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**Introduction**

Table of Contents .....	1-1
Organizational Chart .....	1-4
City Council Priorities .....	1-5
Budget Calendar .....	1-11
Overview of Municipal Funds .....	1-14
Glossary of Terms .....	1-17

**Budget Message**

Adopted Budget Transmittal Letter .....	2-1
Introductory Budget Transmittal Letter .....	2-3
Working Draft Budget Transmittal Letter .....	2-21
Council Letter – Support of Danville Public Schools .....	2-43
Resolution .....	2-44
Council Letter – FY 2014 Adopted Budget .....	2-46
Budget Resolution .....	2-48
Capital Improvements Plan Resolution .....	2-50
Ordinance .....	2-52
Council Letter – FY 2014 Utility Rates .....	2-60
Ordinance .....	2-62

**Budget Summary**

All Funds Summary .....	3-2
Authorized Position Summary .....	3-4

**General Fund**

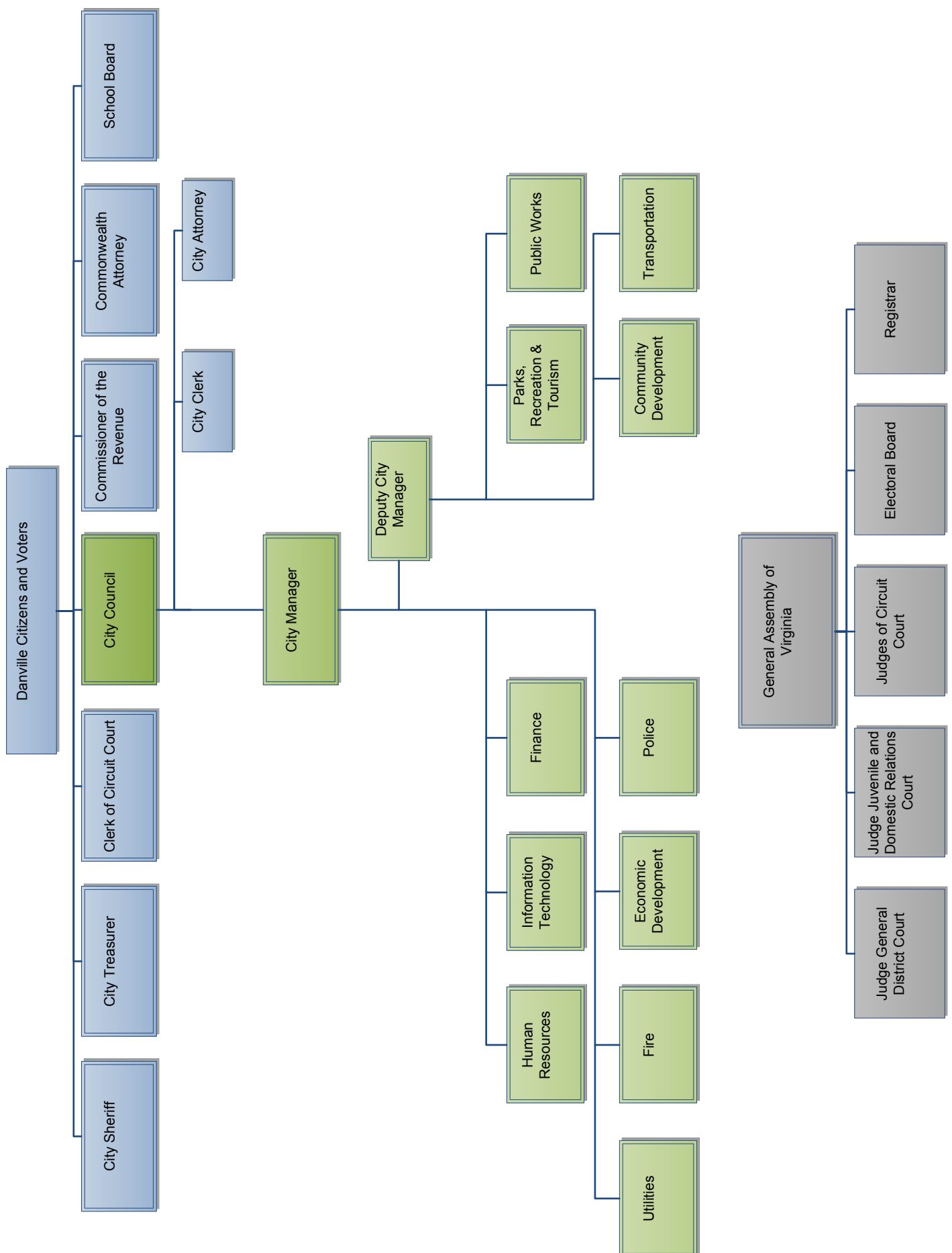
General Fund Summary .....	4-1
<i>General Government</i>	
City Council .....	4-6
Mayor .....	4-7
Office of the City Manager .....	4-8
Coalition for a Safe Danville .....	4-9
Clerk of Council .....	4-10
Human Resources .....	4-11
Human Resources: Occupational Health .....	4-12
Budget Office .....	4-13
City Attorney .....	4-14
Office of Legislative Affairs .....	4-15
Independent Auditor .....	4-16
Commissioner of Revenue .....	4-17
Real Estate Assessment .....	4-18
Board of Equalization .....	4-19
Central Collections .....	4-20
City Treasurer .....	4-21
Finance Director/Administration .....	4-22
Accounting .....	4-23
Internal Auditor .....	4-24
Purchasing .....	4-25
Information Technology .....	4-26

FY 2014 Adopted Budget  
Table of Contents

Elections .....	4-27
City Registrar .....	4-28
<i>Judicial Administration</i>	
Circuit Court .....	4-29
General District Court.....	4-30
Magistrate .....	4-31
22 <sup>nd</sup> District Court Service.....	4-32
Juvenile and Domestic Relations Court Service .....	4-33
Clerk of Circuit Court.....	4-34
City Sheriff.....	4-35
Commonwealth Attorney.....	4-36
Commonwealth Attorney Collections .....	4-37
<i>Public Safety Administration</i>	
Police Department.....	4-38
Medical Examiner.....	4-39
City Jail.....	4-40
Fire Department .....	4-41
Adult Detention.....	4-42
Juvenile Detention.....	4-43
Juvenile Intake Diversion .....	4-44
Emergency Services .....	4-45
Emergency Communication.....	4-46
Inspections .....	4-47
<i>Public Works and Transportation</i>	
Transportation: Airport .....	4-48
Transportation: Amtrak Station .....	4-49
Public Works: Administration .....	4-50
Public Works: Engineering.....	4-51
Public Works: Buildings and Grounds.....	4-52
Public Works: Street Maintenance .....	4-53
<i>Health and Welfare</i>	
Human Services: Director/Administration .....	4-54
Social Services.....	4-55
Property Tax Relief for the Elderly/Disabled .....	4-56
<i>Parks, Recreation, and Cultural</i>	
Parks, Recreation, and Tourism: Maintenance .....	4-57
Public Library .....	4-58
Parks, Recreation, and Tourism: Administration .....	4-59
Parks, Recreation, and Tourism: Community Recreation.....	4-60
Parks, Recreation, and Tourism: Special Recreation .....	4-61
Parks, Recreation, and Tourism: Outdoor Recreation.....	4-62
Parks, Recreation, and Tourism: Athletics.....	4-63
<i>Community and Economic Development</i>	
Community Development: Director/Administration .....	4-64
Community Development: Planning.....	4-65
Planning Commission .....	4-66
Zoning Board.....	4-67
Economic Development: Administration .....	4-68
Economic Development: Enterprise Zone Activities .....	4-69

FY 2014 Adopted Budget  
Table of Contents

Non-Departmental Services .....	4-70
Contributions to Other Entities .....	4-71
Danville Community College .....	4-71
Danville Area Humane Society .....	4-71
Western Virginia EMS Council .....	4-71
Ambulance and Rescue .....	4-71
Health Department .....	4-72
Danville-Pittsylvania Community Services .....	4-72
Virginia Cooperative Extension Office .....	4-72
Southern Area Agency on Aging .....	4-72
West Piedmont Planning District .....	4-73
Small Business Support .....	4-73
Transfers to .....	4-74
Danville Public Schools .....	4-74
 <b>Special Revenue Fund – VDOT .....</b>	 <b>5-1</b>
<b>Insurance Fund .....</b>	<b>6-1</b>
<b>Central Services Fund .....</b>	<b>7-1</b>
<b>Motorized Equipment Fund .....</b>	<b>8-1</b>
<b>Transportation Fund .....</b>	<b>9-1</b>
<b>Sanitation Fund .....</b>	<b>10-1</b>
<b>Cemetery Fund .....</b>	<b>11-1</b>
<b>Utilities Summaries .....</b>	<b>12-1</b>
<b>Wastewater Fund .....</b>	<b>13-1</b>
<b>Water Fund .....</b>	<b>14-1</b>
<b>Gas Fund .....</b>	<b>15-1</b>
<b>Electric Fund .....</b>	<b>16-1</b>
<b>Telecommunications Fund .....</b>	<b>17-1</b>



*Danville currently finds itself in the same situation as other old, isolated industrial cities that have lost their legacy industries. Danville must do what is necessary to recover from its economic, employment, and population losses and transform its economy to a more sustainable, diverse, future-oriented one. To do so will require that Danville once again become both a place of economic opportunity and an attractive, desirable place in which to live.*

*The Danville City Council is committed to lead the community through this transformation. Council has accordingly identified and ranked eight priority areas to focus the efforts of the City Manager and staff on addressing these issues during the next few years. Included are transforming Danville's economy, ensuring public safety, providing effective and efficient municipal services, practicing good governance, reversing Danville's population decline, encouraging lifelong learning, celebrating Danville's diversity, and promoting the public's good health and wellness. This summary lists preliminary goals and objectives addressing these priorities. It will be refined as directed by City Council. Council authorized actions taken in addressing each priority depend on available resources.*

**1. Transform Danville's Economy** -- Support business prosperity and growth sufficient to transform Danville's old tobacco and textile-based economic base to a more forward-focused, diversified economy that ensures current and future employment at good wages and enables community sustainability.

1.1. Recruit new businesses and industries to the area that will diversify the economy, increase overall average wage rates, and strengthen the tax base.

1.1.1. Undertake an effective economic development marketing program.

1.1.2. Identify, evaluate, and catalogue suitable developable property in Danville that can accommodate commercial and industrial uses.

1.1.3. Implement the industrial property purchase plan included in the capital improvements budget.

1.1.4. Work with Pittsylvania County on permitting, certification, and development of the Danville-Pittsylvania Regional Industrial Facility Authority's 3,500 acre Mega Park.

1.2. Revitalize Danville's River District.

1.2.1. Complete streetscape developments and special projects now underway in the River District.

1.2.2. Through the Industrial Development Authority, purchase key vacant and underutilized properties, repair them as needed, and resell them to qualified investors and businesses.

1.2.3. Determine unmet market demand in the River District for retail, service, and restaurant businesses and recruit new commercial firms that can best meet those needs.

1.2.4. Encourage private investment in the River District.

- 1.3. Support retention and expansion of existing businesses through visitation, regular contacts, and provision of needed assistance.
- 1.4. Work cooperatively with the Danville Public Schools, West Piedmont Workforce Investment Board, Danville Community College, Averett University, the Commonwealth, and other partners to sustain a well-trained workforce that is ready to supply the needs of expanding and newly recruited businesses.
- 1.5. Support effective regional intergovernmental economic development programs.
  - 1.5.1. Sustain and build upon existing economic development initiatives with Pittsylvania County, the Danville-Pittsylvania Regional Industrial Facility Authority, Dan River Business Development Center, Danville-Pittsylvania Chamber of Commerce, Southern Virginia Regional Alliance, Danville Regional Foundation, Virginia Economic Development Partnership, and the Virginia Tobacco Indemnification and Community Revitalization Commission.
  - 1.5.2. Explore economic development partnerships with neighboring North Carolina jurisdictions
- 1.6. Develop and implement a program to make Danville the most “business friendly” city in the Virginia-North Carolina region.
  - 1.6.1. Make it easy to do business in Danville through a reasonable, predictable, effective, and efficient permitting process.
  - 1.6.2. Within constraints posed by Virginia law, maximize purchase of goods and services from Danville businesses.

<b>2. <u>Ensure Public Safety</u></b> -- Maintain a community that is safe, sound, and secure in both perception and reality.
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- 2.1 Continue to keep the public informed about public safety through media releases, the City’s internet website, public service announcements, and speaking engagements while seeking out and effectively using new communications methods.
- 2.2 Sustain partnerships with the Danville Public School District to maintain public safety in the schools and at school athletic events and increase awareness on the part of faculty, staff, students, and their families of measures that can be taken to keep everyone safe.
- 2.3 Continue and expand active roles in regional public safety.
- 2.4 Aggressively seek grant funding to support public safety programs and improve operational effectiveness and efficiency.
- 2.5 Provide a community free from the ravages and fear of crime.

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- 2.5.1 Maintain an effective multifaceted “community policing” effort that engages and works in partnership with the community in order to proactively deal with conditions that give rise to crime, social disorder, and fear of crime.
    - 2.5.1.1 Maintain the “Coalition for a Safe Danville” as a means of uniting community stakeholders, sharing information, developing strategies, engaging and informing the public, and undertaking coordinated, results-oriented crime prevention activities that will combat crime and earn public confidence that Danville is a safe community in which to live, visit, and conduct business.
    - 2.5.1.2 Expand effective crime prevention programs, including the “See Something Say Something,” Neighborhood Watch, Business Watch, National Night Out, Crime Stoppers, and community meetings.
  - 2.5.2 Improve police intelligence gathering activities to support crime prevention efforts and the prosecution of offenders, including effective use of *Data-Driven Approaches to Crime and Traffic Safety (DDACTS)*.
  - 2.5.3 Explore expanded use of civilian personnel in the Police Department.
  - 2.6. Minimize human suffering and property damage caused by fires, accidents and sudden illness, hazardous material releases, or other disasters.
    - 2.6.1. Construct the new Lynn Street Fire Department Headquarters/Fire Station/9-1-1 Communications Center complex on schedule and within budget.
    - 2.6.2. Evaluate the cost-effectiveness of constructing a new fire station in the Westover/Riverside/Piedmont area and consolidation there of personnel, vehicles, and equipment from Westover and Piney Forest Fire Stations.
  - 2.7. Maintain an effective 9-1-1 call receiving and public safety dispatch capability.
  - 2.8. Eradicate devastating property blight, deterioration, decline, and abandonment that are undermining Danville’s neighborhoods.
    - 2.8.1 Proactively enforce the City’s property maintenance code, including effective response to public complaints and rigorous implementation of provisions relating to vacant and blighted structures, graffiti, accumulated trash, overgrowth and weeds, inoperative vehicles, right of way encroachment, hazardous trees, and automobile graveyards and junkyards.
    - 2.8.2 In order to promote compliance with health and safety standards and reduce substandard conditions in rental housing for low-income residents, continue the Rental Housing Inspection Program within the two existing northern and southern districts and create a third district in the Old West End.
    - 2.8.3 Implement the expand blight eradication program authorized in the FY 2014 Capital Improvements and Projects Plan.

**3. Provide Effective & Efficient Municipal Services** -- Effectively and efficiently provide municipal services and facilities necessary to ensure that Danville remains a pleasant, safe, and healthy community for its residents, visitors, businesses, and institutions.

- 3.1 Conduct a citizen survey to measure municipal service performance and quality ratings.
- 3.2 Maintain a management team building and training program to improve the ability of the organization's top, middle, and line managers to plan, organize, control, and lead municipal departments as effectively and efficiently as possible.
- 3.3 Implement a pay-for-performance system that effectively links employee compensation to job performance.
- 3.4 Implement a comprehensive Customer Service Program that sets employee expectations and provides necessary tools and training to deliver outstanding customer service and holds them accountable for so doing.
- 3.5 Produce a written Annual Report summarizing the City's accomplishments in effectively and efficiently providing municipal services and facilities.

**4. Practice Good Governance** -- Provide policy guidance developed in a way that is participatory, consensus-oriented, effective and efficient, accountable, transparent, and consistent with applicable laws.

- 4.1 Endorse a budget preparation process and be involved early on to ensure that City Council has appropriate high-level input into budget development.
- 4.2 Improve City Council meeting procedures to provide more information to citizens in attendance and those viewing by television to enable them to better follow and understand Council's decision-making process.
- 4.3 Expand opportunities beyond attendance at public hearings for public participation in decision-making.

**5. Reverse Danville's Population Decline** -- Reestablish Danville's status as the region's community of opportunity and its community of choice.

- 5.1 Develop a formal marketing plan to promote Danville to perspective residents and businesses.
- 5.2 Sustain a positive image of Danville among its own residents, as well as those in other communities.
  - 5.2.1 Establish a task force involving groups, businesses, and citizens to address negative perceptions of Danville held by the community and targeted external audiences and to develop a strategic plan for improving Danville's image.

5.2.2 Pursue attainment state and national awards that would draw positive attention to Danville.

5.3. Ensure that all of Danville's neighborhoods are attractive, desirable places to live to ensure that newcomers choose to live in the City.

**6. Encourage Lifelong Learning** -- Enable productive lifelong learning for Danville's residents.

6.1 Support the Danville Public School District, Danville Community College, Averett University, Institute for Advanced Learning and Research, and West Piedmont Workforce Investment Board in emphasizing the importance of academic achievement, work skills development, and lifelong learning in Danville.

6.2 Regularly meet with the Danville School Board and administration to maintain a good understanding of public education system operations and budget requirements.

6.3 Provide access to lifelong learning opportunities through the collections, programs, and services of the Danville Public Library, classes and events provided by the Department of Parks, Recreation, and Tourism, and nDanville telecommunications services.

6.4 Support cost-effective training of municipal employees through training provided by professional organizations and associations, the City of Danville University, and the tuition reimbursement program.

**7. Celebrate Danville's Diversity** -- Ensure that all citizens of Danville live in a welcoming community undivided by barriers of race, ethnicity, or national origin.

7.1 Involve, respect, and give equal treatment to all in our organization and in the community, neither discriminating, nor tolerating discrimination in the conduct of municipal government affairs.

7.2 Establish partnerships with community organizations to deal with actual and perceived instances of racial discrimination and inequity and to improve race relations in Danville.

7.3 Initiate programs and events to create opportunities for positive interracial dialogue and interaction.

7.4 Ensure that municipal programs and services address the needs of a diverse population and provide equitable benefits to all residents.

7.5 Use creative, innovative, and proactive means to promote the equitable recruitment of minorities into the municipal workforce in order to ensure that it is representative of the diversity of Danville. Similarly, endeavor to reflect Danville's diversity in the composition of City Council appointed boards and commissions.

**8. Promote Danville's Good Health & Wellness** – Support a healthy and active community.

- 8.1 Develop and implement local policies and actions to address health and the broad range of factors that influence health, including transportation and public transit; roads, sidewalks, and bicycle lands; parks and trails; land use; housing; and urban planning; and recreation and cultural activities. Through these efforts, seek to create physical and social environments that make it easier for individuals to take responsibility for their own good health and wellness.
- 8.2 Work with the schools and community nonprofits to develop and implement activities that promote good health and wellness.

Adopted: June 18, 2013  
Resolution 2013-06.19

March 5	C/M Proposed Budget Presented to City Council <b>(VA Code Section 15.2-2503)</b>
March 19	Regular Council Meeting/Budget Work Session (Overview and rightsizing proposals)
March 25	DUC Meeting – Approval of Utility Rates
March 26	7:30 pm - Budget Work Session, 4 <sup>th</sup> Floor Conference Room (Capital Improvements, Economic Development, and Blight Projects)
April 2	Regular Council Meeting/Budget Work Session (Police and Fire)
April 8	6:00 pm - School/City Council Budget Work Session This will be a dinner meeting, Galileo School
April 16	Regular Council Meeting Public Hearing – 1 <sup>st</sup> Reading Resolution Approving School Budget Budget Work Session (Public Works, Community Development, and Transportation)
April 22	DUC Meeting
April 23	7:00 pm - Budget Work Session, 4 <sup>th</sup> Floor Conference Room (Biennial Utility Rate Study, Utilities, and all remaining departments)
<b>April 30</b>	6:00 pm - Budget Work Session, 2 <sup>nd</sup> Floor Conference Room All Department Directors to attend. <b>City Council's Introductory Budget finalized and released (City Charter Section 8-6)</b>
May 7	Final Adoption - Resolution Approving School Budget 1 <sup>st</sup> Reading – Real Estate Tax Ordinances Public Hearing – R/E Tax Increase
May 21	1 <sup>st</sup> Reading – Utility Rate Increase Ordinance Public Hearing – Utility Rate Increase Final Adoption – Real Estate Tax Ordinance Public Hearing – City Budget – 1 <sup>st</sup> Reading Resolutions 1 <sup>st</sup> Reading- Budget Approp Ordinance City & CIP Budget

June 4	Final Adoption – Utility Rate Increase Ordinance Final Adoption of Resolutions approving City & CIP Budgets Final Adoption – Budget Appropriation Ordinance
June 18	Hold for possible budget actions
July 1	Begin New Fiscal Year

**LEGAL REQUIREMENTS:**

Utility Rates and other Fee Increases: Advertise 2 successive weeks with 2<sup>nd</sup> publication no sooner than 1 week after the first publication. Fourteen days must elapse between the last publication date and the passage of the ordinance.

Reassessment years when reassessment produces tax levy in excess 101% of current levy - Notice of Public Hearing for Real Estate Tax Rate at least 30 days prior to Public Hearing. The Public Hearing for the R/E Tax Increase CANNOT be held at the same time of the Public Hearing on the Budget.

Non-reassessment years for Real Estate Taxes and all other local taxes – notice of proposed increase must be published in a newspaper at least seven days before Public Hearing. Ten days must elapse between Public Hearing and passage of ordinance.

Advertise Summary of School Budgets once at least 7 days prior to Public Hearing. School Budget must be approved by May 15 or within 30 days of receipt of State Revenue Estimated whichever occurs later.

Advertise Summary of City & CIP Budgets once at least 7 days prior to Public Hearing.

Budget Appropriation Ordinance not to be passed until 10 days after introduction.

## **BUDGET ADMINISTRATION**

The City Manager Recommended Budget is prepared by the City Manager and presented to the Mayor and City Council for review and deliberation. After the review of the City Manager Recommended Budget by City Council, an Introductory Budget is prepared and contains all of the changes and amendments made by the City Council during its budget workshops. It is the Introductory Budget that is submitted to the public for public hearing. After the public hearing on the Introductory Budget, City Council offers final amendments to the budget and formally adopts the budget no later than June 30 of each year.

The Adopted Budget takes the form of: 1) an ordinance, authorizing expenditures and the raising of revenues during the coming budget year, and 2) resolutions authorizing fees, charges and related actions.

Once the budget is adopted by the City Council, it becomes the shared responsibility of the city manager, finance director, budget director and department heads to oversee the implementation of the budgeted programs and to continually monitor expenditure and revenue levels throughout the year. Full implementation of the FY 2012 budget begins on July 1, 2011.

## **DESCRIPTION OF MUNICIPAL BUDGET FUND**

The Code of Virginia requires all ordinances appropriating funds in an amount of \$1,000 or greater to be introduced and lay over for a period of 10 days prior to final adoption. Further, if at any meeting ordinances amending the budget exceed one percent of the budget or \$500,000, whichever is the lesser, the State Code requires that such budget amendments be advertised for public hearing. The City Charter requires the affirmative votes of two-thirds of all the members of the City Council for all ordinances imposing taxes, authorizing the borrowing of money or appropriating money exceeding the sum of \$10,000.

The City of Danville organizes expenditures and revenues by fund. All the City's funds are shown in this document are described in more detail below.

## **OPERATING FUND**

### **The General Fund**

The General Fund is the primary operating fund for governmental-type activities. This fund accounts for all financial resources of the City, except for those resources required (by general accepted accounting principles) to be accounted for in another fund. The most significant sources of funding are general property taxes, other local taxes and transfers from the various utility funds. The most significant expenditures from this fund are for public safety, public works programs including infrastructure maintenance, health and welfare programs and contributions to other funds for education and capital improvements. The budget and accounting records are maintained on a modified accrual basis.

## **INTERNAL SERVICE FUNDS**

### **The Insurance Fund**

This fund provides accountability for all City costs relating to workers compensation on a self-insured basis, general insurance provided by outside insurance carriers- excluding group health and life, risks covered by statewide pools and risks other than workers compensation on a self-insured basis. The fund is supported by charges to the user departments on a cost-reimbursement basis and is on a modified accrual basis of accounting for both the budget and the accounting records.

**The Central Services Fund**

This fund provides accountability for the acquisition of office supplies, the cost of interoffice mail, central mailroom and printing services, which are provided to the various departments of the City. The fund is supported by charges to the user departments on a cost-reimbursement basis and is on a modified accrual basis of accounting for both the budget and the accounting records.

**The Motorized Equipment Fund**

This fund provides accountability for the acquisition and maintenance of motorized vehicles for various departments of the City. The fund is supported by charges to the user departments on a cost-reimbursement basis and is on a modified accrual basis for both the budget and the accounting record.

**ENTERPRISE FUNDS**

**The Transportation Fund**

This fund provides for activities relating to mass transit bus services. The fund is on an accrual basis of accounting for both the budget and the accounting records. However, the fund is not self-supporting. Operation and maintenance costs are paid by user fees from passengers of the bus service, local, federal, and state grants and transfers from the General Fund.

**The Sanitation Fund**

This fund provides for activities relating to the collection and disposal of solid waste. The fund is self-supporting with user fees, which cover the operating and maintenance cost. The fund is on an accrual basis of accounting for both the budget and the accounting records.

**The Cemetery Fund**

The Cemetery Fund provides for funeral services, sale of lots and record keeping. The staff provides services to local funeral homes and can assist residents and non-residents who are interested in purchasing at-need and pre-need burial lots. Additionally, this fund provides for the maintenance of the eight municipally owned cemeteries. The fund is on an accrual basis of accounting for both the budget and the accounting records.

**The Wastewater Fund**

This fund provides for activities related to the treatment of household, commercial and industrial waste as well as the operations and maintenance of the treatment facilities, pumping stations, and collection lines. The fund is self-supporting with user fees, which cover the expenses for the collection system and treatment facilities and a contribution to the General Fund in lieu of taxes and to represent a return on investment. An accrual basis of accounting is used for this fund for both the budget and the accounting records.

**The Water Fund**

This fund provides for reliable high quality drinking and industrial process water at the lowest cost possible while complying with all local, state, and federal laws, regulations and standards. The fund is self-supporting with user fees, which cover the operating, and maintenance cost for water treatment plant and the distribution lines and a contribution to the General Fund in lieu of taxes and to represent a return on investment. An accrual basis of accounting is used for this fund for both the budget and the accounting records.

### **The Gas Fund**

This fund provides for activities relating to the purchase and distribution of natural gas to customers. The fund is self-supporting with user fees, which cover the purchased cost of natural gas, operation and maintenance of the distribution system and a contribution to the General Fund in lieu of taxes and to represent a return on investment. An accrual basis of accounting is used for both the budget and the accounting records.

### **The Electric Fund**

This fund provides for activities relating to the purchase of electricity, production of electricity, and operating and maintenance costs. The operating and maintenance costs cover the hydro-electric facilities, transmission system, and the distribution system. The fund is self-supporting with user fees, which cover all costs and provide a contribution to the General Fund in lieu of taxes and to represent a return on investment. An accrual basis of accounting is used for both the budget and the accounting records.

### **The Telecommunications Fund**

The Telecommunications Fund is an e-rate service provider to the Danville Public Schools and the Pittsylvania County Schools and maintains and operates nDanville, a high-tech fiber optic network. The fund is self-supporting with user fees, which cover all costs and provide a contribution to the General Fund in lieu of taxes and to represent a return on investment. An accrual basis of accounting is used for both the budget and the accounting records.

## **SPECIAL FUNDS**

### **The Capital Projects Fund**

This fund provides accountability for financial resources used for major construction projects relating to general government use. Funding resources include proceeds from the sale of bonds, federal and state grants and transfers from the General Fund. The fund operates on a modified accrual basis of accounting for both the budget and the accounting records. Information regarding these projects can be found in the Capital Improvement Plan document.

### **Virginia Department of Transportation Fund**

In accordance with Section 33.1-41.1 of the Code of Virginia, the Commonwealth Transportation Board authorizes payments to municipalities for maintenance, construction, or reconstruction of eligible roads and highways. The maintenance payments are based on lane miles of principal, collector, or local streets within the city limits. The rates are adjusted annually. This fund will more clearly identify the Virginia Department of Transportation maintenance fund expenditures. The funds are reimbursed to the city on a quarterly basis.

**Accrual Basis of Accounting**

Funds that focus on total economic resources employ the accrual basis of accounting, which recognizes increases and decreases in economic resources as soon as the underlying event or transaction occurs. Revenues are recognized as soon as they are earned and expenses are recognized as soon as a liability is incurred, regardless of the timing of the related cash inflows and outflows.

**Appropriation**

The legal authority granted by the City Council to expend funds for a specific purpose.

**Assessment**

The official valuation of property for the purposes of taxation.

**Assessed Value**

A valuation set upon real or personal property by the City Assessor as a basis for levying taxes.

**Balanced Budget**

Occurs when the total revenues match the total expenditures for a fiscal year.

**Bond**

A written promise to pay a specified sum of money (the “principal”) at a specified date in the future, together with a periodic interest at a specified rate. The payments on a bond are referred to as “debt service”.

**Budget**

The plan for the acquisition and allocation of resources for a specified purpose.

**Capital Improvement Program**

A five-year plan for completing public capital projects on an annual basis, with tentative beginning and ending dates for each, anticipated costs, and options for financing.

**Capital Outlay**

Category of expenditures that includes machinery/equipment purchases, furniture/fixtures purchases, communications purchases, motor vehicles and equipment, software purchases, or certain expenditures classified as improvements.

**Capital Projects**

Large one-time construction/maintenance projects or purchases that are expected to provide services for citizens over a period of time.

**Contingency**

An estimated amount of funds needed for deficiency, contingent or emergency purposes.

**Contribution Other Entity**

Category of expenditures that includes contributions to outside organizations.

**Cost Allocation**

Cost allocation distributes accumulated indirect costs to the programs that benefit from the accumulated cost on the basis of percentages that represent a reasonable and equitable allocation base. A cost allocation plan allows the General fund to recover administrative costs from Enterprise Funds, grants, and other participants (Juvenile Detention).

**Current Financial Resources**

A measurement that focuses on changes in current financial resources. Here the goal of the operating statement is to answer the question, "What are the transactions or events of the period that have increased or decreased the resources available for spending in the near future?" This is the focus of governmental type funds (the General Fund) and is the reason the modified accrual basis of accounting is used.

**Danville-Pittsylvania Regional Industrial Facility Authority (RIFA)**

A regional partnership between the City of Danville and Pittsylvania County for the purpose of engaging in joint economic development efforts.

**Debt Service**

Repayment of City debt, including interest.

**Department**

An entity with the City organization, established either by State Code or identified need, for the administration of specifically related duties or responsibilities. A Department Head is responsible for the activities or expenditures within that department.

**Depreciation**

The process for estimating and recording the lost usefulness, expired useful life, or diminishment of a fixed asset that cannot or will not be restored by repairs and must be replaced. The cost of the fixed asset's lost usefulness is the depreciation or the cost to replace the item at the end of its useful life.

**Disbursement**

A cash payment to an outside party, or a transfer of funds to another accounting entity within the City's financial structure.

**Division**

For manageability and accounting purposes, some departments are further divided into divisions, which are small units of control in a given service area.

**Economic Resources**

A measurement focus used to describe the types of transactions and events that are reported in a fund's operating statement. The goal of the economic resources measurement focus is to answer the question, "What transactions and events have increased or decreased the fund's *total economic resources* during the period?" This is the goal of enterprise funds, and hence is the reason they use the accrual basis of accounting.

**Employee Benefits**

Category of expenditures that include indirect and non-cash compensation paid to an employee such as contributions to FICA, retirement (ERS and VRS), worker's compensation, and expenditures classified as employee services.

**Encumbrance**

A reservation of funds for an anticipated expenditure prior to an actual payment for an item. Funds are usually encumbered or reserved once a contracted obligation has been entered into for an item, but prior to the cash payment actually being disbursed.

**Enterprise Fund**

These self-supported funds for city-owned entities are entirely or predominantly financed by user fees. The operation of these self-sustaining funds is accounted for in such a way as to show gains or losses, similar to that of a private enterprise.

**Expenditure**

The authorized payment of City funds for goods or services. This includes payment for operating expenses, capital improvements, and debt service.

**Fiscal Year**

A year long accounting period. For the City of Danville, the fiscal year runs from July 1 to June 30 of the following year.

**Full Time Equivalent (FTE)**

Full-time equivalent employees equal the number of employees on full-time schedules plus the number of employees on part-time schedules converted to a full-time basis. For example, a part-time worker employed for 20 hours a week where full-time work consists of 40 hours, is counted as 0.5 FTE

**Fund Balance**

Resources, which at year's end, have exceeded requirements and have not been designated for any specific purpose.

**General Fund**

The general fund accounts for the majority of day-to-day City operations and finances by taxes and revenue.

**Grant**

A contribution of assets by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments. Grant moneys are usually dedicated for specific purposes.

**Internal Services**

A category of internal service funds that centralize the services for the general government motor pool, print shop, and insurance. These services are provided on a cost-reimbursement basis to the departments utilizing the services.

**Internal Services Fund**

The internal services fund accounts for the financing of goods and services provided by one fund to another fund on a cost reimbursement basis.

**Labor Expense Cross**

The cost of public works labor charged to another department.

**Modified Accrual Basis of Accounting**

Method under which revenues are recognized when earned, only to the extent they are collectible within the period or soon enough afterwards to be used to pay liabilities of the current period. Similarly, debt service payments and specific accrued liabilities are only recognized as expenditures when payment is due because it is only at that time that they normally are liquidated with expendable available financial resources. Funds that focus on the current financial resources (governmental funds) use the modified accrual basis of accounting.

**Non-Categorical Aid: 599 Funds**

Funding earmarked for public safety from the State of Virginia for localities with Police Departments.

**Other Operating Expenses**

A category of expenditures that includes travel and training, general liability insurance, dues and memberships, telephone/internet, office supplies, books and subscriptions, postal service, uniforms, and other materials and supplies.

**Operating Expenses**

The portion of the budget pertaining to the daily operations that provides basic governmental services.

**Personnel Services**

A category of expenditures that includes the salaries and wages for employees.

**Position**

A specified group of duties and responsibilities to be performed by a person employed by the City.

**Proprietary Funds**

Funds that rely on operating income, changes in net assets or cost recovery, financial positions, and cash flows.

**Public Assistance**

A category of expenditures that includes Social Service programs.

**Purchased Services**

A category of expenditures that include services performed by non-city entities for the functionality of a department or division. This can include payments for maintenance service contracts, repair work done by non-city firms, or accounting/auditing services.

**Reduction in Force (RIF)**

Process by which an employee is separated from service as a result of the abolition of a position.

**Reserve**

Funds that have been set aside for a specific purpose or future use.

**Revenue**

Government income, including, but not limited to, funding from sources such as taxes, permits, fees, licenses, fines, and grants.

**Tax Base**

The aggregate value of all items being taxed.

**Tax Rate**

The level of taxation stated in terms of a dollar amount (i.e \$0.73 per \$100 of assessed value) or a percentage of the value of the tax base (5% sales tax).

**Transfer Out**

General Fund support of other operations. For fiscal year 2010, the General Fund has budgeted support to the General Government Capital Improvement Projects Fund, Economic Incentives, Special Revenue Fund for local share of Grants, Schools, the Transportation Fund, and the City's share of support for the Regional Industrial Facility Authority.



## City of Danville, Virginia

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CITY MANAGER  
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July 1, 2013

Honorable Mayor and Members of Council:

I am pleased to present to you the Adopted FY 2014 Budget. I wish to thank you for the very hard work, diligence, and direction given throughout this budget process.

The Adopted FY 2014 General Fund Budget is \$96,233,170, which is 0.17% less than the previous fiscal year and does not impose increased taxes or fees. The Utilities budgets include expenditures (less depreciation) of nearly \$130 million in the Wastewater, Water, Gas, Electric and Telecommunications Funds and \$9.6 million for affiliated capital projects. Except for the Water Fund, no utility consumption rate increases are included. However, increases are made in monthly customer charges for Electric and Water Funds.

The loss of revenues as result of the 2008 recession is beginning to turn around. This budget estimates revenue growth in real estate, personal property and business, professional, and occupational license taxes of \$1.75 million. Other local taxes are estimated to remain flat or slightly decrease. Building permits, inspection fees, and charges for services are also estimated to be flat or decreasing slightly. State revenues are estimated to be mixed with non-categorical aid decreasing while categorical aid for Social Services reflects an increase. The General Fund budget also includes an increase of \$448,000 in transfers from Utilities and \$300,000 in recovered cost.

The City, as part of the employee pay for performance project, conducted a classification and compensation study on current positions to ensure they are accurately classified and have a pay range appropriate and competitive in the relative labor markets. Funding in the amount of \$750,000 in the General Fund and \$380,000 in other funds will provide for adjustment for those positions falling below the minimum of the adjusted pay ranges and 0.5% increase per years of service in their current position. This is the first phase to address compression for employees unable to move through their pay range for over a decade due to lack of a pay for performance program.

The City's support of Danville Public Schools is \$17,399,860. This reflects a return to the FY 2012 funding level, less \$525,000, the first of four years of reimbursements to cover the \$2.1 million advance provided in the FY 2013 Budget.

Accompanying this document is the City's Five-Year Capital Improvement Plan (CIP). Fiscal Year 2014 provides funding for all funds in the amount of \$21,642,015. Funding

sources include current revenues of \$2,937,000 from the General Fund and \$6,713,015 from Utilities; Contribution-in-Aid of \$575,000 for Utilities, and Transfers from Unassigned Fund Balance of \$2,060,000 from the General Fund and \$500,000 from the Telecommunications Fund. Also included in the CIP are projects funded with grants and bond funds. Appropriations for these projects will be recorded when funding is approved by separate appropriation ordinances.

I would like to express my appreciation to our Budget Team and to our Department Directors for a job well done. Again, I would like to express my sincere appreciation to each of you for your cooperation and guidance in developing a budget that will continue to move Danville forward.

Respectfully,

A handwritten signature in dark ink, appearing to read "Joseph C. King", with a stylized flourish extending to the right.

Joseph C. King  
City Manager



## City of Danville, Virginia

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CITY MANAGER  
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April 30, 2013

Citizens of Danville:

The Danville City Council and City Manager present City Council's Introductory Fiscal Year (FY) 2014 Budget in accordance with Chapter 8, Section 8-6 of the City Charter. The Danville Utility Commission's recommendations regarding the Water, Wastewater, Electric, Gas, and Telecommunications Funds are included. This version of the proposed budget was developed over several public sessions following the City Manager's presentation of his initial working draft on March 5. Public input on this proposed budget is actively encouraged through May and June before a final budget is adopted and associated funds appropriated by June 30.

**Short-Term Actions; Long-term View:** If undertaken perfunctorily, the annual budgeting process tends to be incremental and without a guiding purpose. The City of Danville is approaching its budget preparation activities in a much more strategic fashion. While preparing a budget that gets the City through one more fiscal year, Danville must do what is necessary to recover from its economic and employment losses and transform its economy to a more sustainable, diverse, future-oriented one. Danville currently finds itself in the same situation as other old, isolated industrial cities that have lost their legacy industries and with them, much of their population. The loss of Danville's traditional textile and tobacco industries has resulted in



- Population losses, particularly among middle-income households;
- High unemployment rates;
- A displaced workforce that needs remedial education and retraining to compete in the globalized economy;
- Growing poverty and related social ills; and
- A weak housing market plagued by abandonment and blight.

Danville was once a thriving manufacturing center with abundant job opportunities and the residential community of choice by those who worked here. The collapse of traditional textile and tobacco industries has had devastating effects on the population and Danville's neighborhoods. Danville must reverse its population decline and restore its

middle-income base. To do so will require that Danville once again become both a place of economic opportunity and an attractive, desirable place in which to live. The City must resolutely sustain economic development, River District revitalization, and blight eradication efforts. It must provide just the right mix of municipal services and facilities to satisfy current resident demands and attract newcomers. And it must accomplish this while operating cost-effectively with affordable taxes, fees, and utility rates.

To accomplish this will require a comprehensively five-element strategy, not just during FY 2014, but over the long-term.

1. Build on Economic Strengths -- Transform Danville's economy into a vibrant, future-focused one built on knowledge, innovation, and entrepreneurship.
2. Fix the Basics -- Sustain just the right mix of public services, facilities, and amenities to retain and attract residents, and do so effectively and efficiently.
3. Transform the Physical Landscape -- Implement capital improvement projects that stimulate revitalization of Danville's economy.
4. Grow the Middle Class -- Reestablish Danville's middle-class character and ensure healthy population growth and a brighter future.
5. Create Neighborhoods of Choice -- Ensure that all of Danville's neighborhoods are attractive, desirable places to live.

Implementing this strategy involves making purposeful use of on-going operating expenditures, as well as special project and capital improvement expenditures. The following special projects address all five of these elements. Each represents acceleration efforts already underway.

Industrial & Business Sites: The availability of suitable places for businesses is crucial to building Danville's new economy. Recent economic development initiatives have featured acquisition and development of land and buildings to accommodate new and expanding businesses. These activities have taken place throughout commercial and industrial districts, in the City's industrial parks, and in the River District. This Proposed FY 2014 Budget includes \$4 million for acquisition and improvement of business sites and buildings, \$1.7 million for industrial sites and buildings and \$2.3 million for the purchase and improvement of buildings in the River District. Funding sources are proposed as follows:

Property Purchase & Development	Operating Revenue	Fund Balance	Bonds	Total
Industrial Properties	\$ 750,000	\$ 0	\$1,000,000	\$1,750,000
River District Properties	240,000	2,060,000	0	2,300,000
Total	\$ 990,000	\$2,060,000	\$1,000,000	\$4,050,000

**River District Renaissance:** Continued investment in River District improvements is another essential component in the City's economic development strategy. The goal is to encourage private investment, which will ultimately strengthen Danville's economy, enhance the quality of life for current residents, and attract visitors and new residents to Danville. Recommended FY 2014 projects include \$785,000 for those streetscape improvements not funded by VDOT and installation of wayfinding signage. Funding sources are proposed as follows:

Program Elements	Operating Revenue	Bonds	Total
Streetscape Features		635,000	635,000
Wayfinding Signage	150,000	0	125,000
Total	\$ 150,000	\$ 635,000	\$785,000

**Blight Eradication:** Danville's housing stock is old and poorly maintained with nearly 2,000 houses currently vacant, abandoned, or boarded up. Property blight is pervasive in many neighborhoods. This is adversely affecting public safety, neighborhood quality of life, property values, and Danville's appeal as a community of choice. It is proposed that code enforcement and demolition efforts be expanded significantly over the coming three years to enable the City to elevate the current average of 20 demolitions per year to approximately 100. Funding sources are proposed as follows:

Program Elements	Operating Revenue	Bonds	Total
Program Expenditures	\$ 250,000	\$ 0	\$ 250,000
Demolitions		1,500,000	1,500,000
Total	\$ 250,000	\$1,500,000	\$1,750,000

Program expenditures cover retaining an attorney on a temporary basis who would be dedicated to support of code enforcement, demolitions, and housing redevelopment efforts aimed at helping stem Danville's population loss and attracting new residents. The attorney would help our code enforcement personnel develop the strongest possible cases for demolition of condemned blighted properties and would accompany them in court appearances. This individual would also assist in development of new regulatory tools. Funds would also be used to retain consultants to prepare a housing redevelopment plan to guide infill development efforts.

**Rightsizing:** According to the Commonwealth's Auditor of Public Accounts, Danville's expenditures are in line with those of other municipalities in Virginia, particularly among comparable municipalities. A comprehensive review of municipal operations conducted by the Municipal Financial & Services Group concluded that Danville operates efficiently and that significant reductions in operating costs would require reductions on municipal service levels.

Recognizing this and projected revenue/ expenditure gaps, organizational consolidations and reductions in the labor force were undertaken during the past few fiscal years.

Additional rightsizing measures are proposed in FY 2014 to produce \$320,295 in additional operating cost savings that can be sustained beyond next fiscal year. Over \$500,000 in FY 2014 cost savings will also be realized through lower payments to the retirement fund's post-employment benefit re-serves, the workers compensation insurance program, and the local share for Comprehensive Service Act programs.

Any local government's mix of services, programs, and facilities represents the cumulative effect of formal and informal decision-making by City Councils and administrators over time. Our budget challenges call for a more deliberate, strategic approach that carefully determines the need for a service, program, or facility and its appropriate quality levels, settles on the most effective and efficient means of implementation, and devises a sustainable source of funding.

Modifications proposed in FY 2014 include the following:

<u>Service Reductions:</u>	
Lower custodial service levels	\$120,000
Eliminate contract and cover buildings with current municipal staff	
<u>Fulltime Personnel Reductions:</u>	
Eliminate Sr. Accountant	78,400
<u>Cost Allocation Modifications:</u>	
Sr. Accountant to RIFA	17,170
PW personnel to other funds	30,765
CD Inspector - 50% to Water Fund	20,700
Motor Pool vehicles to VDOT	53,260
Sustainable General Fund Savings	\$320,295

In consultation with City Council, staff will continue operational "rightsizing" reviews throughout FY 2014 and will implement cost-saving productivity improvements as opportunities present themselves. These efforts will affect all 11 municipal departments. Two areas of significance include the following:

- Expanded use of civilian personnel in the Police Department: Danville makes more use of sworn uniformed personnel in administrative functions than do most other municipalities. Operating costs could be reduced if these positions were filled by civilians.
- Consolidation of two fire stations: As much as \$400,000 could be saved annually if the Westover and Piney Forest Fire Stations were closed and replaced by a new fire station strategically located near Sam's Club with good access to Westover, Riverside, and Piedmont Drive. Were the new fire station properly

located, staffed, and equipped, the closure of the two existing stations would have little or no negative impact on service delivery and response times.

The City has already implemented the significant cost saving measures recommended by the Municipal Financial Services Group during its FY 2012 effectiveness and efficiency study. Nevertheless, staff will continue to examine the City's organization and practices in an effort to achieve increasingly more cost-effective municipal operations.

## General Fund Highlights

The total proposed FY 2014 General Fund budget appropriation is \$96,310,440. This is \$85,560 less than the current FY 2013 budgeted amount. Projected revenue changes are summarized as follows:

	<u>Proposed Budget</u>	<u>Increase (Decrease)</u>
General Property Taxes (current & delinquent):		
Real Estate Taxes	\$16,200,000	\$700,000
Personal Property Taxes	8,900,000	900,000
Penalties and Interest-All Property Taxes	450,000	(100,000)
All Other General Property Taxes	2,017,320	200
Other Local Taxes:		
Local Sales Tax	8,100,000	(50,000)
Prepared Meals Tax	6,700,000	100,000
Bank Stock Tax	750,000	(50,000)
Business & Occupation Licenses	4,700,000	400,000
All Other Local Taxes	2,885,000	(25,380)
Interest Income	500,000	75,000
Recovered Cost	5,638,450	299,310
Charges for Detention - W.W. Moore	1,204,000	79,000
State Revenues:		
Charges for Services - City Farm Per Diem	890,000	(223,600)
Shared Expenses - Constitutional Offices	4,370,680	175,040
Social Service Programs	6,298,820	159,240
State Aid to Localities (599)	2,265,000	(260,190)
Other Revenue Areas	<u>7,453,900</u>	<u>(59,210)</u>
Total Revenues	\$ 79,343,170	\$2,069,410
Transfers In From:		
Wastewater Fund	685,760	8,000
Water Fund	937,300	4,000
Gas Fund	3,008,330	102,000
Electric Fund	9,896,610	334,000
Telecommunications Funds	302,000	-
General Fund Balance	<u>2,060,000</u>	<u>(2,603,370)</u>
Total Revenues & Transfers	\$ 96,233,170	(\$163,230)

- **Real Estate Taxes** – Current real estate tax revenue is budgeted at \$15.3 million for FY 2014, a \$500,000 increase from last year. The City's Real Estate Tax Rate is 73¢ and ranks as the fifth lowest rate compared to the other cities in the Commonwealth.\*

Two factors contributed to another \$500,000 of the increase in real estate tax revenues.

- During the FY 2013 budget process, a 2% decrease in real estate assessments was anticipated; however, the actual decrease was 1.1%.
- FY 2011 current year real estate tax collections were 93.66% of budget, and under budget by \$211,266. Collections for FY 2012 were significantly under budget until the last few days prior to the June 5 due date, with 20.5% of budget collected between June 1 and June 30, ultimately resulting in 99.95% of budget realized.

In both cases, the trend changed after approval of the FY 2013 Budget.

Another influence in the payment of taxes has been Tax Authority Consulting Services (TACS). TACS has been aggressively pursuing collection of the City's delinquent taxes since November 2012. To date, they have collected \$330,000 in delinquent real estate taxes. On a monthly basis, this is several times the amount collected by the previously retained firm. This trend is expected to continue with FY 2014 delinquent real estate tax collections budgeted at \$800,000, an increase of \$100,000.

- **Personal Property Taxes** – The assessed value of personal property fluctuated significantly from year to year since the recession began late in 2008. This fluctuation, combined with the assessment of personal property on a calendar year basis, makes it difficult to forecast Personal Property Tax Revenue on a fiscal year basis. When the assessment for calendar year 2013 was calculated in late April, the assessed values increased significantly, generating an anticipated increase in Personal Property Tax Revenue of \$700,000 for FY 2014.
- **Other Local Tax Revenue** – Local sales and meals tax revenues are both good indicators of the local economy. Tax receipts for both have now returned to pre-recessionary levels. For the FY 2013 budget, both revenues were increased, anticipating moderate growth. Sales tax revenues, even though showing growth over the FY 2012 receipts are projected to fall short of the budget approximately \$50,000. Therefore, the estimate for FY 2014 has been reduced \$50,000. Meals tax revenue continues to project growth. This revenue for FY 2014 reflects a \$100,000 increase.
- **Bank Stock Taxes** – This revenue, based on deposits in local banks, was increased \$200,000 for FY 2013, however, the administration believes this revenue

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\* Knapp, PhD., John L. and Stephen C. Culps, *Virginia Local Tax Rates 2011* (Weldon Cooper Center for Public Service, 2012).

will not realize the full amount of the increase. Therefore, the FY 2014 proposed budget has been reduced by \$50,000.

- **Business, Professional, Occupational Licenses (BPOL)** – This revenue, which is also an indicator of the local economy, is projected to increase \$400,000 for FY 2014. Whereas sales and meals taxes tend to be leading indicators of positively changing local economic conditions, BPOL receipts are lagging indicators. This projected increase is a positive sign of economic growth.
- **Transfer from Fund Balance** – \$2,060,000 in transfers from the unassigned balance of the General Fund is recommended for FY 2014 funding economic development's River District Property Purchase Plan. This is less than half of the FY 2013 fund balance transfer, but last year's amount included \$2.1 million for the Danville Public School District.
- **Constitutional Offices** – The State is approved a 3% pay increase for constitutional office employees. Other than the mandated 5% increase last year to cover the 5% employee contribution to the Virginia Retirement System, these employees have not received an increase in seven years.
- **Social Service Programs** – These programs have been reduced significantly the past several years, but funding for FY 2014 projects a modest increase of \$159,240.
- **Charges for per diem** – The Adult Detention Facility reflects a decrease in the amount of \$223,600 based on three quarterly payments received to date, while the Juvenile Detention Facility's block grant funding is increasing by \$79,000.
- **State Aid to Localities (599)** – The governor's budget included a cut to this revenue. A 10% decrease has been included in this proposed budget.
- **Transfers from Utilities** – Transfers from the City's five utility enterprise funds to the General Fund are based on the principle that the utilities should pay the equivalent of taxes and return on shareholder equity that would be paid were they privately owned. The proposed budget includes increases from four of the five utility funds, adjusted in accordance with the method specified in City Council's adopted financial policies. The Wastewater Fund transfer will be increased by \$8,000, the Water Fund Transfer by \$4,000, the Electric Fund transfer by \$334,000, and the Gas Fund by \$102,000.

**Expenditures** – Major increases and decreases in General Fund expenditures are summarized as follows:

	<u>Proposed Budget</u>	<u>Increase (Decrease)</u>
Salary/Benefits:		
Salaries & Wages	\$ 28,574,970	\$ (254,030)
Market Study Salary Adjustments	750,000	750,000
Salaries – Constitutional Offices	5,890,730	230,450
Group Health Insurance	6,872,500	872,500
Employees Retirement System	4,108,340	173,330
Workers Compensation	750,000	(250,000)
Unemployment Claims	150,000	75,000
Line of Duty	350,000	200,000
Other Post-Employment Benefits	80,000	(120,000)
Maintenance Service Contracts	1,361,460	(131,260)
Social Service Programs	2,183,710	215,110
Outside Purchases - Other	1,089,510	48,780
Support of Capital Projects	5,997,000	(35,050)
Support of Grants	1,300,000	(200,000)
Contingency Appropriation	608,500	295,100
Cost Allocations	1,187,350	181,230
Debt Service	3,438,460	26,820
General Liability Insurance	480,730	76,540
Support of Other Entities	1,003,960	162,700
Motor Pool Rental Charges	806,370	(75,820)
Transfer To Cemetery Fund	88,540	88,540
Transfer to Schools	17,399,860	(2,625,000)
All Other Expenditures	<u>12,761,180</u>	<u>131,830</u>
Total Expenditures	\$ 96,233,170	\$ (163,230)

- **Salaries & Wages** – The elimination of one full-time in the General fund is recommended. Also, Public Works will allocate a portion of General Fund employee salaries to the VDOT Fund, Sewer Fund, Sanitation Fund, and Water Fund. The decrease shown above includes these actions and cost savings realized from turn-over and the retirement of several long-term employees.
- **Market Study Salary Adjustments** – As part of the pay for performance project, the City is in the process of conducting a classification and compensation study on current positions to ensure they are accurately classified and have a pay range appropriate for the knowledge, skills, and abilities the position requires and one

that is competitive in the relative labor markets. Based on preliminary data collected from a market study conducted by Waters Consulting Group, staff anticipates a need to increase pay ranges for those positions falling below the average market data. Additional information is included in the “All Funds” section of this transmittal.

- **Group Health Insurance** – Like many other large employers, the City administers a self-insured health plan for employees and retirees under which the actual claims for health care benefits and prescription coverage are paid. Health insurance is budgeted at \$6,872,500 in FY 2014, \$872,500 more than in FY 2013. This is due to a combination of an anticipated 12% increase in utilization plus mandated administrative fees of approximately 5% to fund the Patient Protection and Affordable Care Act requirements.
- **Employees Retirement System** – Refer to “All Funds” section of this transmittal for retirement system information.
- **Line of Duty** – The Line of Duty Act (LODA) program was established by the General Assembly to provide death and continuing health insurance benefits to surviving dependents of public safety personnel killed in the line of duty and continuing health insurance benefits for those disabled. Fortunately for public safety personnel and their families, communities, and employers, few are killed in the line of duty. A much larger number are granted disability retirements that qualify for LODA benefits. The General Assembly has expanded LODA over the years in terms of who is covered and the level of benefits. The General Assembly has determined that the Commonwealth cannot afford to provide these benefits and instead of repealing or scaling them back, shifted cost responsibilities to local governments effective July 1, 2011. An increased appropriation of \$200,000 is consequently included in the Proposed FY 2014 Budget. This cost has the potential to rise if the General Assembly expands LODA benefits.
- **Social Service Programs** – As noted above, State funding for these programs has experienced significant cuts that past few years, but the demand for these services have increased. The State’s funding level for services and programs averages 84.5% of the cost; therefore, the Social Service operating budget reflects a higher increase than the revenue.
- **Support of Capital Projects** – This budget reflects a \$35,050 decrease in General Fund Support of Capital Projects. Projects include blight removal, economic development projects, River District improvements, firefighting apparatus replacement, Information Technology upgrades, Parks and Recreation improvements, Public Works capital maintenance for buildings and engineering and street projects. See the Capital Improvements Plan for detailed information.
- **Contingency Appropriation** – During the budget preparation process, efforts were made to eliminate any contingency amounts included in departmental line items. A consolidated contingency account for each fund is administered by the

City Manager. An increased appropriation of \$295,100 to the General Fund contingency appropriation is proposed in FY 2014. Reductions in departmental operating budget is approximately \$130,000 covering a repairs and maintenance for buildings and equipment, uniforms, books and subscriptions, travel, postage, outside service, snow removal, materials and supplies, machinery and equipment, and furniture and fixtures.

- **Transfer to Schools** – The City's support of schools returns to the FY 2012 level less \$525,000, the first of four repayments of the \$2.1 million advance approved in the FY 2013 adopted budget.

### **Utilities Funds**

The Proposed FY 2014 Budget includes operating expenditures (less depreciation) of nearly \$130 million in the Wastewater, Water, Gas, Electric, and Telecommunications Funds and \$9.6 million for affiliated capital projects. In accordance with Article XI, Section 2-283 of the City Code, the Danville Utilities Commission was involved in the preparation of the Utilities Department's budget and recommends its approval by City Council.

As described previously, except in the Water Fund, no utility rate increases are proposed in FY 2014. Increases in customer charges in Electric and Water funds are recommended. The biennial rate setting process for FY 2014 and FY 2015 has been initiated. All five utility funds make annual transfers to the General Fund, this total, amounting to \$14.8 million in FY 2014, has been increased again this year. All utility funds have experienced higher assessments this year for administrative services, vehicle maintenance, insurance, retirement, and depreciation.

The proposed utilities budgets will ensure continued delivery of reliable utility services at the lowest rates possible and support vital economic development activities. The five-year Capital Improvement Plan for FY 2014 includes \$7.3 million from revenues and an additional \$2.3 million from financing instruments, providing for infrastructure improvements in wastewater, water, gas, electric, and telecommunication systems. Transfers from Gas and Telecommunication unrestricted fund reserves are proposed to support the financing of capital projects.

The Wastewater Fund will continue to install sanitary lines and reline sewers in 2014, as well as construct improvements to the Wastewater Treatment Plant. The Water Fund will make improvements on the water distribution system. An amount of \$665,000 has been appropriated for water line replacement and to address aging and deteriorating elements of the distribution system. It is proposed that the City sustain its long-standing steel and cast iron gas pipeline replacement program at \$1.5 million. It is proposed that the Telecommunications Fund continue its fiber-to-the-home deployment project. Monies from financial instruments, amounting to \$2.3 million, are being proposed in the Electric Fund to provide for the replacement of aging substation equipment.

The declining revenue trend continues to keep revenues at a point where it is necessary to adjust rates to provide the adequate funds to sustain the Utility Department, as well

as meet the expected contributions to the General Fund. Mild weather and stagnant load growth are the two major contributing factors to the revenue levels.

**Projected Fund Balance** – On the following page is a table summarizing fund balance projections for the each utility fund.

Utility Fund Balances					
	<u>Wastewater</u>	<u>Water</u>	<u>Gas</u>	<u>Electric</u>	<u>Telecom.</u>
Estimated 6/30/13 Fund Balance	(\$ 1,337,746)	\$ 5,488,214	\$ 10,009,154	\$ 28,436,706	\$ 1,231,920
Projected Transfers					
Operations & Capital			- 466,910		- 495,690
Additions to Fund Balances	<u>+ 142,380</u>	<u>+ 4,630</u>	<u>0</u>	<u>+ 87,550</u>	<u>0</u>
Estimated 6/30/14 Balance	(1,195,366)	5,492,844	9,542,244	28,524,256	736,230
Minimum Required Balance	<u>2,733,824</u>	<u>2,462,868</u>	<u>6,625,045</u>	<u>28,524,256</u>	<u>408,253</u>
Estimated 6/30/14 Surplus	(\$ 3,929,190)	\$ 3,029,976	\$ 2,917,199	\$ -0-	\$ 327,977

Note: Section 4.1 of City Council's adopted Financial Policies specifies the minimum fund balances shown above. Surpluses may be appropriated for specific expenditures by the City Council or assigned to fund balance accounts, normally to unassigned or unrestricted fund balances. Unassigned and unrestricted fund balances in excess of established minimum levels may be appropriated by Council for nonrecurring expenditures such as unanticipated budget shortfalls, economic development incentive payments, special projects, acquisition of real property, capital purchases, local matches for grants, pre-payment of existing debt, prepayment of equipment maintenance contracts, and one-time employee pay bonuses. Except during periods of economic recession or under unusual circumstances, excess funds are not be used to support routine operating expenditures.

## **Transportation Fund**

Since 1992, the City of Danville Transit System has received federal operating assistance based on a "Small Urban Program" classification. This allows small urban transit systems to carry forward surplus federal operating aid if the federal allocation is greater than the system's eligibility for assistance on an annual basis. For the past several years, Danville Transit has been able to carry forward federal funds to offset unanticipated increases in fuel cost. However, effective July 1, 2013 the transit system's status will change from small urban to rural due to the 2010 census. Therefore, if actual expenditures exceed budgeted figures the transit system will maintain less flexibility to receive additional federal aid to maintain the budgeted local contribution for the operation. To compensate for these new financial conditions the transit system is exploring options to increase fees for FY 2014.

## **Sanitation Fund**

When residential solid waste collection changed from backyard to curbside in 2011, the Public Works Department began using automated collection vehicles (side loaders) in place of the standard trucks (rear loaders). To encourage roll-out cart use which maximizes the side loaders, Public Works purchased used roll out carts and resold them to residents for \$20 each. Approximately 4,500 used roll-out carts have been sold since January 2012. The use of automated collection has allowed Public Works to reduce its work force over the past two years. These reductions have prevented a fee increase. Public Works will continue to sell new and used carts at cost and is recommending that the solid waste regulations be changed to make it mandatory that all residents use automated roll-out carts effective January 1, 2014.

### All Funds

- **Market Study Salary Increase** – The Proposed FY 2014 Budget includes provision to fund salary adjustments for positions that are found to be below the average market. Municipal funds would be impacted as follows:

Fund	Amount
General Fund	\$ 750,000
VDOT Fund	60,000
Central Service Fund	5,000
Motorized Equipment Fund	35,000
Transportation Fund	18,000
Sanitation Fund	30,000
Cemetery Operations Fund	14,000
Wastewater Fund	17,000
Water Fund	40,000
Gas Fund	30,000
Electric Fund	125,000
Telecommunications Fund	6,000
Total	\$ 1,130,000

- **Employee Retirement System** – The City offers a “defined benefit” plan, meaning that employees receive a set monthly benefit for life. Monthly benefit amounts are based on a formula that takes into account participant wages and length of service. To maintain solvency of the City’s retirement system, increased contributions will be necessary in FY 2014 to offset investment losses realized during the recession. The following chart compares the current contribution rate and the full actuarial rate to the proposed rate for the FY 2014 Budget.

	Current Rate	Full Actuarial Rate	Proposed Rate
General Employees	13.173%	14.996%	14.085%
Public Safety Employees	17.352%	19.740%	18.546%

The proposed increase is one-half of the recommended increase calculated in the Retirement System’s Valuation Report as of July 1, 2012, and dated October 26, 2012. The Retirement System’s actuary is comfortable with the proposed contribution because it will have a minimal impact, as the City will be funding 94% of the annual required contribution. The Retirement System’s Board of Trustees recom-

mended the contribution rates for the FY 2014 Budget be based on the full actuarial recommended contribution rates, if possible, or at least 50% of the actuarial recommended increase in rates if full funding is not possible.

Boomershine Consulting Group conducted a retirement program review and submitted results to staff in February 2012. As a result of this study, Council approved a Retiree Bonus Policy and eliminated ad hoc cost-of-living adjustments. This change in practice has a significant impact on reducing the Actuarial Liability and wipes out all current Unfunded Actuarial Liability: in effect, reducing the City's required contribution levels. The effective date for the Retiree Bonus Policy is July 1, 2013; therefore, changes will not be reflected until the next Actuarial Valuation issued in the fall of 2013.

The Retirement Board, City staff, and consultants will continue to evaluate options for the Retirement Plan that are consistent with the City's primary objectives of offering competitive and affordable benefits that minimize both employee and employer risk.

Increased Retirement Costs	
Fund	Amount
General Fund	\$ 252,670
VDOT Fund	17,180
Central Service Fund	820
Motorized Equipment Fund	5,000
Transportation Fund	4,450
Sanitation Fund	8,250
Cemetery Operations Fund	4,060
Wastewater Fund	4,980
Water Fund	12,400
Gas Fund	8,750
Electric Fund	37,740
Telecommunications Fund	<u>1,820</u>
Total	\$ 358,120

- **Personnel Changes** – Elimination of 2 full-time is proposed in FY 2014.

	<u>Positions</u>	<u>Status</u>
<u>Fulltime Positions:</u>		
Finance/Accounting	1 Senior Accountant	Retiring
Public Wks./Cemeteries	1 Groundskeeper	Vacant
Total Fulltime Positions	2	

- **Capital Project Funding** – The Capital Improvements Plan covers proposed projects in all funds and revenue sources to finance them. Financing resources include current revenues, contributions-in-aid, state grants, transfers from unassigned fund balances, and bond proceeds. Over \$12.7 million in capital projects will be considered as part of the FY 2014 budget ordinance. Other transactions will require separate actions by City Council. Examples include appropriation of state and federal grants, VDOT funds, and issuance of bonds. The list below details the funding included in the Budget

Appropriation Ordinance and funding which will require separate action required by Council.

Funding included in the Budget Appropriation Ordinance	\$12,785,015
Funding authorized through separate actions	
VDOT funds for River District Streetscape Phase II	805,000
General obligation bonds for General Fund & Electric Fund	<u>8,052,000</u>
Total Capital Projects – All Funds	\$21,642,015

- **Debt Service** – General Fund (tax supported) debt as of June 30, 2012, was \$31.7 million, with debt service payments averaging \$2.8 million over the next five years (including debt for schools). The City maintains the following standards to ensure a higher level of security than afforded by State standards:
  - Debt to Assessed Value – General Fund tax revenue will not exceed 3% of total taxable assessed value of property within the City limits. As of June 30, 2012, tax supported debt was 1.17% of the total taxable value of property.
  - Debt Service to Expenditures – Debt service paid from general tax revenue will not exceed 10% of total General Fund Expenditures. As of June 30, 2012, tax supported debt service was 3.36% of General Fund Expenditures.
  - Debt Payout Ratio – The City will structure bond issues to maintain an overall 10-year payout ratio of not less than 60%. As of June 30, 2012, the City's

overall payout ratio was 73.5% (81.5% General Fund and 69% Proprietary Funds).

#### Changes in Debt Services

	<u>Amount</u>	<u>Incr/(Decr)</u>
General Fund:		
G/O Bond (Principal & Interest)	\$1,216,830	\$277,170
Juvenile Detention Facility Bonds	95,590	45,070
Social Service Building Bonds	50,770	(10,100)
School Bonds (Principal & Interest)	1,305,170	(433,290)
City Share RIFA Bonds	478,330	1,680
Reimbursable Agreements	87,010	(52,470)
Fiscal Agent Fees	4,760	(1,240)
Total General Fund	\$2,960,160	\$26,820
Utility Funds:		
Wastewater Fund		
Bonds	\$1,705,480	\$108,200
Reimbursables	31,720	(8,430)
Water Fund	1,171,580	147,370
Gas Fund	295,460	26,220
Electric Fund	3,486,400	172,320
Total Utility Funds	\$6,690,640	\$445,680
Other Funds:		
Mass Transit Fund	\$ 130	\$ 10
Motorized Equipment Fund	3,130	(450)
Sanitation Fund	2,520	330
Total Other Funds	<u>\$ 5,780</u>	<u>\$ (\$110)</u>
Total All Funds	\$9,656,550	\$472,390

I am grateful to our budget team for its hard work getting to this point. City staff stands ready to assist Council throughout the remainder of the budget process. We are all ultimately accountable to the citizens in providing needed municipal services and facilities in an effective and efficient manner.

Respectfully,



Joseph C. King  
City Manager



## City of Danville, Virginia

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March 5, 2013

Honorable Mayor and Members of Council:

In accordance with Chapter 8, Section 8-6 of the City Charter, a Working Draft of the Proposed Fiscal Year (FY) 2014 Budget is respectfully submitted herein. Chapter 8, Section 8-6 of the City Charter requires the City Manager to submit a proposed budget by April 1 of each year. The Charter directs the Manager and Council to subsequently work together on a modified proposed budget that must be presented to the public no later than April 30. This Working Draft is being submitted nearly a month early to allow City Council more time to prepare the budget it wishes to introduce to the public at the end of April. Several work sessions will be conducted over the coming weeks to accommodate Council's preliminary budget deliberations. Public input on the budget will be actively encouraged through May and June before a final budget is adopted and associated funds appropriated by June 30.

This Working Draft incorporates Council's guidance received during work sessions conducted in November and December. The Danville Utility Commission's recommendations regarding the Water, Wastewater, Electric, Gas, and Telecommunications Funds are likewise included in this Working Draft. With exceptions noted below, current municipal services\* are maintained in FY 2014.

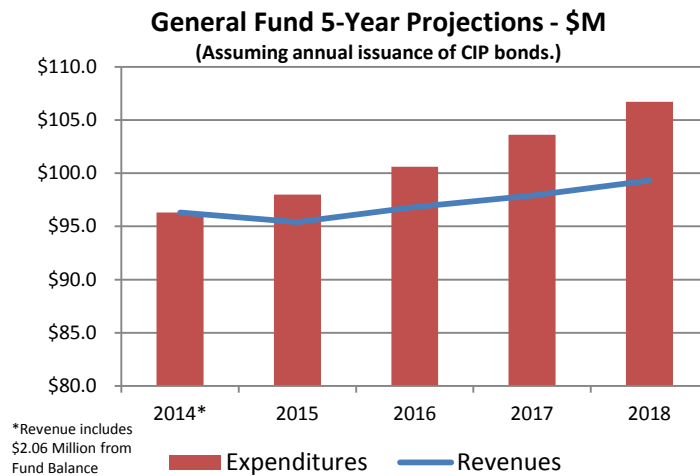
**Closing the FY 2014 Gap:** The City's financial condition is excellent in terms of maintenance of appropriate cash reserves, levels of indebtedness, and retirement system funding. Taxes, fees, and utility rates are at competitive and affordable levels and per capita expenditure levels for municipal functions are comparable to other Virginia cities. However, as discussed during budget preparation work sessions, General Fund services cannot be sustained in the future with the current revenue structure. Like most other local governments struggling through the global recession, Danville must increase revenues, reduce expenditures, or achieve a sustainable combination of both.

A \$3 million FY 2014 General Fund shortfall was reported at the outset of the budget preparation process last fall. Until a sustainable revenue/expenditure balance is achieved, similar revenue shortfalls will be experienced during the coming years. This will be difficult. Citizens demand much of the City. There appears to be little public sup-

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\* Such reference to current service levels is meant to include not only services provided at specific levels of quantity and quality, but also programs, facilities, and infrastructure.

port for significantly lowering municipal service quality levels, downsizing municipal programs, closing facilities, or reducing maintenance levels. Neither is there the appetite for tax or utility rate increase. This quandary forces unpopular budget decisions.



The City Council directed that the projected FY 2014 gap be closed through a combination of revenue increases and expenditure cuts. This Working Draft of the Proposed FY 2014 Budget includes a 5¢

FY 2011 Tax Rates	Danville	Bristol	Martinsville	Petersburg
Real Property Tax	\$0.73	\$0.94	\$1.018	\$1.35
Personal Property Tax	\$3.00	\$7.00	\$2.30	\$4.40
Meals Tax	6.0%	6.0%	6.0%	4.0%
Transient Tax	6.0%	6.0%	2.0%	4.0%
Cigarette Tax	--	4¢	20¢	10¢
Admission Tax	--	--	--	5.0%
Utility Transfers as GF%	14.14%	0.60%	8.75%	0.31%

increase in the real property tax rate (from 73¢ to 78¢) which would produce \$1 million in new revenue. Compared to other cities of similar economic and community characteristics, Danville General Fund relies much more on transfers from its utilities funds than on its real property taxes. In fact, Danville's real property tax rate has declined from 81.35¢ in FY 2000 to its FY 2013 rate of 73¢. Having essentially maximized use of all other revenues available to Virginia local governments, real and personal tax

rates provide the only revenue sources available to meet the City's needs. Danville should endeavor to keep its property tax rates among the lowest in the Commonwealth, but it cannot sustain municipal services and build a stronger future with a real property tax rate of 73¢.

To balance the FY 2014 budget, the \$1 million in new revenue produced by the proposed 5¢ property tax increase is combined with \$750,000 in projected additional growth of current revenues, \$250,000 in short-term spending cuts, and \$1 million in sustainable, on-going spending cuts. General Fund proposals also include prudent use of \$2 million in unassigned cash reserves to fund economic development projects and issuance of nearly \$6 million in general obligation bonds to fund capital improvements and blight eradication activities.

Utility rates have remained unchanged for several years. The Danville Utility Commission is currently conducting its biennial rate study and is preliminarily recommending no changes in electric, gas, or wastewater rates. However, increases in customer service charges in the Electric and Water Funds and an increase in consumption charges in the

Water Fund are recommended effective July 1. These changes would restore customer service charges to FY 2009 levels and bring the Water Fund, which has been operating at a deficit, back into balance. The residential electric customer charge is recommended to go from \$4.00 per month to \$7.80. The typical (5/8" meter) residential water customer's customer charge would increase from \$5.85 to \$7.35 per month. Customer charges for other meter sizes would increase at different rates based on a cost of service analysis. The recommended water consumption rate per 100 cubic feet (748 gallons) would increase from \$1.57 to \$2.20.

**Short-Term Actions; Long-term View:** If undertaken perfunctorily, the annual budgeting process tends to be incremental and without a guiding purpose. The City of Danville is approaching its budget preparation activities in a much more strategic fashion. While preparing a budget that gets the City through one more fiscal year, Danville must do what is necessary to recover from its economic and employment losses and transform its economy to a more sustainable, diverse, future-oriented one. Danville currently finds itself in the same situation as other old, isolated industrial cities that have lost their legacy industries and with them, much of their population. The loss of Danville's traditional textile and tobacco industries has resulted in

- Population losses, particularly among middle-income households;
- High unemployment rates;
- A displaced workforce that needs remedial education and retraining to compete in the globalized economy;
- Growing poverty and related social ills; and
- A weak housing market plagued by abandonment and blight.



Danville was once a thriving manufacturing center with abundant job opportunities and the residential community of choice by those who worked here. The collapse of traditional textile and tobacco industries has had devastating effects on the population and Danville's neighborhoods. Danville must reverse its population decline and restore its middle-income base. To do so will require that Danville once again become both a place of economic opportunity and an attractive, desirable place in which to live. The City must resolutely sustain economic development, River District revitalization, and blight eradication efforts. It must provide just the right mix of municipal services and facilities to satisfy current resident demands and attract newcomers. And it must accomplish this while operating cost-effectively with affordable taxes, fees, and utility rates.

To accomplish this will require a comprehensively five-element strategy, not just during FY 2014, but over the long-term.



1. Build on Economic Strengths -- Transform Danville's economy into a vibrant, future-focused one built on knowledge, innovation, and entrepreneurship.
2. Fix the Basics -- Sustain just the right mix of public services, facilities, and amenities to retain and attract residents, and do so effectively and efficiently.
3. Transform the Physical Landscape -- Implement capital improvement projects that stimulate revitalization of Danville's economy.
4. Grow the Middle Class -- Reestablish Danville's middle-class character and ensure healthy population growth and a brighter future.
5. Create Neighborhoods of Choice -- Ensure that all of Danville's neighborhoods are attractive, desirable places to live.

Implementing this strategy involves making purposeful use of on-going operating expenditures, as well as special project and capital improvement expenditures. The following special projects address all five of these elements. Each represents acceleration efforts already underway.

Industrial & Business Sites: The availability of suitable places for businesses is crucial to building Danville's new economy. Recent economic development initiatives have featured acquisition and development of land and buildings to accommodate new and expanding businesses. These activities have taken place throughout commercial and industrial districts, in the City's industrial parks, and in the River District. This Working Draft of the Proposed FY 2014 Budget CIP includes \$4 million for acquisition and improvement of business sites and buildings, \$1.7 million for industrial sites and buildings and \$2.3 million for the purchase and improvement of buildings in the River District. Funding sources are proposed as follows:

Property Purchase & Development	Operating Revenue	Fund Balance	Bonds	Total
Industrial Properties	\$ 750,000	\$ 0	\$1,000,000	\$1,750,000
River District Properties	240,000	2,060,000	0	2,300,000
Total	\$ 990,000	\$2,060,000	\$1,000,000	\$4,050,000

River District Renaissance: Continued investment in River District improvements is another essential component in the City's economic development strategy. The goal is to encourage private investment, which will ultimately strengthen Danville's economy, enhance the quality of life for current residents, and attract visitors and new residents to Danville. Recommended FY 2014 projects include \$1.1 million for miscellaneous parking and right-of-way improvements, those streetscape improvements not funded by VDOT, installation of wayfinding signage, and a master plan for River District parks and trails. Funding sources are proposed as follows:

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Operating

Program Elements	Revenue	Bonds	Total
Misc. Improvements	\$ 200,000	\$ 0	\$ 200,000
Streetscape Features		635,000	635,000
Wayfinding Signage	150,000		150,000
Parks Master Plan	125,000	0	125,000
Total	\$ 475,000	\$ 635,000	\$1,110,000

**Blight Eradication:** Danville's housing stock is old and poorly maintained with nearly 2,000 houses currently vacant, abandoned, or boarded up. Property blight is pervasive in many neighborhoods. This is adversely affecting public safety, neighborhood quality of life, property values, and Danville's appeal as a community of choice. It is proposed that code enforcement and demolition efforts be expanded significantly over the coming three years to enable the City to elevate the current average of 20 demolitions per year to approximately 100. Funding sources are proposed as follows:

Program Elements	Operating Revenue	Bonds	Total
Program Expenditures	\$ 250,000	\$ 0	\$ 250,000
Demolitions		1,500,000	1,500,000
Total	\$ 250,000	\$1,500,000	\$1,750,000

Program expenditures cover retaining an attorney on a temporary basis who would be dedicated to support of code enforcement, demolitions, and housing redevelopment efforts aimed at helping stem Danville's population loss and attracting new residents. The attorney would help our code enforcement personnel develop the strongest possible cases for demolition of condemned blighted properties and would accompany them in court appearances. This individual would also assist in development of new regulatory tools. Funds would also be used to retain consultants to prepare a housing redevelopment plan to guide infill development efforts.

**Rightsizing:** According to the Commonwealth's Auditor of Public Accounts, Danville's expenditures are in line with those of other municipalities in Virginia, particularly among comparable municipalities. A comprehensive review of municipal operations conducted by the Municipal Financial & Services Group concluded that Danville operates efficiently and that significant reductions in operating costs would require reductions on municipal service levels.

Recognizing this and projected revenue/expenditure gaps, organizational consolidations and reductions in the labor force were undertaken during the past few fiscal years. Additional rightsizing measures are proposed in FY 2014 to produce \$463,255 in additional operating cost savings that can be sustained beyond next fiscal year. Over \$500,000 in FY 2014 cost savings will also be realized through lower payments to the

retirement fund's post-employment benefit reserves, the workers compensation insurance program, and the local share for Comprehensive Service Act programs.

Any local government's mix of services, programs, and facilities represents the cumulative effect of formal and informal decision-making by City Councils and administrators over time. Our budget challenges call for a more deliberate, strategic approach that carefully determines the need for a service, program, or facility and its appropriate quality levels, settles on the

most effective and efficient means of implementation, and devises a sustainable source of funding.

FY 2011 Per Capita Expenses by Function	Danville	Bristol	Martinsville	Petersburg
Education	\$1,695	\$1,323	\$1,727	\$1,483
Public Safety	672	676	639	923
Health and Welfare	475	599	396	
Public Works	345	551	334	328
Parks, Recreation & Cultural	158	194	108	126
Community Development	131	268	280	86
General Government	92	120	293	126
Judicial Administration	66	101	135	86
Total Per Capita Expense	\$3,634	\$3,832	\$3,912	\$3,730

Cities with populations over 10,000; at least 10% of workforce engaged in manufacturing; at least 20% of residents living in poverty; at least half of the housing stock 50 years or older; and unemployment rates at least 8% higher than the Commonwealth's.

This Working Draft of the Proposed FY 2014 Budget reflects continuing refinement of services, service levels, programs, and facility offerings. Some items have relatively little impact; for example, conversion of several small, underutilized neighborhood playgrounds to public open space. The most significant proposed FY 2014 adjustments in terms of direct community impact are the proposed closings of the Westover Branch Library and the Squire Center and transitioning out of direct provision of athletic programs. Closure of the Westover Branch has been proposed before. It is located in Danville's far northwest corner, serves few beyond that area, and is the sole branch of the Main Library. It would prove more cost-effective to centralize operations at the Main Library and actively promote its connection to the River District.

Proposed closure of the Squire Center is in keeping with this fiscal year's elimination of open-hours access to the Glenwood and Coates neighborhood centers. The Squire basketball court would be rented on a seasonal basis in FY 2014 to accommodate the youth basketball program. There is no doubt that these service reductions will negatively affect some of our citizens and their individual quality of life. However, the input we get from the public at large is that budgets of recreational and cultural programs and service levels should be reduced before doing so in high-priority areas like public safety and economic development.

Staff is consequently attempting to calibrate the appropriate role the City should pay in providing recreation services. Fundamentally, it is recommended that the City transition

from direct athletics program provider to serve as a facilities and organizational support provider. This would leave program delivery to the Danville Public Schools, YMCA, Boys and Girls Club, non-profit athletic organizations, and churches. The City directly operates youth basketball and football programs and adult athletics programs and supplies \$20,000 annually in financial support of the youth baseball league and \$2,000 annually in support of youth soccer. Starting this year and extending through FY 2014, it is proposed that the City work with other entities to assume responsibility for these services. A plan of action for so doing will be presented to Council during future budget discussions. Service modifications proposed in FY 2014 include the following:

Service Reductions:

Close Westover Branch Library	\$ 61,710
Reduction of 2 part-time positions	

Close Squire Center & Modify Athletics Program	81,250
Reduction of 3 part-time positions	

Gross savings to PR&T	\$ 52,380	
Loss of rental income	- 1,130	
Rental to National Guard	- 25,000	
Net savings to PR&T		\$ 26,250

Gross savings to PW	\$ 75,000	
Loss of State revenue	-20,000	
Net savings to PW		\$ 55,000

Lower custodial service levels	120,000
Eliminate contract and cover buildings with current municipal staff	

Fulltime Personnel Reductions:

Eliminate Sr. Accountant	78,400
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Cost Allocation Modifications:

Sr. Accountant to RIFA	17,170
PW personnel to other funds	30,765
CD Inspector - 50% to Water Fund	20,700
Motor Pool vehicles to VDOT	53,260
Sustainable General Fund Savings	\$463,255

In consultation with City Council, staff will continue operational “rightsizing” reviews throughout FY 2014 and will implement cost-saving productivity improvements as

opportunities present themselves. These efforts will affect all 11 municipal departments. Two areas of significance include the following:

- Expanded use of civilian personnel in the Police Department: Danville makes more use of sworn uniformed personnel in administrative functions than do most other municipalities. Operating costs could be reduced if these positions were filled by civilians.
- Consolidation of two fire stations: As much as \$400,000 could be saved annually if the Westover and Piney Forest Fire Stations were closed and replaced by a new fire station strategically located near Sam's Club with good access to Westover, Riverside, and Piedmont Drive. Were the new fire station properly located, staffed, and equipped, the closure of the two existing stations would have little or no negative impact on service delivery and response times.

The City has already implemented the significant cost saving measures recommended by the Municipal Financial Services Group during its FY 2012 effectiveness and efficiency study. Nevertheless, staff will continue to examine the City's organization and practices in an effort to achieve increasingly more cost-effective municipal operations.

## General Fund Highlights

The total proposed FY 2014 General Fund budget appropriation is \$96,310,440. This is \$85,560 less than the current FY 2013 budgeted amount. Projected revenue changes are summarized as follows:

	<u>Proposed Budget</u>	<u>Increase (Decrease)</u>
General Property Taxes (current & delinquent):		
Real Estate Taxes	\$17,100,000	\$1,600,000
Personal Property Taxes	8,150,000	150,000
Penalties and Interest-All Property Taxes	450,000	(100,000)
All Other General Property Taxes	2,017,320	200
Other Local Taxes:		
Local Sales Tax	8,100,000	(50,000)
Prepared Meals Tax	6,700,000	100,000
Bank Stock Tax	750,000	(50,000)
Business & Occupation Licenses	4,500,000	200,000
All Other Local Taxes	2,885,000	(25,380)
Interest Income	500,000	75,000
Recovered Cost	5,638,450	299,310
Charges for Detention - W.W. Moore	1,204,000	79,000
State Revenues:		
Charges for Services - City Farm Per Diem	890,000	(223,600)
Shared Expenses - Constitutional Offices	4,370,680	175,040
Social Service Programs	6,298,820	159,240
State Aid to Localities (599)	2,265,000	(260,190)
Other Revenue Areas	<u>7,601,170</u>	<u>(59,210)</u>
Total Revenues	\$ 79,420,440	\$2,069,410
Transfers In From:		
Wastewater Fund	685,760	8,000
Water Fund	937,300	4,000
Gas Fund	3,008,330	102,000
Electric Fund	9,896,610	334,000
Telecommunications Funds	302,000	-
General Fund Balance	<u>2,060,000</u>	<u>(2,603,370)</u>
Total Revenues & Transfers	\$ 96,310,440	(\$85,960)

- **Real Estate Taxes** – Current real estate tax revenue is budgeted at \$16.3 million for FY 2014, a \$1.5 million increase from last year. A 5¢ increase in the tax rate, from 73¢ to 78¢, produces an additional \$1 million in revenue. Even with this increase, the City's Real Estate Tax Rate would rank as the tenth lowest rate compared to the other cities in the Commonwealth.\*

Two factors contributed to another \$500,000 of the increase in real estate tax revenues.

- During the FY 2013 budget process, a 2% decrease in real estate assessments was anticipated; however, the actual decrease was 1.1%.
- FY 2011 current year real estate tax collections were 93.66% of budget, and under budget by \$211,266. Collections for FY 2012 were significantly under budget until the last few days prior to the June 5 due date, with 20.5% of budget collected between June 1 and June 30, ultimately resulting in 99.95% of budget realized.

In both cases, the trend changed after approval of the FY 2013 Budget.

Another influence in the payment of taxes has been Tax Authority Consulting Services (TACS). TACS has been aggressively pursuing collection of the City's delinquent taxes since November 2012. To date, they have collected \$330,000 in delinquent real estate taxes. On a monthly basis, this is several times the amount collected by the previously retained firm. This trend is expected to continue with FY 2014 delinquent real estate tax collections budgeted at \$800,000, an increase of \$100,000.

- **Personal Property Taxes** – The assessed value of personal property is showing an increase in automobile sales providing an estimated revenue increase of \$150,000. The City is additionally pursuing more aggressive collection of delinquencies.
- **Other Local Tax Revenue** – Local sales and meals tax revenues are both good indicators of the local economy. Tax receipts for both have now returned to pre-recessionary levels. For the FY 2013 budget, both revenues were increased, anticipating moderate growth. Sales tax revenues, even though showing growth over the FY 2012 receipts are projected to fall short of the budget approximately \$50,000. Therefore, the estimate for FY 2014 has been reduced \$50,000. Meals tax revenue continues to project growth. This revenue for FY 2014 reflects a \$100,000 increase.
- **Bank Stock Taxes** – This revenue, based on deposits in local banks, was increased \$200,000 for FY 2013, however, the administration believes this revenue will not realize the full amount of the increase. Therefore, the FY 2014 proposed budget has been reduced by \$50,000.

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\* Knapp, PhD., John L. and Stephen C. Culps, *Virginia Local Tax Rates 2011* (Weldon Cooper Center for Public Service, 2012).

- **Business, Professional, Occupational Licenses (BPOL)** – This revenue, which is also an indicator of the local economy is projected to increase \$200,000 for FY 2014. Whereas sales and meals taxes tend to be leading indicators of positively changing local economic conditions, BPOL receipts are lagging indicators. This projected increase is a positive sign of economic growth.
- **Transfer from Fund Balance** – \$2,060,000 in transfers from the unassigned balance of the General Fund are recommended for FY 2014 funding economic development's River District Property Purchase Plan. This is less than half of the FY 2013 fund balance transfer, but last year's amount included \$2.1 million for the Danville Public School District.
- **State Revenues** – The State Legislature has not yet passed its FY 2014 budget as of the printing of this document. Preliminary estimates indicate a mixed collection of increases and decreases. Reflected here are the best available estimates of the categorical and non-categorical State revenues.
- **Constitutional Offices** – The State is recommending a 3% pay increase for constitutional office employees. Other than the mandated 5% increase last year to cover the 5% employee contribution to the Virginia Retirement System, these employees have not received an increase in seven years.
- **Social Service Programs** – These programs have been reduced significantly the past several years, but funding for FY 2014 projects a modest increase of \$159,240.
- **Charges for per diem** – The Adult Detention Facility reflects a decrease in the amount of \$223,600 based on three quarterly payments received to date, while the Juvenile Detention Facility's block grant funding is increasing by \$79,000.
- **State Aid to Localities (599)** – The governor's proposed budget included a cut to this revenue. A 10% decrease has been included in the proposed budget. There has been no indication from the State that the legislature will reinstate funding to the FY 2013 level.
- **Transfers from Utilities** – Transfers from the City's five utility enterprise funds to the General Fund are based on the principle that the utilities should pay the equivalent of taxes and return on shareholder equity that would be paid were they privately owned. The proposed budget includes increases from four of the five utility funds, adjusted in accordance with the method specified in City Council's adopted financial policies. The Wastewater Fund transfer will be increased by \$8,000, the Water Fund Transfer by \$4,000, the Electric Fund transfer by \$334,000, and the Gas Fund by \$102,000.

**Expenditures** – Major increases and decreases in General Fund expenditures are summarized as follows:

	<u>Proposed Budget</u>	<u>Increase (Decrease)</u>
Salary/Benefits:		
Salaries & Wages	\$ 28,515,970	\$ (313,030)
Market Study Salary Adjustments	750,000	750,000
Salaries – Constitutional Offices	5,890,730	230,450
Group Health Insurance	6,872,500	872,500
Employees Retirement System	4,108,340	173,330
Workers Compensation	750,000	(250,000)
Unemployment Claims	150,000	75,000
Line of Duty	350,000	200,000
Other Post-Employment Benefits	80,000	(120,000)
Maintenance Service Contracts	1,347,990	(144,730)
Social Service Programs	2,183,710	215,110
Outside Purchases - Other	1,089,510	48,780
Support of Capital Projects	5,322,000	289,950
Support of Grants	1,300,000	(200,000)
Contingency Appropriation	500,000	186,600
Cost Allocations	1,187,350	181,230
Debt Service	3,438,460	26,820
General Liability Insurance	480,730	76,540
Support of Other Entities	1,003,960	162,700
Motor Pool Rental Charges	806,250	(75,940)
Transfer To Cemetery Fund	88,540	88,540
Transfer to Schools	17,399,860	(2,625,000)
All Other Expenditures	<u>12,694,540</u>	<u>65,190</u>
Total Expenditures	\$ 96,310,440	\$ (85,960)

- **Salaries & Wages** – The elimination of one full-time and three part-time positions is recommended. Also, Public Works will allocate a portion of General Fund employee salaries to the VDOT Fund, Sewer Fund, Sanitation Fund, and Water Fund. The decrease shown above includes these actions and cost savings realized from turnover and the retirement of several long-term employees.
- **Market Study Salary Adjustments** – As part of the pay for performance project, the City is in the process of conducting a classification and compensation study on current positions to ensure they are accurately classified and have a pay range appropriate for the knowledge, skills, and abilities the position requires and one that is competitive in the relative labor markets. Based on preliminary data

collected from a market study conducted by Waters Consulting Group, staff anticipates a need to increase pay ranges for those positions falling below the average market data. Additional information is included in the “All Funds” section of this transmittal.

- **Group Health Insurance** – Like many other large employers, the City administers a self-insured health plan for employees and retirees under which the actual claims for health care benefits and prescription coverage are paid. Health insurance is budgeted at \$6,872,500 in FY 2014, \$872,500 more than in FY 2013. This is due to a combination of an anticipated 12% increase in utilization plus mandated administrative fees of approximately 5% to fund the Patient Protection and Affordable Care Act requirements.
- **Employees Retirement System** – Refer to “All Funds” section of this transmittal for retirement system information.
- **Line of Duty** – The Line of Duty Act (LODA) program was established by the General Assembly to provide death and continuing health insurance benefits to surviving dependents of public safety personnel killed in the line of duty and continuing health insurance benefits for those disabled. Fortunately for public safety personnel and their families, communities, and employers, few are killed in the line of duty. A much larger number are granted disability retirements that qualify for LODA benefits. The General Assembly has expanded LODA over the years in terms of who is covered and the level of benefits. The General Assembly has determined that the Commonwealth cannot afford to provide these benefits and instead of repealing or scaling them back, shifted cost responsibilities to local governments effective July 1, 2011. An increased appropriation of \$200,000 is consequently included in the Proposed FY 2014 Budget. This cost has the potential to rise if the General Assembly expands LODA benefits.
- **Social Service Programs** – As noted above, State funding for these programs has experienced significant cuts that past few years, but the demand for these services have increased. The State’s funding level for services and programs averages 84.5% of the cost; therefore, the Social Service operating budget reflects a higher increase than the revenue.
- **Support of Capital Projects** – This budget reflects a \$289,950 increase in General Fund Support of Capital Projects. Projects include blight removal, economic development projects, River District improvements, firefighting apparatus replacement, Information Technology upgrades, Parks and Recreation improvements, Public Works capital maintenance for buildings and engineering and street projects. See the Capital Improvements Plan for detailed information.
- **Contingency Appropriation** – During the budget preparation process, efforts were made to eliminate any contingency amounts included in departmental line items. A consolidated contingency account for each fund is administered by the City Manager. An increased appropriation of \$186,600 to the General Fund contin-

agency appropriation is proposed in FY 2014. Reductions in departmental operating budget is approximately \$130,000 covering a repairs and maintenance for buildings and equipment, uniforms, books and subscriptions, travel, postage, outside service, snow removal, materials and supplies, machinery and equipment, and furniture and fixtures.

- **Transfer to Schools** – The City's support of schools returns to the FY 2012 level less \$525,000, the first of four repayments of the \$2.1 million advance approved in the FY 2013 adopted budget.

### **Utilities Funds**

The Proposed FY 2014 Budget includes operating expenditures (less depreciation) of nearly \$130 million in the Wastewater, Water, Gas, Electric, and Telecommunications Funds and \$9.6 million for affiliated capital projects. In accordance with Article XI, Section 2-283 of the City Code, the Danville Utilities Commission was involved in the preparation of the Utilities Department's budget and recommends its approval by City Council.

As described previously, except in the Water Fund, no utility rate increases are proposed in FY 2014. Increases in customer charges in Electric and Water funds are recommended. The biennial rate setting process for FY 2014 and FY 2015 has been initiated. All five utility funds make annual transfers to the General Fund, this total, amounting to \$14.8 million in FY 2014, has been increased again this year. All utility funds have experienced higher assessments this year for administrative services, vehicle maintenance, insurance, retirement, and depreciation.

The proposed utilities budgets will ensure continued delivery of reliable utility services at the lowest rates possible and support vital economic development activities. The five-year Capital Improvement Plan for FY 2014 includes \$7.3 million from revenues and an additional \$2.3 million from financing instruments, providing for infrastructure improvements in wastewater, water, gas, electric, and telecommunication systems. Transfers from Gas and Telecommunication unrestricted fund reserves are proposed to support the financing of capital projects.

The Wastewater Fund will continue to install sanitary lines and reline sewers in 2014, as well as construct improvements to the Wastewater Treatment Plant. The Water Fund will make improvements on the water distribution system. An amount of \$665,000 has been appropriated for water line replacement and to address aging and deteriorating elements of the distribution system. It is proposed that the City sustain its long-standing steel and cast iron gas pipeline replacement program at \$1.5 million. It is proposed that the Telecommunications Fund continue its fiber-to-the-home deployment project. Monies from financial instruments, amounting to \$2.3 million, are being proposed in the Electric Fund to provide for the replacement of aging substation equipment.

The declining revenue trend continues to keep revenues at a point where it is necessary to adjust rates to provide the adequate funds to sustain the Utility Department, as well

as meet the expected contributions to the General Fund. Mild weather and stagnant load growth are the two major contributing factors to the revenue levels.

**Projected Fund Balance** – On the following page is a table summarizing fund balance projections for the each utility fund.

Utility Fund Balances					
	<u>Wastewater</u>	<u>Water</u>	<u>Gas</u>	<u>Electric</u>	<u>Telecom.</u>
Estimated 6/30/13 Fund Balance	(\$ 1,337,746)	\$ 5,488,214	\$ 10,009,154	\$ 28,436,706	\$ 1,231,920
Projected Transfers					
Operations & Capital			- 466,910		- 495,690
Additions to Fund Balances	<u>+ 142,380</u>	<u>+ 4,630</u>	<u>0</u>	<u>+ 87,550</u>	<u>0</u>
Estimated 6/30/14 Balance	(1,195,366)	5,492,844	9,542,244	28,524,256	736,230
Minimum Required Balance	<u>2,733,824</u>	<u>2,462,868</u>	<u>6,625,045</u>	<u>28,524,256</u>	<u>408,253</u>
Estimated 6/30/14 Surplus	(\$ 3,929,190)	\$ 3,029,976	\$ 2,917,199	\$ -0-	\$ 327,977

Note: Section 4.1 of City Council's adopted Financial Policies specifies the minimum fund balances shown above. Surpluses may be appropriated for specific expenditures by the City Council or assigned to fund balance accounts, normally to unassigned or unrestricted fund balances. Unassigned and unrestricted fund balances in excess of established minimum levels may be appropriated by Council for nonrecurring expenditures such as unanticipated budget shortfalls, economic development incentive payments, special projects, acquisition of real property, capital purchases, local matches for grants, pre-payment of existing debt, prepayment of equipment maintenance contracts, and one-time employee pay bonuses. Except during periods of economic recession or under unusual circumstances, excess funds are not be used to support routine operating expenditures.

## **Transportation Fund**

Since 1992, the City of Danville Transit System has received federal operating assistance based on a "Small Urban Program" classification. This allows small urban transit systems to carry forward surplus federal operating aid if the federal allocation is greater than the system's eligibility for assistance on an annual basis. For the past several years, Danville Transit has been able to carry forward federal funds to offset unanticipated increases in fuel cost. However, effective July 1, 2013 the transit system's status will change from small urban to rural due to the 2010 census. Therefore, if actual expenditures exceed budgeted figures the transit system will maintain less flexibility to receive additional federal aid to maintain the budgeted local contribution for the operation. To compensate for these new financial conditions the transit system is exploring options to increase fees for FY 2014.

## **Sanitation Fund**

When residential solid waste collection changed from backyard to curbside in 2011, the Public Works Department began using automated collection vehicles (side loaders) in place of the standard trucks (rear loaders). To encourage roll-out cart use which maximizes the side loaders, Public Works purchased used roll out carts and resold them to residents for \$20 each. Approximately 4,500 used roll-out carts have been sold since January 2012. The use of automated collection has allowed Public Works to reduce its work force over the past two years. These reductions have prevented a fee increase. Public Works will continue to sell new and used carts at cost and is recommending that the solid waste regulations be changed to make it mandatory that all residents use automated roll-out carts effective January 1, 2014.

### All Funds

- **Market Study Salary Increase** – The Proposed FY 2014 Budget includes provision to fund salary adjustments for positions that are found to be below the average market. Municipal funds would be impacted as follows:

Fund	Amount
General Fund	\$ 750,000
VDOT Fund	60,000
Central Service Fund	5,000
Motorized Equipment Fund	35,000
Transportation Fund	18,000
Sanitation Fund	30,000
Cemetery Operations Fund	14,000
Wastewater Fund	17,000
Water Fund	40,000
Gas Fund	30,000
Electric Fund	125,000
Telecommunications Fund	6,000
Total	\$ 1,130,000

- **Employee Retirement System** – The City offers a “defined benefit” plan, meaning that employees receive a set monthly benefit for life. Monthly benefit amounts are based on a formula that takes into account participant wages and length of service. To maintain solvency of the City’s retirement system, increased contributions will be necessary in FY 2014 to offset investment losses realized during the recession. The following chart compares the current contribution rate and the full actuarial rate to the proposed rate for the FY 2014 Budget.

	Current Rate	Full Actuarial Rate	Proposed Rate
General Employees	13.173%	14.996%	14.085%
Public Safety Employees	17.352%	19.740%	18.546%

The proposed increase is one-half of the recommended increase calculated in the Retirement System’s Valuation Report as of July 1, 2012, and dated October 26, 2012. The Retirement System’s actuary is comfortable with the proposed contribution because it will have a minimal impact, as the City will be funding 94% of the annual required contribution. The Retirement System’s Board of Trustees recommended the contribution rates for the FY 2014 Budget be based on the full

actuarial recommended contribution rates, if possible, or at least 50% of the actuarial recommended increase in rates if full funding is not possible.

Boomershine Consulting Group conducted a retirement program review and submitted results to staff in February 2012. As a result of this study, Council approved a Retiree Bonus Policy and eliminated ad hoc cost-of-living adjustments. This change in practice has a significant impact on reducing the Actuarial Liability and wipes out all current Unfunded Actuarial Liability: in effect, reducing the City's required contribution levels. The effective date for the Retiree Bonus Policy is July 1, 2013; therefore, changes will not be reflected until the next Actuarial Valuation issued in the fall of 2013.

The Retirement Board, City staff, and consultants will continue to evaluate options for the Retirement Plan that are consistent with the City's primary objectives of offering competitive and affordable benefits that minimize both employee and employer risk.

Increased Retirement Costs	
Fund	Amount
General Fund	\$ 252,670
VDOT Fund	17,180
Central Service Fund	820
Motorized Equipment Fund	5,000
Transportation Fund	4,450
Sanitation Fund	8,250
Cemetery Operations Fund	4,060
Wastewater Fund	4,980
Water Fund	12,400
Gas Fund	8,750
Electric Fund	37,740
Telecommunications Fund	<u>1,820</u>
Total	\$ 358,120

- **Personnel Changes** – Elimination of 2 full-time and 5 part-time positions is proposed in FY 2014.

	<u>Positions</u>		<u>Status</u>
<u>Fulltime Positions:</u>			
Finance/Accounting	1	Senior Accountant	Retiring
Public Wks./Cemeteries	1	Groundskeeper	Vacant
Total Fulltime Positions	<u>2</u>		
<u>Part-Time Parks &amp; Recreation Positions:</u>			
Westover Branch Library	2	Information Specialist	Filled
Athletics	1	Recreation Facility Operator	Filled
	1	Custodian	Filled
	1	Rec. Program Supervisor	Filled
Total Part-Time Positions	<u>5</u>		

- **Capital Project Funding** – The Capital Improvements Plan covers proposed projects in all funds and revenue sources to finance them. Financing resources include current revenues, contributions-in-aid, state grants, transfers from unassigned fund balances, and bond proceeds. Over \$13.1 million in capital projects will be considered as part of the FY 2014 budget ordinance. Other transactions will require separate actions by City Council. Examples include appropriation of state and federal grants, VDOT funds, and issuance of bonds. The list below details the funding included in the Budget

Appropriation Ordinance and funding which will require separate action required by Council.

Funding included in the Budget Appropriation Ordinance	\$13,110,015
Funding authorized through separate actions	
VDOT funds for River District Streetscape Phase II	805,000
General obligation bonds for General Fund & Electric Fund	<u>8,052,000</u>
Total Capital Projects – All Funds	\$21,967,015

- **Debt Service** – General Fund (tax supported) debt as of June 30, 2012, was \$31.7 million, with debt service payments averaging \$2.8 million over the next five years

(including debt for schools). The City maintains the following standards to ensure a higher level of security than afforded by State standards:

- Debt to Assessed Value – General Fund tax revenue will not exceed 3% of total taxable assessed value of property within the City limits. As of June 30, 2012, tax supported debt was 1.17% of the total taxable value of property.
- Debt Service to Expenditures – Debt service paid from general tax revenue will not exceed 10% of total General Fund Expenditures. As of June 30, 2012, tax supported debt service was 3.36% of General Fund Expenditures.
- Debt Payout Ratio – The City will structure bond issues to maintain an overall 10-year payout ratio of not less than 60%. As of June 30, 2012, the City's overall payout ratio was 73.5% (81.5% General Fund and 69% Proprietary Funds).

#### Changes in Debt Services

	Amount	Incr/(Decr)
General Fund:		
G/O Bond (Principal & Interest)	\$1,216,830	\$277,170
Juvenile Detention Facility Bonds	95,590	45,070
Social Service Building Bonds	50,770	(10,100)
School Bonds (Principal & Interest)	1,305,170	(433,290)
City Share RIFA Bonds	478,330	1,680
Reimbursable Agreements	87,010	(52,470)
Fiscal Agent Fees	4,760	(1,240)
Total General Fund	\$2,960,160	\$26,820
Utility Funds:		
Wastewater Fund		
Bonds	\$1,705,480	\$108,200
Reimbursables	31,720	(8,430)
Water Fund	1,171,580	147,370
Gas Fund	295,460	26,220
Electric Fund	3,486,400	172,320
Total Utility Funds	\$6,690,640	\$445,680
Other Funds:		
Mass Transit Fund	\$ 130	\$ 10
Motorized Equipment Fund	3,130	(450)
Sanitation Fund	2,520	330
Total Other Funds	<u>\$ 5,780</u>	<u>\$ (\$110)</u>
Total All Funds	\$9,656,550	\$472,390

As was the case last year, we are facing a very challenging budgeting process. City Council will need all available time between now and June to devise and adopt a budget that takes care of today's needs while building a better future for Danville. The initial stage of the budget process is complete. City Council will now modify this Working

Draft into the product it wishes to introduce to the public at the end of April. Public input will be actively encouraged in May and June before a final budget is adopted and associated funds appropriated by June 30.

I am grateful to our budget team for its hard work getting to this point. City staff stands ready to assist Council throughout the remainder of the budget process. We are all ultimately accountable to the citizens in providing needed municipal services and facilities in an effective and efficient manner.

Respectfully,

A handwritten signature in dark ink, appearing to read "Joseph C. King", with a long, sweeping horizontal line extending to the right.

Joseph C. King  
City Manager

**Council Letter  
City of Danville, Virginia**



**CL-552**

**Old Business Item #: A.**

**City Council Regular Meeting**

**Meeting Date:** 05/07/2013

**Subject:** Resolution Approving the FY 2014 Budget for Danville Public Schools

**From:** Barbara Dameron, Finance Director

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**COUNCIL ACTION**

Business Meeting Dates: April 16, 2013 - First Reading - Public Hearing  
May 7, 2013 - Final Adoption

**SUMMARY**

The Public Hearing for the Fiscal Year 2014 School Board Budget was held on April 16, 2013. The City's Budget for Support of Schools includes \$17,399,857 for Support of Operations and \$1,305,170 for Debt Service, for a grand total of \$18,705,027.

**BACKGROUND**

The FY 2013 School Board request included \$2,100,000 additional funding as a one-time appropriation in the form of a "loan" to be repaid to the City in four annual payments of \$525,000. The attached resolution reflects City support equal to the FY 2012 funding level less \$525,000.

**RECOMMENDATION**

It is recommended that City Council approve the attached resolution for the FY 2014 Danville Public School Budget.

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**Attachments**

Resolution

Approved School Budget - Revenues and Expenditures

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PRESENTED: April 16, 2013

ADOPTED: May 7, 2013

RESOLUTION NO. 2013-04 - 04

A RESOLUTION APPROVING THE BUDGET OF THE SCHOOL BOARD OF THE CITY OF DANVILLE FOR THE FISCAL YEAR ENDING JUNE 30, 2014.

WHEREAS, the School Board of the City of Danville presented to the Council its' estimate of the amount of money needed for the support of the public schools of the City during Fiscal Year 2014, which estimate reflected total proposed expenditures in the amount of \$58,539,664; and

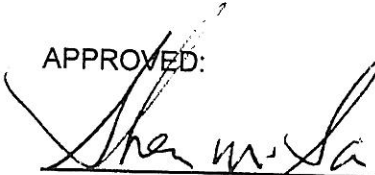
WHEREAS, the City shall contribute \$17,399,857 for School Operations and \$1,305,170 for School Debt Service for a total appropriation of \$18,705,027; and

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

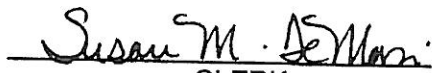
WHEREAS, a brief synopsis of the proposed Budget of the School Board for Fiscal Year 2014 was duly published, and, after public notice duly given, a public hearing with respect thereto has been conducted by the Council, after due public notice thereof, and upon consideration of which it is now necessary and desirable to approve the same as prescribed by law.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Danville, Virginia that, pursuant to Section 22.1-93 of the Code of Virginia, 1950, as amended, the attached budget of the School Board of the City of Danville for the Fiscal Year ending June 30, 2014 be, and the same is hereby, approved for educational purposes subject the above recited conditions.


APPROVED:

  
MAYOR

ATTEST:

  
CLERK

Approved as to  
Form and Legal Sufficiency:

  
City Attorney

**Council Letter**  
**City of Danville, Virginia**



**CL-589**

**New Business Item #: B.**

**City Council Regular Meeting**

**Meeting Date:** 05/21/2013

**Subject:** Resolution and Budget Appropriation Ordinance

**From:** Barbara Dameron, Finance Director

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**COUNCIL ACTION**

Business Meeting Dates: 05/21/2013 - First Reading - Public Hearing  
06/04/2013 - Final Adoption

**SUMMARY**

The Public Hearing for the budgets of the City and Capital Improvements Plan (CIP) is scheduled for May 21, 2013.

**BACKGROUND**

This version of the proposed Budget was developed over several public sessions following the City Manager's presentation of his initial working draft on March 5. The attached document details the changes and adjustments made by City Council to the working draft of the FY 2014 Budget.

The FY 2014 Authorized Position List will be added to the final version of the Budget Appropriation Ordinance for final adoption on June 4, 2013. The City is undertaking a comprehensive classification and pay study to be approved by City Council and the information is not available at this time.

**RECOMMENDATION**

It is recommended that City Council approve the attached resolutions approving the City and CIP budgets and the Budget Ordinance to appropriate the budget for FY 2014.

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**Attachments**

Adjustments to FY 2014 Working Draft Budget

Resolution - Approval of Budget

Resolution - Approval of CIP  
Ordinance

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## Adjustments to FY 2014 Working Draft Budget

	Increase (Decrease)
<b>Revenue Increase (Decrease):</b>	
Eliminate 5-cent Real Estate Tax Increase	\$ (1,000,000)
Restore Full Funding for Athletic Program & Squire Armory:	
Categorical Aid - Squire Armory	20,000
Rental Income - Squire Armory	1,130
Restore Full Funding for Westover Library:	
Fines & Fees - Westover Library	1,400
Non-City Resident - Westover Library	200
Delinquent Taxes - Real Estate	100,000
Current Taxes - Personal Property Tax	700,000
Delinquent Taxes - Personal Property	50,000
Business & Occupational Licenses	200,000
General District Court Fines	50,000
State Telecommunication Tax	(200,000)
<b>Revised Total Revenues</b>	<b>\$ (77,270)</b>
 <b>Expenditure Increase (Decrease):</b>	
Restore Full Funding for Westover Library	\$ 55,310
Restore Full Funding for Athletic Program & Squire Armory:	
Squire Armory - Parks & Recreation	27,380
Squire Armory - Public Works	68,430
Support of Capital Projects	(325,000)
Salaries-PT - Parks & Recreation	(8,490)
Books & Subscription - Inspections	(3,400)
Contingency Funding	108,500
<b>Revised Total Expenditures</b>	<b>\$ (77,270)</b>

PRESENTED: May 21, 2013

ADOPTED: June 4, 2013

RESOLUTION NO. 2013-05.02

A RESOLUTION APPROVING THE BUDGETS OF THE VARIOUS FUNDS OF THE CITY OF DANVILLE FOR THE FISCAL YEAR ENDING JUNE 30, 2014.

WHEREAS, the Budget of and for the City of Danville for Fiscal year 2014 has been prepared and introduced by the City Manager and received and considered by the Council, including the Budgets for the following funds:

FUND NAME	PROPOSED EXPENDITURE	CONTRIBUTION/ TRANSFER TO (FROM) GENERAL FUND
General Fund	\$96,233,170	
VDOT Special Revenue Fund	9,712,820	
Wastewater	10,871,270	\$ 685,760
Water	8,504,890	937,300
Gas	24,712,820	3,008,330
Power & Light	102,885,170	9,896,610
Telecommunications	1,872,270	302,000
Transportation 1,	967,510	(176,990)
Central Services	403,400	-0-
Motorized Equipment	3,768,010	-0-
Insurance Fund	2,772,000	-0-
Sanitation Fund	3,547,820	-0-
Cemetery Fund	1,001,460	-0-

AND WHEREAS, a brief synopsis of said Budget has been duly published and a public hearing with respect thereto has been conducted by the Council, after due public notice thereof, and upon consideration of which it is now necessary and desirable to approve the same as prescribed by law.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Danville, Virginia, that the attached Budgets for the City of Danville for the Fiscal Year Ending June 30, 2014 representing the General Fund, 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.

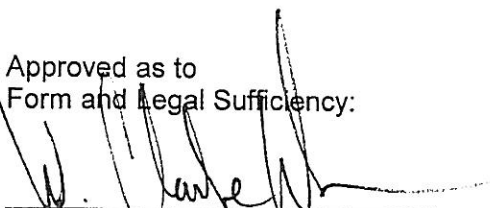
APPROVED:

  
VICE MAYOR

ATTEST:

  
CLERK

Approved as to  
Form and Legal Sufficiency:

  
City Attorney

PRESENTED: May 21, 2013

ADOPTED: June 4, 2013

RESOLUTION NO. 2013-05 . 03

A RESOLUTION APPROVING THE FISCAL YEAR 2014 CAPITAL IMPROVEMENTS 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 improvement projects; and

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

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

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

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

WHEREAS, it should be recognized that the plan beyond Fiscal Year 2014 is for planning purposes and does not obligate or commit the City to projects included in the plan beyond Fiscal Year 2014.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Danville, Virginia, that the Fiscal Year 2014 Capital Improvements Plan referred to above and incorporated herein and made a part hereof by reference be, and the same is hereby, approved.

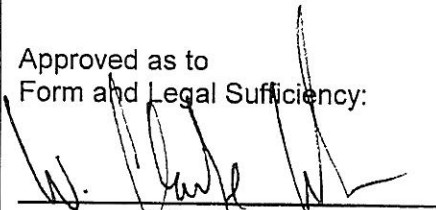
APPROVED:

  
VICE MAYOR

ATTEST:

  
CLERK

Approved as to  
Form and Legal Sufficiency:

  
City Attorney

PRESENTED: May 21, 2013

ADOPTED: June 4, 2013

ORDINANCE NO. 2013-05.06

**BUDGET APPROPRIATION ORDINANCE  
FOR FISCAL YEAR 2014**

WHEREAS, the Budget of and for the City of Danville for Fiscal Year 2014 has been prepared by the City Manager and, after collaboration with the Council, completed and introduced and a brief synopsis thereof was duly published once in the newspaper having general circulation within the City and due notice given of a public hearing which was held on May 21, 2013 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 2014.

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, 2013 and ending June 30, 2014, be, and the same hereby are, as follows:

## I. GENERAL FUND

Estimated Revenue FY 2014	\$ 96,233,170
Appropriations	<u>96,233,170</u>
Unappropriated	<u>\$ -0-</u>

## II. UTILITY FUNDS

	Wastewater	Water	Gas	Electric	Telecommunications
Operating Revenues	\$ 10,049,410	7,834,820	25,929,240	106,369,330	1,418,580
Expenditures	<u>10,871,270</u>	<u>8,504,890</u>	<u>24,712,820</u>	<u>102,885,170</u>	<u>1,872,270</u>
Excess of Revenues Over (Under) Expenditures	(821,860)	(670,070)	1,216,420	3,484,160	(453,690)
Add:					
Depreciation	<u>1,650,000</u>	<u>1,612,000</u>	<u>1,325,000</u>	<u>6,500,000</u>	<u>260,000</u>
Contribution/Transfer (To)/From General Fund	(685,760)	(937,300)	(3,008,330)	(9,896,610)	(302,000)
<b>Increase (Decrease) In Fund Balance</b>	<b><u>\$ 142,380</u></b>	<b><u>4,630</u></b>	<b><u>( 466,910)</u></b>	<b><u>87,550</u></b>	<b><u>( 495,690)</u></b>

## III. OTHER FUNDS

SUMMARY	Transportation	Central Services	Motorized Equipment	Insurance	Sanitation	Cemetery
Operating Revenues	\$1,514,910	409,110	3,325,010	2,822,000	3,661,920	912,920
Expenditures	<u>1,969,180</u>	<u>403,400</u>	<u>3,768,010</u>	<u>2,772,000</u>	<u>3,547,820</u>	<u>1,001,460</u>
Excess of Revenues Over (Under) Expenditures	(452,600)	5,710	(443,000)	50,000	114,100	(88,540)
Add (Deduct):						
Depreciation	<u>260,000</u>	<u>14,000</u>	<u>525,000</u>	<u>-0-</u>	<u>14,200</u>	<u>-0-</u>
Contribution/Transfer (To) From General Fund	\$192,600	-0-	-0-	-0-	-0-	88,540
<b>Increase (Decrease) In Fund Balance</b>	<b><u>\$ -0-</u></b>	<b><u>19,710</u></b>	<b><u>82,000</u></b>	<b><u>50,000</u></b>	<b><u>128,300</u></b>	<b><u>-0-</u></b>

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

This provision shall apply to the following:

<u>Appropriation</u>	<u>Revenue</u>
Purchased Power	Electric Revenues
Natural Gas Purchases	Natural Gas Revenues
Cast Iron Main Replacement	Gas Refunds
Electric Capital Reserve	Electric Refunds
Business License Rebates	Business & Occup. Lic
DMV Fees	DMV Fees-P/Taxes
Landscape Projects	Donations - Grant Fund
Law Library	Court Cost- Law Library
Capital Expenditures from Grants-in-Aid	Utility Grants-in-Aid of Construction
P/W Street Maintenance	VDOT Street & Hwy Maint.
Social Services	State Categorical Aid- Dept of Social Svcs.
Mass Transit Fund	State & Federal Categorical Aid – Transportation
Police/Fire/PRT Departments Extra Pay	Recoveries – Extra Pay
Police Department	Forfeited Funds- State & Federal
Police Department Investigation Expense	Interest Earned-Unexpended Federal & State Forfeited Funds
Commonwealth Attorney Prosecution Expense-State	Forfeited Funds
Prosecution Expense-State	Interest earned on Forfeited Funds

HAZMAT Reimbursable Expenditures	Emergency Services Funds
Older Americans Title IIIB	Program Income
Older Americans Title IIID	Program Income
Econ Development Projects	Proceeds from Sale of Buildings or Property
Grants Funds	State/Federal Funding & Private Donations
Clerk of Circuit Court Index/Records	VA Supreme Court-Technology Trust Fund
Community Development Fund	
CDBG-Rehab-Private Property	Program Income
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, 2013.

4. The accounting for funds designated within the General Fund as unanticipated grants/donations is authorized for expenditure/assignment within the General Fund or Special Grants Fund.

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, 2013, be, and the same are hereby, authorized.

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

7. Authorization to transfer up to ½ the increase in Unassigned Fund Balance to the Budget Stabilization Fund at June 30, 2013.

8. Authorization to transfer unexpended funds for the Line of Duty Act (LODA) to the Insurance Fund to be held in reserve for future LODA expenses.

9. The establishment of a VDOT Street Maintenance Special Revenue Fund is hereby authorized for the purpose of managing and paying costs associated with street maintenance expenditures, which qualify for reimbursement from Virginia Department of Transportation.

10. The Fiscal Year 2014 Personnel Budget setting forth the Personal Services Detail showing approved as to the total number of authorized positions will be included in the Fiscal Year 2014 Personnel Ordinance. 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.

11. The Director of Finance be, and he is hereby, authorized and directed to record the budget appropriations made hereby and the expenditures thereof in such manner and in such detail as may be appropriate for management and financial reporting purposes.

12. 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.

13. The funds appropriated in Fiscal Year 2013 and in prior years for the City or School System, which were encumbered by purchase order or contract as of June 30, 2013, be, and the same are hereby, reappropriated for the purpose of liquidating said outstanding encumbrances.

14. 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

Support of School Operations - Local share (limited to \$1,000,000)

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

Recoveries/Appropriations - Accident/Insurance Claims

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

16. An expenditures in excess of amount budgeted for Group Health Insurance shall be financed by a transfer from the Insurance Fund.

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

18. Authorization to carry forward unexpended appropriation for Other Post Employment Benefits (OPEB) and to designate as reserved funding to be used for the purpose for which it was appropriated.

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 not to exceed \$1,000,000.

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

22. Subject to the provisions herein, the City Manager is authorized to approve Budget Transfers during the fiscal year in order to execute the policies and planning encompassed in the budget provided the total appropriations for each fund do not change or exceed those amounts set forth in the Budget.

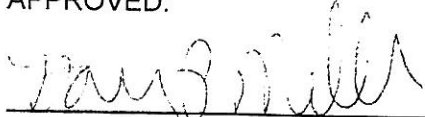
23. Budget Adjustments are hereby authorized for Bond Refundings as approved by City Council.

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

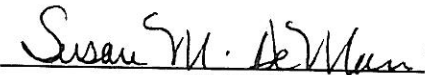
25. Funds received for the Telvista Loan Repayment shall be transferred at year-end to the General Fund Unassigned Balance unless otherwise appropriated by City Council.

26. This Ordinance shall become and be effective on and as of July 1, 2013.

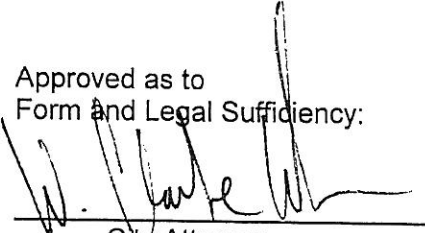
APPROVED:

  
VICE MAYOR

ATTEST:

  
CLERK

Approved as to  
Form and Legal Sufficiency:

  
City Attorney

**Council Letter**  
**City of Danville, Virginia**



**CL-581**

**Old Business Item #: A.**

**City Council Regular Meeting**

**Meeting Date:** 06/04/2013

**Subject:** Utility Rate Increases and Charges

**From:** Steve G. Saum, Utilities Director

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**COUNCIL ACTION**

Business Meeting Date: 05/21/2013 - First Reading - Public Hearing  
06/04/2013 - Final Adoption

**SUMMARY**

The latest biennial utility rate study was initiated last fall. The Danville Utility Commission, our consultant from Utility Consulting Services, and City staff recently completed the study and recommend associated utility rates for Fiscal Year 2014 and Fiscal Year 2015. Proposed changes are an increase from \$4.00 to \$7.80 monthly in the residential electric customer charge effective July 1, 2013 with no increase in electric rates. Proposed increases for water include increases in the water customer charge for all meter sizes by \$1.50 per month effective July 1, 2013 and \$1.50 effective July 1, 2014. Water rate increases are proposed from \$1.57 per 100 cubic feet to \$2.20 per 100 cubic feet effective July 1, 2013 and \$2.40 per 100 cubic feet July 1, 2014. No rate increase is proposed for wastewater or gas.

**BACKGROUND**

The 2013 Biennial Utility Rate Study by Utility Consulting Services, separately distributed to City Council, fully describes revenue requirements, proposed rate designs, impacts of proposed increases on each customer class, and comparisons with benchmark utilities for each fund. Fiscal Year 2014 adjustments in rates and charges would be effective for bills issued August 1, 2013 and after. The proposed rates and customer charges remain competitive with those of other utilities in the region. Substantial improvements continue to be made to utility infrastructure, and operational improvement efforts are ongoing. These combined efforts reflect our commitment to provide safe, reliable utility services at the lowest possible rates.

Following Council's adoption of the recommended rates, the Utility Commission will oversee the modification of Rate Schedules and Riders that specify definitions and describe character, terms, provisions, and conditions of services associated with the approved rates.

Chapter 2, Article I of the Danville City Code delegates to the Utility Commission responsibilities for determining and establishing such policies as non-consumption utility fees, utility extensions, service connection fees, and other general service policies not designated to the City Council.

### **RECOMMENDATION**

It is recommended that City Council adopt the accompanying ordinance authorizing modifications in water and electric fees and charges in Fiscal Year 2014 and Fiscal Year 2015. The Danville Utility Commission recommends these modifications.

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### **Attachments**

Ordinance

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PRESENTED: May 21, 2013

ADOPTED: June 4, 2013

ORDINANCE NO. 2013- 05 . 05

AN ORDINANCE ADJUSTING UTILITY RATES AND CHARGES FOR WATER EFFECTIVE JULY 1, 2013 AND JULY 1, 2014, AND ELECTRIC SERVICES EFFECTIVE JULY 1, 2013.

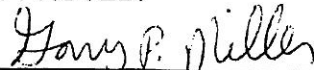
WHEREAS, the City of Danville has established a Utility Commission to set policies and recommend utility rates for adoption by the City Council; and

WHEREAS, the Danville Utility Commission has overseen a comprehensive utility rate study that afforded public information and involvement opportunities, and the Commission has recommended that certain utility rate adjustments be put into effect July 1, 2013 and July 1, 2014.

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Danville, Virginia, that the rates and charges for the City of Danville's Water service be established, authorized, and approved as contained in the Appendix attached hereto and made a part hereof as if fully set forth within this Ordinance; and

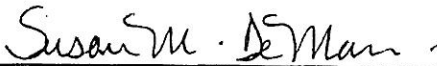
BE IT FURTHER ORDAINED that effective July 1, 2013, the monthly customer charge set forth in Rate "RS" Residential Electric Service of the Electric Rate Schedules is increased from \$4.00 per month to \$7.80 per month.

APPROVED:



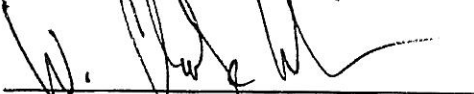
VICE MAYOR

ATTEST:



CLERK

Approved as to  
Form and Legal Sufficiency:



City Attorney

OFFICE OF THE  
CITY ATTORNEY  
CITY OF  
DANVILLE, VIRGINIA

## APPENDIX

Existing and Rates Effective July 1, 2013 and July 1, 2014

	<u>Existing</u>	<u>Effective July 1, 2013</u>	<u>Effective July 1, 2014</u>
Consumption Rate per 100 Cubic Feet Monthly Customer Charge by Meter Size:	\$ 1.57	\$ 2.20	\$ 2.40
5/8 inch	5.85	7.35	8.85
1.0 inch	19.13	20.63	22.13
1.5 inch	41.25	42.75	44.25
2.0 inch	67.80	69.30	70.80
3.0 inch	138.60	140.10	141.60
4.0 inch	218.25	219.75	221.25
6.0 inch	439.50	441.00	442.50
8.0 inch	705.00	706.50	708.00

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FY 2014 Adopted Budget  
Budget Summary  
All Funds Summary

<u>Revenues</u>	<u>Adopted Budget FY 2014</u>	<u>Adopted Budget FY 2013</u>
General Fund . . . . .	\$ 94,173,170	\$ 91,733,030
Transfer From Fund Balance . . . . .	2,060,000	4,663,370
VDOT Street Maintenance Fund . . . . .	9,712,820	9,641,450
Wastewater Fund . . . . .	10,049,410	9,995,710
Water Fund . . . . .	7,834,820	8,213,880
Transfer From Fund Balance . . . . .	-	654,990
Gas Fund . . . . .	25,929,240	26,811,790
Transfer From Fund Balance . . . . .	500,000	239,570
Electric Fund . . . . .	106,369,330	105,374,470
Transfer From Fund Balance . . . . .	-	3,000,000
Telecommunications Fund . . . . .	1,418,580	1,593,260
Transfer From Fund Balance . . . . .	500,000	250,000
Transportation Fund . . . . .	1,707,510	2,232,610
Sanitation Fund . . . . .	3,661,920	3,631,460
Cemetery Fund . . . . .	1,001,460	1,004,780
Insurance Fund . . . . .	2,822,000	2,972,000
Central Services Fund . . . . .	409,110	608,040
Motorized Equipment Fund . . . . .	3,325,010	3,289,300
<b>Total</b>	<b>\$ 271,474,380</b>	<b>\$ 275,909,710</b>
Less Interfund Charges . . . . .	(7,202,400)	(7,517,660)
Less Interfund Transfers . . . . .	(14,830,000)	(14,382,000)
Less Interfund Recoveries . . . . .	(4,422,520)	(4,152,880)
<b>Total Budget</b>	<b>\$ 245,019,460</b>	<b>\$ 249,857,170</b>

FY 2014 City Council Introductory Budget  
Budget Summary  
All Funds Summary

<u>Expenditures</u>	<u>Adopted Budget FY 2014</u>	<u>Adopted Budget FY 2013</u>
General Fund . . . . .	\$ 96,233,170	\$ 96,396,400
VDOT Street Maintenance Fund . . . . .	9,712,820	9,641,450
Wastewater Fund . . . . .	9,907,030	9,947,890
Transfer To Fund Balance . . . . .	142,380	47,820
Water Fund . . . . .	7,830,190	8,868,870
Transfer To Fund Balance . . . . .	4,630	-
Gas Fund . . . . .	26,396,150	27,051,360
Transfer To Fund Balance . . . . .	33,090	-
Electric Fund . . . . .	106,281,780	107,126,640
Transfer To Fund Balance . . . . .	87,550	1,247,830
Telecommunications Fund . . . . .	1,914,270	1,835,140
Transfer To Fund Balance . . . . .	4,310	8,120
Transportation Fund . . . . .	1,707,510	2,232,610
Sanitation Fund . . . . .	3,533,620	3,405,650
Transfer To Fund Balance . . . . .	128,300	225,810
Cemetery Fund . . . . .	1,001,460	915,900
Transfer To Fund Balance . . . . .	-	88,880
Insurance Fund . . . . .	2,772,000	2,918,000
Transfer To Fund Balance . . . . .	50,000	54,000
Central Services Fund . . . . .	389,400	596,110
Transfer To Fund Balance . . . . .	19,710	11,930
Motorized Equipment Fund . . . . .	3,243,010	3,104,790
Transfer To Fund Balance . . . . .	82,000	184,510
<b>Total</b>	<b>\$ 271,474,380</b>	<b>\$ 275,909,710</b>
Less Interfund Charges . . . . .	(7,202,400)	(7,517,660)
Less Interfund Transfers . . . . .	(14,830,000)	(14,382,000)
Less Interfund Recoveries . . . . .	(4,422,520)	(4,152,880)
<b>Total Budget</b>	<b>\$ 245,019,460</b>	<b>\$ 249,857,170</b>
Capital Projects - All Funds	\$ 21,642,015	\$ 24,878,150
Less: Project Funding Included in Operating Budget	(12,785,015)	(16,628,150)
Capital Projects Funded by Other Sources (General Oblig. Bonds, & State/Federal Grants to be appropriated by separate ordinance)	\$ 8,857,000	\$ 8,250,000
Total Budget Including Capital Projects from Other Sources	<u>\$ 253,876,460</u>	<u>\$ 258,107,170</u>

FY 2014 Adopted Budget  
Budget Summary  
Authorized Position Summary

The City of Danville is currently conducting a classification and compensation study on current positions to ensure they are accurately classified and have a pay range appropriate for the knowledge, skills, and abilities the position requires and one that is competitive in the relative labor markets.

Below is the authorized position list of full time employees. Job titles and pay ranges may be updated as the classification and compensation study is finalized and approved by City Council. The positions listed within this document on the expenditure pages reflect full time equivalent positions. These numbers reflect the usage of part time employees and accurately reflect the personnel expenditures for positions split between departments, divisions, grants, or funds.

FY 2013	FY 2014	NEW POSITION TITLE	GRADE	MIN(\$)	MAX(\$)
		<b><i>City Manager's Office</i></b>			
1	1	City Manager			
1	1	Deputy City Manager	IV	102,824	161,434
1	1	Assistant to the City Manager	GE6	46,677	73,283
1	1	Clerk of Council	GE4	38,930	61,120
1	1	Executive Assistant	GE4	38,930	61,120
1	1	Executive Secretary	GN11	35,758	55,067
<b>6</b>	<b>6</b>	<b>TOTAL CITY MANAGER'S OFFICE</b>			
		<b><i>City Attorney's Office</i></b>			
1	1	City Attorney			
1	1	Assistant City Attorney	GE10	70,854	111,240
1	1	Legal Assistant	GE3	35,716	56,074
1	1	Legal Secretary	GN8	27,614	42,525
<b>4</b>	<b>4</b>	<b>TOTAL CITY ATTORNEY'S OFFICE</b>			
		<b>COMMUNITY DEVELOPMENT DEPARTMENT</b>			
		<b><i>Community Development Fund</i></b>			
1	1	Housing & Development Coordinator	GE5	42,434	66,621
1	1	Community Redevelopment Specialist	GN12	39,333	60,573
2	2	Cost Estimator/Inspector	GN10	32,507	50,061
1	1	Secretary	GN6	24,346	37,494
<b>5</b>	<b>5</b>	<b>Sub-Total</b>			
		<b><i>Director of Community Development</i></b>			
1	1	Director of Community Development	I	83,158	130,558
1	1	Senior Accountant	GE6	46,677	73,283
1	1	Housing & Development Planning Specialist	GE4	38,930	61,120
1	1	Senior Secretary	GN8	27,614	42,525
<b>4</b>	<b>4</b>	<b>Sub-Total</b>			

FY 2014 Adopted Budget  
Budget Summary  
Authorized Position Summary

		<b><i>Inspections Office</i></b>			
1	1	Division Director of Inspections	GE9	63,262	99,322
1	1	Inspections Supervisor	GE6	46,677	73,283
1	1	Plumbing/Cross Connection Inspector	GN11	35,758	55,067
1	1	Mechanical Inspector	GN11	35,758	55,067
1	1	Electrical Inspector	GN11	35,758	55,067
2	2	Building Inspector	GN11	35,758	55,067
5	5	Property Maintenance Inspector	GN11	35,758	55,067
1	1	Permit Technician	GN8	27,614	42,525
13	13	Sub-Total			
		<b><i>Planning Office</i></b>			
1	1	Division Director of Planning	GE9	63,262	99,322
2	2	Combination of:			
		Senior Planner	GE5	42,434	66,621
		Associate Planner	GE4	38,930	61,120
		Planning Technician	GN9	29,823	45,927
3	3	Sub-Total			
		<b><i>Social Services</i></b>			
1	1	Division Director of Social Services	GE10	70,854	111,240
1	1	Family Services Manager	GE8	56,993	89,479
1	1	Eligibility Services Manager	GE8	56,993	89,479
3	3	Family Services Supervisor	GE6	46,677	73,283
1	1	Senior Accountant	GE6	46,677	73,283
1	1	Employment Service Supervisor	GE5	42,434	66,621
3	3	Eligibility Supervisor	GE5	42,434	66,621
3	3	Senior Family Services Specialist	GN13	43,267	66,631
1	1	Comprehensive Services Coordinator (Grant Funded)	GN12	39,333	60,573
5	5	Child Protective Service Worker	GN12	39,333	60,573
15	15	Family Services Specialist	GN11	35,758	55,067
3	3	Senior Eligibility Worker	GN11	35,758	55,067
2	2	Fraud Investigator	GN10	32,507	50,061
1	1	Administrative Assistant	GN10	32,507	50,061
8	8	Employment Services Worker	GN10	32,507	50,061
33	33	Eligibility Worker	GN9	29,823	45,927
1	1	Senior Secretary	GN8	27,614	42,525
1	1	Senior Account Clerk	GN8	27,614	42,525
4	4	Senior Administrative Specialist	GN4	22,083	34,008
1	1	Social Service Aide	GN3	21,031	32,388
1	1	Employment Service Aide	GN3	21,031	32,388
9	9	Administrative Specialist	GN2	20,030	30,846
99	99	Sub-Total			
<b>124</b>	<b>124</b>	<b>TOTAL COMMUNITY DEVELOPMENT DEPARTMENT</b>			

FY 2014 Adopted Budget  
Budget Summary  
Authorized Position Summary

<b><i>Economic Development Department</i></b>					
1	1	Director of Economic Development	III	95,208	149,476
1	1	Assistant Director of Economic Development	GE9	63,262	99,322
1	1	Economic Development Project Manager	GE8	56,993	89,479
1	1	Marketing & Research Manager	GE7	51,345	80,612
1	1	Senior Secretary	GN8	27,614	42,525
<b>5</b>	<b>5</b>	<b>TOTAL ECONOMIC DEVELOPMENT DEPARTMENT</b>			
<b>FINANCE DEPARTMENT</b>					
<b><i>Budget Office</i></b>					
1	1	Division Director of Budget	GE9	63,262	99,322
1	1	Sub-Total			
<b><i>Central Collections</i></b>					
1	1	Division Director of Central Collections	GE8	56,993	89,479
1	1	Collections Supervisor	GE5	42,434	66,621
0	1	Delinquent Collections Coordinator	GE5	42,434	66,621
2	2	Senior Collections Clerk	GN8	27,614	42,525
5	4	Combination of:			
		Collection Clerk II	GN7	25,807	39,743
		Senior Cashier	GN7	25,807	39,743
		Collection Clerk I	GN4	22,083	34,008
5	5	Cashier	GN4	22,083	34,008
14	14	Sub-Total			
<b><i>Central Services Fund</i></b>					
1	1	Print Shop Technician	GN10	32,507	50,061
2	2	Combination of:			
		Senior Printer	GN8	27,614	42,525
		Printer	GN6	24,346	37,494
3	3	Sub-Total			
<b><i>Director of Finance</i></b>					
1	1	Director of Finance	I	83,158	130,558
1	1	Senior Secretary	GN8	27,614	42,525
2	2	Sub-Total			
<b><i>Accounting</i></b>					
1	1	Assistant Director of Finance	GE10	70,854	111,240
1	1	Business Systems Accountant	GE8	56,993	89,479
3	2	Senior Accountant	GE6	46,677	73,283
1	1	Accountant	GE4	38,930	61,120
1	1	Payroll Technician	GN9	29,823	45,927
1	1	Senior Account Clerk	GN8	27,614	42,525
2	2	Account Clerk	GN6	24,346	37,494
10	9	Sub-Total			

FY 2014 Adopted Budget  
Budget Summary  
Authorized Position Summary

		<b><i>Internal Auditor</i></b>			
1	1	Internal Auditor	GE8	56,993	89,479
1	1	Sub-Total			
		<b><i>Purchasing</i></b>			
1	1	Division Director of Purchasing	GE8	56,993	89,479
1	1	Buyer	GE4	38,930	61,120
	1	Senior Purchasing Clerk	GN8	27,614	42,525
2	1	Purchasing Clerk	GN6	24,346	37,494
4	4	Sub-Total			
		<b><i>Real Estate</i></b>			
1	1	Division Director of Real Estate Assessment	GE8	56,993	89,479
3	3	Combination of:			
		Real Estate Appraiser III	GE6	46,677	73,283
		Real Estate Appraiser II	GN10	32,507	50,061
		Real Estate Appraiser I	GN8	27,614	42,525
2	2	Combination of:			
		Senior Real Estate Assessment Clerk	GN7	25,807	39,743
		Real Estate Assessment Clerk	GN3	21,031	32,388
6	6	Sub-Total			
<b>41</b>	<b>40</b>	<b>TOTAL FINANCE DEPARTMENT</b>			
		<b>FIRE DEPARTMENT</b>			
		<b><i>Emergency Communications</i></b>			
1	1	911 Emergency Communications Manager	GE7	51,345	80,612
4	4	Emergency Telecommunications Supervisor	GN12	39,333	60,573
16	16	Emergency Telecommunicator	GN9	29,823	45,927
1	0	Senior Secretary	GN8	27,614	42,525
22	21	Sub-Total			
		<b><i>Fire</i></b>			
1	1	Fire Chief	III	95,208	149,476
2	2	Assistant Fire Chief	GE10	70,854	111,240
4	4	Fire Battalion Chief	GE7	51,345	80,612
1	1	Fire Marshal	GE7	51,345	80,612
21	21	Fire Captain	GE6	46,677	73,283
1	1	Assistant Fire Marshal	GN13	43,267	66,631
6	6	Fire Lt./Asst. Training Officer	GN13	43,267	66,631
24	24	Fire Fighter/Engineer	GN12	39,333	60,573
1	1	Fire Program Support Coordinator	GN10	32,507	50,061
60	60	Fire Fighter	GN10	32,507	50,061
1	1	Administrative Assistant	GN10	32,507	50,061
0	1	Senior Secretary	GN8	27,614	42,525
122	123	Sub-Total			
<b>144</b>	<b>144</b>	<b>TOTAL FIRE DEPARTMENT</b>			

FY 2014 Adopted Budget  
Budget Summary  
Authorized Position Summary

		<b><i>Registrar</i></b>			
1	1	Deputy Registrar	GN8	27,614	45,525
<b>1</b>	<b>1</b>	<b>TOTAL REGISTRAR</b>			
		<b><i>Circuit Court</i></b>			
1	1	Law Clerk	GE5	42,434	66,621
1	2	Judicial Assistant	GE3	35,716	56,074
1	1	Legal Secretary	GN8	27,614	45,525
<b>3</b>	<b>4</b>	<b>TOTAL CIRCUIT COURT</b>			
		<b><i>Human Resources</i></b>			
1	1	Director of Human Resources	I	83,158	130,558
1	1	Organization Development Consultant	GE6	46,677	73,283
3	3	HR Consultant	GE6	46,677	73,283
1	1	Human Resource Technician	GN9	29,823	45,927
1	1	Senior Secretary	GN8	27,614	42,525
<b>7</b>	<b>7</b>	<b>TOTAL HUMAN RESOURCES</b>			
		<b><i>Information Technology</i></b>			
1	1	Director of Information Technology	I	83,158	130,558
3	3	Combination of:			
		Assistant Director of Information Technology	GE11	79,356	124,589
		Division Director of Application Support	GE9	63,262	99,322
		Division Director of Technical Services	GE9	63,262	99,322
		IT Project Manager	GE8	56,993	89,479
		IT Business Relationship Manager	GE7	51,345	80,612
		IT Business Analyst	GE6	46,677	73,283
6	6	Combination of:			
		Network Systems Engineer	GE8	56,993	89,479
		Network Administrator	GE7	51,345	80,612
		System Administrator	GE7	51,345	80,612
		PC Administrator	GE7	51,345	80,612
		Network Analyst	GE5	42,434	66,621
		Sr. IT Support Technician	GN11	35,758	55,067
		IT Support Technician	GN10	32,507	50,061
8	8	Combination of:			
		GIS Coordinator	GE9	63,262	99,322
		IT Solutions Architect Manager	GE9	63,262	99,322
		Sr. Applications Support Specialist	GE8	56,993	89,479
		Sr. Database Administrator	GE8	56,993	89,479
		IT Application Support Specialist	GE7	51,345	80,612
		Sr. Programmer Analyst	GE7	51,345	80,612
		Sr. GIS Programmer Analyst	GE7	51,345	80,612
		Database Administrator	GE7	51,345	80,612
		GIS Programmer Analyst	GE6	46,677	73,283
		Programmer/Analyst	GE5	42,434	66,621
		GIS Analyst	GN11	35,758	55,067
1	1	Senior Secretary	GN8	27,614	42,525
<b>19</b>	<b>19</b>	<b>TOTAL INFORMATION TECHNOLOGY</b>			

FY 2014 Adopted Budget  
Budget Summary  
Authorized Position Summary

<b>POLICE DEPARTMENT</b>					
<b><i>Adult Detention Facility</i></b>					
1	1	Division Director of Adult Detention	GE9	63,262	99,322
1	1	Chief Correctional Officer	GE8	56,993	89,479
1	1	Service Program Coordinator	GE6	46,677	73,283
1	1	Work Program Coordinator	GE6	46,677	73,283
1	1	Correctional Health Assistant	GN13	43,267	66,631
4	4	Correctional Captain	GN13	43,267	66,631
5	5	Correctional Lieutenant	GN12	39,333	60,573
1	1	Safety Supply Officer	GN11	35,758	55,067
19	19	Correctional Officer	GN10	32,507	50,061
2	2	Senior Account Clerk	GN8	27,614	42,525
36	36	Sub-Total			
<b><i>Juvenile Detention Facility</i></b>					
1	1	Division Director of Juvenile Detention	GE9	63,262	99,322
1	1	Assistant Division Director of Juvenile Detention	GE7	51,345	80,612
1	1	Juvenile Program Coordinator	GE4	38,930	61,120
0	1	Nurse	GN14	47,593	73,294
2	2	Juvenile Outreach Counselor (1 Grant Funded)	GN11	35,758	55,067
4	4	Shift Supervisor	GN11	35,758	55,067
1	1	Building Maintenance Mechanic II	GN10	32,507	50,061
5	5	Senior Youth Care Worker	GN10	32,507	50,061
2	2	Electronic Monitoring Case Worker (1 Grant Funded)	GN9	29,823	45,927
28	27	Youth Care Worker	GN9	29,823	45,927
1	1	Senior Account Clerk	GN8	27,614	42,525
2	2	Secretary	GN6	24,346	37,494
1	1	Custodian	GN2	20,030	30,846
49	49	Sub-Total			
<b><i>Police</i></b>					
1	1	Police Chief	III	95,208	149,476
1	1	Police Lieutenant Colonel	GE11	79,356	124,589
2	2	Police Major	GE10	70,854	111,240
7	7	Police Captain	GE8	56,993	89,479
10	10	Police Lieutenant	GE7	51,345	80,612
2	2	Senior Investigators	GN15	52,353	80,623
8	8	Police Sergeant	GN13	43,267	66,631
16	16	Police Corporal	GN12	39,333	60,573
86	86	Police Officer	GN11	35,758	55,067
1	1	Administrative Assistant	GN10	32,507	50,061
1	1	Animal Control Officer	GN8	27,614	42,525
3	3	Secretary	GN6	24,346	37,494
3	3	Police Records Clerk	GN5	23,187	35,708
141	141	Sub-Total			
<b>226</b>	<b>226</b>	<b>TOTAL POLICE DEPARTMENT</b>			

<b>PARKS &amp; RECREATION DEPARTMENT</b>					
<b><i>Parks &amp; Recreation - Administration</i></b>					
1	1	Director of Parks & Recreation	I	83,158	130,558
1	1	Project & Account Manager	GE6	46,677	73,283
1	1	P&R Communications Specialist	GE5	42,434	66,621
1	1	Program Coordinator	GE3	35,716	56,074
1	1	Senior Secretary	GN8	27,614	42,525
1	1	Custodian	GN2	20,030	30,846
6	6	Sub-Total			
<b><i>Athletics</i></b>					
1	1	Division Director of Athletics	GE7	51,345	80,612
1	1	Athletic Program Coordinator	GE3	35,716	56,074
2	2	Sub-Total			
<b><i>Community Recreation</i></b>					
1	1	Division Director of Community Recreation	GE7	51,345	80,612
3	3	Program Coordinator	GE3	35,716	56,074
1	1	Administrative Specialist	GN2	20,030	30,846
1	1	Custodian	GN2	20,030	30,846
6	6	Sub-Total			
<b><i>Park Maintenance</i></b>					
1	1	Division Director of Parks Maintenance	GE7	51,345	80,612
2	2	Crew Supervisor	GN11	35,758	55,067
9	9	Combination of:			
		Park Maintenance Technician	GN9	29,823	45,927
		Parks Groundskeeper III	GN7	25,807	39,743
		Parks Groundskeeper II	GN5	23,187	35,708
		Motor Equipment Operator I	GN5	23,187	35,708
		Public Service Worker/Operator	GN4	22,083	34,008
		Parks Groundskeeper I	GN3	21,031	32,388
12	12	Sub-Total			
<b><i>Outdoor Recreation</i></b>					
1	1	Division Director of Outdoor Recreation	GE7	51,345	80,612
1	1	Outdoor Recreation Program Coordinator	GE3	35,716	56,074
1	1	Recreation Program Supervisor	GN7	25,807	39,743
3	3	Sub-Total			
<b><i>Special Recreation</i></b>					
1	1	Division Director of Special Recreation	GE7	51,345	80,612
1	1	Special Events Coordinator	GE3	35,716	56,074
2	2	Program Coordinator	GE3	35,716	56,074
1	1	Recreation Grants Specialist (Grant Funded)	GE1	30,061	47,196
1	1	Special Population Assistant (1/3 Grant, 2/3 City)	GN9	29,823	45,927
1	1	Custodian	GN2	20,030	30,846
7	7	Sub-Total			

FY 2014 Adopted Budget  
Budget Summary  
Authorized Position Summary

		<b><i>Public Library</i></b>			
1	1	Division Director of Library	GE9	63,262	99,322
1	1	Acquisitions/Reference Librarian	GE4	38,930	61,120
1	1	Children's Librarian	GE4	38,930	61,120
1	1	Circulation Supervisor	GE4	38,930	61,120
1	1	Technical Services Librarian	GE4	38,930	61,120
2	2	Reference Information Specialist	GN7	25,807	39,743
5	5	Information Specialist	GN6	24,346	37,494
1	1	Senior Administrative Specialist	GN4	22,083	34,008
13	13	Sub-Total			
<b>49</b>	<b>49</b>	<b>TOTAL PARKS &amp; RECREATION</b>			
		<b>PUBLIC WORKS DEPARTMENT</b>			
		<b><i>Cemetery Maintenance</i></b>			
1	1	Cemetery Superintendent	GE6	46,677	73,283
2	2	Cemetery Supervisor	GN13	43,267	66,631
3	2	Groundskeeper	GN7	25,807	39,743
10	10	Public Service Worker/Operator	GN4	22,083	34,008
16	15	Sub-Total			
		<b><i>Public Works Administration</i></b>			
1	1	Director of Public Works	II	88,979	139,697
1	1	Division Director Public Works Administration	GE9	63,262	99,322
1	1	Senior Administrative Assistant	GE6	46,677	73,283
1	1	Horticulturist (Funded by Special Revenue)	GN10	32,507	50,061
1	1	Administrative Assistant	GN10	32,507	50,061
1	1	Senior Account Clerk	GN8	27,614	42,525
1	1	Senior Secretary	GN8	27,614	42,525
2	2	Account Clerk	GN6	24,346	37,494
1	1	Dispatcher	GN5	23,187	35,708
10	10	Sub-Total			
		<b><i>P/W Building Maintenance</i></b>			
1	1	Division Director of Building & Grounds	GE9	63,262	99,322
1	1	Building Maintenance Superintendent	GE6	46,677	73,283
1	1	Custodian Supervisor	GN13	43,267	66,631
7	7	Combination of:			
		Building Maintenance Mechanic III	GN12	39,333	60,573
		Building Maintenance Mechanic II	GN10	32,507	50,061
		Building Maintenance Mechanic I	GN8	27,614	42,525
1	1	Senior Custodian	GN5	23,187	35,708
8	8	Custodian	GN2	20,030	30,846
19	19	Sub-Total			

FY 2014 Adopted Budget  
Budget Summary  
Authorized Position Summary

		<b><i>Motorized Equipment</i></b>			
2	2	Equipment Maintenance Supervisor	GN13	43,267	66,631
15	15	Combination of:			
		Automotive Equipment Mechanic III	GN11	35,758	55,067
		Welder	GN10	32,507	50,061
		Automotive Equipment Mechanic II	GN9	29,823	45,927
		Automotive Service Technician	GN8	27,614	42,525
		Automotive Equipment Mechanic I	GN5	23,187	35,708
1	1	Transit Mechanic	GN9	29,823	45,927
18	18	Sub-Total			
		<b><i>Motorized Equipment Communications</i></b>			
1	1	Communications Systems Manager	GE7	51,345	80,612
1	1	Sub-Total			
		<b><i>P/W Sewer Maintenance</i></b>			
1	1	General Supervisor	GN14	47,593	73,294
1	1	Crew Supervisor	GN11	35,758	55,067
0	1	CCTV Technician	GN9	29,823	45,927
9	8	Combination of:			
		Motor Equipment Operator II	GN8	27,614	42,525
		Motor Equipment Operator I	GN5	23,187	35,708
		Public Service Worker/ Operator	GN4	22,083	34,008
11	11	Sub-Total			
		<b><i>P/W Warehouse</i></b>			
2	2	Public Works Warehouse Stock Clerk	GN6	24,346	37,494
2	2	Sub-Total			
		<b><i>P/W Sanitation-Code Enforcement</i></b>			
2	2	Code Enforcement Inspector	GN10	32,507	50,061
2	2	Sub-Total			
		<b><i>P/W Sanitation-Composting</i></b>			
1	1	Sanitation Operator I	GN9	29,823	45,927
1	1	Sub-Total			
		<b><i>P/W Sanitation-Recycling</i></b>			
1	1	Recycling Center Operator	GN12	39,333	60,573
2	2	Sanitation Operator I	GN9	29,823	45,927
3	3	Sub-Total			

FY 2014 Adopted Budget  
Budget Summary  
Authorized Position Summary

<b><i>P/W Sanitation-Residential Refuse Collection</i></b>					
1	1	Division Director of Sanitation	GE9	63,262	99,322
1	1	General Supervisor	GN14	47,593	73,294
15	15	Combination of:			
		Sanitation Operator II	GN10	32,507	50,061
		Sanitation Operator I	GN9	29,823	45,927
		Solid Waste Collector	GN4	22,083	34,008
17	17	Sub-Total			
<b><i>P/W Sanitation-Yardwaste</i></b>					
7	7	Sanitation Operator I	GN9	29,823	45,927
7	7	Sub-Total			
<b><i>P/W VDOT-Engineering</i></b>					
1	1	Assistant Director of P/W - City Engineer	GE11	79,356	124,589
2	2	Public Works Project Engineer	GE6	46,677	73,283
2	2	Public Works Chief Engineer	GE9	63,262	99,322
3	3	Combination of:			
		Construction Inspections Supervisor	GE5	42,434	66,621
		Construction Inspector	GN11	35,758	55,067
1	1	Engineering Technician	GN7	25,807	39,743
9	9	Sub-Total			
<b><i>P/W VDOT- Grounds Maintenance</i></b>					
1	1	General Supervisor	GN14	47,593	73,294
1	1	Crew Supervisor	GN11	35,758	55,067
13	13	Combination of:			
		Motor Equipment Operator II	GN8	27,614	42,525
		Motor Equipment Operator I	GN5	23,187	35,708
		Public Service Worker/ Operator	GN4	22,083	34,008
2	2	Groundskeeper	GN7	25,807	39,743
17	17	Sub-Total			
<b><i>P/W VDOT-Street Cleaning</i></b>					
7	7	Combination of:			
		Motor Equipment Operator II	GN8	27,614	42,525
		Motor Equipment Operator I	GN5	23,187	35,708
7	7	Sub-Total			

FY 2014 Adopted Budget  
Budget Summary  
Authorized Position Summary

		<b><i>P/W VDOT-Street Maintenance</i></b>			
1	1	Division Director of Streets	GE9	63,262	99,322
0	1	Training & Safety Manager	GE5	42,434	66,621
2	2	General Supervisor	GN14	47,593	73,294
3	3	Crew Supervisor	GN11	35,758	55,067
30	29	Combination of:			
		Motor Equipment Operator III	GN9	29,823	45,927
		Motor Equipment Operator II	GN8	27,614	42,525
		Motor Equipment Operator I	GN5	23,187	35,708
		Public Service Worker/ Operator	GN4	22,083	34,008
1	1	Groundskeeper	GN7	25,807	39,743
37	37	Sub-Total			
		<b><i>P/W VDOT-Traffic Control</i></b>			
1	1	Traffic Control Superintendent	GE6	46,677	73,283
1	1	Traffic Control Crew Supervisor	GN12	39,333	60,573
1	1	Senior Traffic Signal Technician	GN10	32,507	50,061
1	1	Traffic Signal Technician	GN8	27,614	42,525
0	1	Sign Technician	GN8	27,614	42,525
4	3	Motor Equipment Operator II	GN8	27,614	42,525
1	1	Public Service Worker/ Operator	GN4	22,083	34,008
9	9	Sub-Total			
<b>186</b>	<b>185</b>	<b>TOTAL PUBLIC WORKS DEPARTMENT</b>			
		<b>TRANSPORTATION DEPARTMENT</b>			
		<b><i>Airport</i></b>			
1	1	Senior Administrative Assistant	GE6	46,677	73,283
1	1	Transportation Building & Grounds Superintendent	GE5	42,434	66,621
0	1	Airport Maintenance Security Tech II	GN8	27,614	42,525
0	1	Airport Maintenance Security Tech I	GN6	24,346	37,494
2	0	Airport Operations Tower Technician	GN6	24,346	37,494
4	4	Sub-Total			
		<b><i>Mass Transit</i></b>			
1	1	Director of Transportation Services	I	83,158	130,558
1	2	Transportation Supervisor	GE3	35,716	56,074
2	1	Senior Account Clerk	GN8	27,614	42,525
14	14	Transit Driver	GN5	23,187	35,708
18	18	Sub-Total			
<b>22</b>	<b>22</b>	<b>TOTAL TRANSPORTATION DEPARTMENT</b>			

<b>UTILITIES DEPARTMENT</b>					
<b><i>Utilities Administration</i></b>					
1	1	Utilities Director	IV	102,824	161,434
1	1	Key Accounts Manager	GE7	51,345	80,612
1	1	Senior Application Support Specialist	GE6	46,677	73,283
1	1	Public Information Officer	GE6	46,677	73,283
4	4	Sub-Total			
<b><i>Utilities - Fiscal Services</i></b>					
1	1	Division Director of Support Services	GE9	63,262	99,322
1	1	Senior Accountant	GE6	46,677	73,283
1	1	Training & Safety Manager	GE5	42,434	66,621
1	1	Utilities Warehouse Manager	GE5	42,434	66,621
2	2	Senior Account Clerk	GN8	27,614	42,525
2	2	Warehouse Stock Clerk	GN5	23,187	35,708
8	8	Sub-Total			
<b><i>Utilities - Customer Service</i></b>					
1	1	Division Director of Customer Service	GE8	56,993	89,479
1	1	AMI Support Technician	GN9	29,823	45,927
1	1	Sr Customer Service/Training Representative	GN8	27,614	42,525
6	6	Combination of:			
		Senior Utility Billing Clerk	GN9	29,823	45,927
		Special Billing Clerk	GN8	27,614	42,525
		Utility Billing Clerk	GN7	25,807	39,743
8	8	Customer Service Representative	GN7	25,807	39,743
17	17	Sub-Total			
<b><i>Water Administration</i></b>					
1	1	Division Director of Water/Wastewater Treatment	GE11	79,356	124,589
1	1	Senior Secretary	GN8	27,614	42,525
2	2	Sub-Total			
<b><i>Water Engineering Division</i></b>					
1	1	W&G Chief Engineer	GE9	63,262	99,322
1	1	Senior Secretary	GN8	27,614	42,525
2	2	Sub-Total			

FY 2014 Adopted Budget  
Budget Summary  
Authorized Position Summary

<b>Water Treatment</b>					
1	1	Water Treatment Manager	GE8	56,993	89,479
1	1	Water Chemist	GE4	38,930	61,120
2	2	Combination of:			
		Senior Industrial Mechanic	GN11	35,758	55,067
		Industrial Mechanic	GN9	29,823	45,927
9	9	Combination of:			
		Water Treatment Plant Operator IV	GN11	35,758	55,067
		Water Treatment Plant Operator III	GN10	32,507	50,061
		Water Treatment Plant Operator II	GN8	27,614	42,525
		Water Treatment Plant Operator I	GN7	25,807	39,743
		Water Treatment Plant Operator Trainee	GN4	22,083	34,008
1	1	Utility Plant Maintenance Worker	GN3	21,031	32,388
14	14	Sub-Total			
<b>Gas Administration</b>					
1	1	Division Director of Water & Gas	GE11	79,356	124,589
1	1	Senior Secretary	GN8	27,614	42,525
2	2	Sub-Total			
<b>Gas Control</b>					
1	1	Gas Control Manager	GE8	56,993	89,479
2	2	Gas Control Technician	GN10	32,507	50,061
3	3	Gas Control Operator	GN9	29,823	45,927
6	6	Sub-Total			
<b>Water &amp; Gas Distribution</b>					
1	1	Water and Gas Distribution Superintendent	GE8	56,993	89,479
1	1	Water and Gas Distribution Supervisor	GE5	42,434	66,621
4	4	Water and Gas Crew Supervisor	GN12	39,333	60,573
2	2	W&G Construction Crew Supervisor	GN12	39,333	60,573
1	1	Water and Gas Welder/Crew Supervisor	GN11	35,758	55,067
5	5	Combination of:			
		Motor Equipment Operator III	GN9	29,823	45,927
		Motor Equipment Operator II	GN8	27,614	42,525
		Motor Equipment Operator I	GN5	23,187	35,708
6	6	Construction Worker	GN5	23,187	35,708
5	5	Public Service Worker	GN2	20,030	30,846
25	25	Sub-Total			
<b>Water &amp; Gas Engineering</b>					
2	2	Water and Gas Senior Engineer Tech.	GN12	39,333	60,573
1	1	Water and Gas Compliance Coordinator	GN12	39,333	60,573
1	1	W&G Corrosion Technician	GN10	32,507	50,061
1	1	Water and Gas GIS Engineer Tech.	GN9	29,823	45,927
1	1	Water and Gas Engineering Aid	GN6	24,346	37,494
6	6	Sub-Total			

FY 2014 Adopted Budget  
Budget Summary  
Authorized Position Summary

		<b>Water &amp; Gas Meters &amp; Regulators</b>			
1	1	Water & Gas Systems Control Superintendent	GE8	56,993	89,479
3	3	Water and Gas Meter Tech.	GN10	32,507	50,061
4	4	Sub-Total			
		<b>Water &amp; Gas Service</b>			
7	7	Water and Gas Service Tech.	GN10	32,507	50,061
1	1	Dispatcher	GN5	23,187	35,708
8	8	Sub-Total			
		<b>Electric Administration</b>			
1	1	Division Director of Power & Light	GE11	79,356	124,589
1	1	Sub-Total			
		<b>Electric Distribution</b>			
1	1	Electric Distribution Superintendent	GE8	56,993	89,479
5	5	Electric Line Crew Supervisor	GN14	47,593	73,294
1	1	Inspector-Contractor Manager	GN13	43,267	66,631
1	1	Crew Supervisor	GN11	35,758	55,067
23	23	Combination of:			
		Electric Line Technician III	GN11	35,758	55,067
		Electric Line Technician II	GN9	29,823	45,927
		Electric Line Technician I	GN7	25,807	39,743
		Electric Ground Worker	GN2	20,030	30,846
3	3	Electric Line Equipment Operator	GN6	24,346	37,494
2	2	Electric Line Tree Trimmer	GN5	23,187	35,708
1	1	Dispatcher	GN5	23,187	35,708
1	1	Public Service Worker/Operator	GN4	22,083	34,008
38	38	Sub-Total			
		<b>Electric Engineering</b>			
1	1	Electric System Support Superintendent	GE9	63,270	99,334
1	1	Electric Engineering Tech Supervisor	GE6	46,677	73,283
1	1	Electric Compliance Coordinator	GN12	39,333	60,573
1	1	Electric GIS/CAD Technician	GN10	32,507	50,061
5	5	Combination of:			
		Electric Senior Engineering Technician	GN12	39,333	60,573
		Electric Engineering Technician	GN10	32,507	50,061
		Electric Engineering Aide	GN6	24,346	37,494
2	2	Electric Engineer	GN8	56,993	89,479
11	11	Sub-Total			
		<b>Electric Hydro</b>			
1	1	Hydro-Electric Supt.	GE6	46,677	73,283
1	1	Hydro Electric Maintenance Technician	GN10	32,507	50,061
4	4	Hydro-Electric Operator	GN9	29,823	45,927
1	1	Hydro-Electric Attendant	GN6	24,346	37,494
7	7	Sub-Total			

FY 2014 Adopted Budget  
Budget Summary  
Authorized Position Summary

		<b><i>Electric Meters</i></b>			
1	1	Electric Meter Supervisor	GN13	43,267	66,631
3	3	Combination of:			
		Electric Meter Technician III	GN11	35,758	55,067
		Electric Meter Technician II	GN9	29,823	45,927
		Electric Meter Technician I	GN7	25,807	39,743
4	4	Sub-Total			

		<b><i>Electric Substations</i></b>			
1	1	Electric Substation Supervisor	GN13	43,267	66,631
4	4	Electric Substation Operator	GN11	35,758	55,067
1	1	Electric T & D Equipment Technician	GN11	35,758	55,067
4	4	Electric Substation Technician	GN11	35,758	55,067
10	10	Sub-Total			

		<b><i>Telecommunications</i></b>			
1	1	Division Director of Telecommunications	GE9	63,262	99,322
1	1	Broadband Network Engineering Technician	GE7	51,345	80,612
1	1	Multi-Media Design Manager	GE7	51,345	80,612
1	1	Senior Account Clerk	GN8	27,614	42,525
4	4	Sub-Total			

**173      173      TOTAL UTILITIES DEPARTMENT**

**CONSTITUTIONAL OFFICES**

1	1	Registrar			
10	10	Commissioner of the Revenue			
4	4	City Treasurer			
77	77	Sheriff's Office			
21	21	Commonwealth Attorney			
14	14	Clerk of Circuit Court			
<b>127</b>	<b>127</b>	<b>TOTAL CONSTITUTIONAL OFFICES</b>			

**1,137      1,136      GRAND TOTAL**

**OTHER ELECTED OFFICIALS (Part-time)**

8	8	Council Members			
1	1	Mayor			
<b>9</b>	<b>9</b>	<b>TOTAL OTHER ELECTED OFFICIALS</b>			

The General Fund provides for the basic services extended to all residents of the City, including public safety, streets and highways, environmental protection, recreation, library, social services, and general administration. It also includes significant contributions to the operation of the Danville Public School System, constitutional offices, and other agencies and boards. Most General Fund services are non-revenue producing, thereby requiring the use of the ad valorem property taxes and other General Fund related revenue sources to provide funding. The Utility Funds provide significant support of General Fund operations through interfund transfers.

The General Fund revenues are divided into the following categories:

**Property Taxes** Property Taxes are one of the major revenue sources for the General Fund and include the Real Estate Tax, Motor Vehicle Taxes, Machinery and Tools Taxes, and Public Services Taxes.

**Other Local Taxes** Other local taxes include Local Sales Taxes, Business, Professional, and Occupational License, Prepared Meals Tax, Telephone Franchise Tax, Consumer Utility Tax, Auto License fees, Bank Stock Taxes, Recordation Taxes, Motor Vehicle Tax, and the Transient Occupancy Tax, also known as the Hotel/Motel Tax.

**License Permits and Fees** This category includes revenues from dog licenses, taxi permits, concealed weapons permits, and permits for building, electrical, mechanical, plumbing, and zoning as required for any development.

**Fines and Forfeitures** This category includes revenues from the District Court, Juvenile and Domestic Relations District Court, Circuit Court, court costs fees, and parking tickets.

**Revenue from Use of Money or Property** This category includes revenues from the City's investments, revenues from the rental of recreational facilities or other municipal properties, and revenues from the sale of property or equipment.

**Charges for Services** This category includes revenues related to Adult Detention and Juvenile Detention reimbursements, fees related to recreational activities, and library fees.

**Transfers from Other Funds** This category represents transfers from the City-owned utilities.

**Miscellaneous Revenues** This category includes private gifts or donations or other unanticipated revenues.

**Recovered Costs** This category includes charges to other funds for support from general City departments.

**Non-Categorical State Aid** This category includes state aid that can be allocated at the discretions of the governing body and includes Recordation Taxes, Mobile Home Titling Taxes, 599 funds, State Telecommunications Taxes, and Motor Vehicle Carrier Taxes.

**Categorical State Aid (Shared Expenses)** This category includes revenues which cover a portion of the operations of constitutional offices.

**Categorical State Aid** This category includes funding for a variety of city and state functions, the largest being Street Maintenance funding and Welfare and Public Assistance funding.

FY 2014 Adopted Budget  
General Fund  
General Fund Summary

**History of Revenues**

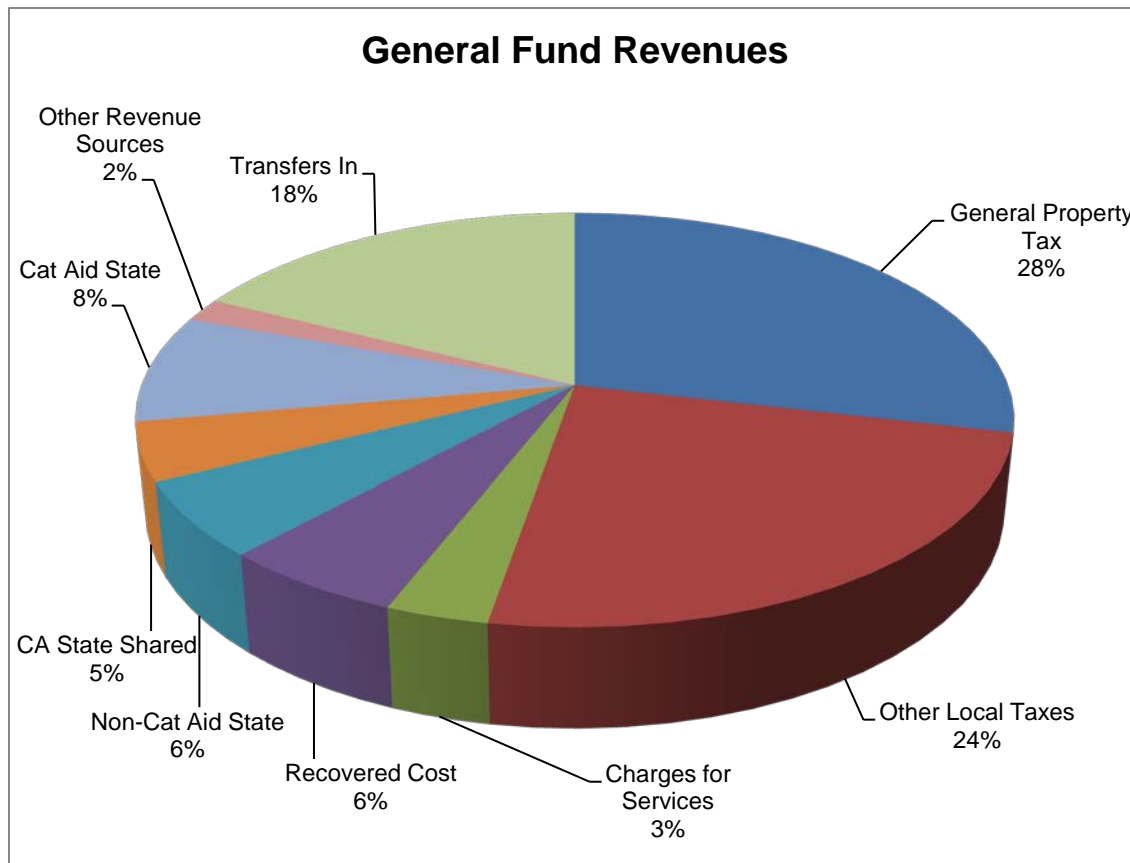
	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
General Property Tax	\$ 26,496,520	\$ 27,287,847	\$ 26,067,120	\$ 27,567,320	\$ 1,500,200
Other Local Taxes	\$ 22,490,449	\$ 23,114,939	\$ 22,760,380	\$ 23,135,000	\$ 374,620
Licenses, Permits, Privilege	\$ 208,943	\$ 182,461	\$ 223,490	\$ 218,810	\$ (4,680)
Fines/Forfeiture	\$ 597,251	\$ 589,061	\$ 539,250	\$ 572,150	\$ 32,900
Rev-Use Money/Property	\$ 936,001	\$ 1,248,912	\$ 794,090	\$ 856,900	\$ 62,810
Charges for Services	\$ 3,480,797	\$ 3,530,529	\$ 3,300,410	\$ 3,138,170	\$ (162,240)
Miscellaneous Revenue	\$ 34,109	\$ 32,981	\$ 123,000	\$ 123,000	\$ -
Recovered Cost	\$ 5,138,034	\$ 5,275,805	\$ 5,339,140	\$ 5,638,450	\$ 299,310
Non-Cat Aid State	\$ 6,122,094	\$ 5,871,105	\$ 6,065,190	\$ 5,618,000	\$ (447,190)
CA State Shared	\$ 3,801,863	\$ 3,912,778	\$ 4,195,640	\$ 4,370,680	\$ 175,040
Cat Aid State	\$ 8,933,313	\$ 7,829,550	\$ 7,943,320	\$ 8,104,690	\$ 161,370
Transfers In	\$ 13,632,000	\$ 13,632,000	\$ 14,382,000	\$ 14,830,000	\$ 448,000
Transfers from Fund Balance		\$ -	\$ 4,663,370	\$ 2,060,000	\$ (2,603,370)
	<b>\$ 91,871,374</b>	<b>\$ 92,507,968</b>	<b>\$ 96,396,400</b>	<b>\$ 96,233,170</b>	<b>\$ (163,230)</b>

**History of Expenditures**

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
City Manager	\$ 1,167,438	\$ 1,047,120	\$ 1,094,980	\$ 1,084,640	\$ (10,340)
Human Resources	\$ 6,623,861	\$ 6,192,709	\$ 6,963,250	\$ 8,036,280	\$ 1,073,030
Finance	\$ 3,143,487	\$ 3,508,555	\$ 3,672,180	\$ 4,006,030	\$ 333,850
Information Technology	\$ 2,488,749	\$ 2,596,581	\$ 2,579,030	\$ 2,273,930	\$ (305,100)
Police	\$ 14,037,014	\$ 14,321,135	\$ 15,058,940	\$ 14,972,550	\$ (86,390)
Fire	\$ 8,596,194	\$ 8,486,362	\$ 8,781,020	\$ 8,721,550	\$ (59,470)
Public Works	\$ 3,526,501	\$ 3,317,150	\$ 3,724,090	\$ 3,616,800	\$ (107,290)
Human Services	\$ 180,461	\$ -			\$ -
Parks, Recreation, and Tourism	\$ 4,672,459	\$ 4,081,788	\$ 4,653,670	\$ 4,674,760	\$ 21,090
Community Development	\$ 9,785,428	\$ 8,885,359	\$ 8,936,150	\$ 9,552,960	\$ 616,810
Economic Development	\$ 853,575	\$ 772,201	\$ 806,440	\$ 954,430	\$ 147,990
Transportation Services	\$ 509,992	\$ 496,140	\$ 525,200	\$ 526,380	\$ 1,180
Constitutional Offices	\$ 6,822,711	\$ 7,167,812	\$ 7,583,760	\$ 7,833,990	\$ 250,230
General Assembly	\$ 409,721	\$ 420,694	\$ 526,880	\$ 556,290	\$ 29,410
Transfer Out/Support Of	\$ 26,672,944	\$ 32,061,290	\$ 30,849,410	\$ 27,778,570	\$ (3,070,840)
Non-Departmental	\$ 8,918	\$ 679,294	\$ 641,400	\$ 1,644,010	\$ 1,002,610
	<b>\$ 89,499,453</b>	<b>\$ 94,034,190</b>	<b>\$ 96,396,400</b>	<b>\$ 96,233,170</b>	<b>\$ (163,230)</b>

**General Fund – FY 2014 Adopted Budget**

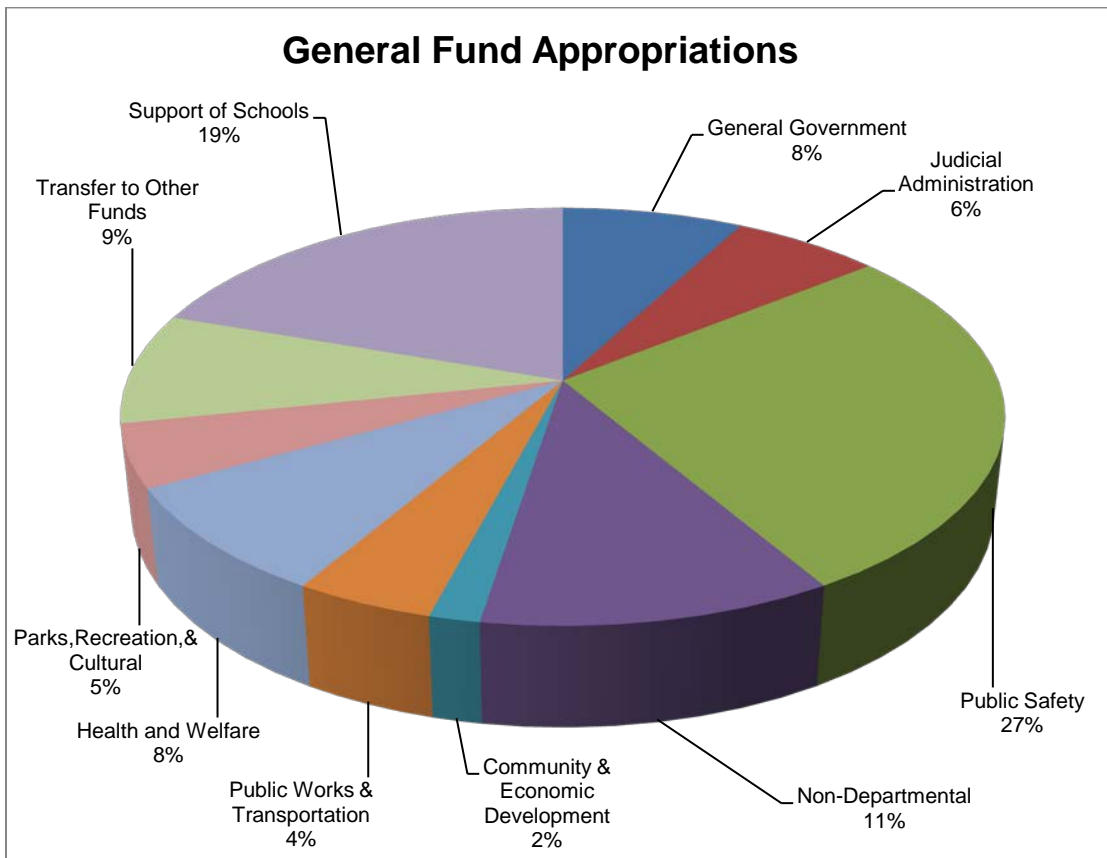
<b>Revenue</b>			
General Property Tax	\$	27,567,320	29%
Other Local Taxes	\$	23,135,000	24%
Charges for Services	\$	3,138,170	3%
Recovered Cost	\$	5,638,450	6%
Non-Cat Aid State	\$	5,618,000	6%
CA State Shared	\$	4,370,680	5%
Cat Aid State	\$	8,104,690	8%
Other Revenue Sources	\$	1,770,860	2%
Transfers In	\$	16,890,000	17%
<b>Total Revenues</b>	<b>\$</b>	<b>96,233,170</b>	<b>100%</b>



**General Fund – FY 2014 Adopted Budget**

**Summary of Expenditures**

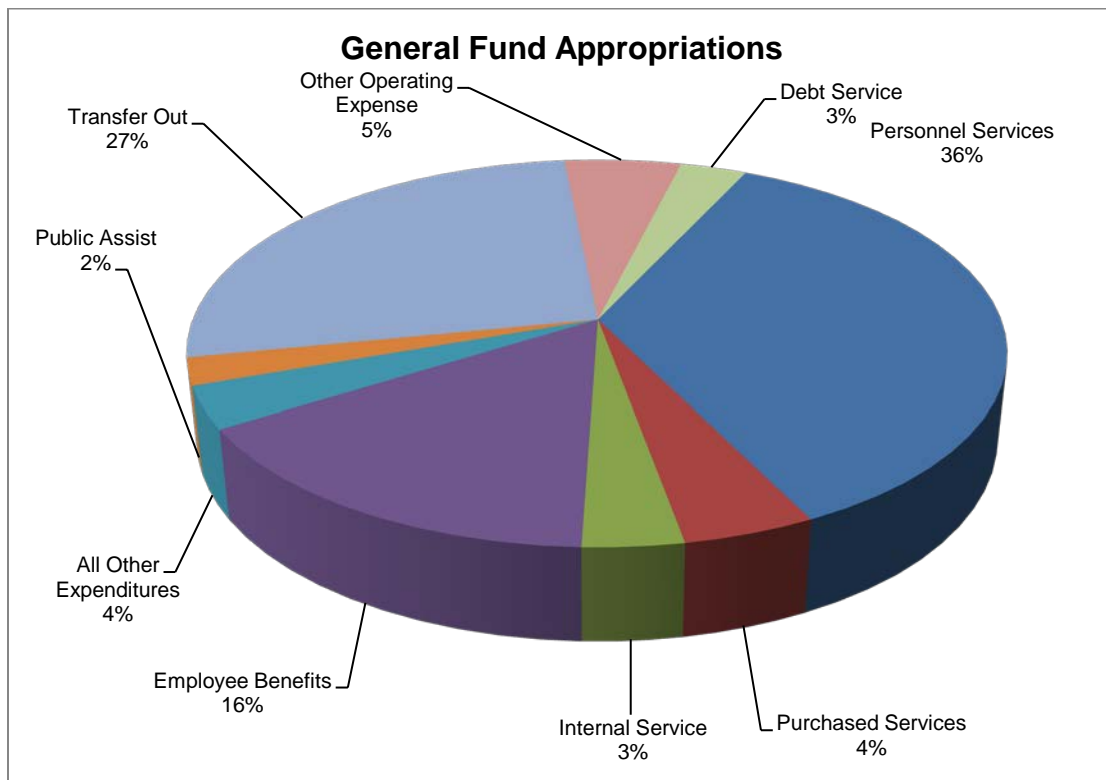
General Government	\$ 7,431,130	8%
Judicial Administration	\$ 6,091,740	6%
Public Safety	\$ 25,926,390	27%
Non-Departmental	\$ 10,500,530	11%
Community & Economic Development	\$ 1,508,310	2%
Public Works & Transportation	\$ 4,143,180	4%
Health and Welfare	\$ 7,979,530	8%
Parks, Recreation, & Cultural	\$ 4,621,810	5%
Transfer to Other Funds	\$ 8,186,470	9%
Support of Schools	\$ 18,705,030	19%
Support of Other Entities	\$ 1,139,050	1%
<b>Total Expenditures by Function</b>	<b>\$ 96,233,170</b>	<b>100%</b>



**General Fund – FY 2014 Adopted Budget**

**Summary of Expenditures by Activity**

Personnel Services	\$ 34,396,920	36%
Purchased Services	\$ 4,290,100	4%
Internal Service	\$ 3,262,560	3%
Employee Benefits	\$ 14,966,100	16%
All Other Expenditures	\$ 3,374,940	4%
Public Assist	\$ 2,183,710	2%
Transfer Out	\$ 25,586,330	27%
Other Operating Expense	\$ 5,210,280	5%
Debt Service	\$ 2,962,230	3%
<b>Total Expenditures by Activity</b>	<b>\$ 96,233,170</b>	<b>100%</b>



The Danville City Council is the governing body of the City of Danville, Virginia. The City Council is empowered to adopt and enforce ordinances, policies, and rules and regulations to conduct the public's business and to provide for the protection of general health, safety, and welfare to the public. All ordinances are codified and are available for public inspection in the Office of the City Clerk. The City Council has the power to appoint the city manager, the city attorney, and the city clerk. The city manager, the city attorney, and the city clerk serve at the pleasure of the City Council.

The City Council consists of nine members, elected to four-year staggered terms, with elections every two years. City Council conducts its monthly business meetings on the first and third Tuesday at 7:00 p.m. in City Council Chambers, 4th floor, Municipal Building, 427 Patton Street, in downtown Danville. The business meetings are televised by the local cable provider and may be seen on River City TV.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ -
<b>Employee Benefits</b>	\$ 3,060	\$ 3,060	\$ 3,060	\$ 3,060	\$ -
<b>Purchased Services</b>	\$ 1,835	\$ 2,327	\$ 3,000	\$ 2,000	\$ (1,000)
<b>Internal Service</b>	\$ 86	\$ -	\$ 250	\$ 540	\$ 290
<b>Other Operating Expenses</b>	\$ 28,391	\$ 27,100	\$ 31,600	\$ 32,100	\$ 500
	<b>\$ 73,372</b>	<b>\$ 72,487</b>	<b>\$ 77,910</b>	<b>\$ 77,700</b>	<b>\$ (210)</b>

**Positions**

8.0	Council Members
<b>8.0</b>	<b>COUNCIL MEMBERS</b>

The mayor is elected by a majority vote of the City Council members on the first day of July of each even numbered year. The current mayor was elected by City Council in 2008 and will serve until July 2010.

The mayor serves as the president of the City Council, presides at all meetings of the City Council, and performs other duties consistent with the office as may be imposed by the City Council. The mayor is entitled to vote and speak on the issues as is afforded other members of the City Council; however, they are not granted any veto power. The mayor is recognized as the head of the City government for all ceremonial purposes, the purposes of military law, and the service of the civil process.

The Office of the Mayor also represents the City at various functions, both public and private. The mayor issues proclamations, signs all ordinances and resolutions adopted by the City Council, and has the authority to call special meetings of the City Council.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ -
<b>Employee Benefits</b>	\$ 536	\$ 536	\$ 540	\$ 540	\$ -
<b>Internal Service</b>	\$ -	\$ -	\$ 100	\$ -	\$ (100)
<b>Other Operating Expenses</b>	\$ 371	\$ 380	\$ 840	\$ 520	\$ (320)
	<b>\$ 7,907</b>	<b>\$ 7,916</b>	<b>\$ 8,480</b>	<b>\$ 8,060</b>	<b>\$ (420)</b>

**Positions**

1.0	Mayor
<b>1.0</b>	<b>MAYOR</b>

The City of Danville converted to the council-manager form of government in 1951. This provides for professional, non-partisan management of municipal affairs.

The city manager is the chief executive officer of the City and is responsible to the City Council for the proper administration of the City government. The city manager has the responsibility to see that all laws and ordinances are enforced; exercise supervision and control over all administrative departments and divisions of the City; attend all regular meetings of the City Council, with the right to take part in discussion, but having no vote; recommend to the City Council, for adoption, such measures as they deem necessary or expedient; make and execute all contracts on behalf of the City, except as may be otherwise provided by the City Charter or by ordinance passed by the City Council; prepare and submit the annual budget; keep City Council fully advised at all times as to the present and future physical needs of the City; perform other duties as may be prescribed by the City Charter or the City Council; and be responsible for the appointment and removal of all officers and employees of the City.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 415,281	\$ 374,218	\$ 385,420	\$ 385,410	\$ (10)
<b>Employee Benefits</b>	\$ 74,707	\$ 68,301	\$ 77,390	\$ 80,610	\$ 3,220
<b>Purchased Services</b>	\$ 114,662	\$ 38,973	\$ 75,300	\$ 5,000	\$ (70,300)
<b>Internal Service</b>	\$ 13,806	\$ 11,788	\$ 11,400	\$ 16,060	\$ 4,660
<b>Other Operating Expenses</b>	\$ 23,777	\$ 23,566	\$ 30,150	\$ 26,400	\$ (3,750)
<b>Capital Outlay</b>	\$ 9,062	\$ 18,053	\$ 1,000	\$ 14,800	\$ 13,800
	<b>\$ 651,295</b>	<b>\$ 534,899</b>	<b>\$ 580,660</b>	<b>\$ 528,280</b>	<b>\$ (52,380)</b>

**Full Time Equivalents**

1.0	City Manager
1.0	Deputy City Manager
1.0	Assistant to the City Manager
1.0	Executive Assistant
1.0	Executive Secretary
<b>5.0</b>	<b>TOTAL CITY MANAGER'S OFFICE</b>

FY 2014 Adopted Budget  
General Fund  
General Government  
Office of the City Manager: Coalition for a Safe Danville - 0110602

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City Council established the Coalition for a Safe Danville as a means of uniting community stakeholders, sharing information, developing strategies, engaging and informing the public, and undertaking coordinated, results-oriented crime prevention activities that will combat crime and earn public confidence that Danville is a safe community in which to live, visit, and conduct business.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Purchased Services</b>	\$ 315	\$ -	\$ 500	\$ -	\$ (500)
<b>Internal Service</b>	\$ 868	\$ -	\$ 1,000	\$ -	\$ (1,000)
<b>Other Operating Expenses</b>	\$ 1,379	\$ -	\$ 1,000	\$ -	\$ (1,000)
	<b>\$ 2,562</b>	<b>\$ -</b>	<b>\$ 2,500</b>	<b>\$ -</b>	<b>\$ (2,500)</b>

FY 2014 Adopted Budget  
General Fund  
General Government  
Office of the City Manager: Clerk of Council - 0110603

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The City Clerk/Clerk of Council is appointed by the Danville City Council. The Clerk records all minutes, ordinances, resolutions, and contracts approved by City Council and is responsible for the codification of the City Code and its distribution. This office also maintains historical files, City Council records, and official contracts/agreements approved by City Council. For budgeting, it is a sub-activity of the City Manager's Office.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 16,863	\$ 35,000	\$ 36,050	\$ 36,050	\$ -
<b>Employee Benefits</b>	\$ 3,119	\$ 6,500	\$ 7,510	\$ 7,840	\$ 330
<b>Purchased Services</b>	\$ 185	\$ 16,806	\$ 15,000	\$ 15,000	\$ -
<b>Internal Service</b>	\$ -	\$ 431	\$ 400	\$ 500	\$ 100
<b>Other Operating Expenses</b>	\$ -	\$ 10,686	\$ 10,890	\$ 10,770	\$ -
<b>Capital Outlay</b>	\$ -	\$ -	\$ -	\$ 1,300	\$ 1,300
	<b>\$ 20,167</b>	<b>\$ 69,423</b>	<b>\$ 69,850</b>	<b>\$ 71,460</b>	<b>\$ 1,610</b>

**Full Time Equivalents**

1.0	Clerk of Council
<b>1.0</b>	<b>TOTAL CLERK OF COUNCIL</b>

The objective of human resources is to maximize the return on investment from the organization's human capital and minimize financial risk. Without attracting and retaining top performers this objective will be less than satisfied. To accomplish the objective Human Resource (HR) management is composed of several functional areas that perform goal related activities. It is the responsibility of Human Resources to conduct all these activities in an effective, legal, fair, and consistent manner.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 311,579	\$ 306,073	\$ 312,270	\$ 314,850	\$ 2,580
<b>Employee Benefits</b>	\$ 61,300	\$ 63,856	\$ 74,940	\$ 77,770	\$ 2,830
<b>Purchased Services</b>	\$ 33,581	\$ 123,235	\$ 220,480	\$ 257,880	\$ 37,400
<b>Internal Service</b>	\$ 3,972	\$ 3,515	\$ 6,150	\$ 9,940	\$ 3,790
<b>Other Operating Expenses</b>	\$ 17,473	\$ 21,470	\$ 29,660	\$ 27,920	\$ (1,740)
<b>Capital Outlay</b>	\$ 590	\$ 12,550	\$ -	\$ -	\$ -
	<b>\$ 428,495</b>	<b>\$ 530,699</b>	<b>\$ 643,500</b>	<b>\$ 688,360</b>	<b>\$ 44,860</b>

**Full Time Equivalents**

1.0	Director of Human Resources
1.0	Organization Development Consultant
2.5	HR Consultant*
1.0	Human Resource Technician
1.0	Senior Secretary
<b>6.5</b>	<b>TOTAL HUMAN RESOURCES</b>

\*Portion of one HR Consultant position is funded by a reimbursement from the Employees' Retirement System

Occupational Health is concerned with the characteristics of the workforce that contribute to the development of health related problems in people who work. Occupational Health is equally concerned about the problems with physical and mental health. The physical health problems can range from accidental injury to cardiovascular disease. The mental health problems can include factors such as stress and burnout. The Occupational Health operation is concerned with both the health of the individual and the health of the organization.

The occupational health function is responsible for the administration and documentation of the following programs: Worker's Compensation/OSHA log, Drug and Alcohol Program, Family & Medical Leave Act, Employee Assistance Program, First Aid/CPR training, Bloodborne Pathogen training, employee physicals (pre-employment, public safety, and DOT), medical treatment, and Health Promotion & Wellness (Health Fair, Flu shots, other immunization shots).

**Major Changes**

- This office was eliminated during FY 2011. Human Resources has assumed the administrative work and the Fire Department has assumed First Aid issues

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 82,222	\$ -	\$ -	\$ -	\$ -
<b>Employee Benefits</b>	\$ 11,179	\$ -	\$ -	\$ -	\$ -
<b>Purchased Services</b>	\$ 32,118	\$ -	\$ -	\$ -	\$ -
<b>Internal Service</b>	\$ 508	\$ -	\$ -	\$ -	\$ -
<b>Other Operating Expenses</b>	\$ 10,165	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ 4,868	\$ -	\$ -	\$ -	\$ -
	<b>\$ 141,060</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

The Budget Office is responsible for the development of operating and capital budgets of the City. This office performs long-range fiscal planning, revenues and expenditures forecasting, and examination of agency operations and procedures. The Budget Office also maintains corporate financial control throughout the year and provides professional management and research assistance on issues related to financial management, productivity, and the effective and efficient use of city funds.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 65,741	\$ 65,741	\$ 67,730	\$ 67,720	\$ (10)
<b>Employee Benefits</b>	\$ 12,267	\$ 12,489	\$ 14,120	\$ 14,730	\$ 610
<b>Purchased Services</b>	\$ 835	\$ -	\$ -	\$ -	\$ -
<b>Internal Service</b>	\$ 3,585	\$ 2,231	\$ 5,000	\$ 4,000	\$ (1,000)
<b>Other Operating Expenses</b>	\$ 1,125	\$ 640	\$ 3,450	\$ 2,050	\$ (1,400)
<b>Capital Outlay</b>	\$ -	\$ 381	\$ -	\$ -	\$ -
	<b>\$ 83,553</b>	<b>\$ 81,482</b>	<b>\$ 90,300</b>	<b>\$ 88,500</b>	<b>\$ (1,800)</b>

**Full Time Equivalents**

1.0	Division Director of Budget
<u>1.0</u>	<b>TOTAL BUDGET OFFICE</b>

The City Attorney's Office, located on the fourth floor of the Municipal Building, by City Charter, provides the following services: serves as legal counsel/advisor to the City Council, City Administration, the Danville City School Board, and other various boards and agencies of the City to ensure that the activities of the City are conducted in accordance with the requirements of the law, both substantively and procedurally; prepares ordinances and resolutions for consideration and passage by City Council designed to enhance the health, safety and welfare of the citizens of Danville, including researching applicable State and Federal Statutes necessary for legal compliance of same; drafts legal documents such as deeds, pleadings, performance agreements, and contracts as required and requested, also we oversee the preparation of contracts by others involving the City; institutes and prosecutes legal proceedings as needed; attends City Council and other meetings as appropriate; and manages and controls the law business of the City.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 221,565	\$ 217,880	\$ 240,660	\$ 239,720	\$ (940)
<b>Employee Benefits</b>	\$ 39,019	\$ 40,181	\$ 50,130	\$ 52,100	\$ 1,970
<b>Purchased Services</b>	\$ 69,987	\$ 18,638	\$ 14,050	\$ 15,150	\$ 1,100
<b>Internal Service</b>	\$ 1,239	\$ 963	\$ 1,600	\$ 3,510	\$ 1,910
<b>Other Operating Expenses</b>	\$ 18,377	\$ 20,202	\$ 22,740	\$ 23,120	\$ 380
<b>Capital Outlay</b>	\$ -	\$ -	\$ -	\$ 750.00	\$ 750.00
	<b>\$ 350,187</b>	<b>\$ 297,864</b>	<b>\$ 329,180</b>	<b>\$ 334,350</b>	<b>\$ 5,170</b>

**Full Time Equivalents**

1.0	City Attorney
1.0	Assistant City Attorney
1.0	Legal Assistant
<b>1.0</b>	<b>Legal Secretary</b>
<b>4.0</b>	<b>TOTAL CITY ATTORNEY'S OFFICE</b>

FY 2014 Adopted Budget  
General Fund  
General Government  
Legislative Affairs - 0112401

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Legislative Affairs develops and coordinates the City's legislative program, serving as the liaison between city and elected officials. Funding will go towards representing the City's interest at the General Assembly and may represent the City at meetings of appointed officials that may impact the Danville area.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Purchased Services</b>	\$ 47,593	\$ 50,366	\$ 12,000	\$ 50,000	\$ 38,000
<b>Other Operating Expenses</b>	\$ 14,355	\$ 14,165	\$ 14,400	\$ 14,790	\$ 390
	<b>\$ 61,948</b>	<b>\$ 64,531</b>	<b>\$ 26,400</b>	<b>\$ 64,790</b>	<b>\$ 38,390</b>

The Independent Auditor activity includes the examination of the accounts and records of the City and related City organizations involved in the handling of City funds in accordance with generally accepted auditing standards. The auditor's contract requires an independent examination by a Certified Public Accountant who provides an opinion regarding conformance of the financial statements to generally accepted principles. The audit is also conducted in accordance with generally accepted auditing standards. Government Auditing Standards issued by the Comptroller General of the United States, and requirements of the Auditor of Public Accounts of the Commonwealth of Virginia. As a recipient of federal and state grants, the City's audit is subject to the requirements of the Comptroller General and the Auditor of Public Accounts.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Purchased Services</b>	\$ 90,675	\$ 117,147	\$ 102,000	\$ 120,000	\$ 18,000
	<b>\$ 90,675</b>	<b>\$ 117,147</b>	<b>\$ 102,000</b>	<b>\$ 120,000</b>	<b>\$ 18,000</b>

The Office of the Commissioner of Revenue is located in the Charles H. Harris Financial Services Center. The Commissioner of Revenue is an elected position with a four-year term as provided for by the Constitution of the Commonwealth of Virginia. The office assesses and processes taxes that generate revenue for the City of Danville and the Commonwealth of Virginia. The Commissioner of the Revenue's office also works closely with the Division of Central Collections in the delinquent collection process.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 373,882	\$ 365,329	\$ 371,190	\$ 401,870	\$ 30,680
<b>Employee Benefits</b>	\$ 62,521	\$ 60,440	\$ 73,300	\$ 77,150	\$ 3,850
<b>Purchased Services</b>	\$ 6,205	\$ 6,254	\$ 8,450	\$ 8,450	\$ -
<b>Internal Service</b>	\$ 5,665	\$ 5,506	\$ 7,000	\$ 14,990	\$ 7,990
<b>Other Operating Expenses</b>	\$ 15,177	\$ 20,169	\$ 23,160	\$ 23,300	\$ 140
<b>Capital Outlay</b>	\$ 134	\$ -	\$ 1,000	\$ 1,000	\$ -
	<b>\$ 463,584</b>	<b>\$ 457,698</b>	<b>\$ 484,100</b>	<b>\$ 526,760</b>	<b>\$ 42,660</b>

**Full Time Equivalents**

11.0	Commissioner of the Revenue*
<b>11.0</b>	<b>TOTAL COMMISSIONER OF REVENUE</b>

\*NOTE: Two positions fully funded by the City, all others partially funded by the State Compensation Board.

The Real Estate Assessment Division of the Finance Department provides mass appraisal services of real property for tax purposes. With offices located on the third floor of the Municipal Building, the Real Estate Assessment Division is responsible for the discovery, listing and appraisal of all real property in the City; maintaining current ownership and mailing address information; maintaining current parcel maps for GIS system; providing special assessments for land use; defending the City's assessments at Board of Equalization hearings; and the preparation of appraisal reports and testifying in court in defense of assessments. Additionally the Real Estate Assessment Division shares in the administration of the Tax Abatement of Rehabilitated Buildings Program; the Residential Subdivision Reimbursement Program; the Property Tax Exemption or Deferral and Reduced Residential Refuse Fee for the elderly or person found to be permanently and totally disabled program.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 267,715	\$ 274,239	\$ 270,500	\$ 270,500	\$ -
<b>Employee Benefits</b>	\$ 49,934	\$ 50,865	\$ 56,340	\$ 58,800	\$ 2,460
<b>Purchased Services</b>	\$ 253	\$ 208	\$ 1,600	\$ 700	\$ (900)
<b>Internal Service</b>	\$ 21,015	\$ 14,572	\$ 18,720	\$ 23,920	\$ 5,200
<b>Other Operating Expenses</b>	\$ 15,537	\$ 5,023	\$ 17,820	\$ 10,230	\$ (7,590)
	<b>\$ 354,454</b>	<b>\$ 344,907</b>	<b>\$ 364,980</b>	<b>\$ 364,150</b>	<b>\$ (830)</b>

**Full Time Equivalents**

1.0	Division Director of Real Estate Assessment
3.0	Combination of:
	Real Estate Appraiser III
	Real Estate Appraiser II
	Real Estate Appraiser I
2.0	Combination of:
	Senior Real Estate Assessment Clerk
	Real Estate Assessment Clerk
<b>6.0</b>	<b>TOTAL REAL ESTATE</b>

The Real Estate Board of Equalization provides property owners an opportunity to appeal their real estate assessment values. State law requires the City to have a Board of Equalization each reassessment year. Currently the City is on even year biennial reassessment cycle. By law, the Board is composed of not less than three nor more than five members

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 810	\$ -	\$ 1,800	\$ -	\$ (1,800)
<b>Employee Benefits</b>	\$ 62	\$ -	\$ 140	\$ -	\$ (140)
<b>Purchased Services</b>	\$ 205	\$ -	\$ 250	\$ -	\$ (250)
	<b>\$ 1,077</b>	<b>\$ -</b>	<b>\$ 2,190</b>	<b>\$ -</b>	<b>\$ (2,190)</b>

The Central Collections Division of the Finance Department provides a full range of collection and financial services. The offices are located in the Charles H. Harris Financial Service Center, 311 Memorial Drive. The Division is responsible for processing and maintaining records of all payments for utilities, taxes, licenses and miscellaneous charges; maintaining pay arrangements records for past due utility accounts; issuing non-pay disconnect orders for past due utility accounts; administering Fuel Assistance Program; administering Debt Set-Off Program; administering Personal Property Tax Relief Program; administering Vehicle Registration Withholding Program; maintaining Refund/Reversal Program; and providing collection of delinquent accounts by using appropriate collection methods to include court proceedings, distress warrants, tax liens, etc.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 434,105	\$ 426,102	\$ 447,290	\$ 444,210	\$ (3,080)
<b>Employee Benefits</b>	\$ 78,632	\$ 79,261	\$ 90,440	\$ 93,500	\$ 3,060
<b>Purchased Services</b>	\$ 43,684	\$ 63,987	\$ 61,420	\$ 61,440	\$ 20
<b>Internal Service</b>	\$ 13,937	\$ 13,121	\$ 14,530	\$ 26,940	\$ 12,410
<b>Other Operating Expenses</b>	\$ 132,795	\$ 130,004	\$ 125,400	\$ 150,650	\$ 25,250
<b>Capital Outlay</b>	\$ 3,799	\$ 12,220	\$ -	\$ -	\$ -
	<b>\$ 706,952</b>	<b>\$ 724,695</b>	<b>\$ 739,080</b>	<b>\$ 776,740</b>	<b>\$ 37,660</b>

**Full Time Equivalents**

1.0	Division Director of Central Collections
1.0	Collections Supervisor
1.0	Delinquent Collections Coordinator
2.0	Senior Collections Clerk
4.6	Combination of:
	Collection Clerk II
	Senior Cashier
	Collection Clerk I
5.2	Cashier
<b>14.8</b>	<b>TOTAL CENTRAL COLLECTIONS</b>

The City Treasurer is an elected official whose primary responsibilities include collecting and accounting for revenues for the City of Danville and for the State of Virginia. The City Treasurer's office is dedicated to serving our citizen's in a professional, courteous, and efficient manner.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 151,308	\$ 151,308	\$ 158,880	\$ 163,650	\$ 4,770
<b>Employee Benefits</b>	\$ 26,083	\$ 26,143	\$ 32,530	\$ 33,510	\$ 980
<b>Purchased Services</b>	\$ 415	\$ 367	\$ 450	\$ 350	\$ (100)
<b>Internal Service</b>	\$ 1,600	\$ 5,157	\$ 7,920	\$ 10,500	\$ 2,580
<b>Other Operating Expenses</b>	\$ 7,093	\$ 7,225	\$ 7,430	\$ 7,510	\$ 80
	<b>\$ 186,499</b>	<b>\$ 190,200</b>	<b>\$ 207,210</b>	<b>\$ 215,520</b>	<b>\$ 8,310</b>

**Full Time Equivalents**

<u>4.0</u>	City Treasurer*
<b>4.0</b>	<b>TOTAL CITY TREASURER</b>

\*NOTE: Partially funded by the State Compensation Board.

The Director of Finance is charged with overseeing the fiscal needs of the City of Danville. The functions of this Department include accounting and the supervision of all encumbrances, expenditures and disbursements to insure that the budget appropriations are not exceeded and the preparation of the City's annual Financial Statements. The Director provides administrative oversight to the Budget Office, Collections, Purchasing, Central Services, Employees Retirement System, and Real Estate Assessment.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 144,292	\$ 130,046	\$ 133,650	\$ 133,640	\$ (10)
<b>Employee Benefits</b>	\$ 26,685	\$ 25,191	\$ 27,850	\$ 29,050	\$ 1,200
<b>Purchased Services</b>	\$ 23,120	\$ 217	\$ 220	\$ 220	\$ -
<b>Internal Service</b>	\$ 2,886	\$ 922	\$ 1,160	\$ 2,610	\$ 1,450
<b>Other Operating Expenses</b>	\$ 14,474	\$ 6,864	\$ 9,550	\$ 10,040	\$ 490
	<b>\$ 211,457</b>	<b>\$ 163,240</b>	<b>\$ 172,430</b>	<b>\$ 175,560</b>	<b>\$ 3,130</b>

**Full Time Equivalents**

1.0	Director of Finance
1.0	Senior Secretary
<b>2.0</b>	<b>TOTAL DIRECTOR OF FINANCE</b>

The Accounting Division of the Finance Department works to provide sound fiscal management, timely and accurate financial reporting, and safeguarding of the City's assets through proper internal controls. This includes oversight of the City's accounting, payroll, fixed assets, and inventory management systems. This division is also responsible for interfaces between the general ledger and the utility and collection software systems. Additional functions and responsibilities include: centralized accounts payable processing, weekly and monthly payroll processing, timely processing and reporting of payroll taxes and other payroll deductions, debt service administration, grant management, cash management, administration of the City's property and liability insurance, and the administration and daily operation of the City's Retirement System. The Regional Industrial Facility Authority's accounting and financial reporting is also a function of this division, as well as the coordination of the audit with independent auditors.

The Accounting Division prepares Consolidated Annual Financial Reports (CAFRs) for both the City and the Employees' Retirement and coordinates the audit of these reports with the City's independent auditors. The City submits both CAFRs to the Government Finance Officers Association for the Certificate of Achievement for Excellence in Financial Reporting Award. The City has received this award for twenty-three consecutive years. It is the responsibility of this division to ensure the City's financial reporting continues to receive this prestigious award and to continually seek to improve the City's financial reporting.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 462,285	\$ 430,019	\$ 458,130	\$ 407,030	\$ (51,100)
<b>Employee Benefits</b>	\$ 89,745	\$ 82,182	\$ 95,420	\$ 89,670	\$ (5,750)
<b>Purchased Services</b>	\$ 13,090	\$ 15,746	\$ 12,120	\$ 11,200	\$ (920)
<b>Internal Service</b>	\$ 6,772	\$ 6,717	\$ 7,000	\$ 12,680	\$ 5,680
<b>Other Operating Expenses</b>	\$ 25,877	\$ 19,978	\$ 28,360	\$ 26,260	\$ (2,100)
<b>Capital Outlay</b>	\$ 865	\$ 675	\$ 870	\$ 870	\$ -
<b>Funding Reimbursement</b>	\$ -	\$ (16,481)	\$ -	\$ -	\$ -
	<b>\$ 598,634</b>	<b>\$ 538,836</b>	<b>\$ 601,900</b>	<b>\$ 547,710</b>	<b>\$ (54,190)</b>

**Full Time Equivalents**

1.0	Assistant Director of Finance
1.0	Business Systems Accountant
1.8	Senior Accountant*
1.0	Accountant
1.0	Payroll Technician
1.0	Senior Account Clerk
2.0	Account Clerk
<b>8.8</b>	<b>TOTAL ACCOUNTING</b>

\*Portion of one Senior Accountant position is funded by a reimbursement from the Employees' Retirement System

The Internal Audit function in the Finance Department ensures integrity and reliability of financial reporting and protection against fraud. The Internal Auditor also ensures that a minimum acceptable set of control activities are in place in each of the business units and functions. Internal control procedures will be regularly reviewed to identify weaknesses and/or gaps. When necessary, internal control improvements will be recommended with the goal of mitigating risk, increasing productivity, and streamlining business processes. Additionally, this function will routinely review the City's financial policies and procedures manuals, monitor compliance, and establish a process to adopt policies and procedures to changing business requirements.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 69,757	\$ 69,757	\$ 71,860	\$ 35,930	\$ (35,930)
<b>Employee Benefits</b>	\$ 13,070	\$ 13,333	\$ 14,990	\$ 10,180	\$ (4,810)
<b>Internal Service</b>	\$ -	\$ 97	\$ -	\$ 1,180	
<b>Other Operating Expenses</b>	\$ 2,314	\$ 1,396	\$ 5,500	\$ 1,190	\$ (4,310)
	<b>\$ 85,141</b>	<b>\$ 84,583</b>	<b>\$ 92,350</b>	<b>\$ 48,480</b>	<b>\$ (43,870)</b>

**Full Time Equivalents**

0.5	Internal Auditor*
<b>0.5</b>	<b>TOTAL INTERNAL AUDITOR</b>

\*Balance of this full time position funded through Finance: Accounting.

The Purchasing Division of the Finance Department is the center of the centralized purchasing operations for the City of Danville. While following statutory guidelines, this department aims to secure high quality products and services at the best possible cost for all of the departments of the City. Additionally, the Purchasing Division oversees the negotiating of professional contracts, monitoring vendor performance, manages the use of procurement cards, oversees the City's liability insurance programs, and administers surplus property disposal. The Purchasing Division also provides administrative oversight for Central Services.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 171,651	\$ 201,834	\$ 224,840	\$ 223,910	\$ (930)
<b>Employee Benefits</b>	\$ 32,522	\$ 35,662	\$ 42,690	\$ 44,190	\$ 1,500
<b>Purchased Services</b>	\$ 2,562	\$ 2,511	\$ 61,200	\$ 10,000	\$ (51,200)
<b>Internal Service</b>	\$ 8,959	\$ 8,059	\$ 12,180	\$ 14,990	\$ 2,810
<b>Other Operating Expenses</b>	\$ 10,371	\$ 10,730	\$ 13,400	\$ 13,200	\$ (200)
<b>Capital Outlay</b>	\$ -	\$ 6,914	\$ 2,500	\$ -	\$ (2,500)
	<b>\$ 226,065</b>	<b>\$ 265,710</b>	<b>\$ 356,810</b>	<b>\$ 306,290</b>	<b>\$ (50,520)</b>

**Full Time Equivalents**

1.0	Division Director of Purchasing
1.0	Buyer
1.0	Senior Purchasing Clerk
1.0	Purchasing Clerk
0.9	Printer
<b>4.9</b>	<b>TOTAL PURCHASING</b>

FY 2014 Adopted Budget  
General Fund  
General Government  
Information Technology - 0115401

The Information Technology Department consists of the following core divisions: Administration – which includes the HelpDesk, Application Support – which include computer room operations, public safety, and web development; Geographical Information Systems (GIS) and Technical Services – which include network and PC support.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 1,200,122	\$ 1,142,461	\$ 1,227,300	\$ 1,248,240	\$ 20,940
<b>Employee Benefits</b>	\$ 217,079	\$ 213,607	\$ 251,650	\$ 264,400	\$ 12,750
<b>Purchased Services</b>	\$ 868,939	\$ 942,466	\$ 850,070	\$ 859,530	\$ 9,460
<b>Internal Service</b>	\$ 8,236	\$ 7,447	\$ 7,170	\$ 75,880	\$ 68,710
<b>Other Operating Expenses</b>	\$ 53,414	\$ 66,073	\$ 47,390	\$ 43,630	\$ (3,760)
<b>Capital Outlay</b>	\$ 140,959	\$ 224,527	\$ 195,450	\$ 296,810	\$ 101,360
<b>Reimbursement</b>	\$ -	\$ -	\$ -	\$ (514,560)	\$ (514,560)
	<b>\$ 2,488,749</b>	<b>\$ 2,596,581</b>	<b>\$ 2,579,030</b>	<b>\$ 2,273,930</b>	<b>\$ (305,100)</b>

**Full Time Equivalents**

- 1.0 Director of Information Technology
- 3.0 Combination of:
  - Assistant Director of Information Technology
  - Division Director of Application Support
  - Division Director of Technical Services
  - IT Project Manager
  - IT Business Relationship Manager
  - IT Business Analyst
- 6.6 Combination of:
  - Network Systems Engineer
  - Network Administrator
  - System Administrator
  - PC Administrator
  - Network Analyst
  - Sr. IT Support Technician
  - IT Support Technician
- 8.5 Combination of:
  - GIS Coordinator
  - IT Solutions Architect Manager
  - Sr. Applications Support Specialist
  - Sr. Database Administrator
  - IT Application Support Specialist
  - Sr. Programmer Analyst
  - Sr. GIS Programmer Analyst
  - Database Administrator
  - GIS Programmer Analyst
  - Programmer/Analyst
  - GIS Analyst

1.0 Senior Secretary

**20.1 TOTAL INFORMATION TECHNOLOGY**

This Office provides for the oversight and conduct of all elections in the City to include federal, state, and local elections. The Board has the responsibility to insure the uniformity, legality, and purity of each election. The Electoral Board consists of a secretary of the Electoral Board and two board members, all appointed by the judge of the Circuit Court. The Board provides for the appointment of the city general registrar and all officers of elections. The board is responsible for the training of officers of elections. The office receives, reviews, and maintains campaign finance reports for all local candidates. It is responsible for the distribution of voting machines and election materials and securing polling places. The Board conducts the canvass after each election and certifies election results for the City of Danville.

This Office is mandated by state law. At least one member of the Board is required to attend seminars and training conducted by the State Board of Elections

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 36,594	\$ 64,064	\$ 67,430	\$ 44,470	\$ (22,960)
<b>Employee Benefits</b>	\$ 728	\$ 772	\$ 750	\$ 800	\$ 50
<b>Purchased Services</b>	\$ 3,570	\$ 3,255	\$ 4,080	\$ 1,330	\$ (2,750)
<b>Internal Service</b>	\$ 1,365	\$ 2,928	\$ 4,050	\$ 3,840	\$ (210)
<b>Other Operating Expenses</b>	\$ 22,216	\$ 26,712	\$ 43,150	\$ 42,500	\$ (650)
	<b>\$ 64,473</b>	<b>\$ 97,731</b>	<b>\$ 119,460</b>	<b>\$ 92,940</b>	<b>\$ (26,520)</b>

FY 2014 Adopted Budget  
General Fund  
General Government  
Registrar - 0116001

The Office of the Registrar is located at 515 Main Street in downtown Danville. It is responsible for the administration of registration, assessing the needs of the citizens, and establishing a schedule for registration to meet those needs. It is also responsible for communicating the requirements of law clearly and courteously to all citizens so that they understand their responsibilities as well as their rights.

The Office is responsible for handling requests for absentee ballots for all elections, including absentee voting by mail and voting absentee in person at the office. The Office handles local candidate filings. The Registrar assists the Electoral Board with election management and has been designated by the Electoral Board to be the custodian of the voting machines. The Office codes and formats all election and candidate information and programs all voting machines for each election. The Office handles security, maintenance, and logistic and accuracy testing for all the voting equipment.

The registrar's office works closely with the Electoral Board office to assure an error-free election. This office is responsible for all elections and registration records that are open for public inspection. This office is mandated by state law. Its employees are required to attend seminars and training sessions to keep abreast of legislation that may affect their work load.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 79,349	\$ 82,365	\$ 86,410	\$ 83,740	\$ (2,670)
<b>Employee Benefits</b>	\$ 14,455	\$ 14,968	\$ 16,990	\$ 16,790	\$ (200)
<b>Purchased Services</b>	\$ 720	\$ 585	\$ 1,220	\$ 1,070	\$ (150)
<b>Internal Service</b>	\$ 791	\$ 2,053	\$ 2,000	\$ 4,230	\$ 2,230
<b>Other Operating Expenses</b>	\$ 6,929	\$ 8,618	\$ 16,460	\$ 15,720	\$ (740)
	<b>\$ 102,244</b>	<b>\$ 108,589</b>	<b>\$ 123,080</b>	<b>\$ 121,550</b>	<b>\$ (1,530)</b>

**Full Time Equivalents**

1.0	Registrar*
1.0	Deputy Registrar
<b>2.0</b>	<b>TOTAL REGISTRAR</b>

\*NOTE: Partially funded by the State Compensation Board.

FY 2014 Adopted Budget  
General Fund  
Judicial Administration  
Circuit Court - 0116301

The Circuit Court of Danville is the trial court of general jurisdiction with the authority to try civil and criminal cases. Additionally, the Circuit Court has jurisdiction for any case for which jurisdiction is not specified in the Code of Virginia and has the authority to impanel regular and special grand juries.

In criminal cases, the Circuit Court has jurisdiction over the trial of all felonies and misdemeanors originating from grand jury indictments. The Circuit Court also has jurisdiction over juveniles who are charged with felonies and whose cases are certified for trial by the judge of the Juvenile and Domestic Relations District Court. In civil cases, the Circuit Court has concurrent jurisdiction with the General District Court over claims of \$4,500 to \$15,000. The Circuit Court has original jurisdiction over monetary claims exceeding \$15,000. Additionally, the Circuit Court has jurisdiction over issues concerning the validity of municipal ordinances or corporate bylaws. The Circuit Court has appellate jurisdiction over appeals from the General District Court and from the Juvenile and Domestic Relations District Court. Appeals from administrative agencies are also heard in the court.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 136,071	\$ 116,580	\$ 143,740	\$ 191,030	\$ 47,290
<b>Employee Benefits</b>	\$ 20,344	\$ 17,703	\$ 22,660	\$ 33,920	\$ 11,260
<b>Purchased Services</b>	\$ 1,585	\$ 4,033	\$ 3,400	\$ 3,400	\$ -
<b>Internal Service</b>	\$ 1,285	\$ 1,371	\$ 2,000	\$ 5,790	\$ 3,790
<b>Other Operating Expenses</b>	\$ 15,015	\$ 10,415	\$ 19,200	\$ 18,700	\$ (500)
<b>Capital Outlay</b>	\$ 1,484	\$ -	\$ -	\$ -	\$ -
	<b>\$ 175,784</b>	<b>\$ 150,102</b>	<b>\$ 191,000</b>	<b>\$ 252,840</b>	<b>\$ 61,840</b>

**Full Time Equivalents**

1.0	Law Clerk
2.0	Judicial Assistant
1.0	Legal Secretary
<b>4.0</b>	<b>TOTAL CIRCUIT COURT</b>

FY 2014 Adopted Budget  
General Fund  
Judicial Administration  
General District Court - 0116601

General District Court is located on Patton Street in the Courts and Jail Building on the third floor. Court commences at 8:30am, five days a week for Traffic and Criminal Cases; civil cases are held on Tuesday beginning at 10:00am. Small Claims Court is held on the second Tuesday of every month at 12:00 noon. One must call to reserve time on the Civil Docket.

The General District Court handles all traffic and criminal misdemeanor cases, felony preliminary hearings, civil small claims court involving \$5,000 or less, and civil cases up to \$15,000.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Purchased Services</b>	\$ 25,714	\$ 23,367	\$ 31,100	\$ 30,800	\$ (300)
<b>Internal Service</b>	\$ 675	\$ 638	\$ 300	\$ 300	\$ -
<b>Other Operating Expenses</b>	\$ 12,919	\$ 13,232	\$ 14,360	\$ 13,460	\$ (900)
<b>Capital Outlay</b>	\$ 759	\$ 1,040	\$ 800	\$ 500	\$ (300)
	<b>\$ 40,067</b>	<b>\$ 38,277</b>	<b>\$ 46,560</b>	<b>\$ 45,060</b>	<b>\$ (1,500)</b>

The principal function of the magistrate is to provide an independent, unbiased review of complaints brought to the office by law enforcement officers and citizens. Although they do serve as conservators of the peace, magistrates are not connected with law enforcement. Instead, magistrates serve as a buffer between law enforcement and society. In addition, magistrates assist the public by providing general information on civil and criminal processes and procedures.

Magistrates have the following statutorily prescribed powers: to act as conservators of the peace, to administer oaths and take acknowledgements, to issue arrest warrants, to issue search warrants, to admit to bail or commit to jail, to issue summonses and subpoenas, to issue civil warrants and pre-trial levies and seizures, to accept prepayment for certain traffic and misdemeanor offenses, to issue mental and medical emergency custody orders, to issue temporary mental detention orders, to issue medical temporary detention orders, to issue emergency protective orders, and to issue out of service orders to commercial vehicle drivers.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Internal Service</b>	\$ 30	\$ 34	\$ 50	\$ 50	\$ -
<b>Other Operating Expenses</b>	\$ 488	\$ 377	\$ 950	\$ 950	\$ -
<b>Capital Outlay</b>	\$ 504	\$ 530	\$ 1,330	\$ 500	\$ (830)
	<b>\$ 1,022</b>	<b>\$ 941</b>	<b>\$ 2,330</b>	<b>\$ 1,500</b>	<b>\$ (830)</b>

FY 2014 Adopted Budget  
General Fund  
Judicial Administration  
22nd District Court Service - 0117201

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The Danville Office of the 22<sup>nd</sup> Court Service unit is administered by the Virginia Department of Juvenile Justice. The Unit provides a continuum of services to juveniles and families having contact with the Juvenile and Domestic Relations court. Services as ordered by the court or provided at the Unit's intake would include but not be limited to receiving, processing, and when applicable, diverting intake complaints, completing court ordered investigations, reports, reviews, and addendums, providing probation and intensive supervision services, parole and intensive parole services including institutional visitation and community supervision, community work services, and substance abuse evaluation and drug testing.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Purchased Services</b>	\$ -	\$ -	\$ 200	\$ -	\$ (200)
<b>Internal Service</b>	\$ 795	\$ 1,094	\$ 1,100	\$ 1,100	\$ -
<b>Other Operating Expenses</b>	\$ 3,960	\$ 3,575	\$ 4,200	\$ 3,800	\$ (400)
<b>Capital Outlay</b>	\$ -	\$ -	\$ 1,500	\$ -	\$ (1,500)
	<b>\$ 4,755</b>	<b>\$ 4,669</b>	<b>\$ 7,000</b>	<b>\$ 4,900</b>	<b>\$ (2,100)</b>

FY 2014 Adopted Budget  
General Fund  
Judicial Administration  
Juvenile and Domestic Relations Court Service - 0117501

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The Juvenile and Domestic Relations District Courts have jurisdiction over all cases, matters, and proceedings involving the following: delinquents; juveniles accused of traffic infractions and violations; juveniles who are status offenders; children in need of services and/or supervision; children who have been subjected to abandonment; escapees from residential care facilities; adults accused of child abuse, neglect, or of offenses against any child or in which members of their families are victims; court ordered rehabilitative services; emancipation of minors; adults accused of abuse of a spouse, ex-spouse, person with whom they have a child in common, or family, or household member; adults involved in disputes concerning the support, visitation, or custody of a child and parentage determinations; foster care and entrustment agreements; commitment of mentally ill children and certification of mentally retarded children; court consent for certain medical treatments; and issuance of juvenile operator's licenses.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Purchased Services</b>	\$ 3,512	\$ 721	\$ 16,350	\$ 16,350	\$ -
<b>Internal Service</b>	\$ 675	\$ -	\$ 800	\$ 800	\$ -
<b>Other Operating Expenses</b>	\$ 17,121	\$ 19,489	\$ 19,800	\$ 20,350	\$ 550
<b>Capital Outlay</b>	\$ 68	\$ 175	\$ 500	\$ -	\$ (500)
	<b>\$ 21,376</b>	<b>\$ 20,385</b>	<b>\$ 37,450</b>	<b>\$ 37,500</b>	<b>\$ 50</b>

The Clerk of Circuit Court and their staff issue marriage licenses, record deeds and all associated documents, record financing statements, record military discharges, docket judgments, and index and store the records in a manner that the public may have access to them. The Clerk has concurrent jurisdiction with the Judge of the Circuit Court in the probating of wills. The Clerk is the administrative arm of the Circuit Court and is responsible for preparing the court docket, issuing all court orders and maintaining permanent records of all court cases, including criminal and civil cases, as well as maintaining a staff member in the courtroom during all cases.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 95,950	\$ 284,815	\$ 501,180	\$ 516,780	\$ 15,600
<b>Employee Benefits</b>	\$ 87,063	\$ 84,165	\$ 102,660	\$ 97,550	\$ (5,110)
<b>Purchased Services</b>	\$ 34,057	\$ 37,089	\$ 57,840	\$ 52,340	\$ (5,500)
<b>Internal Service</b>	\$ 7,941	\$ 9,728	\$ 5,000	\$ 9,440	\$ 4,440
<b>Other Operating Expenses</b>	\$ 27,181	\$ 24,738	\$ 21,250	\$ 22,850	\$ 1,600
<b>Capital Outlay</b>	\$ 3,400	\$ 356	\$ 750	\$ 700	\$ (50)
	<b>\$ 255,592</b>	<b>\$ 440,891</b>	<b>\$ 688,680</b>	<b>\$ 699,660</b>	<b>\$ 10,980</b>

**Full Time Equivalents**

14.0	Clerk of Circuit Court*
<b>14.0</b>	<b>TOTAL CLERK OF CIRCUIT COURT</b>

\*NOTE: Partially funded by the State Compensation Board.

The Danville Sheriff's Office operates the Danville City Jail, which is a maximum security facility and is located in the Courts and Jail Building. The Sheriff's Office is also responsible for providing security for the Courts and Jail Building, as well as the security for Circuit, General District, and Juvenile and Domestic Relations District Court. The Civil Process unit is responsible for the service of all court documents generated by these courts, as well as documents from courts outside of our jurisdiction.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 2,661,020	\$ 2,748,995	\$ 2,768,650	\$ 2,886,130	\$ 117,480
<b>Employee Benefits</b>	\$ 517,444	\$ 529,045	\$ 639,980	\$ 654,020	\$ 14,040
<b>Purchased Services</b>	\$ 20,025	\$ 19,856	\$ 21,660	\$ 21,260	\$ (400)
<b>Internal Service</b>	\$ 121,256	\$ 115,033	\$ 114,670	\$ 144,020	\$ 29,350
<b>Other Operating Expenses</b>	\$ 64,498	\$ 68,695	\$ 66,690	\$ 66,660	\$ (30)
<b>Capital Outlay</b>	\$ 7,171	\$ 3,924	\$ 5,850	\$ 5,850	\$ -
	<b>\$ 3,391,414</b>	<b>\$ 3,485,548</b>	<b>\$ 3,617,500</b>	<b>\$ 3,777,940</b>	<b>\$ 160,440</b>

**Full Time Equivalents**

<u>80.5</u>	Sheriff's Office*
<b>80.5</b>	<b>TOTAL Sheriff's Office</b>

\*NOTE: 4 nurse positions funded 1/3 by City and two Courtroom Security Officers funded 100% by City. All other positions funded by the State Compensation Board. City pays a portion of benefits.

The primary duty of the Commonwealth Attorney is the prosecution of criminal cases. Unlike most jurisdictions, a Danville City Charter provision requires the Commonwealth Attorney to prosecute all misdemeanor cases brought on City warrants in the General District Court. State law only requires the Commonwealth Attorney to appear for felony cases. The office also prosecutes all felonies and some misdemeanors in the Juvenile and Domestic Relations District Court. The Commonwealth's Attorney is responsible for the prosecution of all cases in the Circuit Court. The Commonwealth's Attorney is also required to represent some state agencies in civil matters and render conflict of interest opinions.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 822,084	\$ 807,733	\$ 836,740	\$ 859,210	\$ 22,470
<b>Employee Benefits</b>	\$ 144,330	\$ 140,888	\$ 171,290	\$ 175,880	\$ 4,590
<b>Purchased Services</b>	\$ 7,834	\$ 11,558	\$ 12,450	\$ 1,020	\$ (11,430)
<b>Internal Service</b>	\$ (2,992)	\$ 257	\$ 7,000	\$ 20,970	\$ 13,970
<b>Other Operating Expenses</b>	\$ 111,648	\$ 103,742	\$ 105,940	\$ 105,990	\$ 50
	<b>\$ 1,082,904</b>	<b>\$ 1,064,178</b>	<b>\$ 1,133,420</b>	<b>\$ 1,163,070</b>	<b>\$ 29,650</b>

**Full Time Equivalents**

18.0	Commonwealth Attorney*
<b>18.0</b>	<b>TOTAL COMMONWEALTH ATTORNEY</b>

\*NOTE: Partially funded by the State Compensation Board. Two positions (Victim Witness Coordinator) are grant funded.

FY 2014 Adopted Budget  
General Fund  
Judicial Administration  
Commonwealth Attorney Collections - 0118402

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The Collections Department of the Commonwealth Attorney's Office collects delinquent fines, costs and restitution for the Circuit Court, General District Court and Juvenile and Domestic Relations District Court. A Community Service Program is available for those who owe fines, costs and restitution in the Circuit and General District Courts. These individuals work for the Danville Parks and Recreation Department and earn hourly credit of \$6.55. The Collections Department receives a weekly report on each individual who is assigned to the Community Service Program.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 72,945	\$ 72,945	\$ 76,600	\$ 78,910	\$ 2,310
<b>Employee Benefits</b>	\$ 13,037	\$ 12,869	\$ 15,680	\$ 16,160	\$ 480
<b>Internal Service</b>	\$ 620	\$ 1,744	\$ 1,700	\$ 1,700	\$ -
<b>Other Operating Expenses</b>	\$ 10,263	\$ 9,443	\$ 10,500	\$ 10,500	\$ -
<b>Capital Outlay</b>	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -
	<b>\$ 96,865</b>	<b>\$ 97,001</b>	<b>\$ 106,480</b>	<b>\$ 109,270</b>	<b>\$ 2,790</b>

**Full Time Equivalents**

3.0	Collections Clerk*
<b>3.0</b>	<b>TOTAL COMMONWEALTH ATTORNEY - COLLECTIONS</b>

\*Funded by revenues collected through Collections of Commonwealth Attorney's Office

FY 2014 Adopted Budget  
General Fund  
Public Safety Administration  
Danville Police Department - 0119001

The Danville Police Department commits every member to providing quality service to the community through a process of continuous improvement and to maintaining a safe environment for all by protecting life, individual liberty and property through partnerships with citizens and businesses. The Danville Police Department accomplishes its mission by dividing into three divisions. The Operations Division is the section of the department responsible for routine day-to-day and emergency tactical execution of law enforcement responses in the City of Danville. The Patrol, Investigations, and Community Policing units perform these functions. The Services Division has the responsibility to support the other divisions and units of the Department. It is comprised of support units including records, crime scene, crime prevention, school resource officers, animal control, parking, evidence room, school crossing guards, uniforms, and equipment supply. The Professional Standards Division provides the policy and inspection criteria necessary to maintain a professional organization with exceptional standards and capabilities. The Division is primarily responsible for maintaining all training for the department, accreditation standards, inspections, internal affairs investigations, use of force investigations, formal and informal citizen complaints, and employment background investigations.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 5,789,301	\$ 5,630,791	\$ 6,226,640	\$ 6,109,060	\$ (117,580)
<b>Employee Benefits</b>	\$ 1,197,950	\$ 1,165,830	\$ 1,507,210	\$ 1,364,790	\$ (142,420)
<b>Purchased Services</b>	\$ 226,497	\$ 239,328	\$ 255,600	\$ 251,110	\$ (4,490)
<b>Internal Service</b>	\$ 36,987	\$ 37,036	\$ 35,860	\$ 100,670	\$ 64,810
<b>Other Operating Expenses</b>	\$ 520,132	\$ 596,517	\$ 554,800	\$ 583,880	\$ 29,080
<b>Capital Outlay</b>	\$ 7,396	\$ 449,081	\$ 265,820	\$ 265,820	\$ -
	<b>\$ 7,778,263</b>	<b>\$ 8,118,583</b>	<b>\$ 8,845,930</b>	<b>\$ 8,675,330</b>	<b>\$ (170,600)</b>

**Full Time Equivalents**

1.0	Police Chief
1.0	Police Lieutenant Colonel
2.0	Police Major
7.0	Police Captain
10.0	Police Lieutenant
2.0	Senior Investigators
8.0	Police Sergeant
16.0	Police Corporal
86.0	Police Officer
1.0	Administrative Assistant
1.0	Animal Control Officer
3.0	Secretary
3.0	Police Records Clerk
0.6	Parking Attendant
1.8	School Crossing Guard
<b>141.0</b>	<b>TOTAL POLICE DEPARTMENT</b>

This activity provides funding to permit the City to make payments to medical examiners when their services are required. The Code of Virginia requires a medical examiner for any homicide, suspicious death, or case where a person has no physician.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 800	\$ 900	\$ 1,000	\$ 1,000	\$ -
	<b>\$ 800</b>	<b>\$ 900</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ -</b>

FY 2014 Adopted Budget  
General Fund  
Public Safety Administration  
City Jail - 0118201

The Danville City Jail is a major, maximum-security jail located on the first floor of the Courts and Jail Building. The jail and jail annex house approximately 213 inmates and is staffed by the Sheriff's Office. The Annex is located at the Danville Adult Detention Facility. Danville City Jail provides both educational and religious programs for the benefit of those incarcerated.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 39,458	\$ 35,094	\$ 41,690	\$ 41,690	\$ -
<b>Employee Benefits</b>	\$ 2,985	\$ 2,624	\$ 3,190	\$ 3,190	\$ -
<b>Purchased Services</b>	\$ 80,377	\$ 87,885	\$ 85,600	\$ 81,000	\$ (4,600)
<b>Internal Service</b>	\$ 288,608	\$ 285,312	\$ 284,140	\$ 284,140	\$ -
<b>Other Operating Expenses</b>	\$ 892,539	\$ 983,339	\$ 893,490	\$ 893,490	\$ -
<b>Capital Outlay</b>	\$ 41,886	\$ 38,042	\$ 38,260	\$ 38,260	\$ -
	<b>\$ 1,345,853</b>	<b>\$ 1,432,296</b>	<b>\$ 1,346,370</b>	<b>\$ 1,341,770</b>	<b>\$ (4,600)</b>

**Full Time Equivalents**

0.1	Licensed Physician*
<b>0.1</b>	<b>TOTAL CITY JAIL</b>

\*This position is shared with Adult Detention and Juvenile Detention.

FY 2014 Adopted Budget  
General Fund  
Public Safety Administration  
Fire Department - 0119001, -02

The mission of the Danville Fire Department is to provide the public with a variety of emergency services in the event of an unplanned occurrence, man-made or natural, including but not limited to: fire protection, emergency medical services, hazardous materials response, or rescue. These services will be provided in a rapid, professional, and economic manner so as to minimize the impact of the occurrence to the public we serve. Today, the Fire Department is a full service career department that holds an ISO-Class 2 Rating and operates three shifts and employs 123 full time employees. These firefighters operate out of seven stations that are strategically located throughout the 44 square miles of Danville allowing for a rapid response to all types of emergencies. Additionally, the Fire Department offers fire prevention and education programs, arson investigation and detection, and also supports two special operations teams: the Danville Regional Hazardous Materials Response Team and the Technical Rescue Team.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 5,398,984	\$ 5,398,220	\$ 5,625,100	\$ 5,550,520	\$ (74,580)
<b>Employee Benefits</b>	\$ 1,293,724	\$ 1,183,665	\$ 1,293,950	\$ 1,253,130	\$ (40,820)
<b>Purchased Services</b>	\$ 153,098	\$ 216,145	\$ 168,180	\$ 190,670	\$ 22,490
<b>Internal Service</b>	\$ 348,088	\$ 342,331	\$ 126,350	\$ 170,050	\$ 43,700
<b>Other Operating Expenses</b>	\$ 188,611	\$ 198,510	\$ 215,390	\$ 221,730	\$ 6,340
<b>Capital Outlay</b>	\$ 23,011	\$ 18,921	\$ 24,000	\$ 30,000	\$ 6,000
	<b>\$ 7,405,516</b>	<b>\$ 7,357,792</b>	<b>\$ 7,452,970</b>	<b>\$ 7,416,100</b>	<b>\$ (36,870)</b>

**Full Time Equivalents**

1.0	Fire Chief
2.0	Assistant Fire Chief
4.0	Fire Battalion Chief
1.0	Fire Marshal
21.0	Fire Captain
1.0	Assistant Fire Marshal
6.0	Fire Lt./Asst. Training Officer
24.0	Fire Fighter/Engineer
1.0	Fire Program Support Coordinator
60.0	Fire Fighter
1.0	Administrative Assistant
1.0	Senior Secretary
<b>123.0</b>	<b>TOTAL FIRE DEPARTMENT</b>

By law the primary mission of Adult Detention is public safety, as well as staff and prisoner safety by providing a secure and effectively managed facility, and properly supervising the prisoners. The secondary mission of Adult Detention is to provide inmate labor for City operations, enabling such prisoners to pay back part of their debt to society while at the same time saving the City taxpayers a substantial amount of money.

Adult Detention also provides sentencing alternatives to city courts by providing weekender, and work and school release programs. Sentencing alternatives to state prisons is provided by giving minimum custody inmates an opportunity to stay in close proximity to their family and relatives, and providing a program for transition back into the community, while still having access to appropriate programs and services such as counseling, GED programs, occupational training, religious services, and drug and alcohol programs.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 1,421,620	\$ 1,413,216	\$ 1,550,300	\$ 1,544,640	\$ (5,660)
<b>Employee Benefits</b>	\$ 251,643	\$ 267,103	\$ 305,890	\$ 314,000	\$ 8,110
<b>Purchased Services</b>	\$ 156,486	\$ 206,564	\$ 178,500	\$ 206,000	\$ 27,500
<b>Internal Service</b>	\$ 218,007	\$ 197,043	\$ 228,880	\$ 226,880	\$ (2,000)
<b>Other Operating Expenses</b>	\$ 505,981	\$ 395,571	\$ 424,150	\$ 424,490	\$ 340
<b>Capital Outlay</b>	\$ 8,016	\$ 1,651	\$ 21,000	\$ 21,000	\$ -
	<b>\$ 2,561,753</b>	<b>\$ 2,481,148</b>	<b>\$ 2,708,720</b>	<b>\$ 2,737,010</b>	<b>\$ 28,290</b>

**Full Time Equivalents**

1.0	Division Director of Adult Detention
1.0	Chief Correctional Officer
1.0	Service Program Coordinator
0.1	Licensed Physician*
1.0	Work Program Coordinator
1.0	Correctional Health Assistant
4.0	Correctional Captain
5.0	Correctional Lieutenant
1.0	Safety Supply Officer
20.1	Correctional Officer
2.0	Senior Account Clerk
<b>37.2</b>	<b>TOTAL ADULT DETENTION</b>

\*This position is shared with the City Jail and Juvenile Detention.

FY 2014 Adopted Budget  
General Fund  
Public Safety Administration  
Police: Juvenile Detention - 0120821

The mission of the W.W. Moore, Jr. Juvenile Detention Home is to provide for the public safety of the communities we serve while providing for the needs of the juveniles in our care and custody, and to initiate the foundation of their self-esteem and personal growth through creating a positive, secure, safe, and caring environment. The scope of services includes behavioral management, educational and academic programming, post-dispositional detention, nutritional, recreation, counseling, and medical services.

The Detention Home serves the cities of Danville and Martinsville, the town of South Boston, and the counties of Pittsylvania, Henry, Patrick, Halifax, and Mecklenburg. Occasionally, the facility does receive youth from non-participating jurisdictions. Youth at this facility are both male and female, ages 10-18, and are ordered to be detained by a court of competent jurisdiction as a result of misdemeanor or felony charges. The Courts are solely responsible for the release of children detained at the home.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 1,621,698	\$ 1,645,058	\$ 1,748,190	\$ 1,701,940	\$ (46,250)
<b>Employee Benefits</b>	\$ 287,525	\$ 290,585	\$ 353,370	\$ 343,260	\$ (10,110)
<b>Purchased Services</b>	\$ 164,845	\$ 146,630	\$ 202,650	\$ 196,840	\$ (5,810)
<b>Internal Service</b>	\$ 150,475	\$ 136,512	\$ 139,050	\$ 151,300	\$ 12,250
<b>Other Operating Expenses</b>	\$ 315,463	\$ 295,052	\$ 349,550	\$ 353,080	\$ 3,530
<b>Cost Allocation</b>	\$ 439,690	\$ 475,130	\$ 498,890	\$ 555,250	\$ 56,360
<b>Capital Outlay</b>	\$ 46,544	\$ 17,506	\$ 34,120	\$ 35,000	\$ 880
<b>Debt Service</b>	\$ 544,966	\$ 589,189	\$ 52,620	\$ 97,690	\$ 45,070
	<b>\$ 3,571,206</b>	<b>\$ 3,595,662</b>	<b>\$ 3,378,440</b>	<b>\$ 3,434,360</b>	<b>\$ 55,920</b>

**Full Time Equivalents**

1.0	Division Director of Juvenile Detention
1.0	Assistant Division Director of Juvenile Detention
0.1	Licensed Physician*
1.0	Juvenile Program Coordinator
1.0	Nurse
4.0	Shift Supervisor
1.0	Building Maintenance Mechanic II
5.0	Senior Youth Care Worker
1.0	Electronic Monitoring Case Worker
32.0	Youth Care Worker
1.0	Senior Account Clerk
2.0	Secretary
1.0	Custodian
<b>51.1</b>	<b>TOTAL JUVENILE DETENTION</b>

\*This position is shared with Adult Detention and the City Jail.

FY 2014 Adopted Budget  
General Fund  
Public Safety Administration  
Juvenile Intake Diversion - 0120805

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The Intake Diversion Program offers a service alternative to the Juvenile and Domestic Relations Circuit Court that can assist in diverting a youth from formal action before the court system. Since the services rendered are by an employee assigned to the Court Service Unit, supportive services rendered may include, but are not limited to, mentoring, anger management, substance abuse, and counseling with child and parent, etc.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 43,000	\$ 22,443	\$ -	\$ 43,000	\$ 43,000
<b>Employee Benefits</b>	\$ 3,290	\$ 1,717	\$ -	\$ 3,290	\$ 3,290
<b>Purchased Services</b>	\$ 135	\$ 190	\$ 47,840	\$ -	\$ (47,840)
	<b>\$ 46,425</b>	<b>\$ 24,350</b>	<b>\$ 47,840</b>	<b>\$ 46,290</b>	<b>\$ (1,550)</b>

FY 2014 Adopted Budget  
General Fund  
Public Safety Administration  
Fire Department - Emergency Services - 0122901

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Emergency Management is part of the Fire Department, and acts as the On-Scene Coordinator at emergency incidents as well as large special events and has the responsibility for interagency coordination and communications. The department manages the Emergency Operations Center (EOC) and works with local, state, federal, voluntary organizations, and private sector entities to provide resources and expertise in four major areas: preparedness, response, recovery, and mitigation. Additionally, this division educates the public on preparedness, coordinates, and supports the response to and recovery from emergencies and collects and disseminates critical information.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 88,444	\$ 88,141	\$ 27,550	\$ 26,740	\$ (810)
<b>Employee Benefits</b>	\$ 16,282	\$ 16,541	\$ 5,760	\$ 5,570	\$ (190)
<b>Purchased Services</b>	\$ 14,752	\$ 32,057	\$ 24,860	\$ 26,490	\$ 1,630
<b>Internal Service</b>	\$ 16,317	\$ 16,516	\$ 14,240	\$ 10,740	\$ (3,500)
<b>Other Operating Expenses</b>	\$ 21,875	\$ 20,284	\$ 27,010	\$ 27,230	\$ 220
<b>Capital Outlay</b>	\$ 245	\$ 1,895	\$ 4,000	\$ 4,500	\$ 500
	<b>\$ 157,915</b>	<b>\$ 175,434</b>	<b>\$ 103,420</b>	<b>\$ 101,270</b>	<b>\$ (2,150)</b>

\*Personnel funding supports a Senior Secretary position that will be moved to the Fire Department.

FY 2014 Adopted Budget  
General Fund  
Public Safety Administration  
Fire Department – 911 Communications - 0123201

The Emergency Communications Center is the main Public Safety Answering Point for the citizens and public safety agencies within the City of Danville. The Center is staffed 24 hours a day, seven days a week. Telecommunicators are responsible for answering all 9-1-1 and non-emergency calls from the citizens and public safety agencies as well as dispatching emergency responders and monitoring events that take place within the City of Danville. Telecommunicators are nationally certified to give pre-arrival instruction to their callers before emergency personnel arrive.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 672,373	\$ 593,696	\$ 803,230	\$ 784,040	\$ (19,190)
<b>Employee Benefits</b>	\$ 115,416	\$ 104,132	\$ 151,130	\$ 152,130	\$ 1,000
<b>Purchased Services</b>	\$ 34,480	\$ 48,054	\$ 54,580	\$ 46,260	\$ (8,320)
<b>Internal Service</b>	\$ 10,221	\$ 7,499	\$ 7,020	\$ 14,630	\$ 7,610
<b>Other Operating Expenses</b>	\$ 71,445	\$ 66,974	\$ 73,410	\$ 73,060	\$ (350)
<b>Capital Outlay</b>	\$ 7,455	\$ 8,573	\$ 11,200	\$ 10,000	\$ (1,200)
	<b>\$ 911,390</b>	<b>\$ 828,928</b>	<b>\$ 1,100,570</b>	<b>\$ 1,080,120</b>	<b>\$ (20,450)</b>

**Full Time Equivalents**

1.0	911 Emergency Communications Manager
4.0	Emergency Telecommunications Supervisor
16.0	Emergency Telecommunicator
<b>21.0</b>	<b>TOTAL EMERGENCY COMMUNICATIONS</b>

FY 2014 Adopted Budget  
General Fund  
Public Safety Administration  
Community Development: Inspections - 0122001

The Community Development Department's Inspections Division is responsible for administering the Virginia Uniform Statewide Building and Maintenance Code. As part of the City's "*Building Blocks*" Program, the Inspections Division also oversees the administration of the *Rental Housing Inspection Program (RHIP)*. The specific tasks of the Division on a daily basis include doing plan reviews and issuing various construction permits such as: building, electrical, mechanical, plumbing, amusement device, and sign permits. In addition to issuing such permits, the inspectors perform inspections on work completed during the construction process. The Maintenance Code/RHIP process involves inspecting existing properties to verify their compliance with Virginia Uniform Statewide Building and Maintenance Codes and City Ordinances.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 449,275	\$ 452,103	\$ 476,580	\$ 459,430	\$ (17,150)
<b>Employee Benefits</b>	\$ 84,822	\$ 86,701	\$ 99,250	\$ 99,860	\$ 610
<b>Purchased Services</b>	\$ 21,771	\$ 29,302	\$ 31,180	\$ 31,180	\$ -
<b>Internal Service</b>	\$ 44,698	\$ 55,327	\$ 54,050	\$ 58,050	\$ 4,000
<b>Other Operating Expenses</b>	\$ 152,671	\$ 202,934	\$ 220,200	\$ 320,560	\$ 100,360
	<b>\$ 753,237</b>	<b>\$ 826,367</b>	<b>\$ 881,260</b>	<b>\$ 969,080</b>	<b>\$ 87,820</b>

**Full Time Equivalents**

1.0	Division Director of Inspections
1.0	Inspections Supervisor
0.5	Plumbing/Cross Connection Inspector
1.0	Mechanical Inspector
1.0	Electrical Inspector
2.0	Building Inspector
4.0	Property Maintenance Inspector
1.0	Permit Technician
<b>11.5</b>	<b>TOTAL INSPECTIONS</b>

FY 2014 Adopted Budget  
General Fund  
Public Works and Transportation  
Transportation Services: Airport - 0124101

The Transportation Services Department aims to facilitate safe, reliable, convenient and economical operations that support economic development. The Airport Division supports the provision of safe, reliable operations and further the advancement of the airport to stimulate aviation interest and development opportunities. This department supplies weather and traffic advisories to support airport operations. The Department is charged with ensuring operations are in compliance with federal and state regulations and developing service and facilities that support customer interests. Department personnel oversee building and grounds responsibilities for airport facilities which include the airport terminal, hangars and the airfield of the Danville Regional Airport.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 218,465	\$ 216,611	\$ 228,580	\$ 228,580	\$ -
<b>Employee Benefits</b>	\$ 32,494	\$ 32,942	\$ 37,250	\$ 38,610	\$ 1,360
<b>Purchased Services</b>	\$ 79,289	\$ 71,763	\$ 71,160	\$ 65,550	\$ (5,610)
<b>Internal Service</b>	\$ 89,956	\$ 88,585	\$ 95,230	\$ 102,930	\$ 7,700
<b>Other Operating Expenses</b>	\$ 54,501	\$ 51,534	\$ 56,980	\$ 54,710	\$ (2,270)
<b>Capital Outlay</b>	\$ 679	\$ -	\$ -	\$ -	\$ -
	<b>\$ 475,384</b>	<b>\$ 461,435</b>	<b>\$ 489,200</b>	<b>\$ 490,380</b>	<b>\$ 1,180</b>

**Full Time Equivalents**

0.4	Senior Administrative Assistant
1.0	Transportation Building & Grounds Superintendent
1.0	Airport Maintenance Security Tech II
3.9	Airport Maintenance Security Tech I
	Airport Operations Tower Technician
<b>6.3</b>	<b>TOTAL AIRPORT</b>

FY 2014 Adopted Budget  
General Fund  
Public Works and Transportation  
Transportation Services: Amtrak Station - 0124102

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The Transportation Services Departments oversees the security contract of the Amtrak facility at the Crossing at the Dan, including the Amtrak Lobby, all buildings of the Danville Science Center, Passenger Loading Platforms, the grounds and pedestrian bridge, the Community Market, Pepsi Building, and other facilities at the complex. This provides a uniformed, unarmed security officer for the hours between 11pm and 7am, seven days a week. Amtrak and the Commonwealth of Virginia on behalf of the Danville Science Center provide a partial reimbursement to the City for their share of the service.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Purchased Services</b>	\$ 34,608	\$ 34,705	\$ 36,000	\$ 36,000	\$ -
	<b>\$ 34,608</b>	<b>\$ 34,705</b>	<b>\$ 36,000</b>	<b>\$ 36,000</b>	<b>\$ -</b>

FY 2014 Adopted Budget  
General Fund  
Public Works and Transportation  
Public Works: Administration - 01253---

The Department of Public Works consists of five divisions, all designed to provide services to the citizens of Danville as prescribed by the City Council and administration. The department is administered by a director of Public Works who directs the activities of the five division directors.

The Administrative Division is comprised of the Public Works office staff which provides clerical support for all Public Works functions. It also includes the Warehouse which stocks the unique maintenance items as well as some general supplies to support other Divisions; the Code Enforcement section which enforces overgrowth, dangerous trees, illegal accumulation/dumping, junkyards and inoperable vehicle ordinances; the Communications section which maintains the City's radio and telephone network; the Horticulturalist which oversees the maintenance and development of the D.I.G. sites and garden sites in and around Danville; and provides oversight to the Motorized Equipment Fund which provides maintenance and repair to 628 vehicles and equipment.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 545,401	\$ 461,298	\$ 440,500	\$ 440,480	\$ (20)
<b>Employee Benefits</b>	\$ 106,693	\$ 89,539	\$ 91,390	\$ 95,170	\$ 3,780
<b>Purchased Services</b>	\$ 105,279	\$ 116,378	\$ 33,170	\$ 29,390	\$ (3,780)
<b>Internal Service</b>	\$ 91,618	\$ 78,092	\$ 68,260	\$ 79,450	\$ 11,190
<b>Other Operating Expenses</b>	\$ 56,539	\$ 45,194	\$ 37,160	\$ 30,710	\$ (6,450)
	<b>\$ 905,530</b>	<b>\$ 790,501</b>	<b>\$ 670,480</b>	<b>\$ 675,200</b>	<b>\$ 4,720</b>

**Full Time Equivalents**

**Public Works Administration (0125301)**

1.0	Director of Public Works
1.0	Division Director Public Works Administration
1.0	Senior Administrative Assistant
1.0	Administrative Assistant
1.0	Senior Account Clerk
1.0	Senior Secretary
2.0	Account Clerk
1.0	Dispatcher
9.0	TOTAL ADMINISTRATION

**Public Works Warehouse (0125304)**

2.0	Public Works Warehouse Stock Clerk
2.0	TOTAL PUBLIC WORKS WAREHOUSE

**11.0 TOTAL PUBLIC WORKS ADMINISTRATION**

FY 2014 Adopted Budget  
General Fund  
Public Works and Transportation  
Public Works: Engineering - 01244---

Engineering services are provided to support local contractors and developers consistent with codes and ordinances, erosion control measures, and projects for and by the City. Surveying and design of many capital projects are done in-house. Inspection of construction projects is provided to insure compliance with regulations and plans. The Traffic Control Section, also within the Engineering Division, installs and maintains street markings and traffic control devices throughout the City.

Engineering staff is funded primarily from the General Fund and State Highway Maintenance Funds; however, the majority of their projects are funded by the Capital Improvements Program and/or federal and state funding provided from special projects.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 221,175	\$ 182,031	\$ 177,600	\$ 176,980	\$ (620)
<b>Employee Benefits</b>	\$ 40,871	\$ 34,294	\$ 37,030	\$ 38,480	\$ 1,450
<b>Purchased Services</b>	\$ 2,492	\$ 3,349	\$ 2,920	\$ 1,300	\$ (1,620)
<b>Internal Service</b>	\$ 14,713	\$ 15,928	\$ 7,440	\$ 11,250	\$ 3,810
<b>Other Operating Expenses</b>	\$ 8,557	\$ 8,987	\$ 9,780	\$ 9,450	\$ (330)
	<b>\$ 287,808</b>	<b>\$ 244,589</b>	<b>\$ 234,770</b>	<b>\$ 237,460</b>	<b>\$ 2,690</b>

**Full Time Equivalents**

0.5	Assistant Director of P/W - City Engineer
0.3	Public Works Chief Engineer
0.9	Public Works Project Engineer
0.4	Senior Accountant
0.2	Construction Inspections Supervisor
0.5	Construction Inspector
0.5	Engineering Technician
0.4	Secretary
<b>3.6</b>	<b>TOTAL PUBLIC WORKS ENGINEERING</b>

\*Funding for these positions split between General Fund and VDOT Street Maintenance Special Revenue Fund.

FY 2014 Adopted Budget  
General Fund  
Public Works and Transportation  
Public Works: Buildings and Grounds - 0125---

The Buildings and Grounds Division provides maintenance for the majority of public buildings consisting of building repair, heating and air conditioning, equipment, electrical, and utilities. Custodial services are provided by the City of Danville custodial staff or by contract. Grounds maintenance is provided to all green areas consisting of median strips with grass and/or plantings, intersections, and shoulders. Tree care and planting is provided throughout the City on public areas. The Division is also responsible for maintenance and interment at six active cemeteries which average 570 burials per year. Maintenance is also provided to two inactive cemeteries.

Public right-of-way mowing, maintenance and tree trimming is funded from the state highway maintenance funds. Building maintenance and repair is funded by the General Fund or the Capital Improvements Plan for major repairs and renovations.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 589,515	\$ 587,241	\$ 684,430	\$ 697,720	\$ 13,290
<b>Employee Benefits</b>	\$ 119,118	\$ 120,294	\$ 137,750	\$ 177,240	\$ 39,490
<b>Purchased Services</b>	\$ 420,840	\$ 501,440	\$ 554,670	\$ 459,890	\$ (94,780)
<b>Internal Service</b>	\$ 711,605	\$ 686,551	\$ 711,750	\$ 779,430	\$ 67,680
<b>Other Operating Expenses</b>	\$ 121,322	\$ 105,185	\$ 126,400	\$ 134,550	\$ 8,150
<b>Capital Outlay</b>	\$ 3,088	\$ 5,105	\$ 7,900	\$ 4,900	\$ (3,000)
	<b>\$ 1,965,488</b>	<b>\$ 2,005,816</b>	<b>\$ 2,222,900</b>	<b>\$ 2,253,730</b>	<b>\$ 30,830</b>

**Full Time Equivalents**

0.4	Division Director of Building & Grounds*
1.0	Building Maintenance Superintendent
0.2	General Supervisor*
1.0	Custodian Supervisor
0.2	Crew Supervisor*
7.0	Combination of:*
	Building Maintenance Mechanic III
	Building Maintenance Mechanic II
	Building Maintenance Mechanic I
2.3	Combination of:*
	Motor Equipment Operator II
	Motor Equipment Operator I
	Public Service Worker/ Operator
0.4	Groundskeeper*
1.0	Senior Custodian
8.0	Custodian
<b>21.5</b>	<b>TOTAL PUBLIC WORKS BUILDINGS AND GROUNDS</b>

\*Funding for these positions split between General Fund and VDOT Street Maintenance Special Revenue Fund.

FY 2014 Adopted Budget  
General Fund  
Public Works and Transportation  
Public Works: Streets - 01247---

Streets, sidewalks, curbs, and gutters are inspected and repaired as required. Response is also provided to those who make the division aware of needed repairs. Storm drains are inspected and repaired as needed. As the Street Maintenance Division has construction capability, the division also installs sanitary sewer taps as required and makes repairs to sanitary sewer lines as needed. Street sweeping is done 24 hours per day, five days per week.

The Streets Division receives a majority of its funding from State Highway Maintenance Funds returned to the City each year for the maintenance of primary, collector, and residential streets. Revenue is also received as a result of accomplishing repairs for others, such as utilities, and others who may find it necessary to remove pavement or sidewalk for installation or repair of facilities. The division is also supported by the General Fund as all services are not funded by State Highway Maintenance Funds.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 103,175	\$ 108,700	\$ 223,540	\$ 189,130	\$ (34,410)
<b>Employee Benefits</b>	\$ 21,682	\$ 22,480	\$ 44,030	\$ 38,060	\$ (5,970)
<b>Purchased Services</b>	\$ 65,820	\$ 90,938	\$ 50,970	\$ 6,240	\$ (44,730)
<b>Internal Service</b>	\$ 130,648	\$ 139,276	\$ 174,630	\$ 128,200	\$ (46,430)
<b>Other Operating Expenses</b>	\$ 46,251	\$ 26,971	\$ 102,770	\$ 88,780	\$ (13,990)
<b>Capital Outlay</b>	\$ 99	\$ -	\$ -	\$ -	\$ -
<b>Reimbursement</b>	\$ -	\$ (112,121)	\$ -	\$ -	\$ -
	<b>\$ 367,675</b>	<b>\$ 276,244</b>	<b>\$ 595,940</b>	<b>\$ 450,410</b>	<b>\$ (145,530)</b>

**Full Time Equivalents**

0.2	Division Director of Streets*
0.2	Training & Safety Manager*
0.3	General Supervisor*
0.5	Crew Supervisor*
4.5	Combination of:*
	Motor Equipment Operator III
	Motor Equipment Operator II
	Motor Equipment Operator I
	Public Service Worker/ Operator
0.2	Groundskeeper*
<b>5.9</b>	<b>TOTAL PUBLIC WORKS STREET MAINTENANCE</b>

\*\*Funding for these positions split between General Fund and VDOT Street Maintenance Special Revenue Fund.

FY 2014 Adopted Budget  
General Fund  
Health and Welfare  
Human Services: Director/Administration - 0128601

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The mission of the Human Services Department is to enhance the quality of life by strengthening individuals and families and promoting safety and self sufficiency through programs and community partnerships. The Human Services Department is comprised of four divisions: the Danville Public Library, Adult Detention, Juvenile Detention, and Social Services. Through these divisions, the Human Services Department has programs and services that support and assist citizens in meeting basic human needs, building life skills, promoting healthy lifestyles, and providing human protection and safety for all ages.

All of the divisions receive state and/or federal funding in support of day-to-day operations in addition to General Fund support. Additionally, this funding is contingent upon performance standards and/or certifications.

\*This department has been eliminated

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 144,207	\$ -	\$ -	\$ -	\$ -
<b>Employee Benefits</b>	\$ 25,326	\$ -	\$ -	\$ -	\$ -
<b>Purchased Services</b>	\$ 249	\$ -	\$ -	\$ -	\$ -
<b>Internal Service</b>	\$ 3,029	\$ -	\$ -	\$ -	\$ -
<b>Other Operating Expenses</b>	\$ 6,789	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ 861	\$ -	\$ -	\$ -	\$ -
	<b>\$ 180,461</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

FY 2014 Adopted Budget  
General Fund  
Health and Welfare  
Community Development: Social Services – 0128921, -24 -25

It is the mission of the Danville Division of Social Services to promote self-reliance and provide protection for the citizens of Danville through community-based and customer-oriented services.

Major benefit programs include Medicaid and FAMIS, State/Local Hospitalization, Auxiliary Grants, Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), General Relief, and Energy Assistance. Major service programs include Adult Services (Adult Protective Services, Adult Services, and EDCD Waivers), Child Services (Child Protective Service, Service Intake, CPS/APS On-Call), Employment Services (VIEW and SNAPET), and Child Welfare (Foster Care, Preventive Foster Care, Adoption, Independent Living, Mediation, Adopt & Foster Care Recruitment and Training, Home Studies, Court Ordered Supervision, and Adult Adoptee Services).

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 3,239,470	\$ 3,136,872	\$ 3,362,610	\$ 3,459,220	\$ 96,610
<b>Employee Benefits</b>	\$ 1,018,187	\$ 976,092	\$ 1,082,960	\$ 1,130,890	\$ 47,930
<b>Purchased Services</b>	\$ 151,338	\$ 194,188	\$ 171,000	\$ 129,560	\$ (41,440)
<b>Internal Service</b>	\$ 112,495	\$ 110,341	\$ 143,540	\$ 137,720	\$ (5,820)
<b>Public Assistance</b>	\$ 3,346,600	\$ 2,335,931	\$ 1,970,030	\$ 2,183,710	\$ 213,680
<b>Other Operating Expenses</b>	\$ 161,132	\$ 157,949	\$ 175,780	\$ 191,300	\$ 15,520
<b>Cost Allocation</b>	\$ 420,156	\$ 576,697	\$ 441,170	\$ 596,360	\$ 155,190
<b>Capital Outlay</b>	\$ 3,371	\$ 1,198	\$ 35,000	\$ 30,000	\$ (5,000)
<b>Debt Service</b>	\$ 6,434	\$ 36,500	\$ 60,870	\$ 50,770	\$ (10,100)
	<b>\$ 8,459,183</b>	<b>\$ 7,525,768</b>	<b>\$ 7,442,960</b>	<b>\$ 7,909,530</b>	<b>\$ 466,570</b>

**Full Time Equivalents**

1.0	Division Director of Social Services
1.0	Family Services Manager
1.0	Eligibility Services Manager
3.0	Family Services Supervisor
1.0	Senior Accountant
1.0	Employment Service Supervisor
3.0	Eligibility Supervisor
3.0	Senior Family Services Specialist
5.0	Child Protective Service Worker
15.0	Family Services Specialist
3.6	Senior Eligibility Worker
2.0	Fraud Investigator
1.0	Administrative Assistant
8.0	Employment Services Worker
33.0	Eligibility Worker
1.0	Senior Secretary
1.0	Senior Account Clerk
4.0	Senior Administrative Specialist
1.0	Social Service Aide
1.0	Employment Service Aide
9.0	Administrative Specialist
<b>98.6</b>	<b>TOTAL SOCIAL SERVICES</b>

FY 2014 Adopted Budget  
General Fund  
Health and Welfare  
Property Tax Relief for the Elderly/Disabled - 0113302

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The Real Estate and Mobile Home Tax Exemption and Deferral for Certain Elderly or Disabled Persons program, administered by the City's Tax Relief Official currently assigned to the Parks, Recreation & Tourism Department's Seniors Division with assistance of the Real Estate Assessment Division of the Finance Department, provides for reduced real estate and mobile home tax payments for qualifying elderly or disabled, low-income property owners. Through permissive legislation, City Council adopted the property tax relief program in 1974. Originally, the tax relief was limited to real estate only. In 1988, the program was amended to include mobile homes. In 2001, the program was amended to include disabled persons.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Other Operating Expenses</b>	\$ 46,107	\$ 65,398	\$ 65,000	\$ 70,000	\$ 5,000
	<b>\$ 46,107</b>	<b>\$ 65,398</b>	<b>\$ 65,000</b>	<b>\$ 70,000</b>	<b>\$ 5,000</b>

FY 2014 Adopted Budget  
General Fund  
Parks, Recreation, and Culture  
Parks, Recreation, and Tourism: Park Maintenance - 0131601

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The City of Danville Parks, Recreation and Tourism Department's primary objective is to create community through people, parks, and programs. The Park Maintenance Division is responsible for the ground maintenance of City owned parks, athletic fields, playgrounds and certain other public areas. The Maintenance Division is also responsible for overseeing capital improvements and other development in the City's parks and other public outdoor recreation properties.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 433,092	\$ 381,886	\$ 486,850	\$ 477,940	\$ (8,910)
<b>Employee Benefits</b>	\$ 69,393	\$ 61,348	\$ 82,920	\$ 84,440	\$ 1,520
<b>Purchased Services</b>	\$ 95,031	\$ 92,197	\$ 96,550	\$ 97,800	\$ 1,250
<b>Internal Service</b>	\$ 356,722	\$ 337,349	\$ 330,140	\$ 328,060	\$ (2,080)
<b>Other Operating Expenses</b>	\$ 109,081	\$ 107,616	\$ 109,450	\$ 113,470	\$ 4,020
<b>Capital Outlay</b>	\$ 13,220	\$ 27,630	\$ 21,940	\$ 19,940	\$ (2,000)
	<b>\$ 1,076,539</b>	<b>\$ 1,008,026</b>	<b>\$ 1,127,850</b>	<b>\$ 1,121,650</b>	<b>\$ (6,200)</b>

**Full Time Equivalents**

1.0	Division Director of Parks Maintenance
2.0	Crew Supervisor
9.0	Combination of:
	Park Maintenance Technician
	Parks Groundskeeper III
	Parks Groundskeeper II
	Motor Equipment Operator I
	Public Service Worker/Operator
7.1	Public Service Worker
1.2	Administrative Specialist
<b>20.3</b>	<b>TOTAL PARK MAINTENANCE</b>

FY 2014 Adopted Budget  
General Fund  
Parks, Recreation, and Culture  
Parks, Recreation, and Tourism: Libraries – 0132221, 0132206

The Danville Public Library connects to the community in order to offer the best service that endorses and leads to the informational, educational, cultural, and intellectual diffusion of knowledge. In doing this, the Danville Public Library fulfills its community service functions in accordance with the guidelines established by the American Library Association, the Library of Virginia, and the City of Danville government.

The Public Law Library, a revenue-funded activity, is located at the Danville Public Library. The Law Library assists the community by providing accurate, current legal information to the general public, students studying law, attorneys, and other related professionals.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 537,946	\$ 550,131	\$ 606,530	\$ 585,460	\$ (21,070)
<b>Employee Benefits</b>	\$ 87,712	\$ 88,038	\$ 106,630	\$ 106,900	\$ 270
<b>Purchased Services</b>	\$ 39,474	\$ 29,134	\$ 25,060	\$ 30,140	\$ 5,080
<b>Internal Service</b>	\$ 83,243	\$ 80,267	\$ 82,700	\$ 114,020	\$ 31,320
<b>Other Operating Expenses</b>	\$ 279,382	\$ 286,596	\$ 285,250	\$ 281,540	\$ (3,710)
<b>Cost Allocation</b>	\$ 51,170	\$ 66,060	\$ 66,060	\$ 35,740	\$ (30,320)
<b>Capital Outlay</b>	\$ 4,627	\$ -	\$ 1,900	\$ 3,000	\$ 1,100
	<b>\$ 1,083,554</b>	<b>\$ 1,100,226</b>	<b>\$ 1,174,130</b>	<b>\$ 1,156,800</b>	<b>\$ (17,330)</b>

**Full Time Equivalents**

1.0	Division Director of Library
1.0	Acquisitions/Reference Librarian
1.0	Children's Librarian
1.0	Circulation Supervisor
1.0	Technical Services Librarian
2.0	Reference Information Specialist
9.8	Information Specialist
1.0	Senior Administrative Specialist
0.6	Law Library Information Specialist
0.5	Library Technology Specialist
<b>18.9</b>	<b>TOTAL PUBLIC LIBRARY</b>

FY 2014 Adopted Budget  
General Fund  
Parks, Recreation, and Culture  
Parks, Recreation, and Tourism: Administration - 129201

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The City of Danville Parks, Recreation and Tourism Department's primary objective is to create community through people, parks, and programs. The department's objectives are to communicate and educate our citizens on the importance and the availability of services; to provide a wide range of programs that engage citizens with a variety of interests; strive to be efficient in our delivery of service; actively engage in community partnerships; and maintain, protect, and conserve open spaces.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 219,829	\$ 219,401	\$ 236,480	\$ 273,800	\$ 37,320
<b>Employee Benefits</b>	\$ 40,833	\$ 42,452	\$ 46,250	\$ 51,010	\$ 4,760
<b>Purchased Services</b>	\$ 101,382	\$ 135,021	\$ 168,030	\$ 168,790	\$ 760
<b>Internal Service</b>	\$ 36,981	\$ 33,371	\$ 37,270	\$ 43,490	\$ 6,220
<b>Other Operating Expenses</b>	\$ 45,073	\$ 46,789	\$ 57,500	\$ 57,860	\$ 360
<b>Capital Outlay</b>	\$ 11,071	\$ 15,962	\$ 17,000	\$ 17,000	\$ -
	<b>\$ 455,169</b>	<b>\$ 492,996</b>	<b>\$ 562,530</b>	<b>\$ 611,950</b>	<b>\$ 49,420</b>

**Full Time Equivalents**

**Parks & Recreation - Administration (01292)**

1.0	Director of Parks & Recreation
1.0	Project & Account Manager
1.0	P&R Communications Specialist
1.0	Program Coordinator
1.0	Senior Secretary
1.0	Custodian
0.3	Administrative Specialist
0.5	Recreation Program Supervisor
0.2	Intern
<b>6.9</b>	<b>TOTAL PARKS AND RECREATION - ADMINISTRATION</b>

FY 2014 Adopted Budget  
General Fund  
Parks, Recreation, and Culture

Parks, Recreation, and Tourism: Community Recreation - 01295--, 01313--, 0129801

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The Community Recreation Division serves the recreation and leisure interest of the city's population in general. The Division operates nine recreation centers (Ballou Art Annex Building, Coates Recreation Center, City Armory Recreation Center, Glenwood Community Center, Pepsi Building, Squire Recreation Center, Community Market, Carrington Pavilion and Stonewall Youth Center) and develops a wide array of program offerings for preschoolers (ages 3-5), children (ages 5-12), teens (middle and high school ages), and adults. Many of the Community Recreation programs are also offered at various school sites and other neighborhood and community locations. Programs include classes, workshops, after school programs, camps, special interest and hobby activities, skill development, cultural arts, fitness, self-improvement programs, and community special events.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 604,853	\$ 415,782	\$ 455,850	\$ 421,320	\$ (34,530)
<b>Employee Benefits</b>	\$ 73,662	\$ 49,018	\$ 63,300	\$ 58,090	\$ (5,210)
<b>Purchased Services</b>	\$ 67,848	\$ 40,173	\$ 44,880	\$ 39,800	\$ (5,080)
<b>Internal Service</b>	\$ 15,683	\$ 19,041	\$ 19,220	\$ 16,510	\$ (2,710)
<b>Other Operating Expenses</b>	\$ 57,078	\$ 43,494	\$ 47,190	\$ 54,180	\$ 6,990
<b>Capital Outlay</b>	\$ 7,702	\$ 6,664	\$ 9,080	\$ 5,400	\$ (3,680)
	<b>\$ 826,826</b>	<b>\$ 574,172</b>	<b>\$ 639,520</b>	<b>\$ 595,300</b>	<b>\$ (44,220)</b>

**Full Time Equivalents**

**Community Recreation (01295)**

1.0	Division Director of Community Recreation
3.0	Program Coordinator
1.0	Administrative Specialist
2.3	Custodian
1.3	Administrative Specialist
1.5	Recreation Aide
1.2	Recreation Leader
4.3	Recreation Program Supervisor
0.2	Recreation Instructor
1.5	Recreation Facility Operator
<b>17.2</b>	<b>TOTAL PARKS AND RECREATION – COMMUNITY RECREATION</b>

FY 2014 Adopted Budget  
General Fund  
Parks, Recreation, and Culture  
Parks, Recreation, and Tourism: Special Recreation - 01301---

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The Special Recreation Division provides a wide variety of recreational opportunities to enrich the lives of citizens with disabilities through Therapeutic Recreation programs and services and for our community's older adults ages 50 and over. Goals address the physical, social, emotional, and cognitive needs of participants. Many of the programs and services are offered at the Stonewall Therapeutic Recreation Center and the Ballou Recreation Center. Special Recreation also encompasses Senior Services, which provides door-to-door transportation for senior citizens, wellness programs, and social activities.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 307,070	\$ 267,760	\$ 343,690	\$ 356,510	\$ 12,820
<b>Employee Benefits</b>	\$ 42,522	\$ 34,385	\$ 46,600	\$ 48,360	\$ 1,760
<b>Purchased Services</b>	\$ 110,882	\$ 79,043	\$ 60,010	\$ 72,460	\$ 12,450
<b>Internal Service</b>	\$ 26,317	\$ 12,745	\$ 29,510	\$ 36,750	\$ 7,240
<b>Other Operating Expenses</b>	\$ 51,488	\$ 40,558	\$ 54,970	\$ 55,680	\$ 710
<b>Capital Outlay</b>	\$ 1,882	\$ 4,707	\$ 2,010	\$ 2,250	\$ 240
	<b>\$ 540,161</b>	<b>\$ 439,198</b>	<b>\$ 536,790</b>	<b>\$ 572,010</b>	<b>\$ 35,220</b>

**Full Time Equivalents**

**Special Recreation (01301/01310)**

1.0	Division Director of Special Recreation
1.0	Special Events Coordinator
1.0	Program Coordinator
0.7	Special Population Assistant (1/3 Grant, 2/3 City)
1.4	Custodian
0.6	Account Clerk
0.5	Administrative Specialist
3.1	Recreation Leader
4.4	Recreation Program Supervisor
0.9	Recreation Aide
0.2	Recreation Instructor
<b>14.8</b>	<b>TOTAL PARKS AND RECREATION – SPECIAL RECREATION</b>

FY 2014 Adopted Budget  
General Fund  
Parks, Recreation, and Culture  
Parks, Recreation, and Tourism: Outdoor Recreation - 0130401

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The Outdoor Recreation Division works to provide citizens opportunities and experiences in the outdoors. It also offers classes and programs that provide instruction in proficiency development in outdoor recreational skills. A variety of trips, classes, workshops, and special events are used to provide these opportunities. The Division also works on trail and outdoor facility development by acquiring the necessary resources for development. The Outdoor Division is responsible for development of practical policies and methods for public use and proper conservation practices for the City's outdoor parks and facilities.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 142,105	\$ 135,727	\$ 163,250	\$ 158,610	\$ (4,640)
<b>Employee Benefits</b>	\$ 23,143	\$ 21,999	\$ 27,840	\$ 27,930	\$ 90
<b>Purchased Services</b>	\$ 12,599	\$ 12,061	\$ 15,880	\$ 15,960	\$ 80
<b>Internal Service</b>	\$ 8,049	\$ 8,042	\$ 18,060	\$ 17,220	\$ (840)
<b>Other Operating Expenses</b>	\$ 31,356	\$ 25,350	\$ 29,690	\$ 33,970	\$ 4,280
<b>Capital Outlay</b>	\$ -	\$ 464	\$ 700	\$ 1,300	\$ 600
	<b>\$ 217,252</b>	<b>\$ 203,643</b>	<b>\$ 255,420</b>	<b>\$ 254,990</b>	<b>\$ (430)</b>

**Full Time Equivalents**

**Outdoor Recreation (01304)**

1.0	Division Director of Outdoor Recreation
1.0	Outdoor Recreation Program Coordinator
1.5	Recreation Program Supervisor
0.4	Recreation Leader
0.1	Recreation Instructor
0.4	Recreation Facility Operator
0.8	Administrative Specialist
<b>5.2</b>	<b>TOTAL PARKS AND RECREATION – OUTDOOR RECREATION</b>

FY 2014 Adopted Budget  
General Fund  
Parks, Recreation, and Culture  
Parks, Recreation, and Tourism: Athletics - 0130701

The Sports and Athletics Division offers a variety of athletic programs and services to promote a healthy lifestyle and character development. League, team and individual sports opportunities are offered to adults and youth of the community. The Division also is responsible for overseeing the public's use and reservation of all the city's athletic fields.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 177,991	\$ 170,993	\$ 223,670	\$ 220,280	\$ (3,390)
<b>Employee Benefits</b>	\$ 23,578	\$ 23,434	\$ 29,170	\$ 32,700	\$ 3,530
<b>Purchased Services</b>	\$ 1,086	\$ 1,678	\$ 700	\$ 3,700	\$ 3,000
<b>Internal Service</b>	\$ 9,328	\$ 9,390	\$ 7,940	\$ 9,210	\$ 1,270
<b>Other Operating Expenses</b>	\$ 28,544	\$ 21,729	\$ 43,700	\$ 41,670	\$ (2,030)
<b>Capital Outlay</b>	\$ -	\$ 185	\$ 1,960	\$ 1,670	\$ (290)
	<b>\$ 240,527</b>	<b>\$ 227,409</b>	<b>\$ 307,140</b>	<b>\$ 309,230</b>	<b>\$ 2,090</b>

**Full Time Equivalents**

**Athletics (01307)**

1.0	Division Director of Athletics
1.0	Athletic Program Coordinator
0.6	Administrative Specialist
0.5	Custodian
1.5	Recreation Supervisor
0.8	Recreation Sports Official
2.1	Recreation Facility Operator
<b>7.5</b>	<b>TOTAL PARKS AND RECREATION - ATHLETICS</b>

FY 2014 Adopted Budget  
General Fund  
Community and Economic Development  
Community Development: Director/Administration – 0132501, -02, -03

The Community Development Department for the City of Danville includes the Office of the Department Director, Planning Division, Inspections Division, Housing and Development Division and programs and projects related to Community and Economic Development. The Office of the Director is responsible for the operations of the Department that include the Neighborhood Revitalization/Building Blocks Program, Development Assistance/Commercial Development Review, Code Enforcement (Zoning and Building), Virginia Maintenance Code Enforcement, Economic Development Support, Rental Inspection Program, CDBG Entitlement Program, Home Entitlement Program, Comprehensive Plan Development, and update Capital Project Coordination and Grantsmanship.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 266,179	\$ 161,817	\$ 170,510	\$ 169,800	\$ (710)
<b>Employee Benefits</b>	\$ 47,224	\$ 31,458	\$ 35,520	\$ 36,910	\$ 1,390
<b>Purchased Services</b>	\$ 34,280	\$ 61,744	\$ 103,800	\$ 131,800	\$ 28,000
<b>Internal Service</b>	\$ 5,572	\$ 536	\$ 1,200	\$ 2,850	\$ 1,650
<b>Other Operating Expenses</b>	\$ 6,475	\$ 22,090	\$ 11,890	\$ 34,130	\$ 22,240
	<b>\$ 359,730</b>	<b>\$ 277,645</b>	<b>\$ 322,920</b>	<b>\$ 375,490</b>	<b>\$ 52,570</b>

**Full Time Equivalents**

**Community Development Fund\***

1.0	Housing & Development Coordinator
1.0	Community Redevelopment Specialist
2.0	Cost Estimator/Inspector
0.6	Secretary
4.6	TOTAL COMMUNITY DEVELOPMENT FUND

**Director of Community Development**

1.0	Director of Community Development
0.4	Senior Accountant
1.0	Housing & Development Planning Specialist
1.0	Senior Secretary
3.4	TOTAL DIRECTOR OF COMMUNITY DEVELOPMENT

**8.0 TOTAL COMMUNITY DEVELOPMENT ADMINISTRATION**

\*Partial funding provided by the Department of Housing and Urban Development

FY 2014 Adopted Budget  
General Fund  
Community and Economic Development  
Community Development: Planning - 0133401

The Planning Office is a division of the Community Development Department and is responsible for coordinating the City of Danville's current and long-range planning activities. The Planning Office is responsible for coordinating Zoning Code administration, local enactment and enforcement of community and statewide development regulations, informing prospective developers and builders about development review regulation and processes, consulting with other City agencies concerning the Zoning Code, coordinating and executing planning studies, and providing staff support and planning recommendations to the City Manager, Planning Commission, City Council, Board of Zoning Appeals, Commission of Architectural review, and the citizens of Danville.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 70,702	\$ 143,790	\$ 148,110	\$ 156,810	\$ 8,700
<b>Employee Benefits</b>	\$ 12,804	\$ 27,337	\$ 30,850	\$ 33,740	\$ 2,890
<b>Purchased Services</b>	\$ 27,091	\$ 3,749	\$ 1,190	\$ 740	\$ (450)
<b>Internal Service</b>	\$ 6,937	\$ 5,978	\$ 6,140	\$ 6,760	\$ 620
<b>Contribution Other Entity</b>	\$ 4,950	\$ 14,693	\$ 11,950	\$ 11,950	\$ -
<b>Other Operating Expenses</b>	\$ 5,012	\$ 2,811	\$ 8,300	\$ 8,130	\$ (170)
	<b>\$ 127,496</b>	<b>\$ 198,358</b>	<b>\$ 206,540</b>	<b>\$ 218,130</b>	<b>\$ 11,590</b>

**Full Time Equivalents**

1.0	Division Director of Planning
2.0	Combination of:
	Senior Planner
	Associate Planner
	Planning Technician
<b>3.0</b>	<b>TOTAL PLANNING OFFICE</b>

FY 2014 Adopted Budget  
General Fund  
Community and Economic Development  
Community Development: Planning Commission - 0133701

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The City Planning Commission is comprised of seven members appointed by the City Council. The major responsibilities of the Commission are to advise City Council on growth and development issues, make recommendation to the City Council on rezoning, special use permit applications, and subdivision plats, and to review and make recommendations to the City Council on amendments to the Zoning Code and the Comprehensive Plan.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Purchased Services</b>	\$ 5,664	\$ 3,859	\$ 3,300	\$ 3,210	\$ (90)
<b>Internal Service</b>	\$ 641	\$ 346	\$ 360	\$ 350	\$ (10)
<b>Other Operating Expenses</b>	\$ 2,233	\$ 890	\$ 2,920	\$ 2,920	\$ -
	<b>\$ 8,538</b>	<b>\$ 5,095</b>	<b>\$ 6,580</b>	<b>\$ 6,480</b>	<b>\$ (100)</b>

FY 2014 Adopted Budget  
General Fund  
Community and Economic Development  
Community Development: Zoning Board - 0134301

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The Board of Zoning Appeals is a seven member Court appointed body that hears and rules on appeals of the Zoning Administrator's decision, applications for variances from the Zoning Code, and applications for interpretations of the zoning district maps

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 765	\$ 495	\$ 1,050	\$ 1,050	\$ -
<b>Employee Benefits</b>	\$ 59	\$ 38	\$ 50	\$ -	\$ (50)
<b>Purchased Services</b>	\$ 4,052	\$ 1,637	\$ 1,480	\$ 1,480	\$ -
<b>Internal Service</b>	\$ 137	\$ 116	\$ 150	\$ 100	\$ (50)
<b>Other Operating Expenses</b>	\$ 430	\$ 195	\$ 1,130	\$ 1,150	\$ 20
	<b>\$ 5,443</b>	<b>\$ 2,481</b>	<b>\$ 3,860</b>	<b>\$ 3,780</b>	<b>\$ (80)</b>

FY 2014 Adopted Budget  
General Fund  
Community and Economic Development  
Economic Development: Administration - 0132801

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The primary mission of the Office of Economic Development is the assistance in the creation of net new jobs, capital investment, and further creation of wealth in the Danville community through the recruitment of new business and industry and the retention and expansion of existing companies. The Office of Economic Development has the responsibility for industrial, business, retail, and downtown development.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 271,984	\$ 235,328	\$ 251,170	\$ 244,360	\$ (6,810)
<b>Employee Benefits</b>	\$ 49,550	\$ 44,209	\$ 52,320	\$ 53,030	\$ 710
<b>Purchased Services</b>	\$ 155,162	\$ 145,198	\$ 149,330	\$ 209,900	\$ 60,570
<b>Internal Service</b>	\$ 16,043	\$ 19,487	\$ 17,770	\$ 19,020	\$ 1,250
<b>Contribution Other Entity</b>	\$ 2,037	\$ 2,366	\$ 1,000	\$ 1,000	\$ -
<b>Other Operating Expenses</b>	\$ 51,264	\$ 41,858	\$ 72,100	\$ 69,370	\$ (2,730)
<b>Capital Outlay</b>	\$ 8,843	\$ 1,437	\$ -	\$ -	\$ -
	<b>\$ 554,883</b>	<b>\$ 489,883</b>	<b>\$ 543,690</b>	<b>\$ 596,680</b>	<b>\$ 52,990</b>

**Full Time Equivalents**

1.0	Director of Economic Development
1.0	Assistant Director of Economic Development
1.0	Economic Development Project Manager
1.0	Marketing & Research Manager
1.0	Senior Secretary
<b>5.0</b>	<b>TOTAL ECONOMIC DEVELOPMENT DEPARTMENT</b>

FY 2014 Adopted Budget  
General Fund  
Community and Economic Development  
Economic Development: Enterprise Zone Activities - 0133101

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The Virginia Enterprise Zone Program provides state and local incentives to encourage business expansion. The City's current designated areas include an Urban Enterprise Zone that includes most of the downtown area, the Tobacco Warehouse District, the Cyber Park, Goodyear, the Schoolfield site, Corning, Airside Business Park, Riverview as well as an Enterprise Zone in conjunction with Pittsylvania County that includes Cane Creek Business Center.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Purchased Services</b>	\$ -	\$ -	\$ 25,000	\$ 30,000	\$ 5,000
<b>Contribution Other Entity</b>	\$ 237,143	\$ 252,318	\$ 222,750	\$ 277,750	\$ 55,000
<b>Other Operating Expenses</b>	\$ 14,999	\$ 15,000	\$ -	\$ -	\$ -
	<b>\$ 252,142</b>	<b>\$ 267,318</b>	<b>\$ 247,750</b>	<b>\$ 307,750</b>	<b>\$ 60,000</b>

FY 2014 Adopted Budget  
General Fund  
Non-Departmental Services  
0199001

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Non-Departmental includes funding for vacancies or salary adjustments, the balances of worker's compensation and general liability funding, and contingency appropriations. Non-Departmental also includes activities that impact various areas, such as Human Resources Benefits and Training, Debt Service Administration, and Employee Retirement Accounting, which receives a reimbursement from the Employees' Retirement System.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>HR Employee Benefits</b>	\$ 6,032,296	\$ 5,639,743	\$ 6,277,240	\$ 7,300,340	\$ 1,023,100
<b>HR Employee Benefits - Other</b>	\$ 12,241	\$ 8,778	\$ 15,500	\$ 15,500	\$ -
<b>HR Employee Training</b>	\$ 9,767	\$ 13,219	\$ 27,010	\$ 32,080	\$ 5,070
<b>Debt Service Administration</b>	\$ 739,372	\$ 1,122,556	\$ 1,085,140	\$ 1,508,600	\$ 423,460
<b>Employee Retirement - Ben</b>	\$ -	\$ 1	\$ -	\$ -	\$ -
<b>Non-Departmental</b>	\$ 8,918	\$ 679,294	\$ 641,400	\$ 1,644,010	\$ 1,002,610
	<b>\$ 6,802,594</b>	<b>\$ 7,463,591</b>	<b>\$ 8,046,290</b>	<b>\$ 10,500,530</b>	<b>\$ 2,454,240</b>

FY 2014 Adopted Budget  
General Fund  
Contributions to Other Entities

Danville Community College - 0111502

Danville Community College is a fully accredited two-year college providing a wide variety of educational and technical training for the community. It is located on South Main Street at Kemper Road and provides services to the citizens of Danville and surrounding Pittsylvania County, Virginia and Caswell County, North Carolina.

	FY 2011 Actual	FY 2012 Actual	FY 2013 Adopted	FY 2014 Adopted	Increase/ (Decrease)
<b>Contribution Other Entity</b>	\$ 30,757	\$ 11,615	\$ 12,000	\$ 12,450	\$ 450
	<b>\$ 30,757</b>	<b>\$ 11,615</b>	<b>\$ 12,000</b>	<b>\$ 12,450</b>	<b>\$ 450</b>

Danville Area Humane Society - 0119093

The Danville Area Humane Society promotes the welfare and humane treatment of all animals and the prevention of cruelty towards all animals. This organization provides for the rescue and temporary maintenance of lost, strayed, abandoned animals and the dissemination of the principles of humaneness through educational programs.

	FY 2011 Actual	FY 2012 Actual	FY 2013 Adopted	FY 2014 Adopted	Increase/ (Decrease)
<b>Contribution Other Entity</b>	\$ 124,922	\$ 124,842	\$ 124,850	\$ 124,850	\$ -
	<b>\$ 124,922</b>	<b>\$ 124,842</b>	<b>\$ 124,850</b>	<b>\$ 124,850</b>	<b>\$ -</b>

Western Virginia EMS Council - 0122903

The Western Virginia EMS Council's mission is to facilitate regional cooperation, planning and implementation of an integrated emergency medical services delivery system. The formation of Regional EMS Councils is authorized by Code of Virginia § 32.1-111.11.

	FY 2011 Actual	FY 2012 Actual	FY 2013 Adopted	FY 2014 Adopted	Increase/ (Decrease)
<b>Contribution Other Entity</b>	\$ 9,060	\$ 9,060	\$ 9,060	\$ 9,060	\$ -
	<b>\$ 9,060</b>	<b>\$ 9,060</b>	<b>\$ 9,060</b>	<b>\$ 9,060</b>	<b>\$ -</b>

Ambulance and Rescue – 0122902

Ambulance and Rescue provides municipal financial support to the Danville Life Saving Crew, an all volunteer unit, whose objective is to provide pre-hospital emergency medical assistance and transportation to the citizens of Danville.

Additionally, this also includes Four-for-Life funding which provides funding for training of volunteer or salaried emergency medical service personnel of licensed, nonprofit emergency medical services agencies and for the purchase of necessary equipment and supplies for use in such locality for licensed, non-profit emergency medical and rescue services. These funds are received from the State through a vehicle registration add-on fee.

	FY 2011 Actual	FY 2012 Actual	FY 2013 Adopted	FY 2014 Adopted	Increase/ (Decrease)
<b>Danville Life Saving Crew</b>	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ -
<b>Four for Life</b>	\$ 32,313	\$ 35,148	\$ 35,000	\$ 35,000	\$ -
	<b>\$ 112,313</b>	<b>\$ 115,148</b>	<b>\$ 115,000</b>	<b>\$ 115,000</b>	<b>\$ -</b>

FY 2014 Adopted Budget  
General Fund  
Contributions to Other Entities

Health Department - 0128602

The Danville Health Department is charged with protecting the health of the community by providing prenatal clinics, obstetrics, family planning services, dental care, personal care, care of sexually transmitted diseases, communicable disease prevention and control, anonymous HIV testing and counseling, immunization, and environmental programs including restaurant inspections and nutrition services. Funding for this operation comes from both the State and the General Fund, while some programs are grant funded.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Contribution Other Entity</b>	\$ 534,741	\$ 576,966	\$ 576,970	\$ 591,970	\$ 15,000
	<b>\$ 534,741</b>	<b>\$ 576,966</b>	<b>\$ 576,970</b>	<b>\$ 591,970</b>	<b>\$ 15,000</b>

Danville-Pittsylvania Community Services - 0128603

The Danville-Pittsylvania Community Services acts as the agent of the City of Danville and the County of Pittsylvania in the operation of community mental health, intellectual disability, and substance abuse and prevention programs and services as provided in Chapter 5 of Title 37.2 of the Code of Virginia as amended. Some of the available services include Mental Health – emergency, outpatient, case management, psychosocial, rehabilitation, supportive living, psychiatric; Intellectual Disability – case management, infant development, intensive residential services, adult day services, summer respite, family support; Substance Abuse – outpatient, outreach, case management, supervised residential, med/social detox referrals; and Prevention – youth skill building, substance abuse and violence prevention programs, parenting, anger management, child abuse prevention, youth tobacco use prevention, life skills, mediation, strengthening families programs.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Contribution Other Entity</b>	\$ 170,940	\$ 170,938	\$ 170,940	\$ 282,650	\$ 111,710
	<b>\$ 170,940</b>	<b>\$ 170,938</b>	<b>\$ 170,940</b>	<b>\$ 282,650</b>	<b>\$ 111,710</b>

Virginia Cooperative Extension Office – 0128604

The Virginia Cooperative Extension Danville Office provides programs and educational assistance to the citizens of Danville in the areas of horticulture, community resource development, environmental responsibilities, and family and youth issues. The Extension is in the business of helping local people participate in the design, implementation, and evaluation of needs-driven educational programming.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Contribution Other Entity</b>	\$ 37,978	\$ 30,835	\$ 44,740	\$ 47,280	\$ 2,540
	<b>\$ 37,978</b>	<b>\$ 30,835</b>	<b>\$ 44,740</b>	<b>\$ 47,280</b>	<b>\$ 2,540</b>

Southern Area Agency on Aging – 0131901

Southern Area Agency on Aging is a private, not for profit organization which receives federal, state and local funding, as well as fees and contributions from the individuals who receive services. This program promotes independence and well-being for older adults and provides services such as recreation, socialization, and transportation to senior citizens in Danville.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Contribution Other Entity</b>	\$ 5,283	\$ 5,283	\$ 5,550	\$ 5,550	\$ -
	<b>\$ 5,283</b>	<b>\$ 5,283</b>	<b>\$ 5,550</b>	<b>\$ 5,550</b>	<b>\$ -</b>

West Piedmont Planning District – 0134001

The West Piedmont Planning District promotes the orderly and efficient development of the physical, social, and economic elements of the district by planning, and encouraging, and assisting localities to plan for the future through cooperation with other district localities.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Contribution Other Entity</b>	\$ 25,377	\$ 25,295	\$ 24,190	\$ 24,180	\$ (10)
	<b>\$ 25,377</b>	<b>\$ 25,295</b>	<b>\$ 24,190</b>	<b>\$ 24,180</b>	<b>\$ (10)</b>

Small Business Support - 0132802

The Dan River Business Development Center (DRBDC) is a 501(c)3 non-profit corporation established by the City of Danville and Pittsylvania County as an incubator that creates an environment to enable entrepreneurs to succeed in establishing businesses and creating jobs in the Danville MSA. The DRBDC hosts offices and light industrial/research space for tenants who benefit by instant access to broadband, telephone service, and common work areas such as conference, training, mail room, kitchen, and a library of computerized and print entrepreneurial resources. Counseling is provided to internal and affiliate tenants who do not need the building's infrastructure support but benefit from marketing and networking as well as coaching, mentoring, and specialized business development support; new economic development projects for the region also benefit from having strong infrastructure and network support during their transition into the region.

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Contribution Other Entity</b>	\$ 46,550	\$ 15,000	\$ 15,000	\$ 50,000	\$ 35,000
	<b>\$ 46,550</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 50,000</b>	<b>\$ 35,000</b>

FY 2014 Adopted Budget  
General Fund  
Transfers  
0199501, -02, -05, -07, -08, -09, -10

Transfers refer to General Fund support of other funds, economic development incentives, and contributions to RIFA.

**Other Funds**

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Support/Transfer To Capital</b>	\$ 2,694,220	\$ 6,844,775	\$ 6,087,050	\$ 6,052,000	\$ (35,050)
<b>Support/Transfer To Grants</b>	\$ 1,500,326	\$ 1,082,496	\$ 1,500,000	\$ 1,300,000	\$ (200,000)
<b>Support/Transfer To Transportation</b>	\$ 161,540	\$ 187,480	\$ 187,480	\$ 192,600	\$ 5,120
<b>Support/Transfer To RIFA</b>	\$ 887,730	\$ 887,400	\$ 551,650	\$ 553,330	\$ 1,680
<b>Support/Transfer To Cemeteries</b>	\$ 57,887	\$ 13,300	\$ -	\$ 88,540	\$ 88,540
	<b>\$ 5,301,703</b>	<b>\$ 9,015,451</b>	<b>\$ 8,326,180</b>	<b>\$ 8,186,470</b>	<b>\$ (139,710)</b>

**Danville Public Schools**

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Debt Service</b>	\$ 1,464,755	\$ 1,835,736	\$ 1,738,460	\$ 1,305,170	\$ (433,290)
<b>Transfer Out</b>	\$19,170,048	\$ 20,450,584	\$20,024,860	\$ 17,399,860	\$ (2,625,000)
	<b>\$20,634,803</b>	<b>\$ 22,286,320</b>	<b>\$21,763,320</b>	<b>\$ 18,705,030</b>	<b>\$ (3,058,290)</b>

FY 2014 Adopted Budget  
Special Revenue Fund: VDOT Funding

In accordance with Section 33.1-41.1 of the Code of Virginia, the Commonwealth Transportation Board authorizes payments to municipalities for maintenance, construction, or reconstruction of eligible roads and highways. The maintenance payments are based on lane miles of principal, collector, or local streets within the city limits. The rates are adjusted annually.

**Contribution to (from) Fund Balance/General Fund**

	Adopted Budget FY 2013	Adopted Introductory FY 2014
<b>Revenues</b>		
Licenses, Permits & Privilege Fees	\$ 4,250	\$ 4,520
Categorical Aid - State	\$9,637,200	\$9,708,570
Estimated Income	<b>\$9,641,450</b>	<b>\$9,712,820</b>
 <b>Operating Expenditures</b>		
PW Engineering	\$1,217,250	\$1,277,490
PW Street Maintenance	\$7,432,950	\$7,451,330
PW Grounds Maintenance	\$ 991,250	\$ 984,000
Operating Expenses	<b>\$(9,641,450)</b>	<b>\$(9,712,820)</b>
 <b>Contribution To/From Fund Balance/General Fund</b>	 <b>\$ -</b>	 <b>\$ -</b>

FY 2014 Adopted Budget  
Special Revenue Fund: VDOT Funding

	<u>Revenues</u>				
	FY 2011 Actual	FY 2012 Actual	FY 2013 Adopted	FY 2014 Adopted	Increase/ Decrease
Licenses, Permits, Privileges	\$ 1,753	\$ -	\$ 4,250	\$ 4,250	\$ -
Charges for Services	\$ 7,350	\$ -	\$ -	\$ -	\$ -
Miscellaneous Revenue	\$ 38	\$ -	\$ -	\$ -	\$ -
Categorical Aid: State	\$ 8,869,915	\$ 9,199,226	\$ 9,637,200	\$ 9,708,570	\$ 71,370
	<b>\$ 8,879,056</b>	<b>\$ 9,199,226</b>	<b>\$ 9,641,450</b>	<b>\$ 9,712,820</b>	<b>\$ 71,370</b>

	<u>Expenditures</u>				
	FY 2011 Actual	FY 2012 Actual	FY 2013 Adopted	FY 2014 Adopted	Increase/ Decrease
Personnel Services	\$ 2,061,035	\$ 1,930,065	\$ 2,174,900	\$ 2,303,860	\$ 128,960
Employee Benefits	\$ 418,747	\$ 396,589	\$ 404,700	\$ 515,950	\$ 111,250
Purchased Services	\$ 3,241,558	\$ 3,557,500	\$ 3,928,880	\$ 3,671,880	\$ (257,000)
Internal Services	\$ 2,230,314	\$ 2,120,919	\$ 2,178,690	\$ 2,274,880	\$ 96,190
Other Operating Expense	\$ 648,725	\$ 539,982	\$ 715,960	\$ 707,930	\$ (8,030)
Capital Outlay	\$ 194,300	\$ 185,030	\$ 238,320	\$ 238,320	\$ -
	<b>\$ 8,794,679</b>	<b>\$ 8,730,085</b>	<b>\$ 9,641,450</b>	<b>\$ 9,712,820</b>	<b>\$ 71,370</b>

Full Time Equivalents

**P/W VDOT-Engineering (Fund 15-244)**

0.5	Assistant Director of P/W - City Engineer
1.5	Public Works Chief Engineer
0.9	Public Works Project Engineer
2.3	Combination of:
	Construction Inspections Supervisor
	Construction Inspector
0.5	Engineering Technician
5.7	Sub-Total

**P/W VDOT- Grounds Maintenance (Fund 15-250)**

0.4	Division Director of Building & Grounds
0.8	General Supervisor
0.8	Crew Supervisor
10.7	Combination of:
	Motor Equipment Operator II
	Motor Equipment Operator I
	Public Service Worker/ Operator
1.6	Groundskeeper
14.3	Sub-Total

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<b>P/W VDOT-Street Cleaning (Fund 15-247)</b>	
7.0	Combination of:
	Motor Equipment Operator II
	Motor Equipment Operator I
<hr/> 7.0	Sub-Total
<b>P/W VDOT-Street Maintenance (Fund 15-247)</b>	
0.7	Division Director of Streets
0.7	Training & Safety Manager
1.5	General Supervisor
2.3	Crew Supervisor
22.5	Combination of:
	Motor Equipment Operator III
	Motor Equipment Operator II
	Motor Equipment Operator I
	Public Service Worker/ Operator
<hr/> 0.7	Groundskeeper
28.4	Sub-Total
<b>P/W VDOT-Traffic Control (Fund 15-247)</b>	
1.0	Traffic Control Superintendent
1.0	Traffic Control Crew Supervisor
1.0	Senior Traffic Signal Technician
1.0	Traffic Signal Technician
1.0	Sign Technician
3.0	Motor Equipment Operator II
<hr/> 1.0	Public Service Worker/ Operator
9.0	Sub-Total
 64.4	<b>TOTAL VDOT SPECIAL REVENUE FUND</b>

The Insurance Internal Service fund was established in order to provide overall management of the City's insurance program. The fund includes all of the City's insurance coverage with the exception of group health and life insurance, which are included in the General fund budget. The cost of the insurance program is allocated to the various funds based upon the estimated cost of the applicable coverage provided. The insurance program includes the following major coverages with certain limitations on each coverage:

1. Property Insurance: all risk coverage with the City self-insuring the first \$10,000
2. Boiler and Machinery: all risk coverage with the City self-insuring the first \$5,000
3. Fleet Insurance: Liability
4. Fleet Insurance: Comprehensive and Collision with the City self-insuring the first \$100,000
5. Comprehensive General Liability
6. Public Officials/Law Enforcement Liability
7. Bodily Injury and Property Damage: Airport
8. Fiduciary Liability: Employee's Retirement System
9. Employee's Security Bonds
10. Worker's Compensation: Fully Self-Insured

The City contracts with a claims handling agency to handle worker's compensation claims. The City's fleet insurance, comprehensive general liability and public officials/law enforcement are covered through the Virginia Municipal League Liability Pool. Other coverages are with private carriers.

**Contribution to (from) Fund Balance/General Fund**

	<b>Adopted Budget FY 2013</b>	<b>City Council Introductory FY 2014</b>
<b>Revenues</b>		
Interest Income on Investments	\$ 50,000	\$ 50,000
Worker's Comp Revenue	\$1,500,000	\$1,308,000
Other Risk Revenue	\$1,422,000	\$1,464,000
Estimated Income	<b>\$ 2,972,000</b>	<b>\$ 2,822,000</b>
 <b>Operating Expenditures</b>		
Worker's Comp Claims/Services	\$1,496,000	\$1,308,000
Insurance Claims/Services	\$1,422,000	\$1,464,000
Operating Expenses	<b>\$(2,918,000)</b>	<b>\$(2,772,000)</b>
 <b>Contribution To/From Fund Balance/General Fund</b>	 <b><u>\$ 54,000</u></b>	 <b><u>\$ 50,000</u></b>

**Revenues**

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ Decrease</b>
<b>Rev-Use Money/Property</b>	\$ 65,637	\$ 79,489	\$ 50,000	\$ 50,000	\$ -
<b>Charges for Services</b>	\$ 2,285,267	\$ 2,024,706	\$ 2,922,000	\$ 2,772,000	\$ (150,000)
	<b>\$ 2,350,904</b>	<b>\$ 2,104,195</b>	<b>\$ 2,972,000</b>	<b>\$ 2,822,000</b>	<b>\$ (150,000)</b>

**Expenditures**

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ Decrease</b>
<b>Employee Benefits</b>	\$ 885,940	\$ 676,806	\$ 1,496,000	\$ 1,308,000	\$ (188,000)
<b>Other Operating Expense</b>	\$ 1,399,328	\$ 1,347,900	\$ 1,422,000	\$ 1,464,000	\$ 42,000
	<b>\$ 2,285,268</b>	<b>\$ 2,024,706</b>	<b>\$ 2,918,000</b>	<b>\$ 2,772,000</b>	<b>\$ (146,000)</b>

**Full Time Equivalents**

\*Personnel from the Finance Department oversee the Insurance Fund.

FY 2014 Adopted Budget  
Central Services Fund

Central Services, or the "Print Shop" as its better known, provides printing services including letterhead, envelopes, booklets, flyers and receipt books and the acquisition of office supplies (including bulk purchases of paper) to all City Departments and the School Board more efficiently and at less cost than outside vendors. When Print jobs exceed the capabilities of the Print Shop's equipment, they are outsourced at a reduced cost. This division also operates the central mailroom and delivers interoffice mail throughout the City.

Envisioned as a self-supporting operation, Central Services receives only limited support directly from the General Fund (none has been required during the last eight years). The Print Shop is located in the basement of the City Armory at the corner of Spring Street and Floyd Street.

**Contribution to (from) Fund Balance/General Fund**

	<b>Adopted Budget FY 2013</b>	<b>Adopted Budget FY 2014</b>
<b>Revenues</b>		
Charges for Services		\$409,110
Estimated Income	\$608,040	
	<b>\$ 608,040</b>	<b>\$ 409,110</b>
 <b>Operating Expenditures</b>		
Printing	\$177,450	\$124,960
Mailing	\$233,430	\$266,140
Storeroom and General	\$199,230	\$ 12,300
Operating Expenses	<b>\$(610,110)</b>	<b>\$(403,400)</b>
Net Operating Income (Loss)	<b>\$ (2,070)</b>	<b>\$ 5,710</b>
Add:		
Depreciation	<b>\$ 14,000</b>	<b>\$ 14,000</b>
Deduct:		
Debt Service Capital	\$ -	\$ -
Capital Expenditures from	\$ -	\$ -
Current Operating Funds	\$ -	\$ -
 <b>Contribution To/From Fund Balance/General Fund</b>	 <b>\$ 11,930</b>	 <b>\$ 19,710</b>

**Revenues**

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 City Council Introductory</b>	<b>Increase/ Decrease</b>
<b>Charges for Services</b>	\$ 480,745	\$ 457,506	\$ 608,040	\$ 409,110	\$ (198,930)
	<b>\$ 480,745</b>	<b>\$ 457,506</b>	<b>\$ 608,040</b>	<b>\$ 409,110</b>	<b>\$ (198,930)</b>

**Expenditures**

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 City Council Introductory</b>	<b>Increase/ Decrease</b>
<b>Personnel Services</b>	\$ 119,925	\$ 89,895	\$ 76,590	\$ 81,580	\$ 4,990
<b>Employee Benefits</b>	\$ 19,916	\$ 16,481	\$ 16,970	\$ 16,790	\$ (180)
<b>Purchased Services</b>	\$ 29,142	\$ 8,962	\$ 41,000	\$ 42,200	\$ 1,200
<b>Internal Service</b>	\$ 9,996	\$ 8,772	\$ 6,260	\$ 11,180	\$ 4,920
<b>Other Operating Expense</b>	\$ 331,293	\$ 320,309	\$ 455,290	\$ 237,650	\$ (217,640)
<b>Capital Outlay</b>	\$ 16,285	\$ -	\$ -	\$ -	\$ -
<b>Depreciation</b>	\$ 15,954	\$ 14,503	\$ 14,000	\$ 14,000	\$ -
	<b>\$ 542,511</b>	<b>\$ 458,922</b>	<b>\$ 610,110</b>	<b>\$ 403,400</b>	<b>\$ (206,710)</b>

**Full Time Equivalents**

1.0	Print Shop Technician
2.0	Combination of: Senior Printer Printer
<b>3.0</b>	<b>TOTAL CENTRAL SERVICES FUND</b>

FY 2014 Adopted Budget  
Motorized Equipment Fund

The Motorized Equipment section of Public Works operates primarily as an Enterprise Fund in that vehicles and equipment are rented on a monthly and/or hourly basis. Rental rates provide for maintenance and operation costs.

Garage personnel work two shifts, 6:30 a.m. to 3:00 p.m. and 3:00 p.m. to 11:30 p.m., to provide the maximum service possible. Preventative maintenance service is scheduled for the second shift whenever possible to make the unit available during the normal work day. Field service for heavy construction equipment that is difficult to transport and for break down is scheduled to be accomplished in the field. Service to fire vehicles is provided full-time and on a priority basis. Buses for Mass Transit are assigned one full-time mechanic with additional personnel assigned if necessary.

The Warehouse is a part of the Motorized Equipment section with operating hours 7:00 a.m. to 9:30 p.m. In addition to providing repair parts for vehicles and equipment, it also serves as a distribution center for general supplies. Materials such as custodial supplies, grass seed, cement, rakes, and shovels are standard stock items which are available to any department in the City.

The Communications section provides for installation and maintenance of radios and telephones for all departments.

Funding for maintenance, operation and capital replacement of vehicles and equipment is provided by the rental rates paid by the users. Maintenance and operation of vehicles and equipment owned by the Police, Fire, Social Services, and Utilities is accomplished by charging for services provided. An average of \$500,000 per year has been expended for capital replacement of vehicles and equipment.

**Contribution to (from) Fund Balance/General Fund**

	<b>Adopted Budget FY 2013</b>	<b>Adopted Budget FY 2014</b>
<b>Revenues</b>		
Revenues from Use of Money and Property	\$3,028,800	\$3,054,360
Charges for Services	\$ 260,500	\$ 270,650
Estimated Income	<b>\$ 3,289,300</b>	<b>\$ 3,325,010</b>
 <b>Operating Expenditures</b>		
Motorized Equipment and Maintenance	\$2,987,240	\$3,048,840
Communications Sections	\$ 105,310	\$ 107,120
Operating Expenses	<b>\$(3,092,550)</b>	<b>\$(3,155,960)</b>
Net Operating Income (Loss)	<b>\$ 196,750</b>	<b>\$ 169,050</b>
Add:		
Depreciation	\$ 600,000	\$ 525,000
Deduct:		
Debt Service Principal	\$ (1,780)	\$ (1,590)
Capital Expenditures from Current Operating Funds	\$ (610,460)	\$ (610,460)
Net Income After Adjustments	<b>\$ 184,510</b>	<b>\$ 82,000</b>
 <b>Contribution To/From Fund Balance/General Fund</b>	 <b><u>\$ 184,510</u></b>	 <b><u>\$ 82,000</u></b>

FY 2014 Adopted Budget  
Motorized Equipment Fund

**Revenues**

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ Decrease</b>
<b>Rev-Use Money/Property</b>	\$ 2,711,526	\$ 2,855,632	\$ 3,028,800	\$ 3,054,360	\$ 25,560
<b>Charges for Services</b>	\$ 321,868	\$ 266,897	\$ 260,500	\$ 270,650	\$ 10,150
	<b>\$ 3,033,394</b>	<b>\$ 3,122,529</b>	<b>\$ 3,289,300</b>	<b>\$ 3,325,010</b>	<b>\$ 35,710</b>

**Expenditures**

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ Decrease</b>
<b>Personnel Services</b>	\$ 522,011	\$ 480,750	\$ 691,620	\$ 718,560	\$ 26,940
<b>Employee Benefits</b>	\$ 95,395	\$ 87,725	\$ 148,820	\$ 154,320	\$ 5,500
<b>Purchased Services</b>	\$ 631,500	\$ 675,001	\$ 637,520	\$ 627,430	\$ (10,090)
<b>Internal Service</b>	\$ 118,725	\$ 105,147	\$ 43,650	\$ 57,620	\$ 13,970
<b>Other Operating Expense</b>	\$ 1,013,430	\$ 1,093,650	\$ 949,140	\$ 1,051,490	\$ 102,350
<b>Capital Outlay</b>	\$ 615,157	\$ 667,200	\$ 630,460	\$ 630,460	\$ -
<b>Depreciation</b>	\$ 534,130	\$ 522,514	\$ 600,000	\$ 525,000	\$ (75,000)
<b>Debt Service</b>	\$ 1,977	\$ 3,198	\$ 3,580	\$ 3,130	\$ (450)
	<b>\$ 3,532,325</b>	<b>\$ 3,635,185</b>	<b>\$ 3,704,790</b>	<b>\$ 3,768,010</b>	<b>\$ 63,220</b>

**Full Time Equivalents**

**Motorized Equipment**

2.0	Equipment Maintenance Supervisor
15.0	Combination of:
	Automotive Equipment Mechanic III
	Welder
	Automotive Equipment Mechanic II
	Automotive Service Technician
	Automotive Equipment Mechanic I
1.0	Transit Mechanic
18.0	<b>TOTAL MOTORIZED EQUIPMENT</b>

**Motorized Equipment-Communications**

1.0	Communications Systems Manager
1.0	<b>TOTAL MOTORIZED EQUIPMENT - COMMUNICATIONS</b>

**19.0 TOTAL MOTORIZED EQUIPMENT FUND**

FY 2014 Adopted Budget  
Transportation Fund

The Transportation Fund supports the Mass Transit function within the Transportation Department. The City of Danville Transit System is the principal public transportation carrier within the corporate limits of the City of Danville. The Mass Transit Division provides reliable fixed-route and demand responsive service that is safe and convenient which facilitates cost effective transportation access. Department personnel oversee building and grounds responsibilities for numerous facilities including the downtown transfer center building, mass transit administrative and maintenance shop, and bus shelters.

**Contribution to (from) Fund Balance/General Fund**

	<b>Adopted Budget FY 2013</b>	<b>Adopted FY 2014</b>
<b>Revenues</b>		
Revenues from Use of Money and Property	\$ 26,000	\$ 25,200
Charges for Services	\$ 340,000	\$ 322,610
Miscellaneous Revenue	\$ 23,750	\$ 5,500
Categorical Aid - State	\$ 257,290	\$ 221,980
Categorical Aid - Federal	\$1,122,290	\$ 719,930
Transfers - Administration	\$ 275,800	\$ 235,300
 Estimated Income	 <b>\$ 2,045,130</b>	 <b>\$ 1,530,520</b>
 <b>Operating Expenditures</b>		
Mass Transit Service	\$1,348,490	\$1,429,650
Mass Transit - Section 8	\$ 70,120	\$ -
Mass Transit - Repairs/Maintenance - Vehicles	\$ 389,730	\$ 418,520
Mass Transit - Repairs/Maintenance - Bldg	\$ 9,350	\$ 9,260
Mass Transit - Preventative Maintenance	\$ 20,000	\$ -
Operating Expenses	<b>\$(1,837,690)</b>	<b>\$(1,857,430)</b>
Net Operating Income (Loss)	<b>\$ 207,440</b>	<b>\$ (326,910)</b>
Add:		
Depreciation	\$ 210,000	\$ 260,000
Deduct:		
Debt Service Principal	\$ (60)	\$ (80)
Capital Expenditures from Current Operating Funds	<u>\$ (604,860)</u>	<u>\$ (110,000)</u>
 <b>Contribution To (Support of) City's General Fund</b>	 <b><u>\$ (187,480)</u></b>	 <b><u>\$ (176,990)</u></b>

**Revenues**

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Adopted</b>	<b>Increase/ Decrease</b>
Rev-Use Money/Property	\$ 27,077	\$ 25,930	\$ 26,000	\$ 25,200	\$ (800)
Charges for Services	\$ 274,840	\$ 305,774	\$ 340,000	\$ 322,610	\$ (17,390)
Miscellaneous Revenue	\$ 14,096	\$ 11,745	\$ 23,750	\$ 5,500	\$ (18,250)
Non-Revenue Receipts	\$ 142,630	\$ 262,670	\$ 275,800	\$ 235,300	\$ (40,500)
Cat Aid State	\$ 207,527	\$ 263,101	\$ 257,290	\$ 221,980	\$ (35,310)
Cat Aid Federal	\$ 662,382	\$ 868,306	\$ 1,122,290	\$ 719,930	\$ (402,360)
Transfers In	\$ 161,540	\$ 187,480	\$ 187,480	\$ 176,990	\$ (10,490)
	<b>\$ 1,490,092</b>	<b>\$ 1,925,006</b>	<b>\$ 2,232,610</b>	<b>\$ 1,707,510</b>	<b>\$ (525,100)</b>

**Expenditures**

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Adopted</b>	<b>Increase/ Decrease</b>
Personnel Services	\$ 609,179	\$ 608,890	\$ 682,580	\$ 670,470	\$ (12,110)
Employee Benefits	\$ 102,212	\$ 96,441	\$ 128,730	\$ 136,410	\$ 7,680
Purchased Services	\$ 90,816	\$ 92,471	\$ 108,740	\$ 116,980	\$ 8,240
Internal Service	\$ 90,292	\$ 74,217	\$ 101,090	\$ 89,810	\$ (11,280)
Contribution Other Entity	\$ 1,482	\$ 1,949	\$ 1,210	\$ -	\$ (1,210)
Other Operating Expense	\$ 256,415	\$ 311,362	\$ 343,480	\$ 352,350	\$ 8,870
Cost Allocation	\$ 142,630	\$ 262,670	\$ 275,800	\$ 231,360	\$ (44,440)
Capital Outlay	\$ 189,427	\$ 120,872	\$ 590,860	\$ 110,000	\$ (480,860)
Depreciation	\$ 244,323	\$ 296,744	\$ 210,000	\$ 260,000	\$ 50,000
Debt Service	\$ 61	\$ 98	\$ 120	\$ 130	\$ 10
	<b>\$ 1,726,837</b>	<b>\$ 1,865,714</b>	<b>\$ 2,442,610</b>	<b>\$ 1,967,510</b>	<b>\$ (475,100)</b>

**Full Time Equivalents**

1.0	Director of Transportation Services
0.6	Senior Administrative Assistant
2.0	Transportation Supervisor
1.0	Senior Account Clerk
20.6	Transit Driver
0.4	Custodian
<b>25.6</b>	<b>TOTAL MASS TRANSIT FUND</b>

FY 2014 Adopted Budget  
Sanitation Fund

The Sanitation Division is an Enterprise Fund and is operated as a business. Its functions are to provide refuse, recycling, composting, yard waste, and debris collection to customers on a weekly service schedule and loose leaf pickup service in the fall.

The Sanitation Enterprise Fund includes activities such as weekly refuse, yard waste, debris and loose leaf collection in addition to recycling, disposal, composting, and landfill post-closure care. Sanitation is funded through a \$16.50 per month fee and a \$2.00 per month fee placed on residential electric bills for recycling, composting, landfill post-closure and debt service.

<b><u>Contribution to (from) Fund Balance/General Fund</u></b>			
	<b>Adopted Budget FY 2013</b>	<b>Adopted Budget FY 2014</b>	
<b>Revenues</b>			
Revenues from Use of Money and Property	\$ 25,040	\$ 40,040	
Charges for Services	\$3,606,420	\$3,621,880	
Estimated Income	<b>\$ 3,631,460</b>	<b>\$ 3,661,920</b>	
<b>Operating Expenditures</b>			
Refuse Collection - Residential	\$2,123,040	\$2,195,430	
Yardwaste	\$ 525,050	\$ 594,640	
Leaf Collection	\$ 124,790	\$ 129,670	
Landfill Operations	\$ 102,900	\$ 102,750	
Composting Operations	\$ 139,570	\$ 121,940	
Recycling	\$ 203,790	\$ 208,520	
Code Enforcement	\$ 192,220	\$ 193,300	
Operating Expenses	<b>\$(3,411,360)</b>	<b>\$(3,546,250)</b>	
Net Operating Income (Loss)	<b>\$ 220,100</b>	<b>\$ 115,670</b>	
Add:			
Depreciation	\$ 9,800	\$ 14,200	
Deduct:			
Debt Service Principal	\$ (1,090)	\$ (1,570)	
Capital Expenditures from Current Operating Funds	<u>\$ -</u>	<u>\$ -</u>	
Net Income After Adjustments	<b>\$ 228,810</b>	<b>\$ 128,300</b>	
<b>Contribution To/From Fund Balance/General Fund</b>	<b><u>\$ 228,810</u></b>	<b><u>\$ 128,300</u></b>	

**Revenues**

	<b>FY 2011 Actual</b>	<b>FY 2012 Adopted</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ Decrease</b>
<b>Rev-Use Money/Property</b>	\$ 13,437	\$ 68,255	\$ 25,040	\$ 40,040	\$ 15,000
<b>Charges for Services</b>	\$3,545,452	\$ 3,588,216	\$3,606,420	\$ 3,621,880	\$ 15,460
	<b>\$3,558,889</b>	<b>\$ 3,656,471</b>	<b>\$3,631,460</b>	<b>\$ 3,661,920</b>	<b>\$ 30,460</b>

**Expenditures**

	<b>FY 2011 Actual</b>	<b>FY 2012 Adopted</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ Decrease</b>
<b>Personnel Services</b>	\$1,315,042	\$ 1,182,947	\$1,039,700	\$ 1,059,850	\$ 20,150
<b>Employee Benefits</b>	\$ 275,482	\$ 244,331	\$ 247,940	\$ 256,520	\$ 8,580
<b>Purchased Services</b>	\$ 853,293	\$ 808,225	\$ 911,950	\$ 921,070	\$ 9,120
<b>Internal Service</b>	\$ 414,796	\$ 512,525	\$ 506,710	\$ 522,080	\$ 15,370
<b>Other Operating Expense</b>	\$ 131,846	\$ 229,123	\$ 124,120	\$ 129,370	\$ 5,250
<b>Cost Allocation</b>	\$ 534,074	\$ 524,349	\$ 563,040	\$ 632,210	\$ 69,170
<b>Capital Outlay</b>	\$ -	\$ 25,420	\$ 10,000	\$ 10,000	\$ -
<b>Depreciation</b>	\$ 10,640	\$ 10,606	\$ 9,800	\$ 14,200	\$ 4,400
<b>Debt Service</b>	\$ 1,210	\$ 1,957	\$ 2,190	\$ 2,520	\$ 330
	<b>\$3,536,383</b>	<b>\$ 3,539,483</b>	<b>\$3,415,450</b>	<b>\$ 3,547,820</b>	<b>\$ 132,370</b>

**Full Time Equivalents**

**P/W Sanitation-Code Enforcement**

<u>2.0</u>	Code Enforcement Inspector
2.0	Sub-Total

**P/W Sanitation-Composting**

<u>1.0</u>	Sanitation Operator I
1.0	Sub-Total

**P/W Sanitation-Recycling**

1.0	Recycling Center Operator
<u>2.0</u>	Sanitation Operator I
3.0	Sub-Total

**P/W Sanitation-Residential Refuse Collection**

1.0	Division Director of Sanitation
1.0	General Supervisor
15.3	Combination of:
	Sanitation Operator II
	Sanitation Operator I
	Solid Waste Collector
<u>17.3</u>	Sub-Total

**P/W Sanitation-Yard Waste**

<u>7.0</u>	Sanitation Operator I
7.0	Sub-Total

**30.3 TOTAL SANITATION FUND**

The Cemetery Fund provides for funeral services, sale of lots, and record keeping. The staff provides services to local funeral homes and can assist residents and non-residents who are interested in purchasing at-need and pre-need burial lots. Additionally, this fund provides for the maintenance of the eight municipally owned cemeteries.

**Contribution to (from) Fund Balance/General Fund**

	<b>Adopted Budget FY 2013</b>	<b>Adopted Budget FY 2014</b>
<b>Revenues</b>		
Revenue from Use of Money & Property	\$214,400	\$206,030
Licenses, Permits & Privilege Fees	\$163,000	\$146,800
Charges for Services	\$442,340	\$341,710
Administrative Fee	\$185,040	\$218,380
Estimated Income	<b>\$1,004,780</b>	<b>\$ 912,920</b>
 <b>Operating Expenditures</b>		
Cemetery Maintenance	\$648,280	\$721,650
Burial Services	\$267,620	\$279,810
Operating Expenses	<b>\$ (915,900)</b>	<b>\$(1,001,460)</b>
 <b>Contribution To Fund Balance (From General Fund)</b>	 <b><u>\$ 88,880</u></b>	 <b><u>\$ (88,540)</u></b>

FY 2014 Adopted Budget  
Cemetery Fund

**Revenues**

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Adopted</b>	<b>Increase/ Decrease</b>
License, Permits, Privilege	\$ 5,650	\$ 134,900	\$ 163,000	\$ 146,800	\$ (16,200)
Rev-Use Money/Property	\$ 200,359	\$ 241,829	\$ 214,400	\$ 206,030	\$ (8,370)
Charges for Services	\$ 400,360	\$ 441,975	\$ 442,340	\$ 341,710	\$ (100,630)
Non-Revenue Receipts	\$ 159,410	\$ 176,230	\$ 185,040	\$ 218,380	\$ 33,340
Transfers In	\$ 57,887	\$ 13,300		\$ 88,540	\$ 88,540
	<b>\$ 823,666</b>	<b>\$ 1,008,234</b>	<b>\$ 1,004,780</b>	<b>\$ 1,001,460</b>	<b>\$ (3,320)</b>

**Expenditures**

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Adopted</b>	<b>Increase/ Decrease</b>
Personnel Services	\$ 417,013	\$ 439,443	\$ 454,480	\$ 493,940	\$ 39,460
Employee Benefits	\$ 88,286	\$ 91,409	\$ 101,890	\$ 114,550	\$ 12,660
Purchased Services	\$ 7,703	\$ 7,162	\$ 24,830	\$ 24,840	\$ 10
Internal Service	\$ 110,148	\$ 105,393	\$ 102,390	\$ 111,020	\$ 8,630
Other Operating Expense	\$ 19,336	\$ 22,566	\$ 27,720	\$ 19,240	\$ (8,480)
Cost Allocation	\$ 159,410	\$ 176,230	\$ 185,040	\$ 218,380	\$ 33,340
Capital Outlay	\$ 13,200	\$ 6,487	\$ 19,550	\$ 19,490	\$ (60)
	<b>\$ 815,096</b>	<b>\$ 848,690</b>	<b>\$ 915,900</b>	<b>\$ 1,001,460</b>	<b>\$ 85,560</b>

**Full Time Equivalents**

0.2	Division Director of Building & Grounds
1.0	Cemetery Superintendent
2.0	Cemetery Supervisor
2.0	Groundskeeper
10.0	Public Service Worker/Operator
<b>15.2</b>	<b>TOTAL CEMETERY FUND</b>



***Danville Utilities is a customer owned, locally controlled, world class provider of safe, reliable, high quality, and reasonably priced water, wastewater, natural gas, electric, and telecommunications services.***

The City of Danville has been in the utility business since 1876. Danville is the only municipality in Virginia to operate all four essential utilities -- electricity, natural gas, water, and wastewater -- plus telecommunications services. Danville Utilities serves the City and adjoining residential neighborhoods with water and gas service. Electricity is distributed to 42,000 customer locations in a 500-square mile service area that includes Danville, most of Pittsylvania County's households, and small portions of Henry and Halifax Counties. Water, wastewater, and natural gas services are provided to customers within a 50-square mile area consisting of the city adjacent suburban areas.

**Danville Utilities delivers World Class services at competitive rates by:**

- Providing exceptional customer service.
- Efficiently and reliably operating the utility's generation, distribution, and treatment facilities.
- Maintaining and improving utility infrastructure and facilities to fully meet current and future needs.
- Securing adequate supplies of electric power and natural gas at the lowest available prices.
- Ensuring the fiscal well being of the City's utility funds.
- Preparing for emergencies, so as to minimize service disruptions and quickly recover from disasters.

**Danville Utilities fulfills community responsibilities by:**

- Ensuring proper accountability to the City Manager, Utilities Commission, City Council, utility customers, and the community.
- Supporting the City's community and economic development efforts.
- Minimizing harmful impact on the service area's natural environment.
- Building and strengthening mutually beneficial relationships with other municipal departments, the school district, and outside organizations.
- Generating revenue to the City's General Fund to support continued provision of "World Class" municipal and school services, thereby ensuring a positive return on utility owner investment.

Danville Utilities is organized into seven operating divisions – Water & Wastewater Treatment, Water & Gas, Power & Light, Telecommunications, Customer Service, Support Services, and Key Accounts.



FY 2014 Adopted Budget  
Danville Utilities

Description	Wastewater Fund - 51	Water Fund - 52	Gas Fund - 53	Electric Fund - 54	Telecomm Fund - 55	Total
<b>Revenue</b>						
Rev-Use Money/Property	\$ 55,000	\$ 269,560	\$ 453,620	\$ 1,864,090	\$ 25,580	\$ 2,667,850
Charges for Services	\$ 9,905,410	\$ 7,501,260	\$ 25,452,620	\$ 103,807,240	\$ 1,318,000	\$ 147,984,530
Miscellaneous Revenue	\$ 89,000	\$ 64,000	\$ 23,000	\$ 698,000	\$ 75,000	\$ 949,000
<b>Total -- Operating Revenue</b>	<b>\$ 10,049,410</b>	<b>\$ 7,834,820</b>	<b>\$ 25,929,240</b>	<b>\$ 106,369,330</b>	<b>\$ 1,418,580</b>	<b>\$ 151,601,380</b>
Transfer from Fund Balance	\$ -	\$ -	\$ 500,000		\$ 500,000	\$ 1,000,000
<b>Total</b>	<b>\$ 10,049,410</b>	<b>\$ 7,834,820</b>	<b>\$ 26,429,240</b>	<b>\$ 106,369,330</b>	<b>\$ 1,918,580</b>	<b>\$ 152,601,380</b>
<b>Operating Expenses</b>						
Treatment Plants	\$ 3,019,820	\$ -	\$ -	\$ -	\$ -	\$ 3,019,820
Public Works	\$ 1,482,160	\$ -	\$ -	\$ -	\$ -	\$ 1,482,160
Laboratory	\$ -	\$ 79,240	\$ -	\$ -	\$ -	\$ 79,240
Operations-Main	\$ -	\$ 1,010,350	\$ -	\$ -	\$ -	\$ 1,010,350
Operations-Industrial	\$ -	\$ 130,450	\$ -	\$ -	\$ -	\$ 130,450
Treatment-Main	\$ -	\$ 359,930	\$ -	\$ -	\$ -	\$ 359,930
Administration Services	\$ 806,720	\$ 1,563,740	\$ 2,384,560	\$ 4,489,530	\$ 6,010	\$ 9,250,560
Engineering	\$ -	\$ 334,360	\$ 549,170	\$ 980,700	\$ -	\$ 1,864,230
Distribution	\$ -	\$ 624,620	\$ 633,270	\$ 3,398,290	\$ -	\$ 4,656,180
Service	\$ -	\$ 228,200	\$ 240,360	\$ -	\$ -	\$ 468,560
Meters & Regulators	\$ -	\$ 140,140	\$ 187,640	\$ -	\$ -	\$ 327,780
Meters	\$ -	\$ -	\$ -	\$ 386,640	\$ -	\$ 386,640
Gas Control	\$ -	\$ -	\$ 517,560	\$ -	\$ -	\$ 517,560
Substations	\$ -	\$ -	\$ -	\$ 1,579,890	\$ -	\$ 1,579,890
Hydro-Electric Plant	\$ -	\$ -	\$ -	\$ 763,010	\$ -	\$ 763,010
Transmissions	\$ -	\$ -	\$ -	\$ 83,510	\$ -	\$ 83,510
Generators	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Customer Services	\$ -	\$ -	\$ -	\$ 1,080,200	\$ -	\$ 1,080,200
Utility Administrative Services	\$ -	\$ -	\$ -	\$ 800,780	\$ -	\$ 800,780
Support Services	\$ -	\$ -	\$ -	\$ 742,120	\$ -	\$ 742,120
Operations	\$ -	\$ -	\$ -	\$ -	\$ 553,260	\$ 553,260
Rivercity TV	\$ -	\$ -	\$ -	\$ -	\$ 98,000	\$ 98,000
Purchased Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 1,275,660	\$ 749,900	\$ 176,430	\$ 2,028,250	\$ -	\$ 4,230,240
Capital Expenses	\$ 636,910	\$ 1,006,960	\$ 1,171,530	\$ 6,081,350	\$ 230,000	\$ 9,126,750
<b>Subtotal -- Operating Expense</b>	<b>\$ 7,221,270</b>	<b>\$ 6,227,890</b>	<b>\$ 5,860,520</b>	<b>\$ 22,414,270</b>	<b>\$ 887,270</b>	<b>\$ 42,611,220</b>
Depreciation	\$ 1,650,000	\$ 1,612,000	\$ 1,325,000	\$ 6,500,000	\$ 260,000	\$ 11,347,000
Source of Supply	\$ -	\$ -	\$ 16,027,300	\$ 71,414,900	\$ 150,000	\$ 87,592,200
<b>Total -- Operating Expense</b>	<b>\$ 8,871,270</b>	<b>\$ 7,839,890</b>	<b>\$ 23,212,820</b>	<b>\$ 100,329,170</b>	<b>\$ 1,297,270</b>	<b>\$ 141,550,420</b>
Annual Contribution to General Fund	\$ 685,760	\$ 937,300	\$ 3,008,330	\$ 9,896,610	\$ 302,000	\$ 14,830,000
<b>Total</b>	<b>\$ 9,557,030</b>	<b>\$ 8,777,190</b>	<b>\$ 26,221,150</b>	<b>\$ 110,225,780</b>	<b>\$ 1,599,270</b>	<b>\$ 156,380,420</b>
Add - Depreciation	\$ 1,650,000	\$ 1,612,000	\$ 1,325,000	\$ 6,500,000	\$ 260,000	\$ 11,347,000
<b>Revenue in excess of Operating Expenses</b>	<b>\$ 2,142,380</b>	<b>\$ 669,630</b>	<b>\$ 1,533,090</b>	<b>\$ 2,643,550</b>	<b>\$ 579,310</b>	<b>\$ 7,567,960</b>
<b>Capital Improvements</b>						
Capital Projects	\$ 750,000	\$ 665,000	\$ 1,500,000	\$ 2,556,000	\$ 575,000	\$ 6,046,000
Sewer Capital Projects	\$ 1,250,000	\$ -	\$ -	\$ -	\$ -	\$ 1,250,000
<b>Total -- Capital</b>	<b>\$ 2,000,000</b>	<b>\$ 665,000</b>	<b>\$ 1,500,000</b>	<b>\$ 2,556,000</b>	<b>\$ 575,000</b>	<b>\$ 7,296,000</b>
<b>Revenues Over (Under)</b>	<b>\$ 142,380</b>	<b>\$ 4,630</b>	<b>\$ 33,090</b>	<b>\$ 87,550</b>	<b>\$ 4,310</b>	<b>\$ 271,960</b>



**Full Time Equivalents**

**Utilities Administration**

1.0	Utilities Director
1.0	Key Accounts Manager
1.0	Senior Application Support Specialist
1.0	Public Information Officer
<hr/>	
4.0	Sub-Total

**Utilities - Fiscal Services**

1.0	Division Director of Support Services
1.0	Senior Accountant
1.0	Training & Safety Manager
1.0	Utilities Warehouse Manager
2.0	Senior Account Clerk
2.0	Warehouse Stock Clerk
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8.0	Sub-Total

**Utilities - Customer Service**

1.0	Division Director of Customer Service
1.0	AMI Support Technician
1.0	Sr Customer Service/Training Representative
6.0	Combination of:
	Senior Utility Billing Clerk
	Special Billing Clerk
	Utility Billing Clerk
8.0	Customer Service Representative
<hr/>	
17.0	Sub-Total

**29.0      TOTAL UTILITIES ADMINISTRATION**

FY 2014 Adopted Budget  
Wastewater Fund

The Wastewater Fund's mission is to provide reliable wastewater services to Danville's customers and collect and treat wastewater as cost effectively as possible while fully complying with the Virginia Pollution Discharge Elimination System permit limits and applicable state and federal regulations.

The Wastewater Fund provides for the operations and maintenance of the Northside Wastewater Treatment Plant, the Southside Treatment Plant, nine wastewater pumping stations, and wastewater collection lines. The operation of treatment plants and pumping stations is the responsibility of the Utilities Department. The Public Works Department maintains 340 miles of sewer lines and handles customer connections. The Northside Plant is a 24 million gallons per day facility built in the early 1970s. Due to loss of major industrial customers through closures of tobacco and textile facilities, the plant is currently treating only 7 million gallons per day. The Southside Plant is used as a pumping station and storage facility for waste sludge biosolids.

**Contribution to (from) Fund Balance/General Fund**

	<b>Adopted Budget FY 2013</b>	<b>Adopted FY 2014</b>
<b>Revenues</b>		
Revenues from Use of Money and Property	\$ 55,000	\$ 55,000
Charges for Services	\$ 9,775,710	\$9,905,410
Miscellaneous Revenue	\$ 165,000	\$ 89,000
Estimated Income	<b>\$ 9,995,710</b>	<b>\$10,049,410</b>
 <b>Operating Expenditures</b>		
Administrative Services	\$ 2,063,450	\$1,906,720
Treatment Plants	\$ 3,185,090	\$3,019,820
Sewer Capital Projects	\$ 1,250,000	\$1,250,000
Public Works - Sewers	\$ 1,979,750	\$2,032,160
Capital Expenses	\$ 697,060	\$ 636,910
Capital Projects	\$ 750,000	\$ 750,000
Operating Expenses	<b>\$(9,925,350)</b>	<b>\$ (9,595,610)</b>
Net Operating Income (Loss)	\$ 70,360	\$ 453,800
Add:		
Depreciation	\$ 1,770,000	\$ 1,650,000
Deduct:		
Debt Service Principal	\$(1,114,780)	\$ (1,275,660)
Contribution to City's General Fund	\$ (677,760)	\$ (685,760)
<b>Contribution To(From) Retained Earnings</b>	<b><u>\$ 47,820</u></b>	<b><u>\$ 142,380</u></b>

FY 2014 Adopted Budget  
Wastewater Fund

**Revenues**

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ Decrease</b>
<b>Rev-Use Money/Property</b>	\$ 72,878	\$ 112,797	\$ 55,000	\$ 55,000	\$ -
<b>Charges for Services</b>	\$ 9,812,296	\$ 9,863,191	\$ 9,775,710	\$ 9,905,410	\$ 129,700
<b>Miscellaneous Revenue</b>	\$ 154,494	\$ 84,004	\$ 165,000	\$ 89,000	\$ (76,000)
	<b>\$ 10,039,668</b>	<b>\$10,059,992</b>	<b>\$ 9,995,710</b>	<b>\$ 10,049,410</b>	<b>\$ 53,700</b>

**Expenditures**

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ Decrease</b>
<b>Personnel Services</b>	\$ 471,923	\$ 505,837	\$ 462,230	\$ 551,730	\$ 89,500
<b>Employee Benefits</b>	\$ 93,056	\$ 98,755	\$ 99,170	\$ 123,460	\$ 24,290
<b>Purchased Services</b>	\$ 4,536,740	\$ 6,057,542	\$ 3,160,930	\$ 3,023,840	\$ (137,090)
<b>Internal Service</b>	\$ 740,773	\$ 700,245	\$ 856,760	\$ 749,010	\$ (107,750)
<b>Other Operating Expense</b>	\$ 226,861	\$ 280,846	\$ 223,770	\$ 243,490	\$ 19,720
<b>Cost Allocation</b>	\$ 477,960	\$ 578,523	\$ 649,840	\$ 611,540	\$ (38,300)
<b>Capital Outlay</b>	\$ 207,303	\$ -	\$ 80,000	\$ 81,000	\$ 1,000
<b>Capital Projects</b>	\$ -	\$ -	\$ 2,000,000	\$ 2,000,000	\$ -
<b>Depreciation</b>	\$ 1,641,399	\$ 1,574,649	\$ 1,770,000	\$ 1,650,000	\$ (120,000)
<b>Debt Service</b>	\$ 1,335,275	\$ 1,560,459	\$ 1,637,430	\$ 1,737,200	\$ 99,770
<b>Transfer Out</b>	\$ 677,760	\$ 677,760	\$ 677,760	\$ 685,760	\$ 8,000
<b>Contingency Appropriation</b>	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -
	<b>\$ 10,409,050</b>	<b>\$12,034,616</b>	<b>\$ 11,717,890</b>	<b>\$ 11,557,030</b>	<b>\$ (160,860)</b>

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**Full Time Equivalents**

**Wastewater Administration**

0.5	Division Director of Water/Wastewater Treatment
0.5	Senior Secretary
<hr/>	
1.0	Sub-Total

**P/W Sewer Maintenance**

0.3	Public Works Chief Engineer
0.3	Public Works Project Engineer
1.0	General Supervisor
1.0	Crew Supervisor
1.0	CCTV Technician
8.0	Combination of:
	Motor Equipment Operator II
	Motor Equipment Operator I
	Public Service Worker/ Operator
<hr/>	
11.5	Sub-Total

**P/W Sewers-Street Maintenance**

0.1	Division Director of Streets
0.1	Training & Safety Manager
0.2	General Supervisor
0.2	Crew Supervisor
2.0	Combination of:
	Motor Equipment Operator III
	Motor Equipment Operator II
	Motor Equipment Operator I
	Public Service Worker/ Operator
0.1	Groundskeeper
<hr/>	
2.7	Sub-Total

**15.2 TOTAL WASTEWATER**

The Water Fund's mission is to provide reliable high quality drinking and industrial process water at the lowest cost possible while complying with all local, state, and federal laws, regulations and standards. The City has owned and operated a potable water supply system since 1876. An industrial water system was added in 1966 to serve the Goodyear Tire & Rubber plant and the City's wastewater treatment plants. The Division of Water & Wastewater Treatment is responsible for water supply and treatment, including operation and maintenance of raw water intake facilities, the potable water treatment plant, industrial water plant, water booster stations, and water storage facilities. The Division of Water & Gas maintains the water distribution system and connections to customer premises.

The Water Treatment Plant is designed to purify up to 18 million gallons per day, but is currently operating at third of that rate. The distribution system consists of 2,050 hydrants and approximately 302 miles of distribution mains ranging in size from 2 to 24 inches in diameter and serves approximately 18,000 residential and commercial accounts in Danville. Wholesale potable water service outside the city limits is provided through two master meters to Caswell County, North Carolina and five meters to the Pittsylvania County Service Authority.

**Contribution to (from) Fund Balance/General Fund**

	<b>Adopted Budget FY 2013</b>	<b>Adopted Budget FY 2014</b>
<b>Revenues</b>		
Revenues from Use of Money and Property	\$ 191,910	\$ 269,560
Charges for Services	\$ 6,446,970	\$ 7,501,260
Miscellaneous Revenue	\$ 1,575,000	\$ 64,000
Estimated Income	<b>\$ 8,213,880</b>	<b>\$ 7,834,820</b>
 <b>Operating Expenditures</b>		
Administrative Services	\$ 3,269,420	\$ 3,175,740
Engineering	\$ 313,450	\$ 334,360
Distribution	\$ 623,380	\$ 624,620
Service	\$ 305,930	\$ 228,200
Meters and Regulators	\$ 126,550	\$ 140,140
Treatment - Main	\$ 348,190	\$ 359,930
Laboratory	\$ 80,620	\$ 79,240
Operations - Main	\$ 1,024,150	\$ 1,010,350
Operations - Industrial	\$ 124,690	\$ 130,450
Capital Expenses	\$ 998,980	\$ 1,006,960
Capital Projects	\$ 1,825,000	\$ 665,000
Operating Expenses	<b>\$ (9,040,360)</b>	<b>\$(7,754,990)</b>
Net Operating Income (Loss)	<b>\$ (826,480)</b>	<b>\$ 79,830</b>
Add:		
Depreciation	\$ 1,662,000	\$ 1,612,000
Deduct:		
Debt Service Principal	\$ (557,210)	\$ (749,900)
Contribution to City's General Fund	<u>\$ (933,300)</u>	<u>\$ (937,300)</u>
<b>Contribution To(From) Retained Earnings</b>	<b><u>\$ (654,990)</u></b>	<b><u>\$ 4,630</u></b>

FY 2014 Adopted Budget  
Water Fund

**Revenues**

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ Decrease</b>
<b>Rev-Use Money/Property</b>	\$ 241,499	\$ 278,211	\$ 191,910	\$ 269,560	\$ 77,650
<b>Charges for Services</b>	\$ 6,182,564	\$ 5,852,914	\$ 6,446,970	\$ 7,501,260	\$ 1,054,290
<b>Miscellaneous Revenue</b>	\$ 56,822	\$ 111,948	\$ 1,575,000	\$ 64,000	\$ (1,511,000)
	<b>\$ 6,480,885</b>	<b>\$ 6,243,073</b>	<b>\$ 8,213,880</b>	<b>\$ 7,834,820</b>	<b>\$ (379,060)</b>

**Expenditures**

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ Decrease</b>
<b>Personnel Services</b>	\$ 1,425,131	\$ 1,415,603	\$ 1,597,430	\$ 1,610,950	\$ 13,520
<b>Employee Benefits</b>	\$ 256,294	\$ 377,306	\$ 358,060	\$ 358,940	\$ 880
<b>Purchased Services</b>	\$ 992,802	\$ 880,251	\$ 666,510	\$ 686,770	\$ 20,260
<b>Internal Service</b>	\$ 684,140	\$ 687,238	\$ 656,080	\$ 726,630	\$ 70,550
<b>Other Operating Expense</b>	\$ 859,320	\$ 1,254,784	\$ 1,018,790	\$ 952,240	\$ (66,550)
<b>Cost Allocation</b>	\$ 416,433	\$ 397,046	\$ 525,070	\$ 502,880	\$ (22,190)
<b>Capital Outlay</b>	\$ 61,109	\$ 217,776	\$ 164,420	\$ 117,900	\$ (46,520)
<b>Capital Projects</b>	\$ -	\$ -	\$ 1,825,000	\$ 665,000	\$ (1,160,000)
<b>Depreciation</b>	\$ 1,518,543	\$ 1,554,272	\$ 1,662,000	\$ 1,612,000	\$ (50,000)
<b>Debt Service</b>	\$ 570,552	\$ 946,282	\$ 1,024,210	\$ 1,171,580	\$ 147,370
<b>Transfer Out</b>	\$ 933,300	\$ 1,933,300	\$ 933,300	\$ 937,300	\$ 4,000
<b>Contingency Appropriation</b>	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -
	<b>\$ 7,717,624</b>	<b>\$ 9,663,858</b>	<b>\$ 10,530,870</b>	<b>\$ 9,442,190</b>	<b>\$ (1,088,680)</b>

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**Full Time Equivalents**

**Water Treatment Administration**

0.5	Division Director of Water/Wastewater Treatment
0.5	Senior Secretary
<hr/> 1.0	Sub-Total

**Water Engineering Division**

0.5	W&G Chief Engineer
1.0	Senior Secretary
<hr/> 1.5	Sub-Total

**Water Treatment**

1.0	Water Treatment Manager
1.0	Water Chemist
0.5	Plumbing/Cross Connection Inspector
2.0	Combination of: Senior Industrial Mechanic Industrial Mechanic
9.0	Combination of: Water Treatment Plant Operator IV Water Treatment Plant Operator III Water Treatment Plant Operator II Water Treatment Plant Operator I Water Treatment Plant Operator Trainee
1.0	Utility Plant Maintenance Worker
<hr/> 14.5	Sub-Total

**17.0      TOTAL WATER FUND**

FY 2014 Adopted Budget  
Gas Fund

The mission of the Gas Fund is to provide reliable and affordable natural gas service to its customers while complying with state and federal regulations. The City's natural gas distribution system is one of three such municipally-owned enterprises in the Commonwealth of Virginia. Danville has been in the natural gas business since 1876 and became the first customer to receive gas from on- and offshore wells in Texas and Louisiana on the Transcontinental Gas Pipeline (TRANSCO). Three years ago, Danville signed a full requirements wholesale gas supply contract with MuniGas of Houston, Texas that provides gas at discounted prices.

The City's distribution system contains approximately 354 miles of mains ranging in size from 1¼ inches to 16 inches and 54 district regulators that supply customers at suitable pressures. Gas is supplied to approximately 16,000 service accounts. The City's natural gas service is staffed by personnel trained and equipped to handle both natural gas and potable water distribution systems.

**Contribution to (from) Fund Balance/General Fund**

	<b>Adopted Budget FY 2013</b>	<b>Adopted Budget FY 2014</b>
<b>Revenues</b>		
Revenues from Use of Money and Property	\$ 303,560	\$ 453,620
Charges for Services	\$26,488,230	\$ 25,452,620
Miscellaneous Revenue	\$ 20,000	\$ 23,000
Transfer from Fund Balance	\$ -	\$ 500,000
Estimated Income	<b>\$ 26,811,790</b>	<b>\$ 26,429,240</b>
 <b>Operating Expenditures</b>		
Administrative Services	\$ 3,536,240	\$ 3,709,560
Engineering	\$ 626,840	\$ 549,170
Gas Control	\$17,454,110	\$ 16,544,860
Distribution	\$ 602,490	\$ 633,270
Service	\$ 301,570	\$ 240,360
Meters and Regulators	\$ 180,680	\$ 187,640
Capital Expenses	\$ 1,127,160	\$ 1,171,530
Capital Projects	\$ 1,500,000	\$ 1,500,000
Operating Expenses	<b>\$(25,329,090)</b>	<b>\$(24,536,390)</b>
Net Operating Income (Loss)	<b>\$ 1,482,700</b>	<b>\$ 1,892,850</b>
Add:		
Depreciation	\$ 1,325,000	\$ 1,325,000
Deduct:		
Debt Service Principal	\$ (140,940)	\$ (176,430)
Contribution to City's General Fund	<u>\$ (2,906,330)</u>	<u>\$ (3,008,330)</u>
<b>Contribution To(From) Retained Earnings</b>	<b><u>\$ (239,570)</u></b>	<b><u>\$ 33,090</u></b>

FY 2014 Adopted Budget  
Gas Fund

**Revenues**

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ Decrease</b>
Rev-Use Money/Property	\$ 520,530	\$ 621,679	\$ 303,560	\$ 453,620	\$ 150,060
Charges for Services	\$ 24,700,569	\$ 21,475,496	\$ 26,488,230	\$ 25,452,620	\$ (1,035,610)
Miscellaneous Revenue	\$ 270,562	\$ (2,939,895)	\$ 20,000	\$ 23,000	\$ 3,000
Transfer from Fund Balance	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000
	<b>\$ 25,491,661</b>	<b>\$ 19,157,280</b>	<b>\$ 26,811,790</b>	<b>\$ 26,429,240</b>	<b>\$ (382,550)</b>

**Expenditures**

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ Decrease</b>
Personnel Services	\$ 1,125,377	\$ 1,179,829	\$ 1,197,630	\$ 1,202,870	\$ 5,240
Employee Benefits	\$ 201,634	\$ 211,108	\$ 262,070	\$ 273,070	\$ 11,000
Purchased Services	\$ 2,476,514	\$ 1,332,348	\$ 1,105,140	\$ 895,040	\$ (210,100)
Internal Service	\$ 136,499	\$ 182,004	\$ 75,060	\$ 126,050	\$ 50,990
Other Operating Expense	\$ 940,105	\$ 1,131,217	\$ 1,131,330	\$ 1,333,210	\$ 201,880
Source of Supply	\$ 16,115,700	\$ 13,113,785	\$ 16,933,740	\$ 16,027,300	\$ (906,440)
Cost Allocation	\$ 1,587,271	\$ 1,470,734	\$ 1,485,210	\$ 1,556,320	\$ 71,110
Capital Outlay	\$ 70,883	\$ 99,918	\$ 85,610	\$ 78,500	\$ (7,110)
Capital Projects	\$ -	\$ -	\$ 1,500,000	\$ 1,500,000	\$ -
Depreciation	\$ 1,228,519	\$ 1,261,960	\$ 1,325,000	\$ 1,325,000	\$ -
Debt Service	\$ 188,973	\$ 254,243	\$ 269,240	\$ 295,460	\$ 26,220
Transfer Out	\$ 2,656,330	\$ 3,656,330	\$ 2,906,330	\$ 3,008,330	\$ 102,000
Contingency Appropriation	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -
	<b>\$ 26,727,805</b>	<b>\$ 23,893,476</b>	<b>\$ 28,376,360</b>	<b>\$ 27,721,150</b>	<b>\$ (655,210)</b>

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**Full Time Equivalents**

**Gas Administration**

0.5	Division Director of Water & Gas
0.5	W&G Chief Engineer
0.5	Senior Secretary
<hr/> 1.5	Sub-Total

**Gas Control**

1.0	Gas Control Manager
2.0	Gas Control Technician
3.2	Gas Control Operator
<hr/> 6.2	Sub-Total

**Water & Gas Distribution**

0.5	Water and Gas Distribution Superintendent
0.5	Water and Gas Distribution Supervisor
2.0	Water and Gas Crew Supervisor
1.0	W&G Construction Crew Supervisor
0.5	Water and Gas Welder/Crew Supervisor
2.5	Combination of:
	Motor Equipment Operator III
	Motor Equipment Operator II
	Motor Equipment Operator I
3.0	Construction Worker
2.5	Public Service Worker
<hr/> 12.5	Sub-Total

**Water & Gas Engineering**

1.0	Water and Gas Senior Engineer Tech.
0.5	Water and Gas Compliance Coordinator
0.5	W&G Corrosion Technician
0.5	Water and Gas GIS Engineer Tech.
0.5	Water and Gas Engineering Aid
<hr/> 3.0	Sub-Total

**Water & Gas Meters & Regulators**

0.5	Water & Gas Systems Control Superintendent
1.5	Water and Gas Meter Tech.
<hr/> 2.0	Sub-Total

**Water & Gas Service**

3.5	Water and Gas Service Tech.
0.5	Dispatcher
<hr/> 4.0	Sub-Total

**29.2 TOTAL GAS FUND**

FY 2014 Adopted Budget  
Electric Fund

The mission of the Electric Fund is to provide reliable and affordable electric service to its customers. The Electric Fund covers the Division of Power & Light and functions as the cost allocation center for the Utilities Department's Administration, Customer Service, and Support Services Divisions that serve the Electric, Gas, Water, Wastewater, and Telecommunications Funds.

Danville's electric distribution system covers approximately 500 square miles including the City and portions of three adjacent counties. The electric system's 1,400 miles of 12,470/7,200 volt distribution lines originate from 17 substations that are serviced by 118 miles of 69,000-volt transmission lines. Service is provided to approximately 42,000 customer locations.

**Contribution to (from) Fund Balance/General Fund**

	<b>Adopted Budget FY 2013</b>	<b>Adopted Budget FY 2014</b>
<b>Revenues</b>		
Revenues from Use of Money and Property	\$ 1,627,730	\$ 1,864,090
Charges for Services	\$ 103,152,220	\$ 103,807,240
Miscellaneous Revenue	\$ 594,520	\$ 698,000
Transfer from Fund Balance	\$ 3,000,000	\$ -
Estimated Income	<b>\$ 108,374,470</b>	<b>\$ 106,369,330</b>
<b>Operating Expenditures</b>		
Administrative Services	\$ 7,526,230	\$ 4,789,530
Utility Administration Services	\$ 807,480	\$ 800,780
Support Services	\$ 740,690	\$ 742,120
Engineering	\$ 971,900	\$ 980,700
Distribution	\$ 79,833,760	\$ 81,013,190
Meters	\$ 505,590	\$ 386,640
Transmissions	\$ 83,510	\$ 83,510
Substations	\$ 1,530,250	\$ 1,579,890
Hydro-Electric Plant	\$ 763,120	\$ 763,010
Customer Services	\$ 1,036,380	\$ 1,080,200
Capital Expenses	\$ 6,193,920	\$ 6,081,350
Capital Projects	\$ 2,083,150	\$ 2,556,000
Operating Expenses	<b>\$ (102,075,980)</b>	<b>\$(100,856,920)</b>
Net Operating Income (Loss)	<b>\$ 6,298,490</b>	<b>\$ 5,512,410</b>
Add:		
Depreciation	\$ 6,300,000	\$ 6,500,000
Deduct:		
Debt Service Principal	\$ (1,788,050)	\$ (2,028,250)
Contribution to City's General Fund	\$ (9,562,610)	\$ (9,896,610)
<b>Contribution To(From) Retained Earnings</b>	<b>\$ 1,247,830</b>	<b>\$ 87,550</b>

FY 2014 Adopted Budget  
Electric Fund

**Revenues**

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ Decrease</b>
<b>Rev-Use Money/Property</b>	\$ 1,916,357	\$ 2,218,782	\$ 1,627,730	\$ 1,864,090	\$ 236,360
<b>Charges for Services</b>	\$108,906,363	\$102,821,328	\$ 103,152,220	\$ 103,807,240	\$ 655,020
<b>Miscellaneous Revenue</b>	\$ 1,000,502	\$ 325,582	\$ 594,520	\$ 698,000	\$ 103,480
<b>Non-Revenue Receipts</b>	\$ 89,994	\$ 89,773	\$ -	\$ -	\$ -
<b>Transfer fr Fund Balance</b>	\$ -	\$ -	\$ 3,000,000	\$ -	\$ (3,000,000)
	<b>\$111,913,216</b>	<b>\$105,455,465</b>	<b>\$ 108,374,470</b>	<b>\$ 106,369,330</b>	<b>\$ (2,005,140)</b>

**Expenditures**

	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ Decrease</b>
<b>Personnel Services</b>	\$ 5,170,699	\$ 4,922,760	\$ 5,062,820	\$ 5,168,450	\$ 105,630
<b>Employee Benefits</b>	\$ 1,019,040	\$ 897,101	\$ 1,088,180	\$ 1,146,500	\$ 58,320
<b>Purchased Services</b>	\$ 6,192,585	\$ 6,285,227	\$ 4,318,370	\$ 3,512,530	\$ (805,840)
<b>Internal Service</b>	\$ 656,843	\$ 692,721	\$ 558,980	\$ 687,450	\$ 128,470
<b>Contribution Other Entity</b>	\$ -	\$ 50,000	\$ -	\$ -	\$ -
<b>Other Operating Expense</b>	\$ 7,073,267	\$ 6,611,175	\$ 6,158,210	\$ 6,448,580	\$ 290,370
<b>Source of Supply</b>	\$ 78,608,483	\$ 71,577,338	\$ 70,662,860	\$ 71,414,900	\$ 752,040
<b>Cost Allocation</b>	\$ 768,303	\$ 944,840	\$ 885,440	\$ 1,051,830	\$ 166,390
<b>Capital Outlay</b>	\$ 506,929	\$ 850,570	\$ 764,660	\$ 335,050	\$ (429,610)
<b>Capital Projects</b>	\$ -	\$ -	\$ 1,075,000	\$ 2,556,000	\$ 1,481,000
<b>Depreciation</b>	\$ 5,914,105	\$ 6,184,432	\$ 6,300,000	\$ 6,500,000	\$ 200,000
<b>Debt Service</b>	\$ 2,136,886	\$ 2,846,964	\$ 3,414,520	\$ 3,488,890	\$ 74,370
<b>Reimbursement</b>	\$ 53,625	\$ -	\$ 74,990	\$ 74,990	\$ -
<b>Transfer Out</b>	\$ 9,062,610	\$ 10,062,610	\$ 12,562,610	\$ 9,896,610	\$ (2,666,000)
<b>Contingency Appropriation</b>	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ -
	<b>\$117,163,375</b>	<b>\$111,925,738</b>	<b>\$ 113,426,640</b>	<b>\$ 112,781,780</b>	<b>\$ (644,860)</b>

**Full Time Equivalents**

**Electric Administration**

1.0	Division Director of Power & Light
1.0	Sub-Total

**Electric Distribution**

1.0	Electric Distribution Superintendent
5.0	Electric Line Crew Supervisor
1.0	Inspector-Contractor Manager
1.0	Crew Supervisor
23.0	Combination of:
	Electric Line Technician III
	Electric Line Technician II
	Electric Line Technician I
	Electric Ground Worker
3.0	Electric Line Equipment Operator
2.0	Electric Line Tree Trimmer
1.0	Dispatcher
1.0	Public Service Worker/Operator
38.0	Sub-Total

**Electric Engineering**

1.0	Electric System Support Superintendent
1.0	Electric Engineering Tech Supervisor
1.0	Electric Compliance Coordinator
1.0	Electric GIS/CAD Technician
5.0	Combination of:
	Electric Senior Engineering Technician
	Electric Engineering Technician
	Electric Engineering Aide
2.0	Electric Engineer
11.0	Sub-Total

**Electric Hydro**

1.0	Hydro-Electric Supt.
1.0	Hydro Electric Maintenance Technician
4.0	Hydro-Electric Operator
1.0	Hydro-Electric Attendant
7.0	Sub-Total

**Electric Meters**

1.0	Electric Meter Supervisor
3.0	Combination of:
	Electric Meter Technician III
	Electric Meter Technician II
	Electric Meter Technician I
4.0	Sub-Total

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<b>Electric Substations</b>	
1.0	Electric Substation Supervisor
4.0	Electric Substation Operator
1.0	Electric T & D Equipment Technician
4.0	Electric Substation Technician
10.0	Sub-Total
<b>71.0</b>	<b>TOTAL ELECTRIC FUND</b>

FY 2014 Adopted Budget  
Telecommunications Fund

The mission of the Telecommunications Fund is to provide world class network services at affordable costs. The Telecommunications Fund is an e-rate service provider to the Danville Public Schools and the Pittsylvania County Schools and maintains and operates nDanville, a high-tech fiber optic network. nDanville is currently connected to 20 schools, 60 government buildings, and 50 businesses. The City serves its own needs, but is not a commercial telecommunications service provider. nDanville is open to any internet or telecommunications provider. The City and public school districts use nDanville to improve communications and data transmission, support shared use of computer applications and data files enable distance conferencing and learning, expand internet access, monitor and control equipment, and improve the reliability of utility systems. The City TV-20 government and education channel is funded completely out of the Telecommunication fund. This service is managed by the Multimedia Manager located in the City Manager's office.

**Contribution to (from) Fund Balance/General Fund**

	<b>Adopted Budget FY 2013</b>	<b>Adopted Budget FY 2014</b>
<b>Revenues</b>		
Revenues from Use of Money and Property	\$ 27,660	\$ 25,580
Charges for Services	\$ 1,565,600	\$1,318,000
Miscellaneous Revenue	\$ -	\$ 75,000
Transfer from Fund Balance	\$ 250,000	\$ 500,000
Estimated Income	<b>\$ 1,843,260</b>	<b>\$ 1,918,580</b>
 <b>Operating Expenditures</b>		
Administrative Services	\$ 36,930	\$ 46,010
Operations	\$ 771,250	\$ 773,260
RiverCityTV	\$ 101,960	\$ 98,000
Purchased Services	\$ 163,000	\$ 150,000
Capital Expenses	\$ 220,000	\$ 230,000
Capital Projects	\$ 450,000	\$ 575,000
Operating Expenses	<b>\$(1,743,140)</b>	<b>\$(1,872,270)</b>
Net Operating Income (Loss)	<b>\$ 100,120</b>	<b>\$ 46,310</b>
Add:		
Depreciation	\$ 210,000	\$ 260,000
Deduct:		
Contribution to City's General Fund	<u>\$ (302,000)</u>	<u>\$ (302,000)</u>
<b>Contribution To(From) Retained Earnings</b>	<b><u>\$ 8,120</u></b>	<b><u>\$ 4,310</u></b>

FY 2014 Adopted Budget  
Telecommunications Fund

	<u>Revenues</u>				
	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ Decrease</b>
Rev-Use Money/Property	\$ 27,204	\$ 42,696	\$ 27,660	\$ 25,580	\$ (2,080)
Charges for Services	\$1,468,345	\$ 1,405,097	\$ 1,565,600	\$ 1,318,000	\$ (247,600)
Miscellaneous Revenue	\$ 38,932	\$ -	\$ -	\$ 75,000	\$ 75,000
Non-Revenue Receipts	\$ 277	\$ 387	\$ -	\$ -	\$ -
Transfer from Fund Balance	\$ -	\$ -	\$ 250,000	\$ 500,000	\$ 250,000
	<b>\$1,534,758</b>	<b>\$ 1,448,180</b>	<b>\$ 1,843,260</b>	<b>\$ 1,918,580</b>	<b>\$ 75,320</b>

	<u>Expenditures</u>				
	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2014 Adopted</b>	<b>Increase/ Decrease</b>
Personnel Services	\$ 193,658	\$ 199,675	\$ 199,660	\$ 205,660	\$ 6,000
Employee Benefits	\$ 44,207	\$ 40,055	\$ 49,250	\$ 51,050	\$ 1,800
Purchased Services	\$ 282,798	\$ 521,983	\$ 447,560	\$ 355,320	\$ (92,240)
Internal Service	\$ 22,255	\$ 28,039	\$ 26,860	\$ 30,970	\$ 4,110
Other Operating Expense	\$ 170,385	\$ 232,158	\$ 137,130	\$ 167,470	\$ 30,340
Source of Supply	\$ 153,188	\$ 147,685	\$ 163,000	\$ 150,000	\$ (13,000)
Cost Allocation	\$ 100,030	\$ 42,300	\$ 44,430	\$ 67,800	\$ 23,370
Capital Outlay	\$ 44,441	\$ 35,206	\$ 15,250	\$ 9,000	\$ (6,250)
Capital Projects	\$ -	\$ -	\$ 450,000	\$ 575,000	\$ 125,000
Depreciation	\$ 200,971	\$ 235,600	\$ 210,000	\$ 260,000	\$ 50,000
Reimbursement		\$ (50,918)	\$ -	\$ -	\$ -
Transfer Out	\$ 302,000	\$ 302,000	\$ 302,000	\$ 302,000	\$ -
	<b>\$1,513,933</b>	<b>\$ 1,733,783</b>	<b>\$ 2,045,140</b>	<b>\$ 2,174,270</b>	<b>\$ 129,130</b>

Full Time Equivalents

1.0	Division Director of Telecommunications
1.0	Broadband Network Engineering Technician
1.0	Multi-Media Design Manager
1.0	Senior Account Clerk
<b>4.0</b>	<b>TOTAL TELECOMMUNICATIONS FUND</b>