

FY 2016 Adopted Budget



July 1 , 2015 – June 30, 2016



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CITY OF DANVILLE, VIRGINIA

CITY COUNCIL

Sherman M. Saunders – Mayor
Gary P. Miller, MD – Vice Mayor

James B. Buckner
L.G. “Larry” Campbell, Jr.
John B. Gilstrap

Alonzo L. Jones
Albert K. “Buddy” Rawley, Jr.
Fred O. Shanks III
J. Lee Vogler

LEGISLATIVE STAFF

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

CITY LEADERSHIP

Joseph C. KingCity Manager
Kenneth F. Larking.....Deputy City Manager
Marc D. Adelman.....Director of Transportation Services
Michael Adkins.....Director of Finance
Philip A. BroadfootChief of Police
Richard I. Drazenovich..... Director of Public Works
David R. Eagle..... Fire Chief
Jason Grey..... Interim Director of Utilities
Earl B. Reynolds, Jr.....Director of Community Development
Inez J. RodenburgDirector of Information Technology
William O. SgriniaDirector of Parks and Recreation
Telly Tucker... ..Director of Economic Development
Sara B. WellerDirector of Human Resources
Cynthia L. ThomassonBudget Director

CONSTITUTIONAL OFFICERS

Michael S. Mondul.....City Sheriff
Michael J. Newman.....Commonwealth Attorney
Gerald A. Gibson..... Clerk of Circuit Court
James M. Gillie..... Commissioner of the Revenue
Lynwood L. Barbour.....City Treasurer



The City of Danville was founded in 1793, chartered in 1830, and is located on the Dan River in the south-central Piedmont region of Virginia. The North Carolina state line forms the city's southern boundary. The city is surrounded on the west, north, and east by Pittsylvania County.

Danville is but a day's drive to almost two-thirds of the nation's population. Danville is located 143 miles southwest of the state capital in Richmond; 80 miles southeast of Roanoke; and 45 miles north of Greensboro, North Carolina. The City covers an area of approximately 44 square miles and has a population of approximately 42,975. According to the consumer price index, Danville and the southern region of Virginia have a lower cost of living compared to other regions in the United States.

The City operates under the council-manager form of government. Policymaking and legislative authority is vested in the City Council, which consists of nine members including a mayor and vice mayor. Council members are elected at large on a nonpartisan basis to serve four-year terms. The elections are held biennially with five members being elected in one biennium and four in the next. Members of the council elect the Mayor and Vice-Mayor from its membership. The City Council is responsible for passing ordinances, adopting the budget, appointing committee and board members, and hiring the City Manager and City Attorney. The City Manager is the chief executive and is responsible for carrying out the policies and ordinances of City Council, overseeing the day-to-day operations of the City, and appointing department heads.



Built in 1926-27, the Danville Municipal Building is listed on both the Virginia Historic Register and the National Register of Historic Places.

The City provides a full range of services including police and fire protection; sanitation services; the construction and maintenance of streets and infrastructure; recreational activities; and cultural events. In addition to the general government activities, the City provides mass transit, water and wastewater treatment, gas, fiber network, and electric services.

The City boasts an abundance of historical landmarks, an excellent variety of recreational and housing opportunities and beautiful, rolling countryside. Rated among the best in affordability and the lowest in housing costs, Danville has received national recognition for adopting innovative strategies in business development.

But history and surroundings are not the only assets Danville has to offer. Believing that a vibrant downtown is vital to the well-being of a community, Danville supports an economically viable commercial district with unique businesses, attractions, restaurants and residential sites to serve and attract citizens and visitors. The River District Redevelopment Project is entering its fifth year and continues to build on the River District's strengths, implement public improvements that will stimulate private investment, support transformational commercial projects, achieve the right mix of land uses and activities, and support the preservation of the district's unique character.



Main Street in the River District

In addition to a strong K-12 public school system and private school options, Danville's education community includes Averett University, Danville Community College and the Institute for Advanced Learning and Research. Recently, the Capstone Integrated Machining Technology program is receiving recognition for its multidisciplinary training for precision machining. The program is a joint venture between the Institute for Advanced Learning and Research and Danville Community College is a vital for both workforce development program and education.



Mountain biking attracts riders from outside the community.

Danville has been recognized nationally as a Playful City. The City is committed to recreation and providing opportunities for play. The Riverwalk Trail takes advantage of Danville's location along the Dan River to give residents an opportunity to interact with the river while using the 9 miles of trail to walk, run, bike, or commute.

One of the longest single track mountain bike trails in the region is located in Danville. Built through a partnership between Southern Virginia Mountain Bike Association and Danville Parks and Recreation, the system offers a variety of trails for multiple experience levels. With twists and turns, climbs and descents, the Angler's Ridge mountain bike trail system and its 35 miles of stacked-loop single-track trails is ranked No. 1 in Virginia and 32nd in the world. Along the trails are plenty of gravity drops, log pyramids, tight switchbacks, moguls, rock gardens and 40 bridges to challenge you as you travel through beautiful woodlands complete with creeks and wildlife.

Danville's diverse neighborhoods represent a unique blend of the best of rural and metropolitan lifestyles. Communities of comparable size seldom offer such a wide variety of housing. Homes in the Danville area ranges from turn-of-the-century Victorian and Edwardian architecture to suburban Williamsburg style homes, country club developments, urban lofts, apartments, and rural farm settings. Danville has small-town charm as well as the assets of a city ready to burst with excitement. It truly is a great place to live, work, and play!



The City Seal was designed by Gloria Nix, a student at George Washington High School, and adopted in 1957. The circular seal is divided into four quadrants representing different aspects of the city. The lamp and books reflect the importance of education. The train, bus, and airplane represent Danville's position as a regional hub. The textile mill and cotton fields in the top quadrant and the tobacco fields on the bottom quadrant show the two traditional foundations of Danville's economy: textiles and tobacco. The dates on the seal reflect the date of the founding and the date of incorporation.

Date Settled	1793
Date Incorporated	1830
Area (sq. miles)	44
Form of Government	Council-Manager
Number of Employees (July 2015)	1116

Demographics

Population	42,975
Unemployment Rate (5/2015)	8.8%
Number of Registered Voters (8/2015)	27,311
Income per capita - Danville MSA	\$20,351
Median household income	\$30,786
Median home value (owner-occupied)	\$87,800

Bureau of Labor Statistics, Census

Largest Employers

The Goodyear Tire & Rubber Company
Danville City Public Schools
City of Danville
Danville Regional Medical Center
Adecco
Wal-Mart
Nestle USA, Inc.
Averett College
Debbie's Staffing Services
GCB Staffing

data.virginialmi.com

Local Taxes

Real Estate	\$0.73 per \$100 of assessed value
Personal Property	\$3 per \$100 of assessed value
Business Personal Property	\$3 per \$100 of assessed value
Machinery and Tools	\$1.50 per \$100 of assessed value
Aircraft	\$0.30 per \$100 of assessed value
Mobile Homes	\$0.73 per \$100 of assessed value
Meals Tax	6%
Transient Lodge Tax	6%
Short Term Rental Tax	1%

Bond Ratings

Moody's	A1
Standard and Poor's	AA-
Fitch	AA-

As of July 2015

Facilities and Services

Miles of streets (approx.)	458
Number of recreation centers	7
Number of parks	11
Number of skate parks	1
Riverwalk Trail distance (miles)	9
Mountain biking trail distance (miles)	35
Number of libraries	2

Public Safety

Number of 911 dispatched calls (2014)	80,927
Number of Fire stations	7
Number of Uniformed Firefighters (7/2015)	116
ISO Rating (Fire)	2
Number of Police stations	1
Number of sworn officers (7/2015)	127

Hospitals

Number of hospitals	1
Number of patient beds	250

Danville Public Schools

Number of Pre-K Centers	2
Number of Elementary Schools	6
Number of Middle Schools	2
Number of High Schools	2
Number of Special Program Centers	3

Public Utilities

Sanitary Sewer - Department of Public Works

Miles of sanitary sewer (approx.)	395
Number of Service Connections ¹	16,481

Water - Danville Utilities

Miles of water mains (approx.)	343
Number of service connections ¹	15,865
Number of treatment plants (potable) ²	1
Number of treatment plants (industrial) ²	1
Daily average consumption in gallons (potable) ²	5.43 million gallons
Daily average consumption in gallons (industrial) ²	0.387 million gallons
Maximum Daily Capacity of plant (potable) ²	18 million gallons
Maximum Daily Capacity of plant (industrial) ²	3 million gallons
Reservoir Capacity (potable) ²	16.55 million gallons
Reservoir Capacity (industrial)	45 million gallons

Natural Gas - Danville Utilities

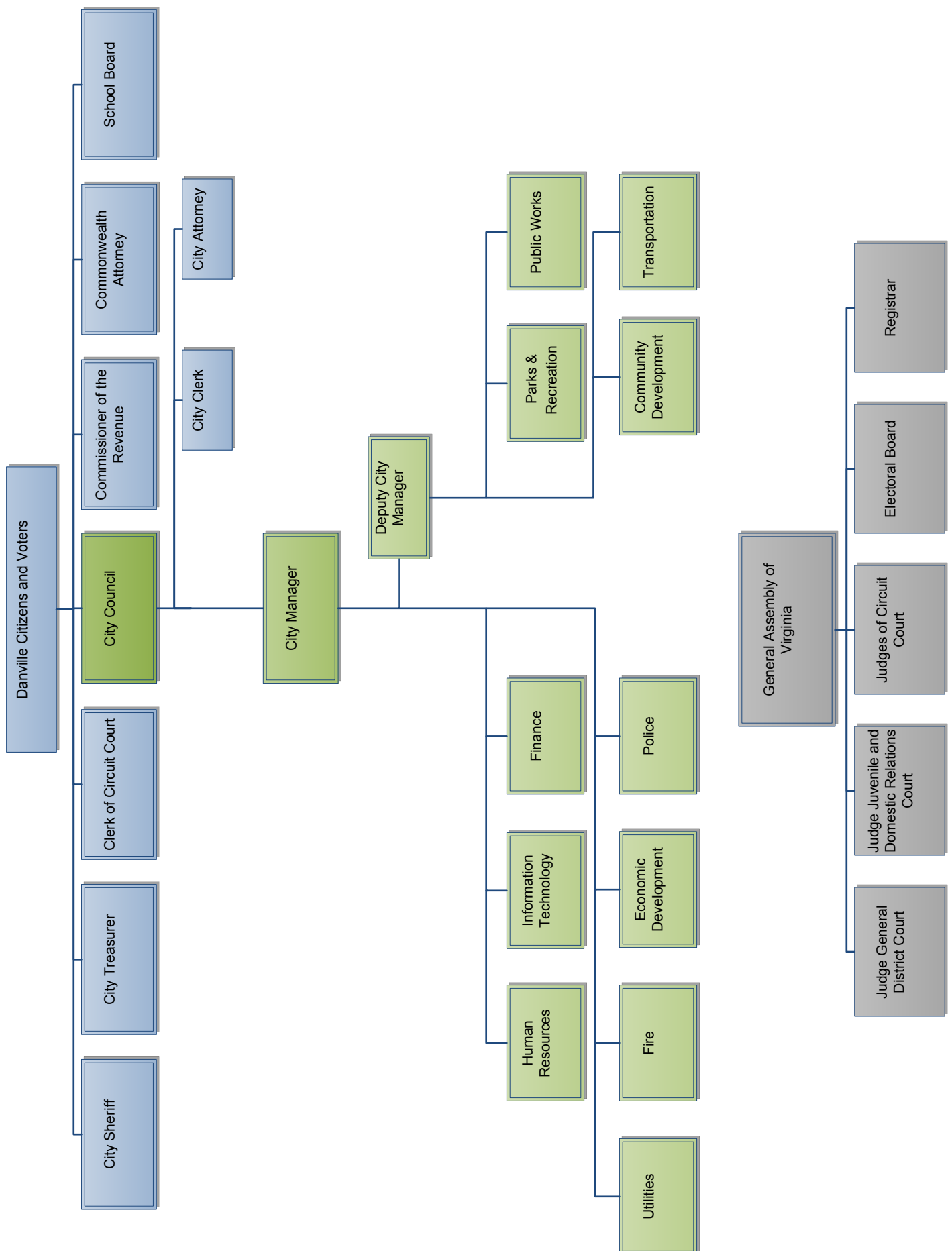
Number of service connections ¹	17,217
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Power and Light - Danville Utilities

Service Territory Area (sq. miles)	535
Number of service connections ¹	41,730

¹Number of service connections may fluctuate on a daily basis.

²FY 2015 Figures



The Danville City Council has designated eight priority areas to focus the efforts of the City Manager and staff during the next few years. Included is the effective and efficient provision of municipal services and facilities, economic development, crime prevention, education, controlling utility costs, minimizing blight, enhancing Danville's image, and improving race relations. 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 will be dependent on available resources.

1. **Municipal Services & Facilities** -- 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.

- 1.1. Conduct a citizen survey to measure municipal service performance and quality ratings.
- 1.2. Initiate the phased development of written strategic plans for all municipal departments beginning with the Human Resources, Police, Economic Development, Community Development, and Utilities Departments. Incorporate goals and objectives supporting these Council-established priorities.
- 1.3. Conduct a municipal employee survey to identify organizational strengths and weaknesses and help focus productivity improvement efforts.
- 1.4. Undertake a management team building and training program to improve the ability of organization's top, middle, and line managers to plan, organize, control, and lead municipal departments as effectively and efficiently as possible.
- 1.5. Commence a two-year program to develop in FY 2012 and launch in FY 2012 a pay-for-performance system that effectively links employee compensation to job performance.
- 1.6. Produce a written Annual Report summarizing the City's accomplishments in effectively and efficiently providing municipal services and facilities.

2. **Economic Development** -- Support business prosperity and growth sufficient to ensure current and future employment at good wages.

- 2.1. Recruit new businesses and industries to the area that will diversify the economy and increase the overall average wage rate.
- 2.2. Strengthen the business retention and expansion program by visiting and maintaining regular contact with existing businesses and assisting them with their needs.
- 2.3. Develop a comprehensive plan for designing incentive programs as well as for renovating and redeveloping property in the Central Business District and the Tobacco Warehouse District.

Target a “niche” retail strategy by determining what needs (such as an upscale restaurant) are unmet in the community, and formulate a recruiting plan based on the feedback.

- 2.4. Evaluate developable property within the city limits of Danville and complete a plan to redevelop areas for future industrial and commercial growth, emphasizing increasing employment opportunities, strengthening of the tax base, reducing blight, and improving property utilization.
- 2.5. Work with Pittsylvania County on the certification and development of the 3,500 acre mega-park.
- 2.6. Continue regional cooperation with economic developers from Pittsylvania County, Martinsville-Henry County, and Caswell and Rockingham Counties in North Carolina to create a regional marketing brand and strategy.

3. **Crime Prevention** -- Maintain a safe and secure community free from the ravages of crime.

- 3.1. Ensure that the Danville Police Department is provided the resources required to effectively combat and prevent crime and that performance reports are regularly issued to the public to track progress made in achieving that goal.
- 3.2. 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.
- 3.3. Establish 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.
- 3.4. Expand effective crime prevention programs, including Neighborhood Watch, Business Watch, National Night Out, and Crime Stoppers.
- 3.5. Improve police intelligence gathering activities to support crime prevention efforts and the prosecution of offenders.
- 3.6. Continue and improve existing partnerships with the Danville Public Schools District to maintain public safety in the schools and at school athletic events.
- 3.7. Continue to keep the public informed about crime through media releases, the City’s internet website, and public service announcements while seeking out and effectively using new communications methods.
- 3.8. Continue and expand the Danville Police Department’s active role in regional law enforcement data sharing and communications programs.

- 3.9. Aggressively seek grant funding to support community crime prevention programs and law enforcement improvement activities.

4. **Education** -- To enable productive lifelong learning for Danville's citizens, provide adequate funding to the Danville School District and support for the community's colleges, educational institutions, and workforce training programs.

- 4.1. 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.
- 4.2. Regularly meet with the Danville School Board and administration to maintain a good understanding of public education system operations and budget requirements.
- 4.3. 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.

5. **Utility Costs** -- While maintaining reliable utility systems and services that meet customer requirements, minimize wholesale energy and operational expenses and encourage and assist customers in efficiency and conservation efforts to hold down their utility costs.

- 5.1. Secure reliable natural gas and electricity wholesale supplies at the lowest, most stable prices available.
- 5.2. Acquire cost-effective, environmentally responsible electric generation assets to reduce dependence on the volatile wholesale markets.
- 5.3. Modify the Northside Wastewater Treatment Plant to lower its operating costs while preserving capacity to meet future needs.
- 5.4. Develop an energy efficiency and conservation strategy to direct municipal operations and regulatory activities.
- 5.5. Engage the public in energy and water efficiency and conservation efforts to minimize their consumption of municipal utility services.

6. **Blight** -- Maintain the physical integrity of Danville's residential and business districts to avoid property deterioration, decline, and abandonment.

- 6.1. 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.
- 6.2. 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 designated districts.
- 6.3. Maintain the "Building Blocks Program" in the Westmoreland target area through aggressive rental housing inspections, maintenance of municipal right of ways and green spaces, rehabilitation of salvageable housing, demolition of dilapidated structures, new construction infill, and strategic acquisition and sale of properties.
- 6.4. Addressing the specific needs of the Green Street neighborhood, develop a plan of action during FY 2012 to similarly revitalize that area starting in FY 2012.
- 6.5. Prepare a city-wide building and property condition analysis during 2012 and a strategic plan to deal with blight in other areas of Danville.
- 6.6. Establish an Anti-Blight Task Force to strengthen and accelerate efforts to address the decline of residential neighborhoods and business districts due to property abandonment, decline, and deterioration.
- 6.7. Ensure blight issues are adequately addressed in the housing element of the updated Comprehensive Plan.

7. **Danville's Image** -- Sustain a positive image of Danville among its own residents, as well as those in other communities.

- 7.1. 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.
- 7.2. Designate a public information officer staff position in the City Manager's Office to ensure that accurate and positive information is available to everyone, especially to those making decisions that could affect Danville's future.
- 7.3. Pursue attainment of the National Civic League's "All-America City Award."

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- 7.4. Maintain efforts to beautify road interchanges and identify opportunities for other visual enhancements in Danville, particularly at gateways to the City and along major entry arterial streets.

8. **Race Relations** -- Ensure that all citizens of Danville enjoy living in community undivided by barriers of race or ethnicity.

- 8.1. Establish partnerships with community organizations to deal with actual and perceived instances of racial discrimination and inequity and to improve race relations in Danville.
- 8.2. Initiate programs and events to create opportunities for positive interracial dialogue and interaction.
- 8.3. Ensure that municipal programs and services address the needs of a diverse population and provide equitable benefits to all residents.
- 8.4. 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.

Adopted: February 2, 2010

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.

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.

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.



City of Danville, Virginia

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July 1, 2015

Honorable Mayor and Members of Council:

I am pleased to present to you the Adopted FY 2016 Budget. I wish to thank you for the hard work, diligence, and direction given throughout the budgeting process.

This budget supports continued efforts to reclaim Danville's status as a place of economic opportunity and an attractive, safe, desirable place in which to live. To accomplish this requires transformation of Danville's economy, eradicating property blight and stabilizing Danville's neighborhoods, and stemming Danville's population decline. The Adopted FY 2016 Budget supports the right mix of municipal services and facilities to satisfy current resident demands and attract newcomers. And it does so while operating cost-effectively with affordable taxes, fees, and utility rates.

The Adopted FY 2016 General Fund Budget is \$102,039,860, which is 2.9% more than the previous fiscal year, but does not impose increased taxes. This includes the City's support of Danville Public Schools at \$17,399,860. The Utilities budgets include expenditures (less depreciation) of nearly \$157 million in the Wastewater, Water, Gas, Electric and Telecommunications Funds and \$4.6 million for affiliated capital projects. As part of the biennial rate review, this budget includes an overall 3.5% rate increase in the Wastewater Fund that will generate approximately \$305,000 in new revenue.

This budget estimates revenue growth in local sales and meals tax of \$470,000. Real estate and machinery and tools taxes show a slight decrease of \$200,000. Building permits, inspection fees, and charges for services are also estimated to be flat. State revenues reflect an estimated increase of \$300,000, including an \$180,000 addition for a 2% salary increase for Constitutional Office employees.

This budget includes funding for employee pay for performance of \$2,077,720 in the General Fund and \$707,398 in other funds. An additional \$500,000 and position vacancy savings will be used to cover "compression pay" for employees who have received promotions during their tenure with the City that were not covered under last year's compression pay adjustments. The estimated cost for the General Fund employees is \$450,000 and all other funds \$489,600.

Accompanying this document is the City's five-year Capital & Special Projects Plan (CSP). Fiscal Year 2016 provides funding for all funds in the amount of \$22,027,670. Funding sources include current revenues of \$2,362,310 from the General Fund and \$6,005,960 from Utilities; Transfers from Unassigned Fund Balance of \$1,660,710 from the General Fund and \$350,000 from the Gas Fund; \$202,690 from Telvista Loan Repayment; and \$75,000 Contribution-in-Aid. Also included in the CSP 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 long, sweeping horizontal line extending to the right.

Joseph C. King
City Manager



City of Danville, Virginia

JOE KING
CITY MANAGER
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April 7, 2015

Honorable Mayor and Members of Council:

Chapter 8, Section 8-6 of the City Charter requires the City Manager to submit a proposed budget by April 1st of each year. This Introductory Draft of the Proposed Fiscal Year (FY) 2016 Budget is respectfully submitted following City Council's month-long review of the Introductory Draft released a month ago. The Charter directs the Manager and Council to work together in modifying the proposed budget into a version presented to the public no later than April 30. Public comment on that edition of budget will be actively encouraged through May and June before a final budget is adopted and associated funds are appropriated by June 30.

This Introductory Draft incorporates Council's guidance received during work sessions conducted in March. The Danville Utility Commission's recommendations regarding the Water, Wastewater, Electric, Gas, and Telecommunications Funds are likewise included in this Introductory Draft. With exceptions noted below, current municipal services* are maintained in FY 2016.

This Proposed FY 2016 Budget maintains the City's critically important efforts to transform its economy, revitalize its River District, stem its population decline, and eradicate property blight. The City must provide just the right mix of municipal services and facilities to satisfy current resident demands and attract newcomers. It must accomplish this while operating cost-effectively with affordable taxes, fees, and utility rates.



To accomplish this will require a comprehensive five-element strategy that was introduced during FY 2014.

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.

* 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.

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 all of Danville's neighborhoods are attractive, desirable places to live.

Implementing this strategy involves making purposeful use of ongoing operating expenditures, as well as special project and capital improvement expenditures.

The City's financial condition is excellent in terms of maintenance of appropriate cash reserves, levels of indebtedness, and retirement system funding. Prudent use of cash reserves and moderate increases in debt financing makes it possible to balance the FY 2016 Budget without increases in property taxes or General Fund charges, as directed by City Council during our last work session discussions.

The biennial utility rate study recently completed by the Danville Utility Commission recommends an average 3.5% wastewater rate increase in FY 2016 spread across customer classes, customer charges, and consumption rates. The residential customer with a 5/8-inch water meter would experience an increase in monthly customer charges from \$13.16 to \$14.00 and an increase from \$2.55 to \$2.58 in charges per 100 cubic feet of water consumed. Wastewater charges would remain unchanged in FY 2017, while average rate increases proposed in FY 2017 include 2.0% for natural gas, and 1.5% for electricity. As with wastewater, these increases are spread across customer classes, charges, and consumption rates. In lieu of a 3.0% water rate increase in FY 2017, the Utility Commission recommends that Council reinstate the fire hydrant charges by the Water Fund to the General Fund that were discontinued several years ago.

Changes made to the Introductory Budget for FY 2016 are follows:

	<u>Revenues</u>	<u>Expenditures</u>
<u>General Fund</u>		
Total Working Draft	\$ 101,844,780	\$ 101,844,780
Increases (Decreases):		
State Shared Expenses-Constitutional	(37,700)	
Constitutional Offices (Salaries & Benefits)		(42,470)
City Support of Capital Projects (Blight)		(50,000)
Electoral Board (Materials & Supplies)		(18,000)
Adult Detention Facility (Capital Outlay)		(23,100)
Support of Transportation		(30,220)
Fire Department (Salaries & Benefits)		50,000
Danville Humane Society		6,000
Support of Schools (Debt Service)		70,090
	<hr/>	<hr/>
Revised Totals	<u>\$ 101,807,080</u>	<u>\$ 101,807,080</u>

	<u>Revenues</u>	<u>Expenditures</u>
<u>Mass Transit Fund</u>		
Total Working Draft	\$ 2,762,950	\$ 3,247,950
Less Depreciation (Non-cash item)		<u>(485,000)</u>
	<u>\$ 2,762,950</u>	<u>\$ 2,762,950</u>
Increases (Decreases):		
State Operating Aid	14,810	
State Capital Aid	(51,590)	
Federal Capital Aid	(268,000)	
Transfer in from General Fund	(30,220)	
Vehicle Purchases		<u>(335,000)</u>
Revised Total	<u>\$ 2,457,950</u>	<u>\$ 2,457,950</u>

	<u>Revenues</u>	<u>Expenditures</u>
<u>Telecommunications Fund</u>		
Total Working Draft	\$ 1,279,290	\$ 1,557,830
Contribution to Fund Balance		41,660
Less Depreciation (Non-cash item)		<u>(320,200)</u>
	<u>\$ 1,279,290</u>	<u>\$ 1,279,290</u>
Increases (Decreases):		
School Sales	39,300	
Federal E-Rate WAN	410,700	
Internet County School Sales	(15,840)	
ERATE Internet Pitt County	(43,200)	
Capital Project-nDanville		<u>390,960</u>
Revised Totals	<u>\$ 1,670,250</u>	<u>\$ 1,670,250</u>

The initial stages of the budget process are complete. 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



City of Danville, Virginia

JOE KING
CITY MANAGER
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FY 2016 WORKING DRAFT BUDGET

March 3, 2015

Honorable Mayor and Members of Council:

Chapter 8, Section 8-6 of the City Charter requires the City Manager to present a proposed budget by April 1st of each year. The Charter directs the Manager and Council to then work together in modifying the proposed budget into a version presented to the public no later than April 30. We respectfully submit This "Working Draft of the Proposed Fiscal Year (FY) 2016 Budget" a month early to give City Council time to provide guidance on developing a modified edition of the budget for public release in April. This Working Draft follows Council's guidance given last fall that we maintain current municipal services* through FY 2016, establishing an approved baseline from which to prepare this Working Draft. Similarly, the Danville Utility Commission's recommendations regarding Water, Wastewater, Electric, Gas, and Telecommunications Funds are also included. Our budgeting process requires that municipal departments justify every line item and propose no more, or less, than is needed in FY 2016 to serve the public at Council-authorized levels. Public comment on the edition of the budget released next month will be actively encouraged through May and June before a final budget is adopted, and associated funds are appropriated by June 30.

We are recommending continuing efforts to reclaim Danville's status as a place of economic opportunity and an attractive, safe, desirable place in which to live. To accomplish this will require that we transform Danville's economy, stem its population decline, eradicate property blight, revitalize the River District, and stabilize our neighborhoods. The City 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.



We recommend continued pursuit of the comprehensive five-element strategy introduced two years ago.

1. Build on Economic Strengths -- Transform Danville's economy into a vibrant, future-focused one built on knowledge, innovation, and entrepreneurship.

* Such reference to "current services" includes not only municipal services provided at specific quantity and quality levels, but also programs, facilities, and infrastructure.

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. Provide opportunities for all to better themselves financially.
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 City's financial condition is excellent in terms of maintenance of appropriate cash reserves, levels of indebtedness, and retirement system funding. Prudent use of cash reserves and moderate increases in debt financing makes it possible to balance the FY 2016 budget without increases in property taxes.

The biennial utility rate study recently completed by the Danville Utility Commission recommends an average 3.5% wastewater rate increase in FY 2016 spread across customer classes, customer charges, and consumption rates. The residential customer with a 5/8-inch water meter would experience an increase in monthly customer charges from \$13.16 to \$14.00 and an increase from \$2.55 to \$2.58 in charges per 100 cubic feet of water consumed. Wastewater charges would remain unchanged in FY 2017, while average rate increases proposed in FY 2017 include 3.0% for water, 2.0% for natural gas, and 1.5% for electricity. As with wastewater, these increases are spread across customer classes, charges, and consumption rates.

We provide highlights of the Working Draft of the Proposed FY 2016 Budget on the following pages. The budget preliminary request of the Danville Public Schools presented the January 13, 2015 joint meeting is included. We anticipate receiving refreshed operating budget numbers and a proposed five-year Capital Improvement Plan in time to include them in April 1st Proposed Budget.

General Fund Highlights

The total proposed FY 2016 General Fund budget appropriation is \$101,844,780. This is \$2,716,050 (2.74%) more than the FY 2015 budgeted amount.

FY 2016 General Fund Revenue Changes

	Proposed Budget	Increase (Decrease)
General Property Taxes:*		
Real Estate Taxes	\$16,400,000	\$(100,000)
Machinery & Tools Taxes	1,201,000	(104,000)
Penalties and Interest-All Property Taxes	700,000	100,000
All Other General Property Taxes	9,808,420	21,200
Other Local Taxes:		
Local Sales Taxes	8,400,000	300,000
Prepared Meals Taxes	6,870,000	170,000
Hotel & Motel Room Taxes	810,000	50,000
All Other Local Taxes	7,777,000	(12,000)
Recovered Cost	6,159,760	633,620
State Revenues:		
Shared Expenses - Constitutional Offices	4,702,140	91,850
Social Service Programs	6,915,420	66,760
State Telecommunications Tax	3,200,000	(100,000)
State Aid to Localities (599)	2,450,000	185,000
Other Revenue Areas	7,184,330	83,160
Total Revenues	82,575,570	1,385,590
Transfers In From:		
Utility Funds	14,830,000	0
Budget Stabilization Fund	1,660,710	1,660,710
General Fund Balance	2,778,500	(330,250)
Total Revenues & Transfers	\$101,844,780	\$2,716,050

* Property taxes include current and delinquent amounts

Notes on Revenues

- **Real Estate Taxes** – The FY 2015 budget of \$15,600,000 was based on a modest projected increase in assessed values over FY 2014. As FY 2015 began, assessments actually showed a slight decrease from the prior year. Based on building permit values, current assessment projections show a slight increase over last year, but not enough to keep budgeted real estate tax revenues at \$15,600,000. Management believes reducing this budgeted revenue by \$100,000 more accurately reflects the expected performance in Current Real Estate Tax revenue for FY 2016.
- **Other Local Tax Revenue** – Local sales, meals, and hotel/motel room tax revenues are good indicators of local economic vitality. Tax receipts for each are projected to increase in FY 2016 \$300,000, \$170,000, and \$50,000, respectively.
- **Transfer from Budget Stabilization Fund** – City Council authorized creation of a Budget Stabilization Fund in FY 2012 as part of the General Fund's assigned fund balance using revenues in excess of its designated 20% unassigned fund balance level. The Budget Stabilization Fund is intended to help sustain municipal operations during times when revenue sources such as property, sales, meals, and business tax receipts are sluggish due to the effects of the economic recession or continuing response to emergencies. According to current policy, the fund is capped at 5% of General Fund revenues and can only be used when projected ongoing General Fund revenues are expected to decline more than one percent below the current year.

The Budget Stabilization Fund reached its cap at just over \$5 million in FY 2014. We would like City Council to consider reducing this cap to a fixed dollar amount of \$3 million. This change would allow approximately \$2 million to return to unassigned fund balance and allow for funding of several one-time expenditures related to capital projects.

- **Transfer from Fund Balance** – The proposed budget recommendation includes \$2,778,500 in transfers from the unassigned balance of the General Fund for funding economic development incentives and refunds the City must pay to the Tobacco Commission. More information is included in the expenditure section below.
- **State Revenues** – The General Assembly has not yet passed its FY 2016 budget as of the printing of this document. Preliminary estimates indicate mixed increases and decreases. Also, estimates in the fall indicated a significant deficit in State revenues for FY 2015 which called for reductions in State spending and included reductions in local revenues from the State. The City's portion of the \$30 million reduction was \$350,656. There has been a bill introduced in the State Legislature to refund those funds to localities. The best available estimates of the categorical and non-categorical State revenues are included in this budget.

- **Constitutional Offices** – The State Legislature is proposing a 3% COLA for State employees including constitutional offices. The last salary increase was 4% effective December 1, 2007. This represents the estimated State share of the increase.
- **Social Service Programs** – The State provides 84.5% of administrative expenses for social services. The proposed increase in compensation for pay-for-performance will increase this cost-sharing revenue. Funding for public assistance programs shows a slight decrease. However, the net increase for social service administrative and public assistance is \$66,760.
- **State Aid to Localities with Police Departments** – The State is including a return to FY 2014 level for this revenue; previous years have experienced decreased or flat funding. This budget provides an increase of \$168,560 over FY 2015 budget.

Expenditures – Major increases and decreases in General Fund expenditures are summarized as follows: (REVISED 3/5/15)

	Proposed Budget	Increase (Decrease)
Salary/Benefits:		
Salaries & Wages	\$32,173,030	\$ 1,130,450
Compression Adjustment	0	(2,079,000)
Pay-for-Performance Increase	2,077,720	1,440,240
Salaries –Constitutional Offices	5,505,830	129,230
Group Health Insurance	6,981,500	(798,200)
Employees Retirement System	1,960,490	(620,970)
General Liability Insurance	662,420	179,570
Outside Purchased Services	1,200,780	149,980
Maintenance Service Contracts	1,627,440	130,340
Social Service Programs	2,307,930	178,560
Motor Vehicle Purchases	324,000	93,600
OPEB Contribution	0	(80,000)
Support of Other Entities	1,428,310	62,360
Support of Capital Projects	4,073,020	169,920
Economic Development Incentives	2,404,750	957,500
Support of Grants	1,481,090	71,090
Cost Allocations	1,326,770	281,460
Transfer To Transportation Fund	228,820	77,090
Refunds (Tobacco Commission)	1,150,000	1,150,000
All Other Expenditures	34,930,880	92,830
Total Expenditures	\$101,844,780	\$2,716,050

Notes on Expenditures

- **Salaries & Wages** – The amount budgeted for FY 2016 for salaries, FICA, and retirement are based on salary projections and include the compression and pay-for-performance increases received by employees in July 2014. The FY 2015 Adopted Budget included funding for compression adjustments and pay-for-performance salary increases. Both components of the salary increases were granted following each employee's performance evaluation. Since the evaluations were not completed until June 2014 and applied in July, the required budget was estimated and posted to an administrative org-key/object code in the Non-Departmental activity (Salaries & Wages Adjustment, highlighted below in yellow). As you look at salaries and FICA in each activity, you will notice increases in the fulltime (FT) salary and FICA accounts. In the example below these accounts

show increases over the FY 2015 budgets because the increases were not distributed to the respective salary and benefit accounts in the adopted budget, highlighted in blue. In addition, the proposed pay-for-performance increases for FY 2016 are also budgeted in the single administrative account, highlighted in yellow. The exception to this can be seen in the Social Services and Juvenile Detention Facility activities where each shows a Salary & Wages Adjustment account. Since the City receives funding for these activities from the State and our partners, their portion of the increases are posted to the respective activity.

Org-key	Object	Title	FY 2013 Actual	FY 2014 Actual	FY 2015 Budget	FY 2015 As of 12/31/2014	FY 2016 Department Request	Incr (Decr) vs. FY 2015 \$ Change
Non-Departmental								
0199001	51417	Salaries & Wages Adjustment	-	-	2,146,560	-	1,808,060	338,500
P/W Bldgs & Grounds Division								
01250__	51100	Salary & Wages, Regular, FT	578,969	566,804	677,050	313,557	733,340	56,290
01250__	51150	Salaries & Wages, Overtime, FT	41,629	40,584	37,600	21,694	37,600	-
01250__	51450	FICA	44,934	44,046	54,710	24,333	59,040	4,330
01250__	51525	Retirement ERS	76,188	79,986	60,490	27,316	51,540	(8,950)

The retirement accounts, highlighted in orange, reflect the reduced rate recommended by our actuaries and adopted by the Retirement Board. See “All Funds” Section for detail information on Pay-for-performance increase and Retirement decrease.

The State Legislature has proposed a 2-3% COLA for state employees, including the Constitutional offices. This budget provides for this proposed increased at 3%. The City’s portion of the increase is approximately \$30,000.

- **Pay-for-Performance Salary Increase** – See “All Funds” Section
- **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. Beginning in January 2013, the City began offering a high deductible plan with a health savings account in addition to the traditional preferred provider organization (PPO) plan. This was done to provide a less costly option to employees who only occasionally utilize their health insurance benefits, saving both the employee and the City money. As the high deductible plan has grown in popularity, the City has experienced significant savings in group health insurance costs. Employee utilization of insurance is difficult to project. However, after analyzing costs over the last two years and considering the mandated administrative fees to fund the Patient Protection and Affordable Care Act, management has budgeted \$6,981,500 in FY 2016 for health insurance costs, representing a decrease of \$798,200 from FY 2015.
- **OPEB Trust Funds** – In prior years, the City offered a post-employment healthcare benefit (OPEB) for retired employees and spouses. The benefit levels, employee contributions, and employer contributions were governed and could be

amended by the City through its personnel rules. Participants who were full-time active employees and qualified for retirement after attaining age 55 with at least five years of service were offered the same postretirement health benefits as active employees at City expense. The City separated retirees into their own insurance pool and, over the past several years, gradually shifted premium payment responsibilities to retirees and their spouses until they came to pay the full cost of the premium.

This eliminated the need of the OPEB Trust Fund. With approval of the Employees' Retirement System Board of Trustees, the City elected to terminate the OPEB Plan effective January 2014. The OPEB Trust agreement states that the assets of the trust fund may revert to the City only upon "the satisfaction of the benefit liabilities to all beneficiaries under the plans." Since all plan liabilities are satisfied, the plan assets with a fair value of \$2,511,494 at June 30, 2014, are expected to revert back to the City. Management recommends using these funds to assist with required repayments of nonperforming grants to the Tobacco Commission.

- **Employee Retirement System** – See "All Funds" Section
- **Social Services** – As noted above, State funding for administrative expenditures averages 84.5% of the cost. Therefore, the portion of pay-for-performance for Social Services is included in the operating budget with the State's reimbursement of this cost reflected in the increased revenue.
- **Juvenile Detention Facility** – As with Social Services, the City's partners for the Juvenile Detention Facility share in the increased cost associated with pay-for-performance.
- **Motor Vehicle Purchases** – The Police Department replaces one-half of its fleet each year. The City purchased Chevrolet Impalas on State contract for several years, but Chevrolet is discontinuing production of the Impala police package. The probable replacement will be the Tahoe police package at approximately \$10,000 more per vehicle.

- **Refunds (Tobacco Commission)** – This budget provides for the repayment to the Virginia Tobacco Indemnification and Community Revitalization Commission (TROF) Grants made to U.S. Green Energy, Web Parts, GOK, and Danville Hybrid Vehicles. The payments will be made over a four-year period as noted below:

U.S. Green Energy	Payment 3 of 4	\$ 400,000
Web Parts	Payment 2 of 4	250,000
GOK	Payment 2 of 4	250,000
Danville Hybrid Vehicles	Payment 1 of 4	<u>250,000</u>
Total		\$ 1,150,000

An agreement between U.S. Green Energy and the City obligates the company to repay its entire \$1.6 million TROF grant. Therefore, a revenue has been included in the General Fund Recoveries in the amount \$400,000 for this repayment. The other repayments will be funded by a transfer from the General Fund's Reserved Fund Balance.

- **Economic Development Incentives** – Economic development incentive payments to our clients are up \$957,500 from FY 2015 levels, due in large part to a reclassification of expenditures. Of this increase, \$376,250 is reclassifying grants from the Enterprise Zone to Economic Development Incentives program. This consists of \$270,000 for Enterprise Zone Investment Grants and \$106,250 for Local Jobs Grants and represents, for these two items, an increase over FY 2015 of \$127,500. Incentive grant proposals will be presented to Council in closed session.
- **Support of Capital Projects** – This budget reflects an increase of \$169,920 in General Fund Support of Capital Projects. Projects include 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.
- **Transfer to Schools** – The City's support of schools is flat with the FY 2014 funding level. This reflects the third of four \$525,000 repayments of the \$2.1 million advance approved in the FY 2013 adopted budget. The preliminary budget request of the Danville Public Schools was presented at the January 13, 2015 joint meeting. We anticipate receiving refreshed operating budget numbers and a proposed five-year Capital Improvement Plan in time to include them in April 1st Proposed Budget.
- **Drug Rehabilitation Initiative** – At the urging of Circuit Court Judges Milam and Reynolds and with strong concurrence of Sheriff Mondul, we are proposing a \$25,000 increase in the Danville Jail budget to begin an in-house drug offender program in January 2016. With normal housing, meal, medical, and administrative expenses already budgeted for participating inmates, this additional amount would cover contractual counseling services from Danville-Pittsylvania Community

Services for as many as 12 male inmates at a time housed separately in a dedicated pod of cells. After its initial six-month operation during the second half of FY 2016, the program will expand to the full year in FY 2017 and add up to 12 female inmates at a time in a second cell pod, for a total of 24 inmates serviced by two fulltime counselors. The annual program budget would accordingly increase to \$100,000. We will seek available grant funding to offset City costs, but should conservatively anticipate this as an on-going cost. Jail space constraints will cap participation to 24 inmates at a time.

Many inmates occupying the Danville City Jail are serving drug-use crime sentences. Recidivism rates are high. This in-house counseling program will provide a much-needed opportunity for inmates willing to turn their lives around to have extra help doing so while incarcerated. Judges will have the option of reducing sentences for those successfully completing the program and subsequent community-based counseling programs when released from the jail. Successes in other communities has proven that participants in these programs are far less likely to fall back into unlawful lifestyles than inmates serving traditional jail sentences. Implementation of this program will contribute one small, but very important piece to in solving the community's drug abuse puzzle.

Utility Funds

The Utilities Department includes the Divisions of Water & Waste Water Treatment, Water & Gas, Power & Light, Telecommunications, Customer Service, Support Services, and. The Proposed FY 2016 Budget includes operating expenditures (less depreciation and General Fund contributions) of \$140 million and \$8,955,000 for affiliated capital projects. In accordance with Article XI, Section 2-283 of the City Code, the Danville Utility Commission was involved in the preparation of the Utility Department's budget and recommends its approval by City Council.

The budget is based on projected revenues using utility rates approved by City Council through its biennial rate review and includes an overall 3.5% increase in the Wastewater fund (approximately \$305,000). None of the other four Utility funds include a rate increase for FY 2016. The following factors affect all five Utility funds except as noted:

- **Salary Adjustments & Benefits** – Handling of salary, benefits, and retirement contributions in the Utility Funds is identical to the method used in the General Fund. Without negatively affecting service levels, the Utilities Department is incrementally reducing both crew and work group sizes, which additionally impacts salary and associated expenditures.
- **Overtime** – The Department has tightened control of overtime and reduced associated expenditures.
- **Revenues** – Revenue will cover operating costs and ongoing system-related improvements to maintain the integrity and reliability of the utility infrastructure.

With the exception of Telecommunications, consumption is forecasted to either be consistent with prior years, or increase at less than 1%. Due to a reduction in contracted services with Danville Public Schools in FY 2016, Telecommunications experienced a decrease of \$450,000 in revenue (31% of 2014 actual revenue)

- **Expenditures** – This budget includes appropriations of \$14.8 million for contribution to the City's General Fund, which is unchanged for the third fiscal year. Due to increases in operational expenses and the absence of revenue growth, the Department made reductions in most operational areas in all Utility Funds. Proposed FY 2016 capital improvements include \$8.9 million in projects that are necessary to meet environmental quality requirements, replace outdated infrastructure to improve reliability and safety, and support the revitalization of the River District. Specific projects include
 - \$1.25 million for replacement and relining of the sanitary sewer lines,
 - \$400,000 for Phase II of the dual grit removal facilities,
 - \$150,000 to expand the SCADA system at the Wastewater Treatment Plant,
 - \$600,000 for replacement of aged water mains located at Ballou Park,
 - \$125,000 to replace aging waterlines and infrastructure in the distribution system,
 - \$30,000 for inspection and repair of the Schoolfield Dam,
 - \$400,000 for Water Treatment Plant improvements, and
 - \$1.5 million for the cast iron gas pipeline replacement program, \$350,000 of which will be financed from the Gas Fund balance..

In addition, \$5 million in capital projects are proposed in electric system improvements, \$3.5 million of which will be bond-financed. The annual Fiber-to-the-Home Telecommunications project has been eliminated in FY 2016 due to the aforementioned reduction in revenue from Danville Public Schools.

The proposed utility fund budgets will ensure continued delivery of reliable services at the lowest rates currently possible while supporting vital economic development activities.

	Utility Fund Balances (Revised 3/6/15)				
	<u>Wastewater</u>	<u>Water</u>	<u>Gas</u>	<u>Electric</u>	<u>Telecom.</u>
6/30/14 Fund Balance	(\$ 413,853)	\$ 6,325,734	\$ 10,817,145	\$ 33,141,891	\$ 1,162,374
Additions to Fund Balances	<u>+ 535,307</u>	<u>+ 593,053</u>	<u>+ 521,062</u>	<u>+ 3,065,103</u>	<u>- 33,506</u>
Estimated 6/30/15 Balance	121,354	6,918,787	11,338,747	36,206,994	1,128,868
Minimum Required Balance	<u>3,074,412</u>	<u>2,188,828</u>	<u>7,328,792</u>	<u>27,097,357</u>	<u>445,649</u>
Estimated 6/30/15 Surplus	(\$ 2,953,058)	\$ 4,729,959	\$ 4,009,955	\$ 9,109,637	\$ 683,219

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, prepayment 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

Danville Transit receives federal and state funding through allocations provided by the Virginia Department of Rail and Public Transportation. State operating aid is based on the amount of state sales tax revenue generated annually, operating costs for transit and passenger rail systems and performance. As a result, state operating aid allocations for Danville's transit system has varied greatly in recent years. The startup of two new passenger rail operations in northern Virginia and Tidewater partially contributed to a decrease in state operating funding for FY 2015. The State has identified that an additional 10% reduction in operating aid should be projected for FY 2016 due to decreased sales tax revenue. However, Federal operating funds, State capital aid and cash fares are anticipated to increase to assist with containing the city's local contribution for the Transportation Fund.

With the new restrictions of less than 25 hours per week for part-time staff and the increased demand for transportation services, it is difficult to recruit, train, and retain qualified staff. Therefore, during the current fiscal year (FY 2015), Mass Transit requested the elimination of all part-time drivers to be replaced with full-time personnel. We administratively approved this change pending formal Council approval and five additional full-time transit driver positions were authorized. There is minimal increased cost of which the majority is covered by Federal and State operating aid.

Sanitation Fund

When residential solid waste collection changed from backyard to curbside in 2011, the Public Works Department began using automated side loader collection vehicles in place of the standard rear loaders trucks. Solid Waste Regulation changes required all residents use automated roll-out carts effective January 1, 2014. Public Works has since sold approximately 14,465 carts at cost to the residents. The use of automated collection has allowed Public Works to reduce its work force over the past two years. One additional Solid Waste Collector position is being eliminated this year. These reductions have prevented a refuse fee increase.

Sewers (Public Works section of Wastewater Fund)

The Public Works Department is proposing to increase sewer tap fees over a five-year period to cover 100% of the installation costs. Currently, the sewer tap fee covers approximately one-third of the costs.

Cemetery Fund

The Public Works Department is proposing to develop a columbarium site at Highland Burial Park to accommodate cremation remains. It will provide a less expensive aboveground alternative to regular burials which many residents cannot afford.

All Funds

Pay-for-Performance Salary Increases – With City Council's approval, market rate adjustments were made to various employee job classifications in FY 2014 to prepare the way for a pay-for-performance system initiated in FY 2015. At the end of the current fiscal year, employees will be evaluated against established performance standards and given pay increases based on their performance. Employees on probation or with less than one year of service to the City are not eligible for a performance increase. Employees not meeting a proficient performance level or higher would receive no increases. The Proposed FY 2016 Budget includes funds for pay-for-performance salary increases. Each fund will be impacted as follows:

Fund	Salary Increases
General Fund*	\$2,077,720
VDOT Fund	117,280
Central Service Fund	5,350
Motorized Equipment Fund	32,740
Transportation Fund	31,370
Sanitation Fund	49,860
Cemetery Operations Fund	27,225
Wastewater Fund	26,815
Water Fund	79,290
Gas Fund	66,430
Electric Fund	266,660
Telecommunications Fund	3,730
Total	\$2,784,470

* Salaries for Social Services and the Juvenile Detention Facility receive partial funding from the State and the Juvenile Detention partners. The General Fund total above reflects the total cost of the salary increase.

In addition to pay-for-performance increases, one-time pay adjustments made to all eligible employees in FY 2015 largely remedied the harmful “pay compression” effect experienced because of defunding of the merit system two decades ago. Employees with many years of experience remained in the lowest quartile of their pay ranges because, without access to annual merit increases, they were unable to move up affected pay scales. Rather than a second round of separate pay compression increases in FY 2016, we are proposing larger than normal pay-for-performance increases to address residual system-wide disparities. Instead of 0% to 4% increases, 0% to 7% increases are proposed for FY 2016 only. Funds are also included in the budget to address isolated systemic problems in public safety pay ranges uniquely

affected by hiring of new personnel at the bottom of their pay scales and with promotional opportunities limited to sequentially moving through their ranks.

Employee Retirement System – After several years of market recovery and diligently following the actuarial recommended contribution rates for the City's Employee Retirement System (ERS), the City's actuaries have reported that the ERS was 103% funded at June 30, 2014. After considering expected investment gains for FY 2015, the City's actuarial consultant has recommended a decrease in the contribution rate from 9% of covered payroll to 7%. The ERS board has adopted the recommended rate for FY 2016 and this decrease has been incorporated into the FY 2016 budget.

	Actuarial Rate <u>FY 2015</u>	Current Rate <u>FY 2015</u>	Proposed Rate <u>FY 2016</u>
General Employees	8.867%	8.867%	7.021%
Public Safety Employees	9.730%	9.730%	6.664%

The proposed rate for FY 2016 is a reduction in citywide funding of \$857,140. The chart below shows the reduction by fund.

Decreased Retirement Costs	
<u>Fund</u>	<u>Amount</u>
General Fund	(\$620,970)
VDOT Fund	(49,710)
Central Service Fund	(1,090)
Motorized Equipment Fund	(14,430)
Transportation Fund	(3,410)
Sanitation Fund	(22,330)
Cemetery Operations Fund	(8,530)
Wastewater Fund	(13,660)
Water Fund	(25,360)
Gas Fund	(18,050)
Electric Fund	(78,970)
Telecommunications Fund	(630)
Total	(\$857,140)

General Liability Insurance – The changes in general liability insurance were due to several factors. The premiums for vehicle insurance increased due to the increased loss ratio for the City as a whole. This was offset by a decrease in liability insurance premiums due to better financial information being provided to the insurance companies during the renewal process. The equipment and property premiums increased due to

the addition of new equipment being added to the schedule of values. Also, through the process of performing a physical inventory of all vehicles, insurance costs were more accurately allocated to each division.

Personnel Changes – This budget includes the addition of three full-time equivalent (FTE) positions, one elimination, and reclassification of part-time positions to fund one full-time position.

Department/Position	FTE Positions Added	FTE Equivalent Positions Reduced	Net FTE Increase
Fire/Fire Code Inspector	1		1
Clerk of Circuit Court/Deputy Clerk	2		2
Sanitation/Solid Waste Collector		1	-1
Parks & Rec/Rec Program Supervisor (eliminate PT and add FT)	1	1	0
Total Increase in Authorized Positions	4	2	2

- **Fire Code Inspector** – This position is proposed jointly by the Fire Department and the Community Development Department's Inspections Office. Being proactive in the fight against blight by performing more routine fire and maintenance code inspections on existing commercial structures throughout the City will enable us to prevent them from becoming unsafe and blighted. This position is proposed as a temporary, dual purpose Fire and Maintenance Code enforcement position funded by the Comprehensive Blight Removal Program.
- **Deputy Clerks** – The 22nd Judicial Circuit Court covers Franklin and Pittsylvania Counties and the City of Danville. As reported by the Office of the Executive Secretary of the Supreme Court of Virginia, the Danville Court's criminal caseload represents a disproportionately large (49%) portion of the Circuit's criminal docket. The Clerk of Circuit Court's office has been unable to keep pace with this workload and cases generated by two full-time judges. This budget proposes two additional positions in the Clerk's office. Because additional funding is not available from the State and this issue is of great concern to the Court, Judge Milam offered to transfer funding for for a vacant position in his office for FY 2015 to provide for the addition of one Deputy Clerk. This was a temporary fix until a permanent solution could be proposed in the FY 2016 budget.
- **Recreation Program Supervisor** – This will be a full-time position at Ballou Recreation Center. There is no budgetary impact as Parks and Recreation will

eliminate a year-round part-time Recreation Program Supervisor position, a Recreation Leader position, and reduce the hours of the Recreation Aide. With the new restrictions of less than 25 hours per week for part-time staff, it is difficult to recruit, train, and retain qualified staff.

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, reprogrammed funds, State grants, transfers from unassigned fund balances, transfers from the Budget Stabilization Fund, and bond proceeds. Over \$10 million in capital projects will be proposed as part of the FY 2016 budget ordinance introduced in May. 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	\$10,038,020
Reprogrammed Funds (Telvista Loan Repayment)	202,690
Funding authorized through separate actions	
State Grants and Contribution-in-Aid for various Projects	1,500,000
General obligation bonds for General Fund & Electric Fund	<u>7,326,000</u>
Total Capital Projects – All Funds	\$19,066,710

Debt Service – General Fund (tax supported) debt as of June 30, 2014, was \$34.6 million, with debt service payments averaging \$3.3 million over the next five years, including debt for schools. Below is a table summarizing debt service requirements for each fund. Included is estimated interest for 6 months for new bonds proposed in this budget.

Changes in Debt Service (Revised 3/5/15)

	Amount	Increase (Decrease)
General Fund:		
G/O Bond (Principal & Interest)	\$1,623,920	\$ 188,220
Juvenile Detention Facility Bonds	95,590	0
Social Service Building Bonds	52,750	970
School Bonds (Principal & Interest)	1,252,280	(26,170)
City Share RIFA Bonds	386,450	6,850
IDA Bonds	649,390	(172,750)
Reimbursable Agreements	87,010	0
Fiscal Agent Fees	3,200	0
Total General Fund	4,148,490	(2,280)
Utility Funds:		
Wastewater Fund		
Bonds	1,301,780	(63,690)
Reimbursables	31,720	0
Water Fund	1,063,470	(3,030)
Gas Fund	275,460	(111,700)
Electric Fund	3,765,920	39,910
Total Utility Funds	6,438,360	(138,510)
Other Funds:		
Mass Transit Fund	120	0
Motorized Equipment Fund	3,630	1,020
Sanitation Fund	2,190	(10)
Total Other Funds	5,940	1,010
Total All Funds	\$10,592,780	\$(140,790)

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, 2014, tax supported debt was 1.29% 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, 2014, tax supported debt service was 2.64% 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, 2014, the City's overall payout ratio was 68% (66% General Fund and 69% Proprietary Funds).

The initial stage of the budget process is complete. City Council will now modify this Working Draft into the product it wishes presented on April 1st and subsequently introduced 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 30th.

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 stylized flourish extending to the right.

Joseph C. King
City Manager

Council Letter City of Danville, Virginia



CL-1138

Old Business Item #: A.

City Council Regular Meeting

Meeting Date: 06/16/2015

Subject: Resolutions and Budget Appropriation Ordinance

From: Cynthia Thomasson, Budget Director

COUNCIL ACTION

Business Meeting Dates: 05/05/2015 - First Reading - Public Hearing
05/19/2015 -
06/16/2015 - Final Adoption

SUMMARY

The Public Hearing for the budgets of the City and Capital and Special Projects Plan (CSP) was held on May 5, 2015.

BACKGROUND

Budget Work Sessions were held during march whereby City Council reviewed the FY 2016 Working Draft Budget. A number of changes were made and City Council's Introductory Budget was presented for public review on April 7, 2015.

Additional Budget Work Sessions were held on May 5 and June 2, 2015 resulting in several changes to City Council's Introductory Budget. Attached is a summary of those changes.

The schedule of authorized full-time positions and full-time equivalent part-time positions is included. The State has notified the City's Social Service Division of the authorization for one additional Eligibility Worker based on an analysis of work load. Social Services does not plan to fill the position at this time, but in the event the case load warrants the hiring of an additional Eligibility Worker, the authorized position will be available. The State will fund 84.5% of the position in the event it is filled and Social Services believes they have the flexibility to cover the local share without increasing the FY 2016 Budget. Also the City Sheriff's Office has been notified of the authorization of four (4) additional deputies. All four positions are 100% State funded.

RECOMMENDATION

It is recommended that City Council adopt the attached resolutions approving the City and CSP budgets and the Budget Ordinance to appropriate the budget for FY 2016.

Attachments

Summary of Changes

CSP Resolution

Resolution

Ordinance

Authorized Positions

Changes made to the FY 2016 Introductory Budget

	<u>Revenues</u>	<u>Expenditures</u>
<u>General Fund</u>		
Total Working Draft	\$ 101,844,780	\$ 101,844,780
Increases (Decreases):		
State Shared Expenses-Constitutional	(37,700)	
Constitutional Offices (Salaries & Benefits)		(42,470)
City Support of Capital Projects (Blight)		(50,000)
Electoral Board (Materials & Supplies)		(18,000)
Adult Detention Facility (Capital Outlay)		(23,100)
Support of Transportation		(30,220)
Fire Department (Salaries & Benefits)		50,000
Danville Humane Society		6,000
Support of Schools (Debt Service)	<u> </u>	<u>70,090</u>
City Council Introductory Budget Totals	\$ 101,807,080	\$ 101,807,080
Additional Changes made May 5, 2015		
Transfer In From Fund Balance	(392,460)	
Salary & Wage Adjustments		(542,460)
Special Project-Stadium Studies	<u> </u>	<u>150,000</u>
Revised Total Budget	\$ 101,414,620	\$ 101,414,620
Additional Changes made June 2, 2015		
State Shared Expenses-Constitutional	125,240	
City Sheriff-State authorized 4 add'l deputies		125,240
Transfer in from Fund Balance	500,000	
Salary & Wage Adjustments-Public Safety		500,000
Revised Total for Adopted Budget	<u>\$102,039,860</u>	<u>\$ 102,039,860</u>

	<u>Revenues</u>	<u>Expenditures</u>
<u>Mass Transit Fund</u>		
Total Working Draft	\$ 2,762,950	\$ 3,247,950
Less Depreciation (Non-cash item)		<u>(485,000)</u>
	<u>\$ 2,762,950</u>	<u>\$ 2,762,950</u>
Increases (Decreases):		
State Operating Aid	14,810	
State Capital Aid	(51,590)	
Federal Capital Aid	(268,000)	
Transfer in from General Fund	(30,220)	
Vehicle Purchases		<u>(335,000)</u>
Revised Total	<u>\$ 2,457,950</u>	<u>\$ 2,457,950</u>

	<u>Revenues</u>	<u>Expenditures</u>
<u>Telecommunications Fund</u>		
Total Working Draft	\$ 1,279,290	\$ 1,557,830
Contribution to Fund Balance		41,660
Less Depreciation (Non-cash item)		<u>(320,200)</u>
	<u>\$ 1,279,290</u>	<u>\$ 1,279,290</u>
Increases (Decreases):		
School Sales	39,300	
Federal E-Rate WAN	410,700	
Internet County School Sales	(15,840)	
ERATE Internet Pitt County	(43,200)	
Capital Project-nDanville		<u>390,960</u>
Revised Totals	<u>\$ 1,670,250</u>	<u>\$ 1,670,250</u>

PRESENTED: May 5, 2015

ADOPTED: June 16, 2015

RESOLUTION NO. 2015 – 05.01

A RESOLUTION APPROVING THE BUDGETS OF THE VARIOUS FUNDS OF THE CITY OF DANVILLE FOR THE FISCAL YEAR ENDING JUNE 30, 2016.

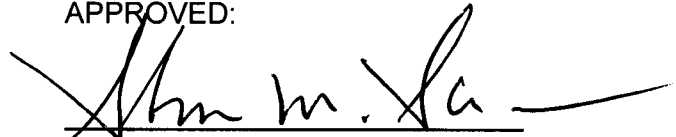
WHEREAS, the Budget of and for the City of Danville for Fiscal Year 2016 has been prepared and introduced by the City Manager and received and considered by the Council, including the Budgets for the following funds:

FUND NAME	PROPOSED EXPENDITURE	CONTRIBUTION/ TRANSFER TO (FROM) GENERAL FUND
General Fund	\$102,039,860	
VDOT Special Revenue Fund	10,328,980	
Wastewater	10,658,430	685,760
Water	9,138,060	937,300
Gas	25,251,290	3,008,330
Power & Light	113,508,150	9,896,610
Telecommunications	1,646,790	302,000
Transportation	2,912,950	(198,600)
Central Services	431,480	-0-
Motorized Equipment	4,074,110	-0-
Insurance Fund	2,996,890	-0-
Sanitation Fund	3,500,250	-0-
Cemetery Fund	990,430	-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, 2016 representing the General Fund, VDOT Special Revenue, Water, Wastewater, Gas, Power & Light, Telecommunications, Transportation, Central Services, Motorized Equipment, Insurance, Sanitation, and Cemetery Funds, be, and the same are hereby, approved for informative and fiscal planning purposes pursuant to the City Charter and Sections 15.2-2503 through 15.2-2506 of the Code of Virginia, 1950, as amended.

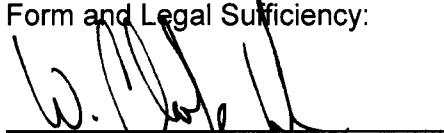
APPROVED:


MAYOR

ATTEST:


CLERK

Approved as to
Form and Legal Sufficiency:


City Attorney

PRESENTED: May 5, 2015

ADOPTED: June 16, 2015

RESOLUTION NO. 2015 – 05 . 02

A RESOLUTION APPROVING THE FISCAL YEAR 2016 CAPITAL AND SPECIAL PROJECTS PLAN FOR THE CITY OF DANVILLE, VIRGINIA.

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

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

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

WHEREAS, projects proposed to be funded with proceeds from bonds 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 2016 is for planning purposes and does not obligate or commit the City to projects included in the plan beyond Fiscal Year 2016.

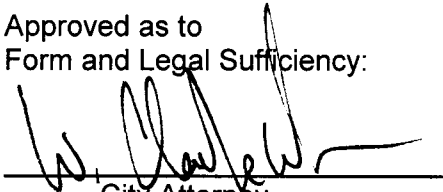
NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Danville, Virginia, that the Fiscal Year 2016 Capital and Special Projects Plan referred to above and incorporated herein and made a part hereof by reference be, and the same is hereby approved.


MAYOR

ATTEST:


CLERK

Approved as to
Form and Legal Sufficiency:


City Attorney

PRESENTED: May 5, 2015

ADOPTED: June 16, 2015

ORDINANCE NO. 2015 - 05 . 01

**BUDGET APPROPRIATION ORDINANCE
FOR FISCAL YEAR 2016**

WHEREAS, the Budget of and for the City of Danville for Fiscal Year 2016 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 5, 2015 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 2016.

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, 2015 and ending June 30, 2016, be, and the same hereby are, as follows:

I. GENERAL FUND

Estimated Revenue FY 2016	\$102,039,860
Appropriations	<u>102,039,860</u>
Unappropriated	<u>\$ -0-</u>

II. VDOT STREET MAINTENANCE FUND

Estimated Revenue FY 2016	\$ 10,328,980
Appropriations	<u>10,328,980</u>
Unappropriated	<u>\$ -0-</u>

II. UTILITY FUNDS

	Wastewater	Water	Gas	Electric	Telecommunications
Operating Revenues	\$ 9,881,960	8,289,080	26,745,200	115,556,080	1,670,250
Expenditures	<u>10,658,430</u>	<u>9,138,060</u>	<u>25,251,290</u>	<u>113,508,150</u>	<u>1,646,790</u>
Excess of Revenues Over (Under) Expenditures	(776,470)	(848,980)	1,493,910	2,047,930	23,460
Add: Depreciation	<u>2,125,000</u>	<u>1,845,000</u>	<u>1,565,000</u>	<u>8,070,000</u>	<u>320,000</u>
Contribution/Transfer (To)/From General Fund	(685,760)	(937,300)	(3,008,330)	(9,896,610)	(302,000)
Increase (Decrease) In Fund Balance	<u>\$ 662,770</u>	<u>58,720</u>	<u>50,580</u>	<u>221,320</u>	<u>41,660</u>

III. OTHER FUNDS

SUMMARY	Transportation	Central Services	Motorized Equipment	Insurance	Sanitation	Cemetery
Operating Revenues	\$2,229,350	390,160	3,520,590	3,038,890	3,718,700	1,028,270
Expenditures	<u>2,912,950</u>	<u>431,480</u>	<u>4,074,110</u>	<u>2,996,890</u>	<u>3,500,250</u>	<u>990,430</u>
Excess of Revenues Over (Under) Expenditures	(683,600)	(41,320)	(553,520)	42,000	218,450	37,840
Add (Deduct): Depreciation	<u>485,000</u>	<u>4,000</u>	<u>631,000</u>	<u>-0-</u>	<u>20,000</u>	<u>-0-</u>
Contribution/Transfer (To) From General Fund	\$198,600	-0-	-0-	-0-	-0-	-0-
Increase (Decrease) In Fund Balance	<u>\$ -0-</u>	<u>(37,320)</u>	<u>77,480</u>	<u>42,000</u>	<u>238,450</u>	<u>37,840</u>

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

This provision shall apply to the following:

<u>Appropriation</u>	<u>Revenue</u>
Purchased Power	Electric Revenues
Natural Gas Purchases	Natural Gas Revenues
Cast Iron Main Replacement	Gas Refunds
Electric Capital Reserve	Electric Refunds
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 Prosecution Expense-State	Forfeited Funds Interest earned on Forfeited Funds
HAZMAT Reimbursable Expenditures	Emergency Services Funds
Older Americans Title IIIB	Program Income
Older Americans Title IIID	Program Income
Econ Development Projects	Proceeds from Sale of

	Buildings or Property
Human Resources	
Wellness Recovery Funds	Wellness Program Expenditures
Grants Funds	State/Federal Funding & Private Donations
Clerk of Circuit Court	VA Supreme Court-
Index/Records	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	Recoveries – Accident
Claims	Claims

3. For the operation of the several city departments, as set forth in the "Intra-governmental Service Fund" Budgets, the Council hereby authorizes transfers from the General Fund for cash deficits resulting from internal charges and credits for the Year Ended June 30, 2015.

4. The accounting for funds designated within the General Fund as unanticipated grants/donations not exceeding \$20,000 and requiring no local funding are authorized for expenditure/assignment within the General Fund or Special Grants Fund. Unanticipated grants/donations in excess of \$20,000 to be submitted as an additional appropriation ordinance for City Council approval and adoption.

5. Transfers of funds from the General Fund to the accounts in the "Special Grants Fund" of the City for the purpose of making temporary advances to the Special Grants Fund pending receipt of reimbursements of such grant funds and for the purpose of adjusting any cash deficits in such Special Grants Funds for the Fiscal Year Ending June 30, 2015, 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, 2015 up to the maximum balance as prescribed by City Council's Financial Policy.

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

9. The Fiscal Year 2016 Personnel Budget setting forth the Personal Services Detail showing approved as to the total number of authorized full-time and full-time equivalent part-time positions is attached. The City Manager be, and he is hereby, authorized to allocate positions within similar occupational groupings as he may deem necessary and appropriate for the operation of the City, provided that the total number of positions and the total expenditures therefore do not exceed the authorized numbers and amounts set forth in the Budget.

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

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

12. The funds appropriated in Fiscal Year 2015 and in prior years for the City or School System which were encumbered by purchase order or contract as of June 30, 2015, be, and the same are hereby, reappropriated for the purpose of liquidating said outstanding encumbrances.

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

Police Department - Investigation Expense

Commonwealth Attorney-Prosecution Expense-State Funds

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 & Revolving Accounts

Recoveries/Appropriations - Accident/Insurance Claims

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

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

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

17. Authorization to increase extra pay for the Fire Department's Hazardous Materials Response Team and the Technical Rescue Team from \$50 per month to \$100 per month effective July 1, 2015.

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

19. Authorization to carry forward unencumbered appropriation for Support of Public Schools not to exceed \$1,000,000.

20. 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.

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

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

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

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

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

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

26. 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.

27. This Ordinance shall become and be effective on and as of July 1, 2015.

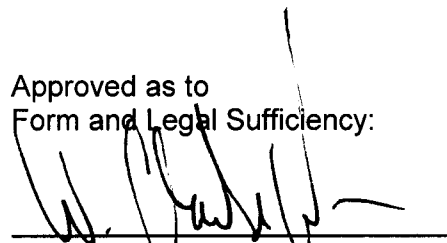
APPROVED:


MAYOR

ATTEST:


CLERK

Approved as to
Form and Legal Sufficiency:


City Attorney

Council Letter

City of Danville, Virginia



CL-1133

Old Business Item #: B.

City Council Regular Meeting

Meeting Date: 05/05/2015

Subject: Resolution Approving the FY 2016 Preliminary Budget for Danville Public Schools

From: Joseph C. King, City Manager

COUNCIL ACTION

Business Meeting Dates: 04/21/2015 - First Reading - Public Hearing
05/05/2015 - Final Adoption

SUMMARY

The Public Hearing for the Fiscal Year 2016 Preliminary School Board Budget was conducted on April 21, 2015. The City's Budget for Support of Schools includes \$17,399,860 for Support of Operations and \$1,322,370 for Debt Service, for a grand total of \$18,722,230. In addition, Capital Improvements in the amount of \$2,620,000 are requested by the School Board. An updated version of the FY 2016 project list reflecting a shift from metal to shingle roof replacements will be distributed to City Council as soon as it is available. Funding for capital projects has not been determined; however, in anticipation of including these projects in the proposed FY 2016 Bond Issue, debt service has been increased to cover the first year interest. Bond proceeds are appropriated by a separate action of City Council and therefore included neither in the Budget Resolutions nor in the Budget Appropriation Ordinance.

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 the City Council approve the attached resolution for the FY 2016 Danville Public School Budget.

Attachments

Resolution

PRESENTED: April 21, 2015

ADOPTED: May 5, 2015

RESOLUTION NO. 2015- 04 . 01

A RESOLUTION APPROVING THE BUDGET OF THE SCHOOL BOARD OF THE CITY OF DANVILLE FOR THE FISCAL YEAR ENDING JUNE 30, 2016.

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 2016, which estimate reflected total proposed expenditures in the amount of \$59,149,090; and

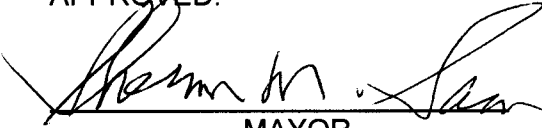
WHEREAS, the City shall contribute \$17,399,860 for School Operations and \$1,322,370 for School Debt Service for a total appropriation of \$18,722,230; and

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 2016 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, 2016 be, and the same is hereby, approved for educational purposes subject the above recited conditions.

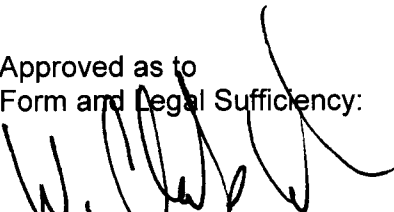
APPROVED:


MAYOR

ATTEST:


CLERK

Approved as to
Form and Legal Sufficiency:


City Attorney

**DANVILLE PUBLIC SCHOOLS
BUDGET HIGHLIGHTS
2015-2016**

MANDATES

• Increase to Health Insurance Premiums - 3%	\$ 108,686
• Loss of 2011-2012 Carryover Revenue used in 2014-2015 Budget	\$ 650,000
Total Mandates	\$ 758,686

NEW INITIATIVES

INSTRUCTION

Initiated in 2014-2015

• Woodberry Elementary Assistant Principal	\$ 67,179
• Langston Focus Assistant Principal	\$ 80,610

New for 2015-2016

• Additional ESL Teacher - bringing Division-wide staffing to 4 (3.48 included in SOQ funding)	\$ 57,065
• Athletic Coordinator for Middle and High School	\$ 66,042
• Middle School Baseball and Softball - Coaches, travel, officials and start-up expenses	\$ 11,378
• 5 Teaching Positions at GWHS (Math, Science, Family Consumer Science, Art, Odyssey Lab)	\$ 286,821
• Math Teaching Position - Galileo High School	\$ 57,061
• Increase Receptionist Position at middle schools to full time (currently part-time at each)	\$ 28,966
• LPN Position for Johnson Elementary/Northside Preschool	\$ 28,231

Total New Initiatives - Instruction

\$ 683,353

HUMAN RESOURCES

• 1.5% Salary Increase to Licensed and Classified Personnel	\$ 615,257
• Increases to Teacher Salary Schedule Steps 0-3 to Promote Recruitment and Retention Efforts	\$ 76,518

Total New Initiatives - Human Resources

\$ 691,775

ADMINISTRATIVE SERVICES

• Safety and Security Projects	
• Identia-Kid used Division Wide	\$ 9,500
• Sentinal Safe	\$ 6,300
• Text a Tip	\$ 9,500
• Crisis Management Software	\$ 6,500

Total New Initiatives - Administrative Services

\$ 31,800

Total New Initiatives

\$ 1,406,928

SAVINGS / COST AVOIDANCE

• Reduction to VRS rates	\$ 132,868
• Increases to State Funding (primarily from Salary Incentive payment), and locally generated accounts	\$ 333,467
• 10% reductions to non-salary related line items and technical adjustments	\$ 802,014
• Reduce 2 middle school teaching positions (Grade 6 and Orchestra)	\$ 113,490
• Eliminate additional class supplements - George Washington and Galileo paid in 2014-2015	\$ 69,910
• Increase Specific Stop Loss coverage in health insurance from \$100,000 to \$110,000	\$ 108,686
• Use of 2012-2013 Carryover for 2015-2016 Budget	\$ 605,179

Total Savings / Cost Avoidance

\$ 2,165,614

2015-16 **Danville Public Schools Approved Budgeted Revenues** **General Operating Fund**

ADM = 5961.00

ACCOUNTS	APPROVED	APPROVED	INCREASE (DECREASE)	% CHANGE
	2014-15 REVENUES	2015-16 REVENUES		
STATE SOQ FUNDS				
Basic Aid	17,998,685	18,185,999	187,314	1.04%
Textbooks	417,074	421,629	4,555	1.09%
Sales Tax	6,336,852	6,400,774	63,922	1.01%
Vocational Education - SOQ	394,448	398,756	4,308	1.09%
Gifted Education - SOQ	203,726	205,951	2,225	1.09%
Special Education - SOQ	2,635,431	2,664,214	28,783	1.09%
Remedial Education	1,265,700	1,279,524	13,824	1.09%
Retirement Reimbursement	2,570,412	2,506,465	(63,947)	-2.49%
Social Security Reimbursement	1,252,697	1,266,378	13,681	1.09%
Group Life	86,692	78,875	(7,817)	-9.02%
English as a Second Language	149,004	159,274	10,270	6.89%
Remedial Summer School	588,323	249,247	(339,076)	-57.63%
<hr/>				
SUBTOTAL - STATE SOQ	33,899,044	33,817,086	(81,958)	-0.24%
<hr/>				
STATE CATEGORICAL				
Vocational Education	39,742	39,616	(126)	-0.32%
Homebound	133,502	155,707	22,205	16.63%
Foster Care	33,487	6,745	(26,742)	-79.86%
<hr/>				
SUBTOTAL STATE CATEGORICAL	206,731	202,068	(4,663)	-2.26%

4/17/2015

2015-16 **Danville Public Schools Approved Budgeted Revenues** **General Operating Fund**

ADM = 5961.00

ACCOUNTS	APPROVED	APPROVED	INCREASE (DECREASE)	%
	2014-15 REVENUES	2015-16 REVENUES		

STATE INCENTIVE-BASED PROGRAMS

At Risk	1,736,278	1,754,260	17,982	1.04%
K-3 Primary Class Size Reduction	2,291,805	2,363,352	71,547	3.12%
Virginia Preschool Initiative	1,115,882	1,076,186	(39,696)	-3.56%
Early Reading Intervention	186,463	174,809	(11,654)	-6.25%
Early Reading Specialists Initiative	44,799	22,569	(22,230)	-49.62%
ISAEF - Teen GED	23,576	23,576	0	0.00%
SOL Algebra Readiness	148,139	143,360	(4,779)	-3.23%
Compensation Supplement	-	338,004	338,004	#DIV/0!
Supplemental Support for Schools	-	5,647	5,647	#DIV/0!
State Carryover Funds	650,000	605,179	(44,821)	-6.90%
Technology	336,000	336,000	0	0.00%

SUBTOTAL - STATE INCENTIVE-BASED

6,532,942	6,842,942	310,000	4.75%
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TOTAL - STATE FUNDS

40,638,717	40,862,096	223,379	0.55%
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4/17/2015

2015-16 **Danville Public Schools Approved Budgeted Revenues** **General Operating Fund**

ADM = 5961.00

ACCOUNTS	APPROVED		INCREASE (DECREASE)	%
	2014-15 REVENUES	2015-16 REVENUES		
<u>OTHER FUNDS</u>				
Tuition (Summer School)	15,000	16,000	1,000	6.67%
Tuition (Non-Resident Students)	65,000	68,000	3,000	4.62%
Tuition (Adult Education)	2,500	2,500	0	0.00%
Rentals (School Buses)	150,000	75,000	(75,000)	-50.00%
Rentals (Café, Auditoriums, etc.)	20,000	25,000	5,000	25.00%
Refunds, Rebates, & Misc.	6,000	10,000	4,000	66.67%
Misc. Income Band & Music	1,800	1,800	0	0.00%
NJROTC	83,000	85,000	2,000	2.41%
Building Lease Income	60,000	60,000	0	0.00%
Payment from Another Division (Alternative Pgm)	68,567	68,834	267	0.39%
Medicaid Reimbursements	200,000	225,000	25,000	12.50%
Indirect Cost Allocation	150,000	250,000	100,000	66.67%
<hr/>				
TOTAL - OTHER FUNDS	821,867	887,134	65,267	7.94%
<hr/>				
<u>CITY FUNDS</u>				
General Appropriation	17,399,857	17,399,860	3	0.00%
<hr/>				
TOTAL - CITY FUNDS	17,399,857	17,399,860	3	0.00%
<hr/>				
TOTAL RECEIPTS	58,860,441	59,149,090	288,649	0.49%

4/17/2015

2015-16 **Danville Public Schools Approved Budgeted Expenditures** **General Operating Fund Budget**

<u>I. INSTRUCTION</u>	<u>ACTUAL</u>		<u>APPROVED</u>		<u>INCREASE (DECREASE)</u>	<u>% CHANGE</u>
	<u>EXPENDITURES</u> <u>2013-14</u>	<u>BUDGET</u> <u>2014-15</u>	<u>BUDGET</u> <u>2015-16</u>			
A. Classroom Instruction						
1. Elementary Regular	15,311,804	15,982,196	16,001,517	19,321	0.12%	
2. Elementary Special Ed	2,712,005	2,902,747	2,917,837	15,090	0.52%	
3. Elementary Vocational	206,623	219,478	220,815	1,337	0.61%	
4. Elementary Gifted & Talented	370,566	401,585	390,427	-11,158	-2.78%	
5. Elementary Extra-Curricular	47,668	50,061	56,272	6,211	12.41%	
6. Secondary Regular	8,465,601	8,570,918	8,924,959	354,041	4.13%	
7. Secondary Special Ed	1,377,509	1,423,153	1,393,786	-29,367	-2.06%	
8. Secondary Vocational	1,499,747	1,568,036	1,594,506	26,471	1.69%	
9. Secondary Gifted & Talented	281,177	326,313	332,974	6,661	2.04%	
10. Secondary Co-Curricular	394,485	358,023	429,232	71,209	19.89%	
11. Extended Sessions	144,272	211,000	156,602	-54,398	-25.78%	
12. Adult	115,021	110,455	109,473	-981	-0.89%	
13. Preschool Handicapped	369,004	377,449	357,642	-19,807	-5.25%	
14. Non-LEA Programs	81,729	41,545	41,145	-400	-0.96%	
15. Alternative Education	1,297,196	1,314,325	1,205,175	-109,150	-8.30%	
16. Virginia Preschool Initiative	1,317,108	1,874,822	1,752,760	-122,062	-6.51%	
B. Guidance	1,210,358	1,245,094	1,180,035	-65,059	-5.23%	
C. Social Workers	82,348	92,343	93,020	678	0.73%	
D. Homebound	359,011	405,155	342,256	-62,899	-15.52%	
E. Instructional Support	1,333,306	1,307,676	1,374,362	66,686	5.10%	
F. Media	957,616	886,656	870,360	-16,296	-1.84%	
G. School Administration	3,313,051	3,130,880	3,543,163	412,284	13.17%	
<u>TOTAL INSTRUCTION</u>	<u>41,247,205</u>	<u>42,799,910</u>	<u>43,288,321</u>	<u>488,411</u>	<u>1.14%</u>	

2015-16 **Danville Public Schools Approved Budgeted Expenditures** **General Operating Fund Budget**

	ACTUAL EXPENDITURES <u>2013-14</u>	BUDGET <u>2014-15</u>	APPROVED BUDGET <u>2015-16</u>	INCREASE (DECREASE)	% CHANGE
II. ADMINISTRATION AND ATTENDANCE AND HEALTH					
A. Administration					
1. Board Services	48,406	93,700	101,750	8,050	8.59%
2. Executive Administration	537,452	338,685	343,837	5,152	1.52%
3. Insurances	197,731	178,847	156,097	-22,750	-12.72%
4. Administrative Services	236,106	237,760	263,538	25,778	10.84%
5. Information Services	12,435	106,631	10,000	-96,631	-90.62%
6. Human Resources	716,905	776,834	765,533	-11,300	-1.45%
7. Fiscal Services	468,896	467,263	480,438	13,175	2.82%
8. Reprographics Services	77,064	85,457	75,457	-10,000	-11.70%
B. Attendance & Health					
1. Attendance	136,371	110,802	106,372	-4,430	-4.00%
2. Health	1,090,216	1,136,799	1,162,658	25,859	2.27%
3. Psychological	448,303	417,297	551,519	134,222	32.16%
TOTAL ADM & ATT & HEALTH	<u>3,969,887</u>	<u>3,950,075</u>	<u>4,017,200</u>	<u>67,125</u>	<u>1.70%</u>
III. PUPIL TRANSPORTATION					
A. Management	328,059	363,483	367,394	3,910	1.08%
B. Vehicle Operation	1,196,443	1,245,468	1,258,801	13,334	1.07%
C. Monitoring Services	18,231	18,918	13,414	-5,505	-29.10%
D. Vehicle Maintenance	535,131	563,216	508,303	-54,914	-9.75%
TOTAL PUPIL TRANSPORTATION	<u>2,077,864</u>	<u>2,191,086</u>	<u>2,147,912</u>	<u>-43,175</u>	<u>-1.97%</u>

2015-16 **Danville Public Schools Approved Budgeted Expenditures** **General Operating Fund Budget**

	ACTUAL EXPENDITURES 2013-14	BUDGET 2014-15	APPROVED BUDGET 2015-16	INCREASE (DECREASE)	% CHANGE
<u>IV. OPERATION AND MAINTENANCE SERVICES</u>					
A. Management	165,432	297,994	300,550	2,556	0.86%
B. Building Services	5,855,743	5,640,180	5,424,632	-215,548	-3.82%
C. Grounds Services	356,400	259,933	296,057	36,124	13.90%
D. Equipment Services	248,030	360,400	354,360	-6,040	-1.68%
E. Vehicle Services	98,484	137,000	123,300	-13,700	-10.00%
F. Security Services	297,078	383,011	384,001	991	0.26%
<u>TOTAL OPERATION AND MAINTENANCE</u>	<u>7,021,167</u>	<u>7,078,518</u>	<u>6,882,901</u>	<u>-195,617</u>	<u>-2.76%</u>
<u>V. NON-INSTRUCTIONAL OPERATIONS</u>					
A. Community Education					
<u>VI. FACILITIES</u>					
A. Site Improvements	0	0	0	0	#DIV/0!
B. Architecture and Engineering Services	0	0	0	0	#DIV/0!
C. Building Acquisition/Construction Services	0	0	0	0	#DIV/0!
D. Building Improvement Services	0	0	0	0	#DIV/0!
<u>TOTAL FACILITIES</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>#DIV/0!</u>
<u>VII. OTHER USES OF FUNDS</u>					
A. Fund Transfers	143,427	150,296	151,938	1,642	1.09%
<u>TOTAL OTHER USES OF FUNDS</u>	<u>143,427</u>	<u>150,296</u>	<u>151,938</u>	<u>1,642</u>	<u>1.09%</u>

2015-16
Danville Public Schools Approved Budgeted Expenditures
General Operating Fund Budget

	ACTUAL EXPENDITURES <u>2013-14</u>	BUDGET <u>2014-15</u>	APPROVED BUDGET <u>2015-16</u>	INCREASE (DECREASE)	% CHANGE
<u>VIII. TECHNOLOGY</u>					
A. Technology-Classroom Instruction	625,729	628,236	628,561	325	0.05%
B. Technology - Instructional Support	549,189	616,111	649,412	33,302	5.41%
C. Technology - Administration	843,038	746,209	752,846	6,637	0.89%
<u>TOTAL TECHNOLOGY</u>	<u>2,017,955</u>	<u>1,990,556</u>	<u>2,030,819</u>	<u>40,263</u>	<u>2.02%</u>
<u>IX. CONTINGENCY</u>	<u>0</u>	<u>700,000</u>	<u>630,000</u>	<u>-70,000</u>	<u>-10.00%</u>
<u>TOTALS</u>	<u>56,477,506</u>	<u>58,860,441</u>	<u>59,149,090</u>	<u>288,649</u>	<u>0.49%</u>

4/17/2015

The City of Danville's annual budget serves as the foundation for financial planning and control. The object of these controls is to ensure compliance with legal provisions embodied in the annual appropriated budget approved by the City Council. Departments are required to submit requests for appropriations to the Budget Director by mid-December of each year. The Budget Director uses these requests as a starting point for developing a work budget. The City Manager, in conjunction with the budget team, reviews departmental requests along with mandated costs and expected revenues. Primary revenue sources for the City's General Fund are property taxes, sales taxes, business and occupational licenses, meals taxes, state revenues, and contributions from the City's Utility Departments. In establishing the budget, historical and trend data are analyzed. In addition to analyzing historical data, economic indicators and the impact the economy will have on the historical data is taken into consideration.

Once a complete budget is developed, it is presented as a recommended budget to the City Council by April 1 for review and deliberation. After City Council's approval, an introductory budget is released by April 30. The City Council Introductory Budget contains all changes and amendments made by the City Council during its budget review. It is the City Council Introductory Budget that is submitted for public hearing. City Council is required to adopt a final budget by June 30 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 2016 budget begins on July 1, 2015.

DESCRIPTION OF MUNICIPAL BUDGET FUNDS

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 and Special 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 and Special Projects 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.

March 3	C/M Proposed Budget Presented to City Council (VA Code Section 15.2-2503)
March 10	Budget Work Session
March 17	Regular Council Meeting/Budget Work Session
March 24	Budget Work Session
March 31	Budget Work Session Final Adjustments to Work Budget
April 7	Regular Council Meeting Introductory Budget presented (per City Charter Section 8-6)
April 21	Regular Council Meeting Public Hearing – 1 st Reading Resolution Approving School Budget Public Hearing – 1 st Reading Utility Rate & Fee Increase Ordinances
May 5	Final Adoption - Resolution Approving School Budget Final Adoption – Utility Rate & Fee Increase Ordinances Public Hearing – City Budget – 1 st Reading Resolutions 1 st Reading- Budget Approp Ordinance City & CIP Budgets
May 19	Final Adoption of Resolutions approving City & CIP Budgets Final Adoption – Budget Appropriation Ordinance
June 2	Hold for possible budget actions
June 16	Hold for possible budget actions
July 1	Begin New Fiscal Year

LEGAL REQUIREMENTS:

Utility Rates and other Fee Increases: Advertise 2 successive weeks with 2nd 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.

FY 2016 Adopted Budget
Budget Summary
All Funds Summary

<u>Revenues</u>	<u>Adopted Budget FY 2016</u>	<u>Adopted Budget FY 2015</u>
General Fund	\$ 97,493,110	\$ 96,019,980
Transfer From Fund Balance	4,546,750	3,108,750
VDOT Street Maintenance Fund	10,328,980	10,056,790
Wastewater Fund	9,881,960	9,590,150
Water Fund	8,289,080	8,270,130
Transfer From Fund Balance	-	-
Gas Fund	26,745,200	26,603,080
Transfer From Fund Balance	-	-
Electric Fund	115,556,080	118,159,430
Transfer From Fund Balance	-	-
Telecommunications Fund	1,670,250	1,679,550
Transfer From Fund Balance	-	-
Transportation Fund	2,427,950	2,280,140
Sanitation Fund	3,718,700	3,625,200
Cemetery Fund	1,028,270	1,005,210
Insurance Fund	3,038,890	2,916,480
Central Services Fund	427,480	391,890
Motorized Equipment Fund	3,520,590	3,472,830
Total	\$ 288,673,290	\$ 287,179,610
Less Interfund Charges	(7,610,000)	(7,360,290)
Less Interfund Transfers	(14,830,000)	(14,830,000)
Less Interfund Recoveries	(4,301,290)	(4,258,650)
Total Budget	\$ 261,932,000	\$ 260,730,670

FY 2016 Adopted Budget
Budget Summary
All Funds Summary

<u>Expenditures</u>	<u>Adopted Budget FY 2016</u>	<u>Adopted Budget FY 2015</u>
General Fund	\$ 102,039,860	\$ 99,128,730
VDOT Street Maintenance Fund	10,328,980	10,056,790
Wastewater Fund	9,219,190	8,962,690
Transfer To Fund Balance	662,770	627,460
Water Fund	8,230,360	8,261,300
Transfer To Fund Balance	58,720	8,830
Gas Fund	26,694,620	26,544,250
Transfer To Fund Balance	50,580	58,830
Electric Fund	115,334,760	117,477,510
Transfer To Fund Balance	221,320	681,920
Telecommunications Fund	1,628,590	1,674,550
Transfer To Fund Balance	41,660	5,000
Transportation Fund	2,427,950	2,280,140
Sanitation Fund	3,480,250	3,442,800
Transfer To Fund Balance	238,450	182,400
Cemetery Fund	990,430	966,540
Transfer To Fund Balance	37,840	38,670
Insurance Fund	2,996,890	2,876,480
Transfer To Fund Balance	42,000	40,000
Central Services Fund	427,480	391,890
Transfer To Fund Balance	-	-
Motorized Equipment Fund	3,443,110	3,357,930
Transfer To Fund Balance	77,480	114,900
Total	\$ 288,673,290	\$ 287,179,610
Less Interfund Charges	(7,610,000)	(7,360,290)
Less Interfund Transfers	(14,830,000)	(14,830,000)
Less Interfund Recoveries	(4,301,290)	(4,258,650)
Total Budget	\$ 261,932,000	\$ 260,730,670
Capital Projects - All Funds	\$ 22,177,670	\$ 23,603,250
Less: Project Funding Included in Operating Budget	(10,528,980)	(9,138,100)
Reprogrammed Funds	(202,690)	(3,700,000)
Capital Projects Funded by Other Sources (General Oblig. Bonds, & State/Federal Grants to be appropriated by separate ordinance)	\$ 11,446,000	\$ 10,765,150
Total Budget Including Capital Projects from Other Sources	\$ 273,378,000	\$ 271,495,820

FY 2016 Adopted Budget
Budget Summary
Authorized Position List Summary

Below is a listing of the changes to the Authorized Position List from FY 2015 to FY 2016.

<u>General Fund</u>		Full Time	Part Time
Community Development			
	<u>Social Services</u>		
	<i>Eligibility Worker</i>		0.2
Information Technology			
	<i>Administrative Assistant</i>	1	
	<i>Senior Secretary</i>	-1	
Fire Department			
	<i>Fire Code Inspector</i>	1	
Police Department			
	<u>Juvenile Detention</u>		
	<i>Youth Care Worker</i>		0.4
	<u>Police Department</u>		
	<i>School Crossing Guard</i>		0.2
	<i>Senior Investigator</i>		0.2
Parks and Recreation			
	<u>Administration</u>		
	<i>Secretary</i>	1	
	<i>Recreation Program Supervisor</i>		0.1
	<u>Athletics</u>		
	<i>Recreation Program Supervisor</i>		-0.6
	<i>Recreation Facility Operator</i>		0.4
	<u>Community Recreation</u>		
	<i>Administrative Specialist</i>	-1	
	<i>Recreation Leader</i>		0.3
	<i>Recreation Program Supervisor</i>		0.1
	<i>Recreation Instructor</i>		0.2
	<i>Recreation Site Supervisor</i>		-0.2
	<i>Recreation Facility Operator</i>		-0.1
	<u>Park Maintenance</u>		
	<i>Public Service Worker</i>		-0.7
	<i>Administrative Specialist</i>		-0.3
	<u>Special Recreation</u>		
	<i>Administrative Specialist</i>		0.7
	<i>Recreation Program Supervisor</i>	1	-0.9
	<i>Recreation Leader</i>		-1.3
Airport			
	<i>Airport Maintenance Security Tech II</i>		2.1
	<i>Airport Maintenance Security Tech I</i>		-2.1
<u>Sanitation Fund</u>			
	<i>Residential Refuse Collection</i>		
	<i>Sanitation Operator/Collector</i>		-1
<u>Transportation Fund</u>			
	<i>Transit Driver</i>	5	-1.7
<u>Electric Fund</u>			
	<i>Electric Line Tech/Ground Worker</i>	-1	
	<i>SCADA Analyst</i>	1	
Total		7	-4

For Constitutional Offices, the Clerk of Circuit Court received two additional full time positions.

FTE = Full-time Equivalent

Fiscal Year 2015			Fiscal Year 2016			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
City Manager's Office						
1		1.0	1		1.0	City Manager
1		1.0	1		1.0	Deputy City Manager
1		1.0	1		1.0	Assistant to the City Manager
1		1.0	1		1.0	Clerk of Council
1		1.0	1		1.0	Multi-media Design manager
1		1.0	1		1.0	Director of Budget
1		1.0	1		1.0	Executive Assistant
1		1.0	1		1.0	Executive Secretary
8	-	8.0	8	-	8.0	TOTAL CITY MANAGER'S OFFICE
City Attorney's Office						
1		1.0	1		1.0	City Attorney
2		2.0	2		2.0	Assistant City Attorney*
1		1.0	1		1.0	Legal Assistant
1		1.0	1		1.0	Legal Secretary
5	-	5.0	5	-	5.0	TOTAL CITY ATTORNEY'S OFFICE
One Assistant City Attorney funded by Blight						
COMMUNITY DEVELOPMENT DEPARTMENT						
Community Development Fund						
1		1.0	1		1.0	Housing & Development Coordinator
1		1.0	1		1.0	Community Redevelopment Specialist
2		2.0	2		2.0	Cost Estimator/Inspector
1		1.0	1		1.0	Housing & Development Planning Specialist
1		1.0	1		1.0	Secretary
6		6.0	6		6.0	Sub-Total
Director of Community Development						
1		1.0	1		1.0	Director of Community Development
1		1.0	1		1.0	Accountant II
1		1.0	1		1.0	Senior Secretary
3	-	3.0	3	-	3.0	Sub-Total
Inspections Office						
1		1.0	1		1.0	Division Director of Inspections
1		1.0	1		1.0	Inspections Supervisor
1		1.0	1		1.0	Plumbing/Cross Connection Inspector
1		1.0	1		1.0	Mechanical Inspector
1		1.0	1		1.0	Electrical Inspector
2		2.0	2		2.0	Building Inspector
5		5.0	5		5.0	Property Maintenance Inspector
1		1.0	1		1.0	Permit Technician
13	-	13.0	13	-	13.0	Sub-Total
Planning Office						
1		1.0	1		1.0	Division Director of Planning
2		2.0	2		2.0	Combination of: Senior Planner Associate Planner Planning Technician
3	-	3.0	3	-	3.0	Sub-Total

FTE = Full-time Equivalent

Fiscal Year 2015			Fiscal Year 2016			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
Social Services						
1		1.0	1		1.0	Division Director of Social Services
1		1.0	1		1.0	Family Services Manager
1		1.0	1		1.0	Eligibility Services Manager
3		3.0	3		3.0	Family Services Supervisor
1		1.0	1		1.0	Accountant II
1		1.0	1		1.0	Employment Service Supervisor
3		3.0	3		3.0	Eligibility Supervisor
3		3.0	3		3.0	Senior Family Services Specialist
1		1.0	1		1.0	Comprehensive Services Coordinator (Grant Funded)
5		5.0	5		5.0	Child Protective Service Worker
15		15.0	15		15.0	Family Services Specialist
3	0.6	3.6	3	0.6	3.6	Senior Eligibility Worker
2		2.0	2		2.0	Fraud Investigator
1		1.0	1		1.0	Administrative Assistant
8		8.0	8		8.0	Employment Services Worker
33		33.0	33	0.2	33.2	Eligibility Worker
1		1.0	1		1.0	Senior Secretary
1		1.0	1		1.0	Senior Account Clerk
4		4.0	4		4.0	Senior Administrative Specialist
1		1.0	1		1.0	Social Service Aide
1		1.0	1		1.0	Employment Service Aide
9		9.0	9		9.0	Administrative Specialist
99	0.6	99.6	99	0.8	99.8	Sub-Total
124	0.6	124.6	124	0.8	124.8	TOTAL COMMUNITY DEVELOPMENT DEPARTMENTJME
Economic Development Department						
1		1.0	1		1.0	Director of Economic Development
1		1.0	1		1.0	Assistant Director of Economic Development
1		1.0	1		1.0	Economic Development Project Manager
1		1.0	1		1.0	Marketing & Research Manager
1		1.0	1		1.0	Special Project Assistant
5	-	5.0	5	-	5.0	TOTAL ECONOMIC DEVELOPMENT DEPARTMENTN
FINANCE DEPARTMENT						
Central Collections						
1		1.0	1		1.0	Division Director of Central Collections
1		1.0	1		1.0	Collections Supervisor
1		1.0	1		1.0	Delinquent Collections Coordinator
2		2.0	2		2.0	Senior Collections Clerk
4		4.0	4		4.0	Combination of: Collection Clerk II Senior Cashier Collection Clerk I
5		5.0	5		5.0	Cashier
14	-	14.0	14	-	14.0	Sub-Total

FTE = Full-time Equivalent

Fiscal Year 2015			Fiscal Year 2016			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
Central Services Fund						
1		1.0	1		1.0	Print Shop Technician
2		2.0	2		2.0	Combination of: Senior Printer Printer
3	-	3.0	3	-	3.0	Sub-Total
Director of Finance						
1		1.0	1		1.0	Director of Finance
1		1.0	1		1.0	Senior Secretary
2	-	2.0	2	-	2.0	Sub-Total
Accounting						
1		1.0	1		1.0	Assistant Director of Finance
1		1.0	1		1.0	Business Systems Accountant
2		2.0	2		2.0	Accountant II
1		1.0	1		1.0	Accountant III
1		1.0	1		1.0	Payroll Technician
1		1.0	1		1.0	Senior Account Clerk
2		2.0	2		2.0	Account Clerk
9	-	9.0	9	-	9.0	Sub-Total
Internal Auditor						
1	-	1.0	1	-	1.0	Internal Auditor
Purchasing						
1		1.0	1		1.0	Division Director of Purchasing
1		1.0	1		1.0	Buyer
1		1.0	1		1.0	Senior Purchasing Clerk
1		1.0	1		1.0	Purchasing Clerk
	0.6	0.6		0.6	0.6	Printer
4	0.6	4.6	4	0.6	4.6	Sub-Total
Real Estate						
1		1.0	1		1.0	Division Director of Real Estate Assessment
3		3.0	3		3.0	Combination of: Real Estate Appraiser III Real Estate Appraiser II Real Estate Appraiser I
2		2.0	2		2.0	Combination of: Senior Real Estate Assessment Clerk Real Estate Assessment Clerk
6	-	6.0	6	-	6.0	Sub-Total
39	0.6	40	39	0.6	40	TOTAL FINANCE DEPARTMENT
FIRE DEPARTMENT						
Emergency Communications						
	0.5	0.5		0.5	0.5	CERT Coordinator
1		1.0	1		1.0	Emergency Communications Coordinator
4		4.0	4		4.0	Emergency Telecommunications Supervisor
16		16.0	16		16.0	Emergency Telecommunicator
21	0.5	21.5	21	0.5	21.5	Sub-Total

FTE = Full-time Equivalent

Fiscal Year 2015			Fiscal Year 2016			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
Fire						
1		1.0	1		1.0	Fire Chief
2		2.0	2		2.0	Assistant Fire Chief
4		4.0	4		4.0	Fire Battalion Chief
1		1.0	1		1.0	Fire Marshal
21		21.0	21		21.0	Fire Captain
1		1.0	1		1.0	Assistant Fire Marshal
-		-	1		1.0	Fire Code Inspector
6		6.0	6		6.0	Fire Lt./Asst. Training Officer
24		24.0	24		24.0	Fire Fighter/Engineer
1		1.0	1		1.0	Fire Program Support Coordinator
60		60.0	60		60.0	Fire Fighter
1		1.0	1		1.0	Administrative Assistant
1		1.0	1		1.0	Senior Secretary
123	-	123.0	124	-	124.0	Sub-Total
144	0.5	144.5	145	0.5	145.5	TOTAL FIRE DEPARTMENT
Circuit Court						
1		1.0	1		1.0	Law Clerk
2		2.0	2		2.0	Judicial Assistant
1		1.0	1		1.0	Legal Secretary
4	-	4.0	4	-	4.0	TOTAL CIRCUIT COURT
Human Resources						
1		1.0	1		1.0	Director of Human Resources
1		1.0	1		1.0	Organization Development Consultant
3		3.0	3		3.0	HR Consultant
1		1.0	1		1.0	Human Resource Technician
1		1.0	1		1.0	Senior Secretary
7	-	7.0	7	-	7.0	TOTAL HUMAN RESOURCES

FTE = Full-time Equivalent

Fiscal Year 2015				Fiscal Year 2016			
Full-Time Positions	Part-Time FTEs	Totals		Full-Time Positions	Part-Time FTEs	Totals	POSITION TITLE
Information Technology							
1		1.0		1		1.0	Director of Information Technology
3		3.0		3		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	1.0	7.0		6	1.0	7.0	Combination of: Network Systems Engineer Network Administrator System Administrator PC Administrator Network Analyst Sr. IT Support Technician IT Support Technician
10		10.0		10		10.0	Combination of: Help Desk Manager 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		1.0	Administrative Assistant
1		1.0		-		-	Senior Secretary
21	1.0	22.0		21	1.0	22.0	TOTAL INFORMATION TECHNOLOGY
POLICE DEPARTMENT Adult Detention Facility							
1		1.0		1		1.0	Division Director of Adult Detention
1		1.0		1		1.0	Chief Correctional Officer
1		1.0		1		1.0	Service Program Coordinator
	0.1	0.1			0.1	0.1	Licensed Physician
1		1.0		1		1.0	Work Program Coordinator
1		1.0		1		1.0	Correctional Health Assistant
4		4.0		4		4.0	Correctional Captain
5		5.0		5		5.0	Correctional Lieutenant
1		1.0		1		1.0	Safety Supply Officer
19	1.1	20.1		19	1.1	20.1	Combination of: Correctional Officer I Correctional Officer II
2		2.0		2		2.0	Senior Account Clerk
36	1.2	37.2		36	1.2	37.2	Sub-Total

FTE = Full-time Equivalent

Fiscal Year 2015			Fiscal Year 2016			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
Juvenile Detention Facility						
1		1.0	1		1.0	Division Director of Juvenile Detention
1		1.0	1		1.0	Assistant Division Director of Juvenile Detention
	0.1	0.1		0.1	0.1	Licensed Physician
1		1.0	1		1.0	Juvenile Program Coordinator
1		1.0	1		1.0	Nurse
2		2.0	2		2.0	Juvenile Outreach Counselor (Grant Funded)
4		4.0	4		4.0	Shift Supervisor
2		2.0	2		2.0	Electronic Monitoring Case Worker (Grant Funded)
1		1.0	1		1.0	Building Maintenance Mechanic I
5		5.0	5		5.0	Senior Youth Care Worker
27	5.0	32.0	27	5.4	32.4	Youth Care Worker
1		1.0	1		1.0	Senior Account Clerk
2		2.0	2		2.0	Secretary
1		1.0	1		1.0	Custodian
49	5.1	54.1	49	5.5	54.5	Sub-Total
Police						
1		1.0	1		1.0	Police Chief
1		1.0	1		1.0	Police Lieutenant Colonel
2		2.0	2		2.0	Police Major
7		7.0	7		7.0	Police Captain
10		10.0	10		10.0	Police Lieutenant
1		1.0	1	0.2	1.2	Senior Investigators
8		8.0	8		8.0	Police Sergeant
16		16.0	16		16.0	Police Corporal
87		87.0	87		87.0	Police Officer
1		1.0	1		1.0	Administrative Assistant
1		1.0	1		1.0	Animal Control Officer
3		3.0	3		3.0	Secretary
3		3.0	3		3.0	Police Records Clerk
	0.6	0.6		0.6	0.6	Parking Attendant
	1.8	1.8		2.0	2.0	School Crossing Guard
141	2.4	143.4	141	2.8	143.8	Sub-Total
226	8.7	234.7	226	9.5	235.5	TOTAL POLICE DEPARTMENT
PARKS & RECREATION DEPARTMENT						
Parks & Recreation - Administration (01292)						
1		1.0	1		1.0	Director of Parks & Recreation
1		1.0	1		1.0	Project & Account Manager
1		1.0	1		1.0	P&R Communications Specialist
1		1.0	1		1.0	Program Coordinator
1		1.0	1		1.0	Senior Secretary
			1		1.0	Secretary
1		1.0	1		1.0	Custodian
	0.3	0.3		0.3	0.3	Administrative Specialist
	0.5	0.5		0.6	0.6	Recreation Program Supervisor
	0.2	0.2		0.2	0.2	Intern
6	1.0	7.0	7	1.1	8.1	Sub-Total

FTE = Full-time Equivalent

Fiscal Year 2015			Fiscal Year 2016			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
Athletics (01307)						
1		1.0	1		1.0	Division Director of Athletics
1		1.0	1		1.0	Program Coordinator
	0.6	0.6		0.6	0.6	Administrative Specialist
	0.5	0.5		0.5	0.5	Custodian
	1.2	1.2		0.6	0.6	Recreation Program Supervisor
	0.8	0.8		0.8	0.8	Recreation Sports Official
	1.6	1.6		2.0	2.0	Recreation Facility Operator
2	4.7	6.7	2	4.5	6.5	Sub-Total
Community Recreation (01295)						
1		1.0	1		1.0	Division Director of Community Recreation
3		3.0	3		3.0	Program Coordinator
1	0.6	1.6	-		-	Administrative Specialist
1	0.9	1.9	1	0.9	1.9	Custodian
		-		0.6	0.6	Administrative Specialist
	1.7	1.7		1.7	1.7	Recreation Aide
	2.3	2.3		2.6	2.6	Recreation Leader
	2.5	2.5		2.6	2.6	Recreation Program Supervisor
	-	-		0.2	0.2	Recreation Instructor
	1.6	1.6		1.4	1.4	Recreation Site Supervisor
	2.5	2.5		2.4	2.4	Recreation Facility Operator
6.0	12.1	18.1	5.0	12.4	17.4	Sub-Total
Park Maintenance (01316)						
1		1.0	1		1.0	Division Director of Parks Maintenance
1		1.0	1		1.0	Parks Supervisor
1		1.0	1		1.0	Crew Supervisor
11		11.0	11		11.0	Combination of: Park Maintenance Technician Parks Groundskeeper III Parks Groundskeeper II Motor Equipment Operator I Public Service Worker/Operator
	3.5	3.5		2.8	2.8	Public Service Worker
	0.6	0.6		0.3	0.3	Administrative Specialist
14	4.1	18.1	14	3.1	17.1	Sub-Total
Outdoor Recreation (01304)						
1		1.0	1		1.0	Division Director of Outdoor Recreation
1		1.0	1		1.0	Outdoor Recreation Program Coordinator
1		1.0	1		1.0	Outdoor Recreation Program Supervisor
	0.5	0.5		0.5	0.5	Recreation Site Supervisor
	0.3	0.3		0.3	0.3	Recreation Leader
		-			-	Recreation Instructor
	0.3	0.3		0.3	0.3	Recreation Facility Operator
1		1.0	1		1.0	Administrative Specialist
4	1.1	5.1	4	1.1	5.1	Sub-Total

FTE = Full-time Equivalent

Fiscal Year 2015			Fiscal Year 2016			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
Special Recreation (01301/01310)						
1		1.0	1		1.0	Division Director of Special Recreation
3		3.0	3		3.0	Program Coordinator
1		1.0	1		1.0	Recreation grants Specialist (Grant Funded)
1		1.0	1		1.0	Special Population Assistant
1	0.4	1.4	1	0.4	1.4	Custodian
	0.6	0.6		0.6	0.6	Account Clerk
	0.6	0.6		1.3	1.3	Administrative Specialist
	2.6	2.6		1.3	1.3	Recreation Leader
	4.6	4.6	1	3.7	4.7	Recreation Program Supervisor
	0.8	0.8		0.8	0.8	Recreation Aide
	0.2	0.2		0.2	0.2	Recreation Instructor
7	9.8	16.7	8	8.3	16.3	Sub-Total
Public Library (01322)						
1		1.0	1		1.0	Division Director of Library
1		1.0	1		1.0	Acquisitions/Reference Librarian
1		1.0	1		1.0	Children's Librarian
1		1.0	1		1.0	Circulation Supervisor
1		1.0	1		1.0	Technical Services Librarian
2		2.0	2		2.0	Reference Information Specialist
5	4.8	9.8	5	4.8	9.8	Information Specialist
1		1.0	1		1.0	Senior Administrative Specialist
	0.6	0.6		0.6	0.6	Law Library Information Specialist
	0.5	0.5		0.5	0.5	Library Technology Specialist
13	5.9	18.9	13	5.9	18.9	Sub-Total
52	38.7	90.6	53	36.4	89.4	TOTAL PARKS & RECREATION
PUBLIC WORKS DEPARTMENT						
Cemetery Maintenance (fund 59)						
1		1.0	1		1.0	General Supervisor
2		2.0	2		2.0	Cemetery Supervisor
2		2.0	2		2.0	Groundskeeper
10		10.0	10		10.0	Public Service Worker/Operator
15	-	15.0	15	-	15.0	Sub-Total
Public Works Administration (0125301)						
1		1.0	1		1.0	Director of Public Works
1		1.0	1		1.0	Division Director Public Works Administration
1		1.0	1		1.0	Senior Administrative Assistant
1		1.0	1		1.0	Horticulturist (Funded by Special Revenue)
1		1.0	1		1.0	Administrative Assistant
1		1.0	1		1.0	Senior Account Clerk
1		1.0	1		1.0	Senior Secretary
2		2.0	2		2.0	Account Clerk
	0.2	0.2		0.2	0.2	P/W Beautification Coordinator
1		1.0	1		1.0	Dispatcher
10	0.2	10.2	10	0.2	10.2	Sub-Total

FTE = Full-time Equivalent

Fiscal Year 2015			Fiscal Year 2016			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
P/W Building & Grounds Maintenance (01250)						
1		1.0	1		1.0	Division Director of Building & Grounds
1		1.0	1		1.0	Building Maintenance Superintendent
1		1.0	1		1.0	Custodian Supervisor
		-			-	Crew Supervisor
7		7.0	7		7.0	Combination of: Building Maintenance Mechanic III Building Maintenance Mechanic II Building Maintenance Mechanic I
1		1.0	1		1.0	Senior Custodian
8		8.0	8		8.0	Custodian
19	-	19.0	19	-	19.0	Sub-Total
Motorized Equipment (Fund 44)						
2		2.0	2		2.0	Equipment Maintenance Supervisor
15		15.0	15		15.0	Combination of: Automotive Equipment Mechanic III Welder Automotive Equipment Mechanic II Automotive Service Technician Automotive Equipment Mechanic I
1		1.0	1		1.0	Transit Mechanic
18	-	18.0	18	-	18.0	Sub-Total
Motorized Equipment-Communications (Fund 44)						
1		1.0	1		1.0	Communications Systems Manager
P/W Sewer Maintenance (Fund 51)						
1		1.0	1		1.0	General Supervisor
1		1.0	1		1.0	Crew Supervisor
1		1.0	1		1.0	CCTV Technician
8		8.0	8		8.0	Combination of: Motor Equipment Operator II Motor Equipment Operator I Public Service Worker/ Operator
11	-	11.0	11	-	11.0	Sub-Total
P/W Warehouse (0125304)						
2		2.0	2		2.0	Public Works Warehouse Stock Clerk
P/W Sanitation-Code Enforcement (Fund 58)						
2		2.0	2		2.0	Code Enforcement Inspector
P/W Sanitation-Composting (Fund 58)						
1		1.0	1		1.0	Sanitation Operator I
P/W Sanitation-Recycling (Fund 58)						
1		1.0	1		1.0	Recycling Center Operator
2		2.0	2		2.0	Sanitation Operator I
3	-	3.0	3	-	3.0	Sub-Total

FTE = Full-time Equivalent

Fiscal Year 2015			Fiscal Year 2016			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
P/W Sanitation-Residential Refuse Collection (Fund 5)						
1		1.0	1		1.0	Division Director of Sanitation
1		1.0	1		1.0	General Supervisor
15		15.0	14		14.0	Combination of: Sanitation Operator II Sanitation Operator I Solid Waste Collector
17	-	17.0	16	-	16.0	Sub-Total
P/W Sanitation-Yardwaste (Fund 58)						
7		7.0	7		7.0	Sanitation Operator I
P/W VDOT-Engineering (Fund 15-244)						
1		1.0	1		1.0	Assistant Director of P/W - City Engineer
2		2.0	2		2.0	Public Works Chief Engineer
1		1.0	1		1.0	Project Manager
5		5.0	5		5.0	Combination of: Construction Inspections Supervisor Construction Inspector Public Works Project Engineer
1		1.0	1		1.0	Engineering Technician
10	-	10.0	10	-	10.0	Sub-Total
P/W VDOT- Grounds Maintenance (Fund 15-250)						
1		1.0	1		1.0	General Supervisor
1		1.0	1		1.0	Crew Supervisor
13		13.0	13		13.0	Combination of: Motor Equipment Operator II Motor Equipment Operator I Public Service Worker/ Operator
2		2.0	2		2.0	Groundskeeper
17	-	17.0	17	-	17.0	Sub-Total
P/W VDOT-Street Cleaning (Fund 15-247)						
7		7.0	7		7.0	Combination of: Motor Equipment Operator II Motor Equipment Operator I
7	-	7.0	7	-	7.0	Sub-Total
P/W VDOT-Street Maintenance (Fund 15-247)						
1		1.0	1		1.0	Division Director of Streets
1		1.0	1		1.0	Training & Safety Manager
2		2.0	2		2.0	General Supervisor
3		3.0	3		3.0	Crew Supervisor
28		28.0	28		28.0	Combination of: Motor Equipment Operator III Motor Equipment Operator II Motor Equipment Operator I Public Service Worker/ Operator
1		1.0	1		1.0	Groundskeeper
36	-	36.0	36	-	36.0	Sub-Total

FTE = Full-time Equivalent

Fiscal Year 2015			Fiscal Year 2016			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
P/W VDOT-Traffic Control (Fund 15-244)						
1		1.0	1		1.0	Traffic Control Superintendent
1		1.0	1		1.0	Traffic Control Crew Supervisor
1		1.0	1		1.0	Senior Traffic Signal Technician
1		1.0	1		1.0	Traffic Signal Technician
1		1.0	1		1.0	Sign Technician
3		3.0	3		3.0	Motor Equipment Operator II
1		1.0	1		1.0	Public Service Worker/ Operator
9	-	9.0	9	-	9.0	Sub-Total
185	0.2	185.2	184	0.2	184.2	TOTAL PUBLIC WORKS DEPARTMENT
TRANSPORTATION DEPARTMENT						
Airport (01241)						
1		1.0	1		1.0	Senior Administrative Assistant
1		1.0	1		1.0	Transportation Building & Grounds Superintendent
1		1.0	1	2.1	3.1	Airport Maintenance Security Tech II
1	2.9	3.9	1	0.8	1.8	Airport Maintenance Security Tech I
4	2.9	6.9	4	2.9	6.9	Sub-Total
Mass Transit (Fund 56)						
1		1.0	1		1.0	Director of Transportation Services
2		2.0	2		2.0	Transportation Supervisor
1		1.0	1		1.0	Senior Account Clerk
18	2.6	20.6	23	0.9	23.9	Transit Driver
		-			-	Custodian
22	2.6	24.6	27	0.9	27.9	Sub-Total
26	5.5	31.5	31	3.8	34.8	TOTAL TRANSPORTATION DEPARTMENT
UTILITIES DEPARTMENT						
Utilities Administration (Fund 54)						
1		1.0	1		1.0	Utilities Director
1		1.0	1		1.0	Key Accounts Manager
1		1.0	1		1.0	Senior Secretary
1		1.0	1		1.0	Public Information Officer
4	-	4.0	4	-	4.0	Sub-Total
Utilities - Fiscal Services (Fund 54)						
1		1.0	1		1.0	Division Director of Support Services
1		1.0	1		1.0	Senior Accountant
1		1.0	1		1.0	Training & Safety Manager
1		1.0	1		1.0	Utilities Warehouse Manager
3		3.0	3		3.0	Senior Account Clerk
2		2.0	2		2.0	Warehouse Stock Clerk
9	-	9.0	9	-	9.0	Sub-Total

FTE = Full-time Equivalent

Fiscal Year 2015			Fiscal Year 2016			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
Utilities - Customer Service (Fund 54)						
1		1.0	1		1.0	Division Director of Customer Service
1		1.0	1		1.0	AMI Support Technician
1		1.0	1		1.0	Sr Customer Service/Training Representative
7		7.0	7		7.0	Combination of: Senior Utility Billing Clerk Special Billing Clerk Utility Billing Clerk Customer Service Representative
7		7.0	7		7.0	
17	-	17.0	17	-	17.0	Sub-Total
Water Treatment Administration (Fund 52)						
1		1.0	1		1.0	Division Director of Water/Wastewater Treatment
1		1.0	1		1.0	Senior Secretary
2	-	2.0	2	-	2.0	Sub-Total
Water Engineering Division (Fund 52)						
1		1.0	1		1.0	W&G Chief Engineer
1		1.0	1		1.0	Senior Secretary
2	-	2.0	2	-	2.0	Sub-Total
Water Treatment (Fund 52)						
1		1.0	1		1.0	Water Treatment Manager
1		1.0	1		1.0	Water Chemist
2		2.0	2		2.0	Combination of: Building Maintenance Superintendent Senior Industrial Mechanic Industrial Mechanic
9		9.0	9		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		1.0	1		1.0	Utility Plant Maintenance Worker
14	-	14.0	14	-	14.0	Sub-Total
Gas Administration (Fund 53)						
1		1.0	1		1.0	Division Director of Water & Gas
1	-	1.0	1	-	1.0	Sub-Total
Gas Control (Fund 53)						
1		1.0	1		1.0	Gas Control Manager
2		2.0	2		2.0	Gas Control Technician
3	0.2	3.2	3	0.2	3.2	Utility Operator
6	0.2	6.2	6	0.2	6.2	Sub-Total

FTE = Full-time Equivalent

Fiscal Year 2015			Fiscal Year 2016			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
Water & Gas Distribution (Fund 53)						
1		1.0	1		1.0	Water and Gas Distribution Superintendent
1		1.0	1		1.0	Water and Gas Distribution Supervisor
4		4.0	4		4.0	Water and Gas Crew Supervisor
2		2.0	2		2.0	W&G Construction Crew Supervisor
1		1.0	1		1.0	Water and Gas Welder/Crew Supervisor
5		5.0	5		5.0	Combination of: Motor Equipment Operator III Motor Equipment Operator II Motor Equipment Operator I
6		6.0	6		6.0	Construction Worker
5		5.0	5		5.0	Public Service Worker
25	-	25.0	25	-	25.0	Sub-Total
Water & Gas Engineering (Fund 53)						
2		2.0	2		2.0	Water and Gas Senior Engineer Tech.
1		1.0	1		1.0	Water and Gas Compliance Coordinator
1		1.0	1		1.0	W&G Corrosion Technician
1		1.0	1		1.0	Water and Gas GIS Engineer Tech.
1		1.0	1		1.0	Water and Gas Engineering Aid
6	-	6.0	6	-	6.0	Sub-Total
Water & Gas Meters & Regulators (Fund 53)						
		-			-	
1		1.0	1		1.0	Water & Gas Systems Control Superintendent
3		3.0	3		3.0	Water and Gas Meter Tech.
4	-	4.0	4	-	4.0	Sub-Total
Water & Gas Service (Fund 53)						
7		7.0	7		7.0	Water and Gas Service Tech.
1		1.0	1		1.0	Dispatcher
8	-	8.0	8	-	8.0	Sub-Total
Electric Administration (Fund 54)						
1		1.0	1		1.0	Division Director of Power & Light
1	-	1.0	1	-	1.0	
Electric Distribution (Fund 54)						
1		1.0	1		1.0	Electric Distribution Superintendent
5		5.0	5		5.0	Electric Line Crew Supervisor
1		1.0	1		1.0	Inspector-Contractor Manager
1		1.0	1		1.0	Crew Supervisor
23		23.0	22		22.0	Combination of: Electric Line Technician III Electric Line Technician II Electric Line Technician I Electric Ground Worker
3		3.0	3		3.0	Electric Line Equipment Operator
3		3.0	3		3.0	Electric Line Tree Trimmer
1		1.0	1		1.0	Dispatcher
38	-	38.0	37	-	37.0	Sub-Total

FTE = Full-time Equivalent

Fiscal Year 2015			Fiscal Year 2016			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
Electric Engineering (Fund 54)						
-	-	-	-	-	-	Electric System Support Superintendent
1		1.0	1		1.0	Electric Engineering Tech Supervisor
1		1.0	1		1.0	Electric Compliance Coordinator
1		1.0	1		1.0	Electric GIS/CAD Technician
5		5.0	5		5.0	Combination of: Electric Senior Engineering Technician Electric Engineering Technician Electric Engineering Aide
2		2.0	2		2.0	Electric Engineer
10	-	10.0	10	-	10.0	Sub-Total
Electric Hydro (Fund 54)						
1		1.0	1		1.0	Hydro-Electric Supt.
1		1.0	1		1.0	Hydro Electric Maintenance Technician
4		4.0	4		4.0	Hydro-Electric Operator
1		1.0	1		1.0	Hydro-Electric Attendant
7	-	7.0	7	-	7.0	Sub-Total
Electric Meters (Fund 54)						
1		1.0	1		1.0	Electric Meter Supervisor
3		3.0	3		3.0	Combination of: Electric Meter Technician III Electric Meter Technician II Electric Meter Technician I
4	-	4.0	4	-	4.0	Sub-Total
Electric Substations (Fund 54)						
1		1.0	1		1.0	Electric Substation Superintendent
1		1.0	1		1.0	Electric Substation Supervisor
3		3.0	3		3.0	Utility Operator
1		1.0	1		1.0	Electric T & D Equipment Technician
5		5.0	5		5.0	Electric Substation Technician
11	-	11.0	11	-	11.0	Sub-Total
Telecommunications (Fund 55)						
1		1.0	1		1.0	Division Director of Telecommunications
2		2.0	2		2.0	Broadband Network Engineering Technician
-		-	1		1.0	SCADA Analyst*
3	-	3.0	4	-	4.0	Sub-Total
*Funded in Electric Fund						
172.0	0.2	172.2	172.0	0.2	172.2	TOTAL UTILITIES DEPARTMENT
CONSTITUTIONAL OFFICES						
2		2.0	2		2.0	Registrar
10	1.0	11.0	10	1.0	11.0	Commissioner of the Revenue
4		4.0	4		4.0	City Treasurer
79	7.5	86.5	79	7.5	86.5	Sheriff's Office
21		21.0	21		21.0	Commonwealth Attorney
14		14.0	16		16.0	Clerk of Circuit Court
130	8.5	138.5	132	8.5	140.5	TOTAL CONSTITUTIONAL OFFICES
1,148	64.5	1,212.4	1,156	61.5	1,217.5	GRAND TOTAL

FTE = Full-time Equivalent

Fiscal Year 2015			Fiscal Year 2016			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
OTHER ELECTED OFFICIALS (Part-time)						
Not included in totals below						
-	8.0	8.0	-	8.0	8.0	Council Members
-	1.0	1.0	-	1.0	1.0	Mayor
-	9.0	9.0	-	9.0	9.0	TOTAL OTHER ELECTED OFFICIALS
FUND TOTALS						
661	53	714.2	663	52	714.9	General Fund (does not include Constitutional Offices)
79	-	79.0	79	-	79.0	VDOT Fund
3	-	3.0	3	-	3.0	Central Services
19	-	19.0	19	-	19.0	Motorized Equipment
22	2.6	24.6	27	0.9	27.9	Transportation Fund
30	-	30.0	29	-	29.0	Sanitation Fund
15	-	15.0	15	-	15.0	Cemetery Fund
11	-	11.0	11	-	11.0	Wastewater Fund (Sewers)
18	-	18.0	18	-	18.0	Water Fund
50	0.2	50.2	50	0.2	50.2	Gas Fund
101	-	101.0	100	-	100.0	Electric Fund
3	-	3.0	4	-	4.0	Telecommunications Fund
1,012	56.0	1,068.0	1,018	53.0	1,071.0	
6	-	6.0	6	-	6.0	CDBG Fund
130	8.5	138.5	132	8.5	140.5	Constitutional Officer
1,148	64.5	1,212.5	1,156	61.5	1,217.5	GRAND TOTAL

Reference: City of Danville Financial Policies, Section 4 – Fund Balance, amended May 2015

Sufficient reserves must be retained by the City at all times to provide financial stability. A properly sized and configured fund balance in each operating fund is essential in accomplishing this. The Governmental Accounting Standards Board requires that General Fund balance elements be structured in five categories that span a continuum of use constraints that classify a fund's net resources from those that have the most constraints placed on their use to the least. What was formally accounted for as the "unrestricted" fund balance is now separated into "assigned" and "unassigned" fund balance accounts.*

- Nonspendable Fund Balance -- amounts that cannot be spent because of form (such as inventory) or because of legally or contractual requirements (such as the principal of an endowment fund, pre-paid items, or long-term receivables).
- Restricted Fund Balance -- amounts that are constrained to being used for a specific purpose by external parties (such as grantors, bondholders, or the state or federal governments), through constitutional provisions, or by enabling legislation. Such restrictions normally cannot be removed by City Council.
- Committed Fund Balance -- amounts committed by ordinance for specific purposes by the City Council itself. Council can likewise remove such constraints through an amending ordinance. These relate to expenditures that are not expected to occur routinely. Examples include reserves established by Council to construct a new facility or to purchase property for an industrial park.
- Assigned Fund Balance -- amounts that Council sets aside for specific purposes, but with fewer restrictions than intended with restricted or committed fund balance amounts. Examples include the City's special revenue, capital project, debt service, and budget or rate stabilization funds.
- Unassigned Fund Balance -- amounts that have not been restricted, committed, or assigned and are therefore available for any Council-authorized purpose.

In the case of municipal funds other than the General Fund (for example, utility and enterprise funds) assigned and unassigned fund balances remain combined in "unrestricted" fund balance accounts.

* GASB Statement No. 54, "Fund Balance Reporting and Governmental Fund Type Definitions," effective for fiscal periods beginning after June 15, 2010.

Changes in Fund Balance – General Fund

	Actual 2011-12	Actual 2012-13	Actual 2013-14	Adopted 2014-15	Adopted 2015-16
Revenues					
Property taxes	\$ 27,284,133	\$ 27,848,904	\$ 27,754,056	\$ 28,192,220	\$ 28,109,420
Local taxes	23,110,519	23,413,891	24,396,546	23,349,000	23,857,000
Fines and forfeitures	589,063	539,186	520,154	574,400	565,200
Permits, privilege fees, and regulatory licenses	182,461	217,675	218,083	209,180	221,030
Revenue from use of money and property	1,422,237	936,699	1,446,701	919,280	950,340
Charges for services	3,572,557	2,561,408	3,411,896	3,235,070	3,284,440
Miscellaneous & Contributions	54,156	58,678	90,870	123,000	125,000
Recovered costs	5,774,490	6,003,288	6,290,842	5,526,140	6,159,760
Intergovernmental ⁽¹⁾	26,780,931	20,962,196	18,139,469	19,061,690	19,390,920
Total revenues	88,770,547	82,541,925	82,268,617	81,189,980	82,663,110
Expenditures					
General government	7,349,502	7,465,889	7,509,999	7,653,370	8,036,370
Judicial administration	5,319,681	5,857,636	6,023,740	6,166,780	6,397,310
Public safety	25,882,155	24,570,118	26,524,804	25,453,460	25,813,070
Public Works ⁽¹⁾	11,281,109	3,745,016	3,814,161	4,277,500	4,424,080
Health and welfare	8,351,937	7,775,433	8,158,761	8,254,630	8,501,610
Education	20,462,199	19,380,145	18,724,575	17,399,860	17,399,860
Parks, recreation, and cultural	4,567,776	4,710,663	4,608,958	4,857,260	4,996,800
Community development	1,305,425	1,256,258	1,498,646	2,406,290	1,449,580
Nondepartmental	6,390,130	9,148,205	5,419,946	11,113,680	11,132,940
Debt service					
Principal	4,911,916	2,990,346	1,226,188	1,620,700	1,668,900
Interest	2,323,243	1,340,152	1,129,392	1,331,030	1,515,940
Total expenditures	98,145,073	88,239,861	84,639,170	90,534,560	91,336,460
Excess of revenues over (under) expenditures	(9,374,526)	(5,697,936)	(2,370,553)	(9,344,580)	(8,673,350)
Other financing sources (uses)					
Transfers in	13,632,000	14,483,345	14,931,345	14,830,000	14,830,000
Transfers out	(9,015,451)	(11,871,753)	(11,580,680)	(8,594,170)	(10,703,400)
Bonds issued, including premium/discount	3,849,550	-	4,123,367	-	-
Refunding bonds issued	-	8,266,227	-	-	-
Payments to refunded bond escrow agent	-	(6,226,490)	-	-	-
Total other financing sources (uses)	8,466,099	4,651,329	7,474,032	6,235,830	4,126,600
Net change in fund balances	\$ (908,427)	\$ (1,046,607)	\$ 5,103,479	\$ (3,108,750)	\$ (4,546,750)
Beginning Fund Balance ⁽²⁾	\$ 38,072,014	\$ 37,163,587	\$ 37,768,281	\$ 42,871,760	\$ 39,763,010
Ending Fund Balance	\$ 37,163,587	\$ 36,116,980	\$ 42,871,760	\$ 39,763,010	\$ 35,216,260

(1) In FY 2013, the City created a VDOT Fund to account for State-funded highway and property maintenance. This is why Intergovernmental Revenues and Public Works Expenditures are much less after FY 2012.

(2) FY 2014 Beginning Fund Balance was restated for additional accrued revenues. See the City's FY 2014 CAFR, Note 16, for details.

The [City of Danville's Capital & Special Projects Plan \(CSP\)](#) is a five-year presentation of proposed major capital and special projects for all municipal funds. The first year of funding appropriated and the remaining four years for planning purposes only. Included are projects with provisions for blight removal, economic development, River District renovation, construction, replacement or rehabilitation of public facilities, technology infrastructure, major street improvements, equipment replacement, and utility infrastructure. Careful consideration is given annually to developing a CSP that is economically feasible and prudent, and will provide long-term benefits for the safety and well-being of the community.

The CSP is categorized into General Fund and Utility Fund projects. The 2016-20 Five-Year CSP provides for total revenues and expenditures of \$146,323,780 of which FY 2016 projects total \$22,177,670.

FUNDING

Bonds

This CSP includes the issuance of \$9,946,000 in General Obligation Bonds during FY 2016 to fund projects in the Electric Fund and General Fund departments, including fire, finance, police, information technology, parks & recreation, public schools, public works buildings and grounds, streets, and airport. This represents approximately 44.8% of FY 2016 funding sources. Projects funded with bonds are not included in the Budget Appropriation Ordinance. These projects are appropriated by a Bond Appropriation Ordinance.

Pursuant to Chapter 9, Section 9.7 (A), (D), (E), and (F) of the City Charter, issuance of the following may be authorized by City Council without voter's approval:

- Up to \$6 million of bonds in any one fiscal year to finance capital expenditures excluding capital improvements related to water, sewer, gas, or electric improvements.
- Up to \$10 million of bonds in any one fiscal year to finance capital expenditures relating to the City's water, sewer, gas, electric systems, or other undertaking from which the City may derive a revenue.
- Up to \$25 million of bonds or notes in any one fiscal year for capital expenditures relating to the City's water treatment, wastewater treatment, stormwater treatment, solid waste disposal, recycling facilities, and any extraordinary maintenance improvements or expansions of transmission and/or distribution infrastructure for the electric or gas systems.
- Refunding bonds issued to refinance existing debt.

State Funding

State grants from the Virginia Department of Transportation (VDOT) Revenue Sharing program provide funding for Public Works street projects. Other State grants provide funding to emergency communications to replace the City's E911 telephone system, which has reached its end of life and replacement parts are no longer available. FY 2016

proposes funding in the amount of \$1,425,000, approximately 6.4% of FY 2016 project funding.

State Aid to Localities

Virginia Fire Service Program provides funding for qualified projects. These projects are required to fund purchases not included in the Fire Department's operating budget. With the 1987 annexation, the City used these funds in combination with General Fund current revenues to pay debt service for lease-purchases of fire apparatus equipment. In FY 2004, a Fire Apparatus Replacement Program was instituted to provide pay-as-you-go funding of new fire trucks and equipment. Fire pumper trucks have an average life of 15 years and ladder trucks 20 years. The FY 2016 CSP includes \$475,000 toward the Apparatus/Equipment Plan with State funding in the amount of \$120,000.

Current Revenues

This category provides total FY 2016 funding in the amount \$7,858,270, representing 35.4% of FY 2016 funding sources. Utility revenues provide \$5,495,960 while the General Fund provides support of \$2,362,310.

Unreserved Fund Balance

Transfers from the unreserved fund balance include \$1,810,710 from the General Fund and \$350,000 from the Gas Fund and represents 9.7% of project funding.

Other Funding Sources

The Electric Fund's Weatherization and Energy Efficiency program uses revenues from the Power Cost Adjustment in the amount of \$510,000 for FY 2016 which represents 2.3% of project funding.

Also included in the FY 2016 CSP is the recommendation to use \$202,690 from the repayment of the Telvista Loan to fund Economic Development projects. This represents the FY 2015 and 2016 repayments. In the past two fiscal years, this money has been transferred to the General Fund Unreserved Fund Balance at year-end.

PROJECTS

General Fund

Community Development – The Blight Removal Project benefits the City by eliminating derelict structures and repairing owner-occupied structures. Reduction in property blight should stimulate improvement in the housing market and reduce demands on municipal services. The City's image as a great place to live, work, and raise a family will be enhanced.

Economic Development – This category includes the China Strategy, River District Purchase and Improvement Plan and Industrial Site Development. There is no recommended funding for Industrial Site Development for FY 2016.

Finance Department – The project for the Finance Department provides for a solution for the traffic flow situation at the Harris Finance Service Center.

Fire Department – Projects for the Fire Department include the Fire Apparatus/Equipment Replacement Plan, parking lots and access drives improvements, roof replacements, and telephone system replacement. In addition, the rehabilitation of two buildings and the construction of an exhibit per the agreement with the Department of Historic Resources at the new Fire Station/Headquarters on Lynn Street are included.

Information Technology – Technology continues to change and the City needs to stay current with the latest infrastructure, end-of-life replacements of hardware and enhancements that will make the organization more efficient and effective. Projects in this category include the Computer Plan providing for infrastructure needs, Enterprise Resource Planning providing upgrades and enhancements to the City's financial and human resource management systems, and geographic information system upgrades.

Parks and Recreation – Projects in this category include upgrades, maintenance, and renovations to American Legion Stadium, facilities improvements, park improvements, Riverwalk Trail maintenance, upgrades to the City Armory electric system, and park paving projects. Maintaining modern recreational facilities is important to maintaining Danville's favorable quality of life.

Police – Projects in the Police Department include SWAT tactical equipment upgrades, additions to the video surveillance system in the River District, and upgrades to the police firing range. The Adult Detention facility improvements have been a continuing project since 2002. This is a multi-faceted and comprehensive approach to renovating the facility.

Public Works – General maintenance of Buildings and Grounds provides for major repairs and maintenance of city-owned buildings. An annual appropriation for this project is included each year. Annual provision for roof, elevator and HVAC replacements of City buildings has been added to the Five-Year CSP. Roofs, elevators and heating, ventilating, and air conditioning (HVAC) systems are aging and there is a need to establish a plan to address these areas. Other projects include River District street improvements, stormwater improvements, general street improvements, South Boston Road widening, and Stewart Street improvements. The VDOT revenue sharing program will provide funding for most street projects. The State Enhancement Grant program is anticipated to provide 75% funding for the Northside Riverwalk Trail Extension – Central Boulevard to Piedmont Drive scheduled for FY 2016.

Public Schools – The Schools have submitted a request for improvements for Schoolfield Elementary School, Westwood Middle School, and George Washington High School for FY 2016.

Transportation Department – The only Airport project scheduled for FY 2016 is to refurbish hangar buildings. Projects in years two – five include hangar building expansion, rehabilitation of Taxiway A, Crosswind Runway 13/31, and T-Hangar Taxilane.

Utility Funds

Sewer/Wastewater - Public Works sewer projects include annual funding for sewer line reconstruction and new sewer lines/inflow and infiltration reduction. Other major sewer projects scheduled include replacement of Rutledge Creek Sewer lines (FY 2016), Apple Branch Sewer lines (FY 2017), Luna Lake Sewer lines (FY 2019), Pumpkin Creek Tributary Sewer lines (FY 2020), and Sandy Creek Sewer Collector Improvements (FY 2018). Wastewater Treatment Plant projects include continuation of the Northside Plant process modifications and supervisory control and data acquisition (SCADA) implementation

Water – Many of the City's water mains and service lines are old, deteriorating, and have outlived their life expectancies. The Water Line Reconstruction project is a multi-year effort to address the replacement of pipelines causing continuous problems. Other projects include replacement of Ballou distribution water mains, Water Treatment Plant improvements, repair of Schoolfield Dam gate guides, and replacement of a variable frequency Drive for 700 HP pump.

Gas – The Cast Iron Main Replacement Project began in 1994 to replace old cast iron and steel pipelines that have deteriorated and can present a safety hazard. Other projects include northern gas feed, gas main extensions and the Holland Road gas main extension.

Electric – Annual funding is provided for line rebuilds and reconductoring and the automation of the distribution system. There are various projects in distribution, substations, and transmission. The Weatherization – Energy Efficiency Program was implemented in September 2010 to provide Danville Utilities Power & Light Division with the necessary revenue to continue funding our energy efficiency incentive, education, and customer outreach programs.

Telecommunications – nDanville has gradually extended its service to residential neighborhoods on a pay-as-you-go basis. The deployment will continue to expand nDanville into residential neighborhoods while operating debt free.

PROJECT SUMMARIES

On the following pages are five-year CSP summary tables listing all capital projects by Fund/Department. Additionally, FY 2016 funding sources for General Fund, Gas Fund, and Electric Fund projects are included.

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Capital and Special Projects

ALL FUNDS

ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2016 - 2020

Fund/Department	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	5 Yr Total
<u><i>General Fund</i></u>						
Non-Departmental	\$ 250,000	\$ 400,000	\$ 200,000	\$ -	\$ -	\$ 850,000
Community Development	1,650,000	1,250,000	1,150,000	900,000	850,000	5,800,000
Economic Development	670,000	3,950,000	3,950,000	3,950,000	-	12,520,000
Finance Dept	78,000	-	-	-	-	78,000
Fire Department	929,000	379,800	465,000	489,000	489,000	2,751,800
General Assembly - Circuit Court	-	639,420	-	-	300,000	939,420
Information Technology	775,050	800,000	1,450,000	450,000	450,000	3,925,050
Parks & Recreation	670,000	725,000	237,000	455,000	125,000	2,212,000
Police Department - Admin	260,660	-	-	16,000,000	-	16,260,660
Police Department - Adult Detention	350,000	155,000	-	220,000	-	725,000
P/W - Building & Grounds	954,000	928,000	875,000	834,000	954,000	4,545,000
P/W Engineering & Street	2,850,000	3,300,000	1,800,000	2,800,000	1,800,000	12,550,000
Public Schools	2,620,000	3,790,000	2,225,000	2,815,000	1,788,000	13,238,000
Transportation Services	265,000	7,382,890	-	-	-	7,647,890
General Fund Total	\$ 12,321,710	\$ 23,700,110	\$ 12,352,000	\$ 28,913,000	\$ 6,756,000	\$ 84,042,820
<u><i>Wastewater Fund</i></u>						
Sewers	\$ 1,250,000	\$ 1,250,000	\$ 1,300,000	\$ 1,250,000	\$ 1,300,000	\$ 6,350,000
Wastewater Treatment	550,000	1,000,000	400,000	400,000	400,000	2,750,000
Wastewater Fund Total	\$ 1,800,000	\$ 2,250,000	\$ 1,700,000	\$ 1,650,000	\$ 1,700,000	\$ 9,100,000
<u><i>Water Fund</i></u>						
Distribution	\$ 725,000	\$ 900,000	\$ 1,000,000	\$ 1,100,000	\$ 1,000,000	\$ 4,725,000
Water Treatment	430,000	400,000	400,000	300,000	400,000	1,930,000
Water Fund Total	\$ 1,155,000	\$ 1,300,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 6,655,000
<u><i>Gas Fund</i></u>						
Distribution	\$ 1,500,000	\$ 1,500,000	\$ 4,705,000	\$ 8,000,000	\$ 3,400,000	\$ 19,105,000
Gas Fund Total	\$ 1,500,000	\$ 1,500,000	\$ 4,705,000	\$ 8,000,000	\$ 3,400,000	\$ 19,105,000
<u><i>Electric Fund</i></u>						
Distribution	\$ 500,000	\$ 2,050,000	\$ 1,690,000	\$ 1,690,000	\$ 1,690,000	\$ 7,620,000
Load Management	-	1,000,000	1,000,000	-	-	2,000,000
Sub-Stations	2,000,000	1,610,000	1,620,000	1,720,000	1,650,000	8,600,000
Transmission	2,000,000	-	-	-	-	2,000,000
Miscellaneous	510,000	2,900,000	500,000	500,000	500,000	4,910,000
Electric Fund Total	\$ 5,010,000	\$ 7,560,000	\$ 4,810,000	\$ 3,910,000	\$ 3,840,000	\$ 25,130,000

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ALL FUNDS
ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2016 - 2020

Fund/Department	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	5 Yr Total
<i><u>Telecommunications</u></i>						
Distribution	\$ 390,960	\$ 450,000	\$ 450,000	\$ 500,000	\$ 500,000	\$ 2,290,960
<i>Telecommunications Total</i>	\$ 390,960	\$ 450,000	\$ 450,000	\$ 500,000	\$ 500,000	\$ 2,290,960
	<u>\$ 22,177,670</u>	<u>\$ 36,760,110</u>	<u>\$ 25,417,000</u>	<u>\$ 44,373,000</u>	<u>\$ 17,596,000</u>	<u>\$ 146,323,780</u>
Funding:						
General Fund Revenues	\$ 2,242,310	\$ -	-	-	-	\$ 2,242,310
Fund Balance	2,160,710	-	3,205,000	6,500,000	1,900,000	13,765,710
Aid to Localities-VA Fire Program	120,000	120,000	120,000	120,000	120,000	600,000
Utility Fund Revenues	5,495,960	-	-	-	-	5,495,960
To Be Determined	-	25,036,998	17,582,000	33,443,000	12,036,000	88,097,998
PCA Revenue	510,000	500,000	500,000	500,000	500,000	2,510,000
State/Federal Grants	1,425,000	5,043,112	700,000	1,400,000	700,000	9,268,112
Other (Reprogrammed Funds)	277,690	2,400,000	-	-	-	2,677,690
Bonds	9,946,000	3,660,000	3,310,000	2,410,000	2,340,000	21,666,000
Total Funding-All Funds:	\$ 22,177,670	\$ 36,760,110	\$ 25,417,000	\$ 44,373,000	\$ 17,596,000	\$ 146,323,780

FY 2016 Adopted Budget
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Capital and Special Projects

GENERAL FUND
ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2016

	Fund Balance	Debt Financing	Current Revenues	Grants/CIA	Other - To Be Determined	Total
<u>Non-Departmental</u>						
Riverfront Park Master Plan & Design	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Space Needs Study	50,000	-	-	-	-	50,000
G W Stadium Study	150,000	-	-	-	-	150,000
	<u>\$ 250,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 250,000</u>
<u>Community Development</u>						
Comprehensive Blight Removal	-	-	1,650,000	-	-	1,650,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,650,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,650,000</u>
<u>Economic Development</u>						
E/D River District Purchase Plan	\$ -	\$ -	\$ 367,310	\$ -	\$ 202,690	\$ 570,000
China Strategy Implementation	-	-	100,000	-	-	100,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 467,310</u>	<u>\$ -</u>	<u>\$ 202,690</u>	<u>\$ 670,000</u>
<u>Finance</u>						
Financial Service Center	-	78,000	-	-	-	78,000
	<u>\$ -</u>	<u>\$ 78,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 78,000</u>
<u>Fire</u>						
Fire Station Roof Replacement	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
Fire Apparatus and Equipment Replacement Plan	-	330,000	120,000	-	-	450,000
Public Safety Center - Fire Headquarters	-	140,000	-	-	-	140,000
PSAP Phone System Replacement	-	-	125,000	150,000	-	275,000
Asphalt Resurfacing of Parking and Emergency Access Drives	-	34,000	-	-	-	34,000
	<u>\$ -</u>	<u>\$ 534,000</u>	<u>\$ 245,000</u>	<u>\$ 150,000</u>	<u>\$ -</u>	<u>\$ 929,000</u>
<u>Information Technology</u>						
Enterprise Resource Planning Enhancements & Upgrades	\$ 337,500	\$ -	\$ -	\$ -	\$ -	\$ 337,500
Computer plan	417,550	-	-	-	-	417,550
GIS	20,000	-	-	-	-	20,000
	<u>\$ 775,050</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 775,050</u>

FY 2016 Adopted Budget
Budget Summary
Capital and Special Projects

GENERAL FUND
ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2016

	Fund Balance / Budget Stablization	Debt Financing	Current Revenues	Grants/CIA	Other - To Be Determined	Total
<u><i>Parks Recreation Tourism</i></u>						
Riverwalk Trail	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Park Improvements	120,000	-	-	-	-	120,000
Facility Improvements	-	120,000	-	-	-	120,000
Parks Paving Projects	30,000	-	-	-	-	30,000
City Auditorium Renovation	-	375,000	-	-	-	375,000
	\$ 175,000	\$ 495,000	\$ -	\$ -	\$ -	\$ 670,000
<u><i>Police - Admin</i></u>						
Video Surveillance System in the River District	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
SWAT Tactical Equipment Upgrade	20,000	-	-	-	-	20,000
Police Firing Range Upgrade	40,660	-	-	-	-	40,660
	\$ 60,660	\$ 200,000	\$ -	\$ -	\$ -	\$ 260,660
<u><i>Police - Adult Detention Facility</i></u>						
Adult Detention Facility Improvements	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ 350,000
	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ 350,000
<u><i>Public Works-Bldg and Grounds</i></u>						
Roof Replacement - City Buildings	\$ -	\$ 275,000	\$ -	\$ -	\$ -	\$ 275,000
HVAC Replacement - City Buildings	-	244,000	-	-	-	244,000
General Maintenance of Buildings & Grounds	150,000	-	-	-	-	150,000
Elevator Upgrade	-	285,000	-	-	-	285,000
	\$ 150,000	\$ 804,000	\$ -	\$ -	\$ -	\$ 954,000

FY 2016 Adopted Budget
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GENERAL FUND
ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2016

	Fund Balance / Budget Stablization	Debt Financing	Current Revenues	Grants/CIA	Other - To Be Determined	Total
<u>Public Works-Engineering & Streets</u>						
City-wide Wayfinding/Signage	100,000	-	-	-	-	100,000
River District Street Improvements	-	500,000	-	500,000	-	1,000,000
River District Street Landscaping - Non VDOT	100,000	-	-	-	-	100,000
Stormwater Improvements	-	200,000	-	-	-	200,000
General Street Improvements	-	200,000	-	200,000	-	400,000
South Boston Road WBL Widening	-	125,000	-	125,000	-	250,000
Steward Street Improvements	-	75,000	-	150,000	75,000	300,000
Northside Riverwalk Trail Extension - Central Blvd. to Piedmont Dr.	200,000	-	-	300,000	-	500,000
	<u>\$ 400,000</u>	<u>\$ 1,100,000</u>	<u>\$ -</u>	<u>\$ 1,275,000</u>	<u>\$ 75,000</u>	<u>\$ 2,850,000</u>
<u>Public Schools</u>						
School Improvements	\$ -	\$ 2,620,000	\$ -	\$ -	\$ -	\$ 2,620,000
	<u>\$ -</u>	<u>\$ 2,620,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,620,000</u>
<u>Transportation Services</u>						
Refurbish Hangar Buildings	\$ -	\$ 265,000	\$ -	\$ -	\$ -	\$ 265,000
	<u>\$ -</u>	<u>\$ 265,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 265,000</u>
Project Totals	<u>\$ 1,810,710</u>	<u>\$ 6,446,000</u>	<u>\$ 2,362,310</u>	<u>\$1,425,000</u>	<u>\$ 277,690</u>	<u>\$12,321,710</u>

GAS FUND

ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2016

	Debt Financing	Current Revenues	Fund Balance	Other	Total
<i><u>Distribution</u></i>					
Cast Iron Replacements	\$ -	\$ 1,150,000	\$ 350,000	\$ -	\$ 1,500,000
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Projects	\$ -	\$ 1,150,000	\$ 350,000	\$ -	\$ 1,500,000
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

ELECTRIC FUND
ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2016

	Debt Financing	Current Revenues	Fund Balance	Other	Total
<u>Distribution</u>					
Line Rebuilds and Reconductoring	-	100,000	-	-	100,000
System Reliability Inspections	-	400,000	-	-	400,000
Distribution Total	\$ -	\$ 500,000	\$ -	\$ -	\$ 500,000
<u>Sub-Stations</u>					
Substation Upgrades & Rebuilds	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 2,000,000
Sub-Stations Total	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 2,000,000
<u>Transmission</u>					
69 kV Rebuild Wendell Scott to New Design	\$ 1,500,000	\$ 500,000	\$ -	\$ -	\$ 2,000,000
Sub-Stations Total	\$ 1,500,000	\$ 500,000	\$ -	\$ -	\$ 2,000,000
<u>Miscellaneous</u>					
Weatherization - Energy Efficiency	\$ -	\$ 510,000	\$ -	\$ -	\$ 510,000
Sub-Stations Total	\$ -	\$ 510,000	\$ -	\$ -	\$ 510,000
Total Capital & Non-Capital Projects:	\$ 3,500,000	\$ 1,510,000	\$ -	\$ -	\$ 5,010,000

City recognizes the primary purpose of facilities and equipment is to support provision of public services. Using debt financing to meet the capital needs of the community, the City must balance between debt financing and "pay-as-you-go" methods. The City realizes failure to meet the demands of growth may inhibit its continued economic viability but also realizes too much debt may have detrimental effects.

Tax Support Debt Outstanding, 6/30/15:

General Fund	\$24,473,264
Schools	\$11,420,591
Total	\$35,893,855

Current Tax-Supported Debt Obligations

FY	Principal	Interest	Total	Payout Ratio
Total	\$ 35,893,854	\$ 12,767,853	\$ 48,661,707	
2016	1,581,880	1,446,244	3,028,124	4.4%
2017	2,450,590	1,383,744	3,834,334	11.2%
2018	2,540,234	1,293,499	3,833,733	18.3%
2019	2,636,397	1,198,241	3,834,638	25.7%
2020	2,744,023	1,091,315	3,835,338	33.3%
2021	2,866,776	970,206	3,836,982	41.3%
2022	2,978,190	859,610	3,837,800	49.6%
2023	2,249,184	749,633	2,998,817	55.9%
2024	2,316,748	673,973	2,990,721	62.3%
2025	2,409,833	587,307	2,997,140	69.0%
2026	2,492,999	493,780	2,986,779	76.0%
2027	943,804	391,688	1,335,492	78.6%
2028	983,330	345,706	1,329,036	81.3%
2029	1,027,097	297,722	1,324,819	84.2%
2030	815,184	254,908	1,070,092	86.5%
2031	839,830	217,777	1,057,607	88.8%
2032	876,357	178,561	1,054,918	91.2%
2033	911,767	136,693	1,048,460	93.8%
2034	944,294	93,757	1,038,051	96.4%
2035	544,703	58,187	602,890	97.7%
2036	363,112	33,668	396,780	98.9%
2037	377,522	11,367	388,889	100.0%

Debt Policy

General Authority

The Constitution of Virginia and State Code authorizes localities to issue debt within certain limitations. The Constitution restricts the amount of General Obligation debt – that is, debt payable from general municipal revenues and backed by the full faith and credit of a city – to 10% of the assessed valuation of real property in the jurisdiction plus any applicable limitations set forth in the city's charter. In determining the debt applicable to the 10% legal debt limit, the following types of debt are excluded:

- Notes issued in anticipation of the collection of revenue and maturing within 12 months;
- Bonds secured by the full faith and credit of the municipality, for which the principal and interest payments are made with revenues earned by the utility or facility (double-barrel bonds);
- Bonds of the municipality, the principal and interest on which are payable exclusively from the revenues and receipts of a utility system or other specific undertaking from which a city may derive a revenue (revenue bonds); and
- Financial instruments on which the debt service payments are contingent upon annual appropriations by the governing body (lease purchase agreements and reimbursable agreements).

With the following exceptions, the City Charter is more restrictive in providing that no debt shall be issued until approved by a majority of the qualified voters at an election. Issuance of the following may be authorized by City Council without voters' approval:

- Up to \$6 million of bonds in any one fiscal year to finance capital expenditures, excluding capital improvements related to water, sewer, gas, and/or electric improvements.
- Up to \$10 million of bonds in any one fiscal year to finance capital expenditures relating to the City's water, sewer, gas, or electric systems or other undertaking from which the City may derive a revenue.
- Up to \$25 million of bonds or notes in any one fiscal year for capital expenditures relating to the City's water treatment, wastewater treatment, stormwater treatment, solid waste disposal, or recycling facilities, and any extraordinary maintenance improvements or expansions of transmission, and distribution infrastructure for the electric or gas systems.
- Bonds of any amount necessary to pay costs or expenditures related to annexation.
- Refunding bonds issued to refinance existing debt.
- Notes issued in anticipation of revenue not to exceed \$500,000 with a maximum maturity of 24 months.
- Contractual obligations other than bonds and notes, such as lease-purchase contracts.

City of Danville Standards

The City will maintain the following standards to ensure a higher level of financial security than that afforded by meeting minimum State standards:

- **Debt to Assessed Value:** Debt supported by General Fund tax revenue will not exceed 3.0% of total taxable assessed value of property within City limits. For the purposes of calculating this ratio, assessed value shall include real property and personal property.

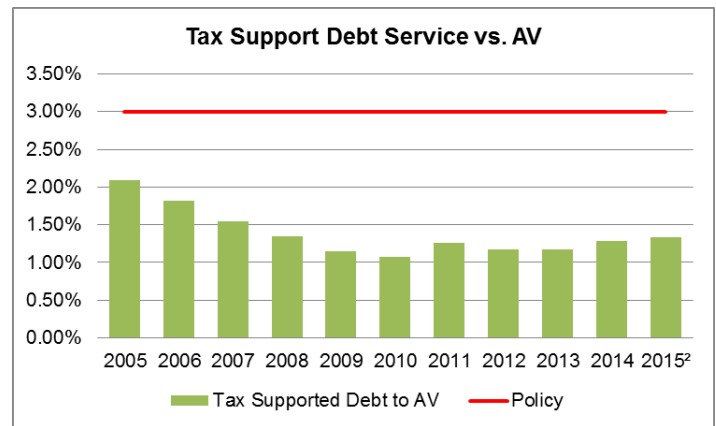
Tax Support Debt Service vs. Assessed Value

Fiscal Year	Assessed Value	Tax Supported Debt ¹	Tax Supported Debt to AV
2005	2,273,291,592	47,508,764	2.09%
2006	2,372,864,914	43,153,899	1.82%
2007	2,497,659,386	38,718,151	1.55%
2008	2,531,311,088	34,213,375	1.35%
2009	2,664,746,381	30,604,652	1.15%
2010	2,686,875,502	28,875,765	1.07%
2011	2,660,962,178	33,563,634	1.26%
2012	2,702,338,379	31,756,730	1.18%
2013	2,675,917,254	31,523,096	1.18%
2014	2,689,711,757	34,600,414	1.29%
2015 ²	2,692,400,532	35,893,854	1.33%

¹Debt for the General Fund/Schools only. Includes Lease Revenue debt. Does not include debt of Utility/Enterprise funds, even if General Obligation as such debt is considered self-supporting

²Estimate - public service corporation number is revised in October of each year and adjusted accordingly

Source: CAFR, City Staff - Assessed Value refers to Real and Personal Property

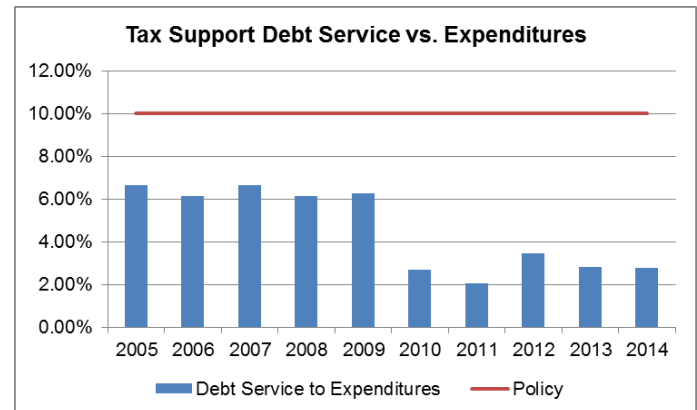


- **Debt Service to Expenditures:** Debt service paid from general tax revenue will not exceed 10% of total General Fund Expenditures, including transfers out.

Tax Support Debt Service vs. Expenditures

Fiscal Year	Tax Supported Debt Service ¹	General Fund Expenditures	Debt Service to Expenditures
2005	5,402,562	80,881,074	6.68%
2006	5,093,135	82,861,871	6.15%
2007	5,748,291	86,500,331	6.65%
2008	5,680,693	92,456,962	6.14%
2009	5,930,414	94,366,647	6.28%
2010	2,497,287	91,791,747	2.72%
2011	1,908,664	93,089,850	2.05%
2012	3,386,481	98,145,073	3.45%
2013	2,506,015	88,239,861	2.84%
2014	2,355,580	84,639,170	2.78%

¹Debt Service per Statement of Revenues, Expenditures and Changes in Fund Balance with the following adjustments: 2012: Net of \$3,848,678 in refunded principal; 2013: Net of \$1,824,483 in refunded principal. Source: CAFR, City Finance Department



- Debt Payout Ratio: The City will structure its bond issues to maintain an overall 10-year payout ratio (the amount of principal retired within 10 years) of not less than 60%.
- Derivatives: The City will not use interest rate exchange agreements, swaps, or other derivatives in managing its debt portfolio.

Other standards adhered to by the City of Danville include the following:

- No debt will be issued until an ordinance has been adopted by Council by affirmative vote of two-thirds (six of nine) of its members.
- Long-term borrowing for capital improvements will be confined to such improvements and projects that cannot be reasonably financed from current revenues.
- In consideration of bond issue cost, bond issues shall be appropriately sized, preferably not less than \$3 million. Several projects may be grouped together in a single bond issue. However, no single project element should cost less than \$100,000, as lower level expenditures will be included in operating budgets and financed with current revenues.
- Capital improvements that are financed by issuing general obligation bonds, revenue bonds, or other long-term debt, including lease-purchase obligations, will be repaid within a period not to exceed the expected useful life of the improvement.
- Unless required to be credited to a trustee held account by requirements of a trust indenture, it is the accounting policy of the City to recognize temporary investment earnings on bond proceeds in the General Fund in order to match transfers out to the Debt Service Fund for bond interest expenditures.
- To maintain a predictable debt service burden, the City will give preference to debt that carries a fixed interest rate. However, consideration may be given to variable rate debt. Conservative estimates will be used in budgeting variable rate debt service interest expenses. Variable rate debt will be limited to no more than 20% of total outstanding debt.

Long & Medium-Term Debt

The City makes use of general obligation and revenue bonds for debt financing normally extending over 20 to 30 years and lease-purchase financing for debt paid over five to 10 years.

- General Obligation Bonds -- General obligation bonds will be used for public improvement projects that have a direct benefit to the citizens of Danville. General obligation bonds may be used to finance utility projects if doing so is more cost effective than using revenue bonds.
- Revenue Bonds -- The City uses revenue bonds to finance utility projects when general obligation bonds are not feasible or cost effective.
- Lease-Purchases -- Lease-purchase obligations, bonds, or other debt instruments may be used as a medium-term (4 to 10 years) method of borrowing for the financing of vehicles, specialized equipment, or capital improvements. Assets with a longer

useful life may be lease financed if it is determined it is in the City's best interest. The equipment or improvement must have an expected life of more than five years and cost in excess of \$100,000. Such debt will be paid before expiration of the expected life of the equipment or improvement acquired.

Short-Term Debt

The City's policies regarding fund balance and unrestricted cash reserves are designed to eliminate the need to borrow to meet operating cash flow requirements. However, from time to time, as part of an overall plan to stabilize utility rates and manage its utility business over a multi-year planning period, the City may borrow on a short-term basis through the issuance of short-term notes or through the procurement of a line of credit. Security for the notes or line of credit may include a pledge of utility revenues on a gross or net basis or the general obligation pledge of the City. Bond Anticipation Notes (BANs) may be issued for capital related cash purposes to reduce the debt service during the construction period of a project or to provide interim financing. BAN financing is limited to five years or less.

Reference: City of Danville Financial Policies, Section 9 - Debt, amended May 2015

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.

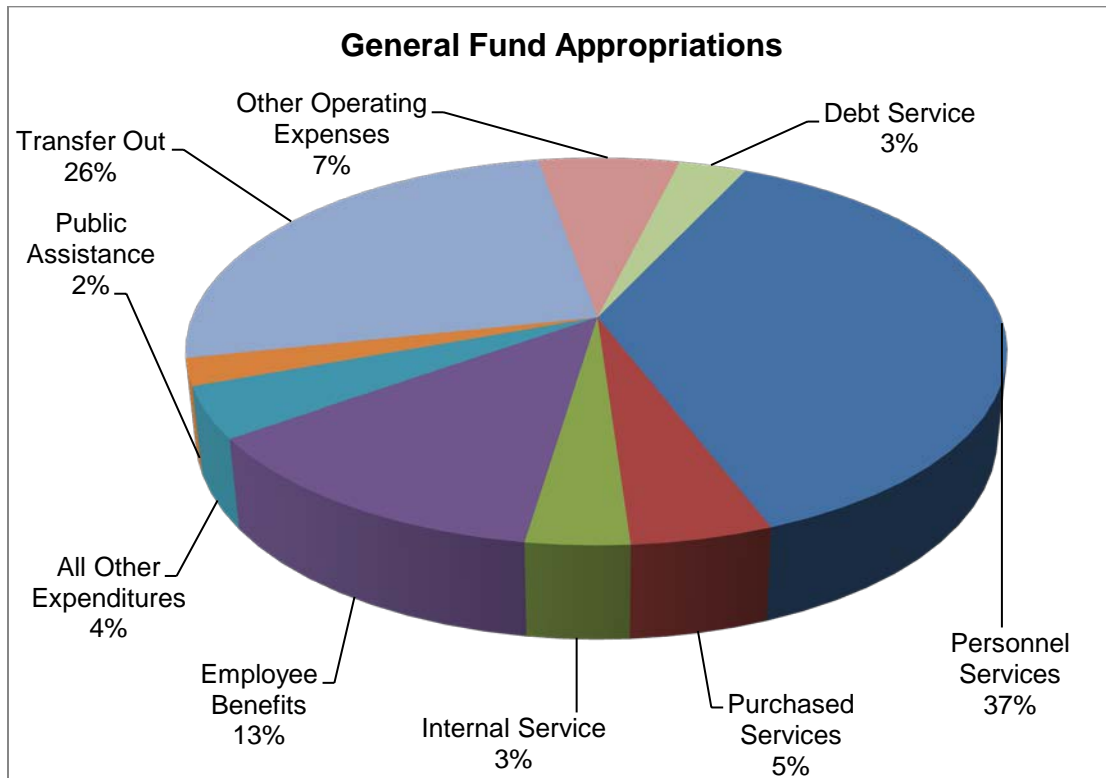
History of Revenues

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
General Property Tax	\$ 28,050,906	\$ 27,970,843	\$ 28,192,220	\$ 28,109,420	\$ (82,800)
Other Local Taxes	\$ 23,230,583	\$ 24,181,651	\$ 23,349,000	\$ 23,857,000	\$ 508,000
Licenses, Permits, Privilege	\$ 217,679	\$ 218,083	\$ 209,180	\$ 221,030	\$ 11,850
Fines/Forfeiture	\$ 614,134	\$ 597,039	\$ 574,400	\$ 565,200	\$ (9,200)
Rev-Use Money/Property	\$ 1,337,398	\$ 910,952	\$ 919,280	\$ 950,340	\$ 31,060
Charges for Services	\$ 3,088,526	\$ 3,273,555	\$ 3,235,070	\$ 3,284,440	\$ 49,370
Miscellaneous Revenue	\$ 30,211	\$ 52,030	\$ 123,000	\$ 125,000	\$ 2,000
Recovered Cost	\$ 5,551,676	\$ 5,845,170	\$ 5,526,140	\$ 6,159,760	\$ 633,620
Non-Revenue Receipts	\$ -	\$ 4,085,000	\$ -	\$ -	\$ -
Non-Cat Aid State	\$ 5,964,891	\$ 6,029,062	\$ 5,808,000	\$ 5,905,000	\$ 97,000
CA State Shared	\$ 4,175,868	\$ 4,449,442	\$ 4,610,290	\$ 4,789,680	\$ 179,390
Cat Aid State	\$ 7,379,014	\$ 7,479,839	\$ 8,643,400	\$ 8,696,240	\$ 52,840
Transfers In	\$ 14,382,000	\$ 14,830,000	\$ 14,830,000	\$ 14,830,000	\$ -
Transfers from Fund Balance	\$ -	\$ -	\$ 3,108,750	\$ 4,546,750	\$ 1,438,000
	\$ 94,022,886	\$ 99,922,666	\$ 99,128,730	\$ 102,039,860	\$ 2,911,130

General Fund – FY 2016 Adopted Budget

Summary of Revenues

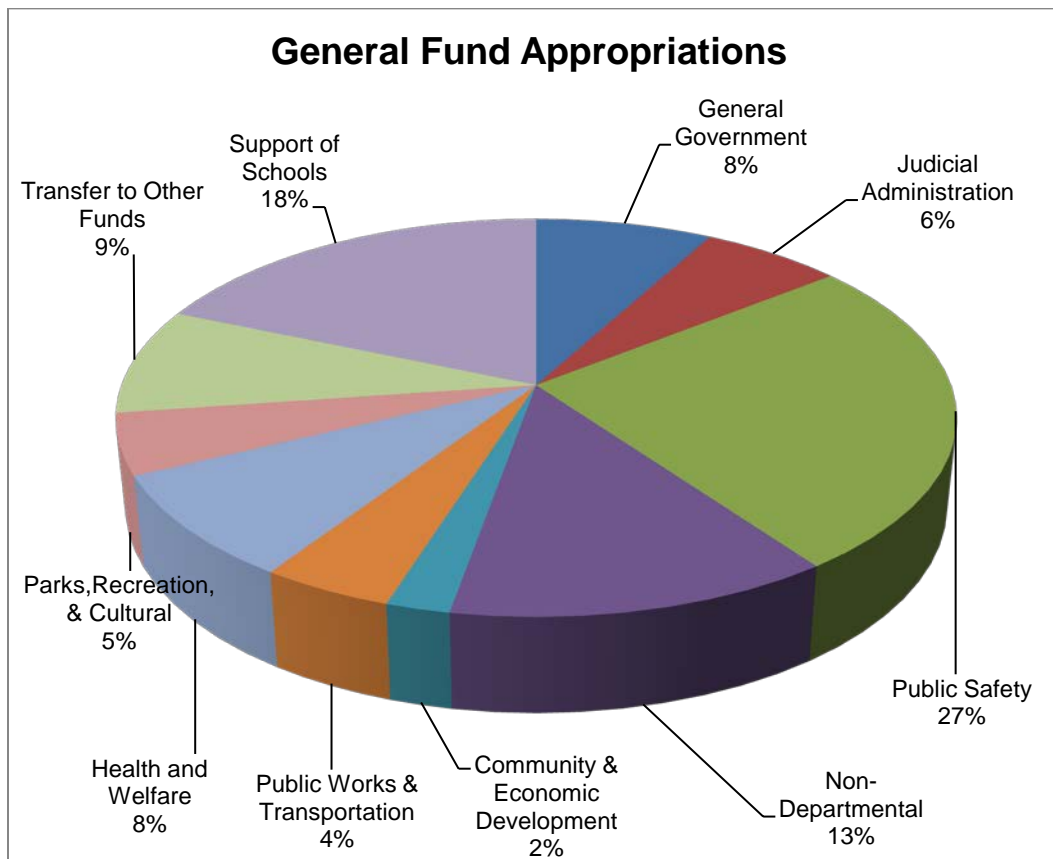
<u>Revenue</u>		
General Property Tax	\$ 28,109,420	27%
Other Local Taxes	\$ 23,857,000	23%
Charges for Services	\$ 3,284,440	3%
Recovered Cost	\$ 6,159,760	6%
Non-Cat Aid State	\$ 5,905,000	6%
CA State Shared	\$ 4,789,680	5%
Cat Aid State	\$ 8,696,240	9%
Other Revenue Sources	\$ 1,861,570	2%
Transfers In	\$ 19,376,750	19%
	\$ 102,039,860	100%



General Fund – FY 2016 Adopted Budget

Summary of Expenditures

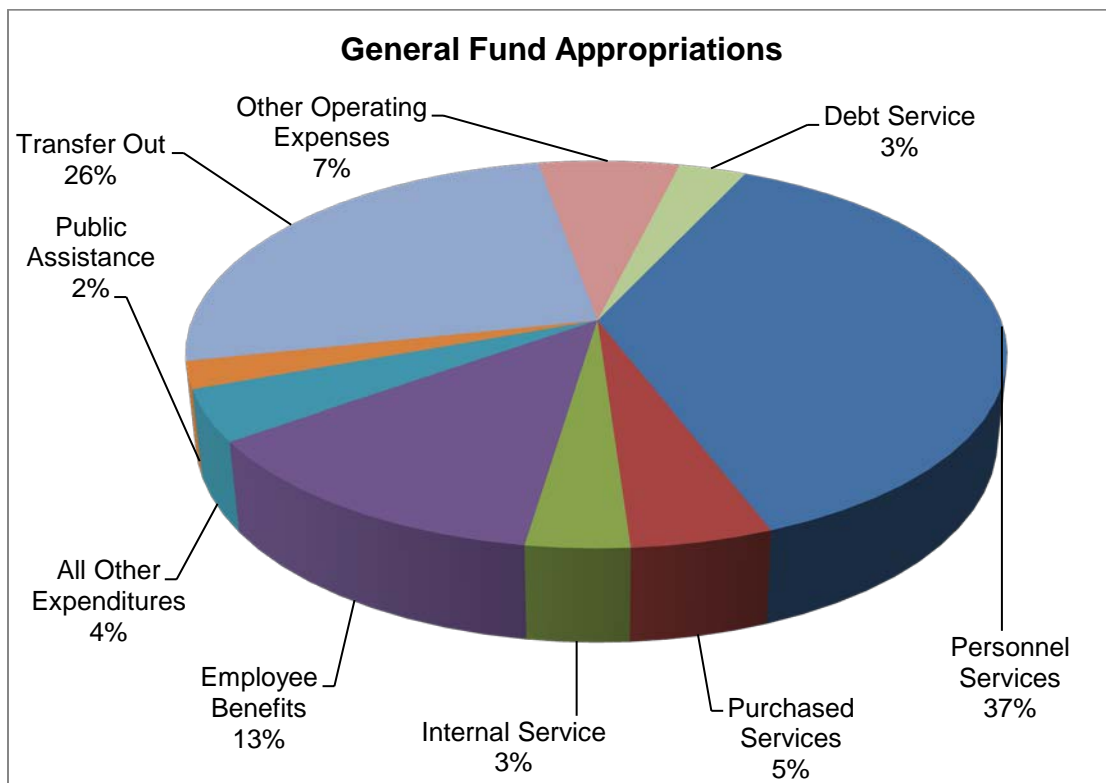
General Government	\$ 8,036,370	8%
Judicial Administration	\$ 6,397,310	6%
Public Safety	\$ 25,910,760	25%
Non-Departmental	\$ 12,846,170	13%
Community & Economic Development	\$ 2,138,970	2%
Public Works & Transportation	\$ 4,424,080	4%
Health and Welfare	\$ 8,554,360	8%
Parks, Recreation, & Cultural	\$ 4,995,600	5%
Transfer to Other Funds	\$ 8,718,910	9%
Support of Schools	\$ 18,722,230	18%
Support of Other Entities	\$ 1,295,100	1%
	\$ 102,039,860	100%



General Fund – FY 2016 Adopted Budget

Summary of Expenditures by Activity

Personnel Services	\$	37,977,330	37%
Purchased Services	\$	4,851,880	5%
Internal Service	\$	3,530,240	3%
Employee Benefits	\$	13,042,060	13%
All Other Expenditures	\$	4,318,290	4%
Public Assistance	\$	2,307,930	2%
Transfer Out	\$	26,118,770	26%
Other Operating Expenses	\$	6,708,520	7%
Debt Service	\$	3,184,840	3%
	\$	102,039,860	100%



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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 40,000	\$ 40,000	\$ 80,000	\$ 80,000	\$ -
Employee Benefits	\$ 3,060	\$ 3,060	\$ 6,120	\$ 6,120	\$ -
Purchased Services	\$ 3,048	\$ 1,639	\$ 2,000	\$ 2,000	\$ -
Internal Service	\$ 37	\$ 503	\$ 2,540	\$ 2,540	\$ -
Other Operating Expenses	\$ 30,812	\$ 27,993	\$ 29,000	\$ 83,900	\$ 54,900
	\$ 76,957	\$ 73,195	\$ 119,660	\$ 174,560	\$ 54,900

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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 7,000	\$ 7,000	\$ 12,000	\$ 12,000	\$ -
Employee Benefits	\$ 536	\$ 536	\$ 770	\$ 920	\$ 150
Internal Service	\$ 132	\$ -	\$ -	\$ -	\$ -
Other Operating Expenses	\$ 1,473	\$ 2,360	\$ 520	\$ 1,600	\$ 1,080
	\$ 9,141	\$ 9,896	\$ 13,290	\$ 14,520	\$ 1,230

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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 375,304	\$ 417,395	\$ 417,500	\$ 419,070	\$ 1,570
Employee Benefits	\$ 68,379	\$ 85,211	\$ 63,650	\$ 61,350	\$ (2,300)
Purchased Services	\$ 19,051	\$ 7,338	\$ 5,000	\$ 7,900	\$ 2,900
Internal Service	\$ 10,887	\$ 14,149	\$ 21,260	\$ 19,070	\$ (2,190)
Other Operating Expenses	\$ 24,399	\$ 27,976	\$ 27,050	\$ 41,500	\$ 14,450
Capital Outlay	\$ 549	\$ 12,938	\$ 4,300	\$ -	\$ (4,300)
	\$ 498,569	\$ 565,007	\$ 538,760	\$ 548,890	\$ 10,130

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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 36,050	\$ 39,319	\$ 39,320	\$ 41,600	\$ 2,280
Employee Benefits	\$ 7,130	\$ 8,234	\$ 6,430	\$ 6,130	\$ (300)
Purchased Services	\$ 18,982	\$ 16,823	\$ 15,000	\$ 16,300	\$ 1,300
Internal Service	\$ 707	\$ 361	\$ 500	\$ 1,130	\$ 630
Other Operating Expenses	\$ 11,892	\$ 8,995	\$ 12,300	\$ 15,630	\$ 3,330
Capital Outlay	\$ -	\$ 1,199	\$ 300	\$ 3,600	\$ 3,300
	\$ 74,761	\$ 74,931	\$ 73,850	\$ 84,390	\$ 10,540

River City TV serves as the City of Danville's government-educational access channel. The mission of River City TV is to keep the citizens of Danville well-informed of the functions of local government and the Danville Public School System.

The channel is managed and operated by the City of Danville's Multimedia Media Design Manager through the City's cable franchise agreement.

Notes

- This activity moved from the Telecommunications Fund to the General Fund in FY 2015

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ -	\$ -	\$ 53,150	\$ 58,950	\$ 5,800
Employee Benefits	\$ -	\$ -	\$ 8,690	\$ 8,650	\$ (40)
Purchased Services	\$ -	\$ -	\$ 14,400	\$ 14,400	\$ -
Internal Service	\$ -	\$ -	\$ 5,000	\$ 9,430	\$ 4,430
Other Operating Expenses	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ -
Capital Outlay	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ -
	\$ -	\$ -	\$ 93,740	\$ 103,930	\$ 10,190

FY 2016 Adopted Budget
General Fund
General Government
Human Resources - 0110901

The Department of Human Resources strives to serve as an innovative and proactive business partner supporting the mission and values of the City of Danville while striving to make the City an employer of choice. This is done by providing consistent and professional support to City staff through efficient and strategic recruitment, development, and retention of a diversified and competent workforce.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 307,380	\$ 309,232	\$ 321,650	\$ 337,700	\$ 16,050
Employee Benefits	\$ 68,206	\$ 67,228	\$ 64,070	\$ 60,400	\$ (3,670)
Purchased Services	\$ 311,216	\$ 276,835	\$ 268,150	\$ 348,170	\$ 80,020
Internal Service	\$ 5,563	\$ 8,806	\$ 10,890	\$ 13,230	\$ 2,340
Other Operating Expenses	\$ 22,335	\$ 19,617	\$ 25,890	\$ 33,540	\$ 7,650
Capital Outlay	\$ 2,863	\$ 1,112	\$ -	\$ 1,250	\$ 1,250
	\$ 717,563	\$ 682,830	\$ 690,650	\$ 794,290	\$ 103,640

FY 2016 Adopted Budget
General Fund
General Government
City Manager's Office: Budget Office - 0111501

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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 68,373	\$ 67,713	\$ 67,720	\$ 80,020	\$ 12,300
Employee Benefits	\$ 13,939	\$ 14,256	\$ 11,080	\$ 11,750	\$ 670
Purchased Services	\$ 557	\$ 988	\$ -	\$ -	\$ -
Internal Service	\$ 2,150	\$ 7,728	\$ 4,800	\$ 4,320	\$ (480)
Other Operating Expenses	\$ 670	\$ 454	\$ 1,820	\$ 1,330	\$ (490)
Capital Outlay	\$ -	\$ 878	\$ -	\$ -	\$ -
	\$ 85,689	\$ 92,017	\$ 85,420	\$ 97,420	\$ 12,000

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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 238,545	\$ 247,120	\$ 252,280	\$ 259,370	\$ 7,090
Employee Benefits	\$ 47,899	\$ 51,666	\$ 41,220	\$ 38,060	\$ (3,160)
Purchased Services	\$ 749	\$ 37,492	\$ 15,150	\$ 15,150	\$ -
Internal Service	\$ 1,393	\$ 3,239	\$ 4,100	\$ 4,350	\$ 250
Other Operating Expenses	\$ 19,102	\$ 18,703	\$ 22,740	\$ 35,600	\$ 12,860
Capital Outlay	\$ 4,900	\$ 2,705	\$ 750	\$ 200	\$ (550)
	\$ 312,588	\$ 360,925	\$ 336,240	\$ 352,730	\$ 16,490

FY 2016 Adopted Budget
General Fund
General Government
Legislative Affairs - 0112401

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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Purchased Services	\$ 47,627	\$ 52,578	\$ 50,000	\$ 53,000	\$ 3,000
Other Operating Expenses	\$ 14,338	\$ 14,784	\$ 14,670	\$ 14,670	\$ -
	\$ 61,965	\$ 67,362	\$ 64,670	\$ 67,670	\$ 3,000

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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Purchased Services	\$ 80,887	\$ 135,022	\$ 125,000	\$ 150,000	\$ 25,000
	\$ 80,887	\$ 135,022	\$ 125,000	\$ 150,000	\$ 25,000

FY 2016 Adopted Budget
General Fund
General Government
Commissioner of Revenue - 0113001

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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 388,572	\$ 397,622	\$ 400,690	\$ 399,640	\$ (1,050)
Employee Benefits	\$ 72,911	\$ 74,792	\$ 76,900	\$ 76,230	\$ (670)
Purchased Services	\$ 6,279	\$ 6,243	\$ 6,600	\$ 6,600	\$ -
Internal Service	\$ 5,003	\$ 13,324	\$ 16,320	\$ 15,960	\$ (360)
Other Operating Expenses	\$ 20,299	\$ 18,009	\$ 22,220	\$ 21,870	\$ (350)
Capital Outlay	\$ -	\$ 3,382	\$ 1,000	\$ 1,000	\$ -
	\$ 493,064	\$ 513,372	\$ 523,730	\$ 521,300	\$ (2,430)

FY 2016 Adopted Budget
General Fund
General Government
Real Estate Assessment - 0113301

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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 272,260	\$ 270,495	\$ 270,500	\$ 276,380	\$ 5,880
Employee Benefits	\$ 55,160	\$ 57,574	\$ 44,200	\$ 40,560	\$ (3,640)
Purchased Services	\$ 430	\$ 61	\$ 700	\$ 700	\$ -
Internal Service	\$ 17,545	\$ 22,660	\$ 18,230	\$ 19,360	\$ 1,130
Other Operating Expenses	\$ 13,301	\$ 4,534	\$ 17,430	\$ 9,260	\$ (8,170)
Capital Outlay	\$ 3,900	\$ -	\$ -	\$ -	\$ -
	\$ 362,596	\$ 355,324	\$ 351,060	\$ 346,260	\$ (4,800)

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

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 1,440	\$ -	\$ 1,800	\$ -	\$ (1,800)
Employee Benefits	\$ 110	\$ -	\$ 140	\$ -	\$ (140)
Purchased Services	\$ 278	\$ -	\$ 300	\$ -	\$ (300)
	\$ 1,828	\$ -	\$ 2,240	\$ -	\$ (2,240)

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; 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; and providing collection of delinquent accounts by using appropriate collection methods to include court proceedings, distress warrants, tax liens, etc.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 399,729	\$ 430,172	\$ 441,400	\$ 445,240	\$ 3,840
Employee Benefits	\$ 80,553	\$ 90,567	\$ 72,120	\$ 65,330	\$ (6,790)
Purchased Services	\$ 74,878	\$ 84,789	\$ 63,650	\$ 70,800	\$ 7,150
Internal Service	\$ 12,827	\$ 25,888	\$ 27,880	\$ 27,370	\$ (510)
Other Operating Expenses	\$ 138,010	\$ 156,274	\$ 156,580	\$ 155,300	\$ (1,280)
Capital Outlay	\$ 7,654	\$ 775	\$ 14,000	\$ 200	\$ (13,800)
	\$ 713,651	\$ 788,465	\$ 775,630	\$ 764,240	\$ (11,390)

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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 158,874	\$ 163,243	\$ 163,640	\$ 166,370	\$ 2,730
Employee Benefits	\$ 31,365	\$ 32,100	\$ 33,500	\$ 34,060	\$ 560
Purchased Services	\$ 402	\$ 311	\$ 400	\$ 360	\$ (40)
Internal Service	\$ 7,545	\$ 10,741	\$ 7,510	\$ 7,320	\$ (190)
Other Operating Expenses	\$ 8,774	\$ 6,786	\$ 9,050	\$ 8,900	\$ (150)
Capital Outlay	\$ -	\$ -	\$ -	\$ (3,700)	\$ 3,700
	\$ 206,960	\$ 213,181	\$ 214,100	\$ 220,710	\$ 6,610

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 Collections, Purchasing, Central Services, Employees Retirement System, Internal Audit, and Real Estate Assessment.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 133,638	\$ 144,578	\$ 133,640	\$ 133,600	\$ (40)
Employee Benefits	\$ 27,704	\$ 29,772	\$ 21,840	\$ 19,600	\$ (2,240)
Purchased Services	\$ -	\$ 65	\$ 220	\$ -	\$ (220)
Internal Service	\$ 772	\$ 1,996	\$ 2,630	\$ 3,510	\$ 880
Other Operating Expenses	\$ 7,227	\$ 6,767	\$ 9,060	\$ 14,620	\$ 5,560
	\$ 169,341	\$ 183,178	\$ 167,390	\$ 171,330	\$ 3,940

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, accounts payable, grant reporting, 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 of daily financial operation of the City's Retirement System. The accounting and financial reporting for the Regional Industrial Facility Authority and the Industrial Development Authority 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-eight 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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 427,323	\$ 435,005	\$ 435,190	\$ 463,330	\$ 28,140
Employee Benefits	\$ 84,038	\$ 92,025	\$ 73,050	\$ 67,980	\$ (5,070)
Purchased Services	\$ 10,900	\$ 13,858	\$ 42,100	\$ 43,040	\$ 940
Internal Service	\$ 7,143	\$ 13,183	\$ 16,090	\$ 13,240	\$ (2,850)
Other Operating Expenses	\$ 19,997	\$ 21,467	\$ 24,840	\$ 26,280	\$ 1,440
Capital Outlay	\$ 698	\$ 7,265	\$ 870	\$ 870	\$ -
	\$ 550,099	\$ 582,803	\$ 592,140	\$ 614,740	\$ 22,600

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.

Funding for this position is split between Finance: Internal Auditor and Finance: Accounting.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 71,850	\$ 35,925	\$ 35,930	\$ 37,100	\$ 1,170
Employee Benefits	\$ 14,746	\$ 7,708	\$ 7,810	\$ 5,450	\$ (2,360)
Internal Service	\$ 143	\$ 1,177	\$ 550	\$ 580	\$ 30
Other Operating Expenses	\$ 1,856	\$ 1,049	\$ 2,390	\$ 3,100	\$ 710
	\$ 88,595	\$ 45,859	\$ 46,680	\$ 46,230	\$ (450)

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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 218,131	\$ 216,491	\$ 217,170	\$ 231,360	\$ 14,190
Employee Benefits	\$ 41,523	\$ 43,343	\$ 33,600	\$ 32,420	\$ (1,180)
Purchased Services	\$ 47,625	\$ 45,086	\$ 60,000	\$ 47,400	\$ (12,600)
Internal Service	\$ 4,668	\$ 7,674	\$ 16,170	\$ 16,480	\$ 310
Other Operating Expenses	\$ 9,499	\$ 9,883	\$ 13,720	\$ 13,650	\$ (70)
	\$ 321,446	\$ 322,477	\$ 340,660	\$ 341,310	\$ 650

FY 2016 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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 1,178,937	\$ 1,191,212	\$ 1,304,030	\$ 1,279,800	\$ (24,230)
Employee Benefits	\$ 231,739	\$ 247,908	\$ 212,890	\$ 185,330	\$ (27,560)
Purchased Services	\$ 878,909	\$ 789,523	\$ 895,840	\$ 986,800	\$ 90,960
Internal Service	\$ 6,380	\$ 75,682	\$ 53,260	\$ 66,750	\$ 13,490
Other Operating Expenses	\$ 35,434	\$ 45,971	\$ 52,900	\$ 72,370	\$ 19,470
Capital Outlay	\$ 127,489	\$ 376,157	\$ 319,810	\$ 334,170	\$ 14,360
Reimbursement	\$ -	\$ (518,400)	\$ (552,360)	\$ (577,280)	\$ (24,920)
	\$ 2,458,888	\$ 2,208,053	\$ 2,286,370	\$ 2,347,940	\$ 61,570

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

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 45,568	\$ 40,387	\$ 45,200	\$ 82,700	\$ 37,500
Employee Benefits	\$ 624	\$ 642	\$ 800	\$ 800	\$ -
Purchased Services	\$ 3,527	\$ 658	\$ 1,190	\$ 1,200	\$ 10
Internal Service	\$ 2,081	\$ 2,647	\$ 4,710	\$ 8,740	\$ 4,030
Other Operating Expenses	\$ 34,444	\$ 34,271	\$ 42,090	\$ 45,950	\$ 3,860
	\$ 86,244	\$ 78,605	\$ 93,990	\$ 139,390	\$ 45,400

FY 2016 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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 84,949	\$ 82,446	\$ 85,170	\$ 98,350	\$ 13,180
Employee Benefits	\$ 16,248	\$ 17,107	\$ 12,860	\$ 13,180	\$ 320
Purchased Services	\$ 336	\$ 420	\$ 1,280	\$ 830	\$ (450)
Internal Service	\$ 492	\$ 3,777	\$ 4,870	\$ 5,240	\$ 370
Other Operating Expenses	\$ 10,208	\$ 8,548	\$ 13,920	\$ 16,920	\$ 3,000
	\$ 112,233	\$ 112,298	\$ 118,100	\$ 134,520	\$ 16,420

FY 2016 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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 138,928	\$ 123,109	\$ 144,870	\$ 150,280	\$ 5,410
Employee Benefits	\$ 21,538	\$ 21,649	\$ 26,620	\$ 24,160	\$ (2,460)
Purchased Services	\$ 1,976	\$ 8,452	\$ 3,400	\$ 3,400	\$ -
Internal Service	\$ 1,708	\$ 4,598	\$ 5,480	\$ 4,440	\$ (1,040)
Other Operating Expenses	\$ 12,426	\$ 13,972	\$ 18,700	\$ 19,200	\$ 500
Capital Outlay	\$ -	\$ 5,192	\$ -	\$ 2,000	\$ 2,000
	\$ 176,576	\$ 176,972	\$ 199,070	\$ 203,480	\$ 4,410

FY 2016 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 \$25,000.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Purchased Services	\$ 31,498	\$ 31,066	\$ 30,800	\$ 30,800	\$ -
Internal Service	\$ 638	\$ 675	\$ 300	\$ 300	\$ -
Other Operating Expenses	\$ 12,920	\$ 13,112	\$ 12,960	\$ 12,960	\$ -
Capital Outlay	\$ 98	\$ 862	\$ -	\$ -	\$ -
	\$ 45,154	\$ 45,715	\$ 44,060	\$ 44,060	\$ -

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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Internal Service	\$ 59	\$ 90	\$ 50	\$ 100	\$ 50
Other Operating Expenses	\$ 790	\$ 550	\$ 950	\$ 800	\$ (150)
Capital Outlay	\$ 613	\$ 99	\$ 500	\$ 600	\$ 100
	\$ 1,462	\$ 739	\$ 1,500	\$ 1,500	\$ -

The Danville Office of the 22nd 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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Internal Service	\$ 344	\$ 436	\$ 1,100	\$ 1,100	\$ -
Other Operating Expenses	\$ 7,215	\$ 3,706	\$ 3,800	\$ 3,800	\$ -
Capital Outlay	\$ 1,428	\$ 712	\$ -	\$ -	\$ -
	\$ 8,987	\$ 4,854	\$ 4,900	\$ 4,900	\$ -

FY 2016 Adopted Budget
General Fund
Judicial Administration
Juvenile and Domestic Relations Court Service - 0117501

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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Purchased Services	\$ 11,557	\$ 8,320	\$ 17,250	\$ 11,750	\$ (5,500)
Internal Service	\$ 944	\$ -	\$ 800	\$ 800	\$ -
Other Operating Expenses	\$ 17,418	\$ 17,721	\$ 21,200	\$ 22,480	\$ 1,280
Capital Outlay	\$ 85	\$ -	\$ 15,000	\$ -	\$ (15,000)
	\$ 30,004	\$ 26,041	\$ 54,250	\$ 35,030	\$ (19,220)

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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 501,807	\$ 538,767	\$ 543,940	\$ 611,920	\$ 67,980
Employee Benefits	\$ 117,801	\$ 108,209	\$ 102,730	\$ 124,240	\$ 21,510
Purchased Services	\$ 43,628	\$ 33,947	\$ 55,010	\$ 51,900	\$ (3,110)
Internal Service	\$ 6,070	\$ 11,711	\$ 11,500	\$ 14,480	\$ 2,980
Other Operating Expenses	\$ 28,218	\$ 21,004	\$ 23,250	\$ 23,250	\$ -
Capital Outlay	\$ 200	\$ 14,585	\$ 700	\$ 3,950	\$ 3,250
	\$ 697,724	\$ 728,223	\$ 737,130	\$ 829,740	\$ 92,610

FY 2016 Adopted Budget
General Fund
Judicial Administration
City Sheriff -0118101

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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 2,799,296	\$ 2,876,901	\$ 2,931,480	\$ 3,029,600	\$ 98,120
Employee Benefits	\$ 637,379	\$ 633,013	\$ 660,140	\$ 665,330	\$ 5,190
Purchased Services	\$ 20,145	\$ 20,039	\$ 20,960	\$ 22,100	\$ 1,140
Internal Service	\$ 113,106	\$ 141,735	\$ 139,190	\$ 153,700	\$ 14,510
Other Operating Expenses	\$ 74,010	\$ 69,775	\$ 68,560	\$ 68,390	\$ (170)
Capital Outlay	\$ 5,330	\$ 4,181	\$ 5,850	\$ 5,850	\$ -
	\$ 3,649,266	\$ 3,745,644	\$ 3,826,180	\$ 3,944,970	\$ 118,790

FY 2016 Adopted Budget
General Fund
Judicial Administration
Commonwealth Attorney - 0118401

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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 832,868	\$ 878,484	\$ 874,710	\$ 903,260	\$ 28,550
Employee Benefits	\$ 166,522	\$ 175,556	\$ 179,060	\$ 184,900	\$ 5,840
Purchased Services	\$ 11,428	\$ 1,694	\$ 3,050	\$ 3,070	\$ 20
Internal Service	\$ 7,252	\$ 31,138	\$ 20,170	\$ 20,800	\$ 630
Other Operating Expenses	\$ 96,150	\$ 98,786	\$ 106,060	\$ 105,340	\$ (720)
	\$ 1,114,220	\$ 1,185,658	\$ 1,183,050	\$ 1,217,370	\$ 34,320

FY 2016 Adopted Budget
General Fund
Judicial Administration
Commonwealth Attorney Collections - 0118402

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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 76,836	\$ 80,302	\$ 80,400	\$ 79,960	\$ (440)
Employee Benefits	\$ 15,270	\$ 15,936	\$ 16,460	\$ 16,360	\$ (100)
Internal Service	\$ 2,142	\$ 1,654	\$ 7,380	\$ 7,870	\$ 490
Other Operating Expenses	\$ 10,680	\$ 9,940	\$ 10,400	\$ 10,070	\$ (330)
Capital Outlay	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -
	\$ 104,928	\$ 107,832	\$ 116,640	\$ 116,260	\$ (380)

FY 2016 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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 5,777,157	\$ 6,045,491	\$ 6,362,080	\$ 6,549,220	\$ 187,140
Employee Benefits	\$ 1,190,339	\$ 1,317,156	\$ 963,470	\$ 781,380	\$ (182,090)
Purchased Services	\$ 252,592	\$ 268,098	\$ 253,450	\$ 255,190	\$ 1,740
Internal Service	\$ 39,045	\$ 101,660	\$ 116,840	\$ 105,530	\$ (11,310)
Other Operating Expenses	\$ 594,852	\$ 635,788	\$ 588,630	\$ 580,060	\$ (8,570)
Capital Outlay	\$ 9,920	\$ 266,111	\$ 265,820	\$ 404,420	\$ 138,600
	\$ 7,863,905	\$ 8,634,304	\$ 8,550,290	\$ 8,675,800	\$ 125,510

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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 940	\$ 1,020	\$ 1,000	\$ 1,000	\$ -
	\$ 940	\$ 1,020	\$ 1,000	\$ 1,000	\$ -

FY 2016 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. 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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 34,404	\$ 37,339	\$ 41,690	\$ 42,000	\$ 310
Employee Benefits	\$ 2,604	\$ 2,856	\$ 3,190	\$ 3,220	\$ 30
Purchased Services	\$ 94,169	\$ 102,405	\$ 97,480	\$ 144,770	\$ 47,290
Internal Service	\$ 268,401	\$ 305,938	\$ 280,640	\$ 282,640	\$ 2,000
Other Operating Expenses	\$ 901,724	\$ 906,364	\$ 897,490	\$ 934,490	\$ 37,000
Capital Outlay	\$ 27,923	\$ 38,411	\$ 55,260	\$ 62,760	\$ 7,500
	\$ 1,329,225	\$ 1,393,313	\$ 1,375,750	\$ 1,469,880	\$ 94,130

FY 2016 Adopted Budget
General Fund
Public Safety Administration
Fire Department - 0119001, -02

The mission of the Danville Fire Department is to strive to protect life, property, and environment through prevention, mitigation, response, recovery, and education in order to promote the entire community's health, safety, and well-being. 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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 5,458,406	\$ 5,562,095	\$ 5,600,930	\$ 5,632,130	\$ 31,200
Employee Benefits	\$ 1,516,425	\$ 2,039,751	\$ 864,180	\$ 713,010	\$ (151,170)
Purchased Services	\$ 146,374	\$ 213,054	\$ 172,800	\$ 181,600	\$ 8,800
Internal Service	\$ 123,704	\$ 180,780	\$ 243,960	\$ 283,550	\$ 39,590
Other Operating Expenses	\$ 233,629	\$ 187,531	\$ 261,780	\$ 276,190	\$ 14,410
Capital Outlay	\$ 19,029	\$ 22,806	\$ 25,000	\$ 26,000	\$ 1,000
	\$ 7,497,567	\$ 8,206,017	\$ 7,168,650	\$ 7,112,480	\$ (56,170)

FY 2016 Adopted Budget
General Fund
Public Safety Administration
Police: Adult Detention - 012721

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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 1,318,999	\$ 1,351,487	\$ 1,502,100	\$ 1,720,650	\$ 218,550
Employee Benefits	\$ 247,936	\$ 251,772	\$ 240,990	\$ 237,320	\$ (3,670)
Purchased Services	\$ 231,021	\$ 295,461	\$ 317,950	\$ 338,620	\$ 20,670
Internal Service	\$ 211,495	\$ 230,195	\$ 226,260	\$ 228,080	\$ 1,820
Other Operating Expenses	\$ 419,184	\$ 416,588	\$ 426,710	\$ 426,490	\$ (220)
Capital Outlay	\$ -	\$ 37,353	\$ 18,000	\$ 4,400	\$ (13,600)
	\$ 2,428,635	\$ 2,582,856	\$ 2,732,010	\$ 2,955,560	\$ 223,550

FY 2016 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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 1,543,775	\$ 1,530,226	\$ 1,938,350	\$ 1,870,550	\$ (67,800)
Employee Benefits	\$ 282,495	\$ 301,435	\$ 266,800	\$ 252,980	\$ (13,820)
Purchased Services	\$ 89,158	\$ 175,662	\$ 150,780	\$ 153,220	\$ 2,440
Internal Service	\$ 126,477	\$ 124,062	\$ 154,350	\$ 159,230	\$ 4,880
Other Operating Expenses	\$ 252,914	\$ 313,349	\$ 355,090	\$ 356,460	\$ 1,370
Cost Allocation	\$ 498,890	\$ 555,250	\$ 418,380	\$ 465,620	\$ 47,240
Capital Outlay	\$ 17,692	\$ 14,580	\$ 40,800	\$ 40,800	\$ -
Debt Service	\$ 66,323	\$ 95,585	\$ 97,690	\$ 97,690	\$ -
	\$ 2,877,724	\$ 3,110,149	\$ 3,422,240	\$ 3,396,550	\$ (25,690)

FY 2016 Adopted Budget
General Fund
Public Safety Administration
Juvenile Intake Diversion - 0120805

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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 32,775	\$ 19,729	\$ 43,000	\$ 43,000	\$ -
Employee Benefits	\$ 2,507	\$ 1,509	\$ 3,290	\$ 3,290	\$ -
Purchased Services		\$ 21,500			\$ -
	\$ 35,282	\$ 42,738	\$ 46,290	\$ 46,290	\$ -

FY 2016 Adopted Budget
General Fund
Public Safety Administration
Fire Department - Emergency Services - 0122911

Emergency Management is a division of the Fire Department, and provides interagency coordination, communications and support at emergency incidents as well as large special events. 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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 19,554	\$ (336)	\$ -	\$ 15,540	\$ 15,540
Employee Benefits	\$ 2,446	\$ (26)	\$ -	\$ 1,190	\$ 1,190
Purchased Services	\$ 14,597	\$ 27,022	\$ 26,750	\$ 30,370	\$ 3,620
Internal Service	\$ 12,970	\$ 9,817	\$ 10,490	\$ 17,900	\$ 7,410
Other Operating Expenses	\$ 19,962	\$ 18,418	\$ 18,500	\$ 23,880	\$ 5,380
Capital Outlay	\$ 510	\$ 2,342	\$ 4,500	\$ 4,500	\$ -
	\$ 70,039	\$ 57,237	\$ 60,240	\$ 93,380	\$ 33,140

FY 2016 Adopted Budget
General Fund
Public Safety Administration
Fire Department – 911 Communications - 0123211

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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 635,172	\$ 641,311	\$ 812,970	\$ 802,200	\$ (10,770)
Employee Benefits	\$ 121,631	\$ 130,752	\$ 111,870	\$ 111,910	\$ 40
Purchased Services	\$ 31,868	\$ 21,824	\$ 47,360	\$ 48,130	\$ 770
Internal Service	\$ 6,763	\$ 13,992	\$ 19,250	\$ 11,340	\$ (7,910)
Other Operating Expenses	\$ 74,489	\$ 61,526	\$ 71,140	\$ 70,740	\$ (400)
Capital Outlay	\$ 10,311	\$ 734	\$ 12,000	\$ 12,000	\$ -
	\$ 880,234	\$ 870,139	\$ 1,074,590	\$ 1,056,320	\$ (18,270)

FY 2016 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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 476,318	\$ 482,309	\$ 509,450	\$ 514,830	\$ 5,380
Employee Benefits	\$ 97,205	\$ 102,115	\$ 85,170	\$ 75,540	\$ (9,630)
Purchased Services	\$ 26,786	\$ 30,092	\$ 37,930	\$ 39,430	\$ 1,500
Internal Service	\$ 53,501	\$ 68,829	\$ 57,530	\$ 56,130	\$ (1,400)
Other Operating Expenses	\$ 260,078	\$ 307,645	\$ 317,250	\$ 305,310	\$ (11,940)
Capital Outlay	\$ -	\$ -	\$ 6,700	\$ 6,980	\$ 280
	\$ 913,888	\$ 990,990	\$ 1,014,030	\$ 998,220	\$ (15,810)

FY 2016 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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 219,979	\$ 237,188	\$ 243,110	\$ 266,420	\$ 23,310
Employee Benefits	\$ 35,368	\$ 39,948	\$ 32,890	\$ 33,570	\$ 33,570
Purchased Services	\$ 61,197	\$ 90,403	\$ 67,750	\$ 68,760	\$ 1,010
Internal Service	\$ 90,771	\$ 93,737	\$ 106,370	\$ 113,330	\$ 6,960
Other Operating Expenses	\$ 47,562	\$ 51,183	\$ 52,470	\$ 59,400	\$ 6,930
Capital Outlay	\$ -	\$ -	\$ 7,000	\$ -	\$ (7,000)
	\$ 454,877	\$ 512,459	\$ 509,590	\$ 541,480	\$ 31,890

FY 2016 Adopted Budget
General Fund
Public Works and Transportation
Transportation Services: Amtrak Station - 0124102

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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Purchased Services	\$ 34,724	\$ 36,290	\$ 36,000	\$ 37,500	\$ 1,500
	\$ 34,724	\$ 36,290	\$ 36,000	\$ 37,500	\$ 1,500

FY 2016 Adopted Budget
General Fund
Public Works and Transportation
Public Works: Administration - 01253---

The Administrative Division of Public Works is comprised of the Public Works office staff which provides clerical support for all Public Works functions, such as budgeting, personnel, and invoicing. It also includes the Warehouse which stocks the unique maintenance items as well as some general supplies to support other Divisions. The Administrative Division Director also oversees the Code Enforcement Section which enforces overgrowth, hazardous trees, illegal accumulation/dumping, junkyards, and inoperable vehicle ordinances; the Communications Section which maintains the City's radio and telephone network; the Motorized Equipment Fund which provides maintenance and repair to 628 vehicles and equipment; and Cemetery operations which is an enterprise fund.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 450,851	\$ 458,925	\$ 454,910	\$ 492,190	\$ 37,280
Employee Benefits	\$ 92,592	\$ 98,577	\$ 73,900	\$ 72,020	\$ (1,880)
Purchased Services	\$ 28,151	\$ 28,899	\$ 29,990	\$ 32,370	\$ 2,380
Internal Service	\$ 64,464	\$ 79,370	\$ 98,480	\$ 108,040	\$ 9,560
Other Operating Expenses	\$ 28,876	\$ 37,349	\$ 30,650	\$ 37,320	\$ 6,670
	\$ 664,934	\$ 703,120	\$ 687,930	\$ 741,940	\$ 54,010

FY 2016 Adopted Budget
General Fund
Public Works and Transportation
Public Works: Engineering - 01244---

The Engineering Division of Public Works provides support to 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 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, Capital Improvement Projects, and State Highway Maintenance Funds. The majority of projects are funded by the Capital Improvements Program and/or federal and state funding provided from special grant projects.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 182,297	\$ 172,536	\$ 172,560	\$ 214,100	\$ 41,540
Employee Benefits	\$ 36,687	\$ 36,531	\$ 28,990	\$ 31,430	\$ 2,440
Purchased Services	\$ 3,433	\$ 61	\$ 1,500	\$ 1,280	\$ (220)
Internal Service	\$ 12,197	\$ 11,487	\$ 10,710	\$ 10,410	\$ (300)
Other Operating Expenses	\$ 7,270	\$ 5,103	\$ 8,770	\$ 10,590	\$ 1,820
Capital Outlay	\$ -	\$ -	\$ -	\$ 700	\$ 700
	\$ 241,884	\$ 225,718	\$ 222,530	\$ 268,510	\$ 45,980

FY 2016 Adopted Budget
General Fund
Public Works and Transportation
Public Works: Buildings and Grounds - 0125---

The Buildings and Grounds Division of Public Works 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. 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.

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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 620,598	\$ 607,388	\$ 714,650	\$ 770,940	\$ 56,290
Employee Benefits	\$ 130,289	\$ 138,552	\$ 115,200	\$ 110,580	\$ (4,620)
Purchased Services	\$ 580,966	\$ 497,608	\$ 496,450	\$ 509,790	\$ 13,340
Internal Service	\$ 691,242	\$ 710,421	\$ 868,390	\$ 814,370	\$ (54,020)
Other Operating Expenses	\$ 115,613	\$ 112,239	\$ 153,990	\$ 152,740	\$ (1,250)
Capital Outlay	\$ 12,201	\$ 1,834	\$ 7,900	\$ 10,400	\$ 2,500
	\$ 2,150,909	\$ 2,068,042	\$ 2,356,580	\$ 2,368,820	\$ 12,240

FY 2016 Adopted Budget
General Fund
Public Works and Transportation
Public Works: Streets - 01247---

Streets, sidewalks, curbs, and gutters are inspected and repaired as required. 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. Streets crews respond to winter storm events.

The Streets Division receives a majority of its funding from State Highway Maintenance Funds (VDOT Special Revenue Fund 15) reimbursed 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 for services not funded by State Highway Maintenance Funds.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 77,128	\$ 114,288	\$ 186,060	\$ 191,770	\$ 5,710
Employee Benefits	\$ 15,941	\$ 26,126	\$ 29,720	\$ 26,770	\$ (2,950)
Purchased Services	\$ 43,653	\$ 36,857	\$ 31,240	\$ 30,740	\$ (500)
Internal Service	\$ 395,795	\$ 90,547	\$ 128,200	\$ 128,200	\$ -
Other Operating Expenses	\$ 30,587	\$ 47,199	\$ 89,650	\$ 88,350	\$ (1,300)
Reimbursement	\$ (25,332)	\$ (46,479)	\$ -	\$ -	\$ -
	\$ 537,772	\$ 268,538	\$ 464,870	\$ 465,830	\$ 960

FY 2016 Adopted Budget
General Fund
Health and Welfare
Community Development: Social Services – 0128921, -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).

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 3,050,503	\$ 3,104,264	\$ 3,878,710	\$ 3,862,240	\$ (16,470)
Employee Benefits	\$ 1,010,624	\$ 1,068,911	\$ 1,030,260	\$ 934,380	\$ (95,880)
Purchased Services	\$ 168,316	\$ 132,519	\$ 136,560	\$ 136,850	\$ 290
Internal Service	\$ 112,885	\$ 118,471	\$ 143,730	\$ 151,970	\$ 8,240
Public Assistance	\$ 1,757,562	\$ 1,743,114	\$ 2,129,370	\$ 2,307,930	\$ 178,560
Other Operating Expenses	\$ 175,182	\$ 185,634	\$ 190,510	\$ 219,790	\$ 29,280
Cost Allocation	\$ 575,512	\$ 752,257	\$ 592,710	\$ 777,650	\$ 184,940
Capital Outlay	\$ 1,251	\$ 3,234	\$ 30,000	\$ 34,800	\$ 4,800
Debt Service	\$ 60,869	\$ 50,763	\$ 51,780	\$ 52,750	\$ 970
	\$ 6,912,704	\$ 7,159,167	\$ 8,183,630	\$ 8,478,360	\$ 294,730

FY 2016 Adopted Budget
General Fund
Health and Welfare
Property Tax Relief for the Elderly/Disabled - 0113302

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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Other Operating Expenses	\$ 69,073	\$ 71,529	\$ 71,000	\$ 76,000	\$ 5,000
	\$ 69,073	\$ 71,529	\$ 71,000	\$ 76,000	\$ 5,000

FY 2016 Adopted Budget
General Fund
Parks, Recreation, and Culture
Parks and Recreation: Park Maintenance – 01316-

The City of Danville Parks and Recreation Department's primary objective is "Engaging Community and Enhancing Lives through People, Places and Services". 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 some capital improvements and other development in the City's parks and public outdoor recreation properties.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 410,782	\$ 462,087	\$ 542,840	\$ 557,880	\$ 15,040
Employee Benefits	\$ 71,150	\$ 84,622	\$ 78,150	\$ 73,780	\$ (4,370)
Purchased Services	\$ 96,573	\$ 102,557	\$ 96,030	\$ 96,580	\$ 550
Internal Service	\$ 312,384	\$ 323,274	\$ 326,000	\$ 323,200	\$ (2,800)
Other Operating Expenses	\$ 107,105	\$ 100,411	\$ 117,000	\$ 117,950	\$ 950
Capital Outlay	\$ 21,948	\$ 19,798	\$ 20,050	\$ 18,880	\$ (1,170)
	\$ 1,019,942	\$ 1,092,749	\$ 1,180,070	\$ 1,188,270	\$ 8,200

FY 2016 Adopted Budget
General Fund
Parks, Recreation, and Culture
Parks and Recreation: Libraries – 01322--

The Danville Public Library provides access to information for the public. The Public Library functions in accordance with the guidelines established by the American Library Association and The Library of Virginia. The Library functions include: Law Library, Children's Area, Genealogical Research, Reference as well as providing public access to computers and printers, and the Westover Branch Library.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 556,776	\$ 561,079	\$ 603,090	\$ 623,130	\$ 20,040
Employee Benefits	\$ 95,820	\$ 99,879	\$ 85,290	\$ 80,520	\$ (4,770)
Purchased Services	\$ 35,379	\$ 32,027	\$ 31,470	\$ 27,630	\$ (3,840)
Internal Service	\$ 78,151	\$ 110,439	\$ 128,350	\$ 124,330	\$ (4,020)
Other Operating Expenses	\$ 279,106	\$ 269,893	\$ 276,920	\$ 278,600	\$ 1,680
Cost Allocation	\$ 66,060	\$ 35,740	\$ 34,220	\$ 83,500	\$ 49,280
Capital Outlay	\$ 3,400	\$ 11,743	\$ 4,000	\$ 9,000	\$ 5,000
	\$ 1,114,692	\$ 1,120,800	\$ 1,163,340	\$ 1,226,710	\$ 63,370

FY 2016 Adopted Budget
General Fund
Parks, Recreation, and Culture
Parks and Recreation: Administration – 01292-, 0131301

The City of Danville Parks and Recreation Department's primary objective is "Engaging Community and Enhancing Lives through People, Places and Services". The department strives 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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 248,047	\$ 271,161	\$ 287,530	\$ 308,040	\$ 20,510
Employee Benefits	\$ 47,898	\$ 70,903	\$ 44,900	\$ 43,490	\$ (1,410)
Purchased Services	\$ 167,532	\$ 178,891	\$ 180,960	\$ 185,150	\$ 4,190
Internal Service	\$ 32,641	\$ 44,053	\$ 44,590	\$ 45,570	\$ 980
Other Operating Expenses	\$ 43,377	\$ 44,310	\$ 51,170	\$ 55,230	\$ 4,060
Capital Outlay	\$ 12,256	\$ 7,342	\$ 30,500	\$ 30,500	\$ -
	\$ 551,751	\$ 616,660	\$ 639,650	\$ 667,980	\$ 28,330

FY 2016 Adopted Budget
General Fund
Parks, Recreation, and Culture
Parks and Recreation: Community Recreation - 01295--, 01298-

The Community Recreation Division serves the recreation and leisure interest of the city's population in general. The Division operates four recreation centers and one dog park with emphasis on three service areas: Out of School Programs, Health and Wellness and Facility Management. Out of School programs provide programming for children ages 5-12 during all out of school time. The Health and Wellness area focuses on delivering a well-rounded approach to healthy lifestyles as well as supporting grant funded childhood obesity programs.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 354,024	\$ 392,479	\$ 474,010	\$ 477,980	\$ 3,970
Employee Benefits	\$ 48,266	\$ 56,823	\$ 54,200	\$ 51,650	\$ (2,550)
Purchased Services	\$ 43,613	\$ 32,140	\$ 41,860	\$ 34,500	\$ (7,360)
Internal Service	\$ 19,389	\$ 17,947	\$ 29,230	\$ 25,910	\$ (3,320)
Other Operating Expenses	\$ 37,970	\$ 38,850	\$ 53,240	\$ 55,180	\$ 1,940
Capital Outlay	\$ 9,356	\$ 4,893	\$ 4,800	\$ 4,800	\$ -
	\$ 512,618	\$ 543,132	\$ 657,340	\$ 650,020	\$ (7,320)

FY 2016 Adopted Budget
General Fund
Parks, Recreation, and Culture
Parks and Recreation: Special Recreation - 01301---

The Special Recreation Division provides a wide variety of recreational opportunities to enrich the lives of citizens. Special Recreation Division includes Therapeutic Recreation, Senior programs and Senior services, operation of the Welcome Center and Special Events. Many of the programs and services are offered at the Stonewall Therapeutic Recreation Center and the Ballou Recreation Center.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 290,041	\$ 343,160	\$ 397,150	\$ 409,490	\$ 12,340
Employee Benefits	\$ 40,439	\$ 51,526	\$ 45,870	\$ 44,690	\$ (1,180)
Purchased Services	\$ 155,561	\$ 121,389	\$ 121,960	\$ 122,960	\$ 1,000
Internal Service	\$ 32,918	\$ 45,020	\$ 44,360	\$ 43,540	\$ (820)
Other Operating Expenses	\$ 46,631	\$ 60,173	\$ 62,110	\$ 56,770	\$ (5,340)
Capital Outlay	\$ 1,882	\$ 1,622	\$ 2,220	\$ 2,220	\$ -
	\$ 567,472	\$ 622,890	\$ 673,670	\$ 679,670	\$ 6,000

FY 2016 Adopted Budget
General Fund
Parks, Recreation, and Culture
Parks and Recreation: Outdoor Recreation – 01304-

The Outdoor Recreation Division works to provide citizens opportunities and experiences in the outdoors. It also offers classes and programs that provide instruction and skill development in outdoor recreational activities. 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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 137,697	\$ 157,621	\$ 169,140	\$ 192,510	\$ 23,370
Employee Benefits	\$ 23,980	\$ 29,169	\$ 25,570	\$ 26,540	\$ 970
Purchased Services	\$ 19,020	\$ 16,281	\$ 15,200	\$ 15,500	\$ 300
Internal Service	\$ 17,193	\$ 16,900	\$ 15,660	\$ 13,870	\$ (1,790)
Other Operating Expenses	\$ 22,125	\$ 24,468	\$ 32,880	\$ 34,280	\$ 1,400
Capital Outlay	\$ 849	\$ 1,015	\$ 1,700	\$ 1,650	\$ (50)
	\$ 220,864	\$ 245,454	\$ 260,150	\$ 284,350	\$ 24,200

FY 2016 Adopted Budget
General Fund
Parks, Recreation, and Culture
Parks and Recreation: Athletics – 01307-

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 is also responsible for overseeing the public's use and reservations of all city athletic fields as well as supervision of Squire Recreation Center.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 151,908	\$ 159,361	\$ 207,460	\$ 220,990	\$ 13,530
Employee Benefits	\$ 20,841	\$ 23,773	\$ 24,090	\$ 24,940	\$ 850
Purchased Services	\$ 3,699	\$ 6,806	\$ 3,700	\$ 3,900	\$ 200
Internal Service	\$ 8,414	\$ 9,627	\$ 3,960	\$ 5,810	\$ 1,850
Other Operating Expenses	\$ 32,354	\$ 28,067	\$ 42,130	\$ 41,760	\$ (370)
Capital Outlay	\$ -	\$ 600	\$ 1,700	\$ 1,200	\$ (500)
	\$ 217,216	\$ 228,234	\$ 283,040	\$ 298,600	\$ 15,560

FY 2016 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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 170,510	\$ 169,800	\$ 180,550	\$ 184,450	\$ 3,900
Employee Benefits	\$ 35,520	\$ 36,910	\$ 29,510	\$ 27,060	\$ (2,450)
Purchased Services	\$ 103,800	\$ 131,800	\$ 127,820	\$ 127,820	\$ -
Internal Service	\$ 1,200	\$ 2,850	\$ 4,240	\$ 4,660	\$ 420
Other Operating Expenses	\$ 11,890	\$ 34,130	\$ 36,410	\$ 42,680	\$ 6,270
Capital Outlay	\$ -	\$ 6,265	\$ -	\$ 2,000	\$ 2,000
	\$ 322,920	\$ 381,755	\$ 378,530	\$ 388,670	\$ 10,140

FY 2016 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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 123,550	\$ 162,291	\$ 162,300	\$ 170,520	\$ 8,220
Employee Benefits	\$ 25,076	\$ 34,615	\$ 26,520	\$ 25,030	\$ (1,490)
Purchased Services	\$ 8,839	\$ 1,086	\$ 730	\$ 840	\$ 110
Internal Service	\$ 6,171	\$ 6,551	\$ 7,520	\$ 8,410	\$ 890
Other Operating Expenses	\$ 4,467	\$ 4,792	\$ 8,080	\$ 10,730	\$ 2,650
Capital Outlay	\$ -	\$ 627	\$ -	\$ 6,200	\$ 6,200
	\$ 168,103	\$ 209,962	\$ 205,150	\$ 221,730	\$ 16,580

FY 2016 Adopted Budget
General Fund
Community and Economic Development
Community Development: Planning Commission - 0133701

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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Purchased Services	\$ 7,635	\$ 4,122	\$ 3,200	\$ 4,500	\$ 1,300
Internal Service	\$ 473	\$ 165	\$ 350	\$ 350	\$ -
Other Operating Expenses	\$ 3,327	\$ 1,983	\$ 2,930	\$ 3,030	\$ 100
	\$ 11,435	\$ 6,270	\$ 6,480	\$ 7,880	\$ 1,400

FY 2016 Adopted Budget
General Fund
Community and Economic Development
Community Development: Zoning Board - 0134301

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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 645	\$ 660	\$ 1,050	\$ 1,050	\$ -
Employee Benefits	\$ 49	\$ 51	\$ -	\$ 80	\$ 80
Purchased Services	\$ 1,336	\$ 1,805	\$ 1,450	\$ 1,860	\$ 410
Internal Service	\$ 21	\$ 9	\$ 150	\$ 150	\$ -
Other Operating Expenses	\$ 257	\$ 233	\$ 1,130	\$ 1,140	\$ 10
	\$ 2,308	\$ 2,758	\$ 3,780	\$ 4,280	\$ 500

FY 2016 Adopted Budget
General Fund
Community and Economic Development
Economic Development: Administration - 0132801

The primary mission of the Office of Economic Development is to create an environment conducive for job creation, wealth creation, and quality of life improvement in the City of Danville.

The Office of Economic Development achieves these goals through new business recruitment, business retention and expansion, and the facilitation of entrepreneurial endeavors, which all come together to enhance the economic wellbeing of the community.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Personnel Services	\$ 232,183	\$ 236,825	\$ 339,040	\$ 344,030	\$ 4,990
Employee Benefits	\$ 46,931	\$ 45,475	\$ 54,260	\$ 50,420	\$ (3,840)
Purchased Services	\$ 156,061	\$ 213,673	\$ 217,780	\$ 279,280	\$ 61,500
Internal Service	\$ 20,843	\$ 19,375	\$ 21,260	\$ 19,710	\$ (1,550)
Contribution Other Entity	\$ 7,696	\$ 1,053	\$ 2,250	\$ 2,250	\$ -
Other Operating Expenses	\$ 43,187	\$ 26,437	\$ 68,150	\$ 74,330	\$ 6,180
Capital Outlay	\$ 1,720	\$ 72	\$ -	\$ -	\$ -
	\$ 508,621	\$ 542,910	\$ 702,740	\$ 770,020	\$ 67,280

FY 2016 Adopted Budget
General Fund
Community and Economic Development
Economic Development: Enterprise Zone Activities - 0133101

The Virginia Enterprise Zone Program provides state and local incentives to real property investment and job creation. 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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Purchased Services	\$ 17,663	\$ 11,756	\$ -	\$ -	\$ -
Contribution Other Entity	\$ 218,386	\$ 39,652	\$ 270,750	\$ 22,000	\$ (248,750)
Other Operating Expenses	\$ 11,239	\$ -	\$ 30,000	\$ 35,000	\$ 5,000
Capital Outlay	\$ -	\$ 168,551	\$ -	\$ -	\$ -
	\$ 247,288	\$ 219,959	\$ 300,750	\$ 57,000	\$ (243,750)

FY 2016 Adopted Budget
General Fund
Non-Departmental Services
0199001

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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
HR Employee Benefits	\$ 6,116,477	\$ 5,103,492	\$ 8,130,340	\$ 7,291,840	\$ (838,500)
HR Employee Benefits - Other	\$ 12,360	\$ 12,311	\$ 15,500	\$ 15,500	\$ -
HR Employee Training	\$ 14,747	\$ 7,726	\$ 44,600	\$ 45,000	\$ 400
Debt Service Administration	\$ 1,236,573	\$ 1,222,316	\$ 1,523,810	\$ 1,712,030	\$ 188,220
Employee Retirement - Ben	\$ (1)				\$ -
Non-Departmental	\$ 41,700	\$ 4,422	\$ 2,923,240	\$ 3,781,800	\$ 858,560
	\$ 7,421,856	\$ 6,350,267	\$ 12,637,490	\$ 12,846,170	\$ 208,680

FY 2016 Adopted Introductory
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 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Contribution Other Entity	\$ 11,931	\$ 12,450	\$ 12,030	\$ 11,230	\$ (800)
	\$ 11,931	\$ 12,450	\$ 12,030	\$ 11,230	\$ (800)

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 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Contribution Other Entity	\$ 135,429	\$ 120,046	\$ 130,400	\$ 136,420	\$ 6,020
	\$ 135,429	\$ 120,046	\$ 130,400	\$ 136,420	\$ 6,020

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 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Contribution Other Entity	\$ 9,060	\$ 9,060	\$ 9,060	\$ 8,530	\$ (530)
	\$ 9,060	\$ 9,060	\$ 9,060	\$ 8,530	\$ (530)

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 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Danville Life Saving Crew	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ -
Four for Life	\$ 16,813	\$ 33,594	\$ 17,000	\$ 16,750	\$ (250)
	\$ 96,813	\$ 113,594	\$ 97,000	\$ 96,750	\$ (250)

FY 2016 Adopted Introductory
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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Contribution Other Entity	\$ 576,970	\$ 591,970	\$ 601,970	\$ 601,970	\$ -
	\$ 576,970	\$ 591,970	\$ 601,970	\$ 601,970	\$ -

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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Contribution Other Entity	\$ 170,938	\$ 282,650	\$ 291,130	\$ 299,870	\$ 8,740
	\$ 170,938	\$ 282,650	\$ 291,130	\$ 299,870	\$ 8,740

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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Contribution Other Entity	\$ 43,871	\$ 57,208	\$ 50,370	\$ 54,070	\$ 3,700
	\$ 43,871	\$ 57,208	\$ 50,370	\$ 54,070	\$ 3,700

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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Contribution Other Entity	\$ 5,549	\$ 5,549	\$ 5,460	\$ 5,460	\$ -
	\$ 5,549	\$ 5,549	\$ 5,460	\$ 5,460	\$ -

FY 2016 Adopted Introductory
General Fund
Contributions to Other Entities

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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Contribution Other Entity	\$ 22,496	\$ 22,496	\$ 24,180	\$ 24,130	\$ (50)
	\$ 22,496	\$ 22,496	\$ 24,180	\$ 24,130	\$ (50)

Metro Planning Organization – 0134002

The Danville Metropolitan Planning Organization is an entity encouraged by federal legislation whose mandate is to help ensure that current and future expenditures for transportation programs and projects have a basis or foundation in a continuing, cooperative, and comprehensive planning. The MPO develops plans and programs that are subject to approval by federal transportation agencies in order for federal-aid to transportation funding to flow to the region.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Contribution Other Entity	\$ 6,377	\$ 6,910	\$ 11,950	\$ 11,950	\$ -
	\$ 6,377	\$ 6,910	\$ 11,950	\$ 11,950	\$ -

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.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Contribution Other Entity	\$ 15,000	\$ 30,000	\$ 50,000	\$ 100,000	\$ 50,000
	\$ 15,000	\$ 30,000	\$ 50,000	\$ 100,000	\$ 50,000

FY 2016 Adopted Introductory
General Fund
Contributions to Other Entities

Support of IDA – 0132803

The Industrial Development Authority works in cooperation with the City and its Economic Development Office to promote and facilitate redevelopment activities in the River District by the purchase, renovation, and subsequent lease or sale of real estate site throughout the District. The IDA also provides significant opportunities for industrial and commercial development in the City and in Danville-Pittsylvania County Regional Industrial Facility Authority owned parks by providing competitively priced lease/purchase arrangements with companies locating in the Danville region.

The IDA issues tax-exempt bonds to provide long-term financing to promote industry and develop trade by inducing manufacturing, industrial, governmental and commercial enterprises and institutions of higher education to locate in and remain in the Commonwealth and in the City and further the use of Virginia's agricultural products and natural resources, either through the increase of commerce, or through the promotion of safety, health, welfare, convenience or prosperity.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Contribution Other Entity	\$ -	\$ 97,710	\$ 860,640	\$ 689,390	\$ (171,250)
	\$ -	\$ 97,710	\$ 860,640	\$ 689,390	\$ (171,250)

Downtown Danville Association – 0132804

The Downtown Danville Association (DDA) includes representatives from Downtown merchants, the City of Danville, Downtown property owners, banks, Danville Public Schools, Danville Science Center and the Danville Historical Society. The DDA encourages public/private partnerships, the restoration and revitalization of Downtown Danville, and focuses on economic development, physical design, organization and promotional events.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Contribution Other Entity	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -
	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -

FY 2016 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

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Transfer To Capital	\$ 8,106,193	\$ 8,293,419	\$ 3,903,100	\$ 4,173,020	\$ 269,920
Economic Development Incentives	\$ 1,055,000	\$ 1,105,000	\$ 1,447,250	\$ 2,404,750	
Transfer To Grants	\$ 1,500,000	\$ 1,310,000	\$ 1,410,000	\$ 1,481,090	\$ 71,090
Transfer To Transportation	\$ 147,337	\$ 192,600	\$ 151,730	\$ 198,600	\$ 46,870
Transfer To RIFA	\$ 551,650	\$ 553,330	\$ 454,600	\$ 461,450	\$ 6,850
Transfer To Cemeteries	\$ -	\$ 88,540			\$ -
	\$11,360,180	\$ 11,542,889	\$ 7,366,680	\$ 8,718,910	\$ 1,352,230

Danville Public Schools

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ (Decrease)
Debt Service	\$ 1,272,442	\$ 1,277,268	\$ 1,278,450	\$ 1,322,370	\$ 43,920
Transfer Out	\$19,368,242	\$ 18,712,125	\$ 17,399,860	\$ 17,399,860	\$ -
	\$20,640,684	\$ 19,989,393	\$ 18,678,310	\$ 18,722,230	\$ 43,920

FY 2016 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 2015	Adopted Budget FY 2016
Revenues		
Licenses, Permits, Privilege	\$ 2,030	\$ 1,650
Revenues from Use of Money and Property	\$ -	\$ 5,000
Categorical State Aid	\$10,054,760	\$10,322,330
Estimated Revenue	\$ 10,056,790	\$ 10,328,980
 Operating Expenditures		
Public Safety	\$ 900,140	\$ 910,840
Public Works and Transportation	\$ 9,156,650	\$ 9,418,140
Operating Expenses	\$ 10,056,790	\$ 10,328,980
Net Operating Income (Loss)	\$ -	\$ -
Add:		
Depreciation	\$ -	\$ -
Deduct:		
Debt Service Capital	\$ -	\$ -
Capital Expenditures from	\$ -	\$ -
Current Operating Funds	\$ -	\$ -
 Contribution To/From Fund Balance/General Fund	 \$ -	 \$ -

FY 2016 Adopted Budget
Special Revenue Fund: VDOT Funding

Revenues

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ Decrease
Licenses, Permits, Privileges	\$ -	\$ -	\$ 2,030	\$ 1,650	\$ (380)
Charges for Services	\$ -	\$ 1,053	\$ -	\$ 5,000	\$ 5,000
Categorical Aid: State	\$ 9,380,064	\$ 9,765,845	\$ 10,054,760	\$ 10,322,330	\$ 267,570
Transfers In	\$ 511,573	\$ -	\$ -	\$ -	
	\$ 9,891,637	\$ 9,766,898	\$ 10,056,790	\$ 10,328,980	\$ 272,190

Expenditures

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ Decrease
Personnel Services	\$ 2,045,739	\$ 2,083,589	\$ 2,735,820	\$ 2,632,450	\$ (103,370)
Employee Benefits	\$ 429,132	\$ 469,091	\$ 451,500	\$ 404,990	\$ (46,510)
Purchased Services	\$ 3,344,444	\$ 4,644,132	\$ 3,467,520	\$ 3,638,100	\$ 170,580
Internal Services	\$ 1,922,929	\$ 2,404,208	\$ 2,448,990	\$ 2,636,900	\$ 187,910
Other Operating Expense	\$ 539,800	\$ 595,521	\$ 705,010	\$ 717,240	\$ 12,230
Capital Outlay	\$ 195,964	\$ 152,896	\$ 247,950	\$ 299,300	\$ 51,350
	\$ 8,478,008	\$ 10,349,437	\$ 10,056,790	\$ 10,328,980	\$ 272,190

Authorized Fulltime Personnel

*This fund also contains portions of salaries for some personnel in the Public Works Department.

FY 2016 Adopted Budget
Insurance Fund

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

	Adopted Budget FY 2015	Adopted Budget FY 2016
Revenues		
Revenues from Use of Money and Property	\$ 40,000	\$ 42,000
Charges for Services	\$2,876,480	\$2,996,890
Estimated Revenue	\$ 2,916,480	\$ 3,038,890
Operating Expenditures		
Worker's Comp Claims/Services	\$1,358,000	\$1,430,000
Insurance Claims/Services	\$1,518,480	\$1,566,890
Operating Expenses	\$ 2,876,480	\$ 2,996,890
Net Operating Income (Loss)	\$ 40,000	\$ 42,000
Add:		
Depreciation	\$ -	\$ -
Deduct:		
Debt Service Principal	\$ -	\$ -
Capital Expenditures from Current Op. Funds	\$ -	\$ -
Contribution To/From Fund Balance/General Fund	\$ 40,000	\$ 42,000

Revenues

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ Decrease
Rev-Use Money/Property	\$ 75,443	\$ 41,377	\$ 40,000	\$ 42,000	\$ 2,000
Charges for Services	\$ 2,323,772	\$ 2,706,973	\$ 2,876,480	\$ 2,996,890	\$ 120,410
	\$ 2,399,215	\$ 2,748,350	\$ 2,916,480	\$ 3,038,890	\$ 122,410

Expenditures

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ Decrease
Administration	\$ 6,824	\$ -	\$ -	\$ -	\$ -
W/C Claims and Services	\$ 915,844	\$ 1,348,863	\$ 1,358,000	\$ 1,430,000	\$ 72,000
Claims and Services	\$ 1,407,928	\$ 1,358,111	\$ 1,518,480	\$ 1,566,890	\$ 48,410
	\$ 2,330,596	\$ 2,706,974	\$ 2,876,480	\$ 2,996,890	\$ 120,410

Authorized Fulltime Personnel

*Personnel from the Finance Department oversee the Insurance 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

	Adopted Budget FY 2015	Adopted Budget FY 2016
Revenues		
Charges for Services	\$387,640	\$390,160
Estimated Income	\$ 387,640	\$ 390,160
 Operating Expenditures		
Printing	\$ 98,260	\$100,070
Mailing	\$274,070	\$273,790
Storeroom and General	\$ 19,260	\$ 19,320
Operating Expenses	\$ 391,590	\$ 393,180
Net Operating Income (Loss)	\$ (3,950)	\$ (3,020)
Add:		
Depreciation	\$ 8,000	\$ 4,000
Deduct:		
Debt Service Capital	\$ -	\$ -
Capital Expenditures from Current Operating Funds	\$ 8,300	\$ 38,300
 Contribution To/From Fund Balance/General Fund	 <u>\$ (4,250)</u>	 <u>\$ (37,320)</u>

Revenues

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ Decrease
Miscellaneous Revenue	\$ -	\$ (641)	\$ -	\$ -	\$ -
Charges for Services	\$ 298,049	\$ 301,213	\$ 387,640	\$ 390,160	\$ 2,520
	\$ 298,049	\$ 300,572	\$ 387,640	\$ 390,160	\$ 2,520

Expenditures

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ Decrease
Personnel Services	\$ 76,568	\$ 77,721	\$ 85,290	\$ 85,290	\$ -
Employee Benefits	\$ 15,587	\$ 16,386	\$ 12,650	\$ 13,730	\$ 1,080
Purchased Services	\$ 12,830	\$ 11,919	\$ 32,200	\$ 32,200	\$ -
Internal Service	\$ 7,008	\$ 10,770	\$ 10,200	\$ 9,690	\$ (510)
Other Operating Expense	\$ 164,398	\$ 178,958	\$ 243,250	\$ 248,270	\$ 5,020
Capital Outlay	\$ -	\$ -	\$ 8,300	\$ 38,300	\$ 30,000
Depreciation	\$ 14,503	\$ 12,966	\$ 8,000	\$ 4,000	\$ (4,000)
	\$ 290,894	\$ 308,720	\$ 399,890	\$ 431,480	\$ 31,590

FY 2016 Adopted Budget
Motorized Equipment Fund

The Motorized Equipment Section of Public Works is a Special 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. Service for heavy construction equipment that is difficult to transport can be accomplished in the field. 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..

Contribution to (from) Fund Balance/General Fund

	Adopted Budget FY 2015	Adopted Budget FY 2016
Revenues		
Revenues from Use of Money and Property	\$3,203,020	\$3,257,130
Charges for Services	\$ 269,810	\$ 263,460
Estimated Income	\$ 3,472,830	\$ 3,520,590
 Operating Expenditures		
Motorized Equipment and Maintenance	\$3,040,180	\$3,180,600
Communications Sections	\$ 114,360	\$ 118,040
Operating Expenses	\$ 3,154,540	\$ 3,298,640
Net Operating Income (Loss)	\$ 318,290	\$ 221,950
Add:		
Depreciation	\$ 500,000	\$ 631,000
Deduct:		
Debt Service Principal	\$ 1,590	\$ 2,670
Capital Expenditures from Current Operating Funds	<u>\$ 701,800</u>	<u>\$ 772,800</u>
 Contribution To/From Fund Balance/General Fund	 <u>\$ 114,900</u>	 <u>\$ 77,480</u>

FY 2016 Adopted Budget
Motorized Equipment Fund

Revenues

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ Decrease
Rev-Use Money/Property	\$ 2,890,289	\$ 3,159,593	\$ 3,203,020	\$ 3,257,130	\$ 54,110
Charges for Services	\$ 258,046	\$ 255,080	\$ 269,810	\$ 263,460	\$ (6,350)
Miscellaneous Revenue	\$ -	\$ 11,259	\$ -	\$ -	
Transfers In	\$ 6,824	\$ -	\$ -	\$ -	
	\$ 3,155,159	\$ 3,425,932	\$ 3,472,830	\$ 3,520,590	\$ 47,760

Expenditures

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ Decrease
Personnel Services	\$ 505,985	\$ 542,856	\$ 797,770	\$ 773,460	\$ (24,310)
Employee Benefits	\$ 101,014	\$ 112,193	\$ 120,280	\$ 112,080	\$ (8,200)
Purchased Services	\$ 704,327	\$ 787,372	\$ 624,250	\$ 625,960	\$ 1,710
Internal Service	\$ 122,051	\$ 138,751	\$ 56,600	\$ 78,710	\$ 22,110
Other Operating Expense	\$ 1,086,688	\$ 1,042,477	\$ 1,034,620	\$ 1,107,470	\$ 72,850
Capital Outlay	\$ 653,212	\$ 667,589	\$ 721,800	\$ 741,800	\$ 20,000
Depreciation	\$ 570,373	\$ 616,175	\$ 500,000	\$ 631,000	\$ 131,000
Debt Service	\$ 3,561	\$ 3,082	\$ 2,610	\$ 3,630	\$ 1,020
	\$ 3,747,211	\$ 3,910,495	\$ 3,857,930	\$ 4,074,110	\$ 216,180

FY 2016 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

	Adopted Budget FY 2015	Adopted Budget FY 2016
Revenues		
Revenues from Use of Money and Property	\$ 25,200	\$ 25,500
Charges for Services	\$ 320,000	\$ 345,000
Miscellaneous Revenue	\$ 9,800	\$ 9,800
Non-Revenue Receipts	\$ 225,670	\$ 233,560
Categorical Aid - State	\$ 395,780	\$ 381,140
Categorical Aid - Federal	\$1,151,960	\$1,234,350
 Estimated Income	 \$ 2,128,410	 \$ 2,229,350
 Operating Expenditures		
Mass Transit Service	\$1,996,900	\$2,229,750
Operating Expenses	\$ 1,996,900	\$ 2,229,750
 Net Operating Income (Loss)	 \$ 131,510	 \$ (400)
Add:		
Depreciation	\$ 340,000	\$ 485,000
Deduct:		
Debt Service Principal	\$ 80	\$ 90
Capital Expenditures from Current Operating Funds	\$ 623,160	\$ 683,110
 Contribution To (Support of) City's General Fund	 <u>\$ (151,730)</u>	 <u>\$ (198,600)</u>

FY 2016 Adopted Budget
Transportation Fund

Revenues

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ Decrease
Rev-Use Money/Property	\$ 27,203	\$ 26,144	\$ 25,200	\$ 25,500	\$ 300
Charges for Services	\$ 311,647	\$ 337,683	\$ 320,000	\$ 345,000	\$ 25,000
Miscellaneous Revenue	\$ 8,592	\$ 89,091	\$ 9,800	\$ 9,800	\$ -
Non-Revenue Receipts	\$ 275,800	\$ 231,360	\$ 225,670	\$ 233,560	\$ 7,890
Cat Aid State	\$ 320,928	\$ 357,790	\$ 395,780	\$ 381,140	\$ (14,640)
Cat Aid Federal	\$ 972,438	\$ 772,219	\$ 1,151,960	\$ 1,234,350	\$ 82,390
Transfers In	\$ 147,337	\$ 190,391	\$ 151,730	\$ 198,600	\$ 46,870
	\$ 2,063,945	\$ 2,004,678	\$2,280,140	\$ 2,427,950	\$ 147,810

Expenditures

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ Decrease
Personnel Services	\$ 619,237	\$ 673,571	\$ 744,410	\$ 774,600	\$ 30,190
Employee Benefits	\$ 107,388	\$ 125,689	\$ 116,420	\$ 116,700	\$ 280
Purchased Services	\$ 92,183	\$ 118,461	\$ 125,550	\$ 162,600	\$ 37,050
Internal Service	\$ 75,116	\$ 81,310	\$ 92,010	\$ 111,240	\$ 19,230
Contribution Other Entity	\$ 1,386	\$ -	\$ -	\$ -	\$ -
Other Operating Expense	\$ 325,121	\$ 326,600	\$ 352,800	\$ 386,020	\$ 33,220
Cost Allocation	\$ 275,800	\$ 231,360	\$ 225,670	\$ 233,560	\$ 7,890
Capital Outlay	\$ 776,815	\$ 202,046	\$ 623,160	\$ 643,110	\$ 19,950
Depreciation	\$ 341,399	\$ 391,524	\$ 340,000	\$ 485,000	\$ 145,000
Debt Service	\$ 110	\$ 125	\$ 120	\$ 120	\$ -
	\$ 2,614,555	\$ 2,150,686	\$2,620,140	\$ 2,912,950	\$ 292,810

The Sanitation Enterprise Fund includes activities such as weekly garbage, yard waste, debris, and loose leaf collection in addition to recycling, disposal, composting, and landfill post-closure care. Solid waste is funded through a \$16.50 per month fee on residential units for full solid waste services. A \$2.00 per month fee is placed on multiple family residential and commercial electric accounts for recycling, composting, landfill post-closure, and debt service.

Contribution to (from) Fund Balance/General Fund

	Adopted Budget FY 2015	Adopted Budget FY 2016
Revenues		
Revenues from Use of Money and Property	\$ 31,000	\$ 54,500
Charges for Services	\$3,594,200	\$3,664,200
Estimated Income	\$ 3,625,200	\$ 3,718,700
 Operating Expenditures		
Refuse Collection - Residential	\$2,159,400	\$2,156,060
Yardwaste	\$ 543,790	\$ 529,760
Leaf Collection	\$ 135,070	\$ 130,730
Landfill Operations	\$ 103,180	\$ 103,500
Composting Operations	\$ 289,440	\$ 294,270
Recycling	\$ 226,350	\$ 284,290
Operating Expenses	\$ 3,457,230	\$ 3,498,610
Net Operating Income (Loss)	\$ 167,970	\$ 220,090
Add:		
Depreciation	\$ 16,000	\$ 20,000
Deduct:		
Debt Service Principal	\$ 1,570	\$ 1,640
Capital Expenditures from Current Operating Funds	\$ -	\$ -
 Contribution To/From Fund Balance/General Fund	 <u>\$ 182,400</u>	 <u>\$ 238,450</u>

Revenues

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ Decrease
Rev-Use Money/Property	\$ 102,268	\$ 403,195	\$ 31,000	\$ 54,500	\$ 23,500
Charges for Services	\$ 3,564,179	\$ 3,648,909	\$3,594,200	\$ 3,664,200	\$ 70,000
	\$ 3,666,447	\$ 4,052,104	\$3,625,200	\$ 3,718,700	\$ 93,500

Expenditures

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ Decrease
Personnel Services	\$ 1,054,801	\$ 998,917	\$1,156,170	\$ 1,112,200	\$ (43,970)
Employee Benefits	\$ 223,198	\$ 225,150	\$ 203,370	\$ 181,680	\$ (21,690)
Purchased Services	\$ 882,862	\$ 990,799	\$ 936,990	\$ 960,190	\$ 23,200
Internal Service	\$ 459,513	\$ 530,916	\$ 522,970	\$ 498,280	\$ (24,690)
Other Operating Expense	\$ 192,826	\$ 528,371	\$ 125,470	\$ 131,650	\$ 6,180
Cost Allocation	\$ 548,432	\$ 613,471	\$ 485,630	\$ 520,760	\$ 35,130
Capital Outlay	\$ 13,318	\$ 193	\$ 10,000	\$ 73,300	\$ 63,300
Depreciation	\$ 13,753	\$ 16,091	\$ 16,000	\$ 20,000	\$ 4,000
Debt Service	\$ 2,180	\$ 2,478	\$ 2,200	\$ 2,190	\$ (10)
	\$ 3,390,883	\$ 3,906,386	\$3,458,800	\$ 3,500,250	\$ 41,450

FY 2016 Adopted Budget
Cemetery Fund

The Cemetery Enterprise Fund provides for funeral burial 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 burial lots or archeological/genealogical research. Additionally, this fund provides for the maintenance of the eight municipally owned cemeteries.

Contribution to (from) Fund Balance/General Fund

	Adopted Budget FY 2015	Adopted Budget FY 2016
Revenues		
Licenses, Permits & Privilege Fees	\$158,600	\$158,600
Revenue from Use of Money & Property	\$219,380	\$221,880
Charges for Services	\$421,290	\$419,590
Non-Revenue Receipts	\$205,940	\$228,200
Estimated Income	\$1,005,210	\$ 1,028,270
 Operating Expenditures		
Cemetery Maintenance	\$698,030	\$698,240
Burial Services	\$268,510	\$262,190
Operating Expenses	\$ 966,540	\$ 960,430
Net Operating Income	\$ 38,670	\$ 67,840
Add:		
Depreciation	\$ -	\$ -
Deduct:		
Debt Service Principal	\$ -	\$ -
Capital Expenditures from Current Op.	\$ -	\$ 30,000
 Contribution To Fund Balance (From General Fund)	 <u>\$ 38,670</u>	 <u>\$ 37,840</u>

Revenues

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ Decrease
License, Permits, Privilege	\$ 154,482	\$ 136,640	\$ 158,600	\$ 158,600	\$ -
Rev-Use Money/Property	\$ 169,707	\$ 142,989	\$ 219,380	\$ 221,880	\$ 2,500
Charges for Services	\$ 395,831	\$ 366,633	\$ 421,290	\$ 419,590	\$ (1,700)
Non-Revenue Receipts	\$ 185,040	\$ 218,380	\$ 205,940	\$ 228,200	\$ 22,260
Transfers In	\$ -	\$ 88,540	\$ -	\$ -	\$ -
	\$ 905,060	\$ 953,182	\$ 1,005,210	\$ 1,028,270	\$ 23,060

Expenditures

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ Decrease
Personnel Services	\$ 427,531	\$ 442,979	\$ 517,140	\$ 499,550	\$ (17,590)
Employee Benefits	\$ 92,970	\$ 104,011	\$ 87,490	\$ 79,240	\$ (8,250)
Purchased Services	\$ 14,772	\$ 8,946	\$ 10,610	\$ 19,130	\$ 8,520
Internal Service	\$ 100,838	\$ 112,703	\$ 115,580	\$ 111,900	\$ (3,680)
Other Operating Expense	\$ 20,111	\$ 17,357	\$ 13,480	\$ 17,980	\$ 4,500
Cost Allocation	\$ 185,040	\$ 218,380	\$ 205,940	\$ 228,200	\$ 22,260
Capital Outlay	\$ 15,158	\$ 13,950	\$ 16,300	\$ 34,430	\$ 18,130
	\$ 856,420	\$ 918,326	\$ 966,540	\$ 990,430	\$ 23,890



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 across five funds.



FY 2016 Adopted Budget
Danville Utilities

Description	Wastewater Fund - 51	Water Fund - 52	Gas Fund - 53	Electric Fund - 54	Telecomm Fund - 55	Total
Revenue						
Rev-Use Money/Property	\$ 42,000	\$ 207,810	\$ 485,800	\$ 1,616,230	\$ 14,800	\$ 2,366,640
Charges for Services	\$ 9,744,960	\$ 8,019,920	\$ 25,868,400	\$ 113,707,850	\$ 1,655,450	\$ 158,996,580
Miscellaneous Revenue	\$ 95,000	\$ 60,000	\$ 41,000	\$ 165,000	\$ -	\$ 361,000
Recovered Cost	\$ -	\$ 1,350	\$ -	\$ 67,000	\$ -	\$ 68,350
Non-Revenue Receipts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total – Operating Revenue	\$ 9,881,960	\$ 8,289,080	\$ 26,395,200	\$ 115,556,080	\$ 1,670,250	\$ 161,792,570
Transfer from Fund Balance	\$ -	\$ -	\$ 350,000		\$ -	\$ 350,000
Total	\$ 9,881,960	\$ 8,289,080	\$ 26,745,200	\$ 115,556,080	\$ 1,670,250	\$ 162,142,570
Operating Expenses						
Treatment Plants	\$ 3,001,660	\$ -	\$ -	\$ -	\$ -	\$ 3,001,660
Public Works	\$ 1,353,860	\$ -	\$ -	\$ -	\$ -	\$ 1,353,860
Laboratory	\$ -	\$ 87,670	\$ -	\$ -	\$ -	\$ 87,670
Operations-Main	\$ -	\$ 1,020,340	\$ -	\$ -	\$ -	\$ 1,020,340
Operations-Industrial	\$ -	\$ 141,310	\$ -	\$ -	\$ -	\$ 141,310
Treatment-Main	\$ -	\$ 336,190	\$ -	\$ -	\$ -	\$ 336,190
Administration Services	\$ 804,560	\$ 1,516,310	\$ 2,260,150	\$ 4,375,300	\$ 7,240	\$ 8,963,560
Engineering	\$ -	\$ 339,840	\$ 563,760	\$ 826,010	\$ -	\$ 1,729,610
Distribution	\$ -	\$ 604,720	\$ 600,580	\$ 1,929,710	\$ -	\$ 3,135,010
Service	\$ -	\$ 210,360	\$ 264,130	\$ -	\$ -	\$ 474,490
Meters & Regulators	\$ -	\$ 150,150	\$ 182,100	\$ -	\$ -	\$ 332,250
Meters	\$ -	\$ -	\$ -	\$ 290,750	\$ -	\$ 290,750
Gas Control	\$ -	\$ -	\$ 504,760	\$ -	\$ -	\$ 504,760
Substations	\$ -	\$ -	\$ -	\$ 1,477,000	\$ -	\$ 1,477,000
Hydro-Electric Plant	\$ -	\$ -	\$ -	\$ 762,790	\$ -	\$ 762,790
Transmissions	\$ -	\$ -	\$ -	\$ 165,000	\$ -	\$ 165,000
Generators	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Customer Services	\$ -	\$ -	\$ -	\$ 1,094,420	\$ -	\$ 1,094,420
Utility Administrative Services	\$ -	\$ -	\$ -	\$ 603,680	\$ -	\$ 603,680
Support Services	\$ -	\$ -	\$ -	\$ 394,960	\$ -	\$ 394,960
Operations	\$ -	\$ -	\$ -	\$ -	\$ 545,990	\$ 545,990
Rivercity TV	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchased Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 1,081,440	\$ 788,810	\$ 185,660	\$ 2,448,460	\$ -	\$ 4,504,370
Capital Expenses	\$ 491,910	\$ 942,360	\$ 1,273,290	\$ 5,384,070	\$ 232,400	\$ 8,324,030
Subtotal – Operating Expense	\$ 6,733,430	\$ 6,138,060	\$ 5,834,430	\$ 19,752,150	\$ 785,630	\$ 39,243,700
Depreciation	\$ 2,125,000	\$ 1,845,000	\$ 1,565,000	\$ 8,070,000	\$ 320,200	\$ 13,925,200
Source of Supply	\$ -	\$ -	\$ 16,351,860	\$ 84,686,000	\$ 150,000	\$ 101,187,860
Total – Operating Expense	\$ 8,858,430	\$ 7,983,060	\$ 23,751,290	\$ 112,508,150	\$ 1,255,830	\$ 154,356,760
Annual Contribution to General Fund	\$ 685,760	\$ 937,300	\$ 3,008,330	\$ 9,896,610	\$ 302,000	\$ 14,830,000
Total	\$ 9,544,190	\$ 8,920,360	\$ 26,759,620	\$ 122,404,760	\$ 1,557,830	\$ 169,186,760
Add - Depreciation	\$ 2,125,000	\$ 1,845,000	\$ 1,565,000	\$ 8,070,000	\$ 320,200	\$ 13,925,200
Revenue in excess of Operating Expenses	\$ 2,462,770	\$ 1,213,720	\$ 1,550,580	\$ 1,221,320	\$ 432,620	\$ 6,881,010
Capital Improvements						
Capital Projects	\$ 550,000	\$ 1,155,000	\$ 1,500,000	\$ 1,000,000	\$ 390,960	\$ 4,595,960
Sewer Capital Projects	\$ 1,250,000	\$ -	\$ -	\$ -	\$ -	\$ 1,250,000
Total – Capital	\$ 1,800,000	\$ 1,155,000	\$ 1,500,000	\$ 1,000,000	\$ 390,960	\$ 5,845,960
Revenues Over (Under)	\$ 662,770	\$ 58,720	\$ 50,580	\$ 221,320	\$ 41,660	\$ 1,035,050

FY 2016 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

	Adopted Budget FY 2015	Adopted Budget FY 2016
Revenues		
Revenues from Use of Money and Property	\$ 37,000	\$ 42,000
Charges for Services	\$ 9,464,150	\$9,744,960
Miscellaneous Revenue	\$ 89,000	\$ 95,000
Estimated Income	\$ 9,590,150	\$ 9,881,960
Operating Expenditures		
Administrative Services	\$ 1,965,230	\$2,104,560
Treatment Plants	\$ 2,976,810	\$3,001,660
Sewer Capital Projects	\$ 1,250,000	\$1,250,000
Public Works - Sewers	\$ 1,867,270	\$2,178,860
Capital Expenses	\$ 511,370	\$ 491,910
Capital Projects	\$ 350,000	\$ 550,000
Operating Expenses	\$ 8,920,680	\$ 9,576,990
Net Operating Income (Loss)	\$ 669,470	\$ 304,970
Add:		
Depreciation	\$ 1,700,000	\$ 2,125,000
Deduct:		
Debt Service Principal	\$ 1,056,250	\$ 1,081,440
Contribution to City's General Fund	\$ 685,760	\$ 685,760
Contribution To(From) Retained Earnings	<u>\$ 627,460</u>	<u>\$ 662,770</u>

Revenues

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ Decrease
Rev-Use Money/Property	\$ 68,711	\$ 46,339	\$ 37,000	\$ 42,000	\$ 5,000
Charges for Services	\$ 9,374,465	\$ 9,410,786	\$ 9,464,150	\$ 9,744,960	\$ 280,810
Miscellaneous Revenue	\$ 101,426	\$ 82,451	\$ 89,000	\$ 95,000	\$ 6,000
	\$ 9,544,602	\$ 9,539,576	\$ 9,590,150	\$ 9,881,960	\$ 291,810

Expenditures

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ Decrease
Personnel Services	\$ 447,648	\$ 420,837	\$ 596,720	\$ 581,840	\$ (14,880)
Employee Benefits	\$ 90,790	\$ 92,248	\$ 99,590	\$ 90,130	\$ (9,460)
Purchased Services	\$ 5,927,246	\$ 4,187,428	\$ 3,021,430	\$ 3,036,980	\$ 15,550
Internal Service	\$ 670,029	\$ 637,797	\$ 689,400	\$ 675,460	\$ (13,940)
Other Operating Expense	\$ 180,135	\$ 325,144	\$ 219,520	\$ 241,220	\$ 21,700
Cost Allocation	\$ 602,184	\$ 553,093	\$ 553,080	\$ 616,190	\$ 63,110
Capital Outlay	\$ 8,933	\$ 25,281	\$ -	\$ -	\$ -
Capital Projects	\$ -	\$ -	\$ 1,600,000	\$ 1,800,000	\$ 200,000
Depreciation	\$ 1,625,198	\$ 1,812,721	\$ 1,700,000	\$ 2,125,000	\$ 425,000
Debt Service	\$ 1,637,226	\$ 1,709,179	\$ 1,397,190	\$ 1,391,610	\$ (5,580)
Transfer Out	\$ 677,760	\$ 685,760	\$ 685,760	\$ 685,760	\$ -
Contingency Appropriation	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -
	\$ 11,867,149	\$10,449,488	\$ 10,662,690	\$ 11,344,190	\$ 681,500

FY 2016 Adopted Budget
Water Fund

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

	Adopted Budget FY 2015	City Council Introductory FY 2016
Revenues		
Revenues from Use of Money and Property	\$ 209,300	\$ 207,810
Charges for Services	\$ 7,996,830	\$ 8,019,920
Miscellaneous Revenue	\$ 64,000	\$ 60,000
Recovered Cost	\$ -	\$ 1,350
Estimated Income	\$ 8,270,130	\$ 8,289,080
Operating Expenditures		
Administrative Services	\$ 3,214,230	\$ 3,361,310
Engineering	\$ 322,260	\$ 339,840
Distribution	\$ 600,970	\$ 604,720
Service	\$ 203,290	\$ 210,360
Meters and Regulators	\$ 135,660	\$ 150,150
Treatment - Main	\$ 336,190	\$ 336,190
Laboratory	\$ 76,380	\$ 87,670
Operations - Main	\$ 973,420	\$ 1,020,340
Operations - Industrial	\$ 128,840	\$ 141,310
Capital Expenses	\$ 1,023,100	\$ 942,360
Capital Projects	\$ 1,135,000	\$ 1,155,000
Operating Expenses	\$ 8,149,340	\$ 8,349,250
Net Operating Income (Loss)	\$ 120,790	\$ (60,170)
Add:		
Depreciation	\$ 1,585,000	\$ 1,845,000
Deduct:		
Debt Service Principal	\$ 759,660	\$ 788,810
Capital Expenditures from Operating	\$ -	\$ -
Contribution to City's General Fund	\$ 937,300	\$ 937,300
Contribution To(From) Retained Earnings	\$ 8,830	\$ 58,720

FY 2016 Adopted Budget
Water Fund

	<u>Revenues</u>				
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ Decrease
Rev-Use Money/Property	\$ 322,042	\$ 245,899	\$ 209,300	\$ 207,810	\$ (1,490)
Charges for Services	\$ 5,648,241	\$ 7,277,186	\$ 7,996,830	\$ 8,019,920	\$ 23,090
Miscellaneous Revenue	\$ 93,211	\$ 126,394	\$ 64,000	\$ 60,000	\$ (4,000)
Recovered Costs	\$ 200	\$ 2,500	\$ -	\$ 1,350	\$ 1,350
	\$ 6,063,694	\$ 7,651,979	\$ 8,270,130	\$ 8,289,080	\$ 18,950

	<u>Expenditures</u>				
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ Decrease
Personnel Services	\$ 1,303,224	\$ 1,275,466	\$ 1,636,300	\$ 1,625,570	\$ (10,730)
Employee Benefits	\$ 251,866	\$ 256,795	\$ 281,180	\$ 256,500	\$ (24,680)
Purchased Services	\$ 1,372,847	\$ 1,582,118	\$ 714,020	\$ 732,770	\$ 18,750
Internal Service	\$ 665,479	\$ 737,235	\$ 750,420	\$ 773,530	\$ 23,110
Other Operating Expense	\$ 939,624	\$ 978,372	\$ 949,340	\$ 957,940	\$ 8,600
Cost Allocation	\$ 519,427	\$ 480,346	\$ 556,160	\$ 522,380	\$ (33,780)
Capital Outlay	\$ 418,955	\$ 115,208	\$ 135,080	\$ 105,900	\$ (29,180)
Capital Projects	\$ -	\$ -	\$ 1,135,000	\$ 1,155,000	\$ 20,000
Depreciation	\$ 1,604,170	\$ 1,696,396	\$ 1,585,000	\$ 1,845,000	\$ 260,000
Debt Service	\$ 1,029,467	\$ 1,162,958	\$ 1,066,500	\$ 1,063,470	\$ (3,030)
Transfer Out	\$ 933,300	\$ 937,300	\$ 937,300	\$ 937,300	\$ -
Contingency Appropriation	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -
	\$ 9,038,359	\$ 9,222,194	\$ 9,846,300	\$ 10,075,360	\$ 229,060

FY 2016 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

	Adopted Budget FY 2015	Adopted Budget FY 2016
Revenues		
Revenues from Use of Money and Property	\$ 410,370	\$ 485,800
Charges for Services	\$26,192,710	\$ 25,868,400
Miscellaneous Revenue	\$ -	\$ 41,000
Transfer from Fund Balance	\$ -	\$ 350,000
Estimated Income	\$ 26,603,080	\$ 26,745,200
 Operating Expenditures		
Administrative Services	\$ 4,048,050	\$ 3,825,150
Engineering	\$ 536,000	\$ 563,760
Gas Control	\$17,097,460	\$ 16,856,620
Distribution	\$ 573,790	\$ 600,580
Service	\$ 257,570	\$ 264,130
Meters and Regulators	\$ 185,780	\$ 182,100
Capital Expenses	\$ 1,033,320	\$ 1,273,290
Capital Projects	\$ 1,000,000	\$ 1,500,000
Operating Expenses	\$ 24,731,970	\$ 25,065,630
Net Operating Income (Loss)	\$ 1,871,110	\$ 1,679,570
Add:		
Depreciation	\$ 1,375,000	\$ 1,565,000
Deduct:		
Debt Service	\$ 178,950	\$ 185,660
Principal		
Capital Expenditures from Operating	\$ -	\$ -
Contribution to City's General Fund	\$ 3,008,330	\$ 3,008,330
Contribution To(From) Retained Earnings	\$ 58,830	\$ 50,580

FY 2016 Adopted Budget
Gas Fund

Revenues

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ Decrease
Rev-Use Money/Property	\$ 598,853	\$ 511,840	\$ 410,370	\$ 485,800	\$ 75,430
Charges for Services	\$23,474,584	\$ 26,114,593	\$ 26,192,710	\$ 25,868,400	\$ (324,310)
Miscellaneous Revenue	\$ 97,557	\$ 127,290	\$ -	\$ 41,000	\$ 41,000
Transfer from Fund Balance	\$ -	\$ -	\$ -	\$ 350,000	\$ 350,000
	\$24,170,994	\$ 26,753,723	\$ 26,603,080	\$ 26,745,200	\$ 142,120

Expenditures

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ Decrease
Personnel Services	\$ 1,147,160	\$ 1,201,231	\$ 1,403,980	\$ 1,307,790	\$ (96,190)
Employee Benefits	\$ 216,799	\$ 237,267	\$ 215,730	\$ 205,340	\$ (10,390)
Purchased Services	\$ 2,382,558	\$ 2,285,123	\$ 858,050	\$ 1,059,240	\$ 201,190
Internal Service	\$ 203,895	\$ 209,879	\$ 186,640	\$ 187,930	\$ 1,290
Other Operating Expense	\$ 1,184,885	\$ 1,191,350	\$ 1,074,520	\$ 1,098,950	\$ 24,430
Source of Supply	\$14,280,660	\$ 16,912,593	\$ 16,617,680	\$ 16,351,860	\$ (265,820)
Cost Allocation	\$ 1,502,154	\$ 1,513,009	\$ 1,602,790	\$ 1,552,620	\$ (50,170)
Capital Outlay	\$ 75,082	\$ 95,321	\$ 89,370	\$ 47,100	\$ (42,270)
Capital Projects	\$ -	\$ -	\$ 1,000,000	\$ 1,500,000	\$ 500,000
Depreciation	\$ 1,267,684	\$ 1,372,943	\$ 1,375,000	\$ 1,565,000	\$ 190,000
Debt Service	\$ 269,228	\$ 292,475	\$ 387,160	\$ 275,460	\$ (111,700)
Transfer Out	\$ 2,906,330	\$ 3,008,330	\$ 3,008,330	\$ 3,008,330	\$ -
Contingency Appropriation	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -
	\$25,436,435	\$ 28,319,521	\$ 27,919,250	\$ 28,259,620	\$ 340,370

FY 2016 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

	Adopted Budget FY 2015	Adopted Budget FY 2016
Revenues		
Revenues from Use of Money and Property	\$ 1,812,240	\$ 1,616,230
Charges for Services	\$ 116,171,190	\$ 113,707,850
Miscellaneous Revenue	\$ 176,000	\$ 165,000
Recovered Cost	\$ -	\$ 67,000
Non-Revenue Receipts	\$ -	\$ -
Estimated Income	\$ 118,159,430	\$ 115,556,080
Operating Expenditures		
Administrative Services	\$ 4,706,710	\$ 4,445,300
Utility Administration Services	\$ 761,300	\$ 603,680
Support Services	\$ 754,420	\$ 394,960
Engineering	\$ 1,031,430	\$ 826,010
Distribution	\$ 94,385,000	\$ 94,615,710
Meters	\$ 387,780	\$ 290,750
Transmissions	\$ 245,000	\$ 165,000
Substations	\$ 1,804,840	\$ 1,477,000
Hydro-Electric Plant	\$ 773,010	\$ 762,790
Customer Services	\$ 1,059,920	\$ 1,094,420
Capital Expenses	\$ 5,020,040	\$ 5,384,070
Capital Projects	\$ 1,000,000	\$ 1,000,000
Operating Expenses	\$ 111,929,450	\$ 111,059,690
Net Operating Income (Loss)	\$ 6,229,980	\$ 4,496,390
Add:		
Depreciation	\$ 6,643,000	\$ 8,070,000
Deduct:		
Debt Service Principal	\$ 2,294,450	\$ 2,448,460
Capital Expenditures from Operating	\$ -	\$ -
Contribution to City's General Fund	\$ 9,896,610	\$ 9,896,610
Contribution To(From) Retained Earnings	\$ 681,920	\$ 221,320

FY 2016 Adopted Budget
Electric Fund

<u>Revenues</u>					
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ Decrease
Rev-Use Money/Property	\$ 2,207,595	\$ 1,636,847	\$ 1,812,240	\$ 1,616,230	\$ (196,010)
Charges for Services	\$ 99,718,733	\$124,899,923	\$ 116,171,190	\$113,707,850	\$ (2,463,340)
Miscellaneous Revenue	\$ 145,689	\$ 187,154	\$ 176,000	\$ 165,000	\$ (11,000)
Recovered Cost	\$ 99,321	\$ 145,629	\$ -	\$ 67,000	
Non-Revenue Receipts	\$ 120,153	\$ 4,240	\$ -	\$ -	\$ -
	\$102,291,491	\$126,873,793	\$ 118,159,430	\$115,556,080	\$ (2,603,350)
<u>Expenditures</u>					
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ Decrease
Personnel Services	\$ 5,110,052	\$ 5,230,492	\$ 5,812,390	\$ 5,515,260	\$ (297,130)
Employee Benefits	\$ 988,847	\$ 1,112,855	\$ 953,500	\$ 860,560	\$ (92,940)
Purchased Services	\$ 4,639,212	\$ 6,947,568	\$ 3,632,850	\$ 3,042,960	\$ (589,890)
Internal Service	\$ 661,353	\$ 658,368	\$ 758,770	\$ 756,680	\$ (2,090)
Other Operating Expense	\$ 5,694,931	\$ 7,240,462	\$ 5,351,540	\$ 4,276,920	\$ (1,074,620)
Source of Supply	\$ 69,918,749	\$ 92,406,607	\$ 84,575,010	\$ 84,686,000	\$ 110,990
Cost Allocation	\$ 936,518	\$ 1,196,537	\$ 854,660	\$ 951,660	\$ 97,000
Capital Outlay	\$ 500,222	\$ 244,901	\$ 339,980	\$ 81,440	\$ (258,540)
Capital Projects	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	\$ -
Depreciation	\$ 6,399,621	\$ 7,535,517	\$ 6,643,000	\$ 8,070,000	\$ 1,427,000
Debt Service	\$ 3,789,515	\$ 3,876,547	\$ 3,727,210	\$ 3,766,670	\$ 39,460
Reimbursement	\$ -	\$ -	\$ 74,990	\$ -	\$ (74,990)
Transfer Out	\$ 12,562,610	\$ 9,896,610	\$ 9,896,610	\$ 9,896,610	\$ -
Contingency Appropriation	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ -
	\$111,201,630	\$136,346,464	\$ 124,120,510	\$123,404,760	\$ (715,750)

FY 2016 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.

Contribution to (from) Fund Balance/General Fund

	Adopted Budget FY 2015	Adopted Budget FY 2016
Revenues		
Revenues from Use of Money and Property	\$ 14,800	\$ 14,800
Charges for Services	\$ 1,664,750	\$1,655,450
Non-Revenue Receipts	\$ -	\$ -
Estimated Income	\$ 1,679,550	\$ 1,670,250
 Operating Expenditures		
Administrative Services	\$ 44,700	\$ 12,440
Operations	\$ 756,250	\$ 860,990
Purchased Services	\$ 125,400	\$ 150,000
Capital Expenses	\$ 215,200	\$ 232,400
Capital Projects	\$ 500,000	\$ 390,960
Operating Expenses	\$ 1,641,550	\$ 1,646,790
Net Operating Income (Loss)	\$ 38,000	\$ 23,460
Add:		
Depreciation	\$ 269,000	\$ 320,200
Deduct:		
Debt Service Principal	\$ -	\$ -
Capital Expenses from Operating	\$ -	\$ -
Contribution to City's General Fund	\$ 302,000	\$ 302,000
 Contribution To(From) Retained Earnings	 <u>\$ 5,000</u>	 <u>\$ 41,660</u>

FY 2016 Adopted Budget
Telecommunications Fund

	<u>Revenues</u>				
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ Decrease
Rev-Use Money/Property	\$ 59,694	\$ 49,035	\$ 14,800	\$ 14,800	\$ -
Charges for Services	\$ 1,499,794	\$ 1,412,582	\$ 1,664,750	\$ 1,655,450	\$ (9,300)
Miscellaneous Revenue	\$ 5,679	\$ 33,679	\$ -	\$ -	\$ -
Non-Revenue Receipts	\$ 32,495	\$ 553	\$ -	\$ -	\$ -
	\$ 1,597,662	\$ 1,495,849	\$ 1,679,550	\$ 1,670,250	\$ (9,300)

	<u>Expenditures</u>				
	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	Increase/ Decrease
Personnel Services	\$ 200,716	\$ 192,034	\$ 181,730	\$ 175,630	\$ (6,100)
Employee Benefits	\$ 44,260	\$ 47,503	\$ 33,400	\$ 23,510	\$ (9,890)
Purchased Services	\$ 489,611	\$ 541,798	\$ 208,730	\$ 240,670	\$ 31,940
Internal Service	\$ 27,462	\$ 29,452	\$ 15,020	\$ 32,620	\$ 17,600
Other Operating Expense	\$ 432,582	\$ 411,300	\$ 146,220	\$ 174,720	\$ 28,500
Source of Supply	\$ 152,021	\$ 144,248	\$ 125,400	\$ 150,000	\$ 24,600
Cost Allocation	\$ 44,430	\$ 67,800	\$ 137,050	\$ 137,750	\$ 700
Capital Outlay	\$ 8,238	\$ 13,670	\$ 25,000	\$ 730	\$ (24,270)
Capital Projects	\$ -	\$ -	\$ 500,000	\$ 390,960	\$ (109,040)
Depreciation	\$ 235,424	\$ 261,165	\$ 269,000	\$ 320,200	\$ 51,200
Reimbursement	\$ -	\$ (3,628)	\$ -	\$ -	\$ -
Transfer Out	\$ 302,000	\$ 302,000	\$ 302,000	\$ 302,000	\$ -
	\$ 1,936,744	\$ 2,007,342	\$ 1,943,550	\$ 1,948,790	\$ 5,240



Financial Policies

City of Danville, Virginia

11/15/2011
Revised May 5, 2015



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Approved by Resolution #2011-11.08 of the Danville City Council
November 15, 2011

Introduction: Written, adopted financial policies have many benefits, such as assisting elected officials and staff in the financial management of the City, saving time and energy when discussing financial matters, engendering public confidence, and providing continuity over time as elected officials and staff members change. While these policies will be amended periodically, they will provide the basic foundation and framework for many of the issues and decisions facing the City. They will promote sound financial management and assist in the City's stability, efficiency, and effectiveness. Policies are designed to conform to state and local regulations, generally accepted accounting standards, standards set by the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA), and best practices employed by other local governments. The City Manager's "Administrative Policies & Procedures" and operating procedures maintained by municipal departments supplement these Financial Policies.

1. Guiding Principles

The City provides a wide variety of essential and desirable services and facilities to its residents, visitors, businesses, and institutions. The Danville City Council and staff are responsible for managing municipal finances wisely, ensuring adequate funding to meet current and future needs, appropriately accounting for all revenues and expenditures, and complying with all applicable regulations. To satisfy these obligations, the Council and staff are committed to developing a sound financial plan for municipal operations, maintenance, and capital improvements. To achieve this, the City Council:

- Establishes financial policies;
- Sets policy guidance for preparation of operating and capital improvement budgets;
- Adopts budgets for all funds based on adopted policies and in accordance with the City Charter and State laws; and
- Oversees the administration of finances and budgets undertaken by the City Manager.

2. Financial Structure

In accordance with the GASB, the financial structure of the City will be divided into tax-supported governmental funds (including a General Fund to support the governmental services of the City) and self-supporting proprietary funds established for nongovernmental purposes. Proprietary funds will include a series of enterprise funds, which shall be managed as business enterprises supported by

revenues derived by that enterprise. A list of funds with descriptions of each is provided in the Appendix of this document.

3. Budget

The Council will annually adopt a budget that includes funds as may be required by law or by sound financial practices and generally accepted accounting principles. The budget will control the levy of taxes and expenditures for all City purposes during the ensuing fiscal year. The City budget will be balanced using approved funding sources, including fund balances. The annual budget will serve as the official plan of services and facility operations intended to accomplish the City's goals and objectives.

3.1 Budget Preparation & Adoption

The budget process is one of the most important undertaken by the City each year. However, the City Charter provides only minimal guidance on how the budget is to be prepared, reviewed, and adopted.* It simply states that

- The City Manager is responsible for preparation of the budget;
- A proposed budget is to be presented to the City Council no later than April 1st;
- No more than 30 days later, after collaboration with the Council, the Manager is to introduce a completed budget;
- A brief synopsis of the budget is to be published in the newspaper and Council is to conduct a public hearing; and
- The budget is to be adopted before July 1st.

The City Council and City Manager will exceed the minimum requirements by starting the process earlier, providing more direct Council guidance along the way, and encouraging more active public engagement throughout the process, including during the City Manager's budget preparation process. The City Council will similarly exceed minimum requirements in conducting additional budget hearings and encouraging public input through not only providing testimony at hearings, but also through e-mails, social media tools, telephone calls, and direct discussion. The budget process undertaken by Council and staff will endeavor to

- Maintain a transparent process;
- Provide a steady flow of readily available information to the public;
- Inform, involve, and engage the public;
- Identify and consider issues and concerns of the public; and

* City Charter, §3-3, §8-6, and §8-7

- Achieve public understanding, if not acceptance, of trade-offs and decisions made in adopting a balanced budget.

3.2 Revenue & Expenditure Forecasts

Budget revenue estimates will be conservative, yet realistic. Expenditure estimates will fully cover, but not overstate, projected costs. A five-year forecast of General Fund revenues and expenses will be prepared at the beginning of each budget process to help determine if projected revenues can sustain current services. The City Council will consider the five-year forecast and other information provided and set priorities and offer guidance at the outset of the City Manager's annual budget preparation process. Council will additionally at that time make desired modifications to Financial Policies that might affect the budgeting process.

The City will avoid dependence on temporary or unstable revenues to fund mainstream municipal services. The City will not use one-time revenues to fund ongoing operational costs. Neither will debt be used to fund current expenditures. The City will strive to maintain a reasonable real estate tax rate and will only consider upward adjustments to the property tax as a last resort.

If a deficit is projected for the coming fiscal year, the City will take steps to reduce expenditures and/or increase revenues. If a deficit is caused by emergency or temporary economic conditions, Council may consider a transfer from the Budget Stabilization Fund or the Unassigned Fund Balance to balance the budget as described in Policy 4.

3.3 Service & Facility Charges

Many services and facility uses are allowed by the City without additional charge. Examples include general use of parks and emergency responses by police officers. Services or facility uses that solely benefit an individual or group and can be practicably controlled and priced will be provided at reasonable fees. The City will maximize the application of user charges rather than depending on general revenues and subsidies from other City funds for services so identified and where costs are directly related to the level of service provided. The following principles will apply in establishing user fees:

- City staff will provide services and facilities as efficiently as is possible to keep user fees reasonable and affordable.
- City Council will determine under what circumstances cost subsidies, discounts, or waivers will be granted.
- User fees will otherwise be set at levels that recover full costs, including all direct, capital and facility wear and tear, and overhead expenses.

- Reimbursable work performed by the City shall be billed at actual costs except in cases where firm estimates and/or “not-to-exceed” prices were quoted to a client.
- Where practical, user charges shall be comparable to other neighboring cities and private sector providers. In the interest doing no harm to other local service and facility providers, whether in the private or non-profit sectors, the City will avoid undercutting rates charged by others in Danville.

Departments that impose fees or service charges will prepare and/or update them for inclusion in the annual budget process. Responsibility for consideration and adoption of fees is assigned to the City Council or its boards and commissions as authorized*. The City will maintain a current schedule of fees and charges, showing when the fees were last reviewed and/or recalculated.

3.4 Budget Contingency Accounts

Annual budgets will be stripped of informal contingency accounts to protect against expenditure overruns. The City Manager will instead propose appropriation of Contingency Accounts in the General Fund and each utility fund to cover unanticipated expenditure needs. The Contingency Account for each applicable fund shall be established at a minimum of \$100,000. If approved by City Council through its appropriation of the budget, Contingency Accounts will be used at the direction and approval of the City Manager.

3.5 Capital Improvement Plan

In addition to the operating budget, the City Manager will annually submit a five-year Capital Improvement Plan (CIP) for review by Council. The CIP will include new or expanded facilities; infrastructure projects; extraordinary maintenance projects; land acquisition; special initiatives such as blight eradication or River District revitalization; large equipment items such as fire trucks; and large computer, telecommunications, and other technology investments. Normally, any such expenditure of \$50,000 or more will be included in the CIP. As with the operating budget, items included in the CIP are those considered necessary to maintain public services and facilities. The CIP will show proposed expenditures and associated revenue sources. Current revenues and grants are the preferred methods of financing rather than borrowing. Operating impacts of CIP elements will be will be reported in the plan.

3.6 Legal Level of Control

Budget appropriations shall be legally controlled at the fund level. The City Manager is delegated authority to administer the budget within appropriated fund levels. In accordance with state code, municipal appropriations made to the

* For example, by the Danville Utility Commission in the case of non-consumption fees and charges associated with the City's utilities.

Danville Public Schools (DPS) are administered independently under the authority of the School Board. The DPS is allowed to carry forward \$1 million of its unencumbered municipal appropriation at the end of each fiscal year without further consideration and approval by the City Council.

3.7 Budget Administration

The City Manager and department directors are responsible for continuously monitoring revenues and expenditures and for carefully administering adopted budgets. The City Council will receive monthly financial reports and briefings. Council's boards, commissions, and committees charged with budgeting responsibilities will similarly be kept informed.

The City will take immediate corrective actions if, at any time during the fiscal year, expenditure and revenue estimates are such that an operating deficit is projected at year-end. Corrective actions may include a hiring freeze, expenditure reductions, fee increases, or use of contingencies. The City Council may approve additional measures as appropriate.

4. Fund Balances

Sufficient reserves must be retained by the City at all times to provide financial stability. A properly sized and configured fund balance in each operating fund is essential in accomplishing this. The Governmental Accounting Standards Board requires that General Fund balance elements be structured in five categories that span a continuum of use constraints that classify a fund's net resources from those that have the most constraints placed on their use to the least. What was formally accounted for as the "unrestricted" fund balance is now separated into "assigned" and "unassigned" fund balance accounts.*

- Nonspendable Fund Balance -- amounts that cannot be spent because of form (such as inventory) or because of legally or contractual requirements (such as the principal of an endowment fund, pre-paid items, or long-term receivables).
- Restricted Fund Balance -- amounts that are constrained to being used for a specific purpose by external parties (such as grantors, bondholders, or the state or federal governments), through constitutional provisions, or by enabling legislation. Such restrictions normally cannot be removed by City Council.
- Committed Fund Balance -- amounts committed by ordinance for specific purposes by the City Council itself. Council can likewise remove such constraints through an amending ordinance. These relate to expenditures that are not expected to occur routinely. Examples

* GSAB Statement No. 54, "Fund Balance Reporting and Governmental Fund Type Definitions," effective for fiscal periods beginning after June 15, 2010.

include reserves established by Council to construct a new facility or to purchase property for an industrial park.

- Assigned Fund Balance -- amounts that Council sets aside for specific purposes, but with fewer restrictions than intended with restricted or committed fund balance amounts. Examples include the City's special revenue, capital project, debt service, and budget or rate stabilization funds.
- Unassigned Fund Balance -- amounts that have not been restricted, committed, or assigned and are therefore available for any Council-authorized purpose.

In the case of municipal funds other than the General Fund (for example, utility and enterprise funds) assigned and unassigned fund balances remain combined in "unrestricted" fund balance accounts.

4.1 Unassigned & Unrestricted Fund Balances

Unassigned or unrestricted fund balances are important in maintaining financial stability and are considered by bond rating agencies as key indicators of credit-worthiness. They provide the financial resources to deal with emergencies, natural disasters, precipitous economic downturns, revenue shortfalls, and unanticipated expenditures. They also provide cash flow liquidity in responding to fluctuations in major revenue sources, such as with property tax receipts. Unassigned and unrestricted balances themselves generate revenue through investment interest earnings.

The City Council designates the following minimum levels for unassigned and unrestricted fund balances:

- General Fund -- The unassigned General Fund balance shall be maintained at a level not less than 20% of operating revenues.
- Utility Funds -- The Water, Wastewater, Gas, Electric, and Telecommunications Funds shall maintain unrestricted fund balances equal to at least 90 days of average operating and maintenance expenses, inclusive of transfers to the General Fund, plus 90 days of the next fiscal year's debt service payments.

During recent years, the Wastewater Fund has been running a deficit and has depleted its unrestricted fund balance. The City's goal is to bring the Wastewater Fund into compliance by FY 2017. During this time, the combined Utility Funds will collectively adhere to this unassigned fund balance policy, meaning the other utility funds will maintain higher than normal levels of cash reserves.

- Other Funds -- The City's other enterprise, internal service, special, and fiduciary funds will be budgeted to fully cover expenses but will not at this time be subjected to unassigned or unrestricted fund balance standards.

Actual fund balance levels may rise and fall during the fiscal year, but will be restored to designated levels during the annual budgeting process. An appropriation from an unassigned or unrestricted fund balance that would result in the balance falling below its designated level requires a majority plus one vote of Council (with six of nine members voting “aye”). No such vote shall be taken until the Council receives a briefing from the City Manager that identifies potential ramifications of the appropriation and includes a financial plan to restore the unassigned or unrestricted fund balance to its designated minimum level within two years.

Because the City’s budgets are based on appropriately conservative revenue and expenditure budget projections, it is to be expected that at least some surplus revenue will be added to fund balances at the end of each fiscal year. 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 will not be used to support routine operating expenditures. Nor will availability of excess cash reserves be allowed to supplant prudent budgeting practices.

4.2 General Fund Budget Stabilization Reserve

Amended by Resolution 2015-05.03 of the Danville City Council, May 5, 2015

As part of the FY 2012 Budget process, the City Council authorized creation of a Budget Stabilization Fund as part of the General Fund’s assigned fund balance using revenues in excess of its designated 20% unassigned fund balance level. The Budget Stabilization Fund will not be used to finance new or expanded services. It is instead intended to help sustain municipal operations during times when revenue sources such as property, sales, meals, and business tax receipts are sluggish due to continuing effects of the economic recession or continuing response to emergencies. As it deems appropriate, the City Council will appropriate revenue from the Budget Stabilization Fund for use during the current or coming fiscal year to sustain current municipal service levels.

The fund is subject to the following restrictions:

- There is no designated minimum size for the Budget Stabilization Fund. It may, from time to time, be drawn down significantly or even depleted entirely. The fund does, however, have an upper limit. Its maximum size will not exceed a balance of \$3,000,000.
(R2015-05.03)

- The Budget Stabilization Fund will retain interest earnings on the balance of revenues held in the fund.
- After allocation of surplus revenues to designated fund balance reserves, up to one-half of remaining General Fund revenue surpluses will be transferred to the Budget Stabilization Fund at the closing of each fiscal year, subject to its aforementioned maximum size limit.
- The Budget Stabilization Fund is not to be used to offset minor revenue shortfalls. Appropriations from the fund to balance the coming year's budget will be made only in the event that total projected ongoing General Fund revenues are expected to decline more than one percent below the current year's estimated receipts.
- As the Budget Stabilization Fund has no direct revenue source of its own to replenish expended resources, care will be taken in its use.
- Use of the Budget Stabilization Fund will not take the place of prudent budgeting practices that carefully establish appropriate services and service levels, properly maintain municipal facilities, undertake important initiatives, and set fees, charges and taxes necessary to pay associated expenditures.
- Spending cuts or other cost-saving measures must be undertaken in combination with use of Budget Stabilization Fund revenues.

5. Utility Contributions to the General Fund

The Electric, Gas, Water, Wastewater, and Telecommunications Fund all make contributions to the General Fund at levels meant to approximate taxes that would be paid to the City were these enterprises run by private sector utilities, as well as profit that would be earned by shareholders. Total utility fund transfers budgeted for FY 2013 amount to \$14,382,000, constituting approximately 15% of General Fund revenues.

FY 2013 Utility Fund contributions to the General Fund are designated as the base rates for these transfers. Transfers from the Telecommunications Fund are handled separately because its primary customers are the City itself and the Danville Public Schools.

FY 2013 General Fund
Contribution Amounts

Electric Fund	\$	9,562,610
Gas Fund		2,906,330
Water Fund		933,300
Wastewater Fund		677,760

To emulate tax burdens imposed on taxable utilities in other communities, transfers from Utility Funds to the General Fund will be increased based on the growth in net fixed assets. The increase in the transferred amount from a utility fund will be calculated on the basis of half of the average proportional growth of that fund's net fixed assets (fixed assets less depreciation) over the previous five fiscal years, rounded to the nearest thousand. In order to preserve the City's credit score with American Municipal Power, the Electric Fund will have the additional requirement that a minimum of six months cash reserves be maintained.* In no event will contributions from the Electric, Gas, Water, and Wastewater Funds be reduced from one year to the next. Applicable adjustments in the General Fund contributions will be implemented every other year as part of the biennial utility rate studies.

* Cash reserves = [annual operating expense (excluding purchased power cost and depreciation) + regular capital maintenance + capital improvements] X (.50 or 180 days/ 360 days)

This does not change the City's Fund Balance Policy, but rather guarantees American Municipal Power the City's Policy will meet or exceed their requirements.

6. Biennial Utility Rate Studies

Under the direction of the Danville Utility Commission, the City shall undertake a utility cost-of-service and rate study every two years. The City will endeavor to set utility rates that are consistently

- Fair, just, and reasonable;
- As low as is prudently possible;
- Structured in a fashion consistent with best utility practices; and
- Generate revenue sufficient to
 - Support continued provision of reliable, safe, environmentally responsible, high quality service;
 - Sustain infrastructure required to accommodate economic development; and
 - Generate sufficient revenue to meet established General Fund contribution obligations.

7. Vehicle Replacement

The City's vehicles are to be used in a fashion that yields the highest possible return on investment. Factors taken into account in determining when each vehicle is replaced will include safety, cost of operation, and resale value. When prudent to do so, a vehicle may be transferred after a time from an organizational unit with intense vehicle operating requirements (i.e., Police Patrol) to another with lower operating demands (i.e., Police Detectives or Building Inspections). While each will be retained as long as it can be driven safely and cost-effectively, the following guidelines will be used for replacing vehicles and large equipment items.

Replacement Guidelines	
Sedans, & Bucket or Digger Derrick Trucks	10 years or 100,000 miles
Pickup Trucks & Vans	12 years or 100,000 miles
Other Equipment	12 years or 10,000 hours

Old vehicles replaced by new ones will be sold as soon as practicable. The City will avoid "fleet creep" wherein use of old, replaced vehicles is continued. If additions to the fleet can be justified, they will be included in the City Manager's proposed budget and considered by City Council.

The City's utilities finance their own fleets. Vehicles operated by General Fund departments and other funds are financed through the Motorized Equipment Fund. Vehicle rental rates are charged for applicable vehicles at rates established by the City Manager. Rental rates are reviewed annually and revised as needed to ensure that sufficient funds are available to replace vehicles.

8. Investments

Investment of revenues will be made in conformance with best practices to meet four primary objectives:

- Safety – to preserve invested funds with minimal risk of loss
- Diversity – to avoid excessive market risk
- Liquidity – to maintain sufficient to meet cash flow and operating requirements
- Yield – to produce maximum interest earnings

City Manager is responsible for control of City revenues. Responsibility for investing idle funds is delegated to the Finance Director.

All excess cash, except for cash in certain restricted and special accounts, will be pooled for investment purposes. The investment income derived from the pooled investment account shall be allocated to the contributing funds based upon the proportion of the respective average balances relative to the total pooled balance. Interest earnings shall be distributed to the individual funds not less than annually.

9. Debt Management

City recognizes the primary purpose of facilities and equipment is to support provision of public services. Using debt financing to meet the capital needs of the community, the City must balance between debt financing and "pay-as-you-go" methods. The City realizes failure to meet the demands of growth may inhibit its continued economic viability but also realizes too much debt may have detrimental effects.

9.1 General Authority

The Constitution of Virginia and State Code authorizes localities to issue debt within certain limitations. The Constitution restricts the amount of General Obligation debt – that is, debt payable from general municipal revenues and backed by the full faith and credit of a city – to 10% of the assessed valuation of real property in the jurisdiction plus any applicable limitations set forth in the city's charter. In determining the debt applicable to the 10% legal debt limit, the following types of debt are excluded:

- Notes issued in anticipation of the collection of revenue and maturing within 12 months;
- Bonds secured by the full faith and credit of the municipality, for which the principal and interest payments are made with revenues earned by the utility or facility (double-barrel bonds);
- Bonds of the municipality, the principal and interest on which are payable exclusively from the revenues and receipts of a utility system or other specific undertaking from which a city may derive a revenue (revenue bonds); and
- Financial instruments on which the debt service payments are contingent upon annual appropriations by the governing body (lease purchase agreements and reimbursable agreements).

With the following exceptions, the City Charter is more restrictive in providing that no debt shall be issued until approved by a majority of the qualified voters at an election. Issuance of the following may be authorized by City Council without voters' approval:

- Up to \$6 million of bonds in any one fiscal year to finance capital expenditures, excluding capital improvements related to water, sewer, gas, and/or electric improvements.
- Up to \$10 million of bonds in any one fiscal year to finance capital expenditures relating to the City's water, sewer, gas, or electric systems or other undertaking from which the City may derive a revenue.
- Up to \$25 million of bonds or notes in any one fiscal year for capital expenditures relating to the City's water treatment, wastewater treatment, stormwater treatment, solid waste disposal, or recycling facilities, and any extraordinary maintenance improvements or expansions of transmission, and distribution infrastructure for the electric or gas systems.
- Bonds of any amount necessary to pay costs or expenditures related to annexation.
- Refunding bonds issued to refinance existing debt.
- Notes issued in anticipation of revenue not to exceed \$500,000 with a maximum maturity of 24 months.
- Contractual obligations other than bonds and notes, such as lease-purchase contracts.

9.2 City of Danville Standards

The City will maintain the following standards to ensure a higher level of financial security than that afforded by meeting minimum State standards:

- Debt to Assessed Value: Debt supported by General Fund tax revenue will not exceed 3.0% of total taxable assessed value of property within City limits. For the purposes of calculating this ratio, assessed value shall include real property and personal property.
- Debt Service to Expenditures: Debt service paid from general tax revenue will not exceed 10% of total General Fund Expenditures, including transfers out.
- Debt Payout Ratio: The City will structure its bond issues to maintain an overall 10-year payout ratio (the amount of principal retired within 10 years) of not less than 60%.
- Derivatives: The City will not use interest rate exchange agreements, swaps, or other derivatives in managing its debt portfolio.

Other standards adhered to by the City of Danville include the following:

- No debt will be issued until an ordinance has been adopted by Council by affirmative vote of two-thirds (six of nine) of its members.

- Long-term borrowing for capital improvements will be confined to such improvements and projects that cannot be reasonably financed from current revenues.
- In consideration of bond issue cost, bond issues shall be appropriately sized, preferably not less than \$3 million. Several projects may be grouped together in a single bond issue. However, no single project element should cost less than \$100,000, as lower level expenditures will be included in operating budgets and financed with current revenues.
- Capital improvements that are financed by issuing general obligation bonds, revenue bonds, or other long-term debt, including lease-purchase obligations, will be repaid within a period not to exceed the expected useful life of the improvement.
- Unless required to be credited to a trustee held account by requirements of a trust indenture, it is the accounting policy of the City to recognize temporary investment earnings on bond proceeds in the General Fund in order to match transfers out to the Debt Service Fund for bond interest expenditures.
- To maintain a predictable debt service burden, the City will give preference to debt that carries a fixed interest rate. However, consideration may be given to variable rate debt. Conservative estimates will be used in budgeting variable rate debt service interest expenses. Variable rate debt will be limited to no more than 20% of total outstanding debt.

9.3 Long & Medium-Term Debt

The City makes use of general obligation and revenue bonds for debt financing normally extending over 20 to 30 years and lease-purchase financing for debt paid over five to 10 years.

- General Obligation Bonds -- General obligation bonds will be used for public improvement projects that have a direct benefit to the citizens of Danville. General obligation bonds may be used to finance utility projects if doing so is more cost effective than using revenue bonds. G
- Revenue Bonds -- The City uses revenue bonds to finance utility projects when general obligation bonds are not feasible or cost effective. R
- Lease-Purchases -- Lease-purchase obligations, bonds, or other debt instruments may be used as a medium-term (4 to 10 years) method of borrowing for the financing of vehicles, specialized L

equipment, or capital improvements. Assets with a longer useful life may be lease financed if it is determined it is in the City's best interest. The equipment or improvement must have an expected life of more than five years and cost in excess of \$100,000. Such debt will be paid before expiration of the expected life of the equipment or improvement acquired.

9.4 Short-Term Debt

The City's policies regarding fund balance and unrestricted cash reserves are designed to eliminate the need to borrow to meet operating cash flow requirements. However, from time to time, as part of an overall plan to stabilize utility rates and manage its utility business over a multi-year planning period, the City may borrow on a short-term basis through the issuance of short-term notes or through the procurement of a line of credit. Security for the notes or line of credit may include a pledge of utility revenues on a gross or net basis or the general obligation pledge of the City. Bond Anticipation Notes (BANs) may be issued for capital related cash purposes to reduce the debt service during the construction period of a project or to provide interim financing. BAN financing is limited to five years or less.

10. Capitalization

Capital costs are costs incurred on the purchase of land, buildings, construction and equipment to be used in the provision of municipal services. Capital costs do not include labor costs except for labor used for construction. Unlike operating costs, capital costs are one-time expenses, although payment may be spread out, or "capitalized," over many years in financial reports. Capital outlays are budgeted as expenditures during the applicable fiscal year and then as fixed assets in financial statements thereafter. The threshold for capitalizing capital assets is \$5,000 for equipment, \$25,000 for capital leases, and \$100,000 for infrastructure and buildings. Capitalization thresholds are applied to individual, rather than to groups of fixed assets. Fixed asset accounts are not treated as having cash value in governmental accounting.

The following policies apply to the capitalization of fixed assets:

- Capital assets are reported as the sum of the initial invoice cost, the value of any trade-in for equipment items, installation cost excluding in-house labor, and ancillary charges, such as freight and transportation charges, site preparation costs, and professional fees. Interest costs for borrowed funds are capitalized for construction projects only.
- Donated capital assets are valued at their estimated fair market value on the date donated.
- Maintenance, repairs, and minor equipment are charged to operations when incurred and are booked as fixed assets in the event

they materially change capacities or extend useful lives of capital assets.

- Depreciation of fixed assets is recorded over applicable useful lives on a straight-line basis.
- Upon the sale or retirement of land, buildings, and equipment, the cost and related accumulated depreciation, if applicable, are eliminated from the respective accounts, and any resulting gain or loss is included in current year's operations.

11. Grants

City departments will take full advantage of state, federal, business, and foundation grants to achieve municipal goals and objectives. The City Manager will ensure that required matching funds are available before making application for grants and that careful consideration is given to administrative and regulatory requirements, as well as accommodation of ongoing operating costs. Grants that require budget adjustments to authorize increased expenditures are taken to City Council in the form of proposed budget ordinance amendments.

12. Pay Adjustments for City Retirees

Amended by Resolution 2014-06.01 of the Danville City Council, June 3, 2014

Chapter 32 of the City Code establishes the Employees' Retirement System (ERS) of the City of Danville for the purpose of providing a pension benefit to City employees upon retirement. The City strives to provide a pension benefit that is competitive in order to hire and retain a highly skilled workforce. However, pension benefits must also be affordable and the ERS plan must maintain a healthy funded status with sufficient investment earnings and City contribution levels that are sustainable within the City's budget. This ensures the City's ability to provide a promised benefit to both current and future retirees.

The pension benefit shall be calculated according to Chapter 32, Article III of the City Code. The City will not grant post-retirement cost-of-living increases for its retirees through the ERS. However, in the event that the following criteria are met, lump sum ad-hoc pension bonuses of up to one-half of the retiree's base pension payment may be appropriated by City Council from current operating revenues as part of the annual personnel expense budget. Only those hired before July 1, 2014 are eligible to receive bonuses. The following criteria will be used to consider provision of such bonuses:

1. The cumulative inflation growth since the most recent pay adjustment for retirees as measured by the "All Urban Consumers Consumer Price Index" (CPI-U) has been at least 5%;

2. The Retirement System's funded status for the prior fiscal year is at least 90% (as calculated by dividing actuarial value of assets by the accrued liability as of the appropriate valuation date);
3. The City's contribution to fund the normal cost of the pension plan, as a percent of payroll, for the budgetary period under review is no more than 12%; and
4. Operating revenues from applicable funds are available to cover the cost.

The following chart will be used to determine the amount of bonus to be considered by Council based on varying levels of ERS funding contributions. The bonus amount will be calibrated against the City's combined contribution to fund the normal pension cost. In no event will the Council-authorized bonus exceed one-half of the retiree's normal monthly benefit payment.

<u>City's Combined ERS Contribution as % of Payroll*</u>	<u>% of Bonus Available</u>
> 12%	0
> 11% but ≤ 12%	25%
> 10% but ≤ 11%	50%
> 9% but ≤ 10%	75%
≤ 9%	100%

*As determined in the appropriate actuarial valuation

Retirees are not eligible for a bonus until the first year anniversary of their retirement date. The retirement date is defined as the first day of the month following the employee's separation date.

The cost of the bonus will be allocated to the various City funds based on each fund's full-time payroll budget.

The effective date of this plan provision is July 1, 2014.

Appendix

City of Danville Funds

Operating Funds

- The General Fund – The General Fund is the primary operating fund for government activities. Its 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 accounting records are maintained on a modified accrual basis.

Enterprise Funds

Utility Funds: The Wastewater, Water, Gas, Electric, and Telecommunications Funds are all designed to be self-supporting with user fees that cover the expenses for the collection system and treatment facilities and contributions to the General Fund. All use an accrual basis of accounting.

- Wastewater Fund – This fund provides accountability for activities relation to the treatment of household, commercial, and industrial wastewater.
- Water Fund – This fund provides accountability for activities relating to the treatment and distribution of potable water to residential, commercial, and industrial users.
- Gas Fund – This fund provides accountability for activities relating to the purchase and distribution of natural gas to residential, commercial, and industrial users.
- Electric Fund – This fund provides accountability 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.
- 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.

Other Enterprise Funds:

- Transportation Fund – This fund provides for activities relating to mass transit bus services. The fund is on an accrual basis of accounting. 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.

- Sanitation Fund – This fund provides for activities relating to the collection and disposal of solid waste. This fund is self-supporting with user fees, which cover the operating and maintenance cost. The fund is on an accrual basis of accounting.
- Cemetery Services 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 designed to be self –supporting; however, an annual subsidy from the General Fund has been required. The fund is on an accrual basis of accounting.

Internal Service Funds:

- 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 worker 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.
- 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 department 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.
- 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 department on a cost-reimbursement basis and is on a modified accrual basis.

Special Funds:

- Capital Projects Fund – General Government – 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.
- Community Development Fund – This fund provides accountability for projects and programs involving Federal funds received through the Community Development Block Grant (CDBG) program. Funding

resources include CDBG funds and program income from some of the programs. The fund operates on a modified accrual basis.

Fiduciary Funds:

- Cemetery Maintenance Fund – This fund is a permanent fund used to account for funds set aside to provide for the perpetual care of the City cemeteries. Only the earnings from the investments of this fund may be expended.
- Retirement Fund – This fund is used to account for the investments of the City of Danville Employees Retirement System. This fund is audited and provides financial reports separate from all other City funds. Funding is provided by contributions from the City and investment earnings.