DANVILLE CITY COUNCIL REGULAR MEETING AGENDA

MUNICIPAL BUILDING

REVISED

June 18, 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 - VICE MAYOR GARY P. MILLER

PLEDGE OF ALLEGIANCE TO THE FLAG

ANNOUNCEMENTS AND SPECIAL RECOGNITION

A. Proclamation: LGBTQIA+ Pride Month
Presented to: Maureen Belko

MEETING MINUTES

A. Consideration of Approval of Minutes from Regular Council Meeting held on May 21, 2024.

APPOINTMENTS

A. Consideration of Appointments to Boards and Commissions.
Council Letter Number CL - 1406.

1. A Resolution Appointing Maureen Belko to the Danville Pittsylvania Community Services Board.

2. A Resolution Appointing Shakeva Fraser to the Danville Pittsylvania Community Services Board.

3. A Resolution Appointing Richard Marlowe to the Dan River Alcohol and Safety Action Board.

4. A Resolution Appointing Janet Gwynn to the Danville Development Council.

5. A Resolution Appointing Melanie Tosh to the Danville CPMT.

OLD BUSINESS

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

1. 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.
Final Adoption

2. An Ordinance Amending, Establishing and Increasing Certain Community Development Department Inspection Fees of the City of Danville, Effective July 1, 2024.
Final Adoption

3. An Ordinance Amending, Establishing and Increasing Certain Public Works Department Sanitation Fees of the City of Danville Effective July 1, 2024.
Final Adoption

4. An Ordinance Amending, Establishing and Increasing Certain Public Works Department Cemetery Fees of the City of Danville Effective July 1, 2024.
Final Adoption

B. Consideration of the City of Danville Budget, Capital and Special Projects Plan, and Budget Appropriation Ordinance.
Council Letter Number CL - 1262.

1. A Resolution Approving the Budgets of the Various Funds of the City of Danville for the Fiscal Year Ending June 30, 2025.
Final Adoption

2. A Resolution Approving the Fiscal Year 2025 Capital and Special Projects Plan for the City of Danville, Virginia.
Final Adoption

3. Budget Appropriation Ordinance For Fiscal Year 2025.
Final Adoption

NEW BUSINESS

A. Review of General Fund Financials as of May 31, 2024.
Council Letter Number CL - 1150.

Review of General Fund Financials as of May 31, 2024. Financial Statements are included.

B. Consideration of Fiscal Year 2025 Public Transportation Funding
Council Letter Number CL - 1384.

1. Public Hearing

2. A Resolution Authorizing an Application by the City to the Virginia Department of Rail and Public Transportation for Grants for Operating and Capital Costs for Public Transportation for Fiscal Year 2025.

C. Consideration of Authorizing and Approving the Purchase of 1.75 Acres of Real Property on Livestock Road in Pittsylvania County Identified as Parcel 2420-74-8048.
Council Letter Number CL - 1364.

A Resolution Approving and Authorizing the Purchase of 1.75 Acres of Real Property in Pittsylvania County Identified as Parcel 2420-74-8048 for the Expansion of Utility Services.

D. Consideration of Revisions to the Personnel System.
Council Letter Number CL - 1350.

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

E. Consideration of Revisions to Chapter 32 - Retirement System.
Council Letter Number CL - 1375.

An Ordinance Amending and Reordaining Chapter 32 Entitled “Retirement System,” Section 32-2. Definitions, Section 32-10. Portability of Service Credit, Section 32-56. Disability Retirement

Allowance, Section 32-58. Optional Allowances, Section 32-559. Return of Contributions and Death Benefits, and Section 32-63. Vested Retirement Allowance., of the Code of the City of Danville, Virginia, 1986, As Amended.

F. Consideration of Amending the Fiscal Year 2024 Budget Appropriation Ordinance for a State Aviation Grant for Engineering Services to Complete Obstruction Analysis.
Council Letter Number CL - 1386.

An Ordinance Amending the Fiscal Year 2024 Budget Appropriation Ordinance to Provide for Additional State Aviation Funding for the Purpose of Completing Obstruction Survey Analysis in the Amount of $52,058 Plus Local Share in the Amount of $5,785 to be Provided by a Transfer from Undesignated Capital Improvement Funds and Appropriating Same.
First Reading

COMMUNICATIONS FROM VISITORS

Communication from Visitors is an opportunity for citizens, who have signed up to speak, to address Council on matters not on the agenda. Citizens who desire to speak on agenda items will be heard when the agenda item is considered. Each speaker shall clearly state his or her name and address. Each individual speaker 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.

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 - 1416 **MEETING MINUTES A.**

City Council REGULAR MEETING

Meeting Date: June 18, 2024

Subject: Approval of Meeting Minutes.

From: Susan DeMasi, City Clerk

COUNCIL ACTION

Approval of Meeting Minutes.

Attachments

1. Meeting Minutes

The Second May meeting of the Danville City Council was held on May 21, 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: 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 (8). James B. Buckner was absent. (1) *Mr. Vogler entered the meeting at 7:05 p.m.*

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

Mayor Jones presided.

INVOCATION AND PLEDGE OF ALLEGIANCE

The Invocation was given by Pastor Jermaine Parker; followed by the Pledge of Allegiance. Council thanked Pastor Parker for everything he has done for Danville and for the youth in the community.

CONSENT AGENDA

Mayor Jones opened the floor for a Public Hearing regarding Budget Appropriation items. Notice of the Public Hearing was published in the *Danville Register & Bee* on May 14, 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 16, 2024. Draft copies of the minutes had been distributed prior to the meeting.

Consideration of Amending the Fiscal Year 2024 Budget Appropriation Ordinance for the Victim Witness Grant Program

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.

Consideration of Amending the Fiscal Year 2024 Budget Appropriation Ordinance for a Department of Criminal Justice Services Grant for School Resource Officer

An Ordinance Entitled, Ordinance No. 2024-05.15, an Ordinance Amending the Fiscal Year 2024 Budget Appropriation Ordinance by Increasing Revenue from the 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.

Consideration of Amending the Fiscal Year 2024 Budget Appropriation Ordinance by Increasing Revenues to Fund Capital Projects

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.

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

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

APPOINTMENTS

Vice Mayor Miller **moved** for adoption of the following Appointment Resolutions:

Resolution 2024-05.08 - A Resolution Reappointing William Allgood to the Airport Commission.

Resolution 2024-05.09 - A Resolution Reappointing Philip Hall to the Airport Commission.

Resolution 2024-05.10 - A Resolution Reappointing Hampton Wilkins to the Airport Commission.

Resolution 2024-05.11 - A Resolution Appointing Douglas Appleton to the Airport Commission.

Resolution 2024-05.12 - A Resolution Reappointing Toshia Martin to the Danville Community College Board.

Resolution 2024-05.13 - A Resolution Reappointing Tammy Warren to the Danville Community Policy and Management Team.

Resolution 2024-05.14 - A Resolution Reappointing Jerome Holman to the Danville Community Policy and Management Team.

Resolution 2024-05.15 - A Resolution Reappointing Anna Kautzmann to the Danville Utility Commission.

Resolution 2024-05.16 - A Resolution Reappointing Steven Merricks to the Danville Utility Commission.

Resolution 2024-05.17 - A Resolution Reappointing Mark Holland to the Institute for Advanced Learning and Research.

Resolution 2024-05.18 - A Resolution Reappointing Kathy Andrews to the Social Services Advisory Board.

Resolution 2024-05.19 - A Resolution Appointing Kelly Cunningham to the Social Services Advisory Board.

Resolution 2024-05.20 - A Resolution Appointing Mattie Carter to the Social Services Advisory Board.

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

DRAFT

VOTE: 7-0-1-1
AYE: Campbell, Jones, Mayo, Miller, Saunders, Vogler and Whittle (7)
NAY: None (0)
ABSENT: Buckner (1)
ABSTAIN: Hood (1)

OLD BUSINESS

CONSIDERATION OF AN ORDINANCE AMENDING ARTICLE IV, ENTITLED "REAL ESTATE AND MOBILE HOME TAX EXEMPTION AND DEFERRAL FOR CERTAIN ELDERLY AND DISABLED PERSONS,"

Council Member Vogler **moved** for adoption of 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.

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

Council Member Vogler thanked staff, council members, and everyone that helped to make this Ordinance happen. Two years ago, Council raised the income level from $20,000 to $30,000, last year it was raised from $30,000 to $35,000 and this year, it was being raised to $40,000. This has helped some citizens in the last few years and believed this change would help a lot more senior citizens and disabled to get tax relief on their Real Estate Tax.

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

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

CONSIDERATION OF THE FISCAL YEAR 2025 DANVILLE PUBLIC SCHOOLS BUDGET

Council Member Campbell **moved** for adoption of 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.

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

VOTE: 7-0-1-1
AYE: Campbell, Hood, Jones, Miller, Saunders, Vogler and Whittle (7)

NAY: None (0)
ABSENT: Buckner (1)
ABSTAIN: Mayo (1)

CONSIDERATION OF FEE CHANGES EFFECTIVE JULY 1, 2024

Council Member Vogler **moved** for adoption of 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.

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

VOTE: 4-4-1
AYE: Jones, Mayo, Miller, Saunders (4)
NAY: Campbell, Hood, Vogler, Whittle (4)
ABSENT: Buckner (1)

CONSIDERATION OF A PERSONAL PROPERTY TAX DECREASE

Council Member Vogler **moved** for adoption of 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.

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

Council Member Vogler noted Council and staff worked together over the last several months, made it a priority to look out for the citizens and provide tax relief for them; this was a great step in the right direction. Council Member Whittle noted his agreement with Mr. Vogler and his appreciation of Council and staff working on this item. Council Member Campbell noted he was thankful he was able to vote no on increasing any types of fees, and on this item to decrease taxes.

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

VOTE: 7-1-1
AYE: Campbell, Hood, Jones, Mayo, Miller, Vogler and Whittle (7)
NAY: Saunders (1)
ABSENT: Buckner (1)

CONSIDERATION OF A TRANSIENT LODGERS OCCUPANCY TAX INCREASE

Vice Mayor Miller **moved** for adoption of 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 (TWO) TO $3.00 (THREE) EFFECTIVE JULY 1, 2024.

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

VOTE:	7-0-1-1
AYE:	Campbell, Hood, Jones, Mayo, Miller, Saunders and Vogler (7)
NAY:	Whittle (1)
ABSENT:	Buckner (1)

NEW BUSINESS

CONSIDERATION OF REAL ESTATE TAX DECREASE

Mayor Jones opened the floor for a Public Hearing regarding a Real Estate Tax Decrease. Notice of the Public Hearing was published in the *Danville Register & Bee* on April 16, 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 Whittle an Ordinance entitled:

ORDINANCE NO. 2024-05.17

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.

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

CONSIDERATION OF AN ORDINANCE TO AUTHORIZE BONDS FOR ELECTRIC DISTRIBUTION EXPANSION

Mayor Jones opened the floor for a Public Hearing regarding a Bond Issuance. Notice of the Public Hearing was published in the *Danville Register & Bee* on May 7, 2024, and May 14, 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. 2024-05.18

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.

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

CONSIDERATION OF THE SECOND AMENDMENT TO THE COMPREHENSIVE AGREEMENT BETWEEN THE DANVILLE SCHOOL BOARD AND BRANCH BUILDS, INC. FOR A NEW ARNETT HILLS ELEMENTARY SCHOOL

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

RESOLUTION NO. 2024-05.21

A RESOLUTION OF THE COUNCIL OF THE CITY OF DANVILLE, VIRGINIA APPROVING AND AUTHORIZING A SECOND AMENDMENT TO THE COMPREHENSIVE AGREEMENT BETWEEN THE SCHOOL BOARD OF THE CITY OF DANVILLE AND BRANCH BUILDS, INC. IN ACCORDANCE WITH VIRGINIA CODE § 56- 575.16(5).

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

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

COMMUNICATIONS

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

Council Member Campbell stated he was happy to see how Council was able to work together in reference to their citizens in reference to increases, and they were looking at decreasing and not increasing especially where the City has such a surplus of funds in their community. It was a wise decision.

Vice Mayor Miller noted that it was easy not to vote on raising taxes, but the City Manager and staff carefully worked on balancing the budget. The hard part was, where were they going to come up with the money that was given up by not increasing fees. Dr. Miller asked the City Manager to comment on that and the cost. City Manager Ken Larking stated the fees that were proposed were across multiple funds in the General Fund, the impact was a little over $143,000 which will need to be made up in some way to balance the budget. The Sanitation Fund increase was $404,760 in revenue; in the Sanitation Fund, the revenue was generated according to the monthly fees and covers the cost of the program to collect solid waste, recycling, yard waste, and also code enforcement; it was operating at a deficit right now. Mr. Larking noted it would take some work to figure out how to make that fund balance. It was the same with the Cemetery Fund, it was operating at a deficit, and the $299,800 was to help it to not be in a deficit; that cost will have to be made up somewhere. Typically, the cost of the Cemetery was about maintenance of the cemeteries throughout the City. The City, like everyone else, experiences costs that go up related to mowing, and maintenance. Mr. Larking stated the Sanitation Fees and the Cemetery Fees were the ones that concerned him the most, that would be the most difficult to find some remedy. Dr. Miller stated it was not good practice to run funds that were not self-sustaining by taking funds that could be used elsewhere. Dr. Miller noted Council will be dedicating the first of their splash pads at the 3rd Avenue Splash Pad opening on Thursday, May 23, and thanked the School Board again for the outstanding work on their budget presentation.

Council Member Saunders noted he was glad Council was trying to give some consideration to the citizens; he thought they need to be aware that everyone was not realizing the wealth and success in the City as they would like. There were still people who were trying to raise their families and be self-sufficient; the poverty rate was high. The schools were doing great, their needs continue, and they were meeting those priorities. Mr. Saunders cautioned Council that as they look at cutting taxes, they need to make sure they were prepared to do that because there were going to be needs that have not realized yet; there was more work to do.

Council Member Vogler noted Robert Brooks passed away over the weekend, he was a true advocate for this city and region, and he was very saddened to hear about that. Mr. Vogler recognized Averett University who hosted the Jody Carroll dance recitals this past week. Mr. Vogler noted several months ago, his goal was to have a people first budget; Council wanted to look out for their citizens. Now that times were getting better, they wanted to let them know they had not forgotten about them. They lowered the Personal Property tax, they expanded tax relief for seniors but for him personally, he could not vote to lower the taxes and then turn around and raise fees.

Council Member Whittle noted he had a constituent in Beverstone who asked about paving, and questioned if the City had a schedule; Mr. Larking stated there was, it was based on an evaluation of the streets in the City. If someone has a specific concern about one, the City can evaluate it. Mr. Whittle stated that Robert Brooks was a good friend and sent condolences to the family. Mr. Whittle discussed the performance agreement with Caesars relating an amphitheater, conference center and entertainment venue.

Mayor Jones stated the Festival in the Park was absolutely phenomenal; to all the sponsors and everyone involved, he thanked them for being a part of that. Council voted for Arnett Hills Elementary school, to add an addition to what was already planned; that was huge and thanked Council for voting on that. Mayor Jones noted people flew in today for the properties of Purdum Woods, who has new management, they have new contractors cleaning up, and the police department was now tapped into their cameras; they have access to everything that was going on in Purdum Woods. Mayor Jones noted the City Manager and his budget team presented an excellent budget; now the City Manager has said there were two areas where the City was not being successful and thinks Council was saying use the money from Caesars for those funds. If the City does that and if the economy changes, they will have to figure out a way to sustain those things. Mayor Jones also heard from Council that they want to take some of the Caesars money to build up the City's rainy-day fund, and he agrees with that; the City has to be smart. Mayor Jones thanked Council for the hard work they do, and the City Manager and his team.

The meeting was adjourned at 7:50 pm.

APPROVED:

_____
MAYOR

ATTEST:

_____
CITY CLERK

DRAFT

Council Letter
City of Danville, Virginia

CL - 1406 **APPOINTMENTS A.**

City Council REGULAR MEETING

Meeting Date: June 18, 2024

Subject: Appointments to Boards and Commissions.

From: Susan DeMasi, City Clerk

COUNCIL ACTION

1. A Resolution Appointing Maureen Belko to the Danville Pittsylvania Community Services Board.

2. A Resolution Appointing Shakeva Fraser to the Danville Pittsylvania Community Services Board.

3. A Resolution Appointing Richard Marlowe to the Dan River Alcohol and Safety Action Board.

4. A Resolution Appointing Janet Gwynn to the Danville Development Council.

5. A Resolution Appointing Melanie Tosh to the Danville CPMT.

Attachments

1. Resolutions

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2024 - ___ . ___

A RESOLUTION APPOINTING MAUREEN BELKO AS A MEMBER OF THE DANVILLE PITTSYLVANIA COMMUNITY SERVICES BOARD.

BE IT RESOLVED by the Council of the City of Danville, Virginia, that Maureen Belko be, and she is hereby appointed as a member of the Danville Pittsylvania Community Services Board for a three-year term commencing July 1, 2024 and ending June 30, 2027.

APPROVED:

_____
MAYOR

ATTEST:

_____
CITY CLERK

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2024 - ___ . ___

A RESOLUTION APPOINTING SHAKEVA FRAZIER AS A MEMBER OF THE DANVILLE PITTSYLVANIA COMMUNITY SERVICES BOARD.

BE IT RESOLVED by the Council of the City of Danville, Virginia, that Shakeva Frazier be, and she is hereby appointed as a member of the Danville Pittsylvania Community Services Board for a three-year term commencing July 1, 2024 and ending June 30, 2027.

APPROVED:

_____
MAYOR

ATTEST:

_____
CITY CLERK

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2024 - ___ . ___

A RESOLUTION APPOINTING RICHARD MARLOWE AS A MEMBER OF THE DAN RIVER ALCOHOL SAFETY ACTION PROGRAM.

BE IT RESOLVED by the Council of the City of Danville, Virginia, that Richard Marlowe be, and he is hereby appointed as a member of the Dan River Alcohol Safety Action Program for a three-year term commencing July 1, 2024 and ending June 30, 2027.

APPROVED:

_____
MAYOR

ATTEST:

_____
CITY CLERK

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2024 - ___ . ___

A RESOLUTION APPOINTING JANET GWYNN AS A MEMBER OF THE DANVILLE DEVELOPMENT COUNCIL.

BE IT RESOLVED by the Council of the City of Danville, Virginia, that Janet Gwynn be, and she is hereby appointed as a member of the Danville Development Council for a three-year term commencing July 1, 2024 and ending June 30, 2027.

APPROVED:

_____
MAYOR

ATTEST:

_____
CITY CLERK

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2024 - ___ . ___

A RESOLUTION APPOINTING MELANIE TOSH TO THE DANVILLE COMMUNITY POLICY AND MANAGEMENT TEAM.

BE IT RESOLVED by the Council of the City of Danville, Virginia, that Melanie Tosh be, and she is hereby appointed as a member of the Danville Community Policy and Management Team as the Danville Pittsylvania Community Services Representative.

APPROVED:

_____
MAYOR

ATTEST:

_____
CITY CLERK

Council Letter
City of Danville, Virginia

CL - 1261 **OLD BUSINESS A.**

City Council REGULAR MEETING

Meeting Date: June 18, 2024

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

From: Henrietta Weaver, Budget Director

COUNCIL ACTION

1. 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.
   Final Adoption

2. An Ordinance Amending, Establishing and Increasing Certain Community Development Department Inspection Fees of the City of Danville, Effective July 1, 2024.
   Final Adoption

3. An Ordinance Amending, Establishing and Increasing Certain Public Works Department Sanitation Fees of the City of Danville Effective July 1, 2024.
   Final Adoption

4. An Ordinance Amending, Establishing and Increasing Certain Public Works Department Cemetery Fees of the City of Danville Effective July 1, 2024.
   Final Adoption

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 $10,500 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 $50 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 10% 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 ordinances 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	$25
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	$50

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.

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.

Approved

_____
Mayor

Attest:

_____
City Clerk

Approved as to
Form and Legal Sufficiency:

_____
City Attorney

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

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.

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.

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.

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 **OLD BUSINESS B.**

City Council REGULAR MEETING

Meeting Date: June 18, 2024

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

From: Henrietta Weaver, Budget Director

COUNCIL ACTION

1. A Resolution Approving the Budgets of the Various Funds of the City of Danville for the Fiscal Year Ending June 30, 2025.
   Final Adoption

2. A Resolution Approving the Fiscal Year 2025 Capital and Special Projects Plan for the City of Danville, Virginia.
   Final Adoption

3. Budget Appropriation Ordinance For Fiscal Year 2025.
   Final Adoption

SUMMARY

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

Council Letter
City of Danville, Virginia

CL - 1150 **NEW BUSINESS A.**

City Council REGULAR MEETING

Meeting Date: June 18, 2024

Subject: Review of General Fund Financials as of May 31, 2024.

From: Michael Adkins, Chief Financial Officer

COUNCIL ACTION

Review of General Fund Financials as of May 31, 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: **June 10, 2024**

Subject: Summary of Preliminary General Fund Financial Results for May 31, 2024

After completing eleven months of fiscal year 2024, revenues are performing well and are exceeding the previous year. As of May 31, General Fund revenues were $134,841,422, representing 93% of the FY 2024 budget. This is an increase of $25.5 million over May 31, 2023. Apart from small decreases in charges for services and transfers from utilities, 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 85% of the budgeted property tax realized at the end of May. More specifically, real estate tax collections through the end of May amounted to $16,551,039 or 87% of the budgeted real estate tax revenue. We continue to see steady performance in the collection of delinquent real estate taxes this year with $925,307 realized in the first eleven months, which exceeded the $900,000 budget. Personal property tax collections are tracking as expected with 79% realized as of May 31.

Regarding local taxes, sales tax collections through May amounted to $12,029,377, exceeding the budgeted revenue of $11.96 million and an increase of $1,295,656 from last year. Meals taxes collected for the first eleven months of the fiscal year amounted to $11,251,838 or 99% of budget, an increase of $1,097,142 from last year. Business Licenses realized through the end of May were $7,663,524, exceeding the budgeted revenue of $7.4 million and an increase of $957,747 from the prior year. Lodging taxes received as of May 31, were $2,889,989 also exceeding the budgeted revenue of $2,467,230 and an increase of $515,883 from the prior year. The Ceasars Min Fee received as of May 31, was $4,776,598 or 96% of budget. Apart from small decreases in utility taxes, 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 May 31 were $134,631,379 trailing the budget at 85%. This is an overall increase of $15 million when compared to May 31, 2023. Departmental expenditures at the end of May amounted to $77,756,754, an increase of $8.2 million as compared to May 31, 2023. This increase is primarily attributed to an increase in Public Safety expenditures of $3.5 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 87% of budget. The remaining increase was attributed to an increase in non-departmental expense of $1.3 million primarily related to increased group hospital insurance costs, transfers to capital projects and transfers to other funds of nearly $8 million related to budgeted increases for support of ongoing economic development projects.

General Fund revenues exceeded expenditures by $210,043, an improvement of $10.4 million when compared to the deficit of $10.2 million in the prior fiscal year. 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
92% OF YEAR LAPSED AS OF MAY 31, 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	$ 32,636,593	85.11%		$ 5,710,417	$ 30,868,473
Other Local Taxes	41,830,430	42,244,180	100.99%		(413,750)	33,295,961
License Permits & Privilege Fees	424,040	633,128	149.31%		(209,088)	487,834
Fines & Forfeitures	277,760	184,996	66.60%		92,764	171,016
Revenue From Use Money & Property	3,969,170	5,024,412	126.59%		(1,055,242)	2,441,965
Charges For Services	3,140,340	2,304,935	73.40%		835,405	2,713,168
Miscellaneous Revenue	58,801	249,603	424.49%		(190,802)	187,560
Recovered Cost	8,997,288	8,060,938	89.59%		936,350	7,377,833
Non-Categorical Aid	15,382,620	14,585,587	94.82%		797,033	4,643,808
Shared Expenses (Categ. Aid State)	6,021,050	5,511,013	91.53%		510,037	5,128,085
Categorical Aid (State)	10,241,672	9,051,617	88.38%		1,190,055	7,643,607
Emergency Services (Federal)	27,020	-	0.00%		27,020	-
Categorical Aid (Federal)	-	65,419	0.00%		(65,419)	9,435
Transfers From Utilities	15,588,000	14,289,000	91.67%		1,299,000	14,416,583
TOTAL REVENUES	**$ 144,305,201**	**$ 134,841,422**	**93.44%**		**$ 9,463,778**	**$ 109,385,328**
EXPENDITURES:						
General Government Administration	$ 14,604,948	$ 12,905,704	88.37%	$ 414,618	$ 1,284,627	$ 12,180,742
Judicial Administration	9,211,265	7,937,956	86.18%	-	1,273,309	7,691,062
Public Safety	38,955,818	35,567,198	91.30%	352,087	3,036,533	32,080,312
Public Works	5,301,623	4,467,567	84.27%	138,103	695,952	4,481,600
Health, Education, Welfare & Soc. Svc.	10,006,616	7,501,876	74.97%	60,142	2,444,599	6,813,352
Parks, Recreation & Cultural	6,330,734	5,328,446	84.17%	64,812	937,476	4,506,195
Community Development	4,841,522	4,048,008	83.61%	80,145	713,369	1,835,648
Non-Departmental	19,104,500	16,210,473	84.85%	-	2,894,027	14,939,071
Transfer to Schools - Operating	36,633,907	27,730,468	75.70%	-	8,903,439	29,977,726
Transfer to Capital Projects	9,972,491	9,372,491	93.98%	-	600,000	3,396,850
Transfer to Other Funds	3,778,727	3,561,193	94.24%	-	217,533	1,688,163
TOTAL EXPENDITURES	**$ 158,742,151**	**$ 134,631,379**	**84.81%**	**$ 1,109,908**	**$ 23,000,864**	**$ 119,590,719**
Revenue over(under) Expenditures		$ 210,043				$ (10,205,391)
FUND BALANCE:						
Beginning Fund Balance 07/01/2023		$ 55,069,404				$ 46,401,528
Revenue over(under) Expenditures		210,043				(10,205,391)
Ending Fund Balance 05/31/2024		**$ 55,279,447**				**$ 36,196,137**
Composition of Fund Balance:						
Reserved for Encumbrances/Designated Funds		$ 11,014,744				$ 4,889,194
Unassigned		44,264,702				31,306,944
TOTAL FUND BALANCE 05/31/2024		**$ 55,279,447**				**$ 36,196,138**

CITY OF DANVILLE, VIRGINIA
GENERAL FUND
COMPOSITION OF FUND BALANCE
PRELIMINARY - AS OF MAY 31, 2024

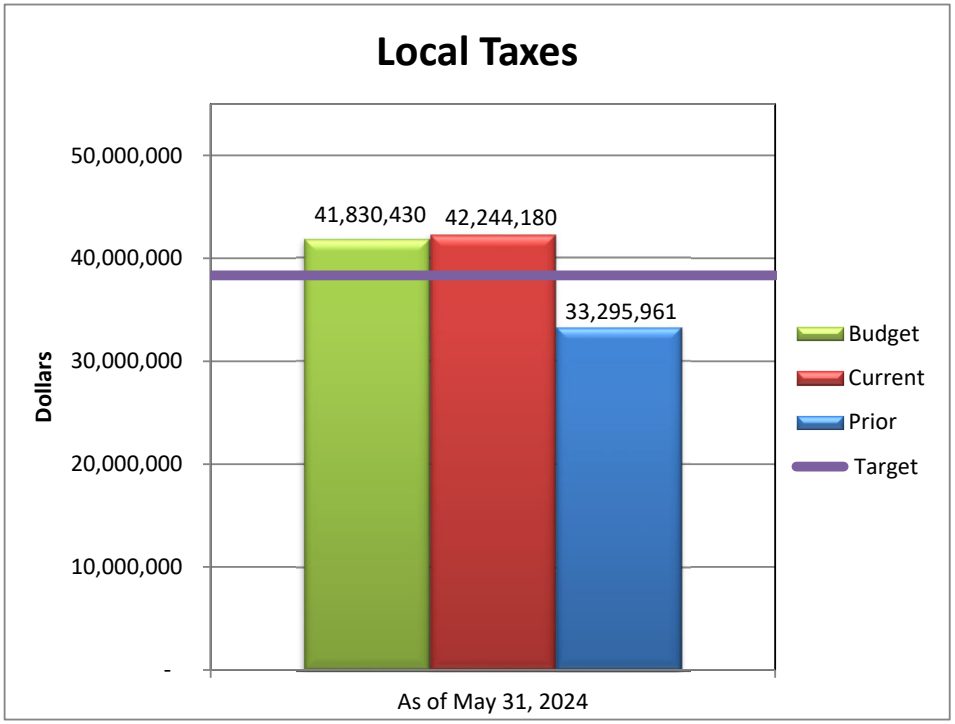
Beginning Total Fund Balance, July 1, 2023	55,069,403.89
Add: General Fund Revenues	134,841,422.24
Deduct: General Fund Expenditures	(134,631,379.49)
Ending Total Fund Balance, May 31, 2024	55,279,446.64

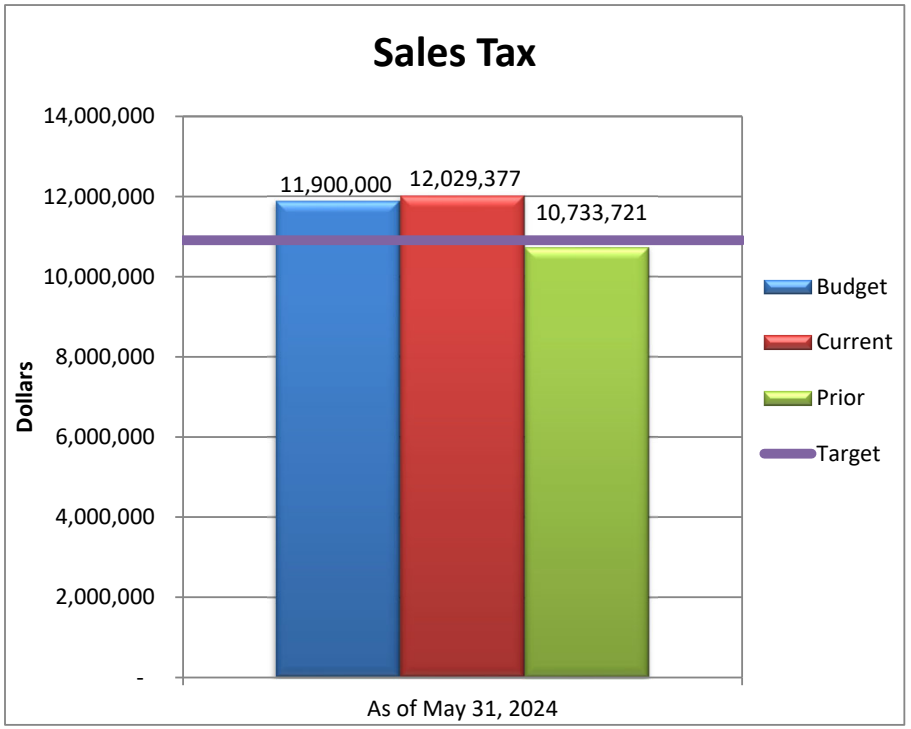
Composition of Fund Balance:	
Restricted for Commonwealth Attorney	102,335.92
Restricted for Police Department	40,297.41
Restricted for Fire Department	132,802.75
Committed for Sheriff's Department	9,908.73
Committed to Schools	5,972,726.44
Committed to Budget Stabilization	3,000,000.00
Assigned to Sheriff's Department	13,114.68
Assigned to Community Development	61,860.99
Assigned for Encumbrances	1,109,907.56
Assigned Casino Revenue	-
Nonspendable (Inventory and Prepaids)	571,789.73
UNASSIGNED	**44,264,702.43**
Total Fund Balance, May 31, 2024	55,279,446.64

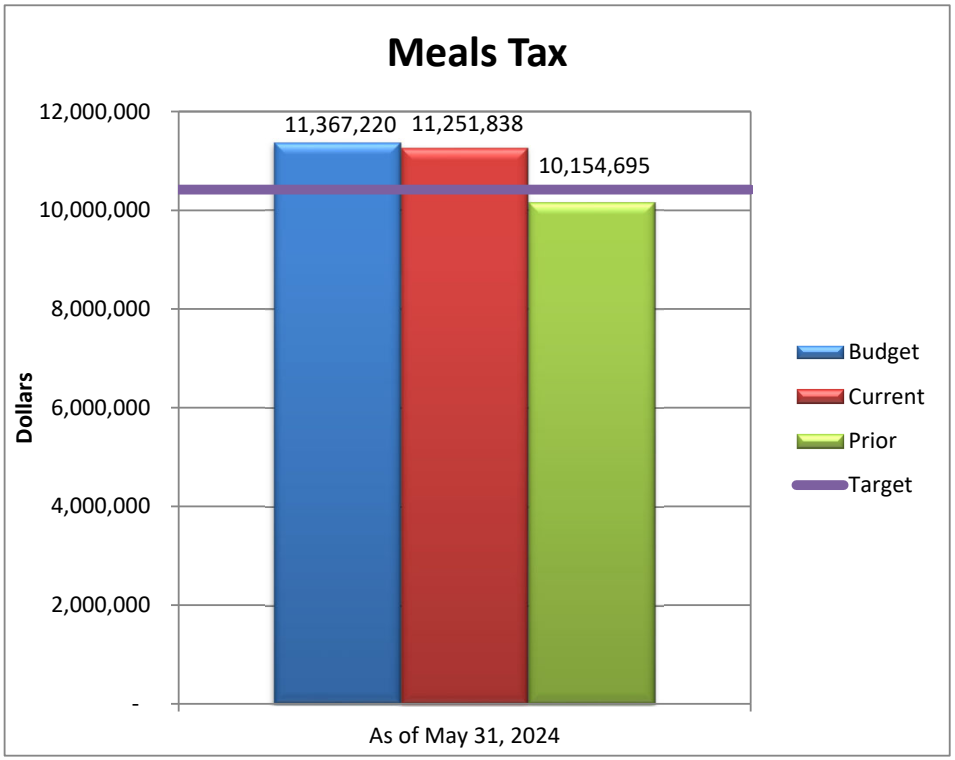
Unassigned fund balance from above	44,264,702.43
Unassigned Minimum per policy (20% of General Fund Operating Revenues) based on FY 2024 budget	28,861,040.11
Current surplus (deficit) over (under) minimum	15,403,662.32

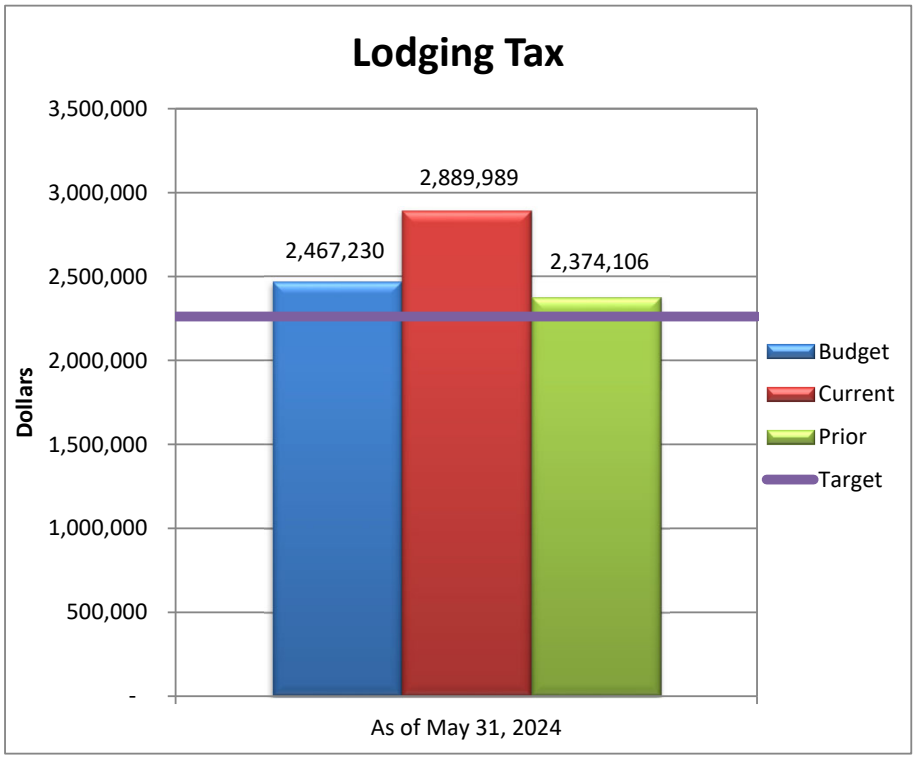
City of Danville, Virginia
Summary of Other Local Tax Revenues - PRE-CLOSING - UNAUDITED
For the period ending May 31, 2024

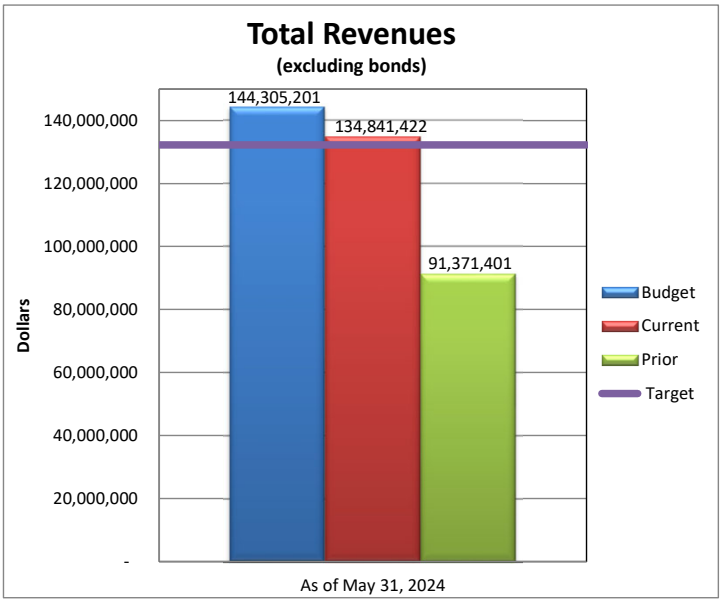
Description	Current Budget	Revenue Realized	Percentage Realized	Prior Year Budget	Prior Year Realized	Percentage Prior Year
Sales Tax	$ 11,900,000	$ 12,029,377	101.09%	$ 11,302,050	$ 10,733,721	94.97%
Business Licenses	7,400,000	7,663,524	103.56%	6,030,000	6,705,777	111.21%
Meals Tax	11,367,220	11,251,838	98.98%	10,800,000	10,154,695	94.02%
Utility Taxes	930,000	875,925	94.19%	930,000	940,548	101.13%
Vehicle License Fees	1,000,000	735,839	73.58%	1,000,000	759,980	76.00%
Bank Stock Tax	1,000,000	1,136,651	113.67%	1,000,000	843,600	84.36%
Recordation Tax	270,000	413,335	153.09%	270,000	309,794	114.74%
Hotel Motel Tax	2,467,230	2,889,989	117.13%	2,885,080	2,374,106	82.29%
Daily Property Rental Tax	15,980	20,547	128.58%	12,370	19,882	160.72%
Motor Vehicle Tax	200,000	229,998	115.00%	200,000	216,393	108.20%
DMV Fees	280,000	220,560	78.77%	250,000	237,465	94.99%
Ceasars Min Fee	5,000,000	4,776,598	95.53%	-	-	0.00%
TOTAL	$ 41,830,430	$ 42,244,180	100.99%	$ 34,679,500	$ 33,295,961	96.01%

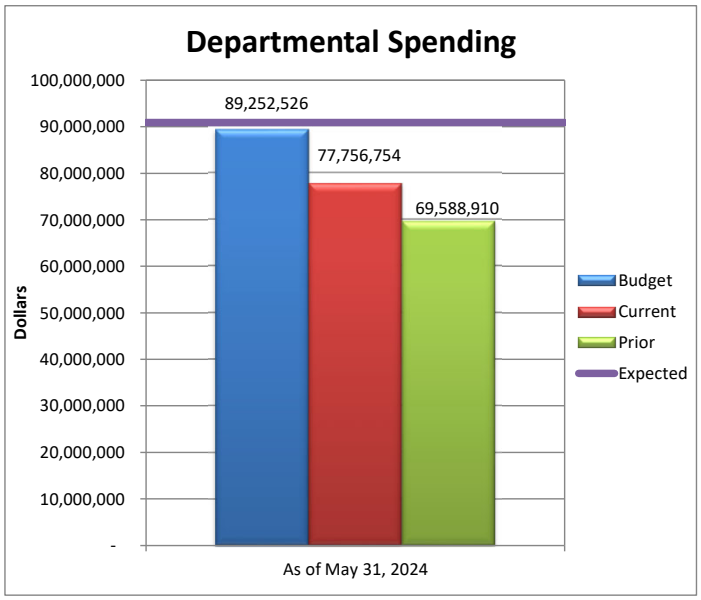

Local Taxes
50,000,000
40,000,000
30,000,000
20,000,000
10,000,000
-
Dollars
41,830,430
42,244,180
33,295,961
Budget
Current
Prior
Target
As of May 31, 2024

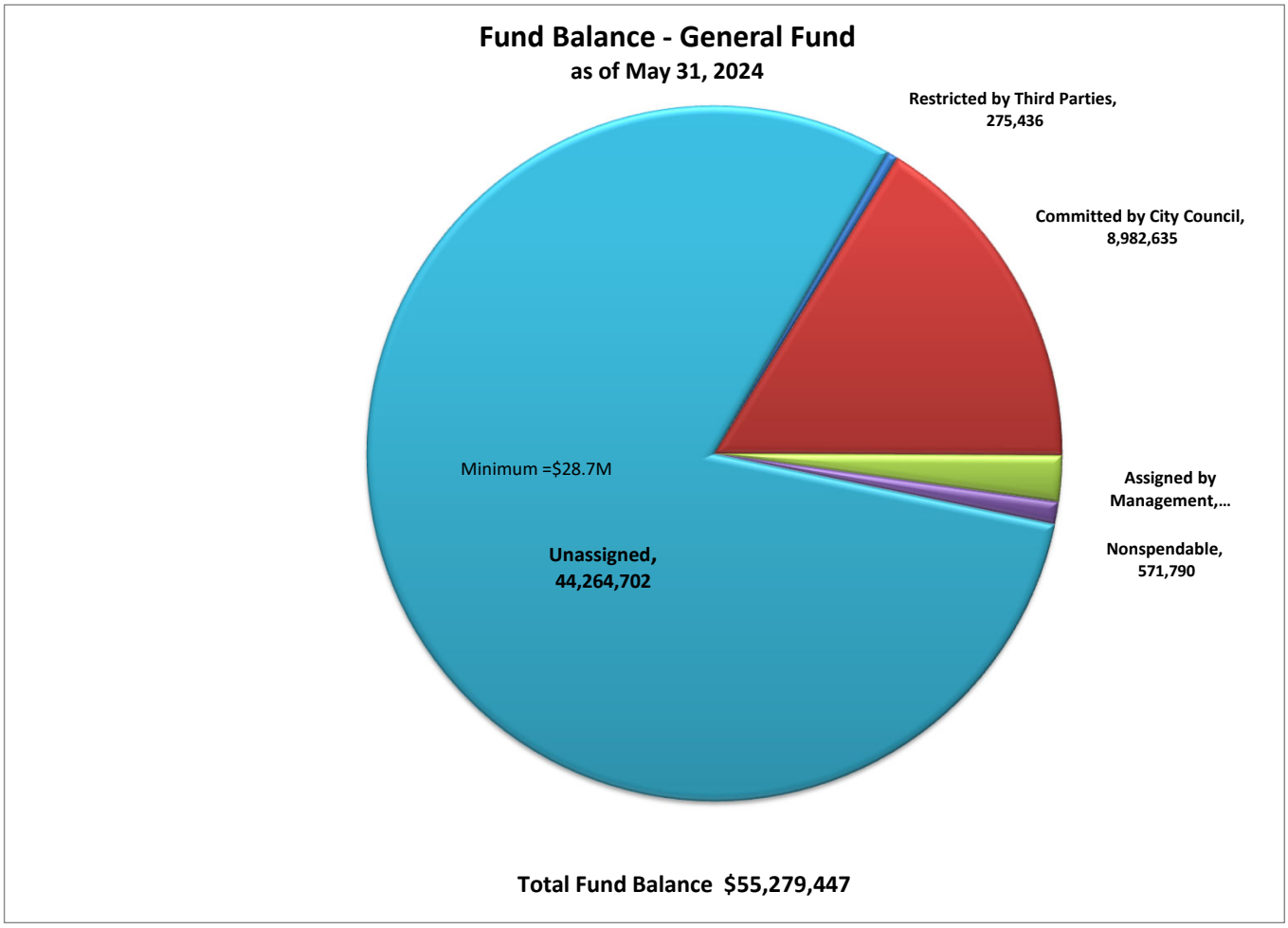

Sales Tax
14,000,000
12,000,000
10,000,000
8,000,000
6,000,000
4,000,000
2,000,000
-
Dollars
11,900,000
12,029,377
10,733,721
Budget
Current
Prior
Target
As of May 31, 2024


Meals Tax
12,000,000
10,000,000
8,000,000
6,000,000
4,000,000
2,000,000
-
Dollars
11,367,220
11,251,838
10,154,695
Budget
Current
Prior
Target
As of May 31, 2024


Lodging Tax
3,500,000
3,000,000
2,500,000
2,000,000
1,500,000
1,000,000
500,000
-
Dollars
2,467,230
2,889,989
2,374,106
Budget
Current
Prior
Target
As of May 31, 2024


Total Revenues
(excluding bonds)
144,305,201
134,841,422
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 May 31, 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
-
89,252,526
77,756,754
69,588,910
Dollars
Budget
Current
Prior
Expected
As of May 31, 2024


Fund Balance - General Fund
as of May 31, 2024
Restricted by Third Parties, 275,436
Committed by City Council, 8,982,635
Minimum =$28.7M
Assigned by Management,...
Nonspendable, 571,790
Unassigned, 44,264,702
Total Fund Balance $55,279,447

Council Letter
City of Danville, Virginia

CL - 1384 **NEW BUSINESS B.**

City Council REGULAR MEETING

Meeting Date: June 18, 2024

Subject: Consideration of Fiscal Year 2025 Public Transportation Funding

From: Marc Adelman, Director of Transportation Services

COUNCIL ACTION

1. Public Hearing

2. A Resolution Authorizing an Application by the City to the Virginia Department of Rail and Public Transportation for Grants for Operating and Capital Costs for Public Transportation for Fiscal Year 2025.

SUMMARY

The City of Danville submits applications annually to the Virginia Department of Rail and Public Transportation for federal and state operating aid and capital assistance. State operating and capital funding levels can vary and are approved in June by the Commonwealth Transportation Board. All operating expenses are eligible for federal operating aid except depreciation and interest charges. The Federal Transit Administration provides operating assistance based on the anticipated operating deficit. Federal capital assistance is typically based on eighty percent of the project cost. For small urban and rural transit systems in Virginia, the Virginia Department of Rail and Public Transportation maintains the authority to allocate federal operating aid and capital assistance funds.

BACKGROUND

For Fiscal Year 2025, the Virginia Department of Rail and Public Transportation identified that a total of $2,068,363 in federal operating aid was available to subsidize operating expenses for Danville Transit and $786,477 in state operating aid will be allocated for FY2025 to assist with transit operating costs. The state also approved federal and state capital aid for the following projects; three, 14-passenger buses, four new bus shelters, replacement of a bus wash system and rehabilitation of the maintenance pit area. The estimated total cost for all capital projects is $1,333,870. Federal and state capital aid funding will finance ninety-six percent of the total cost. Therefore, the estimated local match requirement for all projects is $53,355.

RECOMMENDATION

It is recommended that City Council adopt the attached Resolution authorizing an application to the Virginia Department of Rail and Public Transportation for Fiscal Year 2025.

Attachments

1. Resolution

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2024-____.___

A RESOLUTION AUTHORIZING AN APPLICATION BY THE CITY TO THE VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION FOR GRANTS FOR OPERATING AND CAPITAL COSTS FOR PUBLIC TRANSPORTATION FOR FISCAL YEAR 2025.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Danville, Virginia, that the City Manager, Kenneth F. Larking, be, and he is hereby, authorized to execute and file on behalf of the City an application to the Virginia Department of Rail and Public Transportation for grants of Transportation Special Revenues, as provided by the Federal Transit Administration and the General Assembly of Virginia State Aid for Public Transportation, for operating and capital costs of the City for public transportation during Fiscal Year 2025 for which purpose the Council does hereby certify that:

1. The requested funds, if granted, shall be used in accordance with the requirements of Sections 33.2-1524 through 33.2-1529.1 of the Code of Virginia; and

2. The City of Danville shall provide for the payment of its share of said operating and capital costs as required by such Act; and

3. The records of the receipts and expenditures of such funds as are granted to the City of Danville shall be subject to audit by the Virginia Department of Rail and Public Transportation and the Auditor of Public Accounts; and

4. The funds granted to the City of Danville to defray its public transportation fuel, tires and maintenance costs, administrative costs and capital costs shall be used by the City only for the purposes authorized by the Acts of the General Assembly of Virginia; and

5. The applicant assures that it will comply with Title VI of the Civil Rights Act of 1964 and the US Department of Transportation requirements and

6. It is the goal of the applicant that disadvantaged business enterprises be utilized to the fullest extent permitted by law, and when possible in connection with this project and that definite procedures shall be established and administered to ensure that disadvantaged businesses shall have the maximum construction contracts, supplies, equipment contracts or consultant and other services and

7. That the City Manager, Kenneth F. Larking, be and he is hereby, authorized to accept, receive, and expend the aforesaid grants of funds in the amount and for the purposes that the same are awarded and to execute such documents as may be necessary therefore and to furnish to the Virginia Department of Rail and Public Transportation such information and documents as it may require with regard to such application and grants.

Approved:

_____
Mayor

Attest:

_____
City Clerk

Approved as to
Form and Legal Sufficiency:

_____
City Attorney

Council Letter
City of Danville, Virginia

CL - 1364 **NEW BUSINESS C.**

City Council REGULAR MEETING

Meeting Date: June 18, 2024

Subject: Purchase of 1.75 Acres of Real Property

From: Jason Grey, Director of Utilities

COUNCIL ACTION

A Resolution Approving and Authorizing the Purchase of 1.75 Acres of Real Property in Pittsylvania County Identified as Parcel 2420-74-8048 for the Expansion of Utility Services.

SUMMARY

Utilities staff are working to identify areas within the City's electric system that are prone to outages. The customers located on Livestock Road in Pittsylvania County are fed through several spans of overhead electric lines through heavily wooded areas. By purchasing this 1.75 acre property (Parcel 2420-74-8048) for $5,000, the City will be able to convert most of the overhead primary electric cable to underground primary electric cable. This will reduce outages on Livestock Road and crew call-outs during major weather events.

BACKGROUND

In 2020, staff began to request annual capital funding in the Electric Fund to make various system improvements to the electric distribution system. This project allows various areas to be re-conductored, overhead spans to be placed underground where necessary, and various hardware to be installed to prevent outages. Projects are directed to areas where multiple outage events have occurred. The project has been tremendously successful and has addressed a lot of outage-prone areas in Danville and Pittsylvania County.

RECOMMENDATION

Staff recommends City Council approve and authorize the purchase of Parcel 2420-74-8048 in Pittsylvania County for $5,000 to improve electric services on Livestock Road.

Attachments

1. Resolution
2. Deed of Bargain and Sale
3. GIS Map

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2024-____.____

A RESOLUTION APPROVING AND AUTHORIZING THE PURCHASE OF 1.75 ACRES OF REAL PROPERTY IN PITTSYLVANIA COUNTY IDENTIFIED AS PARCEL 2420-74-8048 FOR THE EXPANSION OF UTILITY SERVICES.

WHEREAS, The City of Danville desires to purchase a Parcel of land in Pittsylvania County identified as Parcel 2420-74-8048 fronting on Livestock Road to improve utility services in the area; and

WHEREAS, the owner of County Parcel 2420-74-8048 has agreed to sell the Parcel to the City for $5,000.00 to facilitate this project.

NOW THEREFORE, BE IT RESOLVED, by the City Council of Danville, Virginia that the purchase of Pittsylvania County Parcel 2420-74-8048 fronting on Livestock Road for $5,000.00 is hereby accepted by the City of Danville, Virginia; and

BE IT FURTHER RESOLVED, by the City Council of Danville, Virginia hereby authorizes the City Manager, Kenneth F. Larking, to execute on behalf of the City any and all documents as may be necessary to effect the purchase of County Parcel 2420-74-8048 for the City.

Approved:

_____
Mayor

Attest:

_____
City Clerk

Approved as to
Form and Legal Sufficiency:

_____
Assistant City Attorney

Prepared by and return to:
C. Ryan Dodson, Esq. (VSB #90680)
City of Danville
P.O. Box 3300
Danville, VA 24543

This deed is exempt from Grantee's tax pursuant to Va. Code § 58.1-811(A)(3).

Tax Map/Parcel ID #2420-74-8048
Consideration: $5,000.00
Assessed Value: $2,000.00
Title Insurance: None

THIS **DEED OF BARGAIN AND SALE** made this the _____ day of _____, 2024, by and between **FRANCIS B. CRISWELL**, **GRANTOR**, and the **CITY OF DANVILLE, VIRGINIA, a municipal corporation of the Commonwealth of Virginia, GRANTEE**,

W I T N E S S E T H:

For FIVE THOUSAND DOLLARS ($5,000.00), and other good and valuable consideration, the receipt of which is hereby acknowledged, the Grantor does hereby give and grant, with general warranty and English covenants of title, unto the Grantee, in fee simple absolute, all that certain parcel of land, together with improvements thereon and appurtenances thereto belonging, situate in Pittsylvania County, Virginia, and more particularly described as follows:

TAX PIN #2420-74-8048 – LIVESTOCK ROAD, PITTSYLVANIA COUNTY, VIRGINIA

FRONTING on the northern margin of Livestock Road, consisting of 1.75 acres, more or less; being in fact, Tract No. 3, as shown on a Plat of Survey Showing Tracts 1 - 4 for Edna Harding, File C 728, dated April 6, 1984, made by E. L. Wilmarth, CLS, of record in the Clerk's Office of the Circuit Court of Pittsylvania County, Virginia in Map Book 34, at Page 66.

BEING IN FACT, the same property conveyed to Oscar M. Criswell, Jr. and Francis B. Criswell, or the survivor, from Edna Louise Harding by deed dated June 21, 1984 and recorded in the aforesaid Clerk's Office in Deed Book 744, at Page 196. Oscar M. Criswell, Jr. died February 4, 2016 vesting full ownership of the property in Francis B. Criswell through the survivorship clause in the aforesaid deed.

This conveyance is made subject to all easements, rights of way, or restrictive covenants now of record or affecting said property.

This conveyance having been authorized by the City Council of the City of Danville, Virginia by Resolution No. _____, adopted on _____, pursuant to a public hearing held in accordance with Va. Code § 15.2-1800.

WITNESS the following signatures and seals:

GIVEN BY:

BY: _____
FRANCIS B. CRISWELL, Grantor

COMMONWEALTH OF VIRGINIA
CITY OF DANVILLE, to-wit:

The foregoing Deed was acknowledged before me this the _____ day of _____, 2024, by Francis B. Criswell.

BY: _____
NOTARY PUBLIC

My commission expires: _____

Notary registration number: _____

ACCEPTED BY:

THE CITY OF DANVILLE, VIRGINIA
a municipal corporation of the
Commonwealth of Virginia

BY: _____
KEN F. LARKING
City Manager

STATE OF VIRGINIA
CITY OF DANVILLE, to-wit:

The foregoing Deed was acknowledged before me this the _____ day of

_____, 2024, by _____, acting in his capacity as

City Manager of the City of Danville, Virginia.

BY: _____
NOTARY PUBLIC

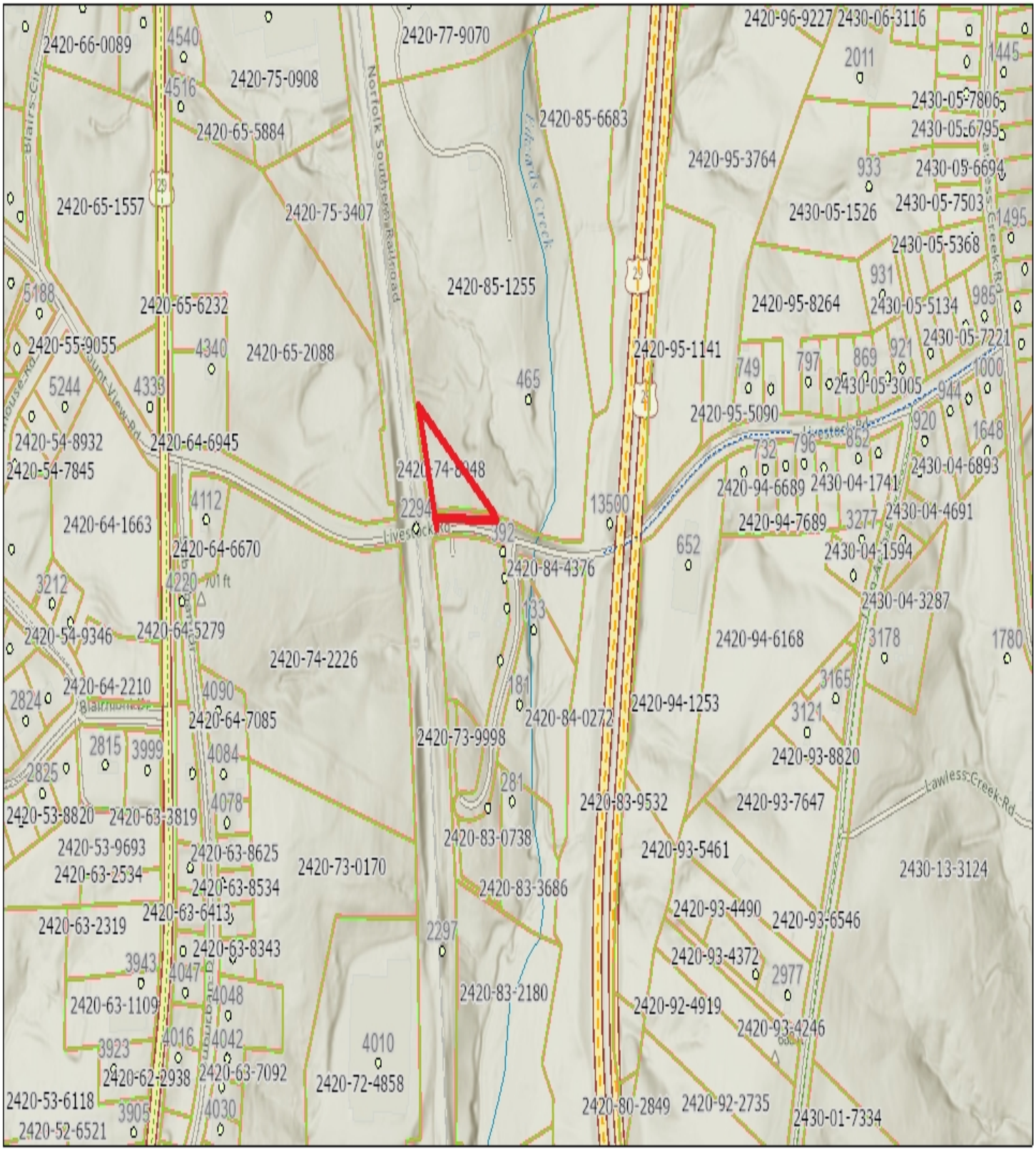
My commission expires: _____

Notary registration number: _____

APPROVED AS TO FORM:

BY: _____
C. RYAN DODSON
Assistant City Attorney
VSB # 90680

ArcGIS Web Map



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Council Letter
City of Danville, Virginia

CL - 1350 **NEW BUSINESS D.**

City Council REGULAR MEETING

Meeting Date: June 18, 2024

Subject: Consideration of Revisions to the Personnel System.

From: Sara Weller, Director of Human Resources

COUNCIL ACTION

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

SUMMARY

An Ordinance Amending the Personnel System of the City of Danville providing for the classification, compensation, and employee development for employment positions of the City.

BACKGROUND

Amendments to the City of Danville's Personnel System are submitted no less than annually to City Council for adoption. Proposed changes for Fiscal Year 2025 include revisions to the City of Danville's Personnel System Regulations, compensation plan, and classification plan.

RECOMMENDATION

It is recommended that City Council adopt the attached ordinance amending the City of Danville Personnel System.

Attachments

1. Ordinance
2. Personnel Regulation Changes Fiscal Year 2025
3. Schematic List Fiscal Year 2025
4. Class Descriptions Fiscal Year 2025

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2024-____.____

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

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

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

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

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

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

APPROVED:

_____
Mayor

ATTEST:

_____
Clerk

Approved as to
Form and Legal Sufficiency:

_____
City Attorney

City Of Danville Personnel Regulation Changes Effective July 1, 2024

2.2.10.3. Duration

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

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

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

For employees of the Fire Department and Police Department required to complete the academy, the probationary period shall be from the date of hire, the duration of the academy, and for one year after graduation from the academy.

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

4.2.2.1. Promotion

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

In most situations, when an employee is temporarily appointed to a higher position, as defined in section 4.9., the employee will receive a salary sufficient to reach the salary range minimum for the temporary classification or a minimum of a ten percent increase, whichever is greatest. If an employee is temporarily appointed to a higher position and

the employee does not meet the minimum requirements for the position, the employee's rate of pay shall be determined by the respective department director in consultation with the Director of Human Resources and shall correspond with the duties of the new position, the employee's experience and qualifications, employment record, and current rate of pay. Such increase shall not be less than five percent of the employee's current rate of pay.

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

Employees that are promoted as part of a career development program within the employee's assigned department are exempt from the requirements of this section and are subject to the pay increase provisions of the program.

5.13. Official Leave

An employee who is absent from their normal duty while on official business of the City shall be granted Leave With Pay. ***This leave shall be designated in the payroll system for record keeping purposes. Official leave shall be used when an employee is representing the City outside of their normal duty, such as serving on a panel, speaking about the City or a particular program, attending an award ceremony, and so on. Pay for Official Leave shall be consistent with requirements of the Fair Labor Standards Act.***

5.14 Training Leave

An employee who is absent from their normal duty while on departmental approved training shall have the time documented in the payroll system as Training for record keeping purposes. Training Leave shall be used when an employee is attending approved training, conferences, seminars, certificate programs, and so on. Pay for training shall be consistent with requirements of the Fair Labor Standards Act.

5.15 Administrative Leave

When it is necessary to remove an employee from duty pending an investigation, for the employee's safety or the safety of others, while determining the outcome of a personnel matter, or for any other reason deemed necessary by the City the leave shall be documented as Administrative Leave. Administrative Leave may be paid or unpaid. Administrative Leave shall be approved by the Department Director and the Director of Human Resources, or designee.

6.3.2. Promotion Within the Police Department

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

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

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

Written Examination	
Computer Skills	
Leadership Potential Assessment	
Oral Interview	
Longevity	Maximum of 4 points
Education	Maximum of 4 points
In-Basket Technique	

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

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

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

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

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

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

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

Longevity shall be allocated on the following basis:

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

Education points will be allocated based on the following format:

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

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

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

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

Police Corporal
Police Sergeant
Police Lieutenant
Police Captain

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

Police Officer
Police Assistant Chief
Police Deputy Chief ~~Lieutenant Colonel~~

The Police Chief shall be appointed by the City Manager.

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

City of Danville Schematic List Effective 7/1/2024

Class Code	Title	Grade	Minimum	Maximum
1002	FILE CLERK	GN1	$ 31,403.52	$ 54,956.16
1003	ADMINISTRATIVE SPECIALIST	GN1	$ 31,403.52	$ 54,956.16
1004	***PROJECT ASSISTANT (Temporary)***	***GN6***	***$ 40,846.79***	***$ 71,481.89***
1005	SENIOR ADMINISTRATIVE SPECLT	GN2	$ 32,973.70	$ 57,703.97
1007	SECRETARY	GN3	$ 34,622.38	$ 60,589.17
1009	SENIOR SECRETARY	GN4	$ 36,353.50	$ 63,618.62
1011	EXECUTIVE SECRETARY	GN7	$ 43,297.60	$ 75,770.80
1025	LEGAL SECRETARY	GN4	$ 36,353.50	$ 63,618.62
1028	LEGAL ASSISTANT	GE2	$ 48,105.80	$ 84,185.14
1029	JUDICIAL ASSISTANT I	GE3	$ 51,954.26	$ 90,919.95
1030	***JUDICIAL ASSISTANT II (Constitutional)***	***GE4***	***$ 56,110.60***	***$ 98,193.55***
1031	***SENIOR COURT REPORTER (Constitutional)***	***GE3***	***$ 51,954.26***	***$ 90,919.95***
1032	ADMINISTRATIVE ASSISTANT	GN5	$ 38,534.71	$ 67,435.74
1039	LAW CLERK	GE3	$ 51,954.26	$ 90,919.95
1042	DEPUTY CLERK	GN4	$ 36,353.50	$ 63,618.62
1045	DEPUTY REGISTRAR	GN2	$ 32,973.70	$ 57,703.97
1046	ASSISTANT DEPUTY REGISTRAR	GN1	$ 31,403.52	$ 54,956.16
1047	***CITY CLERK*** ~~CLERK OF COUNCIL~~	GE5	$ 60,599.45	$ 106,049.03
1049	SENIOR ADMINISTRATIVE ASSISTNT	GE5	$ 60,599.45	$ 106,049.03
1075	INTERN	GN1	$ 31,403.52	$ 54,956.16
1101	CASHIER	GN3	$ 34,622.38	$ 60,589.17
1102	SENIOR CASHIER	GN5	$ 38,534.71	$ 67,435.74
1105	COLLECTIONS CLERK I	GN1	$ 31,403.52	$ 54,956.16
1106	COLLECTIONS CLERK II	GN3	$ 34,622.38	$ 60,589.17
1107	SENIOR COLLECTIONS CLERK	GN5	$ 38,534.71	$ 67,435.74
1108	CUSTOMER ACCOUNT REPRESENTATIV	GN4	$ 36,353.50	$ 63,618.62
1111	DELINQUENT COLLECTIONS CORDNTR	GE5	$ 60,599.45	$ 106,049.03
1120	DIV DIR OF CUSTOMER ACCOUNTS	GE8	$ 77,751.52	$ 136,065.15
1121	COLLECTIONS CUST ACCT MANAGER	GE6	$ 65,447.40	$ 114,532.96
1122	SERV/BILL CUST ACCT MANAGER	GE6	$ 65,447.40	$ 114,532.96
1131	UTILITY BILLING CLERK	GN4	$ 36,353.50	$ 63,618.62

1133	UTILITY SPECIAL BILLING CLERK	GN5	$ 38,534.71	$ 67,435.74
1134	SENIOR UTILITY BILLING CLERK	GN6	$ 40,846.79	$ 71,481.89
1137	AMI SUPPORT TECHNICIAN	GN4	$ 36,353.50	$ 63,618.62
1139	SR CUS ACCOUNT/TRAINING REP	GN6	$ 40,846.79	$ 71,481.89
1201	ACCOUNT CLERK	GN2	$ 32,973.70	$ 57,703.97
1203	SENIOR ACCOUNT CLERK	GN4	$ 36,353.50	$ 63,618.62
1204	ACCOUNTING TECHNICIAN	GN6	$ 40,846.79	$ 71,481.89
1211	***PAYROLL ADMINISTRATOR*** ~~PAYROLL TECHNICIAN~~	GN8	$ 46,761.41	$ 81,832.46
1220	ACCOUNTANT III	GE5	$ 60,599.45	$ 106,049.03
1221	ACCOUNTANT I	GE1	$ 44,542.40	$ 77,949.21
1223	ACCOUNTANT II	GE4	$ 56,110.60	$ 98,193.55
1224	BUSINESS SYSTEMS ACCOUNTANT	GE6	$ 65,447.40	$ 114,532.96
1226	INTERNAL AUDITOR	GE6	$ 65,447.40	$ 114,532.96
1227	STAFF AUDITOR	GE4	$ 56,110.60	$ 98,193.55
1228	SENIOR INTERNAL AUDITOR***/CASH & RISK MANAGER***	~~GE7~~ ***GE8***	***$77,751.52*** ~~$70683.2~~	***$136,065.15*** ~~$123,695.59~~
1229	ASSISTANT DIRECTOR OF FINANCE	GE10	$ 94,079.33	$ 164,638.83
1241	REAL ESTATE ASSESSMENT CLERK	GN2	$ 32,973.70	$ 57,703.97
1242	SENIOR REAL ESTATE ASSEST CLK	GN3	$ 34,622.38	$ 60,589.17
1246	REAL ESTATE APPRAISER I	GN5	$ 38,534.71	$ 67,435.74
1247	REAL ESTATE APPRAISER II	GN7	$ 43,297.60	$ 75,770.80
1248	REAL ESTATE APPRAISER III	GE6	$ 65,447.40	$ 114,532.96
1249	DIVISN DIR OF REAL ESTATE ASSE	GE7	$ 70,683.20	$ 123,695.59
1303	PRINTER	GN2	$ 32,973.70	$ 57,703.97
1305	SENIOR PRINTER	GN3	$ 34,622.38	$ 60,589.17
1309	PRINT SHOP TECHNICIAN	GN4	$ 36,353.50	$ 63,618.62
1311	PRINT SHOP SUPERVISOR	GE4	$ 56,110.60	$ 98,193.55
1321	PURCHASING CLERK	GN3	$ 34,622.38	$ 60,589.17
1323	***PURCHASING SUPPORT SPECIALIST*** ~~SENIOR PURCHASING CLERK~~	GN6	$ 40,846.79	$ 71,481.89
1324	***VENDOR RELATIONSHIP COORD.***	***GN8***	***$ 46,761.41***	***$ 81,832.46***
1326	PROCUREMENT OFFICER	GE5	$ 60,599.45	$ 106,049.03
1327	DIVISION DIR OF PURCHASING	GE7	$ 70,683.20	$ 123,695.59

1329	CHIEF FINANCIAL OFFICER	EXEC	$ 128,198.57	$ 256,397.13
1330	***GRANT ADMINISTRATOR***	***GE7***	***$ 70,683.20***	***$ 123,695.59***
1401	HR COORDINATOR I	GN7	$ 43,297.60	$ 75,770.80
1402	HR COORDINATOR II	GN8	$ 46,761.41	$ 81,832.46
1404	HR BUSINESS PARTNER I	GE4	$ 56,110.60	$ 98,193.55
1406	HR TRAINING & BUSINESS SYS MGR	GE6	$ 65,447.40	$ 114,532.96
1408	ORGANIZATION DEVELOPMENT CNSLT	GE4	$ 56,110.60	$ 98,193.55
1409	DIRECTOR OF HUMAN RESOURCES	EXEC	$ 128,198.57	$ 256,397.13
1410	HR BUSINESS PARTNER II	GE6	$ 65,447.40	$ 114,532.96
1411	HR ASSISTANT	GN6	$ 40,846.79	$ 71,481.89
1505	TRAINING & SAFETY MANAGER	GE2	$ 48,105.80	$ 84,185.14
1509	APPLICATIONS SPECIALIST III	GE5	$ 60,599.45	$ 106,049.03
1510	SOLUTIONS INTEGRATION DEVELOPR	GE8	$ 77,751.52	$ 136,065.15
1511	TECHNICAL SUPPORT SPECIALST II	GN7	$ 43,297.60	$ 75,770.80
1512	CLIENT SOLUTION SPECIALIST III	GE5	$ 60,599.45	$ 106,049.03
1514	TECHNICAL SUPPORT SPECIALIST I	GN6	$ 40,846.79	$ 71,481.89
1516	CLIENT SOLUTIONS SPECIALIST II	GE4	$ 56,110.60	$ 98,193.55
1517	SERVICE DESK ANALYST III	GN9	$ 49,567.09	$ 86,742.41
	ADMINISTRATIVE TECHNICAL ANALYST I ~~IT~~			
1518	~~ADMINISTRATIVE ASSISTANT~~	GN5	$ 38,534.71	$ 67,435.74
1521	PROGRAMMER I	GE2	$ 48,105.80	$ 84,185.14
1524	DIV DIR APPLICATION SOLUTIONS	GE9	$ 85,526.67	$ 149,671.67
1525	PROGRAMMER III	GE5	$ 60,599.45	$ 106,049.03
1526	GIS SPECIALIST II	GE4	$ 56,110.60	$ 98,193.55
1527	APPLICATIONS SPECIALIST IV	GE6	$ 65,447.40	$ 114,532.96
1529	NETWORK ADMINISTRATOR I	GE2	$ 48,105.80	$ 84,185.14
1530	APPLICATIONS SPECIALIST I	GE2	$ 48,105.80	$ 84,185.14
1531	TECHNICAL SUPPORT MANAGER	GE5	$ 60,599.45	$ 106,049.03
1532	DIVN DIR OF INFRA & OPERATIONS	GE9	$ 85,526.67	$ 149,671.67
1533	NETWORK ADMINISTRATOR III	GE5	$ 60,599.45	$ 106,049.03
1534	SYSTEM ADMINISTRATOR III	GE5	$ 60,599.45	$ 106,049.03
1535	NETWORK ENGINEER	GE7	$ 70,683.20	$ 123,695.59
1537	PROJECT MANAGER	GE6	$ 65,447.40	$ 114,532.96
1539	DEP. CHIEF INFORMATION OFFICER	GE10	$ 94,079.33	$ 164,638.83

1540	CHIEF INFORMATION OFFICER	EXEC	$ 128,198.57	$ 256,397.13
1541	DIV DIR OF CLIENT SERVICES	GE6	$ 65,447.40	$ 114,532.96
1543	CLIENT SOLUTIONS SPECIALIST I	GN10	$ 53,532.46	$ 93,681.80
1547	SERVICE DESK ANALYST II	GN7	$ 43,297.60	$ 75,770.80
1549	SERVICE DESK ANALYST I	GN6	$ 40,846.79	$ 71,481.89
1560	SOLUTIONS INTEGRATION SPEC	GE8	$ 77,751.52	$ 136,065.15
1563	APPLICATIONS SPECIALIST II	GE4	$ 56,110.60	$ 98,193.55
1565	PROGRAMMER IV	GE6	$ 65,447.40	$ 114,532.96
1567	PROGRAMMER II	GE4	$ 56,110.60	$ 98,193.55
1569	GIS SPECIALIST IV	GE6	$ 65,447.40	$ 114,532.96
1571	GIS SPECIALIST I	GE2	$ 48,105.80	$ 84,185.14
1573	CHIEF SEC OFFICER	GE8	$ 77,751.52	$ 136,065.15
1575	NETWORK ADMINISTRATOR II	GE4	$ 56,110.60	$ 98,193.55
1577	SYSTEMS ENGINEER	GE8	$ 77,751.52	$ 136,065.15
1579	SYSTEMS ADMINISTRATOR IV	GE6	$ 65,447.40	$ 114,532.96
1581	SYSTEMS ADMINISTRATOR II	GE4	$ 56,110.60	$ 98,193.55
1583	SYSTEMS ADMINISTRATOR I	GE2	$ 48,105.80	$ 84,185.14
1585	TECHNICAL SUPPORT SPEC III	GN9	$ 49,567.09	$ 86,742.41
1730	GIS TECHNICIAN	GN7	$ 43,297.60	$ 75,770.80
1731	GIS COORDINATOR	GE8	$ 77,751.52	$ 136,065.15
1732	GIS SPECIALIST III	GE5	$ 60,599.45	$ 106,049.03
1734	IT SCADA SYSTEMS ANALYST	GE5	$ 60,599.45	$ 106,049.03
1810	ASSISTANT CITY ATTORNEY I	GE5	$ 60,599.45	$ 106,049.03
1811	ASSISTANT CITY ATTORNEY II	GE8	$ 77,751.52	$ 136,065.15
1812	DEPUTY CITY ATTORNEY	GE9	$ 85,526.67	$ 149,671.67
1915	***BUDGET ANALYST***	***GE4***	***$ 56,110.60***	***$ 98,193.55***
1918	ASSISTANT TO THE CITY MANAGER	GE8	$ 77,751.52	$ 136,065.15
1919	DIRECTOR OF BUDGET	GE9	$ 85,526.67	$ 149,671.67
1920	***COMMUNITY WEALTH BUILDING MGR***	***GE8***	***$ 77,751.52***	***$ 136,065.15***
1925	MULTIMEDIA DESIGN MANAGER	GE7	$ 70,683.20	$ 123,695.59
1927	PUBLIC INFORMATION OFFICER	GE7	$ 70,683.20	$ 123,695.59
1930	VIOLENCE PREVENTION MANAGER	GE8	$ 77,751.52	$ 136,065.15
1932	VIOLENCE PREV OUTREACH WORKER	GN3	$ 34,622.38	$ 60,589.17
1933	COMMUNITY LIAISON	GN3	$ 34,622.38	$ 60,589.17

1934	ATHLETIC LIFE COACH	GN1	$ 31,403.52	$ 54,956.16
1935	ASSISTANT VIOL PREV MANAGER	GE3	$ 51,954.26	$ 90,919.95
1970	TRAVEL COUNSELOR I	GN1	$ 31,403.52	$ 54,956.16
1971	TRAVEL COUNSELOR II	GN2	$ 32,973.70	$ 57,703.97
1972	***VISITOR CENTER MANAGER*** ~~WELCOME CENTER MANAGER~~	GE3	$ 51,954.26	$ 90,919.95
1973	***MARKETING AND COMM COORDINATOR*** ~~MARKETING COORDINATOR~~	GN7	$ 43,297.60	$ 75,770.80
1974	TOURISM SALES COORDINATOR	GN7	$ 43,297.60	$ 75,770.80
1975	SPECIAL PROJECT MANAGER	GE3	$ 51,954.26	$ 90,919.95
1976	***TOURISM MANAGER*** ~~ED TOURISM MANAGER~~	GE6	$ 65,447.40	$ 114,532.96
1977	MARKETING & RESEARCH MANAGER	GE5	$ 60,599.45	$ 106,049.03
1978	ASST DIR OF ECON DEV ***& TOURISM***	GE9	$ 85,526.67	$ 149,671.67
1979	ECONOMIC DEVELOP PROJECT MGR	GE6	$ 65,447.40	$ 114,532.96
1980	DIR OF ECONOMIC DEV ***& TOURISM***	EXEC	$ 128,198.57	$ 256,397.13
1991	DEPUTY CITY MANAGER	EXEC	$ 128,198.57	$ 256,397.13
2001	PERMIT TECHNICIAN	GN3	$ 34,622.38	$ 60,589.17
2009	PROP MAINT CODE SUPERVISOR	GN8	$ 46,761.41	$ 81,832.46
2010	PROPERTY MAINTENANCE INSPECTOR	GN7	$ 43,297.60	$ 75,770.80
2013	BUILDING INSPECTOR	GN7	$ 43,297.60	$ 75,770.80
2014	ELECTRICAL INSPECTOR	GN7	$ 43,297.60	$ 75,770.80
2015	MECHANICAL INSPECTOR	GN7	$ 43,297.60	$ 75,770.80
2017	PLUMBING/CROSS CONNECTION INSP	GN7	$ 43,297.60	$ 75,770.80
2020	LEAD SAFE PROGRAM MANAGER	GE5	$ 60,599.45	$ 106,049.03
2021	LEAD SAFE PROGRM COST EST/INSP	GN7	$ 43,297.60	$ 75,770.80
2025	INSPECTIONS SUPERVISOR	GE5	$ 60,599.45	$ 106,049.03
2029	DIVISION DIR OF INSPECTIONS	GE9	$ 85,526.67	$ 149,671.67
2041	COST ESTIMATOR/INSPECTOR	GN6	$ 40,846.79	$ 71,481.89
2045	HOUSING GRANT ENV REVIEW SPEC	GE2	$ 48,105.80	$ 84,185.14
2047	HOUSING & REDEVELOPMENT SPEC	GE5	$ 60,599.45	$ 106,049.03
2049	HOUSING & DEV DIVSION DIRECTOR	GE9	$ 85,526.67	$ 149,671.67
2055	***SHORT TERM RENTAL TECHNICIAN***	***GN7***	***$ 43,297.60***	***$ 75,770.80***

2061	PLANNING TECHNICIAN	GN5	$ 38,534.71	$ 67,435.74
2063	ASSOCIATE PLANNER	GE2	$ 48,105.80	$ 84,185.14
2064	SENIOR PLANNER	GE4	$ 56,110.60	$ 98,193.55
2099	DIVISION DIRECTOR OF PLANNING	GE9	$ 85,526.67	$ 149,671.67
2199	DIRECTOR OF COMMUNITY DEVELOP	EXEC	$ 128,198.57	$ 256,397.13
3001	CUSTODIAN	GN1	$ 31,403.52	$ 54,956.16
3003	SENIOR CUSTODIAN	GN3	$ 34,622.38	$ 60,589.17
3005	CUSTODIAN SUPERVISOR	GN8	$ 46,761.41	$ 81,832.46
3011	PUBLIC SERVICE WORKER	GN1	$ 31,403.52	$ 54,956.16
3012	PUBLIC SERVICE WORKER/OPERATOR	GN2	$ 32,973.70	$ 57,703.97
3014	SOLID WASTE COLLECTOR	GN2	$ 32,973.70	$ 57,703.97
3016	GROUNDSKEEPER	GN3	$ 34,622.38	$ 60,589.17
3019	CONSTRUCTION WORKER	GN3	$ 34,622.38	$ 60,589.17
3022	SANITATION OPERATOR I	GN5	$ 38,534.71	$ 67,435.74
3024	SANITATION OPERATOR II	GN6	$ 40,846.79	$ 71,481.89
3031	MOTOR EQUIPMENT OPERATOR I	GN3	$ 34,622.38	$ 60,589.17
3032	MOTOR EQUIPMENT OPERATOR II	GN4	$ 36,353.50	$ 63,618.62
3033	MOTOR EQUIPMENT OPERATOR III	GN5	$ 38,534.71	$ 67,435.74
3034	***WEIGHMASTER***	***GN2***	***$ 32,973.70***	***$ 57,703.97***
3035	CCTV TECHNICIAN	GN4	$ 36,353.50	$ 63,618.62
3036	HEAVY EQUIPMENT OPERATOR	GN6	$ 40,846.79	$ 71,481.89
3040	RECYCLING CENTER OPERATOR	GN7	$ 43,297.60	$ 75,770.80
3101	CREW SUPERVISOR	GN6	$ 40,846.79	$ 71,481.89
3102	PW CREW SUPERVISOR	GN7	$ 43,297.60	$ 75,770.80
3105	GENERAL SUPERVISOR	GN10	$ 53,532.46	$ 93,681.80
3109	CEMETERY SUPERVISOR	GN8	$ 46,761.41	$ 81,832.46
3201	WAREHOUSE STOCK CLERK	GN1	$ 31,403.52	$ 54,956.16
3203	PW WAREHOUSE CLERK	GN2	$ 32,973.70	$ 57,703.97
3303	BUILDING MAINTENANCE MECH I	GN2	$ 32,973.70	$ 57,703.97
3304	BUILDING MAINTENANCE MECH II	GN4	$ 36,353.50	$ 63,618.62
3305	BUILDING MAINTENANCE SUPERINT	GE5	$ 60,599.45	$ 106,049.03
3306	BUILDING MAINTENANCE MCHNC III	GN7	$ 43,297.60	$ 75,770.80
3401	HORTICULTURIST	GN10	$ 53,532.46	$ 93,681.80
3498	AUTOMOTIVE SERVICE ATTENDANT	GN1	$ 31,403.52	$ 54,956.16

3501	AUTOMOTIVE EQUIPMENT MECH I	GN2	$ 32,973.70	$ 57,703.97
3511	AUTOMOTIVE EQUIPMENT MECH II	GN4	$ 36,353.50	$ 63,618.62
3512	TRANSIT MECHANIC	GN4	$ 36,353.50	$ 63,618.62
3515	WELDER	GN5	$ 38,534.71	$ 67,435.74
3517	HEAVY EQUIPMENT MECHANIC	GN8	$ 46,761.41	$ 81,832.46
3519	AUTOMOTIVE EQUPMENT MECH III	GN7	$ 43,297.60	$ 75,770.80
3521	AUTOMOTIVE SERVICE TECHNICIAN	GN3	$ 34,622.38	$ 60,589.17
3525	EQUIPMENT MAINTENANCE SUPERVIS	GN8	$ 46,761.41	$ 81,832.46
3601	SIGN TECHNICIAN	GN4	$ 36,353.50	$ 63,618.62
3603	TRAFFIC SIGNAL TECHNICIAN	GN4	$ 36,353.50	$ 63,618.62
3605	SR TRAFFIC SIGNAL TECHNICIAN	GN7	$ 43,297.60	$ 75,770.80
3607	TRAFFIC CONTROL CREW SUPERVISR	GN8	$ 46,761.41	$ 81,832.46
3609	TRAFFIC CONTROL OPS ENGINEER	GE5	$ 60,599.45	$ 106,049.03
3651	CODE ENFORCEMENT INSPECTOR	GN4	$ 36,353.50	$ 63,618.62
3653	CONSTRUCTION INSPECTOR	GN7	$ 43,297.60	$ 75,770.80
3655	CONSTRUCTION INSPECTIONS SUPVR	GE4	$ 56,110.60	$ 98,193.55
3701	VAN DRIVER	GN1	$ 31,403.52	$ 54,956.16
3702	BUS ATTENDANT	GN1	$ 31,403.52	$ 54,956.16
3703	AMTRACK STATION ATTENDANT	GN4	$ 36,353.50	$ 63,618.62
3710	TRANSIT DRIVER I	GN2	$ 32,973.70	$ 57,703.97
3711	TRANSIT DRIVER II	GN3	$ 34,622.38	$ 60,589.17
3712	TRANSPORTATION DISPATCHER	GN3	$ 34,622.38	$ 60,589.17
3714	TRANS GRANT SPECIAL ASST	GN4	$ 36,353.50	$ 63,618.62
3719	TRANSPORTATION SUPERVISOR	GE2	$ 48,105.80	$ 84,185.14
3731	AIRPORT MAINTEN/SECURITY TCH I	GN2	$ 32,973.70	$ 57,703.97
3733	AIRPORT MAINTEN/SECURTY TCH II	GN4	$ 36,353.50	$ 63,618.62
3734	AIRPORT OPERATIONS TOWER TECH	GN3	$ 34,622.38	$ 60,589.17
3735	TRANSPORTATION BLD & GRDS SUPT	GE5	$ 60,599.45	$ 106,049.03
3736	TRANS OPERATIONS & MAINT MGR	GE6	$ 65,447.40	$ 114,532.96
3748	DIVISION DIR OF TRANS SERV	GE6	$ 65,447.40	$ 114,532.96
3749	DIRECTOR OF TRANSPORATION SERV	EXEC	$ 128,198.57	$ 256,397.13
3801	ENGINEERING AIDE	GN2	$ 32,973.70	$ 57,703.97
3802	SR ENGINEERING TECHNICIAN	GN9	$ 49,567.09	$ 86,742.41
3803	ENGINEERING TECHNICIAN	GN6	$ 40,846.79	$ 71,481.89

3804	SR PUBLIC WORKS GIS/CAD TECH	GN9	$ 49,567.09	$ 86,742.41
3805	SURVEY PARTY SUPERVISOR	GE1	$ 44,542.40	$ 77,949.21
3815	PW PROJECT ENGINEER	GE5	$ 60,599.45	$ 106,049.03
3819	PW CHIEF ENGINEER	GE8	$ 77,751.52	$ 136,065.15
3951	COMMUNICATIONS SYSTEMS MANAGER	GE5	$ 60,599.45	$ 106,049.03
3965	DIVISION DIR OF SANITATION	GE8	$ 77,751.52	$ 136,065.15
3975	DIVISION DIRECTOR OF BUILDINGS	GE8	$ 77,751.52	$ 136,065.15
3985	DIVISION DIRECTOR OF STREETS	GE8	$ 77,751.52	$ 136,065.15
3990	DIV DIR OF PW ADMINISTRATION	GE8	$ 77,751.52	$ 136,065.15
3991	PW ADMINISTRATIVE MANAGER	GE6	$ 65,447.40	$ 114,532.96
3994	PW PROJECT MANAGER	GE6	$ 65,447.40	$ 114,532.96
3995	ASST DIR PW/CITY ENGINEER	GE10	$ 94,079.33	$ 164,638.83
3999	DIRECTOR OF PUBLIC WORKS	EXEC	$ 128,198.57	$ 256,397.13
4001	WATER TREATMENT PLT OPTR TRAIN	GN1	$ 31,403.52	$ 54,956.16
4005	WATER TREATMENT PLT OPTR III	GN4	$ 36,353.50	$ 63,618.62
4006	WATER TREATMENT PLT OPTR II	GN5	$ 38,534.71	$ 67,435.74
4007	WATER TREATMENT OPTR I	GN7	$ 43,297.60	$ 75,770.80
4008	WATER TREATMENT PLT OPTR SPVR	GN10	$ 53,532.46	$ 93,681.80
4103	INDUSTRIAL MECHANIC	GN5	$ 38,534.71	$ 67,435.74
4104	SENIOR INDUSTRIAL MECHANIC	GN7	$ 43,297.60	$ 75,770.80
4355	WATER TREATMENT MANAGER	GE6	$ 65,447.40	$ 114,532.96
4360	WATER CHEMIST	GE2	$ 48,105.80	$ 84,185.14
4399	DIVISION DIR WTR/WSTWTR TRTMNT	GE9	$ 85,526.67	$ 149,671.67
4501	DISPATCHER	GN1	$ 31,403.52	$ 54,956.16
4511	UTILITIES PIPELINE TECH I	GN3	$ 34,622.38	$ 60,589.17
4512	W&G HEAVY EQUIPMENT OPERATOR	GN5	$ 38,534.71	$ 67,435.74
4513	W&G SERVICE TECHNICIAN	GN4	$ 36,353.50	$ 63,618.62
4514	UTILITIES PIPELINE TECH II	GN4	$ 36,353.50	$ 63,618.62
4515	W&G METER TECHNICIAN	GN4	$ 36,353.50	$ 63,618.62
4516	UTILITIES PIPELINE TECH III	GN5	$ 38,534.71	$ 67,435.74
4517	W&G CORROSION TECHNICIAN	GN5	$ 38,534.71	$ 67,435.74
4518	W&G PROJECT MANAGER	GE6	$ 65,447.40	$ 114,532.96
4519	W&G CREW SUPERVISOR	GN7	$ 43,297.60	$ 75,770.80
4521	W&G CORROSION/WELD SUPVERVSR	GN7	$ 43,297.60	$ 75,770.80

4529	W&G CONSTRUCTION CREW SUPERVSR	GN7	$ 43,297.60	$ 75,770.80
4530	FLEET & FACILITIES MANAGER	GE5	$ 60,599.45	$ 106,049.03
4613	WG GIS ENGINEERING TECHNICIAN	GN4	$ 36,353.50	$ 63,618.62
4614	W&G SR GIS/CAD TECHNICIAN	GN7	$ 43,297.60	$ 75,770.80
4615	W&G SR ENGINEERING TECHNICIAN	GN8	$ 46,761.41	$ 81,832.46
4619	W&G CHIEF ENGINEER	GE8	$ 77,751.52	$ 136,065.15
4725	W&G SYSTEMS CONTROL SUPERINTEN	GE6	$ 65,447.40	$ 114,532.96
4735	W&G DISTRIBUTION SUPERVISOR	GE2	$ 48,105.80	$ 84,185.14
4745	W&G COMPLIANCE COORDINATOR	GN10	$ 53,532.46	$ 93,681.80
4811	GAS CONTROL TECHNICIAN	GN4	$ 36,353.50	$ 63,618.62
4815	GAS SUPPLY ANALYST	GE6	$ 65,447.40	$ 114,532.96
4835	W&G DISTRIBUTION SUPERINTENDEN	GE6	$ 65,447.40	$ 114,532.96
4899	DIVISION DIR OF WATER & GAS	GE9	$ 85,526.67	$ 149,671.67
5101	ELECTRIC GROUND WORKER	GN3	$ 34,622.38	$ 60,589.17
5103	ELECT LINE OH/UG EQUIP OPER	GN4	$ 36,353.50	$ 63,618.62
5111	ELECTRIC LINE TECHNICIAN I	GN4	$ 36,353.50	$ 63,618.62
5112	ELECTRIC LINE TECHNICIAN II	GN7	$ 43,297.60	$ 75,770.80
5113	ELECTRIC LINE TECHNICIAN III	GN10	$ 53,532.46	$ 93,681.80
5115	ELECTRIC LINE CREW SUPERVISOR	GN11	$ 57,815.06	$ 101,176.35
5116	ELECTRIC VEGETATION ROW SUPER	GN10	$ 53,532.46	$ 93,681.80
5119	ELECTRIC DISTRIBUTION SUPT	GE6	$ 65,447.40	$ 114,532.96
5212	UTILITY OPERATIONS SUPERVISOR	GN10	$ 53,532.46	$ 93,681.80
5213	ELECTRIC SUBSTATION TECHNICIAN	GN9	$ 49,567.09	$ 86,742.41
5214	UTILITY OPERATOR	GN9	$ 49,567.09	$ 86,742.41
5215	ELECTRIC SUBSTATION SUPERVISOR	GN10	$ 53,532.46	$ 93,681.80
5219	ELECTRIC SUBSTATION SUPT	GE6	$ 65,447.40	$ 114,532.96
5312	ELECTRIC RIGHT OF WAY TRIMMER	GN3	$ 34,622.38	$ 60,589.17
5315	INSPECTOR-CONTRACTOR MANAGER	GN11	$ 57,815.06	$ 101,176.35
5411	ELECTRIC METER TECHNICIAN I	GN3	$ 34,622.38	$ 60,589.17
5413	ELECTRIC METER TECHNICIAN II	GN5	$ 38,534.71	$ 67,435.74
5415	ELECTRIC METER TECHNICIAN III	GN8	$ 46,761.41	$ 81,832.46
5429	ELECTRIC METER SUPERVISOR	GN10	$ 53,532.46	$ 93,681.80
5431	UTILITIES WAREHOUSE MANAGER	GE2	$ 48,105.80	$ 84,185.14
5521	ELECTRIC ENGINEERING AIDE	GN1	$ 31,403.52	$ 54,956.16

5525	ELECTRIC GIS/CAD TECHNICIAN	GN5	$ 38,534.71	$ 67,435.74
5526	SR ELEC GIS/CAD TECHNICIAN	GN7	$ 43,297.60	$ 75,770.80
5530	ELECTRIC ENG & OPS MANAGER	GE8	$ 77,751.52	$ 136,065.15
5531	ELECTRIC ENGINEERING TECHNICIN	GN7	$ 43,297.60	$ 75,770.80
5532	ELECTRIC SR ENGINEERING TECH	GN8	$ 46,761.41	$ 81,832.46
5534	ELEC ENG TECH/COMPLIANCE COOR	GN7	$ 43,297.60	$ 75,770.80
5535	ELECTRIC ENGINEERING TECH SPVR	GE4	$ 56,110.60	$ 98,193.55
5536	SENIOR ELECTRIC ENGINEER	GE8	$ 77,751.52	$ 136,065.15
5537	ELECTRIC ENGINEER	GE6	$ 65,447.40	$ 114,532.96
5538	BROADBAND NETWORK ENGINRG TECH	GE5	$ 60,599.45	$ 106,049.03
5539	ENGINEERING TECHNICIAN MANAGER	GE8	$ 77,751.52	$ 136,065.15
5560	DIVSN DIR OF TELECOMMUNICATION	GE8	$ 77,751.52	$ 136,065.15
5690	KEY ACCOUNTS MANAGER	GE5	$ 60,599.45	$ 106,049.03
5691	UTILITIES ENERGY ADVISOR	GE2	$ 48,105.80	$ 84,185.14
5695	DIVISN DIR OF SUPPORT SERVICES	GE9	$ 85,526.67	$ 149,671.67
5699	DIVISION DIR OF POWER & LIGHT	GE9	$ 85,526.67	$ 149,671.67
5995	ASSISTANT DIR OF UTILITIES	GE10	$ 94,079.33	$ 164,638.83
5999	DIRECTOR OF UTILITIES	EXEC	$ 128,198.57	$ 256,397.13
6011	INFORMATION SPECIALIST	GN2	$ 32,973.70	$ 57,703.97
6012	CIRCULATION SPECIALIST	GN3	$ 34,622.38	$ 60,589.17
6015	LIBRARY SERVICES SPECIALIST	GN3	$ 34,622.38	$ 60,589.17
6017	LAW LIBRARY INFO SPECIALIST	GN3	$ 34,622.38	$ 60,589.17
6021	LIBRARY TECHNOLOGY SPECIALIST	GN3	$ 34,622.38	$ 60,589.17
6105	TECHNICIAL SERVICES LIBRARIAN	GE2	$ 48,105.80	$ 84,185.14
6110	ADULT SERVICES COORDINATOR	GE2	$ 48,105.80	$ 84,185.14
6111	***YOUTH SERVICES LIBRARIAN*** ~~CHILDRENS LIBRARIAN~~	GE2	$ 48,105.80	$ 84,185.14
6114	CIRCULATION SUPERVISOR	GE2	$ 48,105.80	$ 84,185.14
6121	ADULT SERVICES LIBRARIAN	GE2	$ 48,105.80	$ 84,185.14
6199	DIVISION DIRECTOR OF LIBRARY	GE8	$ 77,751.52	$ 136,065.15
6211	RECREATION AIDE	GN1	$ 31,403.52	$ 54,956.16
6213	RECREATION LEADER	GN1	$ 31,403.52	$ 54,956.16
6221	RECREATION PROGRAM SUPERVISOR	GN7	$ 43,297.60	$ 75,770.80
6225	RECREATION SPORTS OFFICIAL	GN1	$ 31,403.52	$ 54,956.16

6233	RECREATION INSTRUCTOR	GN1	$ 31,403.52	$ 54,956.16
6311	RECREATION FACILITY OPERATOR	GN1	$ 31,403.52	$ 54,956.16
6315	RECREATION SITE SUPERVISOR	GN1	$ 31,403.52	$ 54,956.16
6329	PROGRAM COORDINATOR	GE2	$ 48,105.80	$ 84,185.14
6330	P&R COMMUNICATIONS SPECIALIST	GE6	$ 65,447.40	$ 114,532.96
6331	P&R FACILITIES MANAGER	GE2	$ 48,105.80	$ 84,185.14
6410	DIV DIR OF COMMUNITY RECREATIN	GE5	$ 60,599.45	$ 106,049.03
6415	P&R FACILITIES & SERVICES PLAN	GE5	$ 60,599.45	$ 106,049.03
6421	SPECIAL POPULATION ASSISTANT	GN8	$ 46,761.41	$ 81,832.46
6425	DIV DIR OF SPECIAL RECREATION	GE5	$ 60,599.45	$ 106,049.03
6442	OUTDOOR REC PROGRAM SUPERVISOR	GN8	$ 46,761.41	$ 81,832.46
6445	DIVISION DIRECTOR OF ATHLETICS	GE5	$ 60,599.45	$ 106,049.03
6555	RECREATION GRANT SPECIALIST	GN5	$ 38,534.71	$ 67,435.74
6556	TRANSPORTATION GRANT SPEC	GN6	$ 40,846.79	$ 71,481.89
6558	DIV DIR PARKS ADMINISTRATION	GE5	$ 60,599.45	$ 106,049.03
6560	DIV DIR OF PARKS MAINTENANCE	GE5	$ 60,599.45	$ 106,049.03
6561	PARKS SUPERVISOR	GN9	$ 49,567.09	$ 86,742.41
6562	PARKS GROUNDSKEEPER I	GN3	$ 34,622.38	$ 60,589.17
6563	PARKS GROUNDSKEEPER II	GN4	$ 36,353.50	$ 63,618.62
6564	PARK MAINTENANCE TECHNICIAN	GN5	$ 38,534.71	$ 67,435.74
6599	DIRECTOR OF PARKS & RECREATION	EXEC	$ 128,198.57	$ 256,397.13
6659	P&R PROJECT MANAGER	GE6	$ 65,447.40	$ 114,532.96
7011	ELIGIBILITY WORKER	GN5	$ 38,534.71	$ 67,435.74
7012	SENIOR ELIGIBITY WORKER	GN7	$ 43,297.60	$ 75,770.80
7015	ELIGIBILITY SUPERVISOR	GE3	$ 51,954.26	$ 90,919.95
7018	FRAUD INVESTIGATOR	GN5	$ 38,534.71	$ 67,435.74
7019	ELIGIBILITY SERVICES MANAGER	GE6	$ 65,447.40	$ 114,532.96
7025	CSA COORDINATOR	GN8	$ 46,761.41	$ 81,832.46
7101	EMPLOYMENT SERVICE AIDE	GN2	$ 32,973.70	$ 57,703.97
7105	EMPLOYMENT SERVICE WORKER	GN5	$ 38,534.71	$ 67,435.74
7106	SR EMPLOYMENT SERVICE WORKER	GN7	$ 43,297.60	$ 75,770.80
7109	EMPLOYMENT SERVICE SUPERVISOR	GE3	$ 51,954.26	$ 90,919.95
7111	SOCIAL SERVICE AIDE	GN2	$ 32,973.70	$ 57,703.97
7112	FAMILY SERVICES SPECIALIST	GN7	$ 43,297.60	$ 75,770.80

7113	SR FAMILY SERVICES SPECIALIST	GN8	$ 46,761.41	$ 81,832.46
7115	CHILD PROTECTIVE SERV. WORKER	GN7	$ 43,297.60	$ 75,770.80
7117	FAMILY SERVICES SUPERVISOR	GE4	$ 56,110.60	$ 98,193.55
7125	FAMILY SERVICES MANAGER	GE6	$ 65,447.40	$ 114,532.96
7126	SNAPET COORDINATOR	GN8	$ 38,269.70	$ 68,706.53
7198	DIV DIR TRAINING & OPERATIONS	GE9	$ 85,526.67	$ 149,671.67
7199	DIRECTOR OF SOCIAL SERVICES	EXEC	$ 128,198.57	$ 256,397.13
7309	***YOUTH CARE WORKER III***	***GN7***	***$ 43,297.60***	***$ 75,770.80***
7310	***YOUTH CARE WORKER II***	***GN6***	***$ 40,846.79***	***$ 71,481.89***
7311	YOUTH CARE WORKER ***I***	GN5	$ 38,534.71	$ 67,435.74
		~~GN6~~	***$46,761.41***	***$81,832.46***
7312	SENIOR YOUTH CARE WORKER	***GN8***	~~$40846.79~~	~~$71481.89~~
		~~GN8~~	***$49,567.09***	***$86,742.41***
7313	SHIFT SUPERVISOR	***GN9***	~~$46761.41~~	~~$81832.46~~
7315	JUVENILE PROGRAM COORDINATOR	GE2	$ 48,105.80	$ 84,185.14
7316	JUVENILE TRAINING COORDINATOR	GN8	$ 46,761.41	$ 81,832.46
7322	POST DISPOSITIONAL COORDINATOR	GN4	$ 36,353.50	$ 63,618.62
7323	ALTERNATIVE DETENTION CASE WKR	GN7	$ 43,297.60	$ 75,770.80
7325	NURSE	GN10	$ 53,532.46	$ 93,681.80
7337	ASST DIV DIR OF JUVENILE DETEN	GE6	$ 65,447.40	$ 114,532.96
7339	DIVN DIR OF JUVENILE DETENTION	GE10	$ 94,079.33	$ 164,638.83
7401	CORRECTIONAL OFFICER I	GN7	$ 43,297.60	$ 75,770.80
7402	CORRECTIONAL OFFICER II	GN8	$ 46,761.41	$ 81,832.46
7403	CORRECTIONAL LIEUTENANT	GN11	$ 57,815.06	$ 101,176.35
7404	ADMINISTRATIVE LIEUTENANT	GN11	$ 57,815.06	$ 101,176.35
7405	CORRECTIONAL CAPTAIN	GN13	$ 67,435.48	$ 118,012.09
7409	CHIEF CORRECTIONAL OFFICER	GE9	$ 85,526.67	$ 149,671.67
7411	CORRECTIONAL HEALTH ASSISTANT	GN11	$ 57,815.06	$ 101,176.35
7413	LICENSED PHYSICIAN	GE10	$ 94,079.33	$ 164,638.83
		GE7		
7421	WORK PROGRAM COORDINATOR	~~GE6~~	$ 70,683.20	$ 123,695.59
		GE7		
7425	SERVICE PROGRAM COORDINATOR	~~GE6~~	$ 70,683.20	$ 123,695.59
7499	DIVISIN DIR OF ADULT DETENTION	GE10	$ 94,079.33	$ 164,638.83

8003	ECC TELECOMMUNICATOR I	GN7	$ 43,297.60	$ 75,770.80
8004	ECC TELECOMMUNCATOR II	GN8	$ 46,761.41	$ 81,832.46
8005	EM COMMUNICATIONS TLCMNCTR SPR	GN10	$ 53,532.46	$ 93,681.80
8101	CERT COORDINATOR	GN1	$ 31,403.52	$ 54,956.16
8103	FIREFIGHTER	GN7	$ 43,297.60	$ 75,770.80
8105	FIRE FIGHTER/ENGINEER	GN9	$ 49,567.09	$ 86,742.41
8106	FIRE SUPPORT ADMINISTRATOR	GE6	$ 65,447.40	$ 114,532.96
8107	FIRE LIEUTENANT	GN11	$ 57,815.06	$ 101,176.35
8108	FIRE CODE INSPECTOR	GN9	$ 49,567.09	$ 86,742.41
8109	FIRE CAPTAIN	GN12	$ 62,440.26	$ 109,270.46
8110	911 EMERGENCY COMMUNICATNS MGR	GE7	$ 70,683.20	$ 123,695.59
8111	FIRE LOGISTICS OFFICER	GN12	$ 62,440.26	$ 109,270.46
8115	ASSISTANT FIRE MARSHAL	GN12	$ 62,440.26	$ 109,270.46
8116	DIV CHIEF FIRE MARSHAL	GE8	$ 77,751.52	$ 136,065.15
8117	DIV CHIEF TRAINING & SAFETY	GE8	$ 77,751.52	$ 136,065.15
8118	BATTALION CHIEF	GE7	$ 70,683.20	$ 123,695.59
	DIV CHIEF COMM RISK REDUCTION			
8120	~~COMMUNITY RISK REDUCTION SPECIALIST~~	GE8	$ 77,751.52	$ 136,065.15
8295	DEPUTY FIRE CHIEF	GE9	$ 85,526.67	$ 149,671.67
8299	FIRE CHIEF	EXEC	$ 128,198.57	$ 256,397.13
8302	PD RECORDS & TECHNOLOGY MGR	GE6	$ 65,447.40	$ 114,532.96
8303	POLICE RECORDS CLERK	GN3	$ 34,622.38	$ 60,589.17
8304	QUARTERMASTER	GN4	$ 36,353.50	$ 63,618.62
8305	POLICE VIDEO TECHNICIAN	GN3	$ 34,622.38	$ 60,589.17
8306	POLICE PROP & EVID TECH	GN8	$ 46,761.41	$ 81,832.46
8307	PD ACCREDITATION MANAGER	GE4	$ 56,110.60	$ 98,193.55
8308	PD PUBLIC RELATIONS SPECIALIST	GE4	$ 56,110.60	$ 98,193.55
8311	PARKING ATTENDENT	GN1	$ 31,403.52	$ 54,956.16
8315	SCHOOL CROSSING GUARD	GN1	$ 31,403.52	$ 54,956.16
8317	ANIMAL CONTROL OFFICER	GN5	$ 38,534.71	$ 67,435.74
8501	PD RECRUITMENT INVESTIGATOR	GN7	$ 43,297.60	$ 75,770.80
8502	PD COMMUNITY ENGAGEMENT SPEC	GN8	$ 46,761.41	$ 81,832.46
8503	POLICE OFFICER	GN8	$ 46,761.41	$ 81,832.46

8505	POLICE CORPORAL	GN10	$ 53,532.46	$ 93,681.80
8507	POLICE SERGEANT	GN12	$ 62,440.26	$ 109,270.46
8510	POLICE CRIME ANALYST	GE4	$ 56,110.60	$ 98,193.55
8512	COMMUNITY RELATIONS LIAISON	GE4	$ 56,110.60	$ 98,193.55
8513	POLICE LIEUTENANT	GE7	$ 70,683.20	$ 123,695.59
8525	POLICE CAPTAIN	GE9	$ 85,526.67	$ 149,671.67
8690	POLICE ASSISTANT CHIEF	GE11	$ 103,487.27	$ 181,102.72
8695	***POLICE DEPUTY CHIEF*** ~~LIUTENANT COLONEL~~	GE12	$ 113,835.99	$ 199,212.99
8699	POLICE CHIEF	EXEC	$ 128,198.57	$ 256,397.13

DANVILLE VIRGINIA

VENDOR RELATIONSHIP COORDINATOR - 1324

FLSA Status: Non-Exempt
Computer Code: 3

BRIEF DESCRIPTION

This role is responsible for procuring new vendors while developing relationships with existing vendors; creating and maintaining master vendor list; monitor statistics related to purchase orders including change orders to ensure compliance with city policy; monitor SWaM and DBE usage information; build positive relationships between vendors and city departments; setup new vendors; explain Purchasing Division processes; provide training for requisition modules to new users; collaborate with departments to ensure milestones are met throughout major projects; track contract and insurance expiration dates; research and apply for grant funding for projects.

ESSENTIAL FUNCTIONS

The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.

- Target, identify, screen, and recruit prospective contractor/vendor partners.
- Create support tools and materials to manage and track vendors.
- Help desk for vendors to onboard them and maintain successful relationships.
- Provides administrative support to the Purchasing Division; customer service; prepare weekly, monthly, yearly reports for Division Director's review; serve as a backup to the Purchasing Support Specialist
- Data Entry
- Apply for grants that support the Purchasing Departments growth and vision.
- Oversee vendor compliance, vendor communication, and vendor development.
- Analyze data to produce reports for Division Director.

ADDITIONAL DUTIES

- Attends meetings and training sessions.
- Performs additional duties to support operational requirements as assigned.

JOB REQUIREMENTS

Education and Experience

Associate degree, with knowledge of a specific vocational, administrative, or technical nature obtained from a college, technical, business, or vocational school and over one year up to and including three years of experience.

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

Certifications/Licenses

- Valid Driver's License with acceptable driving record according to City Criteria

Job Knowledge

Intermediate knowledge to perform most work in normal situations. Comprehension of standard situations and includes knowledge of most of the significant aspects of the subject.

Reading

Advanced: Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.

Writing

Advanced: Ability to write editorials, journals, speeches, manuals, or critiques.

Math

Advanced: Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables.

Communication Skills

Requires providing basic advice to others outside direct reporting relationships on procedures or general policies. Contacts may require the consideration of different points of view to reach understanding and gain cooperation and acceptance of ideas.

Independence and Decision-Making

Normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Technical Skills

Work requires the use of standard technical skills appropriate to the work environment of the organization.

Fiscal Responsibilities

Completes research for documents, compiles data for computer entry, and/or enters or oversees data entry.

Supervisory Responsibilities

Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees

PHYSICAL DEMANDS

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

NON-PHYSICAL DEMANDS

- Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.
- Regular and predictable attendance is expected.
- Frequently experiences time pressure, frequent change of tasks, performing multiple tasks simultaneously, working closely with others as part of a team, tedious or exacting work, and noisy/distracting environment.
- May occasionally experience emergency situations, irregular work schedule/overtime.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

Typically requires use of standard office equipment and telephone, and related software and hardware; and any other equipment as appropriate or as assigned.

WORK ENVIRONMENT

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

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.

SIGNATURE

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

_____ _____

Employee Signature Date

DANVILLE VIRGINIA

GRANT ADMINISTRATOR - 1330

FLSA Status: Exempt
Computer Code: 4

BRIEF DESCRIPTION

This position coordinates, facilitates, and manages grants throughout the City. Grants are a critical funding source for many projects and services provided by the City. This position partners with various departments of the City to identify grant opportunities that align with the City's mission and goals. Work is performed under the supervision and direction of the Chief Financial Officer.

ESSENTIAL FUNCTIONS The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.

- Researches and finds available grant opportunities from federal, state, and private agencies that may benefit the City.
- Coordinates/assists with preparation of grant applications for appropriate departments.
- Serves as administrator for grant-related portals.
- Interacts with federal, state, and local agencies to ensure grants comply with program guidelines for expenditure, funding, and accountability.
- Facilitates the acceptance of grant awards and ensures accounts for proper budgeting and reporting of grants are established.
- Coordinates with other Finance, Budgeting, and Administrative staff to ensure grant awards are properly accepted and appropriated.
- Ensures, with the assistance of departments, all grant reporting is completed in accordance with grant requirements.
- Coordinates grant billing and drawdown requests with appropriate departments.
- Monitors the complete life cycle for all grants received and ensures grants are closed properly.
- Assists with fiscal year-end audit needs related to grants, including the Statement of Expenditure of Federal Awards (SEFA). Participates in responding to any audit findings and ensures all audit guidelines and requirements are followed.
- Establishes/updates administrative procedures and controls for acquiring and implementing grant funding.

ADDITIONAL DUTIES

- Performs additional duties as assigned.

JOB REQUIREMENTS

Education and Experience

Bachelor's degree in Finance, Accounting, Business Administration, Public Administration, or a closely related field. Five years of experience in grant writing, development, administration, or related field is preferred. Previous experience with local government finance or administration is preferred.

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

Certifications/Licenses

Valid Driver's License with acceptable driving record according to City Criteria

Job Knowledge

Advanced knowledge of the subject matter. Complete comprehension of the subject area to solve common and unusual problems, able to advise on technical matters, and serve as a resource on the subject for others.

Reading

Advanced: Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.

Writing

Advanced: Ability to write editorials, journals, speeches, manuals, or critiques.

Math

Advanced: Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods and functions of real and complex variables.

Communication Skills

Recommendations regarding policy development and implementation are made and/or recommended. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

Independence and Decision-Making

Normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Technical Skills
Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Fiscal Responsibilities
Oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

Supervisory Responsibilities
May occasionally direct helpers, assistants, seasonal employees, interns, or temporary employees.

PHYSICAL DEMANDS

Work is sedentary in nature, requiring occasional light physical exertion. Requires adequate vision, hearing and talking to use a computer, telephone and communicating effectively with others.

NON-PHYSICAL DEMANDS

- Responsible for appropriate use and maintenance of City equipment, tools, and other resources, including work time.
- Regular and predictable attendance is expected.
- May experience time pressure, frequent change of tasks, tedious or exacting work.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

Typically requires use of standard office equipment, including computer and related hardware and software, and any other equipment as appropriate or required.

WORK ENVIRONMENT

The work is typically performed in an office. The employee is expected to use appropriate protective equipment for the assigned task; and any other equipment as apparent or assigned.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.

SIGNATURE

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

_____ _____

Employee Signature Date

DANVILLE VIRGINIA

BUDGET ANALYST - 1915

FLSA Status: Exempt
Computer Code: 4

BRIEF DESCRIPTION

The purpose of this position is to provide professional analytical and administrative support to the Director of Budget by assisting in the preparation and administration of the annual budgets, performing analytical, financial, and administrative duties and special projects.

ESSENTIAL FUNCTIONS The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.

- Assists with development and administration of the City's annual budget through processing of budget transfers; preparation of budget ordinances/resolutions; recording fixed costs, personnel costs, and other restricted line items into the budget application; coordinating and scheduling budget meetings with departments and budget team; and preparation of printed/electronic budget documents for internal and external uses.
- Maintains budget information by monitoring revenues, expenditures, and capital projects; ensures conformance with applicable policies and procedures; and communicating budget changes.
- Performs routine administrative support functions such as compiling, posting, or recording information from a variety of sources that usually involves calculations, research, and verification of information. Functions may include completing forms, reports, questionnaires, and other similar documents.
- Interacts with the public and others outside the work unit to obtain and provide information and assistance in a variety of circumstances. Screens and responds to general inquiries and complaints; provides information on policies and procedures.
- Assists in developing and leading training sessions on performance measures, budget preparation and maintenance, and capital planning with department directors and budget contacts.

ADDITIONAL DUTIES

- Assists office staff as needed.
- Attends meetings and training sessions.
- Performs additional duties to support operational requirements as assigned.

JOB REQUIREMENTS

Education and Experience

Bachelor's degree in Accounting, Business Administration, Public Administration, or related field with broad knowledge in a general professional or technical field, and over one year up to and including three years of experience.

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

Certifications/Licenses

Valid Driver's License with acceptable driving record according to City Criteria

Job Knowledge

Intermediate knowledge to perform most work in normal situations. Comprehension of standard situations and includes knowledge of most of the significant aspects of the subject.

Reading

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

Writing

Intermediate: Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.

Math

Intermediate: Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions, and measurement

Communication Skills

Work may require providing basic information to others outside direct reporting relationships on procedures or general policies. Contacts may require the consideration of different points of view to reach understanding and gain cooperation and acceptance of ideas.

Independence and Decision-Making

Normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Technical Skills

Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Fiscal Responsibilities
Completes research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects, or small organizational units) or responsibility for fiscal management of capital project(s). May recommend budget allocations.

Supervisory Responsibilities
No responsibility for direction or supervision of others.

PHYSICAL DEMANDS

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

NON-PHYSICAL DEMANDS

- Responsible for appropriate use and maintenance of City equipment, tools, and other resources, including work time.
- Regular and predictable attendance is expected.
- Frequently experiences time pressure, frequent change of tasks, irregular work schedule/overtime, performing multiple tasks simultaneously, working closely with others as part of a team, tedious or exacting work.
- May rarely experience emergency situations.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

Typically requires use of standard office equipment, including computer and related hardware and software, and any other equipment as appropriate or required.

WORK ENVIRONMENT

The work is typically performed in an office setting, primarily at a desk in a quiet environment, where the employee is not normally exposed to environmental hazards and does not normally require the use of protective equipment.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.

SIGNATURE

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

_____ _____

Employee Signature Date

DANVILLE VIRGINIA

COMMUNITY WEALTH BUILDING MANAGER – 1920

FLSA Status: Exempt
Computer Code: 4

BRIEF DESCRIPTION

This position directs and manages family support services efforts by coordinating activities with local organizations and City departments to help individuals and families achieve housing stability, financial health, and improved quality of life. This is done by identifying needs, securing appropriate resources, and connecting individuals to the appropriate resources; building relationships with outside organizations and internal City partners; serving as an advocate for individuals and programs; understanding programs available to individuals at federal, state and local levels; implementing processes and procedures for identifying need; discovering and securing available grants and other funding to achieve goals. Other duties include serving on local boards and local and state committees.

ESSENTIAL FUNCTIONS The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.

- Works with area partners and City staff to identify community challenges to address, such as housing vulnerabilities, educational attainment, and health and wellness needs.
- Serves as liaison between various programs and individuals to connect them to appropriate resources.
- Builds effective relationships with City Departments and community stakeholders identified as being helpful in achieving goals that address poverty and community wealth building needs.
- Schedules and facilitates regular meetings with appropriate City Departments to coordinate community engagement efforts relating to family support services ensuring programs are not duplicated and the best resources are allocated to meet needs.
- Provides opportunities for community input and engagement to address challenges affecting the community.
- Identifies potential programs and funding sources to reach goals and plans, coordinates, writes, and submits applications, as necessary.
- Manages and monitors grants to ensure compliance with state and federal requirements.
- Understands and utilizes the Community Wealth Building TANF program to assist families.
- Represents the department and the City by serving on appropriate boards and committees and advocates for necessary resources and programs
-

ADDITIONAL DUTIES

- Performs additional duties as assigned.

JOB REQUIREMENTS

Education and Experience

Bachelor's Degree, with broad knowledge in a general professional or technical field related to community wealth building and poverty reduction; Master's degree in Human Services, Social Services, or related field is preferred. Experience in poverty reduction efforts in urban areas and experience in

education, financial literacy, housing, and/or community development preferred. Requires one to three years of experience.

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

Certifications/Licenses

- Valid Driver's License with acceptable driving record according to City Criteria

Job Knowledge

Advanced knowledge of the subject matter. Complete comprehension of the subject area to solve common and unusual problems, able to advise on technical matters, and serve as a resource on the subject for others.

Reading

Advanced: Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.

Writing

Advanced: Ability to write editorials, journals, speeches, manuals, or critiques.

Math

Advanced: Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods and functions of real and complex variables.

Communication Skills

Recommendations regarding policy development and implementation are made and/or recommended. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction. Requires the ability to simplify complex matters for ease of understanding.

Independence and Decision-Making

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

Technical Skills

Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Fiscal Responsibilities

Oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

Supervisory Responsibilities

Manages, monitors, and directs work performance of subordinate supervisors, makes final decisions on hiring, discipline, performance evaluation, setting program/work objectives and realigns work and staffing as needed.

PHYSICAL DEMANDS
Work is sedentary in nature, requiring occasional light physical exertion. Requires adequate vision, hearing and talking to use a computer, telephone and communicating effectively with others.

NON-PHYSICAL DEMANDS

- Responsible for appropriate use and maintenance of City equipment, tools, and other resources, including work time.
- Regular and predictable attendance is expected.
- May frequently experience time pressure, emergency situations, frequent change of tasks, performing multiple tasks simultaneously, working closely with others as part of a team, and tedious or exacting work.
- May occasionally experience irregular work schedule/overtime.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE
Typically requires use of standard office equipment, including computer and related hardware and software, and any other equipment as appropriate or required.

WORK ENVIRONMENT
The work is typically performed in an office setting, primarily at a desk in a quiet environment, where the employee is not normally exposed to environmental hazards.

The employee is expected to use appropriate protective equipment for the assigned task; and any other equipment as apparent or assigned.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.

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

_____ _____
Employee Signature Date

DANVILLE VIRGINIA

SHORT TERM RENTAL TECHNICIAN - 2055

FLSA Status: Non-Exempt
Computer Code: 3

BRIEF DESCRIPTION

Provide a variety of clerical and technical assistance in the administration and management of the Short-Term Rental (STR) registration program for the Planning Division. Coordinate, prepare, and issue various permits; provide customer assistance; process data and maintain records, schedule, and conduct inspections; receive, investigate, and follow up on zoning code complaints; detect fire hazards, electrical hazards, plumbing hazards, HVAC hazards, structural collapse, etc.; generate notices and inspection reports; and assist Planning Division staff as needed.

ESSENTIAL FUNCTIONS The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.

- Perform inspection duties by informing property owners of the inspection process before beginning; documenting violations and photographing for records; providing owners with a copy of field reports and information about permits; setting due dates for payments of fees; scheduling re-inspections; generating noncompliance notices; and maintaining STR registry accuracy.
- Provides administrative support by composing and editing documents and reports; reviewing, revising, and updating forms and applications; arranging and scheduling meetings; preparing reports; receiving application; and maintaining files and records.
- Provides customer service by directing walk in customers; answering and directing telephone calls; providing technical assistance; collecting payments and fees; generating customer receipts; and scheduling inspections.
- Issues business license clearances by reviewing proposal's compliance with the zoning code, building code, and various state requirements; accepting appropriate fees; and issuing a clearance as a representative of the Division Director of Planning/Zoning Administrator.
- Performs other duties by providing management of registrations; exercising conflict resolution; coordination with property owners and other city departments; ensuring accuracy of land use and real estate information; using software to track new and existing registrations; overseeing compliance of registrants; and attending meetings related to registry and other zoning issues.
- Performs field inspections to investigate zoning code violations, permit completion, and registry compliance.

ADDITIONAL DUTIES

- Coordinates, oversees, and inspects compliance by property owners.
- Attend meetings and training sessions.
- Organizes public meeting and information sessions.
- Performs additional duties to support operational requirements as assigned.

JOB REQUIREMENTS

Education and Experience
High School Diploma or GED supplemented by six months/one year of post-secondary study or training: e.g. vocational, business, technical school.

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

Certifications/Licenses

- Valid Driver's License with acceptable driving record according to City Criteria.

Job Knowledge
Advanced knowledge of the subject matter. Complete comprehension of the subject area to solve common and unusual problems, able to advise on technical matters, and serve as a resource on the subject for others.

Reading
Advanced: Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.

Writing
Intermediate: Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.

Math
Intermediate: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions, and measurement.

Communication Skills
Decisions regarding interpretation of policies may be made. Contact may involve stressful, negative interactions requiring high levels of tact, and the ability to respond to aggressive interpersonal interactions. Element of persuasion may be necessary to gain cooperation and acceptance of ideas.

Independence and Decision-Making
Normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Technical Skills
Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgement and decision-making abilities appropriate to the work environment of the organization.

Fiscal Responsibilities
No budgetary/fiscal responsibility.

Supervisory Responsibilities
No responsibility for the direction or supervision of others.

PHYSICAL DEMANDS

- Light physical effort, exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly.

- Constant adequate vision, hearing, talking to use computer, telephone and communicate effectively with others, and to maintain operational awareness of surrounding.
- Frequent standing, sitting, lifting, walking, carrying, reaching, handling, fine dexterity, kneeling, climbing, hearing, talking.
- Occasional pushing/pulling, crouching, crawling, bending, twisting, balancing.

NON-PHYSICAL DEMANDS

- Responsible for appropriate use and maintenance of City equipment, tools, and other resources, including work time.
- Regular and predictable attendance is expected.
- Frequently experiences a frequent change of tasks, performing multiple tasks simultaneously, working closely with others as part of a team, and noisy/distracting environment.
- May occasionally experience time pressure, emergency situations.
- May rarely experience irregular work schedule/overtime, tedious or exacting work.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

Typically requires use of standard office equipment and telephone, and related software and hardware; and any other tools and equipment as appropriate or as assigned.

WORK ENVIRONMENT

This work is performed in an office environment and on jobsites, where there may be respiratory and physical hazards weekly; noise and vibration, wetness/humidity monthly; and seasonal exposure to extreme temperatures. There are occasional mechanical and fire hazards, physical danger, or abuse. There is rare exposure to chemical and electrical hazards.

The employee is expected to use appropriate protective equipment for the assigned task (hard hat, safety vest, steel toe shoes, etc.) and any other equipment as apparent or assigned, if any.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.

SIGNATURE

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

_____ _____

Employee Signature Date

DANVILLE VIRGINIA

Weighmaster - 3034

FLSA Status: Non-Exempt
Computer Code: 2

BRIEF DESCRIPTION
Performs intermediate clerical work operating scales at the solid waste facility; does related work as required. Work is performed under the regular supervision of the Sanitation Director

ESSENTIAL FUNCTIONS The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.

- Processes and weighs City trucks delivering yard waste collected on City routes
- Processes and weighs trucks operated by landscape and tree care contractors
- Prepares charge tickets
- Weighs out trucks and trailers of citizens picking up mulch and compost
- Prepares billing tickets for contractors who dispose of yard waste and trees at the compost site
- Collects and accounts for fees
- Processes hard wood sales from compost site
- Reports to work on assigned duty schedule
- Performs other reasonable duties as assigned

ADDITIONAL DUTIES

- Creates reports, logs, summaries, spreadsheets, etc.
- Answers telephone, customer questions and complaints
- Performs housekeeping and clean up duties as needed
- Assists with clerical office work and filing.

JOB REQUIREMENTS

Education and Experience
High School education or equivalent

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

Certifications/Licenses
Valid Driver's License with acceptable driving record according to City Criteria

Job Knowledge
Thorough knowledge of the operation of a weigh station; General knowledge of compost site policies; Some knowledge of basic clerical and office procedures

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

Writing
Ability to write legibly and make written and electronic reports

Math
Ability to use calculator in making simple arithmetic calculations

Communication Skills
Ability to establish and maintain effective working relationships with associates and the general public

Independence and Decision-Making
Normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically

Technical Skills
Basic computer skills: Ability to maintain detailed records using Microsoft Office, Word, Excel, and specialized software

Fiscal Responsibilities
None

Supervisory Responsibilities
None

PHYSICAL DEMANDS
Work is sedentary in nature, requiring occasional light physical exertion. Requires adequate vision, hearing and talking to use a computer, telephone and communicating effectively with others.

NON-PHYSICAL DEMANDS

- Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.
- Regular and predictable attendance is expected.
- May experience

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE
Typically requires use of standard office equipment, including computer and related hardware and software, and any other equipment as appropriate or required.

WORK ENVIRONMENT
The work is typically performed in an office

The employee is expected to use appropriate protective equipment for the assigned task; and any other equipment as apparent or assigned.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.

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

_____ _____

Employee Signature Date

DANVILLE VIRGINIA

YOUTH CARE WORKER III – 7309

FLSA Status: Non-Exempt
Computer Code: 3

BRIEF DESCRIPTION

Supervise Juvenile Detention Center residents and ensure a safe and positive environment for juveniles as well as staff, by recognizing potential conflicts and preventing or stopping them, providing counseling, and training and supervising residents in their day to day activities.

ESSENTIAL FUNCTIONS The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.

- Handles crises by recognizing potential conflicts; evaluating the potential for injury or escalation; defusing and stopping the conflict; intervening in altercations between residents; and de-escalating hostile situations; documentation of all incidents.
- Interacts with the residents; providing supervision; adhering to the daily detention home and education schedule; counseling in groups or one-to-one; teaching basic life skills; playing games or participating in activities as appropriate.
- Provides customer service by answering the phones, taking messages; documenting incidents; contacting lawyers and probation officers on the resident's behalf; and making necessary calls to parents, legal guardians and placement agencies; escorting visitors throughout the building.
- Provides medical care for residents by assessing and reporting issues from the residents or self-observation of medical or physical issues; referring the resident to the medical staff; assisting in the self-administration of scheduled and PRN medications; checking blood sugar levels; and checking vital signs; documentation of all medical actions taken.
- Participates in meetings and training sessions as needed or required; attending weekly shift meetings, completing at least 40 hours of training upon employment and per year; cross-training in all aspects of the job including control room, roving, intake, and pod supervision.

ADDITIONAL DUTIES

- Performs additional duties as assigned.
- Complete requirements of Youth Care Worker I and II.
- Maintain an annual performance rating of 4 or higher.

JOB REQUIREMENTS

Education and Experience

Associate degree, with knowledge of a specific vocational, administrative or technical nature, from a college, vocational or technical school; and one to three years of experience.

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

Certifications/Licenses

- Valid Driver's License with acceptable driving record according to City Criteria
- CPR/First Aid/AED Certification
- Handle with Care Physical Restraint Certification
- Medication Administration Certification

Training

Must complete a minimum of 40 hours of training upon employment and annually, and remain current on all state mandated training requirements.

Must successfully complete training in the Central Admission and Placement Program, Medication Administration, and an identified supervisory curriculum.

Job Knowledge

Intermediate knowledge to perform most work in normal situations. Comprehension of standard situations and includes knowledge of most of the significant aspects of the subject.

Demonstrate the ability to supervise the shift, administer medications, and conduct resident groups.

Reading

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

Writing

Intermediate: Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.

Math

Basic: Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division).

Communication Skills

Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to

aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Ability to communicate clearly and effectively, both orally and in writing.

Independence and Decision-Making
Normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Ability to remain calm, solve problems, and make decisions in stressful situations.

Technical Skills
Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Fiscal Responsibilities
No budgetary/fiscal responsibility

Supervisory Responsibilities
Acting supervisor in the absence of the Senior Youth Care Worker and/or Shift Supervisor.

PHYSICAL DEMANDS

- Medium physical effort, exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.
- Adequate vision, hearing and talking to use a computer, telephone and communicating effectively with others.
- Frequent standing, walking, pushing/pulling, handling, and fine dexterity.
- Occasional sitting, lifting, carrying, reaching, kneeling, crouching, bending, and twisting.
- Rare climbing and balancing.

NON-PHYSICAL DEMANDS

- Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.
- Regular and predictable attendance is expected.
- May frequently perform multiple tasks simultaneously and work closely with others as part of a team.
- May occasionally experience time pressure, emergency situations, frequent change of tasks, and noisy/distracting environment.
- May rarely experience irregular work schedule/overtime, and tedious or exacting work.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

Typically requires use of computer and related hardware and software; 2-way radio, log books, hand cuffs, cuff key, leg irons, flex cuffs, keys, metal detector, laundry equipment; and any other equipment as appropriate or required.

WORK ENVIRONMENT

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

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

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.

SIGNATURE

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

_____ _____

Employee Signature Date

DANVILLE VIRGINIA

YOUTH CARE WORKER II – 7310

FLSA Status: Non-Exempt
Computer Code: 3

BRIEF DESCRIPTION

Supervise Juvenile Detention Center residents and ensure a safe and positive environment for juveniles as well as staff, by recognizing potential conflicts and preventing or stopping them, providing counseling, and training and supervising residents in their day to day activities.

ESSENTIAL FUNCTIONS The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.

- Handles crisis by recognizing potential conflicts; evaluating the potential for injury or escalation; defusing and stopping the conflict; intervening in altercations between residents; and de-escalating hostile situations; documentation of all incidents.
- Interacts with the residents; providing supervision; adhering to the daily detention home and education schedule; counseling in groups or one-to-one; teaching basic life skills; playing games or participating in activities as appropriate.
- Provides customer service by answering the phones, taking messages; documenting incidents; contacting lawyers and probation officers on the resident's behalf; and making necessary calls to parents, legal guardians, and placement agencies; escorting visitors throughout the building.
- Provides medical care for residents by assessing and reporting issues from the residents or self-observation of medical or physical issues; referring the resident to the medical staff; assisting in the self-administration of scheduled and PRN medications; checking blood sugar levels; and checking vital signs; documentation of all medical actions taken.
- Participates in meetings and training sessions as needed or required; attending weekly shift meetings, completing at least 40 hours of training upon employment and per year; cross-training in all aspects of the job including control room, roving, intake, and pod supervision.

ADDITIONAL DUTIES

- Performs additional duties as assigned.
- Complete requirements of Youth Care Worker I.
- Maintain an annual performance rating of 4 or higher.

JOB REQUIREMENTS

Education and Experience

Associate degree, with knowledge of a specific vocational, administrative or technical nature, from a college, vocational or technical school; and one to three years of experience.

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

Certifications/Licenses

- Valid Driver's License with acceptable driving record according to City Criteria
- CPR/First Aid/AED Certification
- Handle with Care Physical Restraint Certification

Training

Must complete a minimum of 40 hours of training upon employment and annually, and remain current on all state mandated training requirements.

Must successfully complete training in Motivational Interviewing, Post Dispositional Program, and Group Facilitation.

Job Knowledge

Intermediate knowledge to perform most work in normal situations. Comprehension of standard situations and includes knowledge of most of the significant aspects of the subject.

Demonstrate proficiency in the area of pod supervision, Control Room Operator, and perform the intake process unassisted.

Reading

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

Writing

Intermediate: Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.

Math

Basic: Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division).

Communication Skills

Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Ability to communicate clearly and effectively, both orally and in writing.

Independence and Decision-Making
Normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Ability to remain calm, solve problems, and make decisions in stressful situations.

Technical Skills
Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Fiscal Responsibilities
No budgetary/fiscal responsibility

Supervisory Responsibilities
No responsibility for direction or supervision of others.

PHYSICAL DEMANDS

- Medium physical effort, exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.
- Adequate vision, hearing and talking to use a computer, telephone and communicating effectively with others.
- Frequent standing, walking, pushing/pulling, handling, and fine dexterity.
- Occasional sitting, lifting, carrying, reaching, kneeling, crouching, bending, and twisting.
- Rare climbing and balancing.

NON-PHYSICAL DEMANDS

- Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.
- Regular and predictable attendance is expected.
- May frequently perform multiple tasks simultaneously and work closely with others as part of a team.
- May occasionally experience time pressure, emergency situations, frequent change of tasks, and noisy/distracting environment.
- May rarely experience irregular work schedule/overtime, and tedious or exacting work.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

Typically requires use of computer and related hardware and software; 2-way radio, log books, hand cuffs, cuff key, leg irons, flex cuffs, keys, metal detector, laundry equipment; and any other equipment as appropriate or required.

WORK ENVIRONMENT

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

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

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.

SIGNATURE

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

_____ _____

Employee Signature Date

DANVILLE VIRGINIA

YOUTH CARE WORKER I – 7311

FLSA Status: Non-Exempt
Computer Code: 3

BRIEF DESCRIPTION

Supervise Juvenile Detention Center residents and ensure a safe and positive environment for juveniles as well as staff, by recognizing potential conflicts and preventing or stopping them, providing counseling, and training and supervising residents in their day to day activities.

ESSENTIAL FUNCTIONS The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.

- Handles crisis by recognizing potential conflicts; evaluating the potential for injury or escalation; defusing and stopping the conflict; intervening in altercations between residents; and de-escalating hostile situations; documentation of all incidents.
- Interacts with the residents; providing supervision; adhering to the daily detention home and education schedule; counseling in groups or one-to-one; teaching basic life skills; playing games or participating in activities as appropriate.
- Provides customer service by answering the phones, taking messages; documenting incidents; contacting lawyers and probation officers on the resident's behalf; and making necessary calls to parents, legal guardians and placement agencies; escorting visitors throughout the building.
- Provides medical care for residents by assessing and reporting issues from the residents or self-observation of medical or physical issues; referring the resident to the medical staff; assisting in the self-administration of scheduled and PRN medications; checking blood sugar levels; and checking vital signs; documentation of all medical actions taken.
- Participates in meetings and training sessions as needed or required; attending weekly shift meetings, completing at least 40 hours of training upon employment and per year; cross-training in all aspects of the job including control room, roving, intake, and pod supervision.

ADDITIONAL DUTIES

- Performs additional duties as assigned.
- Must successfully complete a 1-year probationary period.
- Maintain an annual performance rating of 3 or higher.

JOB REQUIREMENTS

Education and Experience

Associate degree, with knowledge of a specific vocational, administrative or technical nature, from a college, vocational or technical school; and one to three years of experience.

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

Certifications/Licenses

- Valid Driver's License with acceptable driving record according to City Criteria
- CPR/First Aid/AED Certification
- Handle with Care Physical Restraint Certification

Training

Must complete a minimum of 40 hours of training upon employment and annually, and remain current on all state mandated training requirements.

Must successfully complete Crisis Intervention Training.

Job Knowledge

Intermediate knowledge to perform most work in normal situations. Comprehension of standard situations and includes knowledge of most of the significant aspects of the subject.

Reading

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

Writing

Intermediate: Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.

Math

Basic: Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division).

Communication Skills

Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Ability to communicate clearly and effectively, both orally and in writing.

Independence and Decision-Making
Normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Ability to remain calm, solve problems, and make decisions in stressful situations.

Technical Skills
Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Fiscal Responsibilities
No budgetary/fiscal responsibility

Supervisory Responsibilities
No responsibility for direction or supervision of others.

PHYSICAL DEMANDS

- Medium physical effort, exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.
- Adequate vision, hearing and talking to use a computer, telephone and communicating effectively with others.
- Frequent standing, walking, pushing/pulling, handling, and fine dexterity.
- Occasional sitting, lifting, carrying, reaching, kneeling, crouching, bending, and twisting.
- Rare climbing and balancing.

NON-PHYSICAL DEMANDS

- Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.
- Regular and predictable attendance is expected.
- May frequently perform multiple tasks simultaneously and work closely with others as part of a team.
- May occasionally experience time pressure, emergency situations, frequent change of tasks, and noisy/distracting environment.
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MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

Typically requires use of computer and related hardware and software; 2-way radio, log books, hand cuffs, cuff key, leg irons, flex cuffs, keys, metal detector, laundry equipment; and any other equipment as appropriate or required.

WORK ENVIRONMENT

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

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

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.

SIGNATURE

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

_____ _____

Employee Signature Date

Council Letter
City of Danville, Virginia

CL - 1375 **NEW BUSINESS E.**

City Council REGULAR MEETING

Meeting Date: June 18, 2024

Subject: Consideration of Revisions to Chapter 32 Retirement System.

From: Sara Weller, Director of Human Resources

COUNCIL ACTION

An Ordinance Amending and Reordaining Chapter 32 Entitled “Retirement System,” Section 32-2. Definitions, Section 32-10. Portability of Service Credit, Section 32-56. Disability Retirement Allowance, Section 32-58. Optional Allowances, Section 32-559. Return of Contributions and Death Benefits, and Section 32-63. Vested Retirement Allowance., of the Code of the City of Danville, Virginia, 1986, As Amended.

SUMMARY

City of Danville employees are members of the Employees' Retirement System (ERS), which is a defined benefit retirement system created exclusively for City employees. Revisions to ERS require City Council to adopt an ordinance modifying Chapter 32 of City Code.

BACKGROUND

The Employees' Retirement System (ERS) is a defined benefit retirement plan that began in 1946 for the purpose of providing retirement, disability, and death-in-service benefits to regular, full-time employees of the City of Danville. The provisions of Chapter 32 of the City Code and ordinances adopted by City Council govern the System. Funding for ERS comes from employer contributions paid by the City, investment income, and employee contributions from employees hired on or after September 1, 2019.

Recommended revisions to ERS are included with the attachments and, if adopted, go into effect July 1, 2024. The majority of revisions are administrative and align the System with current practice. There is a recommended change to disability retirement, which may reduce the years of service granted to an employee when calculating a disability benefit, but is necessary to better align the disability retirement benefit with the early service retirement benefit.

RECOMMENDATION

It is recommended that City Council adopt the attached ordinance modifying Chapter 32 of City Code.

Attachments

1. Ordinance
2. 2024 Retirement Changes

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2024 - ___ . ____

AN ORDINANCE AMENDING AND REORDAINING CHAPTER 32 ENTITLED “RETIREMENT SYSTEM,” SECTION 32-2. DEFINITIONS, SECTION 32-10. PORTABILITY OF SERVICE CREDIT, SECTION 32-56. DISABILITY RETIREMENT ALLOWANCE, SECTION 32-58. OPTIONAL ALLOWANCES, SECTION 32-559. RETURN OF CONTRIBUTIONS AND DEATH BENEFITS, AND SECTION 32-63. VESTED RETIREMENT ALLOWANCE., OF THE CODE OF THE CITY OF DANVILLE, VIRGINIA, 1986, AS AMENDED.

NOW THEREFORE, BE IT ORDAINED, by the Council of the City of Danville, Virginia, that Section 32-2 entitled Definitions, Section 32-10, Portability of service credit, Section 32-56 Disability retirement allowance, Section 32-58. Optional allowances, Section 32-5, Return of contributions and death benefits, and Section 32-63 Vested retirement allowance, of Chapter 32, entitled Retirement System of the Code of the City of Danville, Virginia 1986 as amended, is hereby, amended and reordained, as attached hereto and made a part hereof as if fully set out herein; and

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

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

Approved:

_____
Mayor

Attest:

_____
City Clerk

Approved as to
Form and Legal Sufficiency:

_____
City Attorney

Chapter 32 Retirement System
Effective 7/1/2024

Sec. 32-2. Definitions.

Actuarial equivalent shall mean equality in value of the aggregate amounts expected to be received under different forms of payment. Such equality in value shall be based on assumptions as to the occurrence of future events. The future events to be taken into account are mortality for members, mortality for beneficiaries, and an interest discount for the time value of money. For this system, the actuarial assumptions are as follows:

(1) Mortality assumption for payments to members: ***2010G Mortality Tables (0.94, 1.02)***, ~~RP-2000 Mortality Tables~~ (one (1) year setback for males, one (1) year set forward for females) projected to 20***44***~~25~~ with Scale ***SSA (2020)***~~88~~, adjusted for ***fifty-six*** ~~eighty~~ (***56***~~80~~) percent male and ***forty-four*** ~~twenty~~ (***44***~~20~~) percent female content.

(2) Mortality assumption for payments to beneficiaries and survivors: ***2010G Mortality Tables (0.94, 1.02)***, ~~RP-2000 Mortality Tables~~ (one (1) year setback for males, one (1) year set forward for females) projected to 20***44***~~25~~ with ***Scale SSA (2020)***~~88~~, adjusted for ***forty-four***~~twenty~~ (***44***~~20~~) percent male and ***fifty-six*** ~~eighty~~(***56***~~80~~) percent female content.

(3) Interest assumption: An annual effective rate of seven (7) percent.

Sec. 32-10. Portability of service credit.

(a) The Board is hereby authorized to enter into reciprocal agreements with the Virginia Retirement System (VRS) and any political subdivision of the Commonwealth of Virginia that sponsors a defined benefit retirement system which is not supplemental to VRS.

(b) The reciprocal agreements shall be in accordance with Virginia Code Sections 51.1-801.1 and 51.1-143.1 and shall permit vested members to transfer service credit between the system and VRS or the political subdivision for purposes of the determination of retirement benefits. Such agreements shall also provide for the direct transfer, between the system and VRS or the political subdivision, of assets associated with such transferred service credit. All reciprocal agreements shall be designed to be cost neutral to the system, thereby creating no additional unfunded liabilities.

(c) ***The Board is authorized to grant service credit in the system to the city manager when it is a term outlined in the city manager's employment contract. Service granted cannot exceed the total number of years of prior service the manager was employed in the public sector. This condition is contingent upon ERS receiving a lump sum payout from each of the manager's prior public sector retirement plans.***

(Ord. No. 2018-08.09 , 8-21-18)

Sec. 32-56. Disability retirement allowance.

(a) *Application and determination of eligibility.*

(1) Any member in service or the head of the member's department may apply to the Board for a disability retirement allowance on behalf of the member.

(2) In order to apply, a member must have five (5) or more years of creditable service and not attained his normal service retirement age as defined in section 32-54 or be eligible for unreduced early service retirement as defined in section 32-55.

(3) Any member who applies shall furnish to the Board, or its designee, a written report from his personal physician which includes the physician's recommendations regarding disability retirement based upon examination of the member. In order to be considered, the physician must certify in writing that the member is mentally or physically totally incapacitated for the performance of duty and such incapacity is likely to be permanent.

(4) Upon submission of the application for disability retirement and physician's report, the Board, or its designee, shall arrange for examination of the member by at least two (2) members of the Medical Board. Members of the Medical Board on an individual basis shall examine the member to the extent deemed necessary, review the report of the applicant's physician, if available, consult with the applicant's physician if deemed necessary and review any other available evidentiary material submitted by the Board, or its designee, for review. The members of the Medical Board shall state in their written reports to the Board whether or not the member is mentally or physically totally incapacitated for the performance of duty, whether such incapacity is likely to be permanent and whether such member should be retired. ***If an employee is deemed incapacitated due to a coma, in hospice care, or another severe medical reason rendering the employee unable to be examined by the Medical Board, the Board may designate authority to a member(s) of City staff to waive the requirements of the Medical Board's review for disability retirement as provided herein. When this occurs, the report from the employee's personal physician will be used to approve or disapprove disability retirement.***

(5) The Board, or its designee, may require that the member be examined by specialist physicians and may obtain such other information pertaining to the member which would be helpful to the Board in evaluating the disability retirement application.

(6) The Board shall approve or disapprove a disability retirement application not less than thirty (30) nor more than ninety (90) days next following the execution and filing of the application after giving consideration to reports from at least two (2) members of the Medical Board recommending disability retirement for the member and such other evidentiary material available to the Board. The Board may extend the evaluation period for an additional ninety (90) days if special reports are deemed necessary. The Board may designate authority to a member(s) of City staff to approve or disapprove an application for disability retirement as provided herein.

(b) *Method of computation.* The disability retirement allowance shall be equal to the service retirement allowance, if the member has attained his normal service retirement age; otherwise, it shall consist of:

(1) Any annuity which shall be the actuarial equivalent of the accumulated contributions of the member at the time of his retirement; and

(2) An employee contribution, required of employees hired on or after September 1, 2019.

(3) A pension which, when added to the annuity or employee contributions provided by the member's accumulated contributions, shall provide a retirement allowance equal to a service retirement allowance computed as described in section 32-54 at date of disability retirement. For such calculation, retirement allowance service shall equal the smaller of twice the retirement allowance service to date of disability retirement or the projected retirement allowance service at age sixty (60), but in no event less than retirement allowance service to the date of disability retirement. The minimum retirement allowance so determined shall be twenty-five (25) percent of the member's average final three-year compensation; provided, however, that such minimum allowance shall not exceed one hundred (100) percent of the service retirement allowance that would be payable to him if he had continued in the service of the City to his normal service retirement age and if he had continued to earn compensation at a rate equal to his average final three-year compensation from the date of disability until his normal service retirement age; and further provided, that the minimum retirement allowance shall be applicable to a general employee only until he becomes eligible for an unreduced social security benefit under Title II of the Social Security Act, and a disability retirement allowance.

(4) In no event shall an employee's disability retirement allowance be more than one hundred (100) percent of the employee's average final compensation used to calculate the member's benefit.

(5) ***In no event shall an employee's adjusted years of service for disability retirement exceed 25 for public safety or 30 for general employees unless the employee's actual years of service are higher.***

(Ord. No. 2018-08.09 , 8-21-18; Ord. No. 2019-08.07 , Att., 8-20-19)

Sec. 32-58. Optional allowances.

(a) Until the first payment on account of his retirement allowance becomes normally due, any member may elect to convert the retirement allowance otherwise payable to him into a modified retirement allowance in accordance with one (1) of the optional forms named below. However, if no option is elected, the member will be assumed to have automatically retired under Option 1.

(1) *Option 1.* An unreduced retirement allowance payable during the life of the retired member. If he dies before he has received in payments of his annuity or required employee contributions the amount of his accumulated contributions at the time of his retirement, the balance of such amount shall be paid to such person, if any, as he shall have nominated by written designation (duly acknowledged and filed with the Board), if such person survives him, otherwise to the estate of such retired member.

(2) *Option 2.* A reduced retirement allowance of equivalent actuarial value to Option 1 payable during the life of the retired member, with the provision that upon his death his reduced retirement allowance shall be continued throughout the life of and paid to such person as he shall have nominated by written designation (duly acknowledged and filed with the Board).

(3) *Option 3.* A reduced retirement allowance of equivalent actuarial value to Option 1 payable during the life of the retired member, with the provision that upon his death one-half (½) of his reduced retirement allowance shall be continued throughout the life of and paid to such person as he shall have nominated by written designation (duly acknowledged and filed with the Board).

(4) *Option 4.* A reduced retirement allowance of equivalent actuarial value to Option 1 payable during the life of the retired member, with the provision that upon his death some other benefit shall be payable to such person as he shall have nominated by written designation (duly acknowledged and filed with the Board); provided that the total value of the allowance during his life and the succeeding benefit shall be computed to be of equivalent actuarial value to the retirement allowance which he would receive without optional modification and provided that the benefit shall be approved by the Board.

(5) *Option 5.* A retirement allowance of equivalent actuarial value to Option 1 payable during the life of the retired member, with greater monthly installments paid prior to age sixty-five (65) and a reduced monthly installment payable thereafter, such that the combined monthly benefit from the system and from primary Social Security benefits shall be calculated to be substantially level.

(6) *Lump sum payments.* Notwithstanding any other provisions of the system, if the actuarial equivalent of a service retirement allowance, early service retirement allowance, disability retirement allowance, or death benefit is ten thousand dollars ($10,000.00) or less at the time benefits are to commence, such actuarial equivalent shall be offered to such member or such member's beneficiary as determined under subsection 32-59(c), as the case may be, as soon as practicable following such member's date of retirement or death. For purposes of this subsection, the term "actuarial equivalent" shall be calculated in accordance with the actuarial equivalent assumptions as outline in section 32-2.

(b) Notwithstanding anything contained herein, in no event shall payments under any optional method extend beyond the later of the lifetime of the member, the lifetime of the member and the member's beneficiary, the life expectancy of the member or the joint life

expectancies of the member and his beneficiary. Unless payments are to continue to a surviving spouse under a nondecreasing survivor annuity or required employee contribution the method of distribution selected must assure that at least fifty (50) percent of the present value of the accrued benefit is paid within the life expectancy of the member.

(c) If any of the following should occur: (i) the member's original beneficiary has died, (ii) the member obtains a final decree of divorce from the member's original beneficiary and such order has been entered by the appropriate court of law, or (iii) the member has obtained the written consent of the member's original beneficiary, together with evidence, satisfactory to the Board, of the good health of the member's original contingent beneficiary; then a retired member who has elected a retirement allowance under Option 2, 3, or 4 of paragraph (a) of this Code section may for one (1) time only, in the manner prescribed by the Board, revoke such election and elect one (1) of the two (2) following options:

(1) Elect to receive from time of notification the retirement allowance to which he would have been entitled had no option been elected initially.

(2) Elect an allowance actuarially equivalent thereto under Option 2, 3, or 4 of paragraph (a) of this Code section naming a different beneficiary.

If the provisions of this subsection are invoked by a retired member on the basis of the member having been divorced from his spouse, if his spouse is his beneficiary, and the marriage had been of a duration of twenty (20) years or more, the provisions of this subsection shall not be applicable until the death or remarriage of the former spouse unless such spouse consents in writing to the revocation of the option prior to death or marriage.

If such an election is made as result of the ~~death or~~ divorce of the member's beneficiary, the benefit payable to the retired member may be adjusted retroactively for a period of not more than sixty (60) days from the date the Board first receives notification of the desire of the retired member to make such a change, but in no event prior to the adoption of this subsection.

If a retired member's beneficiary on file deceases before the member, the member's benefit reverts to Option 1. The benefit payable to the retired member may be adjusted retroactively for a period of not more than sixty (60) days from the date the Board first receives notification that the beneficiary is deceased.

(Ord. No. 2018-08.09 , 8-21-18; Ord. No. 2019-08.07 , Att., 8-20-19)

Sec. 32-59. Return of contributions and death benefits.

(a) Should a member cease to be an employee for any reason other than death or retirement under the provisions of this chapter, he shall be paid, upon request, the sum of his contributions at the time he ceased to be an employee, together with such interest

thereon as the Board shall allow, but not less than one-half (½) of the regular interest credited thereon. Payment shall be made no earlier than the end of the next month following termination of employment.

(b) Should a member die at any time before retirement, and if no benefits are payable under subsection (d) of this section, the amount of his accumulated contributions, reduced by the amount of any retirement allowance previously received by him under this chapter, shall be paid to such person, if any, as he has nominated by written designation made on a form prepared by the Board, signed and acknowledged by such member before some person authorized to take acknowledgments and filed with the Board, otherwise to his executors or administrators. Any such designation may be changed by the member by the written designation of such other person, signed, acknowledged, and filed as aforesaid.

In the event no designation has been made, then such proceeds shall be paid to the person or persons surviving at the death of the member in the following order of precedence:

First, to the widow or widower of such member;

Second, if none of the above, to the child or children of such member and descendants of deceased children, per stirpes;

Third, if none of the above, to the parents of such member or the survivor of them;

Fourth, if none of the above, to the duly appointed executor or administrator of the estate of such member;

Fifth, if none of the above, to other next of kin of such member entitled under the laws of the domicile of such member at the time of his death.

(c) Should a member in service die at any time before retirement, there shall be paid a retirement allowance to the person nominated in subsection (c) if such person is the (i) wife, (ii) husband, (iii) ~~minor~~ child, (iv) mother, or (v) father of the member; however, a member hired after adoption of this section must have five (5) or more years of creditable service in order to have death benefits paid under the subparagraph (d). Such retirement allowance shall be paid to the first person qualifying in the preceding order of precedence; however, if more than one (1) ~~minor~~ child survives the deceased member, the allowance shall be divided among them in such manner as the Board may determine. Such retirement allowance shall be continued during the lifetime of such person ~~or in the case of a minor child until such time as the child dies or attains age eighteen (18), whichever shall first occur,~~ and shall be:

(1) ***In the case of a general employee member who dies after attaining his fifty-fifth (55th) birthday or a public safety member who dies after attaining his fiftieth (50th) birthday,*** ~~In the case of a member who dies prior to attaining his fifty-fifth (55th) birthday,~~ an allowance equal to one-half (½) of the retirement allowance that would have been payable to the member had the member retired on the date prior to his death after having elected to have his allowance payable under a joint and one-half (½) survivor option described in Option 3 of section 32-58 so that one-half (½) thereof would be continued after his death to such person, and in the case of a ***general***

employee member who had not attained his fifty-fifth (55th) birthday at his date of death ***or a public safety member who had not attained his fiftieth (50th) birthday at his date of death***, it shall be assumed that the member's age at his date of death is fifty-five (55) ***for a general employee and fifty (50) for a public safety employee*** for the purpose of reducing the benefit on an actuarial equivalent basis; or

(2) In the case of a ***general employee*** member who dies after attaining his fifty-fifth (55th) birthday or a ***public safety member who dies after attaining his fiftieth (50th) birthday***, an allowance equal to the decreased retirement allowance that would have been payable to the member had the member retired on the date prior to his death after having elected to have his allowance payable under a joint and one hundred (100) percent survivor option described in Option 2 of section 32-58 so that the same amount would be continued after his death to such person. Provided that in the determination of the allowance that would have been payable to the member had the member retired on the date of his death, the amount of the member's accumulated contributions, reduced by the amount of any retirement allowance previously received by him under this chapter, shall be paid to such person exclusively in lieu of any other benefits under this section, if such person so elects in writing under seal and duly acknowledged.

(Ord. No. 2018-08.09 , 8-21-18)

Sec. 32-63. Vested retirement allowance.

(a) Anything in this chapter to the contrary notwithstanding, a member whose service is terminated, for reasons other than death or retirement, after he has completed five (5) or more years of creditable service, may elect to receive a vested retirement allowance in lieu of the return of his contributions. The vested retirement allowance shall be a deferred allowance commencing at his normal retirement age, or, for general employees at age fifty-five (55) provided the member has thirty (30) or more creditable years of service, for policeman and fireman that retired from active service or left the City as a vested member of the system on or before August 31, 2018, at age fifty-five (55) provided the member has thirty (30) or more creditable years of service, and, for policeman and fireman that retire from active status or left the City as a vested member of the system on or after September 1, 2018, at age fifty (50) provided the member has twenty-five (25) or more creditable years of service. Reduced benefits may be requested by vested policeman and fireman members who have less than twenty-five (25) years' service and retire from active status or leave the City as a vested member of the system on or after September 1, 2018, vested policeman and fireman members who have less than thirty (30) years' service and retire from active status or leave the City as a vested member of the system on or before August 31, 2018, and vested general employee members who have less than thirty (30) years' service in accordance with the provisions in section 32-55, reduced for the number of years the member's age is less than sixty (60) as provided in section 32-55(a)(1) or ~~sixty-five (65)~~ ***sixty (60)*** as provided in section 32-55(b)(1) ***or sixty-five (65) as provided in Section 32-55(c)(1)***, whichever is appropriate. Sections 32-55(a)(2), ~~and~~ 32-55(b)(2), ***and***

32-55(c)(1) shall not apply to members whose service is terminated for reasons other than death or retirement. The vested retirement allowance (before reduction) shall consist of:

(1) An annuity which shall be the actuarial equivalent of the member's accumulated contributions at his normal service retirement age;

(2) An employee contribution, required of employees hired on or after September 1, 2019; and

(3) A pension which, when added to the annuity provided by the member's accumulated contributions, or applicable required employee contributions shall provide a retirement allowance equal to an amount computed, pursuant to section 32-54 as a service retirement allowance on the basis of his average final compensation and creditable service at the date his employment terminated.

(b) Should a member who has elected a vested retirement allowance request the return of his contributions or die prior to the date when the first payment of his retirement allowance is normally due to become payable, the amount of his contributions shall be returned in accordance with the provisions of section 32-59 and no further benefit shall be due or become payable on account of his previous membership.

(Ord. No. 2019-08.07 , Att., 8-20-19)

Council Letter
City of Danville, Virginia

CL - 1386 **NEW BUSINESS F.**

City Council REGULAR MEETING

Meeting Date: June 18, 2024

Subject: Amending the Fiscal Year 2024 Budget Appropriation Ordinance for a State Aviation Grant.

From: Marc Adelman, Director of Transportation Services

COUNCIL ACTION

An Ordinance Amending the Fiscal Year 2024 Budget Appropriation Ordinance to Provide for Additional State Aviation Funding for the Purpose of Completing Obstruction Survey Analysis in the Amount of $52,058 Plus Local Share in the Amount of $5,785 to be Provided by a Transfer from Undesignated Capital Improvement Funds and Appropriating Same.

First Reading

SUMMARY

In May, the Virginia Aviation Board approved a grant application for engineering services to identify obstructions located on the northeast side of the Danville Regional Airport.

BACKGROUND

This fiscal year, an aerial obstruction survey was completed that identified trees must be topped or cleared on the northeast side of the airfield at the Danville Regional Airport to support safe operations related to the airport's crosswind runway. A total of 253 trees were identified in the aerial survey as obstructions involving approximately 57 acres. This spring, a grant application was submitted to the Virginia Department of Aviation that was recommended for funding to complete survey work required to identify individual trees that need to be cleared or topped. After the survey work is completed, a supplemental state grant application will be submitted to obtain funding to top or clear trees that were identified as obstructions. The state engineering services grant will also provide funding to complete a post-project aerial survey to determine that all obstructions have been removed.

RECOMMENDATION

It is recommended that the City Council adopt the attached ordinance amending the Fiscal Year 2024 Budget Appropriation Ordinance.

Attachments

1. Ordinance

PRESENTED:_____

ADOPTED:_____

ORDINANCE NO. 2024-_____._____

AN ORDINANCE AMENDING THE FISCAL YEAR 2024 BUDGET APPROPRIATION ORDINANCE TO PROVIDE FOR ADDITIONAL STATE AVIATION FUNDING FOR THE PURPOSE OF COMPLETING OBSTRUCTION SURVEY ANALYSIS IN THE AMOUNT OF $52,058 PLUS LOCAL SHARE IN THE AMOUNT OF $5,785 TO BE PROVIDED BY A TRANSFER FROM UNDESIGNATED CAPITAL IMPROVEMENT FUNDS AND APPROPRIATING SAME.

WHEREAS, engineering design services are needed to mitigate obstructions to support safe operations for the Danville Regional Airport's crosswind runway; and

WHEREAS, the engineering services project will be funded at eighty percent with state capital aid.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia that the Fiscal Year 2024 Budget Appropriation Ordinance be, and it is hereby, amended by increasing revenues for a grant from the Virginia Department of Aviation in the amount of $52,058 such funds to be appropriated as follows:

ANTICIPATED REVENUES

Description	Account No.	Amount
Airport Obstruction Removal		
State Aviation Funds	61948009-45712	$ 52,058
Transfer In From General Fund	61948009-6101	5,785
		$ 57,843

ANTICIPATED EXPENDITURES

Description	Account No.	Amount
Airport Obstruction Removal	61948999-50	$ 57,843

AND BE IT FURTHER ORDAINED, that a transfer from the Capital Projects Undesignated Capital Improvement Funds unallocated revenue and appropriation is hereby authorized to cover the local share as follows:

TRANSFER FROM

Description	Account No.	Amount
Transfer In From General Fund	60000022-6101	($ 5,785)
Unallocated Funds	60000022-6999	($ 5,785)

AND BE IT FINALLY ORDAINED, that all other accounts and provisions of the Fiscal Year 2024 Budget Appropriation Ordinance, as amended, not hereby amended, shall continue in full force and effect unless and until hereafter further amended or repealed.

Approved:

_____
Mayor

Attest:

_____
City Clerk

Approved as to
Form and Legal Sufficiency:

_____
City Attorney