DANVILLE CITY COUNCIL REGULAR MEETING AGENDA

MUNICIPAL BUILDING

June 4, 2024

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 at www.danvilleva.gov/council or by contacting the Office of the City Clerk, 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 - L.G. "LARRY" CAMPBELL, JR.

PLEDGE OF ALLEGIANCE TO THE FLAG

ANNOUNCEMENTS AND SPECIAL RECOGNITION

A. Proclamation: Business Appreciation Week

Presented to: Corrie Bobe, Director of Economic Development and Tourism

MEETING MINUTES

A. Consideration of Approval of Minutes from Regular Council Meeting held on May 7, 2024.
Council Letter Number CL - 1388.

OLD BUSINESS

A. Consideration of Real Estate Tax Rate Decrease.
Council Letter Number CL - 52.

An Ordinance Amending and Reordaining Sections 37-27, 37-28 and 37-29 of the Danville City Code Thereby Decreasing the Real Estate Tax from Eighty-Four (84) Cents on Every One Hundred Dollars to Eighty-Three (83) Cents on Every One Hundred Dollars of Assessed Value Effective July 1, 2024.
Final Adoption

B. Consideration of an Ordinance to Authorize Bonds for Electric Distribution Expansion.
Council Letter Number CL - 1340.

An Ordinance Authorizing the Issuance of Bonds of the City of Danville, Virginia, in the Maximum Aggregate Principal Amount of $25,000,000 to Finance the Acquisition, Construction and Equipping of Various Capital Projects.
Final Adoption

NEW BUSINESS

A. Review of General Fund Financials as of April 30, 2024.
Council Letter Number CL - 1149.

B. Consideration of Electronic Participation in City Council Meetings from Remote Locations Policy.
Council Letter Number CL - 1390.

A Resolution Establishing a Policy for Electronic Participation in City Council Meetings from Remote Locations by the Council of the City of Danville, Virginia.

C. Consideration of a Special Use Permit Application filed by Pangea Asian Fusion to Allow Commercial Recreation Facilities at 112 Westover Drive.
Council Letter Number CL - 1372.

1. Public Hearing

2. An Ordinance Granting Special Use Permit Application PZ24-00160, filed by Pangea Asian Fusion, Requesting a Special Use Permit to Operate an Indoor Commercial Recreation Facility at Parcel 51416 (112 Westover Drive) in Accordance with Article 3.M. Section C Item 4.

D. Consideration of a Special Use Permit Application filed by Fred Leggett, Jr. to Allow an Accessory Building Without a Primary Building being located at Parcel 71320.
Council Letter Number CL - 1373.

1. Public Hearing

2. An Ordinance Granting Special Use Permit Application PZ24-00179, filed by Fred Leggett, Jr, Requesting a Special Use Permit to Allow an Accessory Building Without a Primary Building at Parcel 71320 (Lake Heron Drive) in Accordance with Article 3.C. Section C Item 23.

E. Consideration of Approving and Authorizing the Sale of Parcels 26470 and 26471 to the Industrial Development Authority.
Council Letter Number CL - 1337.

1. Public Hearing

2. A Resolution Authorizing and Approving the City Manager to Convey, by Deed of Bargain and Sale, the Existing Lots Located on Lynn Street, Identified as Parcel IDS 26470 and 26471 to the Industrial Development Authority of Danville, Virginia.

F. Consideration of Authorizing and Approving Amendment #2 to the Lease Agreement at 530 Main Street.
Council Letter Number CL - 1371.

A Resolution Authorizing and Approving the Renewal of the Lease Agreement at 530 Main Street for Use by the City's Registrar.

G. Consideration of Fee Changes Effective July 1, 2024.
Council Letter Number CL - 1261.

1. Public Hearing

2. An Ordinance Amending, Establishing and Increasing Certain Community Development Planning and Zoning Fees of the City of Danville Effective July 1, 2024, Except Where Otherwise Stated.
First Reading

3. An Ordinance Amending, Establishing and Increasing Certain Community Development Department Inspection Fees of the City of Danville, Effective July 1, 2024.
First Reading

4. An Ordinance Amending, Establishing and Increasing Certain Public Works Department Sanitation Fees of the City of Danville Effective July 1, 2024.
First Reading

5. An Ordinance Amending, Establishing and Increasing Certain Public Works Department Cemetery Fees of the City of Danville Effective July 1, 2024.
First Reading

H. Consideration of the City of Danville Budget, CSP, and Budget Appropriation Ordinance. Council Letter Number CL - 1262.

1. Public Hearing

2. A Resolution Approving the Budgets of the Various Funds of the City of Danville for the Fiscal Year Ending June 30, 2025.
First Reading

3. A Resolution Approving the Fiscal Year 2025 Capital and Special Projects Plan for the City of Danville, Virginia.
First Reading

4. Budget Appropriation Ordinance For Fiscal Year 2025.
First Reading

COMMUNICATIONS FROM VISITORS

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COMMUNICATIONS

A. City Manager

B. Deputy City Manager

C. City Attorney

D. City Clerk

E. Roll Call

ADJOURNMENT

Council Letter
City of Danville, Virginia

CL - 1388 **MEETING MINUTES A.**

City Council REGULAR MEETING

Meeting Date: June 4, 2024

Subject: Approval of Meeting Minutes.

From: Susan DeMasi, City Clerk

COUNCIL ACTION

Consideration of Approval of Minutes from Regular Council Meeting held on May 7, 2024.

Attachments

1. Meeting Minutes

The Regular May meeting of the Danville City Council was held on May 7, 2024, 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 Saunders gave the Invocation followed by the Pledge of Allegiance.

ANNOUNCEMENTS AND SPECIAL PRESENTATIONS

Proclamation: Historic Preservation Month
Presented to: Renee Burton, Division Director of Planning

Director of Community Development, Ken Gillie, accepted the Historic Preservation Month Proclamation on behalf of Renee Burton, Division Director of Planning, and introduced Sonja Ingram, Executive Director of the Danville Museum of Fine Arts and History, who thanked the city and Council for all their support of historic preservation over the years. Ms. Ingram also thanked them for being an advocate for historic tax credits and advocating for districts such as Almagro and downtown. Ms. Sarah Latham, President of the Historical Society, also thanked Council and commented on the revitalization of Danville.

Proclamation: Make Danville Shine
Presented to: Susan McCulloch, Division Director of Housing and Development

Ken Gillie, Director of Community Development, accepted the Make Danville Shine proclamation on behalf of Susan McCulloch, noting this was the twelfth year of Make Danville Shine; the kickoff was Saturday at the Community Market. They would like, during the month of May, to make the city a better place, for citizens to get out, clean up, fix up, do what they can to make Danville a better place than it was before. More information can be found on the City's website.

CONSENT AGENDA

Mayor Jones opened the floor for a Public Hearing regarding Budget Items on the Consent Agenda. Notice of the Public Hearing was published in the *Danville Register & Bee* on April 30, 2024. No one present desired to be heard and the Public Hearing was closed.

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

Consideration of Approval of Minutes from Regular Council Meeting held on April 2, 2024. Draft copies of the minutes had been distributed prior to the meeting.

Consideration of Amending the Fiscal Year 2024 Budget Appropriation Ordinance by Anticipating the Proceeds from the Issuance of Utility Revenue Bonds

DRAFT

An Ordinance entitled, Ordinance No. 2024-04.13, Amending the Fiscal Year 2024 Budget Appropriation Ordinance to Provide for the Proceeds from the Sale of Utility Revenue Bonds and Appropriating Same.

Consideration of Amending the Fiscal Year 2024 Budget Appropriation Ordinance by Anticipating the Proceeds from the Issuance of General Obligation Bonds.

An Ordinance entitled, Ordinance No. 2024-04.14, an Ordinance Amending the Fiscal Year 2024 Budget Appropriation Ordinance by Anticipating the Proceeds from the Issuance of Bonds and Appropriating Same for Anticipated Expenditures.

Consideration of Amending the Fiscal Year 2024 Budget Appropriation Ordinance for a Recreation Enrichment Program in the Amount of $326,615.

An Ordinance entitled**,** Ordinance No. 2024-04.15, an Ordinance Amending the Fiscal Year 2024 Budget Appropriation Ordinance to Provide for Funds in the Amount of $64,447 for a Recreation Enrichment Program and the Local In-Kind Share of $262,168 for a Total Appropriation of $326,615 and Appropriation of Same.

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

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

NEW BUSINESS

CONSIDERATION OF DENYING A SPECIAL USE PERMIT APPLICATION FILED BY JANET REED TO ALLOW A GROUP HOME AT 18 SELMA AVENUE

Mayor Jones opened the floor for a Public Hearing regarding a Special Use Permit at 18 Selma Avenue. Notice of the Public Hearing was published in the *Danville Register & Bee* on April 23, 2024 and April 30, 2024.

Mayor Jones recognized Janet Reed, applicant, who noted she was trying to obtain a special use permit to open a group home at 18 Selma Avenue. Ms. Reed explained it was a four-bedroom house, supervised 24 hours with staff, cameras, and locked windows and doors. Ms. Reed stated at the beginning of the process she did not know she was in violation; she heard she could have three clients, but not four. She was not told she could only have a certain amount.

Mayor Jones recognized Barry Regan, 10 Selma Avenue, who stated that on February 12, 2024, his home cameras caught a nude man standing in front of his house, making noises; he was there for seven minutes in eighteen-degree weather. Police had to be called to take that man to the hospital because he apparently had been off his medication. If this hadn't happened and authorities hadn't become involved, they wouldn't be here tonight. Ms. Reed has been running this home since October without a license. Mr. Regan noted at the Planning Commission meeting, Ms. Regan stated she has been doing this for twenty years and didn't know she had to have a license to run a group home.

Mayor Jones recognized Dana Regan, 10 Selma Avenue, who stated at the Planning Commission meeting, Ms. Reed had indicated she was going to open a house across the street. Four days later, on the 15th, while she was still in violation with the Planning Commission, she opened a second house across the street. Last Thursday, one of the residents trespassed on her property standing in front of the door of her greenhouse while Mrs. Regan was in the greenhouse. Another young man was found on her property, trespassing. Ms. Reed was not supervising these residents; this was a problem and Mrs. Regan does not feel safe in her own space.

No one further desired to be heard and the public hearing was closed.

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

RESOLUTION NO. 2024-05.01

A RESOLUTION DENYING SPECIAL USE PERMIT APPLICATION PZ24-00064, FILED BY JANET REED, REQUESTING A SPECIAL USE PERMIT TO ALLOW A GROUP HOME IN ACCORDANCE WITH ARTICLE 3.E, SECTION C., ITEM 9 OF THE DANVILLE ZONING ORDINANCE AT PARCEL ID 55273 (18 SELMA AVENUE).

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

Council Member Vogler asked if Ms. Reed had multiple group homes in the city, and Ms. Reed stated she does, but she was told she was in violation at that particular home, they told her she could have three. That was the reason why she acquired another home, to move three to another location; she has two homes in the City and six clients. Mr. Vogler asked Ken Gillie, in general, if a citizen suspects someone was operating a group home illegally or in a place that it is not zoned for, what was the process, or what penalties were involved. Mr. Gillie stated that the first step was to contact Community Development so an investigation can begin; they will check with Social Services, check for business licenses, certificates of occupancy, and local and state agencies. In this case, they were doing a rental inspection because it was in a rental inspection district. It was still not in compliance; they were here today asking for a special use permit, which was one of the steps to try to bring themselves into compliance. Council Member Vogler asked if both homes were out of compliance and Mr. Gillie responded that both homes were not in compliance.

Council Member Mayo asked Ms. Reed how long she has been living in the home and Ms. Reed stated she has been in the home six months; she was not presently licensed; when she found out she was in violation she was trying to get licensed. Mayor Jones asked if Council tabled this, will it give Ms. Reed more time to get where she needs to be. Mr. Gillie stated there were a lot of violations; at this point, until Council makes a decision, he cannot proceed with any additional violations; they could work with her to resolve those issues. If Council denies this, the applicant has a certain period of time that would allow her the opportunity to try and address this. If it was tabled, she can work on it, and continue to operate during that time and there was nothing the City can do to make her do anything. The City's goal was to bring it into compliance. In this case there were a lot of things that needed to be done before compliance could be obtained; tabling may give her time to do it, but she has had a few months and those items have not been addressed yet.

Council Member Campbell stated the applicant said she did not know, during the time of her not knowing was there no documentation, and Mr. Gillie stated he became involved in January when staff did the inspection. At that point, they notified her of what needed to be done, she did apply for the special use permit, but there was also a certificate of occupancy inspection, and those items haven't been done. Working with Social Services to obtain a license, that portion was still in

process; that was why staff was not recommending approval of it, there were things that needed to be done before it can operate.

Council Member Saunders asked about concerns on how she was handling the supervision of the residents. Ms. Reed stated since that incident more staff have been hired, cameras have been installed, and locks have been put into place, with 24 hour care. Council Member Mayo noted on his residential home, the home needed to be licensed by the state, not the city, what was baffling was that Social Services was sending these clients with mental disabilities to a non-licensed home. Mr. Saunders asked if she was regulated by the state and Ms. Reed responded that she was not, and Mr. Saunders asked if the state said anything about noncompliance and Ms. Reed stated they had not.

After further discussion, the **Motion** was carried the following vote:

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

CONSIDERATION OF A SPECIAL USE PERMIT APPLICATION FILED BY CARL NORTON TO ALLOW RETAIL SALES AT 108 WEST MAIN STREET

Mayor Jones opened the floor for a Public Hearing regarding a Special Use Permit at 108 West Main Street. Notice of the Public Hearing was published in the *Danville Register & Bee* on April 23, 2024, and April 30, 2024.

Mayor Jones recognized Carl Norton, owner of 108 West Main Street, who noted it was currently zoned commercial warehouse; it had been a doctor's office, real estate office, medical sales and IT sales office. They have done a full restoration and want to open it as retail space. After meeting with the Zoning Administrator, it was discovered that the property did not have retail zoning. There was parking in the rear and the other surrounding properties were zoned commercial. No one further desired to be heard and the Public Hearing was closed.

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

ORDINANCE NO. 2024-05.01

AN ORDINANCE GRANTING SPECIAL USE PERMIT APPLICATION PZ24- 00097, FILED BY CARL NORTON, REQUESTING A SPECIAL USE PERMIT TO ALLOW RETAIL SALES, LIMITED TO INDOOR DISPLAY AND STORAGE IN ACCORDANCE WITH ARTICLE 3.I, SECTION C., ITEM 10 OF CHAPTER 41., ENTITLED "ZONING ORDINANCE" OF THE CODE OF THE CITY OF DANVILLE, VIRGINIA TO INCLUDE PARCEL ID 26034.

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

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

CONSIDERATION OF A SPECIAL USE PERMIT APPLICATION FILED BY CHRIS KOONTZ FOR A WAIVER OF SIDE YARD REQUIREMENT FOR ACCESSORY USES AT 136 GATEWOOD AVENUE

Mayor Jones opened the floor for a Public Hearing regarding a Special Use Permit at 136 Gatewood Avenue. Notice of the Public Hearing was published in the *Danville Register & Bee* on April 23, 2024, and April 30, 2024.

Mayor Jones recognized Christopher Koontz, 136 Gatewood Avenue, who addressed Council stating he did not know there were zoning codes prior to putting the building on the only level part of his property. No one further desired to be heard and the Public Hearing was closed.

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

ORDINANCE NO. 2024-05.02

AN ORDINANCE GRANTING SPECIAL USE PERMIT APPLICATION PZ24-00131, FILED BY CHRIS KOONTZ, REQUESTING A SPECIAL USE PERMIT TO GRANT A WAIVER OF SIDE YARD REQUIREMENT FOR ACCESSORY USES AT PARCEL ID 57476 (136 GATEWOOD AVENUE) IN ACCORDANCE WITH ARTICLE 3.E., SECTION C., ITEM 20.

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

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

CONSIDERATION OF A REZONING APPLICATION TO REZONE 533 PINEY FOREST ROAD FROM PS-C PLANNED SHOPPING CENTER COMMERCIAL TO HR-C HIGHWAY RETAIL COMMERCIAL

Mayor Jones opened the floor for a Public Hearing regarding rezoning 533 Piney Forest Road. Notice of the Public Hearing was published in the *Danville Register & Bee* on April 23, 2024, and April 30, 2024.

Mayor Jones recognized Steven Gould, an attorney with PLDR law representing the applicants, who noted there were three inherited parcels. The outer two were currently zoned HR-C, the middle one, which had an unoccupied residence on it, was zoned PS-C. The owners want to change the zoning of that parcel so all were HR-C; that would allow the parcels to be consolidated. If the owners wanted to sell the parcels later, it would be easier for them to do that. No one further desired to be heard and the Public Hearing was closed.

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

ORDINANCE NO. 2024-05.03

AN ORDINANCE REZONING FROM PS-C PLANNED SHOPPING CENTER COMMERCIAL TO HR-C HIGHWAY RETAIL COMMERCIAL PARCEL ID 56964 (533 PINEY FOREST ROAD).

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

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

CONSIDERATION OF A SPECIAL USE PERMIT APPLICATION FILED BY FHC HOLDINGS LLC TO ALLOW USES PERMITTED BY RIGHT AND BY SPECIAL USE PERMIT AT 874 CAHILL COURT

Mayor Jones opened the floor for a Public Hearing regarding a Special Use Permit at 874 Cahill Court. Notice of the Public Hearing was published in the *Danville Register & Bee* on April 23, 2024, and April 30, 2024.

Mayor Jones recognized Steven Gould, PLDR Law, representing the applicants; the request was to allow this parcel, which was zoned LED-I, to be able to engage in the activities that were allowed by right or by special use permit in the HR-C designation. The goal was to have contractor offices and some retail sales. No one further desired to be heard and the Public Hearing was closed.

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

ORDINANCE NO. 2024-05.04

AN ORDINANCE GRANTING SPECIAL USE PERMIT APPLICATION PZ24- 00134, FILED BY FHC HOLDINGS LLC, REQUESTING A SPECIAL USE PERMIT TO ALLOW USES PERMITTED BY RIGHT AND SPECIAL USE PERMIT IN THE HR-C DISTRICT AT PARCEL ID 23207 (874 CAHILL COURT) IN ACCORDANCE WITH ARTICLE 3.O., SECTION C., ITEM 15.

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

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

CONSIDERATION OF A REZONING APPLICATION FILED BY DAVID MCLAUGHLIN TO REZONE 221 SOUTH MAIN STREET FROM OT-R OLD TOWN RESIDENTIAL TO TO-C TRANSITIONAL OFFICE

Mayor Jones opened the floor for a Public Hearing regarding Rezoning at 221 South Main Street. Notice of the Public Hearing was published in the *Danville Register & Bee* on April 23, 2024, and April 30, 2024.

Mayor Jones recognized David McLaughlin, owner of DL McLaughlin Funeral Service located at 221 South Main Street. Mr. McLaughlin stated when they acquired the building, it was with the intent to continue as a funeral home provider. Because there was no operation of a practicing funeral home for the past two years, they had to go through the rezoning process. No one further desired to be heard and the Public Hearing was closed.

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

ORDINANCE NO. 2024-05.05

AN ORDINANCE REZONING FROM OT-R OLD TOWN RESIDENTIAL TO TO-C TRANSITIONAL OFFICE COMMERCIAL PARCEL IDS 24101 AND 25694 (221 SOUTH MAIN STREET).

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

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

CONSIDERATION OF A SPECIAL USE PERMIT APPLICATION FILED BY DEWBERRY TO ALLOW A WAIVER OF YARD REQUIREMENTS AT 424 AIRPORT DRIVE

Mayor Jones opened the floor for a Public Hearing regarding a Special Use Permit at 424 Airport Drive. Notice of the Public Hearing was published in the *Danville Register & Bee* on April 23, 2024, and April 30, 2024.

Mayor Jones recognized Tim Lasley, from Dewberry Associates, along with his colleague Sara Hall, who were seeking approval for a waiver of yard requirement for the set back on the front yard. By right, they were allowed fifty yards, and they were asking for that to be reduced to twenty feet. They went before the Planning Commission, and it was approved unanimously. The building itself will be a facility serving both DCC and Averett University's aeronautics programs. No one further desired to be heard and the Public Hearing was closed.

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

ORDINANCE NO. 2024-05.06

AN ORDINANCE GRANTING SPECIAL USE PERMIT APPLICATION PZ24- 00137, FILED BY DEWBERRY, REQUESTING A SPECIAL USE PERMIT TO ALLOW A WAIVER OF YARD REQUIREMENTS IN ACCORDANCE WITH ARTICLE 3.O., SECTION C., ITEM 25 OF CHAPTER 41., ENTITLED "ZONING ORDINANCE" OF THE CODE OF THE CITY OF DANVILLE, VIRGINIA TO INCLUDE PARCEL ID 76366.

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

VOTE: 7-0-2
AYE: Buckner, Campbell, Hood, Miller, Saunders, Vogler, and Whittle (7)
NAY: None (0)
ABSTAIN: Jones, Mayo (2)

CONSIDERATION OF A CODE AMENDMENT REQUEST TO AMEND CHAPTER 41 ENTITLED "ZONING ORDINANCE" SPECIFICALLY, ARTICLE 3.X SECTION H TO CREATE ITEM 19 "CAR WASH"

Mayor Jones opened the floor for a Public Hearing regarding Amending the Zoning Code. Notice of the Public Hearing was published in the *Danville Register & Bee* on April 23, 2024, and April 30, 2024. No one present desired to be heard and the Public Hearing was closed.

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

ORDINANCE NO. 2024-05.07

AN ORDINANCE AMENDING AND REORDAINING CHAPTER 41 ENTITLED, "ZONING ORDINANCE" OF THE CODE OF THE CITY OF DANVILLE, VIRGINIA, 1986, AS AMENDED, MORE SPECIFICALLY, TO AMEND ARTICLE 3.X., SECTION H, TO CREATE ITEM 19 "CAR WASH".

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

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

CONSIDERATION OF A SPECIAL USE PERMIT APPLICATION TO ALLOW WAIVER OF LOT FRONTAGE REQUIREMENTS ON A PUBLIC STREET AND WAIVER OF REQUIREMENTS FOR PUBLIC WATER AT 201 LITTLE RIVER ROAD

Mayor Jones opened the floor for a Public Hearing regarding a Special Use Permit at 201 Little River Road. Notice of the Public Hearing was published in the *Danville Register & Bee* on April 23, 2024, and April 30, 2024.

Mayor Jones recognized Henry Leggett who stated he had a parcel of land on Westover Drive, approximately 135 acres; he was trying to separate out three acres, not changing the zoning. A family member wants to put a single-family dwelling on it. No one further desired to be heard and the Public Hearing was closed.

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

ORDINANCE NO. 2024-05.08

AN ORDINANCE GRANTING SPECIAL USE PERMIT APPLICATION PZ24- 00152, FILED BY HENRY LEGGETT, REQUESTING A SPECIAL USE PERMIT TO ALLOW A WAIVER OF REQUIREMENTS FOR LOT FRONTAGE ON A PUBLIC STREET AND CONNECTION TO PUBLIC SERVICES AT PARCEL ID 70874 (201 LITTLE RIVER ROAD) IN ACCORDANCE WITH ARTICLE 3.A, SECTION C, ITEMS 18 AND 19.

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

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

CONSIDERATION OF AN APPEAL BY ARRG PROPERTIES OF THE RIVER DISTRICT DESIGN COMMISSION'S DETERMINATION TO DENY A REQUEST TO DEMOLISH 601 LYNN STREET

Mayor Jones opened the floor for a Public Hearing regarding an Appeal by ARRG Properties. Notice of the Public Hearing was published in the *Danville Register & Bee* on April 23, 2024, and April 30, 2024.

Mayor Jones recognized Austin Bond, ARRG Properties, who handed out current floor plans of 601 Lynn Street to Council. Mr. Bond noted that property was one they have been studying for about five years; they hired an architect and a professional engineer to find a modern use for this warehouse. The layout of the building, specifically the lack of windows, the floor heights, the number of columns and column location, and depth of the building prohibit redevelopment. Mr. Bond noted the River District Guidelines specifically mentioned this building being problematic for viable modern use. This was one of the last remaining and biggest buildings in the district that has not been revitalized and it was due to those limitations. It was a vacant building taking up a very large parcel that they would like to use for housing. They would like to deconstruct the structure and build new construction adding 125 units that provide modern amenities, while keeping in mind it was an historic district and they need to respect that overall appeal.

Mayor Jones recognized Adam Jones, Vice Chair of River District Design Commission, who explained this issue came in front of the Commission twice, most recently in March; it was a 4-1 vote to deny the deconstruction of 601 Lynn Street.

Mayor Jones recognized Sonya Ingram who stated that the developers applied for a demolition permit for an historical and contributing building in the tobacco warehouse district. This has gone before RDDC twice and has been denied twice.

Mayor Jones recognized Ron Ford, who stated he has been involved in the River District since about 2011 building buildings downtown. For this building, there was no way they could efficiently build the building as is. They have a plan to have the building taken down piece by piece and revitalized elsewhere. The building will go to rot if something was not done with it.

Mayor Jones recognized Leslie Frost, 802 Green Street, who spoke to Council about her decision to move here based on the historical preservation in Danville.

Mayor Jones recognized Brian Hale, 808 Green Street, who spoke in opposition due to the building's historical value.

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

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

ORDINANCE NO. 2024-05.09

AN ORDINANCE REVERSING THE RIVER DISTRICT DESIGN COMMISSION DECISION TO DENY A CERTIFICATE OF APPROPRIATENESS TO DEMOLISH THE STRUCTURE LOCATED AT 601 LYNN STREET.

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

Council Member Vogler asked how long the building has been vacant, and Adam Jones stated twenty years. Mr. Vogler noted other projects had a plan of what they could be, in recent history has there been a plan for this building as it currently exists; if they used historic tax credits they cannot make major alternations to it. Historic tax credits allowed those other projects to happen. Mr. Gillie noted in the late 1970s early 1980s there was a study done for that entire area; that plan did have some conceptual layouts for this building, that was before historic tax credits. It was just things that could be done with large buildings of that size. The application for tax credits, asking

for windows, he was not sure if the current owners have tried to go that route; usually tax credits were not approved if there major changes, but that was up to a board in Richmond to decide. Mr. Vogler noted what was seen tonight, was not what was originally presented the first time it was denied and Mr. Jones stated when it first came to RDDC the schematics and renderings looked nothing like what was being shown tonight; it was a major improvement. Council Member Vogler stated the main concern was what was going to happen if Council does not approve this because it seemed like it will just sit there like it has over the last 20 years.

Council Member Buckner noted this building has been listed on Loop Net, which was an advertising tool realtors and property owners used to advertise properties internationally, and in response to Mr. Buckner Mr. Bond noted up until two weeks ago they had no offers and then had one but they thought it was for a space in the building, not the entire building. Mr. Buckner noted this building held a lot of historic value but there was no good use for it anymore. Mr. Buckner stated at the last VML meeting, a tour was taken of the Old West Free Mason Area of Norfolk and the work that was done tearing down and integrating new construction with historic buildings. The City was running out of housing, and he thought the City should incorporate more new housing that fits in with the current historic aesthetic.

Vice Mayor Miller asked about taking the building down and reconstructing elsewhere. Mr. Ford stated there was a company in North Carolina that takes buildings down and resells the materials for other projects like homes and buildings. There was not enough current material in the building to reuse in the building proposed. Council Member Campbell stated it was disturbing because guidelines were put into place by Council to the RDDC to keep the River District looking a certain way. Should there be a timetable based on how long the building has been unoccupied before it can be redeveloped and was it fair to the Commission they appointed. Council Member Saunders noted the RDDC voted twice for the building not to be disturbed. If the building was not torn down what was the plan for it and were there any concerns about further safety and deterioration of the building. Mr. Jones stated that this was not an easy decision and there wasn't an answer as to what will happen to the building if it stays. As the building sits there then additional deterioration will occur as with any building that was not maintained. Council Member Whittle asked if the historic tax credits were not given because windows had to be in every bedroom, and Mr. Bond stated that historic tax credits would not be given because placing windows in the building would cause too much of an adjustment to the building and if pillars were taken out it was considered too much material being removed to qualify for tax credits.

The Motion was carried the following vote:

VOTE:	8-1
AYE:	Buckner, Campbell, Hood, Jones, Mayo, Miller, Saunders, Vogler (8)
NAY:	Whittle (1)

CONSIDERATION OF AN ORDINANCE AMENDING ARTICLE IV, ENTITLED "REAL ESTATE AND MOBILE HOME TAX EXEMPTION AND DEFERRAL FOR CERTAIN ELDERLY AND DISABLED PERSONS," OF CHAPTER 37, ENTITLED "TAXATION," OF THE DANVILLE CITY CODE TO ALLOW FOR REVISIONS TO THE REAL ESTATE EXEMPTION AND DEFERRAL PROGRAM

Mayor Jones opened the floor for a Public Hearing regarding a Real Estate Tax Exemption. Notice of the Public Hearing was published in the *Danville Register & Bee* on April 23, 2024, and May 4, 2024. No one presented desired to be heard and the Public Hearing was closed.

Upon **Motion** by Council Member Vogler and **second** by Council Member Whittle, an Ordinance entitled:

ORDINANCE NO. 2024-05.10

AN ORDINANCE AMENDING ARTICLE IV, ENTITLED "REAL ESTATE AND MOBILE HOME TAX EXEMPTION AND DEFERRAL FOR CERTAIN ELDERLY AND DISABLED PERSONS," OF CHAPTER 37, ENTITLED "TAXATION," OF THE DANVILLE CITY CODE TO ALLOW FOR REVISIONS TO THE REAL ESTATE EXEMPTION AND DEFERRAL PROGRAM.

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

CONSIDERATION OF THE FISCAL YEAR 2025 DANVILLE PUBLIC SCHOOLS BUDGET

Mayor Jones opened the floor for a Public Hearing regarding the Danville Public Schools Budget. Notice of the Public Hearing was published in the *Danville Register & Bee* on April 30, 2024, and May 4, 2024.

Mayor Jones recognized Danville Public Schools Superintendent Dr. Hairston who thanked Council for their continued support of Danville Public Schools and introduced School Board and staff members in attendance with her. Dr. Hairston reviewed the budget and explained the continued need for services for both students and employees. No one further desired to be heard and the Public Hearing was closed.

Upon **Motion** by Council Member Campbell and **second** by Council Member Whittle, a Resolution entitled:

RESOLUTION NO. 2024-05.03

A RESOLUTION APPROVING THE BUDGET OF THE SCHOOL BOARD OF THE CITY OF DANVILLE FOR THE FISCAL YEAR ENDING JUNE 30, 2025.

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

CONSIDERATION OF FEE CHANGES EFFECTIVE JULY 1, 2024

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 April 30, 2024 and May 7, 2024.

Mayor Jones recognized Martha Ray, 131 Canterberry Road, who questioned why short-term rentals were being singled out for fees that were higher than any inspection fees. Ms. Ray explained the process she went through to establish a short-term rental and only asked that the rules be the same for all rentals.

Mayor Jones recognized Charles Haynsworth, 548 West Main Street, who spoke to Council about concerns regarding fees for short-term rentals and how these fees will be imposed. No one further desired to be heard and the Public Hearing was closed.

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

ORDINANCE NO. 2024-05.11

AN ORDINANCE AMENDING AND ESTABLISHING AND INCREASING CERTAIN FEES OF THE CITY OF DANVILLE EFFECTIVE JULY 1, 2024, EXCEPT WHERE OTHERWISE STATED.

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

Council Member Campbell asked the City Manager to elaborate on some of the complaints heard tonight, and City Manager Ken Larking stated there was a program to inspect short-term rentals that were currently not charged for, and the upcoming budget recommends a fee to help cover the cost of administering this program. Council Member Vogler asked about the personal property taxes being charged to Air BnB's, and Mr. Larking explained that the Commissioner of Revenue stated that if someone was operating a business then the furniture in those places was taxable. Council Member Buckner mentioned concerns for the fees of Air BnB's only and those in rental inspection zones, and Mr. Larking stated that in rental inspection zones those areas were concentrated in one area where Air BnB's were spread out in multiple locations.

CONSIDERATION OF A PERSONAL PROPERTY TAX DECREASE

Mayor Jones opened the floor for a Public Hearing regarding a Personal Property Tax Decrease. Notice of the Public Hearing was published in the *Danville Register & Bee* on April 30, 2024 and May 7, 2024. No one present desired to be heard and the Public Hearing was closed.

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

ORDINANCE NO. 2024-05.12

AN ORDINANCE AMENDING AND REORDAINING SECTION 37-30 OF THE DANVILLE CITY CODE TO DECREASE THE PERSONAL PROPERTY TAX FROM $3.60 PER $100 OF ASSESSED VALUE TO $3.45 PER $100 OF ASSESSED VALUE EFFECTIVE JANUARY 1, 2025.

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

CONSIDERATION OF A TRANSIENT LODGERS OCCUPANCY TAX INCREASE

Mayor Jones opened the floor for a Public Hearing regarding a Transient Lodgers Occupancy Tax Increase. Notice of the Public Hearing was published in the *Danville Register & Bee* on April 30, 2024 and May 7, 2024. No one present desired to be heard and the Public Hearing was closed.

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

ORDINANCE NO. 2024-05.13

AN ORDINANCE AMENDING AND REORDAINING SECTION 37-97 OF THE DANVILLE CITY CODE TO INCREASE THE PER DAY ROOM OCCUPANCY TAX FROM $2.00 TO $3.00 EFFECTIVE JULY 1, 2024.

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

CONSIDERATION OF AUTHORIZING AND APPROVING A WEST PIEDMONT WORKFORCE AGREEMENT

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

RESOLUTION NO. 2024-05.04

A RESOLUTION APPROVING THE WEST PIEDMONT WORKFORCE INNOVATION AND OPPORTUNITY ACT CONSORTIUM AGREEMENT BETWEEN THE JURISDICTIONS IN THE WEST PIEDMONT WORKFORCE INVESTMENT AREA.

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

VOTE: 8-1
AYE: Buckner, Campbell, Hood, Jones, Mayo, Miller, Saunders, Vogler (8)
NAY: Whittle (1)

CONSIDERATION OF A RESOLUTION DECLARING CERTAIN CITY-OWNED PROPERTY TO BE SURPLUS TO THE NEEDS OF THE CITY AND AUTHORIZING THE CITY MANAGER TO CONVEY SUCH PROPERTY TO THE UNITED STATES DEPARTMENT OF VETERANS AFFAIRS

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

RESOLUTION NO. 2024-05.05

A RESOLUTION DECLARING CERTAIN CITY-OWNED PROPERTY TO BE SURPLUS TO THE NEEDS OF THE CITY AND AUTHORIZING THE CITY MANAGER TO CONVEY SUCH PROPERTY TO THE UNITED STATES DEPARTMENT OF VETERANS AFFAIRS.

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

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

CONSIDERATION OF THE RELEASE OF LIENS AND TAXES AGAINST PARCEL 22973 LEE STREET TO FACILITATE ITS TRANSFER TO THE DEPARTMENT OF VETERANS AFFAIRS.

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

RESOLUTION NO. 2024-05.06

A RESOLUTION APPROVING AND AUTHORIZING THE RELEASE OF CITY-HELD LIENS AGAINST REAL PROPERTY IDENTIFIED AS PARCEL #22973 LEE STREET, TO FACILITATE ITS DONATION TO THE DEPARTMENT OF VETERANS AFFAIRS.

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

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

CONSIDERATION OF APPROVAL OF A FIRST AMENDED AND RESTATED DEVELOPMENT AGREEMENT BETWEEN THE CITY OF DANVILLE, VIRGINIA AND CAESARS ENTERTAINMENT

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

RESOLUTION NO. 2024-05.07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DANVILLE VIRGINIA FORMALLY APPROVING AN AMENDED AND RESTATED CASINO RESORT DEVELOPMENT AGREEMENT BY AND AMONG THE CITY OF DANVILLE, THE INDUSTRIAL DEVELOPMENT AUTHORITY OF DANVILLE, VIRGINIA, CAESARS VIRGINIA, LLC, AND CAESARS ENTERTAINMENT, INC.

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

Council Member Campbell asked the City Manager to explain this resolution to the citizens. Mr. Larking stated this was an amended agreement to address some concerns that both Caesar's and the City have, and reviewed and explained the changes from the original agreement. Council Member Vogler asked Chris Albrecht, Caesars Virginia General Manager, if national events were still being held in the event venue, and Mr. Albrecht stated the City was still getting Caesars entertainment. In the long run they were planning to deliver more, because a multipurpose space allowed them to do more in a singular space like concerts, comedy shows, boxing events, poker tournaments, and world-class meetings. Council Member Saunders asked about an amphitheater, and Mr. Larking stated that an outdoor amphitheater was being considered near the smokestacks but that was not in the current agreement. Mr. Saunders reminded everyone that the citizens voted to have this establishment come to Danville. Unexpected things happen, just like building a house. Caesars has been very straightforward with the city from day one, the City Manager was on top of this, and they were going to make sure everything was going to be just as planned. Vice Mayor Miller stated that originally there were going to be 300 hotel rooms, that changed to 500 hotel rooms, and now the number was back down to 320 hotel rooms. Mr. Albrecht stated that changes have been made throughout the process along with cost estimations. A lot of adjustments were made to the project and that was where the 320 hotel rooms were settled on. Council Member Whittle questioned the changes that have been made to the language of the agreement regarding gross or net revenue. Mr. Larking stated this was a request made by him because the definition needed to mirror what was in the state code. Mr. Vogler asked the City Attorney if he had looked at these changes, and Mr. Whitfield stated that he reviewed the changes, two independent lawyers who specialized in casino law reviewed the changes, as well as the committee for the casino; it has been thoroughly looked over.

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

VOTE: 8-1
AYE: Buckner, Campbell, Hood, Jones, Mayo, Miller,

Saunders, Vogler (8)
NAY: Whittle (1)

CONSIDERATION OF AMENDING THE FISCAL YEAR 2024 BUDGET APPROPRIATION ORDINANCE FOR THE VICTIM WITNESS GRANT PROGRAM

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

ORDINANCE NO. 2024-05.14

AN ORDINANCE AMENDING THE FISCAL YEAR 2024 BUDGET APPROPRIATION ORDINANCE TO PROVIDE FOR A GRANT FROM THE STATE FOR A VICTIM WITNESS PROGRAM IN THE AMOUNT OF $164,687, WITH A LOCAL MATCH OF $2,000 FOR A TOTAL OF $166,687, AND APPROPRIATING SAME.

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

CONSIDERATION OF AMENDING THE FISCAL YEAR 2024 BUDGET APPROPRIATION ORDINANCE FOR A DEPARTMENT OF CRIMINAL JUSTICE SERVICES GRANT FOR SCHOOL RESOURCE OFFICERS

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

ORDINANCE NO. 2024-05.15

AN ORDINANCE AMENDING THE FISCAL YEAR 2024 BUDGET APPROPRIATION ORDINANCE BY INCREASING REVENUE FROM VIRGINIA DEPARTMENT CRIMINAL JUSTICE SERVICES FISCAL YEAR 2024 SCHOOL RESOURCE OFFICER GRANT PROGRAM IN THE AMOUNT OF $88,117 AND A LOCAL SHARE IN THE AMOUNT OF $29,749 FOR A TOTAL APPROPRIATION OF $117,866 AND APPROPRIATING SAME.

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

CONSIDERATION OF AMENDING THE FISCAL YEAR 2024 BUDGET APPROPRIATION ORDINANCE BY INCREASING REVENUES TO FUND CAPITAL PROJECTS

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

ORDINANCE NO. 2024-05.16

AN ORDINANCE AMENDING THE FISCAL YEAR 2024 BUDGET APPROPRIATION ORDINANCE BY INCREASING REVENUES FROM BUSINESS OCCUPANCY LICENSE TAXES TO FUND CAPITAL PROJECTS AN APPROPRIATION IN THE AMOUNT OF $600,000 AND APPROPRIATING THE SAME.

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

COMMUNICATIONS FROM VISITORS

Mayor Jones recognized David Wesolowski, 626 9th Street Richmond, VA, who spoke to Council on behalf of Best Friends Animal Society and how they assist and educate animal shelters on being no kill shelters. The organization was reaching out to help Danville become a no kill shelter.

COMMUNICATIONS

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

Vice Mayor Miller noted it was National Nurses' Week, and thanked the nurses for the work they do. Dr. Miller noted a young girl from Galileo set a five-minute record and was certified on the new GW track; kudos to Council for voting on that, and spoke about the new homes being built by Habitat for Humanity.

Council Member Vogler wished all the teachers and staff a happy Teacher Appreciation Week and Happy Nurses' Week to all the nurses across the area.

Council Member Whittle stated that Habitat was a great operation.

Council Member Buckner noted on June 8, the Danville Museum of Fine Arts and History was hosting a Museum Meets Margaritaville event at the Community Market with food, drinks, and door prizes. Mr. Buckner congratulated his wife Jessica on receiving her doctorate from ODU this past weekend.

Council Member Campbell noted to the River District Design Commission about looking at amending some of the by-laws, so items can be looked at more constructively at buildings that have been up for a long time.

Mayor Jones wished all the nurses and teachers a happy appreciation week, and happy early Mother's Day to all the mothers.

The meeting was adjourned at 10:08 pm.

APPROVED:

_____
MAYOR

ATTEST:

_____
CITY CLERK

DRAFT

Council Letter
City of Danville, Virginia

CL - 52 **OLD BUSINESS A.**

City Council REGULAR MEETING

Meeting Date: June 4, 2024

Subject: Consideration of Real Estate Tax Rate Decrease.

From: Henrietta Weaver, Budget Director

COUNCIL ACTION

An Ordinance Amending and Reordaining Sections 37-27, 37-28 and 37-29 of the Danville City Code Thereby Decreasing the Real Estate Tax from Eighty-Four (84) Cents on Every One Hundred Dollars to Eighty-Three (83) Cents on Every One Hundred Dollars of Assessed Value Effective July 1, 2024.
Final Adoption

SUMMARY

The Fiscal Year 2025 City Council Introductory Budget includes a Real Estate Tax Rate decrease from $0.84 per $100 of assessed value to $0.83 per $100 of assessed value. This represents a $0.01 decrease in the tax rate over the current rate.

The Real Estate reassessment is currently underway. Current projections anticipate an overall increase of not more than 12% in assessed values as compared to the current assessment.

BACKGROUND

Over the past decade, Danville has had, on average, a 0.84 percent increase in real estate tax values each year. If you include projections for the reassessment that is currently underway, the increase is about 1.8 percent. Typically, in order to maintain services, municipalities need an average increase in tax base of about 3 percent per year.

The Commonwealth of Virginia Code requires that reassessments resulting in an increase in assessment of 1% or greater be advertised as a tax increase. The advertisement for the real estate tax must be published 30 days in advance of the public hearing. At that time, the City advertised a real estate tax rate of $0.83 per $100 as an effective tax rate increase of no more than 12%. Current data anticipates that the proposed reduced rate of $0.83 would represent an 8 cent increase from a revenue neutral rate of $0.75. However, the assessment is not complete, and that amount may change.

Should the maximum average increase in values of 12% be realized, property assessed at $100,000 in the current year would be reassessed at $112,000 and the tax bill would increase from $830.00 to $929.60 annually, an increase of $99.60 annually or $49.80 per installment. In previous years, the closer staff got to concluding reassessment, the projected percentage increase in values declined.

In order to provide general tax relief for the residents of Danville, the current recommended budget includes a 15 cent decrease in the personal property tax rate. In addition, there is further expansion of tax relief for our most vulnerable citizens, seniors and persons with disabilities, by increasing the threshold to qualify for tax relief up to $40,000 per year.

Any further decrease in the real estate tax rate or any other rate would require a reduction of City services in order to make that reduction sustainable over time.

The estimated increase is an overall average and individual properties may increase at a greater or lesser percentage. The increase in the general reassessment together with new construction is anticipated to generate a $2,200,000 increase in real estate revenue for the FY 2025 Budget.

RECOMMENDATION

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

Attachments

1. Ordinance

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2024___.___

AN ORDINANCE AMENDING AND REORDAINING SECTIONS 37-27, 37-28 AND 37-29 OF THE DANVILLE CITY CODE THEREBY DECREASING THE REAL ESTATE TAX FROM EIGHTY-FOUR (84) CENTS ON EVERY ONE HUNDRED DOLLARS TO EIGHTY-THREE (83) CENTS ON EVERY ONE HUNDRED DOLLARS OF ASSESSED VALUE EFFECTIVE JULY 1, 2024.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia, that for the purpose of imposing on all taxable real estate, land, and lots with improvements thereon, not exempt from taxation by law, an annual tax of ~~**Eighty-four ($0.84)**~~ **Eighty-three ($0.83)** on every One Hundred Dollars ($100) of assessed value thereon, Section 37-27, entitled "Tax on real estate and improvements thereon generally," Section 37-28, entitled "Tax on real estate of railroads and utility companies," and Section 37-29, entitled "Tax on vehicles without motive power (manufactured homes)", of Article II, entitled "Levy and Rate of Tax on Real Estate, Tangible Personal Property, Etc.," of Chapter 37, entitled "Taxation," of the Code of the City of Danville, Virginia, 1986, as amended, be and the same are hereby, amended and reordained to read as follows:

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

Pursuant to Section 58.1-3000 of the Code of Virginia on all taxable real estate, land and lots, with the improvements thereon, not exempt from taxation by law, there shall be an annual tax of ~~**Eighty-four ($0.84)**~~ Eighty-three ($0.83) on every One Hundred Dollars ($100) of the assessed value thereof.

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

Pursuant to Chapter 26 of Title 58.1 (Sections 58.1-2600 et seq.) of the Code of Virginia, there shall be levied an annual tax of ~~**Eighty-four ($0.84)**~~ Eighty-three ($0.83) on

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

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

Pursuant to Section 58.1-3506 of the Code of Virginia, on all vehicles without motive power, as mentioned in such Section, there shall be a tax of ~~**Eighty-four ($0.84)**~~ Eighty-three ($0.83) on every One Hundred Dollars ($100) of the assessed value thereof.

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

AND BE IT FURTHER ORDAINED that this Ordinance shall be and become effective on and as of July 1, 2024.

Approved

_____
Mayor

Attest:

_____
City Clerk

Approved as to
Form and Legal Sufficiency:

_____
City Attorney

Council Letter
City of Danville, Virginia

CL - 1340 **OLD BUSINESS B.**

City Council REGULAR MEETING

Meeting Date: June 4, 2024

Subject: Authorization of Bond Capacity.

From: Michael Adkins, Chief Financial Officer

COUNCIL ACTION

An Ordinance Authorizing the Issuance of Bonds of the City of Danville, Virginia, in the Maximum Aggregate Principal Amount of $25,000,000 to Finance the Acquisition, Construction and Equipping of Various Capital Projects.

Final Adoption

SUMMARY

In anticipation of the need to expand electric infrastructure for economic development projects in Fiscal Year 2025, City Council has the ability to authorize use of the City's borrowing capacity under Section 9-7E of the City Charter. This would allow for the issuance of up to $25 million in bonds for this purpose in the current fiscal year. Any unused borrowing capacity from FY 2024 will carry over into FY 2025 and can then be combined with additional borrowing capacity if needed. Doing so will provide City Council with the greatest flexibility to adapt and respond to utility infrastructure expansion should the need arise with our economic development efforts.

BACKGROUND

Section 9-7E allows City Council to utilize bond financing for capital expenditures relating to the City's water treatment, wastewater treatment, stormwater treatment, solid waste disposal or recycling facilities and any extraordinary maintenance improvements or expansions of transmission and distribution infrastructure for the electric or gas systems.

With ongoing efforts to recruit a large economic development project to our community, there will eventually be a need to expand utility infrastructure in order to service such a project. Authorizing a bond issuance under Section 9-7E will provide the ability to finance an expansion when the need arises. Expectations would be that utility revenues derived from such a project would easily cover any debt service related to a borrowing.

Approving this Ordinance does not authorize the issuance of bonds, it simply makes bond issuance a possibility. The actual issuance of bonds would require a future City Council resolution and would be done in conjunction with successful recruitment of an economic development project.

RECOMMENDATION

Staff recommends adoption of this Ordinance by City Council to best position the City for responding to future utility expansion needs.

Attachments

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2024-____.___

AN ORDINANCE AUTHORIZING THE ISSUANCE OF BONDS OF THE CITY OF DANVILLE, VIRGINIA, IN THE MAXIMUM AGGREGATE PRINCIPAL AMOUNT OF $25,000,000 TO FINANCE THE ACQUISITION, CONSTRUCTION AND EQUIPPING OF VARIOUS CAPITAL PROJECTS

WHEREAS, Section 9-7E of the City Charter allows the City to issue each fiscal year up to $25,000,000 principal amount of bonds to finance capital expenditures relating to the City's water treatment, wastewater treatment, stormwater treatment, solid waste disposal or recycling facilities and any extraordinary maintenance improvements or expansions of transmission and distribution infrastructure for the electric or gas systems, without submitting the question of their issuance to the voters; and

WHEREAS, the Council of the City (the "Council") has not authorized or issued any bonds pursuant to Section 9-7E for the fiscal year that began July 1, 2023, and the Council now desires to authorize the issuance of up to $25,000,000 principal amount of bonds in accordance with such Charter provision;

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

1. It is determined to be necessary and expedient for the City to plan, design, acquire, construct, extend, renovate and/or improve the Projects described below, all of which are determined to promote the development and public welfare of the City, to borrow money for such purposes and to issue the City's bonds therefor.

2. Pursuant to Section 9-7E of the City Charter, there are authorized to be issued bonds in the maximum principal amount of $25,000,000 to provide funds, together with other available funds, for capital expenditures relating to the City's water treatment, wastewater treatment, stormwater treatment, solid waste disposal or recycling facilities and any extraordinary maintenance improvements or expansions of transmission and distribution infrastructure for the electric or gas systems (collectively, the "Projects"). The proceeds of such bonds may be applied to pay, in addition to the costs of the Projects, related financing and issuance costs. Such bonds may be issued as one or more separate

issues or may be combined with bonds authorized for other purposes and issued as a single issue.

3. The bonds shall conform to Section 9-5 of the City Charter and shall bear such date or dates, mature at such time or times, bear interest at such rate or rates, be in such denominations and form, be executed in such manner, and be sold at such time or times and in such manner as the Council shall hereafter provide by appropriate resolution or resolutions. All bonds issued to finance capital expenditures shall be made payable within the average probable period of usefulness of the improvements or undertakings to be financed. The Council shall make such determinations pursuant to such resolution or resolutions.

4. As determined by Council pursuant to subsequent resolution, the bonds may be issued as general obligations of the City to which the City's full faith and credit shall be irrevocably pledged, or, in the alternative, such bonds may be issued as revenue obligations to which the revenues derived from any specified system undertakings shall be irrevocably pledged.

5. The City Clerk, in collaboration with the City Attorney, is authorized and directed to see to the immediate filing of a certified copy of this Ordinance in the Circuit Court of the City of Danville.

6. This Ordinance shall take effect immediately.

Approved:

_____
Mayor

Attest:

_____
City Clerk

Approved as to
Form and Legal Sufficiency:

_____
City Attorney

Council Letter
City of Danville, Virginia

CL - 1149 **NEW BUSINESS A.**

City Council REGULAR MEETING

Meeting Date: June 4, 2024

Subject: Review of General Fund Financials as of April 30, 2024.

From: Michael Adkins, Chief Financial Officer

COUNCIL ACTION

Review of General Fund Financials as of April 30, 2024. Financial Statements are included.

Attachments

1. Financial Statements

CITY OF DANVILLE
Department of Finance

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

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

Date: **May 14, 2024**

Subject: Summary of Preliminary General Fund Financial Results for April 30, 2024

After completing ten months of fiscal year 2024, revenues are performing well and are exceeding the previous year. As of April 30, General Fund revenues were $114,185,518, representing 79% of the FY 2024 budget. This is an increase of $22.8 million over April 30, 2023. Apart from small decreases in fines & forfeitures, charges for services and categorical aid, all major revenue categories are ahead of the prior year. The increase over last year is primarily from growth in property and local taxes, along with the increase for the gaming tax revenue.

General Property Tax collections continue to perform well with 57% of the budgeted property tax realized at the end of April. More specifically, real estate tax collections through the end of April amounted to $10,454,419 or 55% of the budgeted real estate tax revenue. We continue to see steady performance in the collection of delinquent real estate taxes this year with $843,549 realized in the first ten months. This accounts for 94% of the current year budget. Personal property tax collections are tracking as expected with 52% realized as of April 30.

Regarding local taxes, sales tax collections through April amounted to $10,814,390 or 91% of budget, an increase of $1,287,397 from last year. Meals taxes collected for the first ten months of the fiscal year amounted to $10,153,027 or 89% of budget, an increase of $997,404 from last year. Business Licenses realized through the end of April were $7,389,923, exceeding the budgeted revenue and an increase of $1,107,044 from the prior year. Lodging taxes received as of April 30, were $2,603,146 also exceeding the budgeted revenue and an increase of $467,454 from the prior year. The Ceasars Min Fee received as of April 30, was $4,283,176 or 86% of budget. Apart from small decreases in vehicle license fees and DMV fees, all other local tax revenue categories are tracking well with budget and are exceeding the prior year at this point.

Expenditures through April 30 were $124,659,394 trailing the budget at 79%. This is an overall increase of nearly $16.4 million when compared to April 30, 2023. Departmental expenditures at the end of April amounted to $70,787,209, an increase of $9.3 million as compared to April 30, 2023. This increase is primarily attributed to an increase in Public Safety expenditures of $4.2 million due to the debt service expense related to the new police headquarters along with an

increase in salaries and benefits and an increase of $2.2 million in Community Development related to budgeted increases for support of ongoing economic development projects. Despite the increase, departmental expenses are still less than expected, currently at 80% of budget. The remaining increase was attributed to an increase in non-departmental expense of $2 million primarily related to increased group hospital insurance costs, transfers to capital projects and transfers to other funds of nearly $10 million related to budgeted increases for support of ongoing economic development projects.

General Fund expenditures exceeded revenues by $10.5 million, an improvement of $6.4 million when compared to the deficit of $16.9 million in the prior fiscal year. Typically, the General Fund is in a deficit for most of the fiscal year due to the timing of revenue recognition not being matched to expenditures. The next influx of revenue is incurring now as real estate and personal property tax bills are being levied. At this point, the General Fund is performing above expectations with several revenues exceeding budgeted expectations and departmental expenditures trailing budget. We will continue to monitor the financial performance in the General Fund and alert you of any significant developments.

CITY OF DANVILLE, VIRGINIA
GENERAL FUND REPORT
83% OF YEAR LAPSED AS OF APRIL 30, 2024
****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	$ 38,347,010	$ 22,017,745	57.42%		$ 16,329,265	$ 20,751,329
Other Local Taxes	41,230,430	37,232,991	90.30%		3,997,439	28,994,095
License Permits & Privilege Fees	424,040	598,961	141.25%		(174,921)	446,656
Fines & Forfeitures	277,760	155,915	56.13%		121,845	158,868
Revenue From Use Money & Property	3,969,170	4,644,761	117.02%		(675,591)	2,396,759
Charges For Services	3,140,340	2,251,293	71.69%		889,047	2,525,814
Miscellaneous Revenue	58,801	232,230	394.94%		(173,429)	190,819
Recovered Cost	8,997,288	7,431,506	82.60%		1,565,782	6,812,990
Non-Categorical Aid	15,382,620	13,582,144	88.30%		1,800,476	4,453,514
Shared Expenses (Categ. Aid State)	6,021,050	4,969,376	82.53%		1,051,674	4,650,683
Categorical Aid (State)	10,241,672	8,072,736	78.82%		2,168,936	6,856,271
Emergency Services (Federal)	27,020	-	0.00%		27,020	-
Categorical Aid (Federal)	-	5,860	0.00%		(5,860)	9,435
Transfers From Utilities	15,588,000	12,990,000	83.33%		2,598,000	13,124,167
TOTAL REVENUES	**$ 143,705,201**	**$ 114,185,518**	**79.46%**		**$ 29,519,682**	**$ 91,371,401**
EXPENDITURES:						
General Government Administration	$ 14,613,948	$ 12,015,623	82.22%	$ 314,651	$ 2,283,674	$ 10,941,736
Judicial Administration	9,211,265	7,185,868	78.01%	-	2,025,397	6,711,884
Public Safety	38,957,818	32,357,360	83.06%	427,282	6,173,176	28,184,619
Public Works	5,301,623	4,024,616	75.91%	174,019	1,102,988	3,942,133
Health, Education, Welfare & Soc. Svc.	10,006,616	6,509,878	65.06%	65,174	3,431,564	6,039,862
Parks, Recreation & Cultural	6,330,734	4,830,265	76.30%	83,571	1,416,899	3,971,093
Community Development	4,842,522	3,863,599	79.78%	86,706	892,217	1,656,504
Non-Departmental	19,104,500	15,394,337	80.58%	-	3,710,163	13,387,631
Transfer to Schools - Operating	36,633,907	25,554,910	69.76%	-	11,078,998	28,554,090
Transfer to Capital Projects	9,372,491	9,372,491	100.00%	-	-	3,145,000
Transfer to Other Funds	3,766,727	3,550,446	94.26%	-	216,281	1,682,538
TOTAL EXPENDITURES	**$ 158,142,151**	**$ 124,659,394**	**78.83%**	**$ 1,151,403**	**$ 32,331,355**	**$ 108,217,091**
Revenue over(under) Expenditures		$ (10,473,875)				$ (16,845,690)
FUND BALANCE:						
Beginning Fund Balance 07/01/2023		$ 55,069,404				$ 46,401,528
Revenue over(under) Expenditures		(10,473,875)				(16,845,690)
Ending Fund Balance 04/30/2024		**$ 44,595,528**				**$ 29,555,839**
Composition of Fund Balance:						
Reserved for Encumbrances/Designated Funds		$ 9,918,542				$ 4,939,091
Unassigned		34,676,986				24,616,747
TOTAL FUND BALANCE 03/31/2024		**$ 44,595,528**				**$ 29,555,839**

CITY OF DANVILLE, VIRGINIA
GENERAL FUND
COMPOSITION OF FUND BALANCE
PRELIMINARY - AS OF APRIL 30, 2024

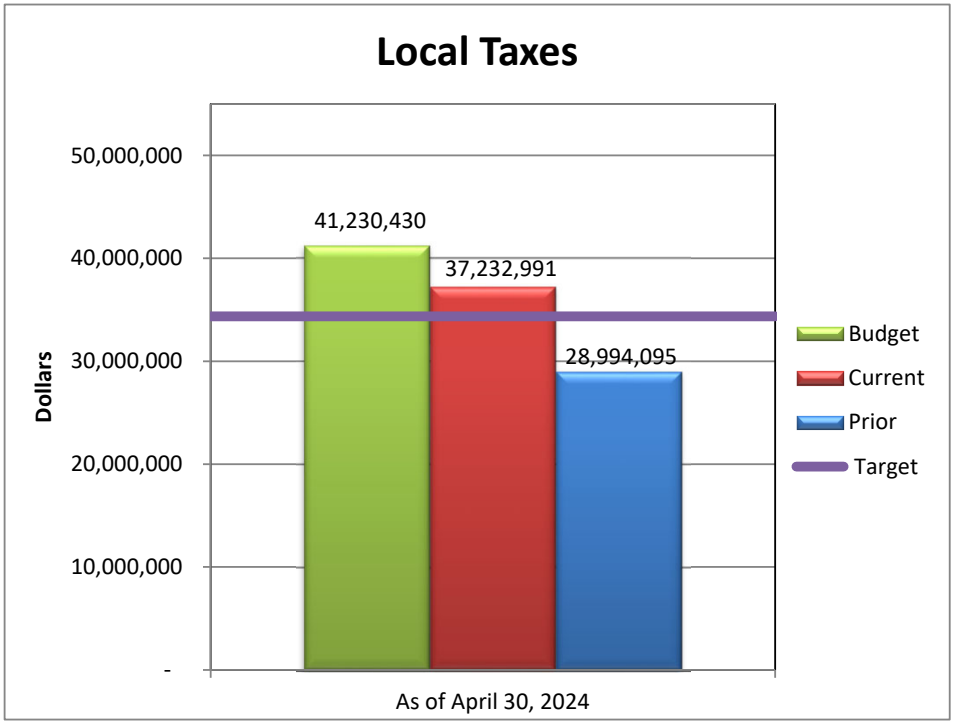
Beginning Total Fund Balance, July 1, 2023	55,069,403.89
Add: General Fund Revenues	114,185,518.19
Deduct: General Fund Expenditures	(124,659,393.68)
Ending Total Fund Balance, April 30, 2024	44,595,528.40

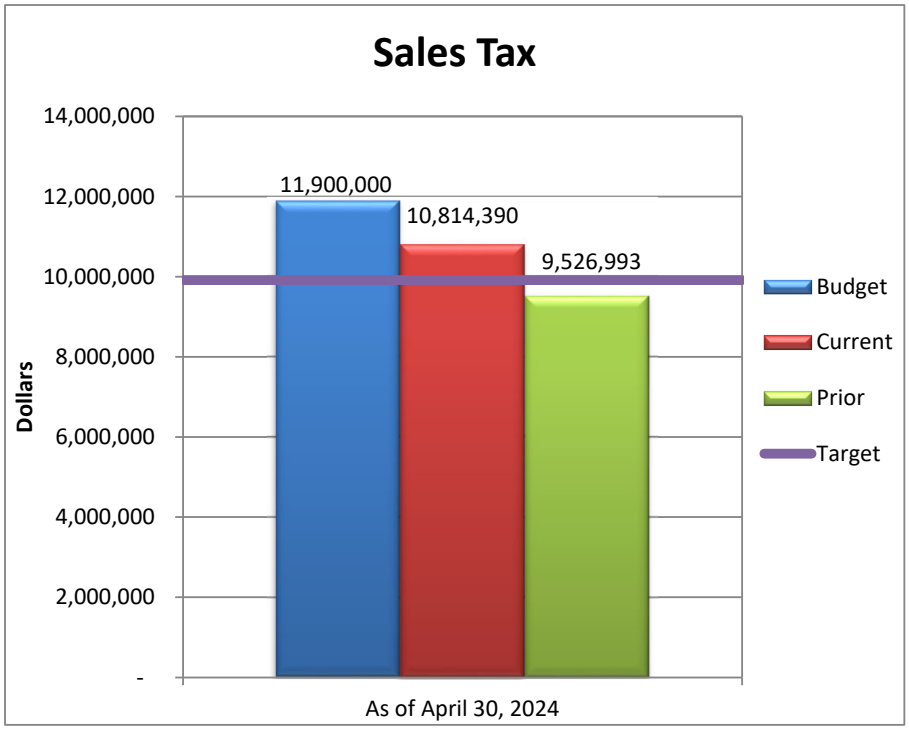
Composition of Fund Balance:	
Restricted for Commonwealth Attorney	102,335.92
Restricted for Police Department	40,297.41
Restricted for Fire Department	132,802.75
Committed for Sheriff's Department	9,908.73
Committed to Schools	4,851,232.81
Committed to Budget Stabilization	3,000,000.00
Assigned to Sheriff's Department	13,114.68
Assigned to Community Development	61,860.99
Assigned for Encumbrances	1,151,402.60
Assigned Casino Revenue	-
Nonspendable (Inventory and Prepaids)	555,586.19
UNASSIGNED	**34,676,986.32**
Total Fund Balance, April 30, 2024	44,595,528.40

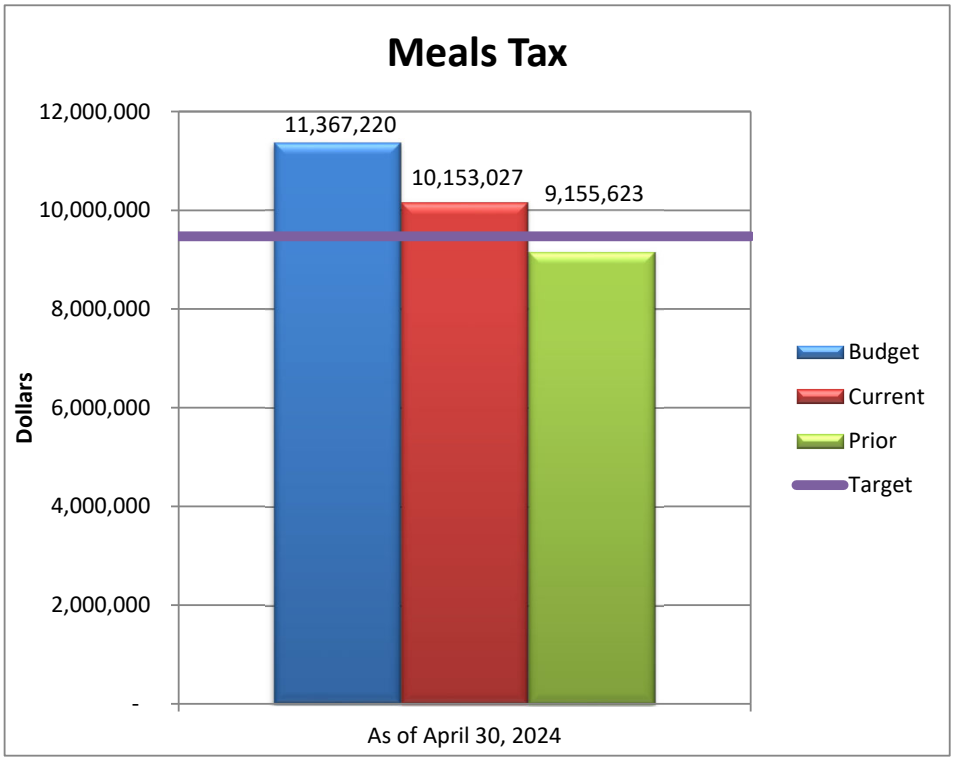
Unassigned fund balance from above	34,676,986.32
Unassigned Minimum per policy (20% of General Fund Operating Revenues) based on FY 2024 budget	28,741,040.11
Current surplus (deficit) over (under) minimum	5,935,946.21

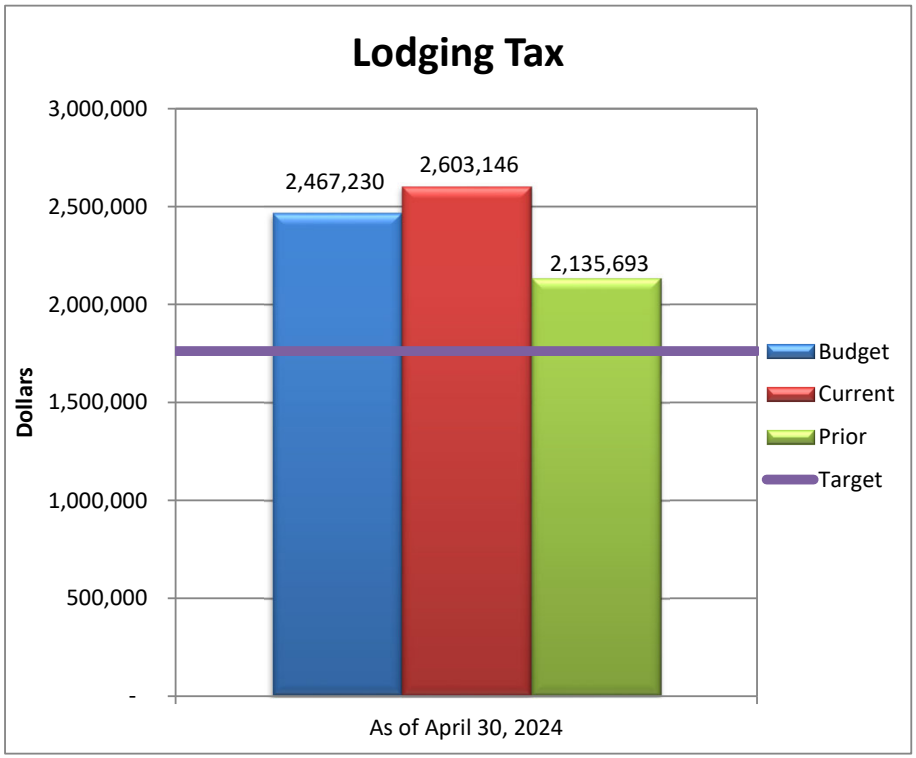
City of Danville, Virginia
Summary of Other Local Tax Revenues - PRE-CLOSING - UNAUDITED
For the period ending April 30, 2024

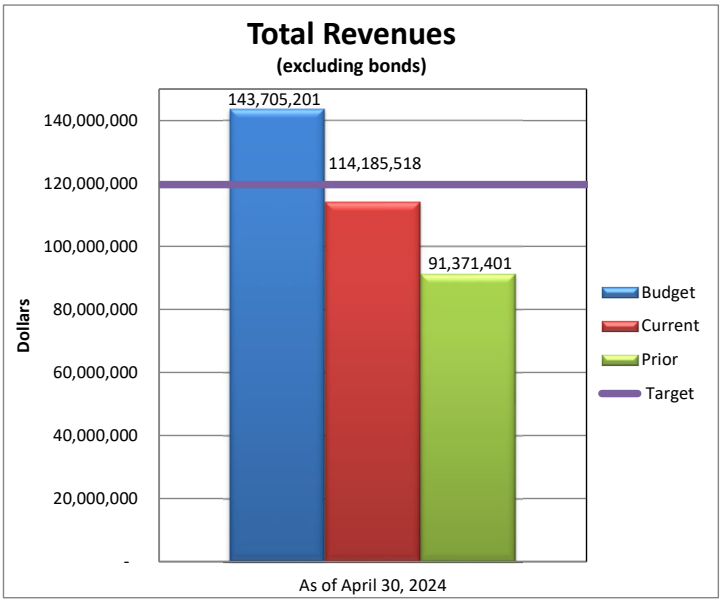
Description	Current Budget	Revenue Realized	Percentage Realized	Prior Year Budget	Prior Year Realized	Percentage Prior Year
Sales Tax	$ 11,900,000	$ 10,814,390	90.88%	$ 11,302,050	$ 9,526,993	84.29%
Business Licenses	6,800,000	7,389,923	108.68%	5,430,000	6,282,879	115.71%
Meals Tax	11,367,220	10,153,027	89.32%	10,800,000	9,155,623	84.77%
Utility Taxes	930,000	799,671	85.99%	930,000	761,592	81.89%
Vehicle License Fees	1,000,000	379,459	37.95%	1,000,000	405,888	40.59%
Bank Stock Tax	1,000,000	4,654	0.47%	1,000,000	4,616	0.46%
Recordation Tax	270,000	378,544	140.20%	270,000	294,829	109.20%
Hotel Motel Tax	2,467,230	2,603,146	105.51%	2,885,080	2,135,693	74.03%
Daily Property Rental Tax	15,980	20,492	128.23%	12,370	19,787	159.96%
Motor Vehicle Tax	200,000	207,914	103.96%	200,000	194,833	97.42%
DMV Fees	280,000	198,594	70.93%	250,000	211,364	84.55%
Ceasars Min Fee	5,000,000	4,283,176	85.66%	-	-	0.00%
TOTAL	$ 41,230,430	$ 37,232,991	90.30%	$ 34,079,500	$ 28,994,095	85.08%

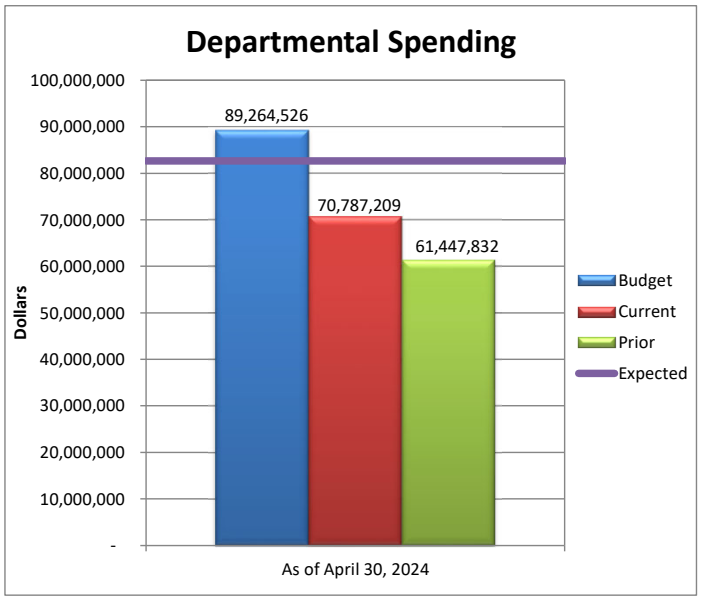

Local Taxes
50,000,000
40,000,000
30,000,000
20,000,000
10,000,000
-
Dollars
41,230,430
37,232,991
28,994,095
Budget
Current
Prior
Target
As of April 30, 2024

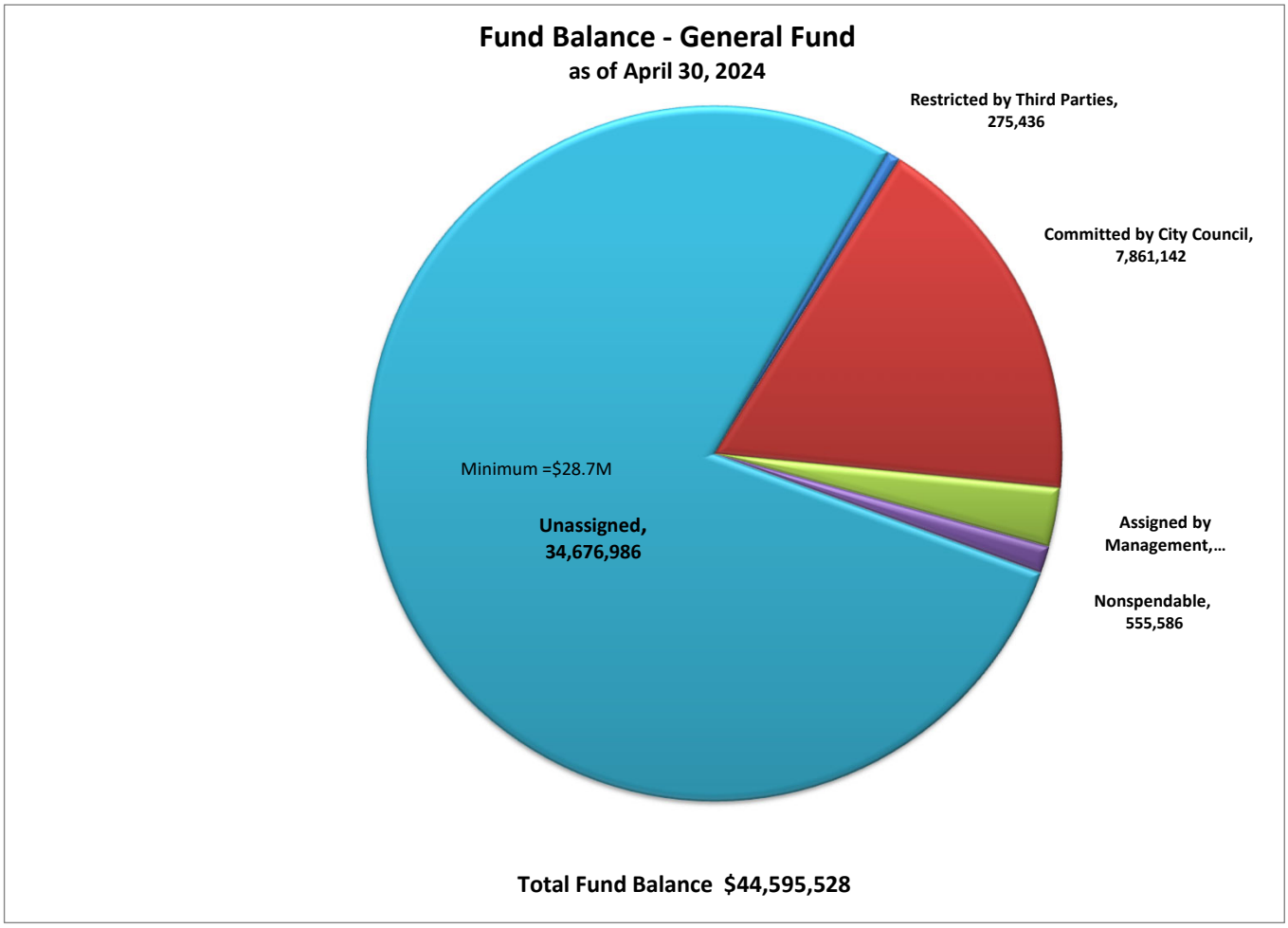

Sales Tax
14,000,000
12,000,000
10,000,000
8,000,000
6,000,000
4,000,000
2,000,000
-
Dollars
11,900,000
10,814,390
9,526,993
Budget
Current
Prior
Target
As of April 30, 2024


Meals Tax
12,000,000
10,000,000
8,000,000
6,000,000
4,000,000
2,000,000
-
Dollars
11,367,220
10,153,027
9,155,623
Budget
Current
Prior
Target
As of April 30, 2024


Lodging Tax
3,000,000
2,500,000
2,000,000
1,500,000
1,000,000
500,000
-
Dollars
2,467,230
2,603,146
2,135,693
Budget
Current
Prior
Target
As of April 30, 2024


Total Revenues
(excluding bonds)
143,705,201
114,185,518
91,371,401
140,000,000
120,000,000
100,000,000
80,000,000
60,000,000
40,000,000
20,000,000
-
Dollars
Budget
Current
Prior
Target
As of April 30, 2024


Departmental Spending
100,000,000
90,000,000
80,000,000
70,000,000
60,000,000
50,000,000
40,000,000
30,000,000
20,000,000
10,000,000
-
89,264,526
70,787,209
61,447,832
Dollars
Budget
Current
Prior
Expected
As of April 30, 2024


Fund Balance - General Fund
as of April 30, 2024
Restricted by Third Parties, 275,436
Committed by City Council, 7,861,142
Minimum =$28.7M
Unassigned, 34,676,986
Assigned by Management,...
Nonspendable, 555,586
Total Fund Balance $44,595,528

Council Letter
City of Danville, Virginia

CL - 1390 **NEW BUSINESS B.**

City Council REGULAR MEETING

Meeting Date: June 4, 2024

Subject: Electronic Participation in City Council Meetings from Remote Locations Policy

From: W. Clarke Whitfield Jr., City Attorney

COUNCIL ACTION

A Resolution Establishing a Policy for Electronic Participation in City Council Meetings from Remote Locations by the Council of the City of Danville, Virginia.

SUMMARY

Virginia Code Sections 2.2-3708 and 2.2-3708.3 set out the requirements for public bodies and their members to hold meetings through electronic communication means during declared states of emergency and to hold meetings through electronic communication means in situations other than declared states of emergency.

BACKGROUND

It would be prudent to approve an “Electronic Participation In City Council Meetings from Remote Locations” policy to both cover times when the Governor or the locality has declared a state of emergency and the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location, and meeting is required to provide for the continuity of operations of City Council or the discharge of its lawful purposes, duties, and responsibilities.

Additionally, the policy will allow a member to participate remotely if the member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance, or a medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance, or the member has a personal matter which he/she identifies with specificity the nature of the personal matter.

RECOMMENDATION

It is recommended that the City Council adopt the accompanying Resolution approving and authorizing an Electronic Participation In City Council Meetings From Remote Locations policy.

Attachments

1. Resolution
2. Electronic Participation In City Council Meetings

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2023-____.____

A RESOLUTION ESTABLISHING A POLICY FOR ELECTRONIC PARTICIPATION IN CITY COUNCIL MEETINGS FROM REMOTE LOCATIONS BY THE COUNCIL OF THE CITY OF DANVILLE, VIRGINIA.

WHEREAS, Virginia Code sections 2.2-3708 and 2.2-3708.3 set out the requirements for public bodies and their members to hold meetings through electronic communication means during declared states of emergency and to hold meetings through electronic communication means in situations other than declared states of emergency; and

WHEREAS, the Council has determined that it would be prudent to approve the attached "Electronic Participation In City Council Meetings From Remote Locations" policy.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Danville, Virginia, that it is does hereby authorize and approve the "Electronic Participation In City Council Meetings From Remote Locations" policy attached hereto and made a part hereof, as if fully set out herein.

APPROVED:

_____
Mayor

ATTEST:

_____
Clerk

Approved as to
Form and Legal Sufficiency:

City Attorney

Electronic Participation In City Council Meetings From Remote Locations

Except as provided hereafter, or as otherwise permitted by law, the City Council does not conduct any meeting wherein the public business is discussed or transacted through telephonic, video, electronic or other electronic communication means where the members are not physically assembled. This policy is applied strictly and uniformly, without exception, to the entire membership of the City Council and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

The minutes of meetings conducted in accordance with this policy include (i) the identity of the members of the City Council who participated in the meeting through electronic communication means, (ii) the identity of the City Council Members who were physically assembled at one physical location, and (iii) the identity of the members of the City Council who were not present at the location identified in (ii) but who monitored such meeting through electronic communication means.

Definitions

"All-virtual public meeting" means a public meeting (i) conducted by the City Council using electronic communication means, (ii) during which all members of the City Council who participate do so remotely rather than being assembled in one physical location, and (iii) to which public access is provided through electronic communication means.

“Electronic communication” means the use of technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities to transmit or receive information.

“Remote participation" means participation by an individual member of the City Council by electronic communication means in a public meeting where a quorum of the City Council is otherwise physically assembled.

Quorum Physically Assembled (Individual Remote Participation)

Members of the City Council may use remote participation instead of attending a meeting in person if, in advance of the meeting, each member seeking to use remote participation notifies the chair that:

- the member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance;
- a medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance; or
- a personal matter and identifies with specificity the nature of the personal matter.

The chair reports such requests, if any, to the City Council at the beginning of each meeting. Those members of the City Council assembled at the primary meeting location must consider the requests for remote participation from each member seeking to use remote participation prior to the member participating in the meeting. The requests, as reported by the chair, and the votes on each member’s request are recorded in the minutes.

If participation by a member through electronic communication means is approved, the City Council records in its minutes the remote location from which the member participated. The remote location need not be open to the public and may be identified in the minutes by a general description.

If participation is approved based on or permanent disability or other medical condition of the member or a member of the member's family, the City Council includes in its minutes the fact that the member participated through electronic communication means due to a (i) temporary or permanent disability or other medical condition that prevented the member's physical attendance or (ii) a family member's medical condition that required the member to provide care for such a family member, thereby preventing the member's physical attendance.

If participation is approved because of a personal matter, the City Council also includes in its minutes the specific nature of the personal matter cited by the member.

If a City Council Member's participation from a remote location is disapproved, such disapproval is recorded in the minutes with specificity.

No member may use remote participation due to personal matters more than 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

Quorum Not Physically Assembled (All-Virtual Meetings)

The City Council may meet by electronic communication means without a quorum physically assembled at one location when the Governor has declared a state of emergency in accordance with Va. Code § 44-146.17, or the locality has declared a local state of emergency pursuant to Va. Code § 44-146.21, provided

- the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location, and
- the purpose of the meeting is to provide for the continuity of operations of City Council or the discharge of its lawful purposes, duties, and responsibilities.

If it holds a meeting pursuant to this section, the City Council shall

- give public notice using the best available method given the nature of the emergency contemporaneously with the notice provided members of the City Council; and
- make arrangements for public access to the meeting through electronic communications means, including videoconferencing if already used by the City Council; and
- provide the public with the opportunity to comment at those meetings when public comment is customarily received; and

- otherwise complies with the provisions of the Virginia Freedom of Information Act.

For any meeting conducted pursuant to this section, the nature of the emergency, the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held are stated in the minutes of the meeting.

The provisions of this section are applicable only for the duration of the declared emergency.

Legal

Code of Virginia, 1950, as amended, §§ 2.2-3701, 2.2-3707, 2.2-3708.2, 2.2-3708.3, 2.2-3710.

Acts 2020, c. 1283.

Council Letter
City of Danville, Virginia

CL - 1372 **NEW BUSINESS C.**

City Council REGULAR MEETING

Meeting Date: June 4, 2024

Subject: Consideration of a Special Use Permit Application filed by Pangea Asian Fusion.

From: Renee Burton, Division Director of Planning

COUNCIL ACTION

1. Public Hearing

2. An Ordinance Granting Special Use Permit Application PZ24-00160, filed by Pangea Asian Fusion, Requesting a Special Use Permit to Operate an Indoor Commercial Recreation Facility at Parcel 51416 (112 Westover Drive) in Accordance with Article 3.M. Section C Item 4.

SUMMARY

The applicant, Pangea Asian Fusion, is requesting a Special Use Permit to allow indoor commercial recreation at 112 Westover Drive. The property is zoned HR-C Highway Retail Commercial and is currently in operation as a restaurant. The applicant has requested a Special Use Permit to allow her to expand the restaurant operations to include entertainment and music events. Operation of a facility that requires payment to attend events is deemed indoor commercial recreation by the Zoning Code and a Special Use Permit is required.

A zoning violation letter was issued in February for an indoor commercial recreation facility operating at 112 Westover Drive without a Special Use Permit. After receiving the notice of violation, the applicant contacted the Planning Office to submit an application for a Special Use Permit. 112 Westover Drive has a Certificate of Occupancy for 160 persons and adequate parking for the restaurant and indoor commercial recreation use.

Sixteen (16) notices were sent out to property owners within three hundred (300) feet. Three (3) notices were received, all were unopposed.

On May 13, 2024, the City Planning Commission voted 6-0 to recommend approval of Special Use Permit Request PZ24-00160 to allow an indoor commercial recreation facility at 112 Westover Drive (Parcel ID 51416) in accordance with Article 3.M Section C Item 4.

RECOMMENDATION

It is recommended that City Council adopt an Ordinance to grant a Special Use Permit to allow an indoor commercial recreation facility in accordance with Article 3.M. Section C Item 4 at Parcel ID 51416 (112 Westover Drive).

Attachments

1. Ordinance
2. Application

3. 112 Westover Drive - Aerials
4. 112 Westover Drive - Owners
5. 112 Westover Drive - Landuse
6. Planning Commission Recommendation

PRESENTED:_____

ADOPTED:

ORDINANCE NO. 2024____.____

AN ORDINANCE GRANTING SPECIAL USE PERMIT APPLICATION PZ24-00160, FILED BY PANGEA ASIAN FUSION, REQUESTING A SPECIAL USE PERMIT TO OPERATE AN INDOOR COMMERCIAL RECREATION FACILITY AT PARCEL 51416 (112 WESTOVER DRIVE) IN ACCORDANCE WITH ARTICLE 3.M. SECTION C ITEM 4.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia, that the report of the Planning Commission recommending approval of Special Use Permit Application PZ23-00160, filed by Pangea Asian Fusion, requesting a Special Use Permit to operate an indoor commercial recreation facility at Parcel ID 51416 (112 Westover Drive) in accordance with Article 3.M Section C Item 4, be and the same is hereby received; and

AND BE IT FURTHER ORDAINED THAT in consideration of said report and the public hearing this day held by Council, Special Use Permit Application PZ23-00160, filed by Pangea Asian Fusion, requesting a Special Use Permit to operate an indoor commercial recreation facility at Parcel ID 51416 (112 Westover Drive) in accordance with Article 3.M. Section C Item 4, is hereby granted and approved.

Approved:

_____
Mayor

Attest:

_____
City Clerk

Approved as to
Form and Legal Sufficiency:

_____
City Attorney

CITY PLANNING COMMISSION

SPECIAL USE PERMIT APPLICATION

Article 6. Section D. Application Requirements for Special Use Permit.

1. An application for a special use permit shall be made by the owner, contract purchaser with the owner's written consent, or the owner's agent, of the property on which the proposed use is to be located. The application shall be submitted to the Director of Planning/Zoning Administrator, and shall be accompanied by the filing fee of $360.
2. If the request for a special use permit has been denied by City Council, a request in substantially the same form shall not be resubmitted within one (1) year of the date of denial.
3. The application shall include the following information:
   a. A preliminary site plan in accordance with the Site Plan Regulations.
   b. A description of the proposed use and, where applicable, the hours of operation and the proposed number of employees/patrons.
   c. A written statement of proposed project compatibility with the following:
      (1.) The Comprehensive Plan.
      (2.) The applicable zoning district.
      (3.) The surrounding properties.
      (4.) Current and future neighborhood conditions.
      (5.) Pedestrian and vehicular traffic patterns, on-site and off-site.
      (6.) Adequate public facilities.
   d. When requested by the Director of Planning/Zoning Administrator, the Planning Commission, or the City Council, the following information shall be provided by the applicant:
      (1.) The architectural elevations and floor plans of proposed building(s).
      (2.) Traffic impact analysis.
      (3.) Fiscal impact analysis.
      (4.) Parking and site circulation analysis.
      (5.) Photographs of property and surrounding area.
      (6.) Environmental impact statement.

PLANNING DIVISION PROVIDED INFORMATION

Application #: PZ24-00160 PC Meeting Date: May 8, 2024

Date Received: 3-25-24 Received By: Lisa Jones

Parcel ID: 51416 Address: 112 Westover Dr.

Existing Zoning HRC Future Land Use: HRC

APPLICANT PROVIDED INFORMATION

Property Location (address/ID#): 112 Westover Dr. Danville. VA. 24540

Applicant: JianYinglan

Applicant's Address: 128 3rd Ave W. danville. VA. 24541

Applicant's Phone Number: 718-415-8251

Applicant's E-mail: Jianyinglan0217@yahoo.com

Describe Proposed Request: To whom it may Concern. We here at pangea Asian Fusion strive to ensure safety. great Customer service and enjoyment. We've recieved your notices and would like to apply for a permit for us to operate our new idea "pangea after dark" which is our way of celebrating American Holidays. We open our establishment from the hours of 11pm - 2am to our loyal customers and some of the public to come in and celebrate with us for the Holiday. pangea After dark is another way for us to bring in more customers and traffic to our much loved establishment. Although we did not have a permit. We still had precautionary guidelines. in place (ex. great professional security. tickets for head count to ensure we are in accordance with our capacity limit. and wristbands for age purposes. We really hope you understand and allow us to continue celebrating

JianYinglan 03/22/24
Applicant Signature date

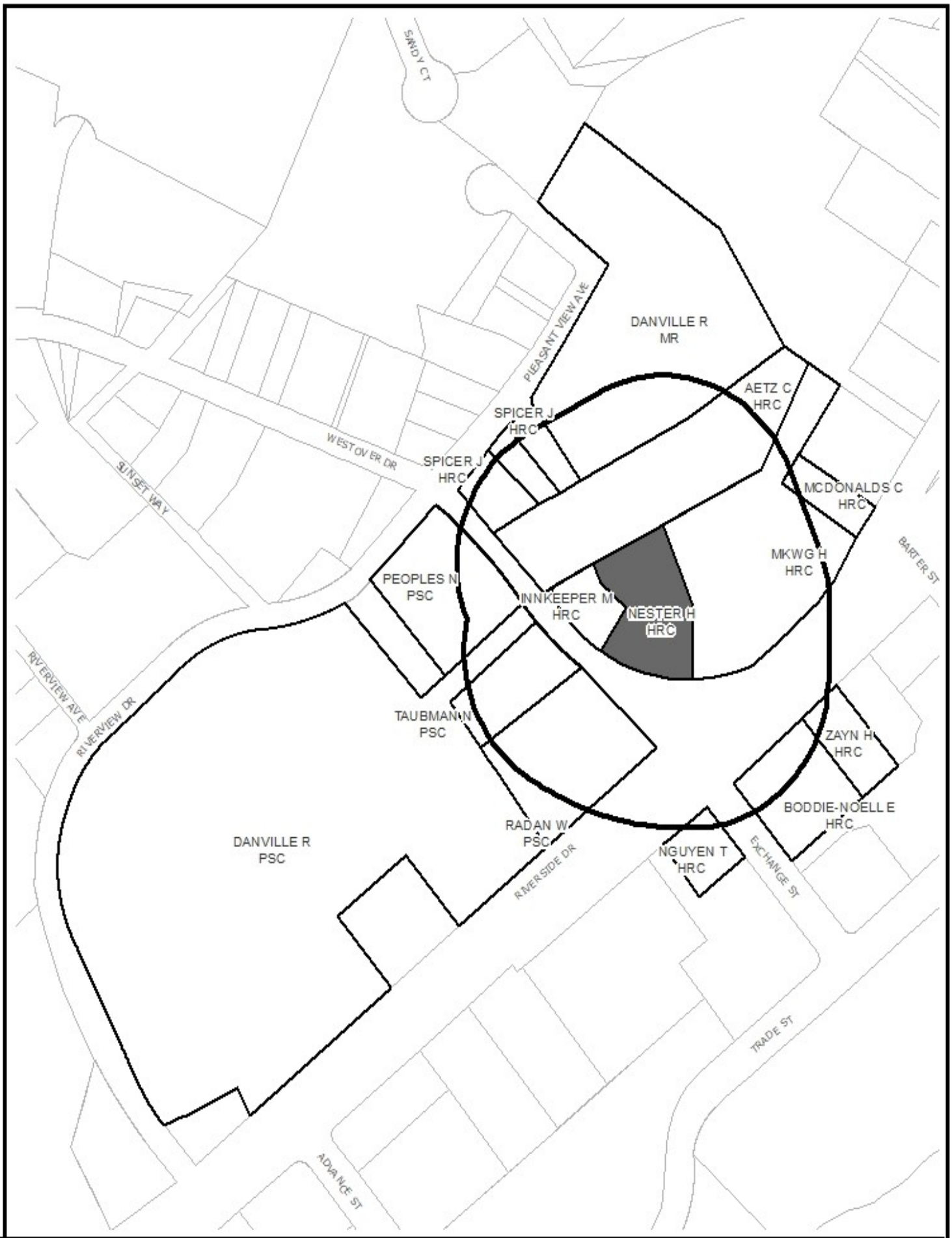
JianYinglan 03/22/24
Property Owner Signature (if not applicant) date

and holding our event. Thank you for your time.

Best Regards.

Pangea Asian Fusion

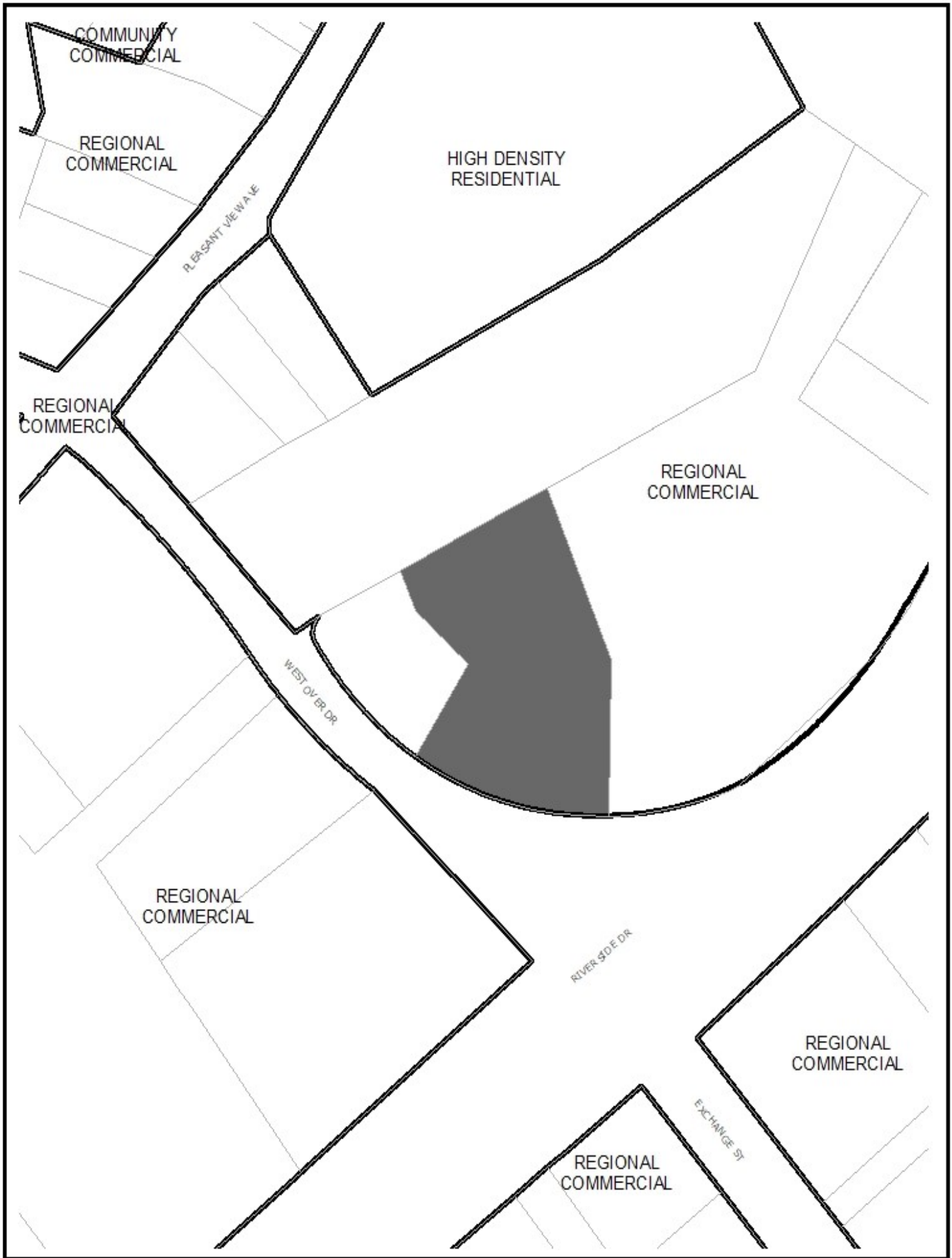
WESTOVER DR
RIVERSIDE DR
EXCHANGE ST



SURROUNDING PROPERTY OWNERS AND ZONING WITHIN 300 FEET OF SUBJECT PROPERTY

Prepared by:
Planning Division
4/23/2024

Disclaimer: Information contained on this map is to be used for reference purposes only. The City of Danville is not responsible for any inaccuracies herein contained. The City of Danville makes no representation of warranty as to this map's accuracy, and in particular, its accuracy in labeling, dimensions, contours, property boundaries, or placement or location of any map features thereon. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, use or misuse of the information herein provided.



YEAR 2030 LAND USE PLAN FOR AREA SURROUNDING SUBJECT PROPERTY

Prepared by:
Planning Division
4/23/2024

Disclaimer: Information contained on this map is to be used for reference purposes only. The City of Danville is not responsible for any inaccuracies herein contained. The City of Danville makes no representation of warranty as to this map's accuracy, and in particular, its accuracy in labeling, dimensions, contours, property boundaries, or placement or location of any map features thereon. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, use or misuse of the information herein provided.

CITY OF DANVILLE
Community Development
Division of Planning and Zoning

MEMORANDUM

DATE: MAY 13, 2024
TO: CITY COUNCIL
FROM: CITY PLANNING COMMISSION
RE: SPECIAL USE PERMIT APPLICATION PZ24-00160

REQUEST

Special Use Permit application PZ24-00160 filed by Pangea Asian Fusion to allow indoor commercial recreation facilities at 112 Westover Drive in accordance with Article 3.M Section C Item 4.

RECOMMENDATION
The Planning Commission, at their May 13, 2024, meeting voted 6 - 0 to recommend approval of Special Use Permit Request PZ24-00160.

Steve Petrick RB
Mr. Steve Petrick, Chair

Council Letter
City of Danville, Virginia

CL - 1373 **NEW BUSINESS D.**

City Council REGULAR MEETING

Meeting Date: June 4, 2024

Subject: Special Use Permit Application to Allow an Accessory Building Without a Primary Building.

From: Renee Burton, Division Director of Planning

COUNCIL ACTION

1. Public Hearing

2. An Ordinance Granting Special Use Permit Application PZ24-00179, filed by Fred Leggett, Jr, Requesting a Special Use Permit to Allow an Accessory Building Without a Primary Building at Parcel 71320 (Lake Heron Drive) in Accordance with Article 3.C. Section C Item 23.

SUMMARY

The applicant, Fred Leggett Jr., is requesting a Special Use Permit to allow an accessory building without a primary building being located on Parcel ID 71320. The applicant has proposed a reconfiguration of property lines affecting Parcel 71320 and the adjoining Parcel 71323. Currently, Parcel ID 71323 contains a single family dwelling and an accessory building identified as a "barndominium dwelling" on the submitted plat. Staff confirmed with the applicant's attorney that this is not used as a dwelling. The proposed reconfiguration will divide the existing parcels so that Parcel ID 71320 will contain an accessory building without a primary building and Parcel ID 71323 will contain a primary building without an accessory building.

Article 3.C Section C Item 23 allows a property with an S-R, Suburban Residential zoning classification to request a Special Use Permit for an accessory building without a primary dwelling being located on the parcel.

On May 13, 2024, the City Planning Commission voted 6-0 to recommend approval of Special Use Permit Request PZ24-00179 to allow an accessory building without a primary building at Parcel ID 71320 (Lake Heron Drive) in accordance with Article 3.C Section C Item 23.

Thirteen (13) notices were sent out to property owners within three hundred (300) feet. One (1) unopposed notice was received.

RECOMMENDATION

It is recommended that City Council adopt an Ordinance to grant a Special Use Permit to allow an accessory building without a primary building in accordance with Article 3.C. Section C Item 23 at Parcel ID 71320 (Lake Heron Drive).

Attachments

1. Ordinance
2. Application
3. Plat
4. Parcel 71320 - Aerials
5. Parcel 71320 - Owners
6. Parcel 71320 - Landuse
7. Planning Commission Recommendation

PRESENTED:_____

ADOPTED:

ORDINANCE NO. 2024____.____

AN ORDINANCE GRANTING SPECIAL USE PERMIT APPLICATION PZ24-00179, FILED BY FRED LEGGETT, JR, REQUESTING A SPECIAL USE PERMIT TO ALLOW AN ACCESSORY BUILDING WITHOUT A PRIMARY BUILDING AT PARCEL 71320 (LAKE HERON DRIVE) IN ACCORDANCE WITH ARTICLE 3.C. SECTION C ITEM 23.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia, that the report of the Planning Commission recommending approval of Special Use Permit Application PZ23-00179, filed by Fred Leggett, Jr., requesting a Special Use Permit to allow an accessory building without a primary building at Parcel ID 71320 (Lake Heron Drive) in accordance with Article 3.C Section C Item 23, be and the same is hereby received; and

AND BE IT FURTHER ORDAINED THAT in consideration of said report and the public hearing this day held by Council, Special Use Permit Application PZ23-00179, filed by Fred Leggett, Jr., requesting a Special Use Permit to allow an accessory building without a primary building at Parcel ID 71320 (Lake Heron Drive) in accordance with Article 3.C. Section C Item 23, is hereby granted and approved.

Approved:

_____
Mayor

Attest:

_____
City Clerk

Approved as to
Form and Legal Sufficiency:

_____
City Attorney

B. Cabell Barrow, PLLC
- Attorney at Law -
600 West Main Street (24541)
P.O. Box 11111
Danville, Virginia 24543
Phone: (434) 272-8484
cabell@danville-lawyer.com
Licensed in VA and NC

March 29, 2024

VIA HAND DELIVERY AND ELECTRONIC MAIL

Ms. Renee Burton
Director of Planning
City of Danville
427 Patton Street
Danville, Virginia 24541

RE: Application for Special Use Permit submitted on behalf of Fred B. Leggett, Jr.

Dear Ms. Burton:

On behalf of Fred B. Leggett, Jr., I herewith submit a Special Use Permit Application (the "Application") pertaining to the proposed reconfiguration of boundary lines affecting Parcel ID No. 71323 and Parcel ID No. 71320 in the City of Danville. Also enclosed herewith is a preliminary Plat Showing Reconfiguration of the Properties of Fred B. Leggett Jr. Trustee of Fred B. Leggett Jr. Revocable Trust DTD Oct 4, 2013.

The Application seeks approval of a proposed reconfiguration of the above-referenced parcels, both of which are held in common ownership by Fred B. Leggett, Jr., as Trustee of the Fred B. Leggett Jr. Revocable Trust, Dated October 4, 2013. A special use permit will be required in connection with the proposed reconfiguration due to the presence of a "Barndominium Dwelling" currently located on Parcel ID No. 71323, which structure under the proposed reconfiguration would become a part of Parcel ID No. 71320. There being no primary building located upon Parcel ID No. 71320, the proposed reconfiguration and the relocation of the "Barndominium Dwelling" onto Parcel ID No. 71320 will require issuance of a special use permit under Article 3.C(C) of the Zoning Ordinance.

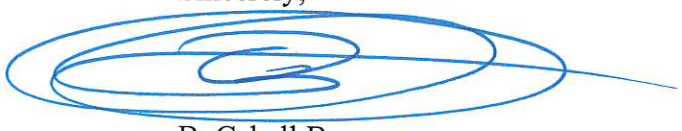
The purpose of the proposed reconfiguration is to effectuate certain estate planning measures in contemplation of the eventual transfer of Parcel ID No. 71320 together with the Barndominium Dwelling, but separate from the applicant's home located upon 71323.

The proposed reconfiguration is compatible with the Comprehensive Plan for the City of Danville, the applicable zoning district, and will have no impact on surrounding properties - the majority of which are owned by Mr. Leggett. Nothing about the proposed reconfiguration is expected to impact current or future neighborhood conditions or traffic patterns.

Should you determine that any condition required for your consideration of this Application has not been met, please do not hesitate to contact me, and we will provide supplemental information as needed.

I would like to thank you in advance for your consideration of this application. If you have any questions or concerns, please do not hesitate to contact me directly.

Sincerely,



B. Cabell Barrow

BCB/km
Enclosures
cc: Fred B. Leggett, Jr. (w/encls.) [via electronic mail]

APPLICANT PROVIDED INFORMATION

Property Location (address/ID#): 82 Lake Heron Drive, Danville, VA (Parcel IDs: 71323 & 71320)

Applicant: Fred B. Leggett, Jr.

Applicant's Address: 82 Lake Heron Drive, Danville, VA 24541

Applicant's Phone Number: 434-548-3102

Applicant's E-mail: willowtrail@mac.com

Describe Proposed Request: Reconfiguration of lot lines with one resulting parcel to include Barndominium Structure but no primary structure

3/29/2024

Applicant Signature date

B. Cabell Barrow

Property Owner Signature (if not applicant) date

1. THIS PLAT HAS BEEN PREPARED FROM AN ACTUAL FIELD SURVEY AS PER DATE OF THIS PLAT AND THERE ARE NO READILY APPARENT EASEMENTS OR ENCROACHMENTS EXCEPT AS SHOWN.
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 51143C0628E EFFECTIVE 9–29–2010.
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. ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES MEASURED IN US SURVEY FEET UNLESS NOTED. GPS MEASUREMENTS WERE SCALED USING A COMBINED FACTOR OF 0.99998459244039 FROM A REBAR FOUND AT NORTHING: 3377178.58 EASTING: 11193738.40
6. HORIZONTAL DATUM FOR THIS DRAWING IS VIRGINIA STATE PLANE COORDINATE NAD83 VA SOUTH.

THE RECONFIGURATION 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.

_____
SIGNED

_____
NAME TITLE

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:

_____

CITY OF DANVILLE SURVEYORS CERTIFICATE (SUBDIVISIONS):

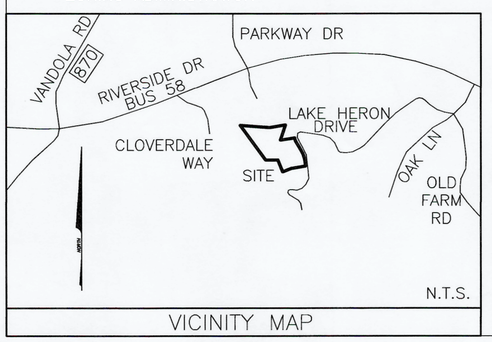
SURVEYORS CERTIFICATE:
I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL OF THE REQUIREMENTS OF THE PLANNING COMMISSION AND CITY COUNCIL, AND ORDINANCES OF THE CITY OF DANVILLE, VIRGINIA, REGARDING THE PLATTING OF SUBDIVISIONS, DIVISIONS WITHIN THE CITY HAVE BEEN COMPLIED WITH GIVEN UNDER MY HAND THIS 23RD DAY OF JUNE, 2023.

Richard B Armstrong
RICHARD B. ARMSTRONG, JR. LS 3017

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

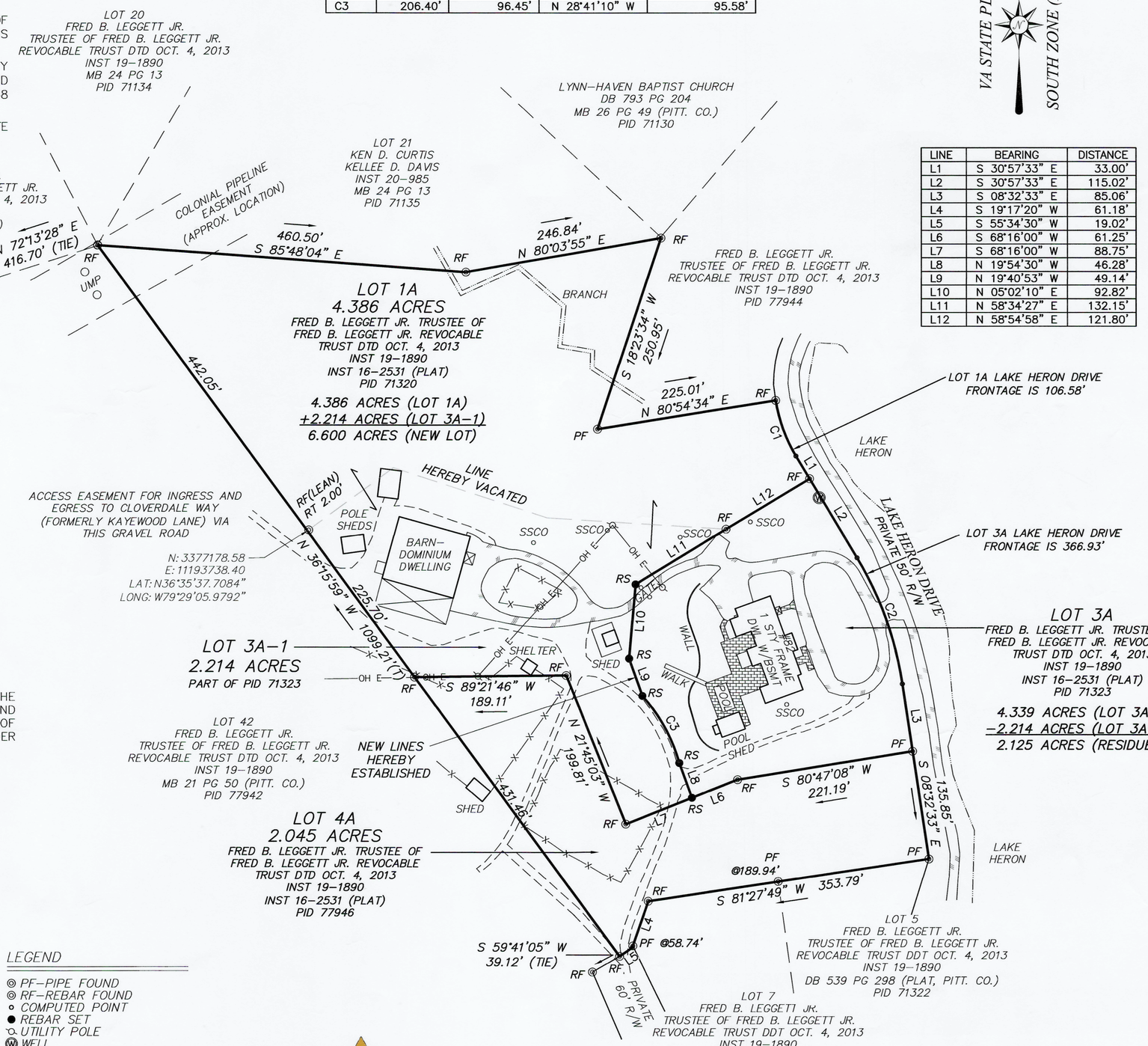
_____
ZONING ADMINISTRATOR



VICINITY MAP

CURVE	RADIUS	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	194.73'	74.02'	S 20°04'09" E	73.58'
C2	429.19'	167.92'	S 19°45'03" E	166.85'
C3	206.40'	96.45'	N 28°41'10" W	95.58'

LINE	BEARING	DISTANCE
L1	S 30°57'33" E	33.00'
L2	S 30°57'33" E	115.02'
L3	S 08°32'33" E	85.06'
L4	S 19°17'20" W	61.18'
L5	S 55°34'30" W	19.02'
L6	S 68°16'00" W	61.25'
L7	S 68°16'00" W	88.75'
L8	N 19°54'30" W	46.28'
L9	N 19°40'53" W	49.14'
L10	N 05°02'10" E	92.82'
L11	N 58°34'27" E	132.15'
L12	N 58°54'58" E	121.80'



LEGEND
- PF–PIPE FOUND
- RF–REBAR FOUND
- COMPUTED POINT
- REBAR SET
- UTILITY POLE
- WELL
- SSCO–SAN SEWER CLEANOUT
- UMP–UTILITY MARKER POST
- OH E– OVERHEAD ELECTRIC
- –X–X– FENCE
- EDGE OF PAVEMENT
- BRANCH
- TIE NOT TO SCALE
- BRICK PAVEMENT

0 100 200 300
1"=100'

ARMSTRONG CIVIL
105 NORTH MAIN ST. GRETNA, VA 24557. 434-656-1051
ARMSTRONGANDASSOCIATES.NET
RICH@ARMSTRONGCIVIL.COM

COMMONWEALTH OF VIRGINIA
Richard B Armstrong
RICHARD B. ARMSTRONG, JR.
Lic. No. 3017
05-04-2023
LAND SURVEYOR

DRAWN BY: MSG	DATE: 05–04–2023	PROJECT #220038

PLAT SHOWING
BOUNDARY RECONFIGURATION OF THE PROPERTIES OF
FRED B. LEGGETT JR
TRUSTEE OF FRED B. LEGGETT JR
REVOCABLE TRUST DTD OCT 4, 2013
CITY OF DANVILLE, VIRGINIA

LAKE HERON DR

SURROUNDING PROPERTY OWNERS AND ZONING WITHIN 300 FEET OF SUBJECT PROPERTY

Prepared by:
Planning Division
4/23/2024

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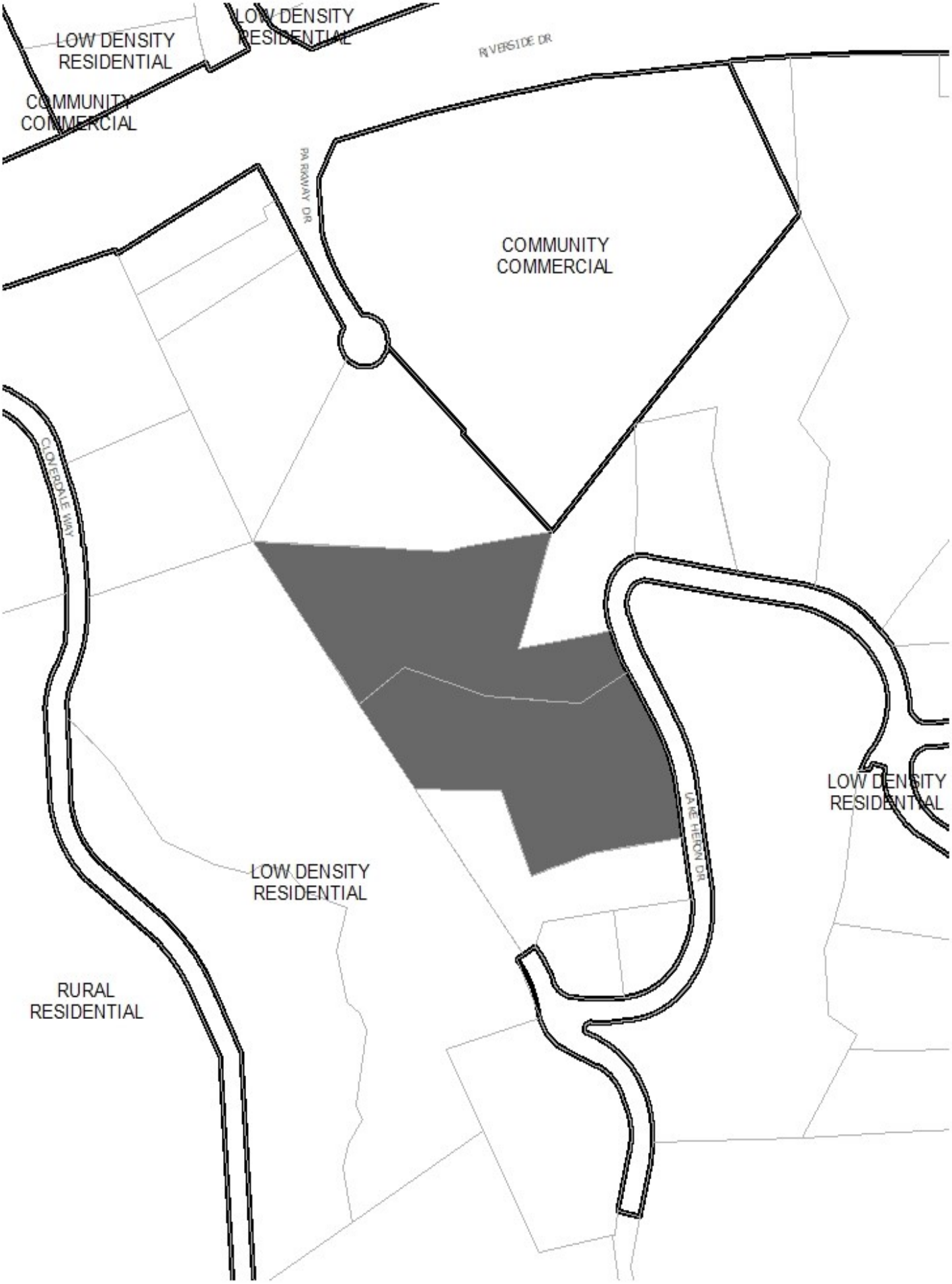

YEAR 2030 LAND USE PLAN FOR AREA SURROUNDING SUBJECT PROPERTY

Prepared by:
Planning Division
4/23/2024

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CITY OF DANVILLE
Community Development
Division of Planning and Zoning

MEMORANDUM

DATE: MAY 13, 2024
TO: CITY COUNCIL
FROM: CITY PLANNING COMMISSION
RE: SPECIAL USE PERMIT APPLICATION PZ24-00179

REQUEST

Special Use Permit application PZ24-00179 filed by Fred Leggett, Jr. to allow an accessory building without a primary building being on the parcel at Parcel 71320 in accordance with Article 3.C Section C Item 23.

RECOMMENDATION

The Planning Commission, at their May 13, 2024, meeting voted 6 - 0 to recommend approval of Special Use Permit Request PZ24-00179.

Steve Petrick RB

Mr. Steve Petrick, Chair

Council Letter
City of Danville, Virginia

CL - 1337 **NEW BUSINESS E.**

City Council REGULAR MEETING

Meeting Date: June 4, 2024

Subject: Authorizing the Sale of Parcels 26470 and 26471 to the Industrial Development Authority.

From: Ken Larking, City Manager

COUNCIL ACTION

1. Public Hearing

2. A Resolution Authorizing and Approving the City Manager to Convey, by Deed of Bargain and Sale, the Existing Lots Located on Lynn Street, Identified as Parcel IDS 26470 and 26471 to the Industrial Development Authority of Danville, Virginia.

SUMMARY

The Bee Hotel has requested that the City, through the Industrial Development Authority, provide parking spaces in a parking lot near their property for use by their guests. The City owns two parcels that make up a parking lot on Lynn Street across the street from the courthouse. The parking in that area is currently used for employees who work in the courthouse. Staff analyzed the utilization of the parking lot and options for providing employee parking at other locations. Staff believe that around six of the spaces in the parking lot can be made available to The Bee through a lease arrangement with the IDA, if the IDA owned that lot. Staff requests that the City transfer ownership of parcels 26471 and 26470 to the IDA to help facilitate the leasing of some spaces in that parking lot to The Bee Hotel.

BACKGROUND

In 2020, the Bee Hotel opened as the only boutique hotel in the River District. They currently lease spaces nearby and use on-street parking to accommodate the needs of their staff and guests. They have requested the City's assistance in finding additional parking spaces for their needs. The Economic Development Office and City Manager's Office have worked to balance the need for employee parking for municipal employees and the request of The Bee and believe we have found a solution that will provide about six spaces that can be leased by The Bee Hotel, if the property is owned by the IDA. The City plans to mark certain spaces on Lynn Street in the area as restricted for use by the Sheriff's Office to make up for any lost spaces in the parking lot.

RECOMMENDATION

Staff recommends that the City transfer ownership of parcels 26471 and 26470 to the Danville Industrial Development Authority.

Attachments

1. Resolution

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2024 – ___.___

A RESOLUTION AUTHORIZING AND APPROVING THE CITY MANAGER TO CONVEY, BY DEED OF BARGAIN AND SALE, THE EXISTING LOTS LOCATED ON LYNN STREET, IDENTIFIED AS PARCEL IDS 26470 AND 26471 TO THE INDUSTRIAL DEVELOPMENT AUTHORITY OF DANVILLE, VIRGINIA.

WHEREAS, the City of Danville, through the Industrial Development Authority of Danville, Virginia plan to provide parking spaces to The Bee Hotel; and

WHEREAS, the City of Danville owns two parcels that make up a parking lot on Lynn Street consisting of Parcels 26470 and Parcel 26471; and

WHEREAS, the IDA will enter into a lease agreement with The Bee Hotel to provide parking spaces for use by the hotel guest.

NOW THEREFORE, BE IT RESOLVED, by the City Council of Danville, Virginia that the City Manager is hereby authorized to convey the existing City owned lots, Parcel 26470 and Parcel 26471, located on Lynn Street, to the Industrial Development Authority by deed of Bargain and Sale in the amount of ten dollars; and

BE IT FURTHER RESOLVED THAT THE City Manager, Ken F. Larking, or his designee be, and is hereby, authorized to execute any and all documents necessary to complete this transaction.

Approved:

_____
Mayor

Attest:

_____
City Clerk

Approved as to
Form and legal sufficiency:

_____
City Attorney

Council Letter
City of Danville, Virginia

CL - 1371 **NEW BUSINESS F.**

City Council REGULAR MEETING

Meeting Date: June 4, 2024

Subject: Approval of Amendment to Lease Agreement.

From: Ken Larking, City Manager

COUNCIL ACTION

A Resolution Authorizing and Approving the Renewal of the Lease Agreement at 530 Main Street for Use by the City's Registrar.

SUMMARY

In 2017, the City entered into a Lease Agreement to lease space on the first floor of the First Citizens Bank Building at 530 Main Street for use by the City's Registrar; the original lease was amended in 2022. The lease will expire on July 31 and needs to be renewed. The owner has proposed a two year lease at an annual cost of $54,392.58 for the first year and $56,024.36 for the second year.

BACKGROUND

A space needs study identified the Registrar's Office, in 2017, as needing a significant amount of additional space to meet their needs. Staff worked to identify suitable space to better service the needs of the Registrar and their customers at a cost that could be accommodated by the budget. A proposed lease with "530 Main, LLC" for space on the first floor of the First Citizens Bank Building at 530 Main Street was recommended and adopted by City Council in 2017.

RECOMMENDATION

Staff recommends that the City enter into Amendment #2 of a Lease Agreement with "530 Main, LLC" for space at 530 Main Street for the purpose of continuing to provide office space for the Danville Registrar for two more years.

Attachments

1. Resolution
2. Amendment No. 2 to Lease Agreement

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2024 – ___.___

A RESOLUTION AUTHORIZING AND APPROVING THE RENEWAL OF THE LEASE AGREEMENT AT 530 MAIN STREET FOR USE BY THE CITY'S REGISTRAR.

WHEREAS, the City of Danville, entered into a lease agreement dated May 9, 2017, for approximately 2,425 square feet on the first floor, and approximately 572 square feet in the basement of the building commonly known as 530 Main Street, Danville, Virginia; and

WHEREAS, the initial term of the Lease expired on July 31, 2022, and the terms of the Lease were extended for an additional two years beginning August 1, 2022, and ending July 31, 2024, and

WHEREAS, tenant and landlord desire to extend the terms of the lease for one additional year beginning August 1, 2024 and ending July 31, 2025 with an option for one additional year beginning August 1, 2024 and ending July 31, 2026.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Danville, Virginia, that it hereby approves and authorizes the renewal of the lease of the property described at 530 Main Street as more fully described in Amendment #2 to the Lease Agreement; and

BE IT FURTHER RESOLVED, by the City Council of Danville, Virginia that the City Manager, Ken F. Larking, or his designee be, and is hereby, authorized to execute any and all documents necessary to complete this transaction.

Approved:

_____

Mayor

Attest:

_____
City Clerk

Approved as to
Form and legal sufficiency:

_____
City Attorney

AMENDMENT #2 TO LEASE AGREEMENT

THIS AMENDMENT (#2) TO LEASE AGREEMENT (this "**Amendment**") is made as of the _____ day of _____, 2024, by and between **530 MAIN, LLC**, a Virginia limited liability company ("Landlord") and **THE CITY OF DANVILLE, VIRGINIA**, a political subdivision of the Commonwealth of Virginia ("**Tenant**")

Recitals

A. Landlord and Tenant entered into a Lease dated May 19,2017, (the "**Lease**"), for that certain portion, consisting of approximately 2,425 square feet on the first floor, and approximately 572 square feet in the basement, of a building owned by Landlord located at and commonly known as 530 Main Street, Danville, Virginia, as more particularly described, and on the terms and conditions set forth, in the Lease (the "**Premises**"). Capitalized terms used and not otherwise defined herein shall have the meanings given to them in the Lease.

B. The initial term of the Lease expired on July 31, 2022, and Tenant and Landlord extended the term of Lease for an additional two (2) year term beginning August 1, 2022, and ending July 31, 2024. Tenant and Landlord desire to extend the term of Lease for another one (1) year period beginning August 1, 2024, and ending July 31, 2025, with an option for one (1) additional year beginning August 1, 2025, and ending July 31, 2026.

C. The parties enter into this agreement to memorialize their understanding and agreement concerning extension of the term of and other amendments to the Lease.

Agreement

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties, intending to be legally bound, agree as follows:

1. Recitals. The recitals set forth above are hereby incorporated into and made a part of this amendment as though fully set forth herein.

2. Extension of Lease Term. The current term of Extension, which is set to expire on July 31, 2024, is extended upon expiration of the term for an additional one (1) year period (the **"Extended Term**") beginning on August 1, 2024, and ending on July 31, 2025, with an option to extend term further by one (1) additional year beginning August 1, 2025, and ending on July 31, 2026, unless sooner terminated in accordance with the Lease.

3. Rent. Tenant hereby agrees to pay Landlord during the first year of the Extended Term, from August 1, 2024, through July 31, 2025, rent in the amount of $54, 392.58/annum due and payable on or before August 1, 2024, and if the optional year is agreed upon, rent in the amount of $56,024.36/annum due and payable on or before August 1, 2025. The lease is hereby amended to the extent necessary to reflect the foregoing changes in rent.

4. Effect of Extension and Amendments. The parties hereby agree that the lease by Landlord to

Tenant of the Premises during the Extended Term shall be on the same terms and conditions presently set forth in the Lease and Amendment #1, except to the extent such terms and conditions are modified and amended in this Amendment.

5. Miscellaneous.

   a. Ratification. Landlord and Tenant hereby ratify and confirm all terms and conditions of the Lease and agree that the Lease remains in full force and effect without modification, except as otherwise set forth in this Amendment,

   b. Governing Law. This Amendment shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia, and if legal action by either party is necessary for or with respect to the enforcement of any or all of the terms and conditions hereof, then exclusive venue therefore shall lie in the City of Danville, Virginia.

   c. Successors and Assigns. This Amendment shall be binding upon and inure to the benefit of the parties hereto and their respective successors, representatives, and permitted assigns.

   d. Conflicts. In the event of any inconsistency or conflict between the terms of this Amendment and the Lease, the terms of this Amendment shall control.

   e. Entire Agreement. The Lease, together with the Amendments, constitutes and contains the sole and entire agreement of the parties hereto with respect to the matter hereof, and no prior or contemporaneous oral or written representations or agreements between the parties and relating to the subject matter hereof shall have any legal effect.

   f. Severability. If, from any circumstance whatsoever, any clause or provision herein contained operates or would prospectively operate to invalidate this Amendment, in the whole or in part, then such clause or provision only shall be held invalid, and the remainder of the Amendment shall remain operative and in full force and effect.

   g. Modification. The Lease, together with and as modified by the Amendments, may not be modified, amended, and/or supplemented other than by an agreement in writing signed by all parties hereto and their respective representatives, successors, or permitted assigns.

   h. Counterparts. This Amendment may be executed in counterparts each of which shall be deemed an original but all of which together shall constitute one and the same Amendment. A facsimile or scan copy (*pdf) signature to this Amendment shall have the same effect as an original for all purposes.

[SIGNATURE PAGE FOLLOWS]

WITNESS our signatures to this **AMENDMENT TO LEASE AGREEMENT** as of the date first above written:

LANDLORD:

530 MAIN, LLC
a Virginia limited liability company

By: _____

Name: _____

Title: _____

TENANT:

THE CITY OF DANVILLE, VIRGINIA
a political subdivision of the
Commonwealth of Virginia

By: _____
Ken Larking, City Manager

Attest: City Clerk

_____

Council Letter
City of Danville, Virginia

CL - 1261 **NEW BUSINESS G.**

City Council REGULAR MEETING

Meeting Date: June 4, 2024

Subject: Consideration of Fee Changes Effective July 1, 2024.

From: Henrietta Weaver, Budget Director

COUNCIL ACTION

1. Public Hearing

2. An Ordinance Amending, Establishing and Increasing Certain Community Development Planning and Zoning Fees of the City of Danville Effective July 1, 2024, Except Where Otherwise Stated.
First Reading

3. An Ordinance Amending, Establishing and Increasing Certain Community Development Department Inspection Fees of the City of Danville, Effective July 1, 2024.
First Reading

4. An Ordinance Amending, Establishing and Increasing Certain Public Works Department Sanitation Fees of the City of Danville Effective July 1, 2024.
First Reading

5. An Ordinance Amending, Establishing and Increasing Certain Public Works Department Cemetery Fees of the City of Danville Effective July 1, 2024.
First Reading

SUMMARY

The Fiscal Year 2025 City Council Introductory Budget contains recommendations for the following new fees or fee increases:

- The establishment of a short term rental fee in Community Development which is estimated to provide an additional $52,500 in revenue.
- Various Planning and Inspection fee increases in Community Development are estimated to provide an additional $38,170 in revenue.
- Sanitation fee increases are estimated to provide an additional $404,760 in revenue.
- Cemetery fee increases are estimated to provide an additional $299,800 in revenue.
- A public hearing was held May 7, 2024 for the above proposed rate and fee changes.

BACKGROUND

Philosophy of Charging Fees

The City has a long-standing practice of charging the users of services for the cost of providing those services. If the fees exist in the General Fund, they typically only cover a portion of the cost. If the fees exist in a separate Enterprise Fund, the fees typically cover the entire cost to provide that service. The purpose of establishing fees instead of using the general taxing authority to cover costs is so that the people who benefit from the service are the ones paying for the cost. This is a best practice for municipalities.

Short Term Rental Fees

After hearing from the gentleman who spoke during the Public Hearing and listening to the concerns of City Council members that night, Staff believes that it is appropriate to establish this fee at $250 per year. The Council adopted a Short-Term Rental ordinance that requires inspections and has a complaint-driven process to protect the neighbors. This fee will help cover the administrative cost of running the program. The current proposed fee is 1/2 the amount presented in the recommended budget.

Planning, Zoning, and Building Inspection Fees

The purpose of the fee establishment or increase in Community Development is to capture revenue from the customers who are using this service and to reduce the subsidy that the general taxpayer provides to make these available. Each of the proposed fees were benchmarked against peer cities to make sure they are competitive with what others charge for these services.

The following fees are established to help cover a portion of the cost to provide these services. Currently, these operations are subsidized by General Fund revenues. The modest fee increases are recommended to make them in line with competitor localities and put more of the burden of covering the cost on the people who use the service. Since new construction and renovation typically result in higher general fund tax revenue, it is appropriate for the General Fund to subsidize part of the cost of these services.

Planning Commission Application, Special Use, Code Amendment Fees

The increase from $360 to $400 helps cover the cost to advertise and administer the process necessary for an applicant to apply for these permits. The City must pay for advertising and mailings to nearby property owners. Pages 3 - 4 of the “Community Development” attachment provides an explanation for the recommended fee increases.

Board of Zoning Appeals Application Fee

The increase from $206 to $250 helps to cover the cost to advertise and administer the process necessary for an applicant to apply for these permits. The City must pay for advertising and mailings to nearby property owners. Page 2 of the “Community Development” attachment provides an explanation for the recommended fee increases.

Building Inspection Fees – Various

The fees for building inspections are established to cover a portion of the cost of the Building Inspections Division. Page 7 of the “Community Development” attachment provides an explanation for the recommended fee increases.

Sanitation Fees

Sanitation fees are requested to be increased due to the rising cost of providing this service. The Solid Waste Fund is a self-supporting operation and, unfortunately, the rising costs associated with personnel and equipment require this increase. The fund is currently operating at a deficit and can no longer sustain the same level of services as residents are accustomed to receiving. This is the second year of a multi-year plan to increase fees. The increase is $12 per year.

Cemetery Fees

The Cemetery Fund is running at a deficit and does not have enough fund balance to cover the cost. Cemetery fees are being increased due to the rising cost of providing this service. The Cemetery Fund is intended to be a self-supporting operation. However, the fees generated for cemeteries do not provide enough funding to properly maintain them. It will run out of money next year if the new fee schedule is not adopted. Each of the proposed fees were benchmarked against peer cities and locally owned cemeteries. These fees have been at current levels for the last 12 years.

RECOMMENDATION

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

Attachments

1. Ordinance - Fee Changes - Planning
2. Ordinance - Fee changes - Inspections
3. Ordinance - Fee Changes - Sanitation
4. Ordinance - Fee Changes - Cemetery

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2024 – __ . __

AN ORDINANCE AMENDING, ESTABLISHING AND INCREASING CERTAIN PLANNING AND ZONING FEES OF THE COMMUNITY DEVELOPMENT DEPARTMENT OF THE CITY OF DANVILLE EFFECTIVE JULY 1, 2024, EXCEPT WHERE OTHERWISE STATED.

WHEREAS, the city of Danville charges fees for services rendered, permits and applications; and

WHEREAS, fees for services rendered, permits, and applications are designed to help recoup a portion of the costs of providing those services.

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

AND BE IT FURTHER ORDAINED that this Ordinance shall be and become effective on and as of July 1, 2024, except where otherwise stated.

Approved

_____
Mayor

Attest:

_____
City Clerk

Approved as to
Form and Legal Sufficiency:

_____
City Attorney

CITY OF DANVILLE
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING AND ZONING FEES

Pursuant to Danville City Code § 2-9 and Chapter 41, Art.13, § I, 5 and Danville City Charter
§ 2-19.

Effective July 1, 2024

FEE	CURRENT	PROPOSED
Short Term Rental	$0	$125
Planning Commission – application, special use, code amendment	$360	$400
Zoning Clearance	$11	$20
Board of Zoning Appeals application	$206	$250

Effective January 1, 2025

FEE	CURRENT	PROPOSED
Short Term Rental	$0	$250

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2024 – __ . __

AN ORDINANCE AMENDING, ESTABLISHING AND INCREASING CERTAIN CITY OF DANVILLE COMMUNITY DEVELOPMENT DEPARTMENT INSPECTION, REVIEW, AND PERMIT FEES TO BE EFFECTIVE JULY 1, 2024, EXCEPT WHERE OTHERWISE STATED.

WHEREAS, the city of Danville charges fees for services rendered, permits and applications; and

WHEREAS, fees for services rendered, permits, and applications are designed to help recoup a portion of the costs of providing those services.

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

AND BE IT FURTHER ORDAINED that this Ordinance shall be and become effective on and as of July 1, 2024, except where otherwise stated.

Approved

_____
Mayor

Attest:

_____
City Clerk

Approved as to
Form and Legal Sufficiency:

_____
City Attorney

Pursuant to Danville City Code § 2-9, § 9-62, and § 9-87 and Danville City Charter § 2-19.

FEE	CURRENT	PROPOSED
Building, Electrical, Mechanical, Plumbing, Sign permit fee - minimum	$42	$50
Investigation Fee (work without permit)	$72	$200
After hours inspection fee	$57	$100
Minimum plan review fee (Commercial)	$31	$50
Plan Review Fee - Residential Addition	$26	$50
Plan Review Fee - Residential New	$52	$100
Demolition (Wrecking) fee	$52	$100
Relocation Fee (moving of any structure)	$78	$100
Temporary Certificate of Use & Occupancy	$31	$100
Permanent Certificate of Use & Occupancy	$31	$50
Change of Use Survey	$42	$50
Additional Inspection Fee (Re-inspection Fee)	$29	$50

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2024 – __ . __

AN ORDINANCE AMENDING, ESTABLISHING AND INCREASING CERTAIN CITY OF DANVILLE PUBLIC WORKS DEPARTMENT SANITATION FEES EFFECTIVE JULY 1, 2024, EXCEPT WHERE OTHERWISE STATED.

WHEREAS, the city of Danville charges fees for services rendered, permits and applications; and

WHEREAS, fees for services rendered, permits, and applications are designed to help recoup a portion of the costs of providing those services.

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

AND BE IT FURTHER ORDAINED that this Ordinance shall be and become effective on and as of July 1, 2024, except where otherwise stated.

Approved

_____
Mayor

Attest:

_____
City Clerk

Approved as to
Form and Legal Sufficiency:

_____
City Attorney

Schedule III

CITY OF DANVILLE
COMMUNITY DEVELOPMENT DEPARTMENT
SANITATION FEES
EFFECTIVE JULY 1, 2024

Pursuant to Danville City Code § 2-9, § 17-25, § 17-26 and § 17-51, and Danville City Charter § 2-19.

FEE	CURRENT	PROPOSED
Residential Refuse Collection	$17.50	$18.50
Residential Refuse Collection – reduced fee	$8.75	$9.25
Commercial Refuse Collection	$3.00	$4.00
Commercial Refuse Collection – partial service	$1.50	$2.00

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2024 – __ . __

AN ORDINANCE AMENDING, ESTABLISHING AND INCREASING CERTAIN CITY OF DANVILLE PUBLIC WORKS DEPARTMENT CEMETERY FEES TO BE EFFECTIVE JULY 1, 2024.

WHEREAS, the City of Danville operates several municipal cemeteries within the City of Danville; and

WHEREAS, certain fees for, permits, applications, and services rendered which are designed to help recoup a portion of the costs of providing the services for the operation of the said cemeteries.

NOW THEREFORE, BE IT ORDAINED, by the Council of the City of Danville, Virginia, that certain fees, be, and the same are hereby, established and approved in accordance with the schedule, which is hereto and made a part hereof, as if fully set forth within for the operation of the City's several municipal cemeteries; and

AND BE IT FURTHER ORDAINED that this Ordinance shall be and become effective on and as of July 1, 2024, except where otherwise stated.

Approved

_____
Mayor

Attest:

_____
City Clerk

Approved as to
Form and Legal Sufficiency:

_____
City Attorney

Schedule IV

CITY OF DANVILLE
PUBLIC WORKS DEPARTMENT
CEMETERY FEES
EFFECTIVE JULY 1, 2024

Pursuant to Danville City Code § 2-9 and § 10-21, and Danville City Charter § 2-19.

FEE	CURRENT	PROPOSED
Adult Grave (Includes Perpetual Care)	$849	$1,300
Child Grave (Includes Perpetual Care)	$335	$600
Perpetual Care (Not Previously Paid)	$129	$150
Adult Grave - Open/Close	$797	$1,100
Child Grave - Open/Close	$412	$500
Adult Grave - Open/Close - Overtime	$952	$1,500
Child Grave - Open/Close - Overtime	$515	$700
Mausoleum Service	$438	$550
Mausoleum Service - Overtime	$525	$750
Cremated Service	$438	$600
Cremated Service - Overtime	$525	$800
Columbarium Niche	$849	$1,500
Columbarium - Opening	$412	$400
Columbarium - Service Fee	$438	$400
Adult - Disinterment/Reinterment	$797	$1,500
Child - Disinterment/Reinterment	$412	$1,100
Double Depth (First Opening)	$206	$200
Transfer Of Ownership	$103	$100
Late Notification Fee	$103	$100
Dirt Sale (Pickup Truck Load)	$10	$10
Monument Permit	$103	$150
Vault Permit	$309	$350

Council Letter
City of Danville, Virginia

CL - 1262 **NEW BUSINESS H.**

City Council REGULAR MEETING

Meeting Date: June 4, 2024

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

From: Henrietta Weaver, Budget Director

COUNCIL ACTION

1. Public Hearing

2. A Resolution Approving the Budgets of the Various Funds of the City of Danville for the Fiscal Year Ending June 30, 2025.
   First Reading

3. A Resolution Approving the Fiscal Year 2025 Capital and Special Projects Plan for the City of Danville, Virginia.
   First Reading

4. Budget Appropriation Ordinance For Fiscal Year 2025.
   First Reading

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 4, 2024.

BACKGROUND

The City Manager presented the Fiscal Year 2025 Proposed Budget in March 2024. 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, 2024; a public hearing is scheduled for June 4, 2024.

A public hearing will be held June 4, 2024 for proposed rate and fee increases in the following areas: various planning and zoning fees in Community Development, inspection fees in Community Development, refuse collection rate changes in Sanitation, and Cemetery fees.

The schedule of authorized full-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 2025.

Attachments

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

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2024-____.____

A RESOLUTION APPROVING THE BUDGETS OF THE VARIOUS FUNDS OF THE CITY OF DANVILLE FOR THE FISCAL YEAR ENDING JUNE 30, 2025.

WHEREAS, the Budget of and for the City of Danville for Fiscal year 2025 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	$ 164,575,710	$
VDOT Special Revenue Fund	14,903,120	705,760
Wastewater	11,405,320	966,300
Water	11,068,450	3,199,330
Gas	22,401,930	10,635,610
Power & Light	146,857,490	81,000
Telecommunications	1,157,510	
Transportation	6,174,900	
Central Services	354,280	
Motorized Equipment	6,316,260	
Insurance Fund	4,629,600	
Sanitation Fund	5,270,210	
Cemetery Fund	1,196,230	

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, 2025 representing the General Fund, VDOT Special Revenue, Water, Wastewater, Gas, Power & Light, Telecommunications, Transportation, Central Services, Motorized Equipment, Insurance, Sanitation, and Cemetery Funds, be, and the same are hereby, approved for informative and fiscal planning purposes pursuant to the City Charter and Sections 15.2-2503 through 15.2-2506 of the Code of Virginia, 1950, as amended.

APPROVED:

_____
Mayor

ATTEST:

_____
Clerk

Approved as to
Form and Legal Sufficiency:

_____
City Attorney

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2024____.____

A RESOLUTION APPROVING THE FISCAL YEAR 2025 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 2025 is for planning purposes and does not obligate or commit the City to projects included in the plan beyond Fiscal Year 2025.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Danville, Virginia that the Fiscal Year 2025 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.

_____
Mayor

ATTEST:

_____
Clerk

Approved as to
Form and Legal Sufficiency:

_____
City Attorney

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2024____.____

BUDGET APPROPRIATION ORDINANCE
FOR FISCAL YEAR 2025

WHEREAS, the Budget of and for the City of Danville for Fiscal Year 2025 has been prepared by the City Manager and, after collaboration with the Council, completed and introduced and a brief synopsis thereof was duly published once in the newspaper having general circulation within the City and due notice given of a public hearing which was held on June 4, 2024 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 2025.

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, 2024, and ending June 30, 2025, be, and the same hereby are, as follows:

I. GENERAL FUND

Estimated Revenue FY 2025	$ 164,575,710
Appropriations	164,575,710
Unappropriated	-0-

II. VDOT STREET MAINTENANCE FUND

Estimated Revenue FY 2025	$ 14,903,120
Appropriations	14,903,120
Unappropriated	-0-

III. UTILITY FUNDS

		Wastewater	Water	Gas	Electric	Telecommunications
Operating Revenues	$	9,423,810	9,600,140	20,940,590	138,997,540	752,800
Expenditures		10,539,190	9,544,920	19,105,010	131,722,220	1,076,510
Excess Revenues Over (Under) Expenditures		(1,115,380)	55,220	1,835,580	7,275,320	(323,710)
Add: Depreciation		1,967,370	1,519,860	1,578,100	8,206,890	440,540
Contribution/Transfer (To)/From General Fund		(705,760)	(966,300)	(3,199,330)	(10,635,610)	(81,000)
Increase (Decrease) In Fund Balance	**$**	**146,230**	**608,780**	**214,350**	**4,846,600**	**35,830**

IV. OTHER FUNDS

		Transportation	Central Services	Motorized Equipment	Insurance	Sanitation	Cemetery
Operating Revenues	$	5,220,040	294,300	4,929,900	4,648,100	4,516,010	1,410,930
Expenditures		4,841,210	344,280	4,499,760	4,629,600	5,245,210	1,196,230
Excess Revenues Over (Under) Expenditures		378,830	(49,980)	430,140	18,500	(729,200)	214,700
Add: Depreciation		470,340	6,790	1,002,310		290,060	
Contribution/Transfer (To)/From General Fund							
Increase (Decrease) In Fund Balance	**$**	**849,170**	**(43,190)**	**1,432,450**	**18,500**	**(439,140)**	**214,700**

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:

Appropriation	Revenue
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

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

3. For the operation of the several city departments, as set forth in the "Intra-governmental Service Fund" Budgets, the Council hereby authorizes transfers from the General Fund for cash deficits resulting from internal charges and credits for the Year Ended June 30, 2024.

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, 2024, 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, 2024, up to the maximum balance as prescribed by City Council's Financial Policy.

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

9. The FY 2025 Personnel Budget setting forth the Personal Services Detail showing approved as to the total number of authorized full-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 2024 and in prior years for the City or School System which were encumbered by purchase order or contract as of June 30, 2024, 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

Economic Development – Visitor Center State 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, 2024.

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, 2024.

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

APPROVED:

_____
MAYOR

ATTEST:

_____
CLERK

Approved as to
Form and Legal Sufficiency:

_____
City Attorney

CITY OF DANVILLE, VIRGINIA
FY 2025 AUTHORIZED FULL-TIME POSITIONS

FY 2024	Changes	FY 2025	POSITION TITLE
			City Manager's Office (01100)
1		1	City Manager
1		1	Deputy City Manager
1		1	Assistant to the City Manager
1		1	Clerk of Council
1		1	Multimedia Manager
1		1	Public Information Officer (funded by Utilities)
1		1	Executive Secretary
7		**7**	**Sub-total**
			Gang & Violence Prevention (01100)
1		1	Violence Prevention Manager
1		1	Assistant Violence Prevention Manager
4		4	Violence Prevention Outreach Worker (3 grant funded)
1		1	Community Liaison
7		**7**	**Sub-total**
14		**14**	**TOTAL CITY MANAGER'S OFFICE**
			City Attorney's Office (01105)
1		1	City Attorney
1		1	Assistant City Attorney I (50% funded by Utilities)
1		1	Deputy City Attorney
1		1	Legal Assistant
1		1	Legal Secretary
5		**5**	**TOTAL CITY ATTORNEY'S OFFICE**
			COMMUNITY DEVELOPMENT DEPARTMENT
			CDBG Fund (12110)
1		1	Housing and Redevelopment Specialist
1		1	Housing and Development Division Director
2		2	Cost Estimator/Inspector
1		1	LEAD Safe Program Manager (grant funded)
1		1	LEAD Safe Prog Cost Estimator/Inspector (grant funded)
1		1	Housing Grant & Environmental Review Specialist
1		1	Senior Account Clerk
1		1	Secretary
9		**9**	**Sub-total**
			Director of Community Development (01700)
1		1	Director of Community Development
1		1	Accountant II
1		1	Senior Secretary
3		**3**	**Sub-total**
			Inspections Office (01710)
1		1	Division Director of Inspections
1		1	Inspections Supervisor
1		1	Plumbing/Cross Connection Inspector
1		1	Mechanical Inspector

CITY OF DANVILLE, VIRGINIA
FY 2025 AUTHORIZED FULL-TIME POSITIONS

FY 2024	Changes	FY 2025	POSITION TITLE
2		2	Electrical Inspector
2		2	Building Inspector
6		6	Property Maintenance Inspector
1		1	Property Maintenance Code Supervisor
1		1	Permit Technician
16		**16**	**Sub-total**
			Planning Office (01715)
1		1	Division Director of Planning
1		1	Short Term Rental Technician
3		3	***Combination of:***
			Senior Planner
			Associate Planner
			Planning Technician
5		**5**	**Sub-total**
33		**33**	**TOTAL COMMUNITY DEVELOPMENT DEPARTMENT**
			SOCIAL SERVICES DEPARTMENT
			Social Services (01520)
1		1	Director of Social Services
1		1	Division Director of Training and Operations
1		1	Accountant II
1		1	CSA Coordinator (grant funded)
1		1	Family Services Manager
3		3	Family Services Supervisor
1		1	Senior Family Services Specialist
15	1	16	Family Services Specialist
1		1	Eligibility Services Manager
3		3	Eligibility Supervisor
4		4	Senior Eligibility Worker
35	1	36	Eligibility Worker
5		5	Child Protective Service Worker
1		1	Fraud Investigator
1		1	Employment Service Supervisor
2		2	Sr Employment Services Worker
7		7	Employment Service Worker
1		1	Employment Service Aide
1		1	Senior Administrative Assistant
2		2	Administrative Assistant (1 grant funded)
			Senior Secretary
1	1	2	Secretary
1		1	Senior Account Clerk
12		12	Senior Administrative Specialist
			Administrative Specialist
1		1	Social Service Aide
102	**3**	**105**	**TOTAL SOCIAL SERVICES DEPARTMENT**

CITY OF DANVILLE, VIRGINIA
FY 2025 AUTHORIZED FULL-TIME POSITIONS

FY 2024	Changes	FY 2025	POSITION TITLE
			ECONOMIC DEVELOPMENT DEPARTMENT
			Economic Development (01180)
1		1	Director of Economic Development
1		1	Assistant Director of Economic Development
1		1	Marketing Coordinator
1		1	Economic Development Project Manager
1		1	Economic Development Real Estate Manager
1		1	Marketing & Research Manager
1		1	Special Project Manager
	1	1	Senior Secretary
7	**1**	**8**	**Sub-total**
			Tourism (01181)
1		1	Tourism Sales Coordinator
1		1	Tourism Manager
2		**2**	**Sub-total**
			Visitor Center (01182)
1		1	Visitor Center Manager
1		**1**	**Sub-total**
10	**1**	**11**	**TOTAL ECONOMIC DEVELOPMENT DEPARTMENT**
			FINANCE DEPARTMENT
			Customer Accounts (01226)
1		1	Division Director of Customer Accounts
1		1	Service and Billing Customer Account Manager
1		1	Collections Customer Account Manager
1		1	Delinquent Collections Coordinator
2		2	Senior Collections Clerk
12		12	Customer Account Representative
5		5	Cashier
1		1	Senior Customer Account Training Representative
6		6	***Combination of:*** Senior Utility Billing Clerk, Utility Special Billing Clerk, Utility Billing Clerk
30		**30**	**Sub-total**
			Central Services Fund (42110)
1		1	Print Shop Supervisor
3		3	***Combination of:*** Senior Printer, Printer
4		**4**	**Sub-total**

CITY OF DANVILLE, VIRGINIA
FY 2025 AUTHORIZED FULL-TIME POSITIONS

FY 2024	Changes	FY 2025	POSITION TITLE
			Director of Finance (01200)
1		1	Chief Financial Officer
1		1	Grant Administrator
1		1	Administrative Assistant
3		**3**	**Sub-total**
			Accounting (01205)
1		1	Assistant Director of Finance
1		1	Business Systems Accountant
4		4	***Combination of:***
			Accountant I
			Accountant II
			Accountant III
1		1	Payroll Administrator
1		1	Accounting Technician
2		2	***Combination of:***
			Account Clerk
			Senior Account Clerk
10		**10**	**Sub-total**
			Internal Audit (01208)
1		1	Senior Internal Auditor/Cash & Risk Manager
1		**1**	**Sub-total**
			Budget (01210)
1		1	Director of Budget
1		1	Budget Analyst
2		**2**	**Sub-total**
			Purchasing (01215)
1		1	Division Director of Purchasing
1		1	Procurement Officer
1		1	Purchasing Support Specialist
1		1	Vendor Relationship Coordinator
4		**4**	**Sub-total**
			Real Estate (01220)
1		1	Division Director of Real Estate Assessment
3		3	***Combination of:***
			Real Estate Appraiser III
			Real Estate Appraiser II
			Real Estate Appraiser I
1		1	***Combination of:***
			Senior Real Estate Assessment Clerk
			Real Estate Assessment Clerk
5		**5**	**Sub-total**
59		**59**	**TOTAL FINANCE DEPARTMENT**

CITY OF DANVILLE, VIRGINIA
FY 2025 AUTHORIZED FULL-TIME POSITIONS

FY 2024	Changes	FY 2025	POSITION TITLE
			FIRE DEPARTMENT
			Emergency Communications (01330)
1		1	Emergency Communications Manager
4		4	Emergency Telecommunications Supervisor
			CERT Coordinator
16		16	***Combination of:***
			Emergency Telecommunicator I
			Emergency Telecommunicator II
21		**21**	**Sub-total**
			Fire (01320)
1		1	Fire Chief
2		2	Deputy Fire Chief
3		3	Fire Battalion Chief
1		1	Division Chief Training & Safety
1		1	Division Chief Fire Marshal
1		1	Community Risk Reduction Specialist/Educator
			Fire Marshal
27		27	***Combination of:***
			Fire Captain
			Fire Lt./Asst. Training Officer
1		1	Assistant Fire Marshal
24		24	Fire Fighter/Engineer
1		1	Fire Support Administrator
60		60	Fire Fighter
1		1	Fire Logistics Officer
1		1	Administrative Assistant
1		1	Senior Secretary
125		**125**	**Sub-total**
146		**146**	**TOTAL FIRE DEPARTMENT**
			GENERAL ASSEMBLY
			Circuit Court (01155)
1		1	Law Clerk
1		1	Judicial Assistant I
1		1	Judicial Assistant II
3		**3**	**TOTAL CIRCUIT COURT**
			Registrar (01150)
1		1	Registrar
1		1	Deputy Registrar
2		**2**	**TOTAL REGISTRAR**

CITY OF DANVILLE, VIRGINIA
FY 2025 AUTHORIZED FULL-TIME POSITIONS

FY 2024	Changes	FY 2025	POSITION TITLE
			HUMAN RESOURCES DEPARTMENT
			Human Resources (01110)
1		1	Director of Human Resources
1		1	HR Training & Business Systems Manager
3		3	***Combination of:***
			Organization Development Consultant
			HR Business Partner I
			HR Business Partner II
2		2	***Combination of:***
			Human Resources Coordinator I
			Human Resources Coordinator II
1		1	Human Resource Assistant
8		**8**	**TOTAL HUMAN RESOURCES DEPARTMENT**
			INFORMATION TECHNOLOGY DEPARTMENT
			Information Technology (01250)
1		1	Chief Information Officer
22		22	***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
			System Administrator I
			System Administrator II
			System Administrator III
			System Administrator IV
			Technical Support Manager
			Technical Support Specialist I
			Technical Support Specialist II
			Technical Support Specialist III
			Service Desk Analyst I
			Service Desk Analyst II
			Service Desk Analyst III
			GIS Coordinator
			Solutions Integration Specialist
			Solutions Integration Developer
			Application Specialist I
			Application Specialist II
			Application Specialist III
			Applications Specialist IV
			Programmer I
			Programmer II
			Programmer III

CITY OF DANVILLE, VIRGINIA
FY 2025 AUTHORIZED FULL-TIME POSITIONS

FY 2024	Changes	FY 2025	POSITION TITLE
			GIS Specialist I
			GIS Specialist II
			GIS Specialist III
			GIS Analyst
1		1	Administrative Technical Analyst I
24		**24**	**TOTAL INFORMATION TECHNOLOGY DEPARTMENT**
			POLICE DEPARTMENT
			Adult Detention Facility (01515)
1		1	Division Director of Adult Detention
1		1	Chief Correctional Officer
1		1	Service Program Coordinator
1		1	Administrative Lieutenant
1		1	Work Program Coordinator
2		2	Correctional Health Assistant
4		4	Correctional Captain
6		6	Correctional Lieutenant
19		19	***Combination of:***
			Correctional Officer I
			Correctional Officer II
2	(1)	1	Senior Account Clerk
	1	1	Administrative Assistant
38		**38**	**Sub-total**
			Juvenile Detention Facility (01510)
1		1	Division Director of Juvenile Detention
1		1	Assistant Division Director of Juvenile Detention
1		1	Juvenile Program Coordinator
1		1	Nurse
4		4	Shift Supervisor
1		1	Building Maintenance Mechanic I
1		1	Post Dispositional Coordinator
4		4	Senior Youth Care Worker
1		1	Juvenile Training Coordinator
2		2	Alternative Detention Case Worker (grant funded)
30	(30)		Youth Care Worker
	30	30	***Combination of:***
			Youth Care Worker I
			Youth Care Worker II
			Youth Care Worker III
1		1	Senior Account Clerk
2		2	Secretary
1		1	Custodian
51		**51**	**Sub-total**

CITY OF DANVILLE, VIRGINIA
FY 2025 AUTHORIZED FULL-TIME POSITIONS

FY 2024	Changes	FY 2025	POSITION TITLE
			Police (01310)
1		1	Police Chief
1		1	Police Deputy Chief
2		2	Police Assistant Chief
4		4	Police Captain
10		10	Police Lieutenant
12		12	Police Sergeant
17		17	Police Corporal
83		83	***Combination of:***
			Police Officer
			Community Engagement Specialist
2		2	School Resource Officer / Police Officer (grant funded)
2		2	CITAC Officer / Police Officer (funded by DPCS)
1		1	Accreditation Manager
1		1	Community Relations Liaison
1		1	Police Public Relations Specialist
1		1	Quarter Master
1		1	Police Records & Technology Manager
1		1	Police Video Technician
1		1	Police Property & Evidence Technician
1		1	Senior Administrative Assistant
2		2	Animal Control Officer
2		2	Secretary
1		1	Senior Secretary
4		4	Police Records Clerk
1		1	Crime Analyst
2		2	Custodian
154		**154**	**Sub-total**
243		**243**	**TOTAL POLICE DEPARTMENT**
			PARKS & RECREATION DEPARTMENT
			Parks & Recreation - Administration (01600)
1		1	Director of Parks & Recreation
1		1	Division Director of Parks & Recreation Administration
1		1	P&R Project Manager
1		1	P&R Communications Specialist
1		1	Program Coordinator
1		1	Facilities & Services Planning Specialist
1		1	P&R Facilities Manager
1		1	Administrative Assistant
1		1	Senior Secretary
1		1	Secretary
2		2	Custodian
1		1	Outdoor Recreation Program Supervisor
13		**13**	**Sub-total**

CITY OF DANVILLE, VIRGINIA
FY 2025 AUTHORIZED FULL-TIME POSITIONS

FY 2024	Changes	FY 2025	POSITION TITLE
			Athletics (01620)
1		1	Division Director of Athletics
2		2	Program Coordinator
1		1	Senior Administrative Specialist
4		**4**	**Sub-total**
			Community Recreation (01605)
1		1	Division Director of Community Recreation
3		3	Program Coordinator
1		1	Recreation Grants Specialist (Grant Funded)
1		1	Senior Administrative Specialist
6		**6**	**Sub-total**
			Park Maintenance (01630)
1		1	Division Director of Parks Maintenance
2	1	3	Parks Supervisor
11	1	12	***Combination of:***
			Park Maintenance Technician
			Parks Groundskeeper II
			Parks Groundskeeper I
			Motor Equipment Operator I
1		1	Public Service Worker/Operator
15	**2**	**17**	**Sub-total**
			Special Recreation (01610)
1		1	Division Director of Special Recreation
4		4	Program Coordinator
1		1	Special Population Assistant
1		1	Custodian
3		3	Recreation Program Supervisor
10		**10**	**Sub-total**
			Public Library (01540)
1		1	Division Director of Library
1		1	Adult Services Coordinator
1		1	Children's Librarian
1		1	Circulation Supervisor
1		1	Circulation Specialist
1		1	Technical Services Librarian
3		3	Library Services Specialist
3		3	Information Specialist
1		1	Senior Administrative Specialist
1		1	Library Technology Specialist
14		**14**	**Sub-total**
62	**2**	**64**	**TOTAL PARKS & RECREATION**

CITY OF DANVILLE, VIRGINIA
FY 2025 AUTHORIZED FULL-TIME POSITIONS

FY 2024	Changes	FY 2025	POSITION TITLE
			PUBLIC WORKS DEPARTMENT
			Cemetery Maintenance (fund 59) (59110)
1		1	General Supervisor
2		2	Cemetery Supervisor
10		10	***Combination of:***
			Motor Equipment Operator I
			Groundskeeper
			Public Service Worker
			Public Service Worker/Operator
13		**13**	**Sub-total**
			Public Works Administration (01253) (01400)
1		1	Director of Public Works
1		1	Division Director Public Works Administration
1		1	Public Works Administrative Manager
6		6	***Combination of:***
			Senior Administrative Assistant
			Administrative Assistant
			Dispatcher
			Senior Account Clerk
			Senior Secretary
			Account Clerk
9		**9**	**Sub-total**
			Building Maintenance (01250) (01440)
1		1	Division Director of Building & Grounds
1		1	General Supervisor
1		1	Custodian Supervisor
7		7	***Combination of:***
			Building Maintenance Mechanic III
			Building Maintenance Mechanic II
			Building Maintenance Mechanic I
9		9	***Combination of:***
			Senior Custodian
			Custodian
19		**19**	**Sub-total**
			Motorized Equipment (Fund 44) (44110)
2		2	Equipment Maintenance Supervisor
16		16	***Combination of:***
			Heavy Equipment Mechanic
			Transit Mechanic
			Automotive Equipment Mechanic I
			Automotive Equipment Mechanic II
			Automotive Equipment Mechanic III
			Automotive Service Technician
			Automotive Service Attendant
			Welder
18		**18**	**Sub-total**

CITY OF DANVILLE, VIRGINIA
FY 2025 AUTHORIZED FULL-TIME POSITIONS

FY 2024	Changes	FY 2025	POSITION TITLE
			Motorized Equipment-Communications (Fund 44) (44120)
1		1	Communications Systems Manager
1		**1**	**Sub-total**
			Motorized Equipment-Warehouse (Fund 44) (44130)
2		2	Public Works Warehouse Clerk
2		**2**	**Sub-total**
			Sewer Maintenance (Fund 51) (51210)
1		1	General Supervisor
1		1	P/W Crew Supervisor
1		1	CCTV Technician
8		8	***Combination of:***
			Heavy Equipment Operator
			Motor Equipment Operator I
			Motor Equipment Operator II
			Motor Equipment Operator III
			Public Service Worker
			Public Service Worker/ Operator
11		**11**	**Sub-total**
			Sanitation - Code Enforcement (Fund 58) (58150)
2		2	Code Enforcement Inspector
2		**2**	**Sub-total**
			Sanitation - Composting (Fund 58) (58120)
	1	1	Weighmaster
1		1	***Combination of:***
			Sanitation Operator I
			Sanitation Operator II
1	**1**	**2**	**Sub-total**
			Sanitation - Recycling (Fund 58) (58140)
1		1	Recycling Center Operator
2	2	4	***Combination of:***
			Sanitation Operator I
			Sanitation Operator II
			Public Service Worker
			Public Service Worker/Operator
3	**2**	**5**	**Sub-total**

CITY OF DANVILLE, VIRGINIA
FY 2025 AUTHORIZED FULL-TIME POSITIONS

FY 2024	Changes	FY 2025	POSITION TITLE
			Sanitation - Refuse Collection (Fund 58) (58110)
1		1	Division Director of Sanitation
1		1	General Supervisor
11		11	***Combination of:***
			Sanitation Operator II
			Sanitation Operator I
			PW Crew Supervisor
			Public Service Worker
			Public Service Worker/Operator
			Solid Waste Collector
13		**13**	**Sub-total**
			Sanitation - Yardwaste (Fund 58) (58130)
8	2	10	***Combination of:***
			PW Crew Supervisor
			Sanitation Operator I
			Sanitation Operator II
			Public Service Worker
			Public Service Worker/Operator
8	**2**	**10**	**Sub-total**
			VDOT - Engineering (Fund 15) (15110)
1		1	Assistant Director of P/W - City Engineer
	1	1	Project Engineer
4		4	***Combination of:***
			Public Works Chief Engineer
			PW Project Manager
7		7	***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	**1**	**13**	**Sub-total**
			VDOT - Grounds Maintenance (Fund 15) (15130)
1		1	General Supervisor
1		1	P/W Crew Supervisor
15		15	***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**	**Sub-total**

CITY OF DANVILLE, VIRGINIA
FY 2025 AUTHORIZED FULL-TIME POSITIONS

FY 2024	Changes	FY 2025	POSITION TITLE
			VDOT - Street Cleaning (Fund 15) (15125)
7		7	***Combination of:***
			Public Service Worker
			Public Service Worker/ Operator
			Motor Equipment Operator III
			Motor Equipment Operator II
			Motor Equipment Operator I
7		**7**	**Sub-total**
			VDOT - Street Maintenance (Fund 15) (15120)
1		1	Division Director of Streets
1		1	Training & Safety Manager
2		2	General Supervisor
3		3	P/W Crew Supervisor
1		1	Code Enforcement Inspector
1		1	Application Specialist I
26		26	***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**	**Sub-total**
			VDOT - Traffic Control (Fund 15) (15115)
1		1	General Supervisor
1		1	Traffic Control Crew Supervisor
1		1	Sign Technician
6		6	***Combination of:***
			Senior Traffic Signal Technician
			Traffic Signal Technician
			Motor Equipment Operator I
			Motor Equipment Operator II
			Motor Equipment Operator III
			Public Service Worker
			Public Service Worker/ Operator
9		**9**	**Sub-total**
180	**6**	**186**	**TOTAL PUBLIC WORKS DEPARTMENT**

CITY OF DANVILLE, VIRGINIA
FY 2025 AUTHORIZED FULL-TIME POSITIONS

FY 2024	Changes	FY 2025	POSITION TITLE
			TRANSPORTATION DEPARTMENT
			Airport (01350)
1		1	Senior Administrative Assistant
1		1	Transportation Building & Grounds Superintendent
3		3	***Combination of:***
			Airport Maintenance Security Tech II
			Airport Maintenance Security Tech I
5		**5**	**Sub-total**
			Mass Transit (Fund 56) (56110)
1		1	Director of Transportation Services
3		3	Transportation Supervisor
1		1	Senior Administrative Assistant
2		2	Transportation Dispatcher
1		1	Senior Account Clerk
1		1	Transportation Grants Specialist
1		1	Transportation Grant Assistant (grant funded)
30		30	***Combination of:***
			Transit Driver I
			Transit Driver II
2		2	Account Clerk
42		**42**	**Sub-total**
47		**47**	**TOTAL TRANSPORTATION DEPARTMENT**
			UTILITIES DEPARTMENT
			Utilities Administration (Fund 54) (50100)
1		1	Director of Utilities
1		1	Assistant Director of Utilities
1		1	Key Accounts Manager
1		1	IT Scada Systems Analyst
1		1	Utilities Energy Advisor
5		**5**	**Sub-total**
			Utilities - Fiscal Services (Fund 54) (50110)
1		1	Division Director of Support Services
1		1	Senior Secretary
1		1	Accountant II
1		1	Training & Safety Manager
1		1	Facilities & Fleet Manager
1		1	Utilities Warehouse Manager
1		1	Custodian
2		2	Senior Account Clerk
3	(1)	2	Warehouse Stock Clerk
	1	1	Senior Warehouse Stock Clerk
12		**12**	**Sub-total**

CITY OF DANVILLE, VIRGINIA
FY 2025 AUTHORIZED FULL-TIME POSITIONS

FY 2024	Changes	FY 2025	POSITION TITLE
			Water Treatment Administration (Fund 52) (52100)
1		1	Division Director of Water/Wastewater Treatment
1		1	Senior Secretary
2		**2**	**Sub-total**
			Water Treatment (Fund 52) (52130)
1		1	Water Treatment Manager
1		1	Water Chemist
3		3	***Combination of:***
			Bldg Maintenance Superintendent
			Senior Industrial Mechanic
			Industrial Mechanic
9		9	***Combination of:***
			Water Treatment Plant Operator Supervisor
			Water Treatment Plant Operator I
			Water Treatment Plant Operator II
			Water Treatment Plant Operator III
			Water Treatment Plant Operator Trainee
14		**14**	**Sub-total**
			Gas Administration (Fund 53) (53100)
1		1	Division Director of Water & Gas
1		**1**	**Sub-total**
			Gas Control (Fund 53) (53130)
1		1	Gas Supply Analyst
2		2	Gas Control Technician
3		**3**	**Sub-total**
			Water & Gas Distribution (Fund 53) (53220)
1		1	Water and Gas Distribution Superintendent
			Water and Gas Distribution Supervisor
6		6	***Combination of:***
			Water and Gas Crew Supervisor
			W&G Construction Crew Supervisor
			Water and Gas Corrosion/Welder Supervisor
15		15	***Combination of:***
			Heavy Equipment Operator
			Motor Equipment Operator II
			Motor Equipment Operator III
			Utilities Pipeline Technician III
			Utilities Pipeline Technician II
			Utilities Pipeline Technician I
			Construction Worker
22		**22**	**Sub-total**

CITY OF DANVILLE, VIRGINIA
FY 2025 AUTHORIZED FULL-TIME POSITIONS

FY 2024	Changes	FY 2025	POSITION TITLE
			Water & Gas Engineering (Fund 53) (53210)
1		1	W&G Chief Engineer
2		2	Water and Gas Senior Engineer Tech.
1		1	Water and Gas Compliance Coordinator
1		1	Construction Inspector
2		2	***Combination of:***
			Water and Gas GIS Engineer Tech.
			Water and Gas Senior GIS/CAD Technician
7		**7**	**Sub-total**
			Water & Gas Meters & Regulators (Fund 53) (53240)
1		1	Water & Gas Systems Control Superintendent
2		2	Water and Gas Meter Tech.
3		**3**	**Sub-total**
			Water & Gas Service (Fund 53) (53230)
7		7	Water and Gas Service Tech.
1		1	Dispatcher
8		**8**	**Sub-total**
			Electric Administration (Fund 54) (54100)
1		1	Division Director of Power & Light
1		**1**	**Sub-total**
			Electric Distribution (Fund 54) (54120)
1		1	Electric Distribution Superintendent
4	(1)	3	Electric Line Crew Supervisor
2	(1)	1	Inspector-Contractor Manager
			Electric Vegetation Right of Way Supervisor
18		18	***Combination of:***
			Electric Line Technician III
			Electric Line Technician II
			Electric Line Technician I
			Electric Ground Worker
			Electric OH/UG Equipment Operator
3		3	Electric Right of Way Trimmer
1		1	Dispatcher
29	**(2)**	**27**	**Sub-total**
			Electric Engineering (Fund 54) (54110)
1		1	Electric Engineering Tech Manager
1	(1)		Electric Engineering Technician/Compliance Coordinator
1		1	Senior Electric GIS/CAD Technician
5		5	***Combination of:***
			Electric Senior Engineering Technician
			Electric Engineering Technician
			Electric Engineering Aide
1		1	Senior Electric Engineer
1	(1)		Electric Engineer
1		1	Senior Secretary
11	**(2)**	**9**	**Sub-total**

CITY OF DANVILLE, VIRGINIA
FY 2025 AUTHORIZED FULL-TIME POSITIONS

FY 2024	Changes	FY 2025	POSITION TITLE
			Electric Meters (Fund 54) (54140)
1		1	Electric Meter Supervisor
1		1	AMI Support Technician
3		3	***Combination of:***
			Electric Meter Technician I
			Electric Meter Technician II
			Electric Meter Technician III
5		**5**	**Sub-total**
			Electric Substations (Fund 54) (54130)
1		1	Electric Substation Supervisor
1		1	Utility Operations Supervisor
11		11	***Combination of:***
			Utility Operator
			Electric Substation Technician
13		**13**	**Sub-total**
			Telecommunications (Fund 55) (55110)
1		1	Division Director of Telecommunications
1		1	Broadband Network Engineering Technician
2		**2**	**Sub-total**
138	**(4)**	**134**	**TOTAL UTILITIES DEPARTMENT**
1,076	**8**	**1,084**	**TOTAL CITY FULL-TIME POSITIONS**
			CONSTITUTIONAL OFFICES (partially funded by City)
12	1	13	Commissioner of the Revenue
4	1	5	City Treasurer
16		16	Clerk of Circuit Court
87		87	Sheriff's Office
22		22	Commonwealth Attorney (3 grant funded)
141	**2**	**143**	**TOTAL CONSTITUTIONAL OFFICES**
1,217	**10**	**1,227**	**GRAND TOTAL**

CITY OF DANVILLE, VIRGINIA
FY 2025 AUTHORIZED FULL-TIME POSITIONS

FY 2024	Changes	FY 2025	POSITION TITLE
			FULL-TIME POSITIONS BY FUND
731	6	737	General Fund (*Constitutional Offices not included, see below*)
80	1	81	VDOT Fund
4		4	Central Services
21		21	Motorized Equipment
42		42	Transportation Fund
27	5	32	Sanitation Fund
13		13	Cemetery Fund
11		11	Wastewater (Sewer) Fund
16		16	Water Fund
44		44	Gas Fund
76	(4)	72	Electric Fund
2		2	Telecommunications Fund
1,067	8	1,075	**Sub-total**
9		9	CDBG Fund
141	2	143	Constitutional Offices
1,217	**10**	**1,227**	**GRAND TOTAL**