall remain with the police department or sheriff's office of the locality whose court has original jurisdiction over the offense. Entering law-enforcement officers shall promptly notify the police department or sheriff's office of the entered locality upon discovery of a crime which a court of the entered locality has original jurisdiction.

9. All law enforcement officers of the parties to this AGREEMENT who are acting pursuant to this AGREEMENT shall be granted authority to enforce the laws of the Commonwealth of Virginia and laws and ordinances of the locality within which they are present and to perform the other duties of a law enforcement officer in each jurisdiction subscribing to this Agreement; such authority shall be in conformance with §15.2-1736, and any successor statute, of the Code of Virginia and any other section of the Code of Virginia that may be applicable.

10. All law enforcement officers of the parties to this AGREEMENT who are acting pursuant to this AGREEMENT shall have the same powers, rights, benefits, privileges, and immunities in each jurisdiction subscribing to this Agreement, including the authority to make arrests in each such jurisdiction subscribing to this Agreement, as he has within the locality where he is employed.

11. The services performed, and expenditures made under this AGREEMENT shall be deemed to be for public and governmental purposes and all immunities from liability enjoyed by the local government within its boundaries shall extend to its participation in rendering assistance outside its boundaries.

12. It is understood that for the purpose of this Agreement, the responding party is rendering aid once it has entered the jurisdictional boundaries of the party receiving assistance.

13. All pension, relief disability, worker's compensation, life and health insurance, and other benefits enjoyed by said employees shall extend to the services they perform under this Agreement outside their respective jurisdictions. Each party agrees that provisions of these benefits shall remain the responsibility of the primary employing jurisdiction.

14. Each party agrees that, in activities involving the rendering of assistance to a requesting jurisdiction pursuant to this Agreement, each party shall (i) waive any and all claims against all other parties hereto which may arise out of their activities outside their respective jurisdictions; and (ii)

MUTUAL AID AGREEMENT

indemnify hold and save harmless to the extent it is legal to do so the other parties from all claims by third parties for property damage or personal injury which may arise out of the activities of the other parties outside their respective jurisdictions, it is expressly understood that the provisions of this paragraph shall not apply to the entry of law enforcement officers into another jurisdiction pursuant to paragraph 7 of this Agreement. This AGREEMENT does not constitute a waiver of any parties' right to sovereign immunity or any other form of immunity any party may enjoy or be entitled to.

15. The parties shall not be liable to each other for reimbursement for injuries to personnel or damage to equipment incurred when going to or returning from another jurisdiction. Neither shall the parties be liable to each other for any other costs associated with, or arising out of, the rendering of assistance pursuant to this Agreement.

16. This AGREEMENT amends and replaces the previous written AGREEMENT by these parties pursuant to §15.2-1736 of the Code of Virginia.

17. Withdrawal. Any party of this AGREEMENT shall have the right to withdraw from this Agreement, with or without cause, by giving written notice to the other parties by certified mail, return receipt requested. Any withdrawal shall be effective thirty (30) days after receipt of notice of withdrawal. This AGREEMENT shall be presumed to be in full force and effect unless and until notice of withdrawal shall be produced in the event the question of continuing effect of this AGREEMENT shall arise in any judicial or administrative proceeding. In the event one or more parties withdraws, this AGREEMENT shall continue in full force and effect as to the remaining parties.

18. Succession of Sheriffs. It is the intention of the parties that this AGREEMENT shall be of a continuous duration and remain in effect even if any of the Sheriffs who are in the parties to this AGREEMENT leave office. Should any of the Sheriffs who are parties to this AGREEMENT leave office, this AGREEMENT shall continue and remain in full force and effect in the jurisdiction of the Sheriff who has left office, provided that his successor shall within thirty (30) days of taking office, give written notice to the Clerk of the City Council of Danville, Virginia and the Clerk of the Board of Supervisors of Pittsylvania County, Virginia stating his intention to remain a part of this Agreement. Should such written notice is not provided within (30) days of taking office, the successor Sheriff shall be deemed to have withdrawn from this Agreement.

19. Completeness of Agreement. This AGREEMENT represents the entire and integrated AGREEMENT between the parties and supersedes all prior negotiations, or representations, either oral or written. This AGREEMENT may be amended only by written instruments signed by authorized representatives of the participating jurisdictions.

MUTUAL AID AGREEMENT

20. Gender. Any word importing the masculine gender used in this AGREEMENT may extend to and be applied to females as well as males.

21. AGREEMENT Custodians. The Clerk of the Board of Supervisors of Pittsylvania County, Virginia and the Clerk of the City Council of the City of Danville, Virginia shall retain original signed copies of this AGREEMENT and shall be the custodian thereof and authorized to make and distribute attested or authenticated copies of the Agreement.

22. Effective Date and Duration of Agreement. This AGREEMENT shall be in effect for a period of four (4) years beginning at 12:01 a.m. _____ (month), _____ (day), _____ (year) or at such later time as all of the parties have endorsed this Agreement and shall terminate at 11:59 p.m. on _____ (month), _____ (day), _____ (year).

The undersigned party hereby agrees to and enters into this Mutual Aid AGREEMENT, dated _____ (month), _____ (day), _____ (year), by and between the Sheriff for Pittsylvania County, Virginia, the Sheriff for the City of Danville, Virginia, and the Chief of Police for the City of Danville, Virginia, Commonwealth of Virginia

WITNESSETH THE FOLLOWING SIGNATURES:

SHERIFF, COUNTY OF PITTSYLVANIA, VIRGINIA

SHERIFF, CITY OF DANVILLE, VIRGINIA

CHIEF OF POLICE, CITY OF DANVILLE, VIRGINIA

The forgoing instrument was acknowledged before me on _____ (month), _____ (day), _____ (year)

By: _____

MUTUAL AID AGREEMENT

Notary Public

My Commission expires: _____ (month), _____ (day), _____ (year)

CITY MANAGER, CITY OF DANVILLE, VIRGINIA

The forgoing instrument was acknowledged before me on _____ (month), _____ (day),
_____ (year)

By: _____

Notary Public

My Commission expires: _____ (month), _____ (day), _____ (year)

Council Letter

City of Danville, Virginia



CL - 485

NEW BUSINESS I.

City Council REGULAR MEETING

Meeting Date: June 20, 2023

Subject: Consideration of the Release of City-Held Liens Against Real Property Identified as Parcel #03282, #22050, #25889, and #21151.

From: Christopher (Ryan) Dodson, Assistant City Attorney

COUNCIL ACTION

A Resolution Approving and Authorizing the Release of City-Held Liens Against Real Property Identified as Parcel #03282 Campbell Street, Parcel #22050 Colquhoun Street, Parcel #25889 Floral Avenue, and Parcel #21151 Green Street to Facilitate their Donation to the Danville Redevelopment and Housing Authority.

SUMMARY

The City currently holds approximately \$66,350 in delinquent taxes, nuisance abatement liens, associated collection costs and interest against four (4) Parcels located one (1) each on Campbell Street, Colquhoun Street, Floral Avenue, and Green Street, identified as Parcels #03282, 22050, 25889, and 21151. The liens and costs greatly exceed the market value of each Parcel, which are presently assessed at \$1,900, \$900, \$1,200, and \$1,400 respectively.

BACKGROUND

These properties are the last remaining properties owned by Doves, Inc., a defunct non-profit corporation. Doves was bankrupt at the time of its dissolution, has no assets other than these parcels, and up until late 2022 was subject to a federal tax lien which prevented the sale or foreclosure of these parcels. The federal tax liens have now been released. The nuisance abatement liens relate to the demolition of an unsafe structure previously on the properties, as well as frequent grass cutting over the past decade. The present trustee in liquidation wishes to donate the land to the DRHA to assist with the redevelopment of the area in exchange for the release of the delinquencies and liens. Partnering with the DRHA on this furthers the City's goals of blight eradication and redevelopment. The donation is dependent upon the City releasing the recorded nuisance abatement liens and associated costs to allow clear title to transfer.

Under State law, City Council can release nuisance abatement liens to facilitate the transfer of an otherwise unmarketable lot. City Staff has determined that releasing the outstanding nuisance abatement liens to facilitate the property transfer would be of benefit to the City by eliminating likely future maintenance costs, increasing the taxable value and productive use of the Parcel, and assisting the DRHA in its community goals. It also allows the City to finally close out its accounts with Doves.

RECOMMENDATION

City staff recommends releasing existing liens, taxes, and associated collection costs and interest

affecting Parcels #03282, 22050, 25889, and 21151, contingent upon the actual transfer of the Parcels to the DRHA.

Attachments

1. Resolution
-

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2023-_____._____

A RESOLUTION APPROVING AND AUTHORIZING THE RELEASE OF CITY-HELD LIENS AGAINST REAL PROPERTY IDENTIFIED AS PARCEL #03282 CAMPBELL STREET, PARCEL #22050 COLQUHOUN STREET, PARCEL #25889 FLORAL AVENUE, AND PARCEL #21151 GREEN STREET TO FACILITATE THEIR DONATION TO THE DANVILLE REDEVELOPMENT AND HOUSING AUTHORITY.

WHEREAS, the City of Danville, in furtherance of its duty to protect the health and safety of the community, has recorded sixty-three (63) liens total at the Circuit Court cumulatively against Parcel #03282 on Campbell Street, Parcel #22050 Colquhoun Street, Parcel #25889 Floral Avenue, and Parcel #21151 Green Street (collectively “the Parcels”) since 2009 for delinquent taxes and nuisance abatement services totaling approximately \$66,350; and

WHEREAS, the city-held liens greatly exceed the tax assessed value of the Parcels, and otherwise cloud legal title to the Parcels, making the lots presently unmarketable; and

WHEREAS, given the size and location of the Parcels it is likely that future City abatement services will be required absent a transfer to a new owner; and

WHEREAS, the present owner of the Parcels, the trustee in liquidation for Doves, Inc., a defunct corporation with no assets other than the Parcels, desires to donate the Parcels to the Danville Redevelopment and Housing Authority (DRHA) to assist in the eradication of blight and redevelopment of core portions of the City in exchange for the release of delinquent taxes and associated fees owed upon the Parcels; and

WHEREAS, it is a goal of the Council of the City of Danville to partner with members of the community where possible to achieve worthwhile community goals; and

WHEREAS, under Va. Code § 15.2-906(4) a locality may release such a lien against a particular property in order to facilitate its transfer to an unrelated, bona fide recipient.

NOW THEREFORE, BE IT RESOLVED by the City Council of Danville, Virginia that all that all delinquent taxes, abatement charges, City-held liens, and associated collection costs and interest of record against Parcel #03282 on Campbell Street, Parcel #22050 Colquhoun Street, Parcel #25889 Floral Avenue, and Parcel #21151 Green Street be, and hereby are, released to facilitate their donation to the DRHA for the purpose of revitalizing the City, provided such transfer actually occurs.

Approved:

Mayor

Attest:

City Clerk

Approved as to
Form and Legal Sufficiency:

Assistant City Attorney

Council Letter

City of Danville, Virginia



CL - 498

NEW BUSINESS J.

City Council REGULAR MEETING

Meeting Date: June 20, 2023

Subject: Consideration of Correcting a Survey Error on City Parcel #24581 on Lee Street.

From: Christopher (Ryan) Dodson, Assistant City Attorney

COUNCIL ACTION

A Resolution Approving and Authorizing the Adoption of a New Survey to Correct a Boundary Dispute Between Real Property Identified as Parcel #24581 and Parcel #20984 on Lee Street.

SUMMARY

Staff is seeking approval from City Council to approve a new survey affecting a City-owned parcel of land identified as #24581 on Lee Street, to correct a survey error from 1904.

BACKGROUND

The City currently owns a vacant lot identified as Parcel #24581 located on Lee Street. The City has acquired the property as part of partnership with the Department of Veterans' Affairs to provide parking for the National Cemetery.

An initial ALTA survey of the properties involved in this plan performed by Veterans' Affairs has identified a map error from the original 1904 survey, which has left a small portion of the City Parcel potentially overlapping with the lot lines of the adjacent property. A new proposed survey has been performed to adjust and clarify the lot lines between the two (2) parcels and resolve the boundary dispute in a mutually beneficial manner. By law, City Council must approve of the boundary adjustment in order for the new survey to be recorded.

RECOMMENDATION

Staff recommends approving the new survey between City-owned Parcel #24581 and privately-owned Parcel #20984 on Lee Street.

Attachments

1. Resolution
 2. Survey
-

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2023-____.____

A RESOLUTION APPROVING AND AUTHORIZING THE ADOPTION OF A NEW SURVEY TO CORRECT A BOUNDARY DISPUTE BETWEEN REAL PROPERTY IDENTIFIED AS PARCEL #24581 AND PARCEL #20984 ON LEE STREET.

WHEREAS, the City of Danville owns a certain parcel of real estate in the City identified as Parcel #24581 on Lee Street ("the Parcel"); and

WHEREAS, the Parcel is adjacent to a privately-owned parcel of real estate identified as Parcel #20984 on Lee Street ("the Neighboring Parcel"); and

WHEREAS, an error in the original survey of record for the Parcel conflicts with the original survey of record for the Neighboring Parcel, creating a boundary dispute that restricts the full use and enjoyment of both parcels; and

WHEREAS, in cooperation with the owner of the Neighboring Parcel, a new survey has been prepared to resolve the original survey error in a mutually beneficial manner.

NOW THEREFORE, BE IT RESOLVED, by the City Council of Danville, Virginia that the new survey adjusting the boundary between Parcel #24581 and Parcel #20984 on Lee Street, is hereby approved by the Council of the City of Danville substantially in the form attached hereto and made a part hereof, as if fully set out herein; and

BE IT FURTHER RESOLVED, that the City Manager, Kenneth F. Larking, is hereby approved and authorized to execute any and all documents required in order to facilitate the transaction described above.

Approved:

Mayor

Attest:

City Clerk

Approved as to
Form and Legal Sufficiency:

City Attorney

NOTES:

1. THIS PLAT HAS BEEN PREPARED FROM A CAD FILE AND FIELD WORK PERFORMED BY PIEDMONT SURVEYORS, PLLC. WHICH WAS PROVIDED TO ARMSTRONG AND ASSOCIATES, INC. BY MICHAEL W. CASSIDY, LS AND USED WITH PERMISSION. ARMSTRONG AND ASSOCIATES, INC PERFORMED RESEARCH AND FIELD WORK NECESSARY TO SET NEW IRONS SHOWN & CHECK WORK PROVIDED ELECTRONICALLY BY PIEDMONT SURVEYORS PLLC.
2. THIS PLAT HAS BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND THEREFORE, DOES NOT NECESSARILY SHOW ALL ENCUMBRANCES ON THE PROPERTY.
3. THE AREA SHOWN HEREON IS NOT LOCATED IN A 100 YEAR FLOOD HAZARD ZONE PER FEMA FLOOD MAP 51143C0634E EFFECTIVE 09-29-2010.
4. THIS SURVEY DOES NOT ADDRESS THE EXISTENCE, DETECTION, OR DELINEATION OF ANY ENVIRONMENTALLY SENSITIVE AREAS OR ANY ENVIRONMENTAL PROBLEMS LOCATED ON THE SURVEYED PREMISES.
5. NOT ALL PHYSICAL IMPROVEMENTS ARE NECESSARILY SHOWN AS PART OF THIS COMPOSITE CONSOLIDATION. ONLY IMPROVEMENTS WHICH ENCROACH ON THE LINE OR ARE IN CLOSE PROXIMITY TO THE LINE ARE SHOWN.

THE COMPOSITE CONSOLIDATION OF LAND DESCRIBED HEREIN IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNERS, PROPRIETORS, AND TRUSTEES. THE OWNERS CERTIFY THAT THEY ARE THE FEE SIMPLE OWNERS OF SAID LOT AND ARE LEGALLY ENTITLED TO SUBDIVIDE THE SAME.

TONY CALDWELL

COMMONWEALTH AT LARGE TO WIT:
STATE OF VIRGINIA
COUNTY/ CITY OF _____
I, _____, A
NOTARY PUBLIC IN AND FOR THE STATE
AFORESAID, DO HEREBY CERTIFY THAT THE
OWNER: _____ WHOSE NAME
(NAME) (TITLE)
IS SIGNED HEREON HAS ACKNOWLEDGED THE
SAME BEFORE ME THIS _____ DAY OF
_____, 20 ____ . MY COMMISSION
EXPIRES: _____

NOTARY PUBLIC

THE COMPOSITE CONSOLIDATION OF LAND DESCRIBED HEREIN IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNERS, PROPRIETORS, AND TRUSTEES. THE OWNERS CERTIFY THAT THEY ARE THE FEE SIMPLE OWNERS OF SAID LOT AND ARE LEGALLY ENTITLED TO SUBDIVIDE THE SAME.

REPRESENTATIVE OF THE CITY OF DANVILLE

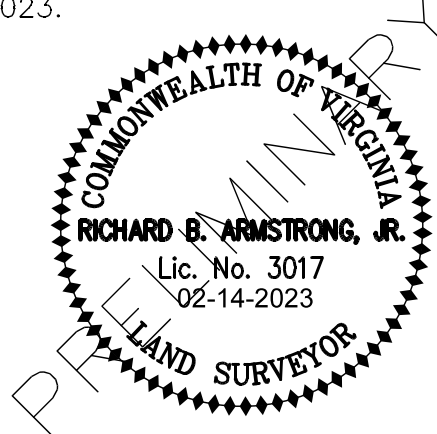
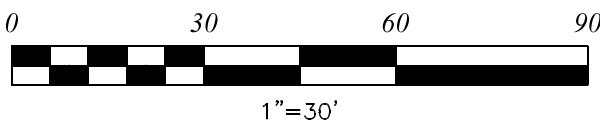
COMMONWEALTH AT LARGE TO WIT:
STATE OF VIRGINIA
COUNTY/ CITY OF _____
I, _____, A
NOTARY PUBLIC IN AND FOR THE STATE
AFORESAID, DO HEREBY CERTIFY THAT THE
OWNER: _____ WHOSE NAME
(NAME) (TITLE)
IS SIGNED HEREON HAS ACKNOWLEDGED THE
SAME BEFORE ME THIS _____ DAY OF
_____, 20 ____ . MY COMMISSION
EXPIRES: _____

NOTARY PUBLIC

CITY OF DANVILLE SURVEYORS CERTIFICATE (SUBDIVISIONS):

SURVEYORS CERTIFICATE:
I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL OF THE REQUIREMENTS OF THE PLANNING COMMISSION AND CITY COUNCIL, AND ORDINANCES OF THE CITY OF DANVILLE, VIRGINIA, REGARDING THE PLATTING OF SUBDIVISIONS, DIVISIONS WITHIN THE CITY HAVE BEEN COMPLIED WITH GIVEN UNDER MY HAND THIS 14th DAY OF FEBRUARY, 2023.

RICHARD B. ARMSTRONG, JR. LS 3017



LEGEND

- PF⊙ PIPE FOUND
RF⊙ REBAR FOUND
⊙ IRON FOUND AS NOTED
• COMPUTED POINT
● REBAR SET
⊙ UTILITY POLE
⊙ WATER METER
⊙ WATER VALVE
⊙ FIRE HYDRANT
⊙ GAS VALVE
⊙ SANITARY SEWER MANHOLE
— OH T — OVERHEAD TELEPHONE
— OH E — OVERHEAD ELECTRIC
— OH CTV — OVERHEAD CATV
TC TERRA COTTA
—○— CHAINLINK FENCE
—#— EDGE OF PAVEMENT
■ CONCRETE
■ BRICK PAVERS

CITY APPROVAL CERTIFICATION:

I CERTIFY THAT THIS PLATTING IS IN ACCORDANCE WITH THE SUBDIVISION ORDINANCE AND HEREBY APPROVED IN ACCORDANCE WITH CODE OF THE CITY OF DANVILLE 2004, AS AMENDED.

CITY ENGINEER

ZONING ADMINISTRATOR

SOURCE OF TITLE:

PID 20984 & 20985
TONY CALDWELL
INST 23-0555

PID 24581
THE CITY OF DANVILLE VIRGINIA
INST 22-1726

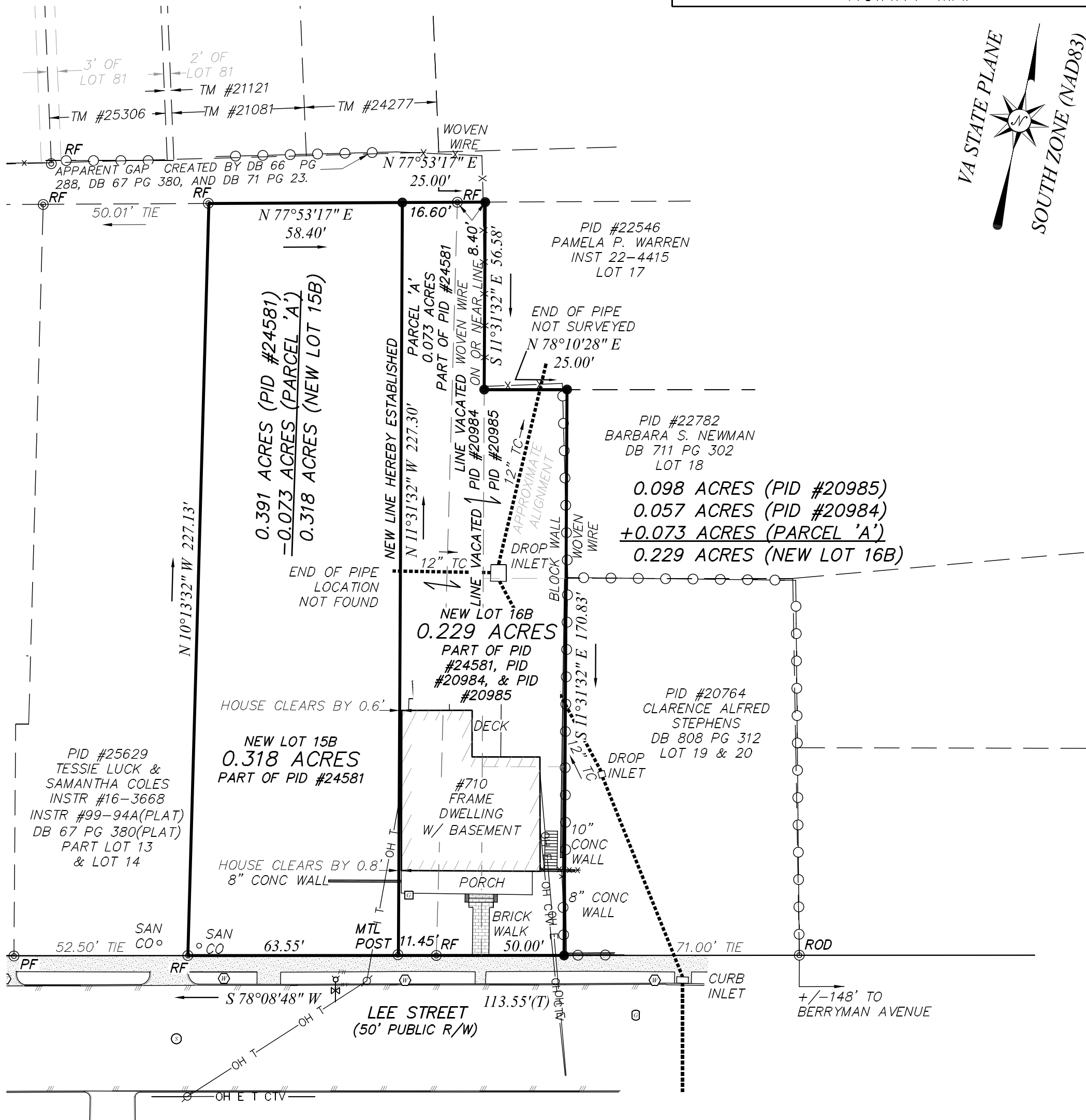
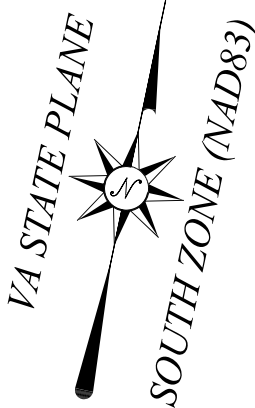
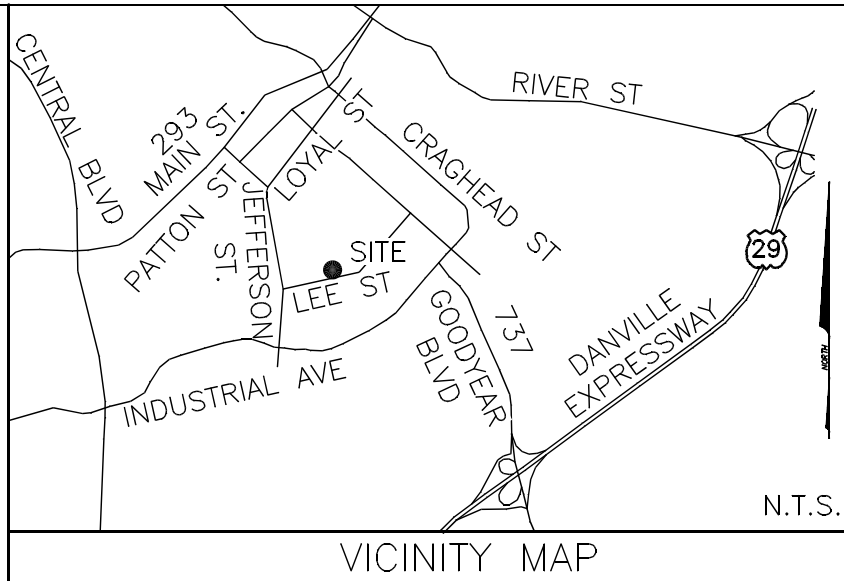
PLAT OF REFERENCE:

UNRECORDED ALTA SURVEY TITLED "ALTA/NSPS LAND TITLE SURVEY FOR PROPERTY OF ROSALIND D. WATKINS, CITY OF DANVILLE, TESSIE LUCK & SAMANTHA COLES, GREATER UNITED CHURCH OF GOD" DATED 09-13-2019 DONE BY PIEDMONT SURVEYORS AND SIGNED BY MICHAEL W. CASSIDY.

PID 20984
DB 67 PG 380

PID 20985
DB 66 PG 288

PID 24581
DB 67 PG 380



DRAWN BY: MSG DATE: 02-14-2023 PROJECT #220283

PLAT SHOWING
COMPOSITE CONSOLIDATION OF THE PROPERTY OF
**JOHN HOLMES, NATALIA HOLMES,
& THE CITY OF DANVILLE VIRGINIA**
CITY OF DANVILLE, VIRGINIA

Council Letter

City of Danville, Virginia



CL - 499

NEW BUSINESS K.

City Council REGULAR MEETING

Meeting Date: June 20, 2023

Subject: Consideration of the Release of City Liens against Parcel #01570 Rhodenizer Street.

From: Christopher (Ryan) Dodson, Assistant City Attorney

COUNCIL ACTION

A Resolution Approving and Authorizing the Release of City-Held Liens Against Real Property Identified as Parcel #01570 Rhodenizer Street to Facilitate its Sale.

SUMMARY

Staff is seeking approval from City Council to release two nuisance abatement liens, and associated costs and delinquencies, affecting a parcel of land identified as #01570 Rhodenizer Street, to facilitate its sale to a new owner and partial payoff.

BACKGROUND

The City currently holds approximately \$18,800 in delinquent taxes, nuisance abatement liens, and associated collection costs and interest affecting one Parcel located on Rhodenizer Street. The liens and costs greatly exceed the market value of the Parcel, which is presently assessed at \$900.

The present owner of the Parcel does not live in the City and has insufficient assets to pay. The owner has arranged a potential sale of the Parcel to a prospective buyer that does not have any history of nuisances within the City for a sale price of \$1,000.00. The present owner desires to pay all potential sales proceeds to the City. The potential purchaser intends to develop the Parcel, increasing its taxable value. The sale is dependent upon the City releasing the recorded nuisance abatement liens and associated costs to allow marketable title.

Under State law, City Council can release nuisance abatement liens to facilitate the sale of an otherwise unmarketable lot. City Staff has determined that releasing the outstanding nuisance abatement liens to facilitate the property sale would be of benefit to the City by eliminating likely future maintenance costs, increasing the taxable value of the Parcels, and enabling the owner to pay the City a portion of what is owed to it.

RECOMMENDATION

City staff recommends releasing existing liens, taxes, and associated collection costs and interest affecting Parcel #01570 on Rhodenizer Street, contingent upon the actual transfer of the Parcel and the payment of the identified sales proceeds to the City of Danville.

Attachments

1. Resolution

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2023-____.____

A RESOLUTION APPROVING AND AUTHORIZING THE RELEASE OF CITY-HELD LIENS AGAINST REAL PROPERTY IDENTIFIED AS PARCEL #01570 RHODENIZER STREET TO FACILITATE ITS SALE.

WHEREAS, The City of Danville, since 2021, in furtherance of its duty to protect the health and safety of the community, has recorded two (2) liens at the Circuit Court against Parcel #01570 on Rhodenizer Street for nuisance abatement services valued at approximately \$18,800.00; and

WHEREAS, the city-held lien and associated collection costs and interest greatly exceeds the tax assessed value of Parcel #01570, making the lot presently unmarketable; and

WHEREAS, the present owner of this Parcel has insufficient assets to pay the value of the liens and desires to sell the property to an unrelated person for \$1,000.00 and pay to the City all sales proceeds; and

WHEREAS, given the size and location of this Parcel it is likely that future City abatement services will be required absent a sale to a new owner; and

WHEREAS, under Va. Code § 15.2-906(4) a locality may release such lien against a particular property in order to facilitate its sale or transfer to an unrelated, bona fide purchaser;

NOW THEREFORE, BE IT RESOLVED, by the City Council of Danville, Virginia that all delinquent taxes, abatement charges, city-held liens, and associated collection costs and interest of record against Parcel #01570 on Rhodenizer Street be, and are hereby, released to facilitate its sale, provided such sale actually occurs and the identified sales proceeds be paid to the City.

Approved:

Mayor

Attest:

City Clerk

Approved as to
Form and Legal Sufficiency:

City Attorney