

# FY 2018 Adopted Budget



July 1, 2017 – June 30, 2018





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Danville  
Virginia**

For the Fiscal Year Beginning

**July 1, 2016**

Executive Director

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## **CITY OF DANVILLE, VIRGINIA**

### **CITY COUNCIL**

John B. Gilstrap – Mayor  
Alonzo L. Jones – Vice Mayor

James B. Buckner  
L.G. “Larry” Campbell Jr.  
Gary P. Miller, MD  
Sherman M. Saunders

Fred O. Shanks III  
J. Lee Vogler  
Madison R. Whittle

### **LEGISLATIVE STAFF**

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

### **CITY LEADERSHIP**

Kenneth F. Larking .....City Manager  
Earl B. Reynolds Jr.....Deputy City Manager  
Marc D. Adelman.....Director of Transportation Services  
Michael Adkins.....Director of Finance  
Philip A. Broadfoot .....Chief of Police  
Richard I. Drazenovich..... Director of Public Works  
David R. Eagle..... Fire Chief  
Jason Grey..... Interim Director of Utilities  
Kenneth C. Gillie Jr.....Director of Community Development  
Inez J. Rodenburg .....Director of Information Technology  
William O. Sgrinia .....Director of Parks and Recreation  
Telly Tucker... ..Director of Economic Development  
Sara B. Weller .....Director of Human Resources  
Cynthia L. Thomasson .....Budget 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  
Sheila Williamson-Branch.....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 FT Employees (Aug. 2017)	1049

### **Demographics**

Population	42,544
Unemployment Rate (7/2017)	6.6%
Number of Registered Voters (8/2017)	27,475
Income per capita - Danville MSA	\$20,569
Median household income	\$32,173
Median home value (owner-occupied)	\$88,300

*data.virginialmi.com, Census*

### **Largest Employers**

The Goodyear Tire & Rubber Company  
Danville City Public Schools  
City of Danville  
Danville Regional Medical Center  
Wal-Mart  
Telvista Incorporated  
EBI  
Nestle USA, Inc.  
Adecco  
Averett University

*data.virginialmi.com, DiscoverDanville.com*

### **Local Taxes**

Real Estate	\$0.80 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	Aa3
Standard and Poor's	AA-
Fitch	AA-

*As of July 2017*

### **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 Fire stations	7
ISO Rating (Fire)	2
Number of Police stations	1

### **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 <sup>1</sup>	16,481

**Water - Danville Utilities**

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

**Natural Gas - Danville Utilities**

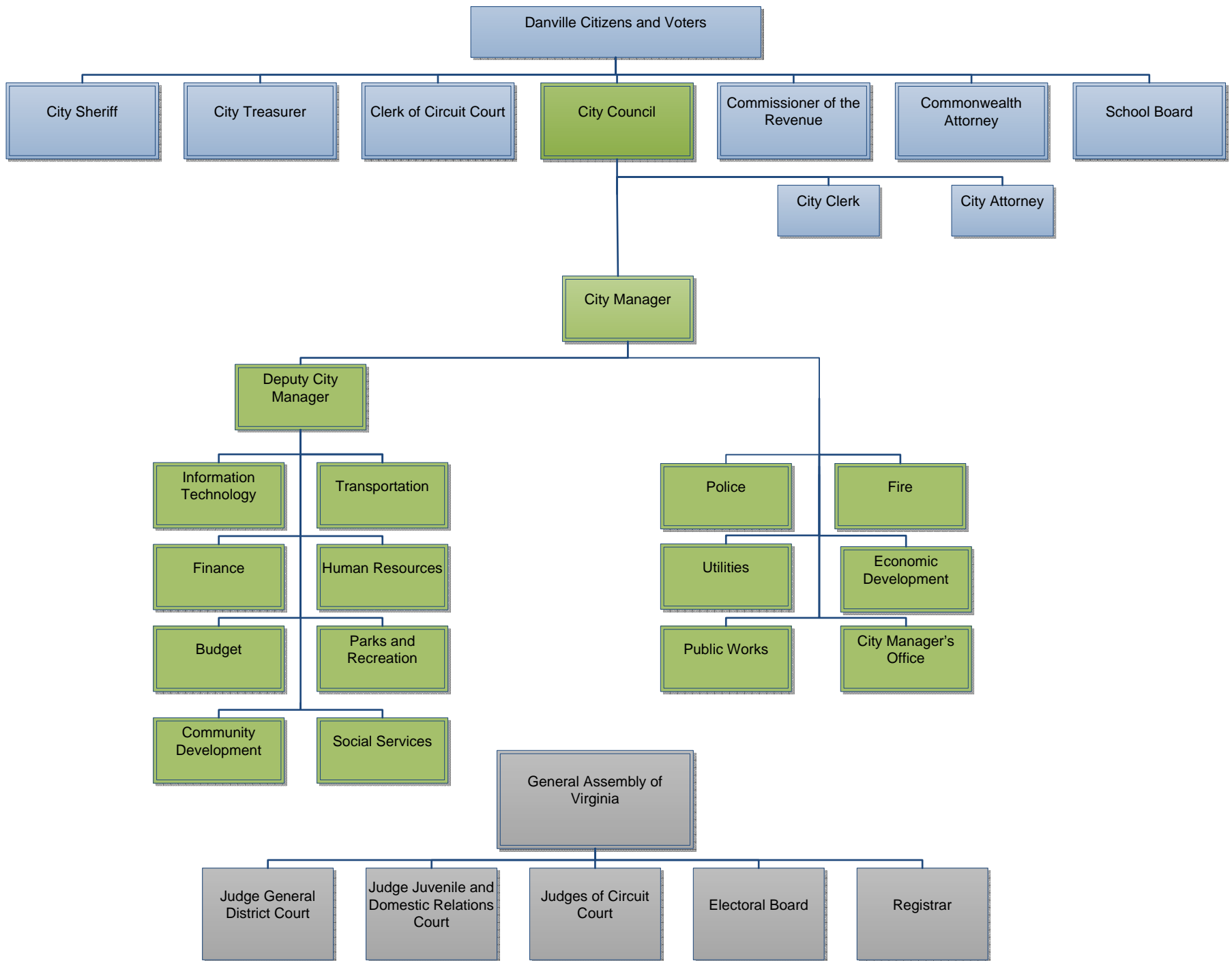
Number of service connections <sup>1</sup>	17,217
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**Power and Light - Danville Utilities**

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

<sup>1</sup>Number of service connections may fluctuate on a daily basis.

<sup>2</sup>FY 2015 Figures







## City Council Focus Areas

During a City Council Retreat in October 2016, the City Council developed three focus areas that require immediate attention by City Council, staff and community partners in order to transform Danville into a safe, strong and thriving community with opportunities for residents to achieve economic success and personal fulfillment. The focus areas are as follows:

1. Implement Long and Short Term Strategies to Reduce Violent Crime.
2. Strengthen the working relationship with the School Board for the purpose of improving education in City Schools.
3. Grow Danville.

### **Focus Area #1 - Implement long and short term strategies to reduce violent crime.**

#### ***Police-Focused Efforts***

- Establish a Gang Task Force consisting of representatives from the Danville Police Department, Danville Commonwealth Attorney's Office, Danville Sheriff's Office, W.W. Moore Juvenile Detention Home, Probation and Parole Office, Danville Adult Detention and Danville Public Schools. The Task Force will be expected to share information, implement strategies and coordinate efforts designed to curb the growth and activity of gangs.
- Increase funding support to the Danville Police Department's informant fund to adequately compensate individuals who wish to share critical violent crime information.
- In addition to continuing existing community policing efforts, the Danville Police Department will implement additional evidence-based community policing strategies and techniques that are applicable to our community and that will have both long and short term impact on crime reduction.
  - Develop a housing incentive program available to police officers who choose to live in targeted neighborhoods.

- Expand beyond the Green Street precinct to develop a fixed presence in at least two at risk neighborhoods.
  - Improve police visibility by incorporating highly visible patrols in targeted areas to include foot beat, bicycle, motorcycle and automobile patrol.
  - Develop a public advertising campaign about the need for responsible firearm ownership to reduce the number of stolen firearms.
- Expand the use of technology to enhance the effectiveness of crime detection and suppression.
  - Enhance the Community Crime Map for further transparency.
  - Fund the civilian position of Crime Analyst when grant funds expire and consider the addition of a second crime analyst.
  - Fund a civilian position of Property and Evidence technician to more effectively manage all firearm related evidence to enhance prosecution possibilities.
  - Expand use of fixed video surveillance in key intersections and high crime areas.
  - Fund the acquisition of a gunshot detection system in high crime areas.
- Implement an alarm reduction program to reduce the amount of time officers spend handling false alarms in order to focus attention on crime prevention and suppression. This can be accomplished either by privately contracting the program or funding a civilian position to manage it internally.
- Provide funding for additional, fully equipped patrol vehicles which would be utilized to provide increased patrol when necessary to protect public safety.

### ***Other Efforts***

- Immediately develop a Youth Services Task Force consisting of professionals from local youth-serving agencies, Social Services, Danville Public Schools, and citizens to create recommendations for serving at-risk youth before they get involved in criminal activity.
- Continue working to eradicate devastating property blight, deterioration, decline, and abandonment that are undermining Danville's neighborhoods.
  - 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.
  - In order to promote compliance with health and safety standards and reduce substandard conditions in rental housing for low-income residents, continue the Rental Housing Inspection Program within the three existing districts and consider expansion, where allowed by state law.
  - Support the newly-established non-profit Community Development Corporation through an annual appropriation and staff support.
- Partner with other city departments and the school system to implement new Parks and Recreation Programs targeting at-risk children and youth.
  - Initiate short term intensive programming focused on the relationships between self-development, character building and community resources.

- Develop community-based programming in order to bring structured activities to children in their communities.
  - Develop programming focused on developing youth leaders.
  - Develop outreach efforts for the Danville Public Library to take materials and programs into at risk neighborhoods.
- Explore development of a Community Wealth Building Task Force charged with developing strategies to reduce poverty.
  - Work cooperatively with the Danville Public Schools, West Piedmont Workforce Investment Board, Danville Community College, Averett University, the Commonwealth, and other partners to build and sustain a well-trained workforce.
  - Consider a multi-generational approach to combatting poverty by developing incentive programs for parents to participate in programs that would help their families improve their economic condition.

## **Focus Area #2 – Strengthen the working relationship with the School Board for the purpose of improving education in City Schools.**

- Work with the School Board to help create the best environment for our children to achieve success by ensuring that both the physical condition of the schools and the learning environment inside the classroom.
- Regularly meet with the Danville School Board and administration to maintain a good understanding of public education system operations and budget requirements.
- Hold a joint City Council/School Board retreat in early 2017 in order to better understand each other's perspectives.
- Shift to funding schools by purpose of allocation, as allowed by law.

## **Focus Area #3 – Grow Danville.**

### ***Business Recruitment***

- Continue to aggressively recruit new businesses and industries to the area that will diversify the economy, increase overall average wage rates, and strengthen the tax base.
- Continue the aggressive redevelopment of the River District (including the riverfront) which is a major attraction tool for millennials, tourists, and citizens.
- Continue to support retention and expansion of existing businesses through visitation, regular contacts, and provision of needed assistance.
- Determine unmet market demand throughout the City for retail, service, and restaurant businesses and utilize recruitment firms that can best meet those demands.

### ***Business-Friendly Permitting***

- Develop and implement a program to make Danville the most “business friendly” city in the Virginia-North Carolina region.
  - Conduct a review of the City's land use development ordinances to ensure that it is easy to do business in Danville through a reasonable, predictable, effective, and efficient permitting process.
  - Create a process for developers to submit plans in a digital format in order to streamline the review process, which would reduce costs and time for the customer.
  - Explore implementation of a credit card system for acceptance of payment for permits and plan reviews.
  - Within constraints posed by Virginia law, maximize purchase of goods and services from Danville businesses.
- Conduct a city specific floodway and floodplain study to help facilitate development of the Dan River riverfront in order to improve access and utilization of the River.

### ***Quality of Life –Resident and Visitor Attraction***

- Ensure that all of Danville's neighborhoods are attractive, desirable places to live to ensure that newcomers choose to live in the City.
  - Continue to expand the nDanville network into additional residential neighborhoods.
  - Use the “Danter” housing market study to recruit developers for housing projects that fulfill an identified unmet need on the housing ladder.
- Develop Gateway Corridor Plans to improve the appearance of the main transportation arteries leading into the city.
- Generate Small Area Plans for the redevelopment of the Schoolfield and Edgewood areas to support Economic Development efforts to develop the old Dan River Mills Schoolfield complex.
- Develop a master plan for expanding the RiverWalk Trail to include connectivity to regional trails.
- Evaluate the development of a “Creative District” in order to increase cultural and arts opportunities within the City.

### ***Legislative Action***

- Advocate for state legislation that would have a direct impact on improving housing in the City of Danville. Efforts include:
  - Support the retention of State Historic Tax Credits.
  - Support expansion of authority to implement rental inspection districts into additional areas of the City.
  - Support the “Tax Certification” bill HB 636, which would help to ensure that delinquent taxes are settled prior to transfer of property.



**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 \$0.80 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

City Manager's Office

July 1, 2017

Honorable Mayor and Members of Council:

I am pleased to present to you the Adopted FY 2018 Budget. I wish to thank you for the hard work, diligence, and direction given throughout the budgeting process.

This adopted budget provides the resources necessary to continue basic municipal services while also making additional investments in the focus areas identified by City Council during its retreat in October, 2016:

- Reduce Crime
- Improve Education
- Grow Danville

In order to afford to make the additional investment in these areas, certain local taxes were increased in order to provide necessary revenue:

- A 7-cent increase to the Real Estate Tax from \$0.73 to \$0.80 per \$100 valuation will bring in an additional \$1,540,000.
- An increase to the Transient Lodgers Tax from 6% to 7% will result in a \$140,000 increase to revenues.
- A 50-cent increase to the Personal Property Tax from \$3.00 to \$3.50 per \$100 valuation will bring in an additional \$750,000.

The Adopted FY 2018 General Fund Budget is \$108,729,750, which is 3.8% more than the previous fiscal year. This includes the City's support of Danville Public Schools at \$20,606,570. The Utilities budgets include expenditures (less depreciation) of approximately \$171 million in the Wastewater, Water, Gas, Electric and Telecommunications Funds and \$5.75million for affiliated capital projects.

In addition to the revenue increases associated with the three rate increases mentioned above, the major funding sources in the General Fund are as follows: It is anticipated that there will be a revenue growth in local sales and meals tax of \$550,000, and Business & Occupation Licenses of \$100,000. The rate increase to the real estate rate and other factors will produce an additional \$1,540,000 in revenue. The increase to the personal property tax rate along with some growth in that revenue source will result in an increase of \$1,250,000 in revenue. The increase to the Transient Lodgers Tax will bring in an additional \$140,000. The machinery and tools taxes, building permits, inspection fees, and charges for services are estimated to be flat. State revenues reflect an estimated



## City of Danville

City Manager's Office

increase of \$500,000, of which the majority of the increase is related to Social Service programs.

Accompanying this document is the City's five-year Capital & Special Projects Plan (CSP). Fiscal Year 2018 provides funding for all funds in the amount of \$25,895,993. Funding sources include a mixture of current revenues, transfers from reserves and reprogrammed monies. 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.

Respectfully,

Ken Larking  
City Manager

FY 2018 Adopted Budget  
Budget Message  
Changes from Proposed to Adopted Budget - Summary

	Revenues	Expenditures
<b>Total General Fund Proposed Budget</b>	\$ 110,155,410	\$ 110,155,410
<b>Increases (Decreases) to Proposed Budget:</b>		
Reduced Support of Schools		(200,000)
Reclassify Maint Service Contract to Utilities		(117,500)
Reclassify Gateway Corridor Expenditures to Special Revenue Fund		(50,000)
Reduce Contingency		(34,500)
Reduce R/E Tax Rate from 15 cent to 7 cent increase	(1,760,000)	
Increase Hotel/Motel Tax Rate to 7 percent	140,000	
Increase Personal Property Tax rate to \$3.50	750,000	
Increase Airplane Tax Rate to \$0.90	15,000	
Increase Hangar Fees	20,000	
Increase Transfer from Fund Balance	433,000	
Revision to Repayment to Tobacco Commission	(145,000)	(145,000)
<b>Total Introductory Budget</b>	<b>\$ 109,608,410</b>	<b>\$ 109,608,410</b>
<b>Additional Increases (Decreases) - May 23, 2017 Work Session</b>		
Proposed Meals Tax increase not passed by City Council	(1,200,000)	
Proposed Airplane Tax increase not passed by City Council	(15,000)	
Increase Real Estate Tax based on current collections	50,000	
Increase Sales Tax based on current collections	50,000	
Increase Public Service Tax for Real Estate & Personal Property	34,840	
Increase Mobile Home Tax based on tax increase	1,500	
Add Transfer From Reserved Fund Balance for Schools	200,000	
Increased Funding to Schools - from Reserved Fund Balance		200,000
Postpone Purchase of Social Service Vehicle		(24,000)
Eliminate funding for Economic Development Software		(25,000)
Reduction of Personnel Expenditures (hold two firefighter positions vacant(\$80,000), Reorganize Planning Division (\$60,000), Reclassify 50% of IT position to Utilities (\$31,980), Reclassify 50% for 2 Property Maint Inspectors to CDBG (\$45,920), Reclassify Housing Development Planning Specialist to CDBG (\$47,130).		(265,030)
Reclassify portion of River City TV expenditure to Utilities		(50,000)
Reclassify Maintenance Service Contract for Advance Utility Restful API to Utilities		(17,000)
Reclassify Public Works Warehouse operation to Motorized Eqpt Fund		(100,490)
Reduce budget for Building Lease for Registrar based on negotiated cost		(15,000)
Reduce budget for Internet cost based on negotiated costs		(33,830)
Increase Attrition		(300,000)
Eliminate funding for Socrata Software		(31,500)
Reduce budget for Contingency		(81,810)
Reduce CSPs (Police Station Study (\$60,000), H/R On-Boarding Software (15,000), GIS Project (\$60,000)		(135,000)
<b>Total Adopted Budget</b>	<b>\$ 108,729,750</b>	<b>\$ 108,729,750</b>



April 27, 2017

**FY 2018 City Council's Introductory Budget**

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 1<sup>st</sup> of each year. This Introductory Draft of the Proposed Fiscal Year (FY) 2018 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 and April. The Danville Utility Commission's recommendations regarding the Water, Wastewater, Electric, Gas, and Telecommunications Funds are likewise included in this Introductory Draft.

This Proposed FY 2018 Budget provides the resources necessary to continue basic municipal service and also makes additional investments in the focus areas identified by City Council during its retreat in October of last year:

- Reduce Crime
- Improve Education
- Grow Danville

Despite the fact that Danville has experienced the challenges of being an older industrial city that has lost its legacy industries, the City has managed to make investments in a number of areas and realized great success. This includes investments in infrastructure in the commercial corridor near the mall, which led to strong retail growth and investments in downtown that created our award-winning River District. It also includes an aggressive economic development program that focuses on industrial recruitment, professional office recruitment and workforce development.

This budget attempts to build on the success of these and other investments in our future by directing additional resources to areas that need more improvement in order to be competitive with other localities. For many decades, while textiles and tobacco were dominant parts of the local economy, our City did not need to make significant investments in education in order to prepare students to have middle-class wage-earning careers. That is no longer possible.



To compete with other communities, we need to make increased investments in our schools to better prepare our children for a knowledge-based and creative economy. In February, the City Council and School Board met to discuss a shared vision for Danville Public Schools. By the end of the day, it became apparent that the vision for Danville Public Schools is to make Danville Public Schools a destination school system once again. This vision recognizes the fact that a strong school system is crucial to economic development and to restore Danville's status as a great place to raise a family.

This budget also includes additional funds beyond the status quo for public safety and economic development. These investments will help our Police Department more effectively use its resources to keep our citizens and visitors safe. Additional funding for the "Grow Danville" focus area will ensure that our City is an attractive and business-friendly place to do business.

Fortunately, the City has a long tradition of prudent use of its resources in order to provide the high quality services its citizens have come to expect and enjoy. Danville's current taxing structure is among the most competitive for cities in Virginia and neighboring North Carolina. This gives Danville an opportunity to make additional investments in the areas we are not competitive – education and crime rates – while staying competitive in taxing structure.

### **Major Changes from the Proposed Budget**

The budget I proposed last month included a 15 cent real property tax rate increase and a 1% meals tax increase, which generated \$4.5 million in new revenue. This version of the proposed budget includes the following rate adjustments, which further diversify the increased revenue streams from the proposed budget:

- Raising the Real Estate Tax from \$0.73 to \$0.80 per \$100 valuation
- Raising the Meals Tax from 6% to 7%
- Raising the Personal Property Tax from \$3.00 to \$3.50 per \$100 valuation
- Raising the Transient Lodgers Tax from 6% to 7%
- Raising the tax on Airplanes from \$0.30 to \$0.90 per \$100 valuation

This proposed tax rate structure maintains Danville's competitiveness with other cities and equitably distributes the increased rates among a variety of taxable areas available to local governments. The amount of funding generated from these rate adjustments is \$3,654,000.

This version of the budget includes using an increased appropriation from General Fund Balance and other reserve funds to pay for \$483,000 in expenses that are considered "one-time" purchases. In addition, the increase to Danville Public Schools was reduced from \$1.6 million to \$1.4 million. Also, \$117,500 in expenses related to software primarily used for utility billing was moved from the General Fund to the utility funds.

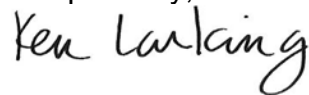
Additional minor adjustments to revenue and expenditure line items in the General Fund account for the balance of differences from this version versus the original proposal and are described below. Most of these changes are the result of clearer projections as the budget development process has moved forward.

Changes made to the Introductory Budget for FY 2018 are follows:

	<u>Revenues</u>	<u>Expenditures</u>
<b><u>General Fund</u></b>		
Total City Manager Proposed	\$ 110,155,410	\$ 110,155,410
Increases (Decreases):		
Reduce Support of Schools		(200,000)
Reclassify Maint Contract to Utilities		(117,500)
Reclassify Gateway Corridor to Spec Grants		(50,000)
Reduce Contingency		(34,500)
Reduce R/E Tax Rate (7 cent Incr)	(1,760,000)	
Increase Hotel/Motel Tax (1% Incr)	140,000	
Increase Personal Property Tax (\$0.50 Incr)	750,000	
Increase Airplane Tax (\$0.60 Incr)	15,000	
Increase Hangar Rental Fees (Avg \$50 per mo.)	20,000	
Increase Transfer from Fund Balance	433,000	
Revision to Repayments to Tobacco Commission	(145,000)	(145,000)
Revised Totals	<u>\$ 109,608,410</u>	<u>\$ 109,608,410</u>

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,



Ken Larking  
City Manager



March 17, 2017

**FY 2018 City Manager's Proposed Budget**

Honorable Mayor and Members of Council:

Pursuant to Chapter 8, Section 8-6 of the City Charter, I am pleased to present this proposed Fiscal Year 2018 Budget for your review and consideration.

This recommended budget provides a financial plan for the ensuing fiscal year and was developed in accordance with sound fiscal policies. Our budgeting process requires that municipal departments justify every line item and propose not more, or less, than is needed to serve the public at Council-authorized levels. The principles used to develop this budget are:

- Basic City services are continued with funding at adequate levels.
- Revenue projections are estimated at realistic, conservative levels.
- Funding is included to further progress on the City Council Focus Areas identified during a planning retreat late last year.

Staff recommends a budget that will continue City Council's efforts to improve Danville's economy and its status as a desirable place to call home. In recent years, City Council has authorized expenditures above and beyond the status quo in areas like River District revitalization, blight eradication, and neighborhood stabilization. Based on Council's input, this year's recommendation also includes additional funding related to the City Council focus areas.

**Focus Areas – Investing in Danville's Future**

In October 2016, City Council identified the following focus areas:

- Reduce violent crime
- Improve education in Danville Public Schools
- Grow Danville

The City of Danville strives to make itself a desirable place for residents, businesses, and visitors. When people consider moving themselves and/or their businesses to a community, the following factors drive their decision: availability of good jobs, a strong school system, low crime rate, decent housing, entertainment opportunities, affordability, moderate climate, healthcare options, and spiritual life. Some of the factors are out of the control of City government, but where there is an ability to make a difference; leaders in Danville have made progress.

Decisions to invest in the downtown starting in 2010 have resulted in an award-winning River District that is attracting new residents, professional offices, and restaurant and shopping options. An aggressive industrial recruitment program has brought in new employers to our City and region. Previous investments in infrastructure in the Piedmont Road corridor continue to attract new businesses and have made Danville a regional retail hub.

Continued investments in the River Walk Trail, our major parks, and in public spaces in the River District like the Crossing at the Dan, Main Street Plaza, and streetscapes have improved quality of life for residents and visitors to our City.

The present and past leaders of our City deserve to be congratulated for all the effort put forth which led to these successes and have started to restore Danville's status as a desirable place to call home. However, more must be done to sustain this success and restore Danville's status as a great place to raise a family and grow a business.

### Reducing Crime

In calendar year 2016, Danville experienced an unusual spike in the number of murders – 16, which is an amount not seen in many years. Also, for the past few years, Danville's overall crime rate has been among the highest for cities in the state. On December 6, 2016, Police Chief Philip Broadfoot and I presented recommendations on what the City could do to reduce crime. This included a number of recommendations with minimal cost that are currently underway:

- Establishment of a Gang Task Force
- Establishment of a Youth Services Task Force
- Repurposing a building on Third Avenue to be used as a fixed police presence
- Increased use of "focused deterrence"
- Stepped up enforcement activities

The recommended budget includes \$720,000 to pay for additional initiatives:

- \$95,000 to hire three civilian personnel to handle tasks currently handled by sworn police officers, freeing their time to work in the community
- \$200,000 to purchase and equip three police vehicles, which will be used by police officers on overtime providing additional support during busy times
- \$365,000 to pay for upgrading police equipment (civil disturbance equipment, Tasers, body-worn camera upgrades)
- \$60,000 to fund a targeted recruitment and retention effort for new police officers

### Improving Danville Public Schools

In order to take Danville to the next level, we need to ensure that we have an adequate workforce from which employers can draw to help build successful businesses. This means investing in our existing workforce through programs at the community college

level and by actively participating in the West Piedmont Workforce Investment Board. It also means investing in pre-K and K-12 education.

Last year, the City Council approved a budget that included \$1,081,710 in additional funding for operational expenses over the \$17,924,860 appropriated in FY 2012 (the last year before the schools borrowed \$2.1 million) to \$19,006,570. The proposed budget for FY 2018 includes \$1.6 million in additional funding for schools, bringing the total to \$20,606,570. This is an increase of 8.42% over the current fiscal year and continues the City's recent commitment to investing in education.

The City Council and School Board met last month during an all-day retreat to talk about a shared vision for the future of Danville Public Schools. By the end of the day, it became apparent that the vision for Danville Public Schools is to:

- Create a place where students are well prepared to work in today's economy
- Build a mindset that education is an asset to take people from where they are to where they want to be
- Make DPS a destination school system once again

This vision recognized the fact that a strong school system is crucial to economic development and to restore Danville's status as a great place to raise a family.

### Grow Danville

During their October retreat, the City Council decided to focus on continuing its effort to "Grow Danville." The City is in a national – if not international – competition to make itself a desirable place for people to live, operate a business, and to visit.

For the past several years, the City has taken bold action to attract businesses and industry to our community and region. Partnerships with Pittsylvania County resulted in establishment of the Regional Industrial Development Authority, which has established industrial parks that have attracted several employers to our community. Investments in the River District have resulted in \$150 million in private investment and hundreds of people choosing to live downtown. Infrastructure improvements along Central Boulevard, Piney Forest Road and Piedmont Drive have resulted in Danville becoming a regional retail hub that continues to see new investments.

To build on this success, staff recommends the City take a number of steps to make the permitting process more business-friendly and invest in projects that improve the quality of life for residents.

The FY 2018 budget includes the following initiatives above and beyond the standard practice:

- \$100,000 to pay for refined floodway maps along the Dan River in the River District and to revise and create plans for river front development. Information gathered

from these studies will be used to convince the private sector to invest in high-quality river-facing private development.

- \$50,000 to pay for a review of the current zoning and development codes to make sure that Danville's permitting process is as business-friendly as possible while still maintaining quality of life for our residents.
- \$50,000 to pay for gateway corridor plans for the major entrances into our City. This information will be used to make improvements that enhance the first impression people get when coming to Danville.

### **Budget Challenges**

In order to continue basic City services with adequate funding and to pay for the additional costs associated with the City Council focus areas identified above, additional General Fund revenue is needed. Growth in General Fund revenues has not kept pace with the increased cost to provide services for several years. Since 2008, revenues have increased an average of 0.76%. Typically, local governments need about 2-3% growth every year to keep up with inflation. This budget projects a 1.5% growth, which is better than the average but not adequate.

The following shows the major increases for FY 2018:

- \$860,000 – Increased cost for health insurance
- \$797,800 – Average 2% pay-for-performance increases
- \$301,190 – A portion of the retirement contribution increase recommended by the City's actuary and the Employee Retirement System board – due to new formulas associated with increased life expectancy
- \$230,000 – Increased cost for medical supplies for inmates at the City Jail
- \$1,414,710 – Establish recurring revenue to pay for last year's increased contribution to Danville Public Schools. (This includes last year's increase and restoration of a portion of the amount the City became accustomed to not budgeting during DPS's \$525,000 per year repayment of a \$2.1 million loan in FY 2013.)
- \$717,000 – City Council focus area – reduce crime
- \$1,600,000 – City Council focus area – improve education
- \$200,000 – City Council focus area – grow Danville

The total of these increases is \$6,120,700. Projected increases in revenue in the General Fund at current tax rates would generate about \$1.6 million, which leaves about a \$4.5 million gap.

### **Revenue Challenges**

Since the last real estate tax rate adjustment in 2009, property tax values have dropped by nearly \$18 million from \$2,252,885,000 to \$2,235,165,800, or -0.79%. This drop in tax base is equal to a loss of \$130,000 in annual revenue at the current property tax rate of \$0.73 and \$900,000 in annual revenue at the previous tax rate of \$0.77.

The City has managed to balance the budget over the past few years due to the following:

- Danville is now a regional shopping destination, which has generated record-setting sales and meals tax revenue.
- A reorganization of departments and a reduction in the number of authorized positions in FY 2012 saved about \$1.5 million annually.
- The City loaned Danville Public Schools \$2.1 million in FY 2013 and reduced its annual appropriations by \$525,000 during the pay-back period.
- Modification to the retirement system resulted in a \$2.2 million annual reduction to the retirement system contribution over three years.
- An increase in the use of General Obligation bonds instead of using current revenues to pay for capital expenses

As stated earlier, the City would need to have 2-3% increases in tax base every year in order to keep up with the cost of doing business. When that doesn't happen, services need to be cut, revenues need to be raised, or a combination of cuts and raises needs to occur. A reduction in service levels would save funds, but would also reduce the City's competitiveness in certain areas like quality of life, education and economic development.

Fortunately, many years of sound fiscal practices and prudent use of funds has resulted in a very low real estate tax rate, which is second only to Williamsburg for cities in the state. The \$0.73 tax rate is 33 cents lower than the state average, leaving plenty of room for adjustment, while still being competitive. The FY 2018 budget includes increasing the real estate tax by 15 cents to \$0.88, which is 18 cents lower than the state average for cities and will raise \$3.3 million in annual revenue. The new rate keeps Danville competitive in tax rates and enables the City to make key investments in areas that will lead to increased competitiveness in the City Council identified focus areas: reduce crime, improve education, and grow Danville. In addition, this budget includes a 1% increase in the meals tax, which will raise \$1.2 million annually and close the \$4.5 million budget gap.

#### Impact on Residents

The average home owner-occupied home in Danville is valued at \$75,000. A family living in that home would pay an additional \$112.50 per year or \$9.38 per month under the new rate of \$0.88. A one percent increase in the meals tax would increase a \$25 restaurant bill by 25 cents.

For this increased investment, Danville Public Schools will have more resources available to better educate children living in that home or homes nearby, which will lead to better quality graduates who will have more opportunity to contribute to the success of society. An investment in education would also lead to more middle class families choosing to live in Danville so that they can send their children to Danville Public Schools. Demand for housing inside the City would grow and that \$75,000 home will increase in value, which would encourage further investment in our City.



The increased revenue will also provide additional funds to the Police Department, which will enable officers to more effectively patrol our neighborhoods and businesses. This will help our residents feel safer and improve the perception that outsiders have about Danville.

This year's budget does not include any increases to utility rates with the exception of the rate for street lights, the vast majority of which are paid for with funds from the Virginia Department of Transportation.

### **Budget Summary**

The FY 2018 Proposed Budget totals \$288,484,520 for all City operations, capital improvements and debt service requirements. This is a \$15,258,960 (5.6%) increase from the FY 2017 Adopted Budget of \$273,225,560. Of the increase, the majority is in the General Fund, which went up \$5,378,950, the Transportation Fund, which went up \$1,346,790 and in the Electric Fund where Purchase Power increased \$4,938,830.

### **Budget Highlights**

The following sections are highlights of the various funds.

#### **General Fund**

The total proposed FY 2018 General Fund budget appropriation is \$110,155,410. This is \$5,378,950 (5.1%) more than the FY 2017.

### **Revenues**

This year's budget includes projected increases in General Fund Revenues for most major revenue categories. The following is a more detailed description of each source:

- **Real Estate Taxes** – This Proposed Budget includes an increase in the Real Estate Tax Rate from \$0.73 per \$100 assessed value to \$0.88 per \$100 assessed value for a \$0.15 increase. One cent of real estate tax produces approximately \$220,000. This \$0.15 increase is estimated to provide \$3,300,000 of additional revenue; however, prior to applying the increase this revenue was reduced \$200,000 based on projected revenues at the \$0.73 tax rate. The net increase for this revenue is \$3,100,000.
- **Personal Property Tax** – This revenue reflects an increase of \$500,000 based on the actual revenue realized for FY 2016 and the projected increase for FY 2017.
- **Other Local Tax Revenue** – Local sales, meals, and hotel/motel room tax revenues are good indicators of local economic vitality. Tax receipts for sales and hotel/motel room tax each are projected to increase in FY 2018 \$200,000 and \$10,000, respectively. In addition, Business & Occupational License revenue is projected to increase \$100,000. Meal tax reflects natural growth of \$300,000 and also a

proposed tax increase from 6% to 7%, providing \$1,200,000 of additional revenue. This revenue therefore reflects an increase of \$1,500,000

### **FY 2018 General Fund Revenue Changes**

	FY 2017 Adopted Budget	FY 2018 Proposed Budget	Increase  (Decrease)
General Property Taxes			
Real Estate Taxesent & Delinquent)	\$ 16,500,000	\$ 19,600,000	\$ 3,100,000
Personal Property Taxes (Current & Delinquent)	8,950,000	9,450,000	500,000
Penalties and Interest - All Property Taxes	650,000	625,000	(25,000)
All Other General Property Taxes	2,166,320	2,188,920	22,600
Other Local Taxes:			
Local Sales Taxes	8,500,000	8,700,000	200,000
Business & Occupational Licenses	5,000,000	5,100,000	100,000
Prepared Meals Taxes	7,200,000	8,700,000	1,500,000
Hotel & Motel Room Taxes	840,000	850,000	10,000
All Other Local Taxes	3,017,000	3,100,000	83,000
Recovered Cost	5,461,620	5,288,330	(173,290)
Interest Income	762,790	749,700	(13,090)
Charges for Detention	2,851,820	2,840,230	(11,590)
State Revenues:			
Social Service Programs/Administrative Reimb	6,957,670	7,407,900	450,230
Other Revenue Areas	14,647,920	14,749,760	101,840
Total Revenues	\$ 83,505,140	\$ 89,349,840	\$ 5,844,700
Transfer In From Utilities:	14,830,000	15,019,000	189,000
Transfer From Reserved Fund Balance	2,845,960	1,031,250	(1,814,710)
Transfer From UnreservedFund Balance	3,595,360	4,755,320	1,159,960
Total Revenues and Transfer from Fund Balance	\$ 104,776,460	\$ 110,155,410	\$ 5,378,950

- **Personal Property Tax** – This revenue reflects an increase of \$500,000 based on the actual revenue realized for FY 2016 and the projected increase for FY 2017.
- **Other Local Tax Revenue** – Local sales, meals, and hotel/motel room tax revenues are good indicators of local economic vitality. Tax receipts for sales and hotel/motel room tax each are projected to increase in FY 2018 \$200,000 and \$10,000, respectively. In addition, Business & Occupational License revenue is projected to increase \$100,000. Meal tax reflects natural growth of \$300,000 and also a proposed tax increase from 6% to 7%, providing \$1,200,000 of additional revenue. This revenue therefore reflects an increase of \$1,500,000.
- **Transfer from Fund Balance** – The proposed budget recommendation includes \$4,755,320 in transfers from the unreserved balance of the General Fund for funding economic development incentives, blight removal, and the purchase of three additional police cars with equipment. More information is included in the

expenditure section below. Funding for repayments to the Tobacco Commission in the amount of \$1,031,250 are budgeted as a transfer from Reserved Fund Balance. The transfer from unreserved fund balance reflects a reduction of \$400,000. The reduction reflects paying off the amount for US Green Energy.

- **Constitutional Offices** – The State Legislature is proposing a 2% COLA for State employees including constitutional offices. This represents the estimated State share of the increase. The revenue and expenditure line items do not reflect an increase due to the FY 2017 budget including a 2% COLA which the State did not provide. This decision from the State was made after July 1, 2016 when State revenues fell short of projections.

## **Expenditures**

This year's major increases and decreases in expenditures are described below:

	FY 2017 Adopted Budget	FY 2018 Proposed Budget	Increase  (Decrease)
Salaries & Benefits:			
Salaries & Wages	\$ 37,593,670	\$ 38,443,430	\$ 849,760
Salaries & Wages - Adjustments	700,000	797,800	97,800
Salaries & Benefits - Attrition	-	(400,000)	(400,000)
Employees Retirement System	2,004,860	2,367,220	362,360
Group Health Insurance	6,960,000	7,820,000	860,000
Workers Compensation	750,000	880,000	130,000
Other Operating Expenditures:			
Outside Purchased Services	1,189,180	1,296,540	107,360
Social Service Programs	2,353,580	2,699,790	346,210
General Liability Insurance	667,600	583,500	(84,100)
Maintenance Service Contracts	1,759,030	1,869,650	110,620
Medical Laboratory Supplies	378,000	610,690	232,690
Capital Outlay	1,093,820	1,449,270	355,450
Debt Service	4,517,510	4,721,290	203,780
Support of Other Entities	1,489,760	1,479,930	(9,830)
Transfers To/From Other Funds:			
Support of Capital Projects	5,230,170	6,091,900	861,730
Economic Development Incentives	933,500	1,075,170	141,670
Support of Schools	19,006,570	20,606,360	1,599,790
Transfer Out to Special Grants	1,480,000	1,360,200	(119,800)
Transfer Out to Transportation Fund	181,160	230,660	49,500
Refunds	1,431,250	1,031,250	(400,000)
All Other Expenditures	15,056,800	15,140,760	83,960
	\$104,776,460	\$110,155,410	\$ 5,378,950

**Health Insurance** – Utilization of insurance has increased requiring an increase in insurance costs. The City changed insurance providers from Anthem to Gateway Health for calendar year 2017 to mitigate the increase in insurance costs for FY18.

**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:

Web Parts	Payment 4 of 4	250,000
GOK	Payment 4 of 4	250,000
Danville Hybrid Vehicles	Payment 3 of 4	250,000
AllergEase	Payment 3 of 4	<u>281,250</u>
Total		\$ 1,031,250

The City has set aside Reserved Fund Balance to cover these repayments.

**Economic Development Incentives** – Economic development incentive payments to our clients reflect an increase of \$141,670 from FY 2017 levels.

**Support of Capital Projects** – This budget reflects an increase of \$940,760 in General Fund Support of Capital Projects. Projects include economic development projects, River District improvements, firefighting apparatus replacement, police department crime-fighting software and equipment, 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 reflects an increase of \$1,599,790.

**Employee Retirement System** – See “All Funds” Section

**Pay-for-Performance Salary Increase** – See “All Funds” Section

### **All Funds**

**Pay-for-Performance Salary Increases** – In 2014, market rate adjustments were made to various employee job classifications 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. The Proposed FY 2018 Budget includes funds for pay-for-performance salary increases. Each fund will be impacted as shown on the chart on the following page.

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 and reduced by the State and Juvenile Detention partners portion of the increase.

### **FY 2018 Pay for Performance Increases**

<b>Fund</b>			<b>PFP</b>
General Fund	\$ 797,800		
Less:			
Social Services State Funding	(59,150)		
JDF Partners Reimbursement	(21,550)		
Net To General Fund			\$ 717,100
VDOT			80,330
Central Collections			3,020
Motorized Equipment			25,280
Mass Transit			33,280
Sanitation			31,550
Cemeteries			16,550
Wastewater			18,360
Water			49,740
Gas			41,300
Electric			162,280
Telecommunications			5,590
Totals			\$ 1,184,380

**Employee Retirement System** – Recently, the Employee Retirement System had a review of assumptions performed by the system’s actuary. The review indicated a need to adopt new mortality tables and to also adjust the expected age of future retirees in order to account for increased life spans and increased years of service, especially among public safety employees. This resulted in an increased pension liability, with actuarial recommended contribution rates of 8.027% for general employees and 12.806% for public safety. The FY 2018 budget includes a portion of this recommended increase, with the intention of additional increases in subsequent years

	Current Rate <u>FY 2017</u>	Proposed Rate <u>FY 2018</u>
General Employees	6.659%	7.659%
Public Safety Employees	6.448%	7.448%

The proposed rate for FY 2018 is an increase in citywide funding of \$443,910. The chart below shows the reduction by fund. The chart on the following page is based on salary projections run using the current rates compared to the proposed rate.

### Retirement System Cost Increases

Fund	
General Fund	\$ 301,190
VDOT	24,580
Central Services	920
Motorized Equipment	7,720
Transportation	10,180
Sanitation	9,610
Cemetery	5,050
Wastewater	5,600
Water	15,210
Gas	12,620
Electric	49,510
Telecommunication	1,720
<b>Total</b>	<b>\$ 443,910</b>

**Personnel Changes** – The table below details changes to the Authorized Positions for all funds and reflects no net increase.

Department/Office/Position	No. Full-time Positions added	No. Full-time Equivalent Positions reduced	Net Increase	Budgetary Impact	Comments
<b>Police Department</b>					
Video Technician	1	0.0	1.0	\$ 28,900	Council Focus Area
Property & Evidence Technician	1	0.0	1.0	\$ 42,440	Council Focus Area
<b>Parks &amp; Recreation</b>					
Library Technology Specialist	1	1.0	0.0		No budgetary Impact - Reduced Part-time personnel
Public Services Worker-Park Maint	1	1.0	0.0		No budgetary Impact - Reduced Part-time personnel
<b>Information Technology</b>					
IT Support Technician	1	0.5	0.5		No budgetary Impact - Reduced Part-time personnel & Outside Services
<b>Finance - Central Services</b>					
Printer	1	0.5	0.5		No budgetary Impact - Reduced Part-time personnel
<b>VDOT Fund</b>					
Code Enforcement Inspector	1	0.0	1.0		No budgetary Impact - Funded by VDOT
<b>Mass Transit</b>					
Transportation Services Director	1	0.0	1.0	\$ 55,000	80% State & Federal Operating Grant
Transit Drivewr	1	0.0	1.0	\$ 26,520	Funded
<b>Total increased Authorized Positions</b>	<b>9</b>	<b>3.0</b>	<b>6.0</b>		

Police Department is requesting two positions:

- The addition of a Video Technician - The police department now deploys four major video systems to include: in-car, body worn cameras (BWC), CCTV network, and interrogation video. Each one of these systems have multiple moving parts that require a high degree of management to include system security, maintenance, storage, retrieval, transfers, copying, dissemination, and destruction of video files as well as legal and FOIA related requests for video footage. The expertise needed to accomplish these tasks has now risen above the ability of a decentralized configuration to meet the demand. The department seeks to employ a civilian technician to provide highly technical management of these systems to meet the rising demand and provide relief to individual officers.
- The addition of a Property & Evidence Technician - The police department currently uses a sworn position to manage and maintain the property and evidence vault. A sworn position requires extensive academy and in-service training that's not required or utilized in this position. As officers advance in their careers, new officers are used to backfill the property and evidence position, which requires retraining and a full audit of the property and evidence room as required by accreditation and department policy and procedures. Replacing the sworn position with a civilian will allow for a dedicated person who will be able to stay in the position.

Parks and Recreation is requesting replacing part-time positions in the Library and Park Maintenance with a full-time position in each. The Library is requesting a full-time Library Technology Specialist and Park Maintenance is requesting a full-time Public Service Worker. There is no budgetary impact for either of these requests.

Information Technology is requesting the addition of one full-time IT Support Technician and eliminating all part-time personnel and also reducing Outside Purchased Services to fund this position.

Finance – Central Services is requesting the addition of one full-time Printer and eliminating a part-time position. Central Services has enjoyed the services of a long-term part-time Printer who has retired. With expanding services in the Print Shop, a full-time employee is needed to fully serve City departments.

Public Works – VDOT Fund is requesting the addition of one Code Enforcement Inspector to improve code enforcement of right-of-way issues such as encroachments, abandoned vehicles, weed abatement, hazard, etc. This position is funded 100% by VDOT.

Mass Transit is requesting the addition of one driver needed to support expanded bus service associated with the planned Mainline Trolley service and to extend fixed route service to Averett University. In addition, the proposed budget includes funding for an evening supervisor's position that would involve overseeing operations until 1:00 am. Presently, no dispatcher or supervisor is on duty after 8 pm.



### 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 & Federal grants, transfers from unassigned fund balances, and bond proceeds. Over \$11 million in capital projects will be proposed as part of the FY 2018 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 Apprpriation Ordinance	\$ 11,531,450
Reprogrammed Funds (including Telvista Loan Repayment)	3,500,909
Funding authorized through separate actions	3,598,634
General Obligation Bonds for General Fund & Electric Fund	8,000,000
Total Capital Projects - All Funds	\$ 26,630,993

**Debt Service** – General Fund (tax supported) debt as of June 30, 2016, was \$40.7 million, with debt service payments averaging \$4.3 million over the next five years, including debt for schools. The table on the following page shows debt service requirements for each fund. Included is estimated interest for 6 months for bonds proposed in this budget.

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, 2016, tax supported debt was 1.50% 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, 2016, tax supported debt service was 2.95% 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, 2016, the City's overall payout ratio was 71% (69.6% General Fund and 73.2% Proprietary Funds).

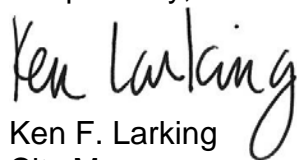
### Changes in Debt Service

Description	FY 2017 Adopted	FY 2018 Proposed	Incr (Decr)
General Fund			
General Government Bonds (Principal & Interest)	\$ 2,177,820	\$ 2,197,010	\$ 19,190
Juvenile Detention Bonds	564,920	562,710	(2,210)
Social Service Building Bonds	53,370	54,180	810
School Bonds (Principal & Interest)	1,636,490	1,907,390	270,900
City Share of RIFA Bonds	444,477	440,450	(4,027)
IDA Bonds	650,000	650,000	-
Reimbursable Agreements	87,010	-	(87,010)
Fiscal Agent Fees	1,100	1,100	-
General Fund Total	\$ 5,615,187	\$ 5,812,840	\$ 197,653
Utilities			
Wastewater Fund			
Bonds	\$ 2,403,190	\$ 1,344,350	\$ (1,058,840)
Reimbursables	31,720	20,000	(11,720)
Water Fund	1,055,500	1,103,260	47,760
Gas Fund	270,620	294,130	23,510
Electric Fund	3,910,560	3,858,660	(51,900)
Utilities Total	\$ 7,671,590	\$ 6,620,400	\$ (1,051,190)
Other Funds - Bonds			
Mass Transit Fund	\$ 120	\$ 120	\$ -
Motorized Equipment Fund	3,560	3,570	10
Sanitation Fund	37,980	76,960	38,980
Other Funds Total	\$ 41,660	\$ 80,650	\$ 38,990
<b>Total All Funds</b>	<b>\$ 13,328,437</b>	<b>\$ 12,513,890</b>	<b>\$ (814,547)</b>

The initial stage of the budget process is complete. City Council will now modify this Proposed Budget into the product it wishes presented on April 4th 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 30<sup>th</sup>.

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,



Ken F. Larking  
City Manager

# Council Letter

## City of Danville, Virginia



CL-1680

Old Business Item #: B.

City Council Regular Meeting

Meeting Date: 05/16/2017

Subject: School FY2018 Budget

From: Cynthia Thomasson, Budget Director

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### COUNCIL ACTION

Business Meeting: 05/02/17- Public Hearing - First Reading  
05/16/17 - Final Adoption

### SUMMARY

The Public Hearing for the Fiscal Year 2018 Preliminary School Board Budget is scheduled for May 2, 2016. The City's Budget for Support of Schools includes \$20,406,570 for Support of Operations, \$1,607,390 for Debt Service, for a grand total of \$22,313,960.

In addition, Capital Improvements in the amount of \$2,000,000 are requested by the School Board and proposed bond funding for these projects with debt service increased to cover the first year interest. Bond proceeds are appropriated by a separate action of City Council and therefore are not included in the Budget Resolutions nor in the Budget Appropriation Ordinance.

### RECOMMENDATION

It is recommended the City Council approve the attached resolution for the FY 2018 Danville Public School Budget.

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Attachments

Resolution

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PRESENTED: May 2, 2017

ADOPTED: May 16, 2017

RESOLUTION NO. 2017- 05 . 02

A RESOLUTION APPROVING THE BUDGET OF THE SCHOOL BOARD OF THE CITY OF DANVILLE FOR THE FISCAL YEAR ENDING JUNE 30, 2018.

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 2018, which estimate reflected total proposed expenditures in the amount of \$62,332,360; and

WHEREAS, the City shall contribute \$20,606,570 for School Operations and \$1,907,390 for School Debt Service for a total appropriation of \$22,513,960; and

WHEREAS, the City's Capital and Special Projects Plan includes capital projects for school improvements in the amount of \$2,000,000 funded by bonds to be appropriated in a separate action; 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 2018 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, 2018 be, and the same is hereby, approved for educational purposes subject the above recited conditions.

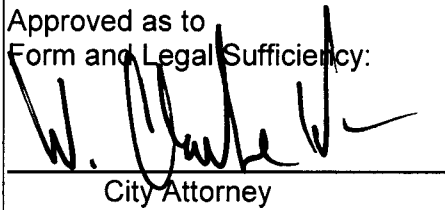
APPROVED:

  
MAYOR

ATTEST:

\_\_\_\_\_  
CLERK

Approved as to  
Form and Legal Sufficiency:

  
City Attorney

**Danville Public Schools**  
**Proposed Operating Fund Budget**  
**Fiscal Year 2017-18**

	<b>Budget 2016-17</b>	<b>Proposed 2017-18</b>	<b>Difference</b>
<b>Revenues:</b>			
State Funds	\$ 34,609,099	\$ 34,409,737	\$ (199,362)
Sales Tax	6,725,324	6,610,431	(114,893)
Federal Funds	-	-	-
City Appropriation	19,006,570	20,406,570	1,400,000
Other Funds	<u>862,782</u>	<u>905,622</u>	<u>42,840</u>
Total Revenues	\$ 61,203,775	\$ 62,332,360	\$ 1,128,585
<b>Expenditures:</b>			
Instruction	\$ 44,714,829	\$ 44,969,210	\$ 254,381
Administration and Attendance and Health	4,438,398	4,882,376	443,978
Pupil Transportation	2,218,364	2,322,390	104,026
Operations and Maintenance	7,219,510	7,468,815	249,305
Facilities	-	-	-
Other Uses of Funds	169,429	160,699	(8,730)
Technology	2,179,870	2,265,495	85,625
Contingency	<u>263,375</u>	<u>263,375</u>	<u>-</u>
Total Expenditures	\$ 61,203,775	\$ 62,332,360	\$ 1,128,585

# Council Letter

## City of Danville, Virginia



CL-1681

City Council Regular Meeting

Old Business Item #: D.

Meeting Date: 05/16/2017

Subject: Real Estate Tax Rate Increase

From: Cynthia Thomasson, Budget Director

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### COUNCIL ACTION

Business Meeting: 05/02/17 - Public Hearing - First Reading  
05/16/17 - Final Adoption

### SUMMARY

The FY 2018 City Council Introductory Budget includes a Real Estate Tax increase from \$0.73 per \$100 of assessed value to \$0.80 per \$100 of assessed value. This represents an \$0.08 increase in the tax rate over the current rate.

### BACKGROUND

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

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Attachments

Ordinance

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PRESENTED: May 2, 2017

ADOPTED: May 16, 2017

ORDINANCE NO. 2017- 05 . 15

AN ORDINANCE AMENDING AND REORDAINING SECTIONS 37-27, 37-28 AND 37-29 OF THE CODE OF THE CITY OF DANVILLE, VIRGINIA, 1986, AS AMENDED, THEREBY INCREASING THE REAL ESTATE TAX FROM SEVENTY-THREE (73) CENTS ON EVERY ONE HUNDRED DOLLARS TO EIGHTY (80) CENTS ON EVERY ONE HUNDRED DOLLARS OF ASSESSED VALUE EFFECTIVE JULY 1, 2017.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia, that for the purpose of imposing on all taxable real estate, land, and lots with improvements thereon, not exempt from taxation by law, an annual tax of Eighty Cents (\$0.80) on every One Hundred Dollars (\$100) of assessed value thereon, Section 37-27, entitled "Tax on real estate and improvements thereon generally," Section 37-28, entitled "Tax on real estate of railroads and utility companies," and Section 37-29, entitled "Tax on vehicles without motive power (manufactured homes)", of Article II, entitled "Levy and Rate of Tax on Real Estate, Tangible Personal Property, Etc.," of Chapter 37, entitled "Taxation," of the Code of the City of Danville, Virginia, 1986, as amended, be, and the same is hereby, amended and reordained to read as follows:

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

Pursuant to Section 58.1-3000 of the Code of Virginia on all taxable real estate, land and lots, with the improvements thereon, not exempt from taxation by law, there shall be an annual tax of ~~Seventy-three cents (\$0.73)~~ **Eighty cents (\$0.80)** on every One Hundred Dollars (\$100) of the assessed value thereof.

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

Pursuant to Chapter 26 of Title 58.1 (Sections 58.1-2600 et seq.) of the Code of Virginia, there shall be levied an annual tax of ~~Seventy-three cents (\$0.73)~~ **Eighty cents (\$0.80)** on every One Hundred Dollars (\$100) of the real estate of all railroad, telegraph, telephone, power, heat, and light companies.

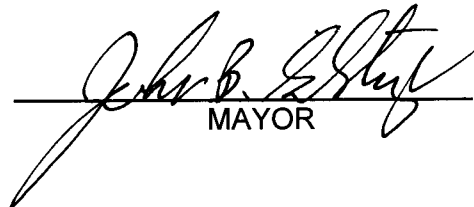
**Sec. 37-29. Tax on vehicles without motive power (manufactured homes).**

Pursuant to Section 58.1-3506 of the Code of Virginia, on all vehicles without motive power, as mentioned in such Section, there shall be a tax of ~~Seventy-three cents (\$0.73)~~ **Eighty cents (\$0.80)** on every One Hundred Dollars (\$100) of the assessed value thereof; and

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

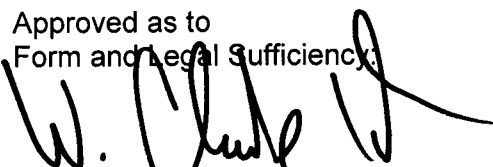
BE IT FURTHER ORDAINED that this Ordinance shall be and become effective on and as of July 1, 2017.

APPROVED:

  
MAYOR

ATTEST:

  
CLERK

Approved as to  
Form and Legal Sufficiency:  
  
City Attorney

# Council Letter

## City of Danville, Virginia



CL-1679

Old Business Item #: C.

City Council Regular Meeting

Meeting Date: 05/16/2017

Subject: Tax Rate Increases

From: Cynthia Thomasson, Budget Director

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### COUNCIL ACTION

Business Meeting: 05/02/17 - Public Hearing - First Reading  
05/16/17 - Final Adoption

### SUMMARY

The FY 2018 City Council Introductory Budget, as reviewed in prior work sessions, contains recommendations for increases in four (4) tax areas:

An increase in Meals Tax from 6% to 7%. This increase is estimated to provide an additional \$1,200,000 in FY 2018.

An increase in Hotel/Motel Occupancy Tax from 6% to 7%. This increase is estimated to provide an additional \$140,000 in FY 2018.

An increase in Tangible Personal Property Tax from \$3.00 per \$100 of assessed value to \$3.50 per \$100 of assessed value. This increase is estimated to provide an additional \$750,000 in FY 2018.

An increase in Tax on Aircraft from \$0.30 per \$100 of assessed value to \$0.70 per \$100 of assessed value. This increase is estimated to provide and additional \$12,000 in FY 2018.

The Meals Tax and Hotel/Motel Occupancy Tax increase will be effective July 1, 2017. The Tangible Personal Property Tax and Tax on Aircraft will be effective January 1, 2018.

### RECOMMENDATION

It is recommended that Council approve the attached ordinances increasing and imposing tax increases.

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### Attachments

[Ordinance](#)

[Ordinance](#)

[Ordinance](#)

[Ordinance](#)

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FAILED

PRESENTED: MAY 2, 2017

ADOPTED: FAILED

ORDINANCE NO. 2017- 05 . 11

AN ORDINANCE AMENDING AND REORDANING SECTION 37-141 OF THE DANVILLE CITY CODE TO INCREASE THE TAX ON MEALS SERVED IN RESTAURANTS OR BY CATERERS FROM SIX (6) PERCENT TO SEVEN (7) PERCENT EFFECTIVE JULY 1, 2017.

BE IT ORDAINED by the Council of the City of Danville, Virginia that Section 37-141, entitled "Levy of Tax" of Article IX, entitled "Tax on Meals Served in Restaurants or by Caterers", of Chapter 37, entitled "Taxation", of the Code of the City of Danville, Virginia, 1986, as amended, be, and the same hereby is, amended and reordained to read as follows:

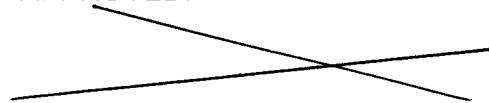
**Sec. 37-141. Levy of tax.**

In addition to all other taxes and fees of any kind now or hereafter imposed by law, a tax is hereby levied and imposed on the purchaser of every meal served, sold or delivered in the City by a restaurant or caterer. The rate of this tax shall be ~~six (6) percent~~ **seven (7) percent** of the amount paid for the meal, any fraction of one-half (1/2) or more being treated as one (1) cent; and

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

BE IT FINALLY ORDAINED that this Ordinance shall be and become effective on and as of July 1, 2017.

APPROVED:



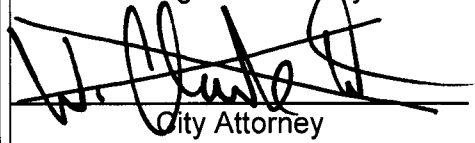
MAYOR

ATTEST:

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CLERK

Approved as to  
Form and Legal Sufficiency:

  
City Attorney

PRESENTED: May 2, 2017

ADOPTED: May 16, 2017

ORDINANCE NO. 2017- 05-12

AN ORDINANCE AMENDING AND REORDAINING SECTION 37-97 OF THE DANVILLE CITY CODE TO INCREASE THE TAX ON TRANSIENT LODGERS FROM SIX (6) PERCENT TO SEVEN (7) PERCENT EFFECTIVE JULY 1, 2017.

NOW THEREFORE, BE IT ORDAINED, by the Council of the City of Danville, Virginia that, Section 37-97, entitled "Levied; amount", of the Article VI, entitled "Tax on Transient Lodgers", of Chapter 37, entitled "Taxation", of the Code of the City of Danville, Virginia, 1986, as amended, be and the same is hereby, amended and reordained to read as follows:

Sec. 37-97. Levied; amount.

There is hereby levied and imposed upon each transient, in addition to any and all other taxes and fees of every kind imposed by law, a tax equivalent ~~to six (6)~~ percent seven (7) percent of the total amount paid by or for such transient for the rental of any room in any hotel; and

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

BE IT FINALLY ORDAINED that this Ordinance shall be and become effective on and as of July 1, 2017.

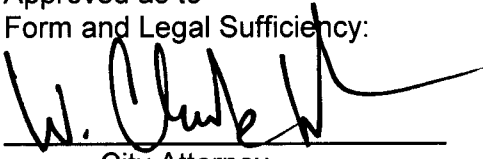
APPROVED:

  
MAYOR

ATTEST:

  
CLERK

Approved as to  
Form and Legal Sufficiency:

  
\_\_\_\_\_  
City Attorney



PRESENTED: May 2, 2017

ADOPTED: May 16, 2017

ORDINANCE NO. 2017 – 05. 13

AN ORDINANCE AMENDING AND REORDAINING SECTION 37-30 OF THE CODE OF THE CITY OF DANVILLE, VIRGINIA, 1986, AS AMENDED, TO INCREASE THE PERSONAL PROPERTY TAX FROM \$3.00 PER \$100 ASSESSED VALUE TO \$3.50 PER \$100 ASSESSED VALUE EFFECTIVE JANUARY 1, 2018.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia that Section 37-30 entitled "Tax on tangible personal property generally", of the Code of the City of Danville, Virginia, 1986, as amended, be, and the same is hereby, amended and reordained to read as follows:


**Sec. 37-30. Tax on tangible personal property generally.**

Pursuant to sections 58.1-3000 and 58.1-3008 of the Code of Virginia, on all tangible personal property there shall be a tax of ~~three dollars, (\$3.00)~~ **three dollars and fifty cent (\$3.50)** on every one hundred dollars (\$100.00) of the assessed value thereon except for all aircraft which shall be taxed as a separate class of property pursuant to section 58.1-3506 of the Code of Virginia and as more specifically set forth in section 37-36 of this Code; and

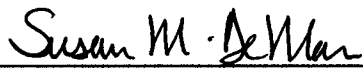
BE IT FURTHER ORDAINED that all other provisions and Sections of said Article, Chapter and Code be, and the same are hereby, continued in full force and effect unless and until the same are hereafter amended or repealed; and

BE IT FURTHER ORDAINED that this Ordinance shall be and become effective on and as of January 1, 2018.

APPROVED:

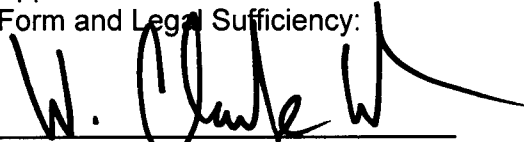
  
MAYOR

ATTEST:



CLERK

Approved as to  
Form and Legal Sufficiency:



City Attorney

FAILED DUE TO LACK OF A SECOND

PRESENTED: May 2, 2017

ADOPTED: FAILED

ORDINANCE NO. 2017 – 05.14

AN ORDINANCE AMENDING AND REORDAINING SECTION 37-36 OF THE DANVILLE CITY CODE TO INCREASE THE TAX ON AIRPLANES FROM \$0.30 PER \$100 OF ASSESSED VALUE TO \$0.90 PER \$100 OF ASSESSED VALUE EFFECTIVE JANUARY 1, 2018.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia that Section 37-36, entitled "Tax on aircraft" Code of the City of Danville, Virginia, 1986, as amended, be, and the same is hereby, amended and reordained to read as follows:

**Sec. 37-36. – Tax on aircraft.**

Pursuant to section 58.1-3506 of the Code of Virginia, on all aircraft there shall be a tax of ~~thirty cents (\$0.30)~~ **ninety cents (\$0.90)** on every one hundred dollars (\$100.00) of the assessed value thereof; and

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

BE IT FUTHER ORDAINED that this Ordinance shall be and become effective on and as of January 1, 2018.

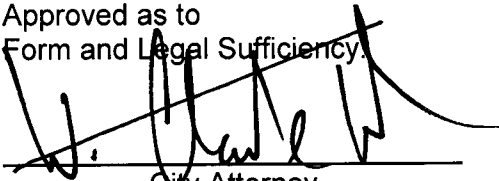
APPROVED:

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CLERK

Approved as to  
Form and Legal Sufficiency.

  
\_\_\_\_\_  
City Attorney

# Council Letter

## City of Danville, Virginia



CL-1700

City Council Regular Meeting

Old Business Item #: A.

Meeting Date: 06/20/2017

Subject: Resolutions and Budget Appropriation Ordinance

From: Ken F. Larking, City Manager

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### COUNCIL ACTION

Business Meeting: 06/06/17 - Public Hearing  
06/20/17 - Final Adoption

### SUMMARY

The Public Hearing for the budgets of the City and Capital and Special Projects Plan (CSP) is scheduled to be held on June 6, 2017.

### BACKGROUND

The City Manager presented the FY 2018 Proposed Budget in early March of 2017. City Council held several work sessions in March and April to review and make modifications to the proposed budget. The City Council's Introductory Budget was presented for public review on April 30, 2017. Public Hearings were held on May 2 for proposed tax increases in several areas: A Real Estate Tax rate increase of seven cents, a one percent increase in Meals and Transient Hotel/Motel Tax rates, a \$0.30 increase in the Airplane Tax rate, and a \$0.50 increase in the Personal Property Tax rate. City Council decided against the proposed increases to the Meals Tax and Airplane Tax and added \$200,000 to the increase for Danville Public Schools. An additional Budget Work Session was held on May 23 to close a \$1.4 million budget gap and develop a balanced budget. The attached budget ordinance reflects the changes City Council decided to make, by consensus, during the work session.

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

### RECOMMENDATION

It is recommended that City Council adopt the attached resolutions approving the City and CSP budgets and the Budget Ordinance to appropriate the budget for FY 2018.

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### Attachments

[Resolution](#)

[Resolution](#)

[Ordinance](#)

[Authorized Positions](#)

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PRESENTED: June 6, 2017

ADOPTED: June 20, 2017

RESOLUTION NO. 2017- 06.01

A RESOLUTION APPROVING THE BUDGETS OF THE VARIOUS FUNDS OF THE CITY OF DANVILLE FOR THE FISCAL YEAR ENDING JUNE 30, 2018.

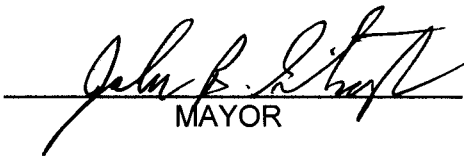
WHEREAS, the Budget of and for the City of Danville for Fiscal year 2018 has been prepared and introduced by the City Manager and received and considered by the Council, including the Budgets for the following funds:

FUND NAME	PROPOSED EXPENDITURE	CONTRIBUTION/ TRANSFER TO (FROM) GENERAL FUND
General Fund	\$108,729,750	
VDOT Special Revenue Fund	11,061,180	
Wastewater	10,220,150	693,760
Water	10,569,160	\$ 942,300
Gas	23,831,130	3,059,330
Power & Light	129,609,160	10,021,610
Telecommunications	1,805,160	302,000
Transportation	3,835,600	(230,660)
Central Services	433,060	-0-
Motorized Equipment	4,294,140	-0-
Insurance Fund	3,313,700	-0-
Sanitation Fund	3,491,340	-0-
Cemetery Fund	990,840	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, 2018 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.

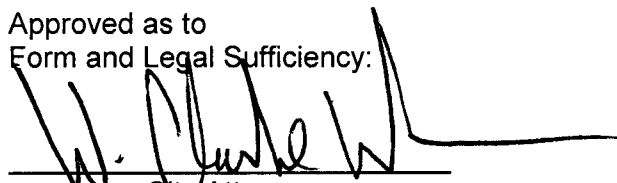
APPROVED:

  
MAYOR

ATTEST:

  
CLERK

Approved as to  
Form and Legal Sufficiency:

  
City Attorney

PRESENTED: June 6, 2017

ADOPTED: June 20, 2017

RESOLUTION NO. 2017- 06 . 02

A RESOLUTION APPROVING THE FISCAL YEAR 2018 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

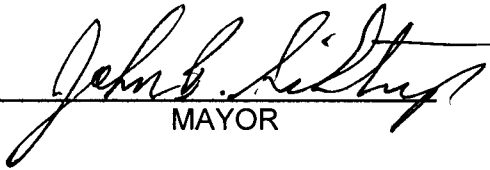
WHEREAS, such approval shall be by resolution and appropriation by ordinance; and

WHEREAS, it should be recognized that the plan beyond Fiscal Year 2018 is for planning purposes and does not obligate or commit the City to projects included in the plan beyond Fiscal Year 2018.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Danville, Virginia that the Fiscal Year 2018 Capital and Special Projects Plan referred to above and incorporated herein and made a part hereof by reference, be, and the same is hereby, approved.



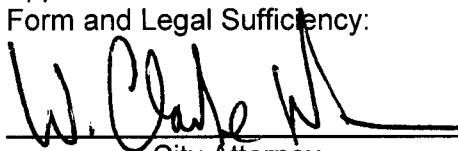
APPROVED:

  
MAYOR

ATTEST:

  
CLERK

Approved as to  
Form and Legal Sufficiency:

  
City Attorney

PRESENTED: June 6, 2017

ADOPTED: June 20, 2017

ORDINANCE NO. 2017- 06 . 03

**BUDGET APPROPRIATION ORDINANCE  
FOR FISCAL YEAR 2018**

WHEREAS, the Budget of and for the City of Danville for Fiscal Year 2018 has been prepared by the City Manager and, after collaboration with the Council, completed and introduced and a brief synopsis thereof was duly published once in the newspaper having general circulation within the City and due notice given of a public hearing, which was held on June 6, 2017 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 2018.

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, 2017 and ending June 30, 2018, be, and the same hereby are, as follows:

## I. GENERAL FUND

Estimated Revenue FY 2016	\$108,729,750
Appropriations	<u>108,729,750</u>
Unappropriated	<u>\$ -0-</u>

## II. VDOT STREET MAINTENANCE FUND

Estimated Revenue FY 2016	\$ 11,729,750
Appropriations	<u>11,729,750</u>
Unappropriated	<u>\$ -0-</u>

## II. UTILITY FUNDS

	Wastewater	Water	Gas	Electric	
Telecommunications					
Operating Revenues	\$ 9,936,080	9,878,700	25,346,050	131,141,070	1,749,500
Expenditures	<u>10,220,150</u>	<u>10,569,160</u>	<u>23,831,130</u>	<u>129,609,160</u>	<u>1,805,160</u>
Excess of Revenues Over (Under)					
Expenditures	(284,070)	(690,460)	1,514,920	1,531,910	(55,660)
Add:					
Depreciation	2,079,000	1,656,000	1,605,000	8,680,000	375,100
Contribution/Transfer (To)/From General Fund	<u>(693,760)</u>	<u>(942,300)</u>	<u>(3,059,330)</u>	<u>(10,021,610)</u>	<u>(302,000)</u>
<b>Increase (Decrease) In Fund Balance</b>	<b><u>\$ 1,101,170</u></b>	<b><u>23,240</u></b>	<b><u>60,590</u></b>	<b><u>190,300</u></b>	<b><u>17,440</u></b>

## III. OTHER FUNDS

SUMMARY	Transportation	Central Services	Motorized Equipment	Insurance	Sanitation	Cemetery
Operating Revenues	\$3,044,940	431,060	3,438,230	3,373,300	3,783,450	
1,070,400						
Expenditures	<u>3,835,600</u>	<u>433,060</u>	<u>4,294,140</u>	<u>3,313,700</u>	<u>3,491,340</u>	
990,840						
Excess of Revenues Over (Under)						
Expenditures	(790,660)	(2,000)	(855,910)	59,600	292,110	79,560
Add (Deduct):						
Depreciation	<u>560,000</u>	<u>7,200</u>	<u>707,000</u>	<u>-0-</u>	<u>57,000</u>	<u>-</u>
0-						
Contribution/Transfer (To) From General Fund	\$230,660	-0-	-0-	-0-	-0-	-0-
Increase (Decrease) In Fund Balance	<b><u>\$ -0-</u></b>	<b><u>(5,200)</u></b>	<b><u>(148,910)</u></b>	<b><u>59,600</u></b>	<b><u>349,110</u></b>	
79,560						

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
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

Grants Funds

Clerk of Circuit Court  
Index/Records

Community Development Fund  
CDBG-Rehab-Private Property  
HOME-Rehab-Private Property

All Funds  
Repairs/Replacement-  
From Insurance/Accident  
Claims

Wellness Program Expenditures

State/Federal Funding  
& Private Donations

VA Supreme Court-  
Technology Trust Fund

Program Income  
Program Income

Recoveries – Accident  
Claims

3. For the operation of the several city departments, as set forth in the "Intra-governmental Service Fund" Budgets, the Council hereby authorizes transfers from the General Fund for cash deficits resulting from internal charges and credits for the Year Ended June 30, 2017.

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's 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, 2017, 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, 2017 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 2018 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 2017 and in prior years for the City or School System which were encumbered by purchase order or contract as of June 30, 2017, 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. All 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 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.

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

19. 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.

20. 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.

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

22. 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.

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

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

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

28. This Ordinance shall become and be effective on and as of July 1, 2017.



APPROVED:

John B. S. S. S.  
MAYOR

ATTEST:

Susan M. DeHa  
CLERK

Approved as to  
Form and Legal Sufficiency.

W. J. J. J.  
City Attorney

**CITY OF DANVILLE**  
**FY 2018 AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS**

FTE = Full-time Equivalent

Fiscal Year 2017			Fiscal Year 2018						
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	NEW POSITION TITLE	GRADE	MIN(\$)	MAX(\$)
						City Manager's Office (01100)			
1		1.0	1		1.0	City Manager			
1		1.0	1		1.0	Deputy City Manager	IV	102,824	161,434
1		1.0	1		1.0	Assistant to the City Manager	GE6	46,677	73,283
1		1.0	1		1.0	Clerk of Council	GE4	38,930	61,120
1		1.0	1		1.0	Multi-media Design Manager	GE7	51,345	80,612
1		1.0	1		1.0	Public Information Officer (Funded by Utilities)	GE6	46,677	73,283
1		1.0	1		1.0	Director of Budget			
1		1.0	1		1.0	Executive Assistant	GE4	38,930	61,120
1		1.0	1		1.0	Executive Secretary	GN11	35,758	55,067
9	-	9.0	9	-	9.0	TOTAL CITY MANAGER'S OFFICE			
						City Attorney's Office (01105)			
1		1.0	1		1.0	City Attorney			
1		1.0	1		1.0	Assistant City Attorney I *	GE7	51,345	80,612
1		1.0	1		1.0	Assistant City Attorney II	GE10	70,854	111,240
1		1.0	1		1.0	Legal Assistant	GE3	35,716	56,074
1		1.0	1		1.0	Legal Secretary	GN8	27,614	42,525
5	-	5.0	5	-	5.0	TOTAL CITY ATTORNEY'S OFFICE			
						Assistant City Attorney I funded by Blight			
						COMMUNITY DEVELOPMENT DEPARTMENT			
						Community Development Fund (12110)			
1		1.0	1		1.0	Community Redevelopment Specialist	GE6	46,677	73,283
2		2.0	2		2.0	Cost Estimator/Inspector	GN10	32,507	50,061
1		1.0	1		1.0	Housing & Development Planning Specialist	GE4	38,930	61,120
1		1.0	1		1.0	Senior Account Clerk	GN8	27,614	42,525
1		1.0	1		1.0	Secretary	GN6	24,346	37,494
6		6.0	6		6.0	Sub-Total			
						Director of Community Development (01700)			
1		1.0	1		1.0	Director of Community Development	I	83,158	130,558
1		1.0	1		1.0	Accountant II	GE6	46,677	73,283
1		1.0	1		1.0	Intake Diversion Specialist	GE3	35,716	56,074
1		1.0	1		1.0	Senior Secretary	GN8	27,614	42,525
4	-	4.0	4	-	4.0	Sub-Total			
						Inspections Office (01710)			
1		1.0	1		1.0	Division Director of Inspections	GE9	63,262	99,322
1		1.0	1		1.0	Inspections Supervisor	GE6	46,677	73,283
1		1.0	1		1.0	Plumbing/Cross Connection Inspector	GN11	35,758	55,067
1		1.0	1		1.0	Mechanical Inspector	GN11	35,758	55,067
1		1.0	1		1.0	Electrical Inspector	GN11	35,758	55,067
2		2.0	2		2.0	Building Inspector	GN11	35,758	55,067
5		5.0	4		4.0	Property Maintenance Inspector	GN11	35,758	55,067
-		-	1		1.0	Property Maintenance Code Coordinator	GN12	39,333	60,573
1		1.0	1		1.0	Permit Technician	GN8	27,614	42,525
13	-	13.0	13	-	13.0	Sub-Total			

**CITY OF DANVILLE**  
**FY 2018 AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS**

FTE = Full-time Equivalent

Fiscal Year 2017			Fiscal Year 2018						
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	NEW POSITION TITLE	GRADE	MIN(\$)	MAX(\$)
						*Planning Office (01715)			
1		1.0	-		-	Division Director of Planning	GE9	63,262	99,322
2		2.0	2		2.0	Combination of:			
						Senior Planner	GE5	42,434	66,621
						Associate Planner	GE4	38,930	61,120
						Planning Technician	GN9	29,823	45,927
3	-	3.0	2	-	2.0	Sub-Total			
* This Division is being reorganized. Position titles and Salary Ranges may change									
						Social Services (01520)			
1		1.0	1		1.0	Division Director of Social Services	GE10	70,854	111,240
1		1.0	1		1.0	Family Services Manager	GE8	56,993	89,479
1		1.0	1		1.0	Eligibility Services Manager	GE8	56,993	89,479
3		3.0	3		3.0	Family Services Supervisor	GE6	46,677	73,283
1		1.0	1		1.0	Accountant II	GE6	46,677	73,283
1		1.0	1		1.0	Employment Service Supervisor	GE5	42,434	66,621
3		3.0	3		3.0	Eligibility Supervisor	GE5	42,434	66,621
3		3.0	3		3.0	Senior Family Services Specialist	GN13	43,267	66,631
1		1.0	1		1.0	Comprehensive Services Coordinator (Grant Funded)	GN12	39,333	60,573
5		5.0	5		5.0	Child Protective Service Worker	GN12	39,333	60,573
15		15.0	15		15.0	Family Services Specialist	GN11	35,758	55,067
3	0.6	3.6	3	0.6	3.6	Senior Eligibility Worker	GN11	35,758	55,067
2		2.0	2		2.0	Fraud Investigator	GN10	32,507	50,061
1		1.0	1		1.0	Administrative Assistant	GN10	32,507	50,061
8		8.0	8		8.0	Employment Services Worker	GN10	32,507	50,061
1		1.0	1		1.0	SNAPET Coordinator	GN10	32,507	50,061
33	1.8	34.8	33	1.8	34.8	Eligibility Worker	GN9	29,823	45,927
1		1.0	1		1.0	Senior Secretary	GN8	27,614	42,525
1		1.0	1		1.0	Senior Account Clerk	GN8	27,614	42,525
4		4.0	4		4.0	Senior Administrataive Specialist	GN4	22,083	34,008
1		1.0	1		1.0	Social Service Aide	GN3	21,031	32,388
1		1.0	1		1.0	Employment Service Aide	GN3	21,031	32,388
9	0.6	9.6	9	0.6	9.6	Administrative Specialist	GN2	20,030	30,846
100	3.0	103.0	100	3.0	103.0	Sub-Total			
126	3.0	129.0	125	3.0	128.0	TOTAL COMMUNITY DEVELOPMENT DEPARTJMENT			
						Economic Development Department (01180)			
1		1.0	1		1.0	Director of Economic Development	III	95,208	149,476
1		1.0	1		1.0	Assistant Director of Economic Development	GE9	63,262	99,322
1		1.0	1		1.0	Economic Development Project Manager	GE8	56,993	89,479
1		1.0	1		1.0	Marketing & Research Manager	GE7	51,345	80,612
1		1.0	1		1.0	Special Project Manager	GN10	32,507	50,061
5	-	5.0	5	-	5.0	TOTAL ECONOMIC DEVELOPMENT DEPARTMENT			

**CITY OF DANVILLE**  
**FY 2018 AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS**

FTE = Full-time Equivalent

Fiscal Year 2017			Fiscal Year 2018			NEW POSITION TITLE	GRADE	MIN(\$)	MAX(\$)
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals				
						<b>FINANCE DEPARTMENT</b>			
						<b>Central Collections (01225)</b>			
1		1.0	1		1.0	Division Director of Central Collections	GE8	56,993	89,479
1		1.0	1		1.0	Collections Supervisor	GE5	42,434	66,621
1		1.0	1		1.0	Delinquent Collections Coordinator	GE5	42,434	66,621
2		2.0	2		2.0	Senior Collections Clerk	GN8	27,614	42,525
4		4.0	4		4.0	Combination of:			
						Collection Clerk II	GN7	25,807	39,743
						Senior Cashier	GN7	25,807	39,743
						Collection Clerk I	GN4	22,083	34,008
5		5.0	5		5.0	Cashier	GN4	22,083	34,008
<b>14</b>	<b>-</b>	<b>14.0</b>	<b>14</b>	<b>-</b>	<b>14.0</b>	<b>Sub-Total</b>			
						<b>Central Services Fund (42110)</b>			
1		1.0	1		1.0	Print Shop Technician	GN10	32,507	50,061
2	0.5	2.5	3		3.0	Combination of:			
						Senior Printer	GN8	27,614	42,525
						Printer	GN6	24,346	37,494
<b>3</b>	<b>0.5</b>	<b>3.5</b>	<b>4</b>	<b>-</b>	<b>4.0</b>	<b>Sub-Total</b>			
						<b>Director of Finance (01200)</b>			
1		1.0	1		1.0	Director of Finance	1	83,158	130,558
1		1.0	1		1.0	Senior Secretary	GN8	27,614	42,525
<b>2</b>	<b>-</b>	<b>2.0</b>	<b>2</b>	<b>-</b>	<b>2.0</b>	<b>Sub-Total</b>			
						<b>Accounting (01205)</b>			
1		1.0	1		1.0	Assistant Director of Finance	GE10	70,854	111,240
1		1.0	1		1.0	Business Systems Accountant	GE8	56,993	89,479
2		2.0	3		3.0	Accountant II	GE6	46,677	73,283
1		1.0	1		1.0	Accountant III	GE7	51,345	80,612
1		1.0	1		1.0	Payroll Technician	GN9	29,823	45,927
1		1.0	1		1.0	Senior Account Clerk	GN8	27,614	42,525
2		2.0	2		2.0	Account Clerk	GN6	24,346	37,494
<b>9</b>	<b>-</b>	<b>9.0</b>	<b>10</b>	<b>-</b>	<b>10.0</b>	<b>Sub-Total</b>			
						<b>Internal Auditor (01208)</b>			
<b>1</b>	<b>-</b>	<b>1.0</b>	<b>1</b>	<b>-</b>	<b>1.0</b>	<b>Internal Auditor</b>	<b>GE8</b>	<b>56,993</b>	<b>89,479</b>
						<b>Purchasing (01215)</b>			
1		1.0	1		1.0	Division Director of Purchasing	GE8	56,993	89,479
1		1.0	1		1.0	Buyer	GE4	38,930	61,120
1		1.0	1		1.0	Senior Purchasing Clerk	GN8	27,614	42,525
1		1.0	1		1.0	Purchasing Clerk	GN6	24,346	37,494
	0.8	0.8		0.8	0.8	Printer	GN6	24,346	37,494
<b>4</b>	<b>0.8</b>	<b>4.8</b>	<b>4</b>	<b>0.8</b>	<b>4.8</b>	<b>Sub-Total</b>			

**CITY OF DANVILLE**  
**FY 2018 AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS**

FTE = Full-time Equivalent

Fiscal Year 2017			Fiscal Year 2018			NEW POSITION TITLE	GRADE	MIN(\$)	MAX(\$)
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals				
						<b>Real Estate (01220)</b>			
1		1.0	1		1.0	Division Director of Real Estate Assessment	GE8	56,993	89,479
3		3.0	3		3.0	Combination of:			
						Real Estate Appraiser III	GE6	46,677	73,283
						Real Estate Appraiser II	GN10	32,507	50,061
						Real Estate Appraiser I	GN8	27,614	42,525
2		2.0	1		1.0	Combination of:			
						Senior Real Estate Assessment Clerk	GN7	25,807	39,743
						Real Estate Assessment Clerk	GN3	21,031	32,388
6	-	6.0	5	-	5.0	<b>Sub-Total</b>			
39	1	40	40	1	41	<b>TOTAL FINANCE DEPARTMENT</b>			
						<b>FIRE DEPARTMENT</b>			
						<b>Emergency Communications (01330)</b>			
	0.5	0.5		0.5	0.5	CERT Coordinator	GN2	20,030	30,846
1		1.0	1		1.0	Emergency Communications Coordinator	GN13	43,267	66,631
4		4.0	4		4.0	Emergency Telecommunications Supervisor	GN12	39,333	60,573
16		16.0	16		16.0	Emergency Telecommunicator	GN9	29,823	45,927
21	0.5	21.5	21	0.5	21.5	<b>Sub-Total</b>			
						<b>Fire (01320)</b>			
1		1.0	1		1.0	Fire Chief	III	95,208	149,476
2		2.0	2		2.0	Assistant Fire Chief	GE10	70,854	111,240
4		4.0	4		4.0	Fire Battalion Chief	GE8	56,993	89,479
1		1.0	1		1.0	Fire Marshal	GE8	56,993	89,479
21		21.0	21		21.0	Fire Captain	GN14	47,593	73,294
1		1.0	1		1.0	Assistant Fire Marshal	GN13	43,267	66,631
1		1.0	1		1.0	Fire Code Inspector	GN11	35,758	55,067
6		6.0	6		6.0	Fire Lt./Asst. Training Officer	GN13	43,267	66,631
24		24.0	24		24.0	Fire Fighter/Engineer	GN12	39,333	60,573
1		1.0	1		1.0	Fire Support Analyst	GE6	46,667	73,283
60		60.0	60		60.0	Fire Fighter	GN10	32,507	50,061
1		1.0	1		1.0	Administrative Assistant	GN10	32,507	50,061
1		1.0	1		1.0	Senior Secretary	GN8	27,614	42,525
124	-	124.0	124	-	124.0	<b>Sub-Total</b>			
145	0.5	145.5	145	0.5	145.5	<b>TOTAL FIRE DEPARTMENT</b>			
						<b>Circuit Court (01155)</b>			
1		1.0	1		1.0	Law Clerk	GE5	42,434	66,621
2		2.0	1		1.0	Judicial Assistant	GE4	38,930	61,120
1		1.0	1		1.0	Legal Secretary	GN8	27,614	45,525
4	-	4.0	3	-	3.0	<b>TOTAL CIRCUIT COURT</b>			

**CITY OF DANVILLE**  
**FY 2018 AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS**

FTE = Full-time Equivalent

Fiscal Year 2017			Fiscal Year 2018						
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	NEW POSITION TITLE	GRADE	MIN(\$)	MAX(\$)
						Human Resources (01110)			
1		1.0	1		1.0	Director of Human Resources	I	83,158	130,558
4			4			Combination of:			
		-			-	Organization Development Consultant	GE6	46,677	73,283
		-			-	HR Consultant	GE6	46,677	73,283
1		1.0	1		1.0	Human Resource Technician	GN9	29,823	45,927
1		1.0	1		1.0	Senior Secretary	GN8	27,614	42,525
7	-	3.0	7	-	3.0	TOTAL HUMAN RESOURCES			
						Information Technology (01250)			
1		1.0	1		1.0	Director of Information Technology	I	83,158	130,558
3		3.0	3		3.0	Combination of:			
						Assistant Director of Information Technology	GE11	79,356	124,589
						Division Director of Application Support	GE9	63,262	99,322
						Division Director of Technical Svcs	GE9	63,262	99,322
						IT Project Manager	GE8	56,993	89,479
						IT Business Relationship Manager	GE7	51,345	80,612
						IT Business Analyst	GE6	46,677	73,283
6	0.5	6.5	7		7.0	Combination of:			
						Network Systems Engineer	GE8	56,993	89,479
						Network Administrator	GE7	51,345	80,612
						System Administrator	GE7	51,345	80,612
						PC Administrator	GE7	51,345	80,612
						Network Analyst	GE5	42,434	66,621
						Sr. IT Support Technician	GN11	35,758	55,067
						IT Support Technician	GN10	32,507	50,061
10		10.0	10		10.0	Combination of:			
						Help Desk Manager	GN12	39,333	60,573
						GIS Coordinator	GE9	63,262	99,322
						IT Solutions Architect Manager	GE9	63,262	99,322
						Sr. Applications Support Specialist	GE8	56,993	89,479
						Sr. Database Administrator	GE8	56,993	89,479
						IT Application Support Specialist	GE7	51,345	80,612
						Sr. Programmer Analyst	GE7	51,345	80,612
						Sr. GIS Programmer Analyst	GE7	51,345	80,612
						Database Administrator	GE7	51,345	80,612
						GIS Programmer Analyst	GE6	46,677	73,283
						Programmer/Analyst	GE5	42,434	66,621
						GIS Analyst	GN11	35,758	55,067
1		1.0	1		1.0	Administrative Assistant	GN10	32,507	50,061
21	0.5	21.5	22	-	22.0	TOTAL INFORMATION TECHNOLOGY			

**CITY OF DANVILLE**  
**FY 2018 AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS**

FTE = Full-time Equivalent

Fiscal Year 2017			Fiscal Year 2018			NEW POSITION TITLE	GRADE	MIN(\$)	MAX(\$)
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals				
						<b>POLICE DEPARTMENT</b>			
						<b>Adult Detention Facility (01515)</b>			
1		1.0	1		1.0	Division Director of Adult Detention	GE9	63,262	99,322
1		1.0	1		1.0	Chief Correctional Officer	GE8	56,993	89,479
1		1.0	1		1.0	Service Program Coordinator	GE7	51,345	80,612
1		1.0	-		-	Health Services Administrator	GE7	51,345	80,612
1		1.0	1		1.0	Administrative Lieutenant	GN13	35,758	55,067
	0.1	0.1		0.1	0.1	Licensed Physician	GE11	79,356	124,589
1		1.0	1		1.0	Work Program Coordinator	GE7	51,345	80,612
1		1.0	2		2.0	Correctional Health Assistant	GN14	47,593	73,294
4		4.0	4		4.0	Correctional Captain	GN14	47,593	73,294
5		5.0	5		5.0	Correctional Lieutenant	GN13	43,267	66,631
1		1.0	1		1.0	Safety Supply Officer	GN11	35,758	55,067
19	1.1	20.1	19	1.1	20.1	Combination of:			
						Correctional Officer I	GN10	32,507	50,061
						Correctional Officer II	GN11	35,758	55,067
2		2.0	2		2.0	Senior Account Clerk	GN8	27,614	42,525
<b>38</b>	<b>1.2</b>	<b>39.2</b>	<b>38</b>	<b>1.2</b>	<b>39.2</b>	<b>Sub-Total</b>			
						<b>Juvenile Detention Facility (01510)</b>			
1		1.0	1		1.0	Division Director of Juvenile Detention	GE9	63,262	99,322
1		1.0	1		1.0	Assistant Division Director of Juvenile Detention	GE7	51,345	80,612
	0.1	0.1		0.1	0.1	Licensed Physician	GE11	79,356	124,589
1		1.0	1		1.0	Juvenile Program Coordinator	GE4	38,930	61,120
1		1.0	1		1.0	Nurse	GN14	47,593	73,294
2		2.0	2		2.0	Juvenile Outreach Counselor (Grant Funded)	GN11	35,758	55,067
4		4.0	4		4.0	Shift Supervisor	GN11	35,758	55,067
2		2.0	2		2.0	Electronic Monitoring Case Worker (Grant Funded)	GN11	35,758	55,067
1		1.0	1		1.0	Building Maintenance Mechanic I	GN8	27,614	42,525
-		-	1		1.0	Post Dispositional Coordinacor	GN10	32,507	50,061
5		5.0	4		4.0	Senior Youth Care Worker	GN10	32,507	50,061
27	4.4	31.4	27	4.4	31.4	Youth Care Worker	GN9	29,823	45,927
1		1.0	1		1.0	Senior Account Clerk	GN8	27,614	42,525
2		2.0	2		2.0	Secretary	GN6	24,346	37,494
1		1.0	1		1.0	Custodian	GN2	20,030	30,846
<b>49</b>	<b>4.5</b>	<b>53.5</b>	<b>49</b>	<b>4.5</b>	<b>53.5</b>	<b>Sub-Total</b>			

**CITY OF DANVILLE**  
**FY 2018 AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS**

FTE = Full-time Equivalent

Fiscal Year 2017			Fiscal Year 2018			NEW POSITION TITLE	GRADE	MIN(\$)	MAX(\$)
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals				
						<b>Police (01330)</b>			
1		1.0	1		1.0	Police Chief	III	95,208	149,476
1		1.0	1		1.0	Police Lieutenant Colonel	GE11	79,356	124,589
2		2.0	2		2.0	Police Major	GE10	70,854	111,240
7		7.0	7		7.0	Police Captain	GE8	56,993	89,479
10		10.0	10		10.0	Police Lieutenant	GE7	51,345	80,612
1	0.2	1.2	1	0.2	1.2	Senior Investigators	GN15	52,353	80,623
8		8.0	8		8.0	Police Sergeant	GN13	43,267	66,631
16		16.0	16		16.0	Police Corporal	GN12	39,333	60,573
89		89.0	89		89.0	Police Officer	GN11	35,758	55,067
1		1.0	1		1.0	Quarter Master	GN8	27,614	42,525
1		1.0	1		1.0	Police Records Office Manager	GE7	51,345	80,612
-		-	1		1.0	Police Video Technician	GN6	24,346	37,494
-		-	1		1.0	Police Property & Evidence Technician	GN11	35,758	55,067
1		1.0	1		1.0	Administrative Assistant	GN10	32,507	50,061
1		1.0	1		1.0	Animal Control Officer	GN8	27,614	42,525
2		2.0	2		2.0	Secretary	GN6	24,346	37,494
1		1.0	1		1.0	Senior Secretary	GN8	27,614	42,525
3		3.0	3		3.0	Police Records Clerk	GN5	23,187	35,708
1		1.0	1		1.0	Crime Analyst*	GE6	46,677	73,283
	0.6	0.6		0.6	0.6	Parking Attendant	GN5	23,187	35,708
	2.0	2.0		2.0	2.0	School Crossing Guard	GN3	21,031	32,388
<b>146</b>	<b>2.8</b>	<b>148.8</b>	<b>148</b>	<b>2.8</b>	<b>150.8</b>	<b>Sub-Total</b>			
<b>233</b>	<b>8.5</b>	<b>241.5</b>	<b>235</b>	<b>8.5</b>	<b>243.5</b>	<b>TOTAL POLICE DEPARTMENT</b>			
						<b>PARKS &amp; RECREATION DEPARTMENT</b>			
						<b>Parks &amp; Recreation - Administration (01292)</b>			
1		1.0	1		1.0	Director of Parks & Recreation	I	83,158	130,558
1		1.0	1		1.0	Division Director of Parks & Recreation Administration	GE7	51,345	80,612
1		1.0	1		1.0	P&R Communications Specialist	GE5	42,434	66,621
1		1.0	1		1.0	Program Coordinator	GE3	35,716	56,074
1		1.0	1		1.0	Facilities & Services Planning Specialist	GE7	51,345	80,612
1		1.0	1		1.0	Senior Secretary	GN8	27,614	42,525
1		1.0	1		1.0	Secretary	GN6	24,346	37,494
1		1.0	1		1.0	Custodian	GN2	20,030	30,846
1	0.3	1.3	1	0.3	1.3	Administrative Specialist	GN2	20,030	30,846
	0.6	0.6		0.6	0.6	Recreation Program Supervisor	GN7	25,807	39,743
	0.2	0.2		0.2	0.2	Intern	GN2	20,030	30,846
<b>9</b>	<b>1.1</b>	<b>10.1</b>	<b>9</b>	<b>1.1</b>	<b>10.1</b>	<b>Sub-Total</b>			
						<b>Athletics (01307)</b>			
1		1.0	1		1.0	Division Director of Athletics	GE7	51,345	80,612
1		1.0	1		1.0	Program Coordinator	GE3	35,716	56,074
	0.6	0.6		0.6	0.6	Administrative Specialist	GN2	20,030	30,846
	0.5	0.5		0.5	0.5	Custodian	GN2	20,030	30,846
	0.9	0.9		0.9	0.9	Recreation Program Supervisor	GN7	25,807	39,743
	0.7	0.7		0.7	0.7	Recreation Sports Official	GN2	20,030	30,846
	1.4	1.4		1.4	1.4	Recreation Facility Operator	GN3	21,031	32,388
<b>2</b>	<b>4.1</b>	<b>6.1</b>	<b>2</b>	<b>4.1</b>	<b>6.1</b>	<b>Sub-Total</b>			



**CITY OF DANVILLE**  
**FY 2018 AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS**

FTE = Full-time Equivalent

Fiscal Year 2017			Fiscal Year 2018						
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	NEW POSITION TITLE	GRADE	MIN(\$)	MAX(\$)
						Community Recreation (01295)			
1		1.0	1		1.0	Division Director of Community Recreation	GE7	51,345	80,612
4		4.0	4		4.0	Program Coordinator	GE3	35,716	56,074
1		1.0	1		1.0	Recreation Grants Specialist (Temporary FT Grant Funded)	GE1	30,061	47,196
1	0.9	1.9	1	0.9	1.9	Custodian	GN2	20,030	30,846
1		1.0	1		1.0	Administrative Specialist	GN2	20,030	30,846
	1.7	1.7		1.7	1.7	Recreation Aide	GN1	19,073	29,377
	2.0	2.0		2.0	2.0	Recreation Leader	GN2	20,030	30,846
	2.5	2.5		2.5	2.5	Recreation Program Supervisor	GN7	25,807	39,743
	0.2	0.2		0.2	0.2	Recreation Instructor	GN5	23,187	35,708
	1.6	1.6		1.6	1.6	Recreation Site Supervisor	GN5	23,187	35,708
	2.5	2.5		2.5	2.5	Recreation Facility Operator	GN3	21,031	32,388
8.0	11.4	19.4	8.0	11.4	19.4	Sub-Total			
						Park Maintenance (01316)			
1		1.0	1		1.0	Division Director of Parks Maintenance	GE7	51,345	80,612
1		1.0	1		1.0	Parks Supervisor	GN13	43,267	66,631
1		1.0	1		1.0	Crew Supervisor	GN11	35,758	55,067
11		11.0	11		11.0	Combination of:			
						Park Maintenance Technician	GN9	29,823	45,927
						Parks Groundskeeper II	GN7	25,807	39,743
						Parks Groundskeeper I	GN5	23,187	35,708
						Motor Equipment Operator I	GN5	23,187	35,708
	2.8	2.8	1	1.8	2.8	Public Service Worker	GN2	20,030	30,846
	0.3	0.3		0.3	0.3	Recreation Facility Operator	GN3	21,031	32,388
1		1.0	1		1.0	Outdoor Recreation Program Supervisor	GN7	25,807	39,743
-		-	-		-	Administrative Specialist	GN2	20,030	30,846
15	3.1	18.1	16	2.1	18.1	Sub-Total			
						Special Recreation (01610)			
1		1.0	1		1.0	Division Director of Special Recreation	GE7	51,345	80,612
3		3.0	3		3.0	Program Coordinator	GE3	35,716	56,074
1		1.0	1		1.0	Recreation Grants Specialist	GE1	30,061	47,196
1		1.0	1		1.0	Special Population Assistant	GN9	29,823	45,927
1	0.4	1.4	1	0.4	1.4	Custodian	GN2	20,030	30,846
1		1.0	1		1.0	Account Clerk	GN6	24,346	37,494
	1.3	1.3		1.3	1.3	Administrative Specialist	GN2	20,030	30,846
	1.4	1.4		1.4	1.4	Recreation Leader	GN2	20,030	30,846
1	3.6	4.6	1	3.6	4.6	Recreation Program Supervisor	GN7	25,807	39,743
	0.6	0.6		0.6	0.6	Recreation Aide	GN1	19,073	29,377
		-			-	Recreation Instructor	GN5	23,187	35,708
9	7.3	16.3	9	7.3	16.3	Sub-Total			

**CITY OF DANVILLE**  
**FY 2018 AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS**

FTE = Full-time Equivalent

Fiscal Year 2017			Fiscal Year 2018			NEW POSITION TITLE	GRADE	MIN(\$)	MAX(\$)
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals				
						<b>Public Library (01540)</b>			
1		1.0	1		1.0	Division Director of Library	GE9	63,262	99,322
1		1.0	1		1.0	Adult Services Librarian	GE4	38,930	61,120
1		1.0	1		1.0	Children's Librarian	GE4	38,930	61,120
1		1.0	1		1.0	Circulation Supervisor	GE4	38,930	61,120
			1		1.0	Circulation Specialist	GN7	25,807	39,743
1		1.0	1		1.0	Technical Services Librarian	GE4	38,930	61,120
2		2.0	2		2.0	Reference Information Specialist	GN7	25,807	39,743
5	4.2	9.2	5	3.2	8.2	Library Services Specialist	GN6	24,346	37,494
1		1.0	1		1.0	Senior Administrative Specialist	GN4	22,083	34,008
	0.6	0.6		0.6	0.6	Law Library Information Specialist	GN7	25,807	39,743
1		1.0	1		1.0	Library Technology Specialist	GN8	27,614	42,525
<b>14</b>	<b>4.8</b>	<b>18.8</b>	<b>15</b>	<b>3.8</b>	<b>18.8</b>	<b>Sub-Total</b>			
<b>57</b>	<b>31.8</b>	<b>88.8</b>	<b>59</b>	<b>29.8</b>	<b>88.8</b>	<b>TOTAL PARKS &amp; RECREATION</b>			
						<b>PUBLIC WORKS DEPARTMENT</b>			
						<b>Cemetery Maintenance (fund 59) (59110)</b>			
1		1.0	1		1.0	General Supervisor	GE6	46,677	73,283
2		2.0	2		2.0	Cemetery Supervisor	GN13	43,267	66,631
2		2.0	2		2.0	Groundskeeper	GN7	25,807	39,743
10		10.0	10		10.0	Public Service Worker/Operator	GN4	22,083	34,008
<b>15</b>	<b>-</b>	<b>15.0</b>	<b>15</b>	<b>-</b>	<b>15.0</b>	<b>Sub-Total</b>			
						<b>Public Works Administration (0125301) (01400)</b>			
1		1.0	1		1.0	Director of Public Works	II	88,979	139,697
1		1.0	1		1.0	Division Director Public Works Administration	GE9	63,262	99,322
1		1.0	1		1.0	Senior Administrative Assistant	GE6	46,677	73,283
1		1.0	1		1.0	Horticulturist (Funded by Special Revenue)	GN10	32,507	50,061
1		1.0	1		1.0	Administrative Assistant	GN10	32,507	50,061
1		1.0	1		1.0	Senior Account Clerk	GN8	27,614	42,525
1		1.0	1		1.0	Senior Secretary	GN8	27,614	42,525
3		3.0	3		3.0	Account Clerk	GN6	24,346	37,494
		-			-	P/W Beautification Coordinator			
<b>10</b>	<b>-</b>	<b>10.0</b>	<b>10</b>	<b>-</b>	<b>10.0</b>	<b>Sub-Total</b>			
						<b>P/W Building Maintenance (01250) (01440)</b>			
1		1.0	1		1.0	Division Director of Building & Grounds	GE9	63,262	99,322
1		1.0	1		1.0	General Supervisor	GN14	47,593	73,294
1		1.0	1		1.0	Custodian Supervisor	GN13	43,267	66,631
7		7.0	7		7.0	Combination of:			
						Building Maintenance Mechanic III	GN12	39,333	60,573
						Building Maintenance Mechanic II	GN10	32,507	50,061
						Building Maintenance Mechanic I	GN8	27,614	42,525
1		1.0	1		1.0	Senior Custodian	GN5	23,187	35,708
8		8.0	8		8.0	Custodian	GN2	20,030	30,846
<b>19</b>	<b>-</b>	<b>19.0</b>	<b>19</b>	<b>-</b>	<b>19.0</b>	<b>Sub-Total</b>			

**CITY OF DANVILLE**  
**FY 2018 AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS**

FTE = Full-time Equivalent

Fiscal Year 2017			Fiscal Year 2018			NEW POSITION TITLE	GRADE	MIN(\$)	MAX(\$)
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals				
						<b>Motorized Equipment (Fund 44) (44110)</b>			
2		2.0	2		2.0	Equipment Maintenance Supervisor	GN13	43,267	66,631
15		15.0	15		15.0	Combination of:			
						Automotive Equipment Mechanic III	GN11	35,758	55,067
						Welder	GN10	32,507	50,061
						Automotive Equipment Mechanic II	GN9	29,823	45,927
						Automotive Service Technician	GN8	27,614	42,525
						Automotive Equipment Mechanic I	GN5	23,187	35,708
1		1.0	1		1.0	Transit Mechanic	GN9	29,823	45,927
<b>18</b>	<b>-</b>	<b>18.0</b>	<b>18</b>	<b>-</b>	<b>18.0</b>	<b>Sub-Total</b>			
						<b>Motorized Equipment-Communications (Fund 44) (44110)</b>			
<b>1</b>		<b>1.0</b>	<b>1</b>		<b>1.0</b>	<b>Communications Systems Manager</b>	<b>GE7</b>	<b>51,345</b>	<b>80,612</b>
						<b>P/W Sewer Maintenance (Fund 51) (51220)</b>			
1		1.0	1		1.0	General Supervisor	GN14	47,593	73,294
1		1.0	1		1.0	Crew Supervisor	GN11	35,758	55,067
1		1.0	1		1.0	CCTV Technician	GN9	29,823	45,927
8		8.0	8		8.0	Combination of:			
						Motor Equipment Operator II	GN8	27,614	42,525
						Motor Equipment Operator I	GN5	23,187	35,708
						Public Service Worker/ Operator	GN4	22,083	34,008
<b>11</b>	<b>-</b>	<b>11.0</b>	<b>11</b>	<b>-</b>	<b>11.0</b>	<b>Sub-Total</b>			
						<b>P/W Warehouse (0125304) (01450)</b>			
2		2.0	2		2.0	Public Works Warehouse Stock Clerk	GN6	24,346	37,494
						<b>P/W Sanitation-Code Enforcement (Fund 58) (58150)</b>			
2		2.0	2		2.0	Code Enforcement Inspector	GN10	32,507	50,061
						<b>P/W Sanitation-Composting (Fund 58) (58120)</b>			
1		1.0	1		1.0	Sanitation Operator I	GN9	29,823	45,927
						<b>P/W Sanitation-Recycling (Fund 58) (58140)</b>			
1		1.0	1		1.0	Recycling Center Operator	GN12	39,333	60,573
2		2.0	2		2.0	Sanitation Operator I	GN9	29,823	45,927
<b>3</b>	<b>-</b>	<b>3.0</b>	<b>3</b>	<b>-</b>	<b>3.0</b>	<b>Sub-Total</b>			
						<b>P/W Sanitation-Residential Refuse Collection (Fund 58) (58110)</b>			
1		1.0	1		1.0	Division Director of Sanitation	GE9	63,262	99,322
1		1.0	1		1.0	General Supervisor	GN14	47,593	73,294
11		11.0	11		11.0	Combination of:			
						Sanitation Operator II	GN10	32,507	50,061
						Sanitation Operator I	GN9	29,823	45,927
						Solid Waste Collector	GN4	22,083	34,008
<b>13</b>	<b>-</b>	<b>13.0</b>	<b>13</b>	<b>-</b>	<b>13.0</b>	<b>Sub-Total</b>			
						<b>P/W Sanitation-Yardwaste (Fund 58) (58130)</b>			
7		7.0	7		7.0	Sanitation Operator I	GN9	29,823	45,927

**CITY OF DANVILLE**  
**FY 2018 AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS**

FTE = Full-time Equivalent

Fiscal Year 2017			Fiscal Year 2018			NEW POSITION TITLE	GRADE	MIN(\$)	MAX(\$)
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals				
						<b>P/W VDOT-Engineering (Fund 15-244) (15110)</b>			
1		1.0	1		1.0	Assistant Director of P/W - City Engineer	GE11	79,356	124,589
4		4.0	4		4.0	Combination of:			
		-			-	Public Works Chief Engineer	GE9	63,262	99,322
		-			-	Project Manager	GE8	56,993	89,479
		-			-	Construction Inspections Supervisor	GE5	42,434	66,621
6		6.0	6		6.0	Combination of:			
		-			-	Public Works Project Engineer	GE6	46,677	73,283
		-			-	Construction Inspector	GN11	35,758	55,067
		-			-	Engineering Technician	GN7	25,807	39,743
11	-	11.0	11	-	11.0	<b>Sub-Total</b>			
						<b>P/W VDOT- Grounds Maintenance (Fund 15-250) (15210)</b>			
1		1.0	1		1.0	General Supervisor	GN14	47,593	73,294
1		1.0	1		1.0	Crew Supervisor	GN11	35,758	55,067
13		13.0	13		13.0	Combination of:			
						Motor Equipment Operator II	GN8	27,614	42,525
						Motor Equipment Operator I	GN5	23,187	35,708
						Public Service Worker/ Operator	GN4	22,083	34,008
2		2.0	2		2.0	Groundskeeper	GN7	25,807	39,743
17	-	17.0	17	-	17.0	<b>Sub-Total</b>			
						<b>P/W VDOT-Street Cleaning (Fund 15-247) (15125)</b>			
7		7.0	7		7.0	Combination of:			
						Motor Equipment Operator II	GN8	27,614	42,525
						Motor Equipment Operator I	GN5	23,187	35,708
7	-	7.0	7	-	7.0	<b>Sub-Total</b>			
						<b>P/W VDOT-Street Maintenance (Fund 15-247) (15120)</b>			
1		1.0	1		1.0	Division Director of Streets	GE9	63,262	99,322
1		1.0	1		1.0	Training & Safety Manager	GE5	42,434	66,621
2		2.0	2		2.0	General Supervisor	GN14	47,593	73,294
3		3.0	3		3.0	Crew Supervisor	GN11	35,758	55,067
-		-	1		1.0	Code Enforcement Inspector	GN10	32,507	50,061
27		27.0	27		27.0	Combination of:			
						Motor Equipment Operator III	GN9	29,823	45,927
						Motor Equipment Operator II	GN8	27,614	42,525
						Motor Equipment Operator I	GN5	23,187	35,708
						Public Service Worker/ Operator	GN4	22,083	34,008
1		1.0	1		1.0	Groundskeeper	GN7	25,807	39,743
35	-	35.0	36	-	36.0	<b>Sub-Total</b>			

**CITY OF DANVILLE**  
**FY 2018 AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS**

FTE = Full-time Equivalent

Fiscal Year 2017			Fiscal Year 2018						
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	NEW POSITION TITLE	GRADE	MIN(\$)	MAX(\$)
						<b>P/W VDOT-Traffic Control (Fund 15-244) (15115)</b>			
1		1.0	1		1.0	Traffic Control Superintendent	GE6	46,677	73,283
1		1.0	1		1.0	Traffic Control Crew Supervisor	GN12	39,333	60,573
1		1.0	1		1.0	Senior Traffic Signal Technician	GN10	32,507	50,061
1		1.0	1		1.0	Traffic Signal Technician	GN8	27,614	42,525
1		1.0	1		1.0	Sign Technician	GN8	27,614	42,525
3		3.0	3		3.0	Motor Equipment Operator II	GN8	27,614	42,525
1		1.0	1		1.0	Public Service Worker/ Operator	GN4	22,083	34,008
<b>9</b>	<b>-</b>	<b>9.0</b>	<b>9</b>	<b>-</b>	<b>9.0</b>	<b>Sub-Total</b>			
<b>181</b>	<b>-</b>	<b>181.0</b>	<b>182</b>	<b>-</b>	<b>182.0</b>	<b>TOTAL PUBLIC WORKS DEPARTMENT</b>			
						<b>TRANSPORTATION DEPARTMENT</b>			
						<b>Airport (01350)</b>			
1		1.0	1		1.0	Senior Administrative Assistant	GE6	46,677	73,283
1		1.0	1		1.0	Transportation Building & Grounds Superintendent	GE5	42,434	66,621
1		1.0	1		1.0	Airport Maintenance Security Tech II	GN8	27,614	42,525
1	3.0	4.0	1	3.0	4.0	Airport Maintenance Security Tech I	GN6	24,346	37,494
<b>4</b>	<b>3.0</b>	<b>7.0</b>	<b>4</b>	<b>3.0</b>	<b>7.0</b>	<b>Sub-Total</b>			
						<b>Mass Transit (Fund 56) (56110)</b>			
1		1.0	1		1.0	Director of Transportation Services	I	83,158	130,558
-			1			Transportation Services Division Director	GE8	56,593	89,479
2		2.0	2		2.0	Transportation Supervisor	GE3	35,716	56,074
1		1.0	1		1.0	Senior Account Clerk	GN8	27,614	42,525
27	0.6	27.6	28	0.6	28.6	Combination of:	GN5	23,187	35,708
						Transit Driver I	GN4	22,083	34,008
						Transit Driver II	GN5	23,187	35,708
1		1.0	1		1.0	Account Clerk	GN6	24,346	37,494
<b>32</b>	<b>0.6</b>	<b>32.6</b>	<b>34</b>	<b>0.6</b>	<b>33.6</b>	<b>Sub-Total</b>			
<b>36</b>	<b>3.6</b>	<b>39.6</b>	<b>38</b>	<b>3.6</b>	<b>40.6</b>	<b>TOTAL TRANSPORTATION DEPARTMENT</b>			
						<b>UTILITIES DEPARTMENT</b>			
						<b>Utilities Administration (Fund 54) (50100)</b>			
1		1.0	1		1.0	Utilities Director	IV	102,824	161,434
1		1.0	1		1.0	Key Accounts Manager	GE7	51,345	80,612
1		1.0	1		1.0	SCADA Analyst	GE7	51,345	80,612
2		2.0	2		2.0	Senior Secretary	GN8	27,614	42,525
<b>5</b>	<b>-</b>	<b>5.0</b>	<b>5</b>	<b>-</b>	<b>5.0</b>	<b>Sub-Total</b>			
						<b>Utilities - Fiscal Services (Fund 54) (50110)</b>			
1		1.0	1		1.0	Division Director of Support Services	GE9	63,262	99,322
1		1.0	1		1.0	Accountant II	GE6	46,677	73,283
1		1.0	1		1.0	Training & Safety Manager	GE5	42,434	66,621
1		1.0	1		1.0	Utilities Warehouse Manager	GE5	42,434	66,621
2		2.0	2		2.0	Senior Account Clerk	GN8	27,614	42,525
3		3.0	3		3.0	Warehouse Stock Clerk	GN5	23,187	35,708
<b>9</b>	<b>-</b>	<b>9.0</b>	<b>9</b>	<b>-</b>	<b>9.0</b>	<b>Sub-Total</b>			

**CITY OF DANVILLE**  
**FY 2018 AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS**

FTE = Full-time Equivalent

Fiscal Year 2017			Fiscal Year 2018			NEW POSITION TITLE	GRADE	MIN(\$)	MAX(\$)
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals				
						<b>Utilities - Customer Service (Fund 54) (50120)</b>			
1		1.0	1		1.0	Division Director of Customer Service	GE8	56,993	89,479
1		1.0	1		1.0	AMI Support Technician	GN9	29,823	45,927
1		1.0	1		1.0	Sr Customer Service/Training Representative	GN8	27,614	42,525
7		7.0	7		7.0	Combination of:			
						Senior Utility Billing Clerk	GN9	29,823	45,927
						Utility Special Billing Clerk	GN8	27,614	42,525
						Utility Billing Clerk	GN7	25,807	39,743
7		7.0	7		7.0	Customer Service Representative	GN7	25,807	39,743
17	-	17.0	17	-	17.0	<b>Sub-Total</b>			
						<b>Water Treatment Administration (Fund 52) (52100)</b>			
1		1.0	1		1.0	Division Director of Water/Wastewater Treatment	GE11	79,356	124,589
1		1.0	1		1.0	Senior Secretary	GN8	27,614	42,525
2	-	2.0	2	-	2.0	<b>Sub-Total</b>			
						<b>Water Treatment (Fund 52) (52130)</b>			
1		1.0	1		1.0	Water Treatment Manager	GE8	56,993	89,479
1		1.0	1		1.0	Water Chemist	GE4	38,930	61,120
2		2.0	2		2.0	Combination of:			
						Bldg Maintenance Superintendent	GE6	46,677	73,283
						Senior Industrial Mechanic	GN11	35,758	55,067
						Industrial Mechanic	GN9	29,823	45,927
9		9.0	9		9.0	Combination of:			
						Water Treatment Plant Operator Supervisor	GN11	35,758	55,067
						Water Treatment Plant Operator III	GN10	32,507	50,061
						Water Treatment Plant Operator II	GN8	27,614	42,525
						Water Treatment Plant Operator I	GN7	25,807	39,743
						Water Treatment Plant Operator Trainee	GN4	22,083	34,008
1		1.0	1		1.0	Utility Plant Maintenance Worker	GN3	21,031	32,388
14	-	14.0	14	-	14.0	<b>Sub-Total</b>			
						<b>Gas Administration (Fund 53) (53100)</b>			
1		1.0	1		1.0	Division Director of Water & Gas	GE11	79,356	124,589
1	-	1.0	1	-	1.0	<b>Sub-Total</b>			
						<b>Gas Control (Fund 53) (53130)</b>			
1		1.0	1		1.0	Gas Control Manager	GE8	56,993	89,479
2		2.0	2		2.0	Gas Control Technician	GN10	32,507	50,061
3	-	3.0	3	-	3.0	<b>Sub-Total</b>			

**CITY OF DANVILLE**  
**FY 2018 AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS**

FTE = Full-time Equivalent

Fiscal Year 2017			Fiscal Year 2018						
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	NEW POSITION TITLE	GRADE	MIN(\$)	MAX(\$)
						Water & Gas Distribution (Fund 53) (53220)			
1		1.0	1		1.0	Water and Gas Distribution Superintendent	GE8	56,993	89,479
1		1.0	1		1.0	Water and Gas Distribution Supervisor	GE5	42,434	66,621
4		4.0	4		4.0	Water and Gas Crew Supervisor	GN12	39,333	60,573
2		2.0	2		2.0	W&G Construction Crew Supervisor	GN12	39,333	60,573
1		1.0	1		1.0	Water and Gas Welder/Crew Supervisor	GN11	35,758	55,067
5		5.0	5		5.0	Combination of:			
						Motor Equipment Operator III	GN9	29,823	45,927
						Motor Equipment Operator II	GN8	27,614	42,525
						Motor Equipment Operator I	GN5	23,187	35,708
6		6.0	6		6.0	Construction Worker	GN5	23,187	35,708
5		5.0	5		5.0	Public Service Worker	GN2	20,030	30,846
25	-	25.0	25	-	25.0	Sub-Total			
						Water & Gas Engineering (Fund 53) (53210)			
1		1.0	1		1.0	W&G Chief Engineer	GE9	63,262	99,322
2		2.0	2		2.0	Water and Gas Senior Engineer Tech.	GN13	43,267	66,631
1		1.0	1		1.0	Water and Gas Compliance Coordinator	GN13	43,267	66,631
1		1.0	1		1.0	W&G Corrosion Technician	GN10	32,507	50,061
1		1.0	1		1.0	Water and Gas GIS Engineer Tech.	GN10	32,507	50,061
1		1.0	1		1.0	Water and Gas Engineering Aid	GN6	24,346	37,494
7	-	7	7	-	7	Sub-Total			
		-			-	Water & Gas Meters & Regulators (Fundn 53) (53240)			
1		1.0	1		1.0	Water & Gas Systems Control Superintendent	GE8	56,993	89,479
3		3.0	3		3.0	Water and Gas Meter Tech.	GN10	32,507	50,061
4	-	4.0	4	-	4.0	Sub-Total			
						Water & Gas Service (Fund 53) (53230)			
7		7.0	7		7.0	Water and Gas Service Tech.	GN10	32,507	50,061
1		1.0	1		1.0	Dispatcher	GN5	23,187	35,708
8	-	8.0	8	-	8.0	Sub-Total			
						Electric Administration (Fund 54) (54100)			
1		1.0	1		1.0	Division Director of Power & Light	GE11	79,356	124,589
1	-	1.0	1	-	1.0				
						Electric Distribution (Fund 54) (54120)			
1		1.0	1		1.0	Electric Distribution Superintendent	GE8	56,993	89,479
5		5.0	5		5.0	Electric Line Crew Supervisor	GN14	47,593	73,294
1		1.0	1		1.0	Inspector-Contractor Manager	GN14	47,593	73,294
1		1.0	1		1.0	Crew Supervisor	GN11	35,758	55,067
22		22.0	22		22.0	Combination of:			
						Electric Line Technician III	GN12	39,333	60,573
						Electric Line Technician II	GN10	32,507	50,061
						Electric Line Technician I	GN8	27,614	42,525
						Electric Ground Worker	GN2	20,030	30,846
3		3.0	3		3.0	Electric OH/UG Equipment Operator	GN10	32,507	50,061
3		3.0	3		3.0	Electric Right of Way Trimmer	GN6	24,346	37,494
1		1.0	1		1.0	Dispatcher	GN5	23,187	35,708
37	-	37.0	37	-	37.0	Sub-Total			

**CITY OF DANVILLE**  
**FY 2018 AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS**

FTE = Full-time Equivalent

Fiscal Year 2017			Fiscal Year 2018			NEW POSITION TITLE	GRADE	MIN(\$)	MAX(\$)
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals				
						<b>Electric Engineering (Fund 54) (54110)</b>			
1		1.0	1		1.0	Electric Engineering Tech Supervisor	GE6	46,677	73,283
1		1.0	1		1.0	Electric Engineering Technician/Compliance Coordinator	GN12	39,333	60,573
1		1.0	1		1.0	Electric Drafting/GIS Tech	GN10	32,507	50,061
5		5.0	5		5.0	Combination of:			
						Electric Senior Engineering Technician	GN12	39,333	60,573
						Electric Engineering Technician	GN10	32,507	50,061
						Electric Engineering Aide	GN6	24,346	37,494
2		2.0	2		2.0	Electric Engineer	GN8	56,993	89,479
10	-	10.0	10	-	10.0	<b>Sub-Total</b>			
						<b>Electric Hydro (Fund 54) (54150)</b>			
1		1.0	1		1.0	Hydro-Electric Supt.	GE6	46,677	73,283
1		1.0	1		1.0	Hydro Electric Maintenance Technician	GN10	32,507	50,061
4		4.0	4		4.0	Hydro-Electric Operator	GN9	29,823	45,927
1		1.0	1		1.0	Hydro-Electric Attendant	GN6	24,346	37,494
7	-	7.0	7	-	7.0	<b>Sub-Total</b>			
						<b>Electric Meters (Fund 54) (54140)</b>			
1		1.0	1		1.0	Electric Meter Supervisor	GN13	43,267	66,631
3		3.0	3		3.0	Combination of:			
						Electric Meter Technician III	GN11	35,758	55,067
						Electric Meter Technician II	GN9	29,823	45,927
						Electric Meter Technician I	GN7	25,807	39,743
4	-	4.0	4	-	4.0	<b>Sub-Total</b>			
						<b>Electric Substations (Fund 54) (54130)</b>			
1		1.0	1		1.0	Electric Substation Superintendent	GE8	56,993	89,479
1		1.0	1		1.0	Electric Substation Supervisor	GN13	43,267	66,631
6		6.0	12		12.0	Utility Operator	GN11	35,758	55,067
1		1.0	-		-	Electric T & D Equipment Technician	GN11	35,758	55,067
5		5.0	-		-	Electric Substation Technician	GN11	35,758	55,067
14	-	14.0	14	-	14.0	<b>Sub-Total</b>			
						<b>Telecommunications (Fund 55) (55110)</b>			
1		1.0	1		1.0	Division Director of Telecommunications	GE9	63,262	99,322
2		2.0	2		2.0	Broadband Network Engineering Technician	GE7	51,345	80,612
3	-	3.0	3	-	3.0	<b>Sub-Total</b>			
						<b>*Funded in Electric Fund</b>			
171.0	-	171.0	171.0	-	171.0	<b>TOTAL UTILITIES DEPARTMENT</b>			



**CITY OF DANVILLE**  
**FY 2018 AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS**

FTE = Full-time Equivalent

Fiscal Year 2017			Fiscal Year 2018						
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	NEW POSITION TITLE	GRADE	MIN(\$)	MAX(\$)
						CONSTITUTIONAL OFFICES			
2		2.0	2		2.0	Registrar			
10		10.0	10		10.0	Commissioner of the Revenue			
4		4.0	4		4.0	City Treasurer			
79		79.0	79		79.0	Sheriff's Office			
22		22.0	22		22.0	Commonwealth Attorney			
16		16.0	16		16.0	Clerk of Circuit Court			
133	-	133.0	133	-	133.0	TOTAL CONSTITUTIONAL OFFICES			
1,172	49.1	1,217.1	1,179	46.1	1,220.1	GRAND TOTAL			
						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			
677	48	725.0	680	46	725.5	General Fund (does not include Constitutional Offices)			
79	-	79.0	80	-	80.0	VDOT Fund			
3	0.5	3.5	4	-	4.0	Central Services			
19	-	19.0	19	-	19.0	Motorized Equipment			
32	0.6	32.6	34	0.6	34.6	Transportation Fund			
26	-	26.0	26	-	26.0	Sanitation Fund			
15	-	15.0	15	-	15.0	Cemetery Fund			
11	-	11.0	11	-	11.0	Wastewater Fund (Sewers)			
16	-	16.0	16	-	16.0	Water Fund			
48	-	48.0	48	-	48.0	Gas Fund			
104	-	104.0	104	-	104.0	Electric Fund			
3	-	3.0	3	-	3.0	Telecommunications Fund			
1,033	49.1	1,082.1	1,040	46.1	1,086.1				
6	-	6.0	6	-	6.0	CDBG Fund			
133	-	133.0	133	-	133.0	Constitutional Officer			
1,172	49.1	1,221.1	1,179	46.1	1,225.1	GRAND TOTAL			

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 2018 budget begins on July 1, 2017.

### **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.

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March 7	Regular Council Meeting
March 17	C/M Proposed Budget, & CSP Delivered to City Council <b>(VA Code Section 15.2-2503 and City Charter Section 8-6)</b>
March 21	Regular Council Meeting/Budget Work Session
March 28	Budget Work Session
April 4	Regular Council Meeting/Budget Work Session
April 18	Regular Council Meeting Public Hearing & 1 <sup>st</sup> Reading Utility Rate & Fee Increase Ordinances Budget Work Session – City Council makes final changes and tax proposals for City Council's Introductory Budget
April 30	<b>City Council's Introductory Budget &amp; CSP presented (per City Charter Section 8-6)</b>
May 2	Regular Council Meeting Public Hearing and 1 <sup>st</sup> Reading School Budget Resolution Final Adoption Utility Rate & Fee Increase Ordinances Public Hearing & 1 <sup>st</sup> Reading All Tax Increases
May 16	Regular Council Meeting Final Adoption - Resolution Approving School Budget Final Adoption All Tax Increases
June 6	Regular Council Meeting Public Hearing – City Budget – 1 <sup>st</sup> Reading Resolutions 1 <sup>st</sup> Reading- Budget Approp Ordinance City & CIP Budget
June 20	Regular Council Meeting Final Adoption of Resolutions approving City & CIP Budgets Final Adoption – Budget Appropriation Ordinance
July 1	Begin New Fiscal Year

**LEGAL REQUIREMENTS:**

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

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

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

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

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

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

**CITY COUNCIL'S ADOPTED BUDGET - FY 2018  
SUMMARY OF REVENUES & EXPENDITURES  
ALL FUNDS**

<u>Revenues</u>	<u>Adopted Budget FY 2018</u>	<u>Adopted Budget FY 2017</u>
General Fund . . . . .	\$ 102,655,180	\$ 98,334,940
Transfer From Fund Balance . . . . .	6,074,570	6,441,520
VDOT Street Maintenance Fund . . . . .	11,061,180	10,633,330
Wastewater Fund . . . . .	9,936,080	9,898,320
Water Fund . . . . .	9,878,700	8,626,450
Gas Fund . . . . .	25,346,050	25,224,870
Electric Fund . . . . .	131,141,070	125,179,210
Telecommunications Fund . . . . .	1,749,500	1,613,090
Transportation Fund . . . . .	3,247,060	1,963,810
Transfer From Fund Balance . . . . .	28,540	
Sanitation Fund . . . . .	3,783,450	3,777,830
Cemetery Fund . . . . .	1,070,400	1,066,350
Insurance Fund . . . . .	3,373,300	3,135,500
Central Services Fund . . . . .	431,060	389,840
Transfer From Fund Balance . . . . .	-	3,230
Motorized Equipment Fund . . . . .	3,438,230	3,430,280
Transfer From Fund Balance . . . . .	148,910	
<b>Total</b>	<b>\$ 313,363,280</b>	<b>\$ 299,718,570</b>
Less Interfund Charges . . . . .	(7,940,880)	(7,582,730)
Less Interfund Transfers . . . . .	(15,019,000)	(14,830,000)
Less Interfund Recoveries . . . . .	(3,244,050)	(4,080,280)
<b>Total Budget</b>	<b>\$ 287,159,350</b>	<b>\$ 273,225,560</b>

**CITY COUNCIL'S ADOPTED BUDGET - FY 2018  
SUMMARY OF REVENUES & EXPENDITURES  
ALL FUNDS**

<u>Revenues</u>	<u>Adopted Budget FY 2018</u>	<u>Adopted Budget FY 2017</u>
General Fund . . . . .	\$ 108,729,750	\$ 104,776,460
VDOT Street Maintenance Fund . . . . .	11,061,180	10,633,330
Wastewater Fund . . . . .	8,834,910	9,843,590
Transfer To Fund Balance . . . . .	1,101,170	54,730
Water Fund . . . . .	9,855,460	8,534,380
Transfer To Fund Balance . . . . .	23,240	92,070
Gas Fund . . . . .	25,285,460	25,197,920
Transfer To Fund Balance . . . . .	60,590	26,950
Electric Fund . . . . .	131,091,700	125,078,680
Transfer To Fund Balance . . . . .	49,370	100,530
Telecommunications Fund . . . . .	1,732,060	1,604,980
Transfer To Fund Balance . . . . .	17,440	8,110
Transportation Fund . . . . .	3,275,600	1,963,810
Sanitation Fund . . . . .	3,434,340	3,404,140
Transfer To Fund Balance . . . . .	349,110	373,690
Cemetery Fund . . . . .	990,840	963,870
Transfer To Fund Balance . . . . .	79,560	102,480
Insurance Fund . . . . .	3,313,700	3,074,850
Transfer To Fund Balance . . . . .	59,600	60,650
Central Services Fund . . . . .	425,860	393,070
Transfer To Fund Balance . . . . .	5,200	-
Motorized Equipment Fund . . . . .	3,587,140	3,425,000
<b>Total</b>	<b>\$ 313,363,280</b>	<b>\$ 299,718,570</b>
Less Interfund Charges . . . . .	(7,940,880)	(7,582,730)
Less Interfund Transfers . . . . .	(15,019,000)	(14,830,000)
Less Interfund Recoveries . . . . .	(3,244,050)	(4,080,280)
<b>Total Budget</b>	<b>\$ 287,159,350</b>	<b>\$ 273,225,560</b>



FY 2018 Adopted Budget  
Budget Summary  
Authorized Position List Summary

Below is a listing of authorized position changes from FY 2017 to FY 2018

Department/Office/Position	No. Full-time Positions added	No. Full-time Equivalent Positions reduced	Net Increase	Budgetary Impact	Comments
<b><i>Police Department</i></b>					
Video Technician	1	0.0	1.0	\$ 28,900	Council Focus Area
Property & Evidence Technician	1	0.0	1.0	\$ 42,440	Council Focus Area
<b><i>Parks &amp; Recreation</i></b>					
Library Technology Specialist	1	1.0	0.0		No budgetary Impact - Reduced Part-time personnel
Public Services Worker-Park Maint.	1	1.0	0.0		No budgetary Impact - Reduced Part-time personnel
<b><i>Information Technology</i></b>					
IT Support Technician	1	0.5	0.5		No budgetary Impact - Reduced Part-time personnel & Outside Services
<b><i>Community Development/Planning</i></b>					
Division Director of Planning	-1	0.0	-1.0	\$ (60,000)	Reorganize Division
<b><i>Circuit Court</i></b>					
Judicial Assistant	-1	0.0	-1.0	\$ (44,800)	Elimination of one position
<b><i>Finance - Central Services</i></b>					
Printer	1	0.5	0.5		No budgetary Impact - Reduced Part-time personnel
<b><i>VDOT Fund</i></b>					
Code Enforcement Inspector	1	0.0	1.0		No budgetary Impact - Funded by VDOT
<b><i>Mass Transit</i></b>					
Transportation Services Director	1	0.0	1.0	\$ 55,000	80% State & Federal Operating Grant Funded
Transit Driver	1	0.0	1.0	\$ 26,520	
<b>Total increased Authorized Positions</b>	<b>7</b>	<b>3.0</b>	<b>4.0</b>		

FTE = Full-time Equivalent

Fiscal Year 2017			Fiscal Year 2018			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
City Manager's Office (01100)						
1		1.0	1		1.0	City Manager
1		1.0	1		1.0	Deputy City Manager
1		1.0	1		1.0	Assistant to the City Manager
1		1.0	1		1.0	Clerk of Council
1		1.0	1		1.0	Multi-media Design Manager
1		1.0	1		1.0	Public Information Officer (Funded by Utilities)
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
9	-	9.0	9	-	9.0	TOTAL CITY MANAGER'S OFFICE
City Attorney's Office (01105)						
1		1.0	1		1.0	City Attorney
1		1.0	1		1.0	Assistant City Attorney I *
1		1.0	1		1.0	Assistant City Attorney II
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
Assistant City Attorney I funded by Blight						
COMMUNITY DEVELOPMENT DEPARTMENT						
Community Development Fund (12110)						
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	Senior Account Clerk
1		1.0	1		1.0	Secretary
6	-	6.0	6	-	6.0	Sub-Total
Director of Community Development (01700)						
1		1.0	1		1.0	Director of Community Development
1		1.0	1		1.0	Accountant II
1		1.0	1		1.0	Intake Diversion Specialist
1		1.0	1		1.0	Senior Secretary
4	-	4.0	4	-	4.0	Sub-Total
Inspections Office (01710)						
1		1.0	1		1.0	Division Director of Inspections
1		1.0	1		1.0	Inspections Supervisor
1		1.0	1		1.0	Plumbing/Cross Connection Inspector
1		1.0	1		1.0	Mechanical Inspector
1		1.0	1		1.0	Electrical Inspector
2		2.0	2		2.0	Building Inspector
5		5.0	4		4.0	Property Maintenance Inspector
-		-	1		1.0	Property Maintenance Code Coordinator
1		1.0	1		1.0	Permit Technician
13	-	13.0	13	-	13.0	Sub-Total
*Planning Office (01715)						
1		1.0	-		-	Division Director of Planning
2		2.0	2		2.0	Combination of: Senior Planner Associate Planner Planning Technician
3	-	3.0	2	-	2.0	Sub-Total

\* This Division is being reorganized. Position titles and Salary Ranges may change

FTE = Full-time Equivalent					
Fiscal Year 2017			Fiscal Year 2018		
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals
POSITION TITLE					
<b>Social Services (01520)</b>					
1		1.0	1		1.0
1		1.0	1		1.0
1		1.0	1		1.0
3		3.0	3		3.0
1		1.0	1		1.0
1		1.0	1		1.0
3		3.0	3		3.0
3		3.0	3		3.0
1		1.0	1		1.0
5		5.0	5		5.0
15		15.0	15		15.0
3	0.6	3.6	3	0.6	3.6
2		2.0	2		2.0
1		1.0	1		1.0
8		8.0	8		8.0
1		1.0	1		1.0
33	1.8	34.8	33	1.8	34.8
1		1.0	1		1.0
1		1.0	1		1.0
4		4.0	4		4.0
1		1.0	1		1.0
1		1.0	1		1.0
9	0.6	9.6	9	0.6	9.6
<b>100</b>	<b>3.0</b>	<b>103.0</b>	<b>100</b>	<b>3.0</b>	<b>103.0</b>
					<b>Sub-Total</b>
<b>126</b>	<b>3.0</b>	<b>129.0</b>	<b>125</b>	<b>3.0</b>	<b>128.0</b>
					<b>TOTAL COMMUNITY DEVELOPMENT DEPARTMENT</b>
<b>Economic Development Department (01180)</b>					
1		1.0	1		1.0
1		1.0	1		1.0
1		1.0	1		1.0
1		1.0	1		1.0
1		1.0	1		1.0
<b>5</b>	<b>-</b>	<b>5.0</b>	<b>5</b>	<b>-</b>	<b>5.0</b>
					<b>TOTAL ECONOMIC DEVELOPMENT DEPARTMENT</b>
<b>FINANCE DEPARTMENT</b>					
<b>Central Collections (01225)</b>					
1		1.0	1		1.0
1		1.0	1		1.0
1		1.0	1		1.0
2		2.0	2		2.0
4		4.0	4		4.0
					Combination of:
					Collection Clerk II
					Senior Cashier
					Collection Clerk I
5		5.0	5		5.0
<b>14</b>	<b>-</b>	<b>14.0</b>	<b>14</b>	<b>-</b>	<b>14.0</b>
					<b>Sub-Total</b>
<b>Central Services Fund (42110)</b>					
1		1.0	1		1.0
2	0.5	2.5	3		3.0
					Combination of:
					Senior Printer
					Printer
<b>3</b>	<b>0.5</b>	<b>3.5</b>	<b>4</b>	<b>-</b>	<b>4.0</b>
					<b>Sub-Total</b>

FTE = Full-time Equivalent						POSITION TITLE
Fiscal Year 2017			Fiscal Year 2018			
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
Director of Finance (01200)						
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 (01205)						
1		1.0	1		1.0	Assistant Director of Finance
1		1.0	1		1.0	Business Systems Accountant
2		2.0	3		3.0	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	10	-	10.0	Sub-Total
Internal Auditor (01208)						
1	-	1.0	1	-	1.0	Internal Auditor
Purchasing (01215)						
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
	0.8	0.8		0.8	0.8	Printer
4	0.8	4.8	4	0.8	4.8	Sub-Total
Real Estate (01220)						
1		1.0	1		1.0	Division Director of Real Estate Assessment
3		3.0	3		3.0	Combination of: Real Estate Appraiser III Real Estate Appraiser II Real Estate Appraiser I
2		2.0	1		1.0	Combination of: Senior Real Estate Assessment Clerk Real Estate Assessment Clerk
6	-	6.0	5	-	5.0	Sub-Total
39	1	40	40	1	41	TOTAL FINANCE DEPARTMENT
FIRE DEPARTMENT						
Emergency Communications (01330)						
	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 2017			Fiscal Year 2018			
Full-Time Positions	Part- Time FTEs	Totals	Full-Time Positions	Part- Time FTEs	Totals	POSITION TITLE
<b>Fire (01320)</b>						
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	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 Support Analyst
60		60.0	60		60.0	Fire Fighter
1		1.0	1		1.0	Administrative Assistant
1		1.0	1		1.0	Senior Secretary
<b>124</b>	<b>-</b>	<b>124.0</b>	<b>124</b>	<b>-</b>	<b>124.0</b>	<b>Sub-Total</b>
<b>145</b>	<b>0.5</b>	<b>145.5</b>	<b>145</b>	<b>0.5</b>	<b>145.5</b>	<b>TOTAL FIRE DEPARTMENT</b>
<b>Circuit Court (01155)</b>						
1		1.0	1		1.0	Law Clerk
2		2.0	1		1.0	Judicial Assistant
1		1.0	1		1.0	Legal Secretary
<b>4</b>	<b>-</b>	<b>4.0</b>	<b>3</b>	<b>-</b>	<b>3.0</b>	<b>TOTAL CIRCUIT COURT</b>
<b>Human Resources (01110)</b>						
1		1.0	1		1.0	Director of Human Resources
4		-	4		-	Combination of:
		-			-	Organization Development Consultant
		-			-	HR Consultant
1		1.0	1		1.0	Human Resource Technician
1		1.0	1		1.0	Senior Secretary
<b>7</b>	<b>-</b>	<b>3.0</b>	<b>7</b>	<b>-</b>	<b>3.0</b>	<b>TOTAL HUMAN RESOURCES</b>

FTE = Full-time Equivalent

Fiscal Year 2017			Fiscal Year 2018			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
Information Technology (01250)						
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 Svcs IT Project Manager IT Business Relationship Manager IT Business Analyst
6	0.5	6.5	7		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	1		1.0	Administrative Assistant
21	0.5	21.5	22	-	22.0	TOTAL INFORMATION TECHNOLOGY
POLICE DEPARTMENT						
Adult Detention Facility (01515)						
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
1		1.0	-		-	Health Services Administrator
1		1.0	1		1.0	Administrative Lieutenant
	0.1	0.1		0.1	0.1	Licensed Physician
1		1.0	1		1.0	Work Program Coordinator
1		1.0	2		2.0	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
38	1.2	39.2	38	1.2	39.2	Sub-Total

FTE = Full-time Equivalent						
Fiscal Year 2017			Fiscal Year 2018			
Full-Time Positions	Part- Time FTEs	Totals	Full-Time Positions	Part- Time FTEs	Totals	POSITION TITLE
<b>Juvenile Detention Facility (01510)</b>						
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
-		-	1		1.0	Post Dispositional Coordinacor
5		5.0	4		4.0	Senior Youth Care Worker
27	4.4	31.4	27	4.4	31.4	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
<b>49</b>	<b>4.5</b>	<b>53.5</b>	<b>49</b>	<b>4.5</b>	<b>53.5</b>	<b>Sub-Total</b>
<b>Police (01330)</b>						
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	0.2	1.2	1	0.2	1.2	Senior Investigators
8		8.0	8		8.0	Police Sergeant
16		16.0	16		16.0	Police Corporal
89		89.0	89		89.0	Police Officer
1		1.0	1		1.0	Quarter Master
1		1.0	1		1.0	Police Records Office Manager
-		-	1		1.0	Police Video Technician
-		-	1		1.0	Police Property & Evidence Technician
1		1.0	1		1.0	Administrative Assistant
1		1.0	1		1.0	Animal Control Officer
2		2.0	2		2.0	Secretary
1		1.0	1		1.0	Senior Secretary
3		3.0	3		3.0	Police Records Clerk
1		1.0	1		1.0	Crime Analyst*
	0.6	0.6		0.6	0.6	Parking Attendant
	2.0	2.0		2.0	2.0	School Crossing Guard
<b>146</b>	<b>2.8</b>	<b>148.8</b>	<b>148</b>	<b>2.8</b>	<b>150.8</b>	<b>Sub-Total</b>
<b>233</b>	<b>8.5</b>	<b>241.5</b>	<b>235</b>	<b>8.5</b>	<b>243.5</b>	<b>TOTAL POLICE DEPARTMENT</b>

FTE = Full-time Equivalent

Fiscal Year 2017			Fiscal Year 2018			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
PARKS & RECREATION DEPARTMENT						
Parks & Recreation - Administration (01292)						
1		1.0	1		1.0	Director of Parks & Recreation
1		1.0	1		1.0	Division Director of Parks & Recreation Administration
1		1.0	1		1.0	P&R Communications Specialist
1		1.0	1		1.0	Program Coordinator
1		1.0	1		1.0	Facilities & Services Planning Specialist
1		1.0	1		1.0	Senior Secretary
1		1.0	1		1.0	Secretary
1		1.0	1		1.0	Custodian
1	0.3	1.3	1	0.3	1.3	Administrative Specialist
	0.6	0.6		0.6	0.6	Recreation Program Supervisor
	0.2	0.2		0.2	0.2	Intern
9	1.1	10.1	9	1.1	10.1	Sub-Total
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
	0.9	0.9		0.9	0.9	Recreation Program Supervisor
	0.7	0.7		0.7	0.7	Recreation Sports Official
	1.4	1.4		1.4	1.4	Recreation Facility Operator
2	4.1	6.1	2	4.1	6.1	Sub-Total
Community Recreation (01295)						
1		1.0	1		1.0	Division Director of Community Recreation
4		4.0	4		4.0	Program Coordinator
1		1.0	1		1.0	Recreation Grants Specialist (Temporary FT Grant Funded)
1	0.9	1.9	1	0.9	1.9	Custodian
1		1.0	1		1.0	Administrative Specialist
	1.7	1.7		1.7	1.7	Recreation Aide
	2.0	2.0		2.0	2.0	Recreation Leader
	2.5	2.5		2.5	2.5	Recreation Program Supervisor
	0.2	0.2		0.2	0.2	Recreation Instructor
	1.6	1.6		1.6	1.6	Recreation Site Supervisor
	2.5	2.5		2.5	2.5	Recreation Facility Operator
8.0	11.4	19.4	8.0	11.4	19.4	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 II Parks Groundskeeper I Motor Equipment Operator I
	2.8	2.8	1	1.8	2.8	Public Service Worker
	0.3	0.3		0.3	0.3	Recreation Facility Operator
1		1.0	1		1.0	Outdoor Recreation Program Supervisor
-		-	-		-	Administrative Specialist
15	3.1	18.1	16	2.1	18.1	Sub-Total



FTE = Full-time Equivalent					
Fiscal Year 2017			Fiscal Year 2018		
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals
POSITION TITLE					
<b>Special Recreation (01610)</b>					
1		1.0	1		1.0
3		3.0	3		3.0
1		1.0	1		1.0
1		1.0	1		1.0
1	0.4	1.4	1	0.4	1.4
1		1.0	1		1.0
	1.3	1.3		1.3	1.3
	1.4	1.4		1.4	1.4
1	3.6	4.6	1	3.6	4.6
	0.6	0.6		0.6	0.6
		-			-
<b>9</b>	<b>7.3</b>	<b>16.3</b>	<b>9</b>	<b>7.3</b>	<b>16.3</b>
<b>Sub-Total</b>					
<b>Public Library (01540)</b>					
1		1.0	1		1.0
1		1.0	1		1.0
1		1.0	1		1.0
1		1.0	1		1.0
			1		1.0
1		1.0	1		1.0
2		2.0	2		2.0
5	4.2	9.2	5	3.2	8.2
1		1.0	1		1.0
	0.6	0.6		0.6	0.6
1		1.0	1		1.0
<b>14</b>	<b>4.8</b>	<b>18.8</b>	<b>15</b>	<b>3.8</b>	<b>18.8</b>
<b>Sub-Total</b>					
<b>57</b>	<b>31.8</b>	<b>88.8</b>	<b>59</b>	<b>29.8</b>	<b>88.8</b>
<b>TOTAL PARKS &amp; RECREATION</b>					
<b>PUBLIC WORKS DEPARTMENT</b>					
<b>Cemetery Maintenance (fund 59) (59110)</b>					
1		1.0	1		1.0
2		2.0	2		2.0
2		2.0	2		2.0
10		10.0	10		10.0
<b>15</b>	<b>-</b>	<b>15.0</b>	<b>15</b>	<b>-</b>	<b>15.0</b>
<b>Sub-Total</b>					
<b>Public Works Administration (0125301) (01400)</b>					
1		1.0	1		1.0
1		1.0	1		1.0
1		1.0	1		1.0
1		1.0	1		1.0
1		1.0	1		1.0
1		1.0	1		1.0
1		1.0	1		1.0
3		3.0	3		3.0
		-			-
		-			-
<b>10</b>	<b>-</b>	<b>10.0</b>	<b>10</b>	<b>-</b>	<b>10.0</b>
<b>Sub-Total</b>					

FTE = Full-time Equivalent						
Fiscal Year 2017			Fiscal Year 2018			
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	POSITION TITLE
<b>P/W Building Maintenance (01250) (01440)</b>						
1		1.0	1		1.0	Division Director of Building & Grounds
1		1.0	1		1.0	General Supervisor
1		1.0	1		1.0	Custodian Supervisor
7		7.0	7		7.0	Combination of: Building Maintenance Mechanic III Building Maintenance Mechanic II Building Maintenance Mechanic I
1		1.0	1		1.0	Senior Custodian
8		8.0	8		8.0	Custodian
<b>19</b>	<b>-</b>	<b>19.0</b>	<b>19</b>	<b>-</b>	<b>19.0</b>	<b>Sub-Total</b>
<b>Motorized Equipment (Fund 44) (44110)</b>						
2		2.0	2		2.0	Equipment Maintenance Supervisor
2		2.0	2		2.0	Public Works Warehouse Stock Clerk
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
<b>20</b>	<b>-</b>	<b>20.0</b>	<b>20</b>	<b>-</b>	<b>20.0</b>	<b>Sub-Total</b>
<b>Motorized Equipment-Communications (Fund 44) (44110)</b>						
<b>1</b>		<b>1.0</b>	<b>1</b>		<b>1.0</b>	<b>Communications Systems Manager</b>
<b>P/W Sewer Maintenance (Fund 51) (51220)</b>						
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
<b>11</b>	<b>-</b>	<b>11.0</b>	<b>11</b>	<b>-</b>	<b>11.0</b>	<b>Sub-Total</b>
<b>P/W Sanitation-Code Enforcement (Fund 58) (58150)</b>						
2		2.0	2		2.0	Code Enforcement Inspector
<b>P/W Sanitation-Composting (Fund 58) (58120)</b>						
1		1.0	1		1.0	Sanitation Operator I
<b>P/W Sanitation-Recycling (Fund 58) (58140)</b>						
1		1.0	1		1.0	Recycling Center Operator
2		2.0	2		2.0	Sanitation Operator I
<b>3</b>	<b>-</b>	<b>3.0</b>	<b>3</b>	<b>-</b>	<b>3.0</b>	<b>Sub-Total</b>
<b>P/W Sanitation-Residential Refuse Collection (Fund 58) (58110)</b>						
1		1.0	1		1.0	Division Director of Sanitation
1		1.0	1		1.0	General Supervisor
11		11.0	11		11.0	Combination of: Sanitation Operator II Sanitation Operator I Solid Waste Collector
<b>13</b>	<b>-</b>	<b>13.0</b>	<b>13</b>	<b>-</b>	<b>13.0</b>	<b>Sub-Total</b>
<b>P/W Sanitation-Yardwaste (Fund 58) (58130)</b>						

FTE = Full-time Equivalent						
Fiscal Year 2017			Fiscal Year 2018			
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
POSITION TITLE						
7		7.0	7		7.0	Sanitation Operator I
						P/W VDOT-Engineering (Fund 15-244) (15110)
1		1.0	1		1.0	Assistant Director of P/W - City Engineer
4		4.0	4		4.0	Combination of:
		-			-	Public Works Chief Engineer
		-			-	Project Manager
		-			-	Construction Inspections Supervisor
6		6.0	6		6.0	Combination of:
		-			-	Public Works Project Engineer
		-			-	Construction Inspector
		-			-	Engineering Technician
11	-	11.0	11	-	11.0	Sub-Total
						P/W VDOT- Grounds Maintenance (Fund 15-250) (15210)
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) (15125)
7		7.0	7		7.0	Combination of:
						Public Service Worker/ Operator
						Motor Equipment Operator II
						Motor Equipment Operator I
7	-	7.0	7	-	7.0	Sub-Total
						P/W VDOT-Street Maintenance (Fund 15-247) (15120)
1		1.0	1		1.0	Division Director of Streets
1		1.0	1		1.0	Training & Safety Manager
2		2.0	2		2.0	General Supervisor
3		3.0	3		3.0	Crew Supervisor
-		-	1		1.0	Code Enforcement Inspector
27		27.0	27		27.0	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
35	-	35.0	36	-	36.0	Sub-Total
						P/W VDOT-Traffic Control (Fund 15-244) (15115)
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
181	-	181	182	-	182	TOTAL PUBLIC WORKS DEPARTMENT

FTE = Full-time Equivalent

Fiscal Year 2017			Fiscal Year 2018			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
TRANSPORTATION DEPARTMENT						
Airport (01350)						
1		1.0	1		1.0	Senior Administrative Assistant
1		1.0	1		1.0	Transportation Building & Grounds Superintendent
1		1.0	1		1.0	Airport Maintenance Security Tech II
1	3.0	4.0	1	3.0	4.0	Airport Maintenance Security Tech I
4	3.0	7.0	4	3.0	7.0	Sub-Total
Mass Transit (Fund 56) (56110)						
1		1.0	1		1.0	Director of Transportation Services
-			1			Transportation Services Division Direcotr
2		2.0	2		2.0	Transportation Supervisor
1		1.0	1		1.0	Senior Account Clerk
27	0.6	27.6	28	0.6	28.6	Combination of: Transit Driver I Transit Driver II
1		1.0	1		1.0	Account Clerk
32	0.6	32.6	34	0.6	33.6	Sub-Total
36	3.6	39.6	38	3.6	40.6	TOTAL TRANSPORTATION DEPARTMENT
UTILITIES DEPARTMENT						
Utilities Administration (Fund 54) (50100)						
1		1.0	1		1.0	Utilities Director
1		1.0	1		1.0	Key Accounts Manager
1		1.0	1		1.0	SCADA Analyst
2		2.0	2		2.0	Senior Secretary
5	-	5.0	5	-	5.0	Sub-Total
Utilities - Fiscal Services (Fund 54) (50110)						
1		1.0	1		1.0	Division Director of Support Services
1		1.0	1		1.0	Accountant II
1		1.0	1		1.0	Training & Safety Manager
1		1.0	1		1.0	Utilities Warehouse Manager
2		2.0	2		2.0	Senior Account Clerk
3		3.0	3		3.0	Warehouse Stock Clerk
9	-	9.0	9	-	9.0	Sub-Total
Utilities - Customer Service (Fund 54) (50120)						
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 Utility Special Billing Clerk Utility Billing Clerk
7		7.0	7		7.0	Customer Service Representative
17	-	17.0	17	-	17.0	Sub-Total
Water Treatment Administration (Fund 52) (52100)						
1		1.0	1		1.0	Division Director of Water/Wastewater Treatment
1		1.0	1		1.0	Senior Secretary
2	-	2.0	2	-	2.0	Sub-Total

FTE = Full-time Equivalent						
Fiscal Year 2017			Fiscal Year 2018			
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	POSITION TITLE
<b>Water Treatment (Fund 52) (52130)</b>						
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: Bldg Maintenance Superintendent Senior Industrial Mechanic Industrial Mechanic
9		9.0	9		9.0	Combination of: Water Treatment Plant Operator Supervisor Water Treatment Plant Operator III Water Treatment Plant Operator II Water Treatment Plant Operator I Water Treatment Plant Operator Trainee
1		1.0	1		1.0	Utility Plant Maintenance Worker
<b>14</b>	<b>-</b>	<b>14.0</b>	<b>14</b>	<b>-</b>	<b>14.0</b>	<b>Sub-Total</b>
<b>Gas Administration (Fund 53) (53100)</b>						
1		1.0	1		1.0	Division Director of Water & Gas
<b>1</b>	<b>-</b>	<b>1.0</b>	<b>1</b>	<b>-</b>	<b>1.0</b>	<b>Sub-Total</b>
<b>Gas Control (Fund 53) (53130)</b>						
1		1.0	1		1.0	Gas Control Manager
2		2.0	2		2.0	Gas Control Technician
<b>3</b>	<b>-</b>	<b>3.0</b>	<b>3</b>	<b>-</b>	<b>3.0</b>	<b>Sub-Total</b>
<b>Water &amp; Gas Distribution (Fund 53) (53220)</b>						
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
<b>25</b>	<b>-</b>	<b>25.0</b>	<b>25</b>	<b>-</b>	<b>25.0</b>	<b>Sub-Total</b>
<b>Water &amp; Gas Engineering (Fund 53) (53210)</b>						
1		1.0	1		1.0	W&G Chief Engineer
2		2.0	2		2.0	Water and Gas Senior Engineer Tech.
1		1.0	1		1.0	Water and Gas Compliance Coordinator
1		1.0	1		1.0	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
<b>7</b>	<b>-</b>	<b>7</b>	<b>7</b>	<b>-</b>	<b>7</b>	<b>Sub-Total</b>
<b>Water &amp; Gas Meters &amp; Regulators (Fund 53) (53240)</b>						
		-			-	
1		1.0	1		1.0	Water & Gas Systems Control Superintendent
3		3.0	3		3.0	Water and Gas Meter Tech.
<b>4</b>	<b>-</b>	<b>4.0</b>	<b>4</b>	<b>-</b>	<b>4.0</b>	<b>Sub-Total</b>
<b>Water &amp; Gas Service (Fund 53) (53230)</b>						
7		7.0	7		7.0	Water and Gas Service Tech.
1		1.0	1		1.0	Dispatcher
<b>8</b>	<b>-</b>	<b>8.0</b>	<b>8</b>	<b>-</b>	<b>8.0</b>	<b>Sub-Total</b>

FTE = Full-time Equivalent						POSITION TITLE
Fiscal Year 2017			Fiscal Year 2018			
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
Electric Administration (Fund 54) (54100)						
1		1.0	1		1.0	Division Director of Power & Light
1	-	1.0	1	-	1.0	
Electric Distribution (Fund 54) (54120)						
1		1.0	1		1.0	Electric Distribution Superintendent
5		5.0	5		5.0	Electric Line Crew Supervisor
1		1.0	1		1.0	Inspector-Contractor Manager
1		1.0	1		1.0	Crew Supervisor
22		22.0	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 OH/UG Equipment Operator
3		3.0	3		3.0	Electric Right of Way Trimmer
1		1.0	1		1.0	Dispatcher
37	-	37.0	37	-	37.0	Sub-Total
Electric Engineering (Fund 54) (54110)						
1		1.0	1		1.0	Electric Engineering Tech Supervisor
1		1.0	1		1.0	Electric Engineering Technician/Compliance Coordinator
1		1.0	1		1.0	Electric Drafting/GIS Tech
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) (54150)						
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) (54140)						
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) (54130)						
1		1.0	1		1.0	Electric Substation Superintendent
1		1.0	1		1.0	Electric Substation Supervisor
6		6.0	12		12.0	Utility Operator
1		1.0	-		-	Electric T & D Equipment Technician
5		5.0	-		-	Electric Substation Technician
14	-	14.0	14	-	14.0	Sub-Total

FTE = Full-time Equivalent						
Fiscal Year 2017			Fiscal Year 2018			
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	POSITION TITLE
<b>Telecommunications (Fund 55) (55110)</b>						
1		1.0	1		1.0	Division Director of Telecommunications
2		2.0	2		2.0	Broadband Network Engineering Technician
<b>3</b>	<b>-</b>	<b>3.0</b>	<b>3</b>	<b>-</b>	<b>3.0</b>	<b>Sub-Total</b>
<b>*Funded in Electric Fund</b>						
<b>171.0</b>	<b>-</b>	<b>171.0</b>	<b>171.0</b>	<b>-</b>	<b>171.0</b>	<b>TOTAL UTILITIES DEPARTMENT</b>
<b>CONSTITUTIONAL OFFICES</b>						
2		2.0	2		2.0	Registrar
10		10.0	10		10.0	Commissioner of the Revenue
4		4.0	4		4.0	City Treasurer
79		79.0	79		79.0	Sheriff's Office
22		22.0	22		22.0	Commonwealth Attorney
16		16.0	16		16.0	Clerk of Circuit Court
<b>133</b>	<b>-</b>	<b>133.0</b>	<b>133</b>	<b>-</b>	<b>133.0</b>	<b>TOTAL CONSTITUTIONAL OFFICES</b>
<b>1,172</b>	<b>49.1</b>	<b>1,217.1</b>	<b>1,179</b>	<b>46.1</b>	<b>1,220.1</b>	<b>GRAND TOTAL</b>
<b>OTHER ELECTED OFFICIALS (Part-time)</b>						
<b>Not included in totals below</b>						
-	8.0	8.0	-	8.0	8.0	Council Members
-	1.0	1.0	-	1.0	1.0	Mayor
<b>-</b>	<b>9.0</b>	<b>9.0</b>	<b>-</b>	<b>9.0</b>	<b>9.0</b>	<b>TOTAL OTHER ELECTED OFFICIALS</b>
<b>FUND TOTALS</b>						
677	48	725.0	680	46	725.5	General Fund (does not include Constitutional Offices)
79	-	79.0	80	-	80.0	VDOT Fund
3	0.5	3.5	4	-	4.0	Central Services
21	-	21.0	21	-	21.0	Motorized Equipment
32	0.6	32.6	34	0.6	34.6	Transportation Fund
26	-	26.0	26	-	26.0	Sanitation Fund
15	-	15.0	15	-	15.0	Cemetery Fund
11	-	11.0	11	-	11.0	Wastewater Fund (Sewers)
16	-	16.0	16	-	16.0	Water Fund
48	-	48.0	48	-	48.0	Gas Fund
104	-	104.0	104	-	104.0	Electric Fund
3	-	3.0	3	-	3.0	Telecommunications Fund
<b>1,035</b>	<b>49.1</b>	<b>1,084.1</b>	<b>1,042</b>	<b>46.1</b>	<b>1,088.1</b>	
6	-	6.0	6	-	6.0	CDBG Fund
133	-	133.0	133	-	133.0	Constitutional Officer
<b>1,174</b>	<b>49.1</b>	<b>1,223.1</b>	<b>1,181</b>	<b>46.1</b>	<b>1,227.1</b>	<b>GRAND TOTAL</b>

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*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.

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\* 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 2013-14	ACTUAL 2014-15	ACTUAL 2015-16	ADOPTED 2016-17	ADOPTED 2017-18
<b>Revenues</b>					
Property taxes	\$ 27,754,056	\$ 27,618,077	\$ 28,318,281	\$ 28,266,320	\$ 30,940,260
Local taxes	24,396,546	24,720,732	25,170,039	24,557,000	25,440,000
Fines and forfeitures	520,154	487,897	448,600	524,650	524,450
Permits, privilege fees, and regulatory licenses	218,083	216,705	292,979	215,330	229,890
Revenue from use of money and property	1,446,701	872,916	1,247,227	1,184,350	1,182,410
Charges for services	3,411,896	3,376,394	3,643,700	3,453,830	3,481,570
Miscellaneous & Contributions	90,870	72,432	75,629	125,000	125,000
Recovered costs	6,290,842	9,021,819	6,258,268	5,461,620	5,288,330
Intergovernmental <sup>(1)</sup>	18,139,469	18,449,044	18,999,342	19,716,840	20,224,270
Total revenues	82,268,617	84,836,016	84,454,065	83,504,940	87,436,180
<b>Expenditures</b>					
General government	7,509,999	7,485,370	8,226,128	8,485,450	8,458,460
Judicial administration	6,023,740	6,205,932	6,484,207	6,466,280	6,460,900
Public safety	26,524,804	26,269,528	26,980,813	26,837,570	28,061,510
Public Works	3,814,161	4,023,483	4,261,326	4,518,240	4,513,050
Health and welfare	8,158,761	8,903,633	9,075,251	8,694,630	9,118,150
Education	18,724,575	16,420,448	16,033,378	19,006,570	20,606,570
Parks, recreation, and cultural	4,608,958	4,758,806	4,898,583	5,059,410	5,094,670
Community development	1,498,646	1,909,305	2,019,270	1,386,980	1,999,400
Nondepartmental	5,419,946	8,073,669	8,963,385	11,282,400	9,740,300
Debt service					
Principal	1,226,188	1,424,172	1,639,111	2,877,400	3,250,400
Interest	1,129,392	1,316,796	1,391,981	1,643,310	1,471,990
Total expenditures	84,639,170	86,791,142	89,973,433	96,258,240	98,775,400
Excess of revenues over (under) expenditures	(2,370,553)	(1,955,126)	(5,519,368)	(12,753,300)	(11,339,220)
<b>Other financing sources (uses)</b>					
Transfers in	14,931,345	14,830,000	14,830,000	14,830,000	15,019,000
Transfers out	(11,580,680)	(10,633,923)	(8,725,720)	(8,518,220)	(9,954,350)
Bonds issued, including premium/discount	4,123,367	2,953,000	-	-	-
Refunding bonds issued	-	-	-	-	-
Payments to refunded bond escrow agent	-	-	342,282	-	-
Total other financing sources (uses)	7,474,032	7,149,077	6,446,562	6,311,780	5,064,650
Net change in fund balances	\$ 5,103,479	\$ 5,193,951	\$ 927,194	\$ (6,441,520)	\$ (6,274,570)
Beginning Fund Balance	\$ 37,768,281	\$ 42,871,760	\$ 48,065,711	\$ 48,992,905	\$ 42,551,385
Ending Fund Balance	\$ 42,871,760	\$ 48,065,711	\$ 48,992,905	\$ 42,551,385	\$ 36,276,815

(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.

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. 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 proposed 2018-22 Five-Year CSP provides for total revenues and expenditures of \$168,977,992 of which FY 2018 projects total \$25,895,993.

## **FUNDING**

### ***Bonds***

This CSP includes the issuance of \$7,640,000 in General Obligation Bonds during FY 2018 to fund projects in the Electric and Water Funds and General Fund departments including fire, police, parks & recreation, public schools, public works buildings and grounds, and streets. This represents approximately 29.5% of FY 2018 funding sources. Projects funded with bonds are not included in the Budget Appropriation Ordinance. These projects are appropriated by a separate 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 and Federal 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 for various airport and mass transit projects. FY 2018 proposes funding in the amount of \$3,358,634, approximately 13.0% of FY 2018 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 2018 CSP includes \$475,800 toward the Apparatus/Equipment Plan with estimated State funding in the amount of \$120,000.

### ***Current Revenues***

This category provides total FY 2018 funding in the amount \$6,239,800, representing 24.1% of FY 2018 funding sources. Utility revenues provide \$4,480,000 while the General Fund provides support of \$1,759,800.

### ***Unreserved Fund Balance***

Transfers from the unreserved fund balance includes \$3,706,650 from the General Fund, \$1,200,000 from the Water Fund, and \$200,000 from the Telecommunications Fund and represents 19.7% of project funding.

### ***Reprogrammed Funds***

This funding source represents project funding appropriated prior to July 1, 2017. These funds result when a project is completed under budget and unexpended funds are transferred to the unallocated account. The funds remain in the capital fund and are available for project overruns or new project request as included in the FY 2018 capital request. This CSP has funding from this source in the amount of \$249,559 from the General Fund, \$400,000 from the Gas Fund, and \$2,800,000 from the Electric Fund. The total reprogrammed funds is \$3,449,559 and is approximately 13.3% of FY 2018 project funding.

### ***Other Funding Sources***

Included in the FY 2018 CSP is the recommendation to use \$101,350 from the repayment of the Telvista Loan to fund Economic Development projects.

## 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 International Recruitment Implementation, River District Purchase and Improvement Plan and Industrial Site Development.

**Fire Department** – This category provides for the Fire Apparatus/Equipment Replacement Plan.

**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 facilities and improvements, Riverwalk Trail maintenance, City auditorium improvements, the Riverfront Park, and park paving projects. Maintaining modern recreational facilities is important to maintaining Danville's favorable quality of life.

**Police** –The Adult Detention facility improvements includes the purchase of a new washer and dryer in FY 2019. This is a multi-faceted and comprehensive approach to renovating the facility. Funding for a study on the future construction of a new police station is also included.

**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. 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, and removal of the White Mill Dam (grant funding is being sought). The VDOT revenue sharing program will provide funding for most street projects.

**Public Schools** – The Schools projects include improvements for several schools over the next five years.

**Transportation Department** – Airport projects include a conceptual plan for a new terminal building, terminal apron rehab and expansion, and site prep for a box hangar design and construction. Federal and State grants will provide the majority of the funding required. The rehabilitation of the crosswind Runway 13/31 is a project that does not qualify for State and Federal funding. In order to prepare for this project, the administration proposes an annual appropriation to accumulate funds for this project. FY 2018 includes reprogramming \$100,000 from unexpended local grant funds in the Special Projects Fund.

### **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 Sandy Creek Sewer Collector Improvements (FY 2018 and 2019), replacement of Apple Branch Sewer lines (FY 2019), Luna Lake Sewer lines (FY 2021), and replacement of main line sanitary sewer (FY 2022). Wastewater Treatment Plant projects include continuation of the Northside Plant process modifications.

**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 DRI reservoir.

**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.

**Electric** – Distribution, Substation, and Administration projects are included over the next five years. 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. The Utilities warehouse project is scheduled for FY 2018. The City has been leasing a facility located on Goodyear Blvd. The new warehouse will be located on the property where the Brantley Steam plant currently stands. The facility will be designed to more efficiently organize and distribute our inventory and allow Utilities to move more material to inside or covered storage. Other projects include street light upgrades, system reliability inspections, and substation upgrades.

**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. A portion of the FY 2018 funding is proposed from Telecommunications fund balance.

## **PROJECT SUMMARIES**

On the following pages are five-year CSP summary tables listing all capital projects by Fund/Department. Additionally, FY 2018 project funding sources for General, Water, Gas, Electric and Telecommunication Funds are included. Section 2 contains 5-year summaries for each fund. Section 3 contains project details.

FY 2018 Adopted Budget  
Budget Summary  
Capital and Special Projects

ALL FUNDS						
CITY COUNCIL'S ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2018 - 2022						
Fund/Department	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5 Yr Total
<u>General Fund</u>						
Non-Departmental	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
Community Development	1,000,000	900,000	850,000	750,000	700,000	4,200,000
Economic Development	2,685,000	5,050,000	4,850,000	4,350,000	3,850,000	20,785,000
Fire Department	475,000	498,000	500,000	510,000	520,000	2,503,000
Information Technology	318,800	1,686,500	824,040	580,000	552,500	3,961,840
Parks & Recreation	527,000	3,990,000	3,495,000	170,000	125,000	8,307,000
Police Department - Admin	405,000	16,161,952	161,952	161,952	161,952	17,052,808
Police Department - Adult Detention	-	70,000	-	-	-	70,000
P/W - Admin	698,000	-	-	-	-	698,000
P/W - Building & Grounds	814,000	1,125,000	1,074,000	1,060,000	425,000	4,498,000
P/W Engineering & Street	3,200,000	26,350,000	3,850,000	10,742,021	2,450,000	46,592,021
Public Schools	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	10,000,000
Transportation Services	1,823,193	908,890	253,240	1,375,000	-	4,360,323
<b>General Fund Total</b>	<b>\$ 13,945,993</b>	<b>\$ 58,940,342</b>	<b>\$ 17,858,232</b>	<b>\$ 21,698,973</b>	<b>\$ 10,784,452</b>	<b>\$ 123,227,992</b>
<u>Wastewater Fund</u>						
Sewers	\$ 1,300,000	\$ 1,250,000	\$ 1,250,000	\$ 1,250,000	\$ 1,250,000	\$ 6,300,000
Wastewater Treatment	-	600,000	600,000	600,000	600,000	2,400,000
<b>Wastewater Fund Total</b>	<b>\$ 1,300,000</b>	<b>\$ 1,850,000</b>	<b>\$ 1,850,000</b>	<b>\$ 1,850,000</b>	<b>\$ 1,850,000</b>	<b>\$ 8,700,000</b>

FY 2018 Adopted Budget  
Budget Summary  
Capital and Special Projects

ALL FUNDS						
CITY COUNCIL'S INTRODUCTORY BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2018 - 2022						
Fund/Department	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	5 Yr Total
<u>Water Fund</u>						
Distribution	\$ 1,000,000	\$ 1,100,000	\$ 1,600,000	\$ 1,100,000	\$ 500,000	\$ 5,300,000
Water Treatment	2,200,000	1,900,000	500,000	400,000	500,000	5,500,000
<b>Water Fund Total</b>	<b>\$ 3,200,000</b>	<b>\$ 3,000,000</b>	<b>\$ 2,100,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,000,000</b>	<b>\$ 10,800,000</b>
<u>Gas Fund</u>						
Distribution	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 7,500,000
<b>Gas Fund Total</b>	<b>\$ 1,500,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,500,000</b>	<b>\$ 7,500,000</b>
<u>Electric Fund</u>						
Distribution	\$ 700,000	\$ 1,900,000	\$ 1,000,000	\$ 900,000	\$ 1,000,000	\$ 5,500,000
Sub-Stations	2,000,000	1,000,000	1,000,000	1,000,000	1,000,000	6,000,000
Administration	2,800,000	500,000	500,000	500,000	500,000	4,800,000
<b>Electric Fund Total</b>	<b>\$ 5,500,000</b>	<b>\$ 3,400,000</b>	<b>\$ 2,500,000</b>	<b>\$ 2,400,000</b>	<b>\$ 2,500,000</b>	<b>\$ 16,300,000</b>
<u>Telecommunications</u>						
Distribution	\$ 450,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,450,000
<b>Telecommunications Total</b>	<b>\$ 450,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 2,450,000</b>
	<b>\$ 25,895,993</b>	<b>\$ 69,190,342</b>	<b>\$ 26,308,232</b>	<b>\$ 29,448,973</b>	<b>\$ 18,134,452</b>	<b>\$ 168,977,992</b>
<b>Funding:</b>						
General Fund Revenues	\$ 1,639,800	\$ 15,207,030	\$ 13,835,640	\$ 9,424,452	\$ 7,464,452	\$ 47,571,374
Fund Balance	5,106,650	-	-	-	-	5,106,650
Aid to Localities-VA Fire Program	120,000	120,000	120,000	120,000	120,000	600,000
Utility Fund Revenues	4,480,000	5,550,000	5,550,000	5,700,000	5,600,000	26,880,000
To Be Determined	-	41,600,000	2,000,000	2,000,000	2,000,000	47,600,000
State/Federal Grants	3,358,634	2,013,312	1,902,592	10,154,521	1,200,000	18,629,059
Reprogrammed Funds	3,449,559	400,000	400,000	350,000	350,000	4,949,559
Other	101,350	-	-	-	-	101,350
Bonds	7,640,000	4,300,000	2,500,000	1,700,000	1,400,000	17,540,000
<b>Total Funding-All Funds:</b>	<b>\$ 25,895,993</b>	<b>\$ 69,190,342</b>	<b>\$ 26,308,232</b>	<b>\$ 29,448,973</b>	<b>\$ 18,134,452</b>	<b>\$ 168,977,992</b>



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GENERAL FUND						
CITY COUNCIL'S ADOPTED BUDGET - CAPITAL PROJECTS - FY 2018						
	Current Revenues	Fund Balance	Debt Financing	Grants/CIA	Other	Project Total
<u>Community Development</u>						
Comprehensive Blight Removal	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 1,000,000
<b>Total Community Development</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>
<u>Economic Development</u>						
River District Property Purchase & Improvement Plan	\$ -	\$ 2,483,650	\$ -	\$ -	\$ 101,350 (1)	\$ 2,585,000
International Recruitment Implementation	100,000	-	-	-	-	100,000
<b>Total Economic Development</b>	<b>\$ 100,000</b>	<b>\$ 2,483,650</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 101,350</b>	<b>\$ 2,685,000</b>
(1) Telvista Loan Repayment						
<u>Information Technology</u>						
Enterprise Resource Planning Enhancements & Upgrades	\$ 107,550	\$ -	\$ -	\$ -	\$ -	\$ 107,550
Computer plan	211,250	-	-	-	-	211,250
<b>Total Information Technology</b>	<b>\$ 318,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 318,800</b>
<u>Police</u>						
Tasers & BWCs	\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ 240,000
CDU Equipment	-	125,000	-	-	-	125,000
New Police Department	40,000	-	-	-	-	40,000
<b>Total Police</b>	<b>\$ 280,000</b>	<b>\$ 125,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 405,000</b>
<u>Fire</u>						
Fire Apparatus and Equipment Replacement Plan	\$ 175,000	\$ -	\$ 300,000	\$ -	\$ -	\$ 475,000
<b>Total Fire</b>	<b>\$ 175,000</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 475,000</b>

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GENERAL FUND						
CITY COUNCIL'S INTRODUCTORY BUDGET - CAPITAL PROJECTS - FY 2018						
	Current Revenues	Fund Balance	Debt Financing	Grants/CIA	Other	Project Total
<u>Public Works - Engineering &amp; Streets</u>						
Riverside Drive Reconstruction	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ 1,000,000
River District Street Improvements	-	-	500,000	500,000	-	1,000,000
Gateway Corridor Landscaping Imprv	-	-	-		50,000 (3)	50,000
South Boston Rd WBL Widening	-	-	275,000	275,000	-	550,000
Stormwater Improvements	-	-	200,000	-	-	200,000
General Street Improvements	200,000	-	-	200,000	-	400,000
South Union Street Reconstruction & Imprv	-	-	-	-	-	-
<b>Total Public Works-Engineering &amp; St</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ 1,475,000</b>	<b>\$ 1,475,000</b>	<b>\$ 50,000</b>	<b>\$ 3,200,000</b>
<u>Public Works - Administration</u>						
Fire Dept Digital Radio Replacement	\$ 340,000	\$ -	\$ -	\$ 260,000	\$ -	\$ 600,000
Public Safety Digital Radio Replacement	-	98,000	-	-	-	98,000
<b>Total Public Works-Administration</b>	<b>\$ 340,000</b>	<b>\$ 98,000</b>	<b>\$ -</b>	<b>\$ 260,000</b>	<b>\$ -</b>	<b>\$ 698,000</b>
<u>Public Works - Buildings</u>						
Roof Replacement - City Buildings	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000
HVAC Replacement - City Buildings	-	-	284,000	-	-	284,000
General Maintenance of Buildings & Grounds	150,000	-	-	-	-	150,000
Emergency Generators	-	-	-	-	130,000 (2)	130,000
<b>Total Public Works-Buildings</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ 534,000</b>	<b>\$ -</b>	<b>\$ 130,000</b>	<b>\$ 814,000</b>
(2) Utility Revenues						
(3) Reprogrammed Funds						

FY 2018 Adopted Budget  
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GENERAL FUND						
CITY COUNCIL'S ADOPTED BUDGET - CAPITAL PROJECTS - FY 2018						
	Current Revenues	Fund Balance	Debt Financing	Grants/CIA	Other	Project Total
<u>Parks Recreation Tourism</u>						
Parks Paving Projects	\$ -	\$ -	\$ 277,000	\$ -	\$ -	\$ 277,000
Riverwalk Trail	35,000	-	-	-	-	35,000
Park Improvements	60,000	-	40,000	-	-	100,000
Facility Improvements	101,000	-	14,000	-	-	115,000
<b>Total Parks &amp; Recreation</b>	<b>\$ 196,000</b>	<b>\$ -</b>	<b>\$ 331,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 527,000</b>
<u>Transportation Services</u>						
Conceptual Plan for New Terminal	\$ -	\$ -	\$ -	\$ 83,200	\$ 20,800 (3)	\$ 104,000
Terminal Apron Rehab (State)	-	-	-	206,112	51,528 (3)	257,640
Terminal Apron Rehab (State & Federal)	-	-	-	1,334,322	27,231 (3)	1,361,553
Airport Improvements-Rehabilitate Crosswind Runway 13/31 and Taxiway F	-	-	-	-	100,000 (3)	100,000
<b>Total Transportation Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,623,634</b>	<b>\$ 199,559</b>	<b>\$ 1,823,193</b>
(3) Reprogrammed Funds						
<u>Transfer Out/Support Of</u>						
City School Improvements	\$ -	\$ -	\$ 2,000,000	\$ -	\$ -	\$ 2,000,000
<b>Total Public Schools</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>
<b>Total Projects:</b>	<b>\$ 1,759,800</b>	<b>\$ 3,706,650</b>	<b>\$ 4,640,000</b>	<b>\$ 3,358,634</b>	<b>\$ 480,909</b>	<b>\$ 13,945,993</b>

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WATER FUND						
CITY COUNCIL'S ADOPTED BUDGET - CAPITAL PROJECTS - FY 2018						
	Current Revenues	Fund Balance	Debt Financing	Grants/CIA	Other	Project Total
<u>Water Distribution</u>						
Water Line Reconstruction	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Ballou Reservoir Main Lines	800,000	-	-	-	-	800,000
<b>Total Water Distribution</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>
<u>Water Treatment Plant</u>						
Schoolfield Dam Repair	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
DRI Reservoir	-	150,000	-	-	-	150,000
Water Treatment Plant Improvements	-	1,000,000	1,000,000	-	-	2,000,000
<b>Total Water Treatment Plant</b>	<b>\$ -</b>	<b>\$ 1,200,000</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,200,000</b>
<b>Total Projects:</b>	<b>\$ 1,000,000</b>	<b>\$ 1,200,000</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,200,000</b>

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GAS FUND						
CITY COUNCIL'S ADOPTED BUDGET - CAPITAL PROJECTS - FY 2018						
	Current Revenues	Fund Balance	Debt Financing	Grants/CIA	Other	Project Total
<u>Gas Distribution</u>						
Cast Iron Main Replacement	\$ 1,100,000	\$ -	\$ -	\$ -	\$ 400,000 (1)	\$ 1,500,000
<b>Total Gas Distribution</b>	<b>\$ 1,100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ 1,500,000</b>
(1) Reprogrammed Funds						
<b>Total Projects:</b>	<b>\$ 1,100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ 1,500,000</b>

FY 2018 Adopted Budget  
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ELECTRIC FUND						
CITY COUNCIL'S ADOPTED BUDGET - CAPITAL PROJECTS - FY 2018						
	Current Revenues	Fund Balance	Debt Financing	Grants/CIA	Other	Project Total
<u>Distribution</u>						
Street Light Upgrade	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
System Reliability Inspections	200,000	-	-	-	-	200,000
<b>Total Distribution</b>	<b>\$ 700,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 700,000</b>
<u>Substations</u>						
Substation Upgrades	\$ -	\$ -	\$ 2,000,000	\$ -	\$ -	\$ 2,000,000
<b>Total Substations</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>
<u>Miscellaneous/Administration</u>						
Weatherization - Energy Efficiency	\$ -	\$ -	\$ -	\$ -	\$ 500,000 (1)	\$ 500,000
Utility Warehouse	-	-	-	-	2,300,000 (1)	2,300,000
<b>Total Miscellaneous/Administration</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,800,000</b>	<b>\$ 2,800,000</b>
(1) Reprogrammed Funds						
<b>Total Projects:</b>	<b>\$ 700,000</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>	<b>\$ -</b>	<b>\$ 2,800,000</b>	<b>\$ 5,500,000</b>

TELECOMMUNICATIONS FUND						
CITY COUNCIL'S ADOPTED BUDGET - CAPITAL PROJECTS - FY 2018						
	Current Revenues	Fund Balance	Debt Financing	Grants/CIA	Other	Project Total
<u>n Danville</u>						
Fiber to the Home	\$ 250,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 450,000
<b>Total n Danville</b>	<b>\$ 250,000</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 450,000</b>
(1) Reprogrammed Funds						
<b>Total Projects:</b>	<b>\$ 250,000</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 450,000</b>

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.

<b>Tax Supported Debt Outstanding, 06/30/2017</b>	
General Fund	\$28,537,569.40
Schools	\$15,753,204.31
<b>Total</b>	<b>\$44,290,773.71</b>

***Current Tax-Supported Debt Obligations***

<b>FY</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Payout Ratio</b>
<b>Total</b>	<b>\$ 44,290,773.71</b>	<b>\$ 12,645,975.55</b>	<b>\$56,936,749.26</b>	
<b>2018</b>	3,077,253	1,573,552	4,650,805	6.9%
<b>2019</b>	3,193,349	1,461,106	4,654,455	14.2%
<b>2020</b>	3,321,696	1,335,658	4,657,354	21.7%
<b>2021</b>	3,458,798	1,200,112	4,658,910	29.5%
<b>2022</b>	3,584,530	1,071,834	4,656,364	37.6%
<b>2023</b>	2,872,620	948,847	3,821,466	44.0%
<b>2024</b>	2,906,498	856,713	3,763,211	50.6%
<b>2025</b>	3,022,844	746,648	3,769,492	57.4%
<b>2026</b>	3,130,394	631,736	3,762,131	64.5%
<b>2027</b>	1,599,767	511,305	2,111,073	68.1%
<b>2028</b>	1,656,860	447,145	2,104,006	71.9%
<b>2029</b>	1,706,772	394,812	2,101,584	75.7%
<b>2030</b>	1,492,793	346,961	1,839,754	79.1%
<b>2031</b>	1,527,612	304,100	1,831,711	82.5%
<b>2032</b>	1,566,707	258,628	1,825,334	86.1%
<b>2033</b>	1,508,834	209,977	1,718,811	89.5%
<b>2034</b>	1,549,746	159,407	1,709,154	93.0%
<b>2035</b>	1,317,352	106,249	1,423,600	95.9%
<b>2036</b>	1,181,175	56,956	1,238,131	98.6%
<b>2037</b>	454,598	17,706	472,304	99.6%
<b>2038</b>	80,288	4,315	84,603	99.8%
<b>2039</b>	80,288	2,208	82,495	100.0%

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## **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.

<b>Fiscal Year</b>	<b>Assessed Value</b>	<b>Tax-Supported Debt</b>	<b>Debt to Assessed Value</b>
2016	\$ 2,710,763,341	\$ 40,692,518	1.5%
2017	\$ 2,720,886,003	\$ 44,356,678	1.6%

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

<b>Fiscal Year</b>	<b>Tax Supported Debt Service</b>	<b>General Fund Expenditures</b>	<b>General Fund Expenditures</b>
2016	\$ 2,740,968	\$ 86,790,142	3.16%
2017	\$ 3,031,092	\$ 89,793,433	3.38%

- **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.

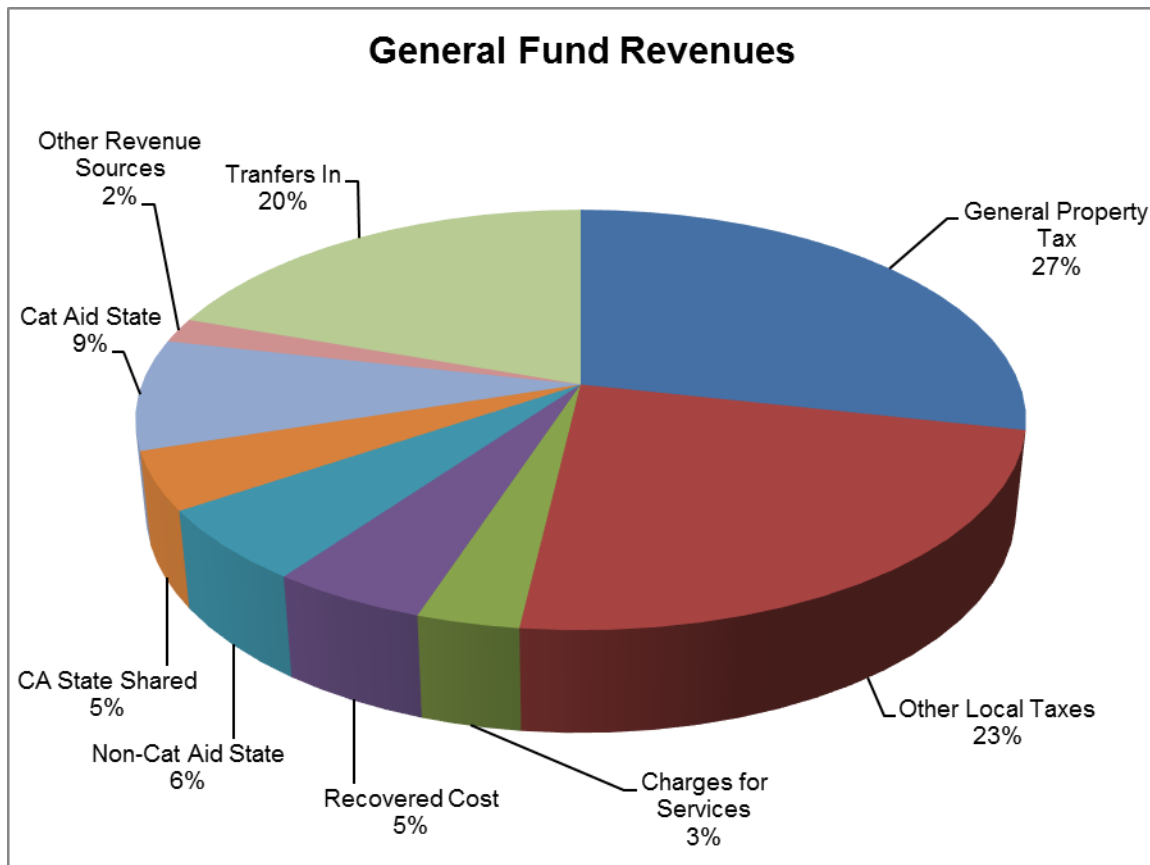
**Categorical State Aid** This category includes funding for a variety of city and state functions, the largest being Street Maintenance funding and Welfare and Public Assistance funding.

**History of Revenues**

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>General Property Tax</b>	\$ 27,829,265	\$ 28,543,633	\$ 28,266,320	\$ 30,940,260	\$ 2,673,940
<b>Other Local Taxes</b>	\$ 24,523,067	\$ 24,960,345	\$ 24,557,000	\$ 25,440,000	\$ 883,000
<b>Licenses, Permits, Privilege</b>	\$ 229,378	\$ 293,903	\$ 215,330	\$ 229,890	\$ 14,560
<b>Fines/Forfeiture</b>	\$ 511,945	\$ 531,970	\$ 524,650	\$ 524,450	\$ (200)
<b>Rev-Use Money/Property</b>	\$ 964,207	\$ 1,136,233	\$ 1,184,350	\$ 1,182,410	\$ (1,940)
<b>Charges for Services</b>	\$ 3,145,722	\$ 3,272,175	\$ 3,453,830	\$ 3,481,570	\$ 27,740
<b>Miscellaneous Revenue</b>	\$ 25,619	\$ 33,092	\$ 125,000	\$ 125,000	\$ -
<b>Recovered Cost</b>	\$ 8,653,097	\$ 5,861,642	\$ 5,461,620	\$ 5,288,330	\$ (173,290)
<b>Non-Revenue Receipts</b>	\$ 2,953,000	\$ -	\$ -	\$ -	\$ -
<b>Non-Cat Aid State</b>	\$ 5,935,845	\$ 5,912,538	\$ 6,084,000	\$ 6,089,000	\$ 5,000
<b>CA State Shared</b>	\$ 4,423,392	\$ 4,694,363	\$ 4,874,810	\$ 4,873,810	\$ (1,000)
<b>Cat Aid State</b>	\$ 7,945,270	\$ 8,311,227	\$ 8,758,030	\$ 9,261,460	\$ 503,430
<b>Transfers In</b>	\$ 14,830,000	\$ 14,830,000	\$ 14,830,000	\$ 15,019,000	\$ 189,000
<b>Transfers from Fund Balance</b>	\$ -	\$ 1,005,000	\$ 6,441,520	\$ 6,274,570	\$ (166,950)
	<b>\$ 101,969,807</b>	<b>\$ 99,386,121</b>	<b>\$ 104,776,460</b>	<b>\$ 108,729,750</b>	<b>\$ 3,953,290</b>

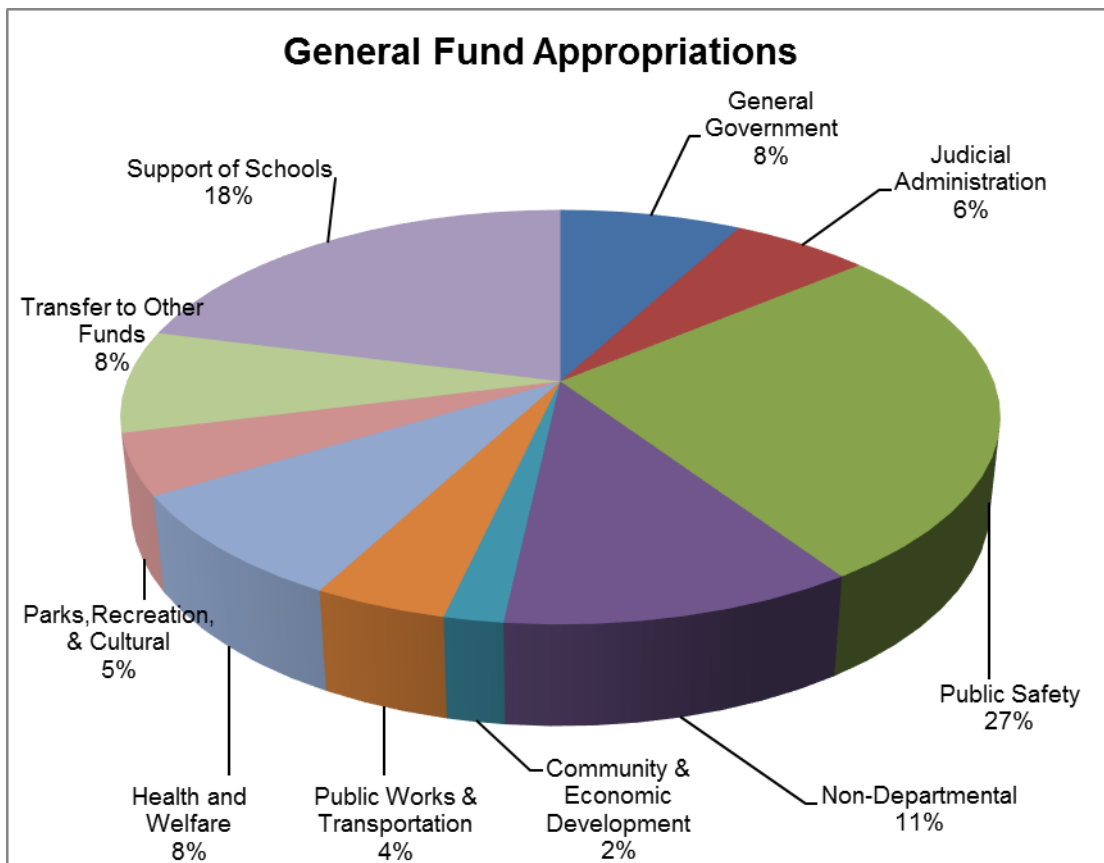
**Summary of Revenues**

<b>Revenue</b>		
General Property Tax	\$ 30,940,260	27%
Other Local Taxes	\$ 25,440,000	23%
Charges for Services	\$ 3,481,570	3%
Recovered Cost	\$ 5,288,330	5%
Non-Cat Aid State	\$ 6,089,000	6%
CA State Shared	\$ 4,873,810	4%
Cat Aid State	\$ 9,261,460	9%
Other Revenue Sources	\$ 2,061,750	2%
Transfers In	\$ 21,293,570	20%
	<b>\$ 108,729,750</b>	<b>100%</b>



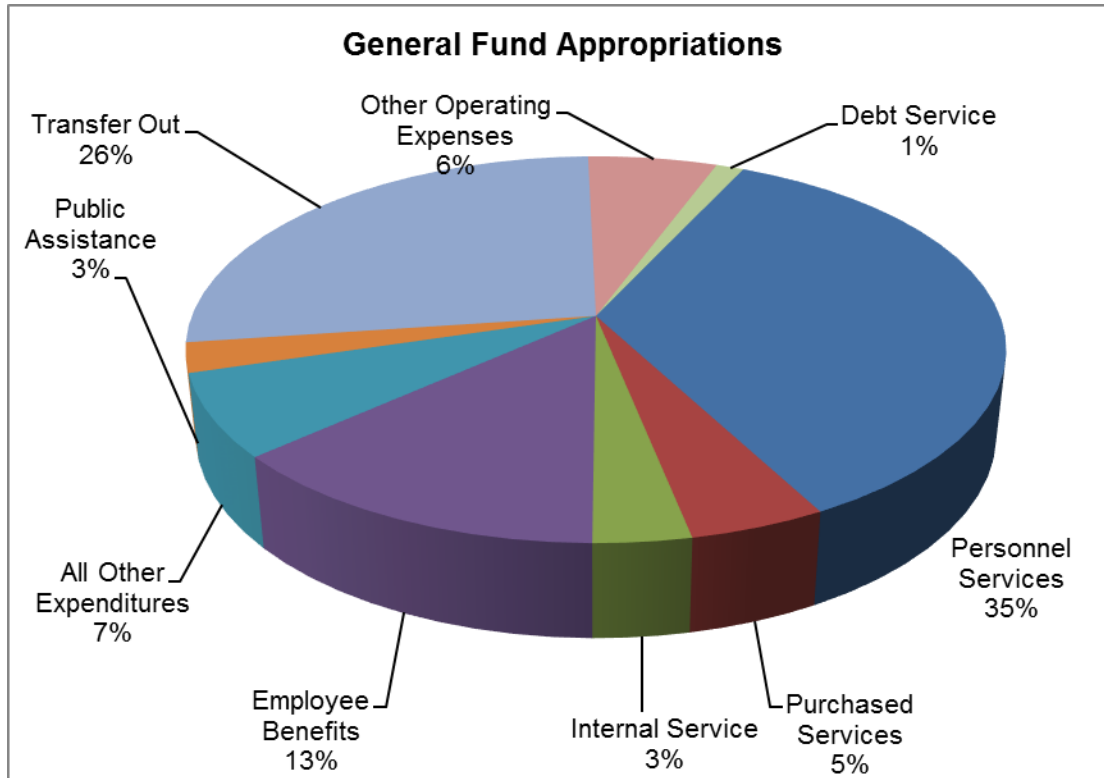
**Summary of Expenditures**

General Government	\$ 8,458,460	8%
Judicial Administration	\$ 6,460,900	6%
Public Safety	\$ 28,678,400	26%
Non-Departmental	\$ 11,938,410	11%
Community & Economic Development	\$ 1,999,400	2%
Public Works & Transportation	\$ 4,513,050	4%
Health and Welfare	\$ 9,118,150	8%
Parks, Recreation, & Cultural	\$ 5,094,670	5%
Transfer to Other Funds	\$ 8,572,930	8%
Support of Schools	\$ 22,513,960	21%
Support of Other Entities	\$ 1,381,420	1%
	<b>\$ 108,729,750</b>	<b>100%</b>



**Summary of Expenditures by Activity**

Personnel Services	\$ 38,352,830	35%
Purchased Services	\$ 5,015,310	5%
Internal Service	\$ 3,574,290	3%
Employee Benefits	\$ 14,443,000	13%
All Other Expenditures	\$ 7,520,280	7%
Public Assistance	\$ 2,699,790	2%
Transfer Out	\$ 29,179,500	27%
Other Operating Expenses	\$ 6,544,480	6%
Debt Service	\$ 1,400,270	1%
	<b>\$ 108,729,750</b>	<b>100%</b>



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

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

	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ -
<b>Employee Benefits</b>	\$ 6,120	\$ 6,120	\$ 6,120	\$ 6,120	\$ -
<b>Purchased Services</b>	\$ 2,259	\$ 3,230	\$ 2,300	\$ 3,000	\$ 700
<b>Internal Service</b>	\$ 2,826	\$ 2,638	\$ 1,470	\$ 200	\$ (1,270)
<b>Other Operating Expenses</b>	\$ 85,623	\$ 125,330	\$ 136,960	\$ 119,160	\$ (17,800)
<b>Capital Outlay</b>	\$ 2,745	\$ 580	\$ -	\$ -	\$ -
	<b>\$ 179,573</b>	<b>\$ 217,898</b>	<b>\$ 226,850</b>	<b>\$ 208,480</b>	<b>\$ (18,370)</b>



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

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

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ -
<b>Employee Benefits</b>	\$ 918	\$ 918	\$ 920	\$ 920	\$ -
<b>Internal Service</b>	\$ -	\$ 18	\$ -	\$ 1,110	\$ 1,110
<b>Other Operating Expenses</b>	\$ 2,098	\$ 4,223	\$ 2,100	\$ 2,970	\$ 870
<b>Capital Outlaw</b>	\$ 250	\$ -	\$ -	\$ -	\$ -
	<b>\$ 15,266</b>	<b>\$ 17,159</b>	<b>\$ 15,020</b>	<b>\$ 17,000</b>	<b>\$ 1,980</b>

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

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

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 418,149	\$ 378,833	\$ 437,530	\$ 408,230	\$ (29,300)
<b>Employee Benefits</b>	\$ 63,752	\$ 52,292	\$ 59,460	\$ 56,410	\$ (3,050)
<b>Purchased Services</b>	\$ 20,577	\$ 69,428	\$ 11,600	\$ 7,600	\$ (4,000)
<b>Internal Service</b>	\$ 20,106	\$ 16,282	\$ 24,740	\$ 11,730	\$ (13,010)
<b>Other Operating Expenses</b>	\$ 39,956	\$ 47,162	\$ 44,300	\$ 36,250	\$ (8,050)
<b>Capital Outlay</b>	\$ 129	\$ 326	\$ -	\$ -	\$ -
	<b>\$ 562,669</b>	<b>\$ 564,323</b>	<b>\$ 577,630</b>	<b>\$ 520,220</b>	<b>\$ (57,410)</b>

FY 2018 Adopted Budget  
General Fund  
General Government  
Office of the City Manager: City Clerk - 0110603

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

	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>Increase/</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adopted</b>	<b>(Decrease)</b>
<b>Personnel Services</b>	\$ 41,597	\$ 43,781	\$ 43,790	\$ 45,540	\$ 1,750
<b>Employee Benefits</b>	\$ 6,516	\$ 6,134	\$ 6,270	\$ 6,530	\$ 260
<b>Purchased Services</b>	\$ 19,940	\$ 15,072	\$ 17,000	\$ 17,100	\$ 100
<b>Internal Service</b>	\$ 468	\$ 427	\$ 1,230	\$ 2,370	\$ 1,140
<b>Other Operating Expenses</b>	\$ 8,267	\$ 8,590	\$ 13,910	\$ 16,470	\$ 2,560
<b>Capital Outlay</b>	\$ 310	\$ 4,121	\$ 15,000	\$ -	\$ (15,000)
	<b>\$ 77,098</b>	<b>\$ 78,125</b>	<b>\$ 97,200</b>	<b>\$ 88,010</b>	<b>\$ (9,190)</b>

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

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 59,034	\$ 62,481	\$ 62,490	\$ 64,360	\$ 1,870
<b>Employee Benefits</b>	\$ 9,551	\$ 9,099	\$ 8,940	\$ 9,220	\$ 280
<b>Purchased Services</b>	\$ 11,212	\$ 17,684	\$ 17,400	\$ 7,500	\$ (9,900)
<b>Internal Service</b>	\$ 4,050	\$ 4,758	\$ 3,480	\$ 6,260	\$ 2,780
<b>Other Operating Expenses</b>	\$ 797	\$ 482	\$ 2,450	\$ 3,240	\$ 790
<b>Capital Outlay</b>	\$ 8,137	\$ 16,142	\$ 7,000	\$ 10,000	\$ 3,000
<b>Reimbursement</b>	\$ -	\$ -	\$ -	\$ (50,000)	\$ (50,000)
	<b>\$ 92,781</b>	<b>\$ 110,646</b>	<b>\$ 101,760</b>	<b>\$ 50,580</b>	<b>\$ (51,180)</b>

FY 2018 Adopted Budget  
General Fund  
General Government  
Human Resources - 0110901

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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.

	<b>FY 2015 Adopted</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 336,795	\$ 350,889	\$ 360,850	\$ 358,770	\$ (2,080)
<b>Employee Benefits</b>	\$ 65,680	\$ 65,102	\$ 66,240	\$ 55,950	\$ (10,290)
<b>Purchased Services</b>	\$ 266,897	\$ 325,010	\$ 331,380	\$ 398,300	\$ 66,920
<b>Internal Service</b>	\$ 11,754	\$ 9,056	\$ 13,520	\$ 15,730	\$ 2,210
<b>Other Operating Expenses</b>	\$ 25,969	\$ 29,635	\$ 34,440	\$ 29,310	\$ (5,130)
<b>Capital Outlay</b>	\$ 738	\$ 1,516	\$ 15,250	\$ 15,000	\$ (250)
	<b>\$ 707,833</b>	<b>\$ 781,208</b>	<b>\$ 821,680</b>	<b>\$ 873,060</b>	<b>\$ 51,380</b>

FY 2018 Adopted Budget  
General Fund  
General Government  
City Manager's Office: Budget Office - 0111501

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

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 80,015	\$ 89,633	\$ 89,640	\$ 92,330	\$ 2,690
<b>Employee Benefits</b>	\$ 12,642	\$ 12,726	\$ 12,830	\$ 13,220	\$ 390
<b>Purchased Services</b>	\$ 484	\$ 159	\$ 500	\$ 600	\$ 100
<b>Internal Service</b>	\$ 3,590	\$ 4,570	\$ 4,820	\$ 5,770	\$ 950
<b>Other Operating Expenses</b>	\$ 709	\$ 3,263	\$ 1,030	\$ 1,720	\$ 690
<b>Capital Outlay</b>	\$ 706	\$ 797	\$ -	\$ -	\$ -
	<b>\$ 98,146</b>	<b>\$ 111,148</b>	<b>\$ 108,820</b>	<b>\$ 113,640</b>	<b>\$ 4,820</b>

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

	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>Increase/</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adopted</b>	<b>(Decrease)</b>
<b>Personnel Services</b>	\$ 231,669	\$ 271,645	\$ 270,520	\$ 282,720	\$ 12,200
<b>Employee Benefits</b>	\$ 36,706	\$ 37,963	\$ 38,720	\$ 40,460	\$ 1,740
<b>Purchased Services</b>	\$ 33,791	\$ 12,829	\$ 15,150	\$ 15,150	\$ -
<b>Internal Service</b>	\$ 3,662	\$ 4,010	\$ 4,610	\$ 4,720	\$ 110
<b>Other Operating Expenses</b>	\$ 32,235	\$ 41,976	\$ 37,500	\$ 35,050	\$ (2,450)
<b>Capital Outlay</b>	\$ -	\$ -	\$ 200	\$ 200	\$ -
	<b>\$ 338,063</b>	<b>\$ 368,423</b>	<b>\$ 366,700</b>	<b>\$ 378,300</b>	<b>\$ 11,600</b>

FY 2018 Adopted Budget  
General Fund  
General Government  
Legislative Affairs - 0112401

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

	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>Increase/</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adopted</b>	<b>(Decrease)</b>
<b>Purchased Services</b>	\$ 50,078	\$ 46,181	\$ 53,000	\$ 53,000	\$ -
<b>Other Operating Expenses</b>	\$ 14,666	\$ 14,681	\$ 14,700	\$ 14,700	\$ -
	<b>\$ 64,744</b>	<b>\$ 60,862</b>	<b>\$ 67,700</b>	<b>\$ 67,700</b>	<b>\$ -</b>



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

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Purchased Services</b>	\$ 155,282	\$ 148,096	\$ 150,000	\$ 150,000	\$ -
	<b>\$ 155,282</b>	<b>\$ 148,096</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ -</b>

FY 2018 Adopted Budget  
General Fund  
General Government  
Commissioner of Revenue - 0113001

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

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 394,740	\$ 394,317	\$ 397,980	\$ 397,980	\$ -
<b>Employee Benefits</b>	\$ 70,888	\$ 71,505	\$ 77,570	\$ 77,110	\$ (460)
<b>Purchased Services</b>	\$ 5,662	\$ 5,727	\$ 6,600	\$ 6,600	\$ -
<b>Internal Service</b>	\$ 13,039	\$ 14,534	\$ 15,200	\$ 15,040	\$ (160)
<b>Other Operating Expenses</b>	\$ 15,569	\$ 18,556	\$ 21,910	\$ 21,960	\$ 50
<b>Capital Outlay</b>	\$ -	\$ 4,967	\$ 500	\$ -	\$ (500)
	<b>\$ 499,898</b>	<b>\$ 509,606</b>	<b>\$ 519,760</b>	<b>\$ 518,690</b>	<b>\$ (1,070)</b>

FY 2018 Adopted Budget  
General Fund  
General Government  
Real Estate Assessment - 0113301

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

	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>Increase/</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adopted</b>	<b>(Decrease)</b>
<b>Personnel Services</b>	\$ 276,372	\$ 272,625	\$ 303,490	\$ 225,830	\$ (77,660)
<b>Employee Benefits</b>	\$ 44,137	\$ 38,810	\$ 43,430	\$ 32,520	\$ (10,910)
<b>Purchased Services</b>	\$ 539	\$ 643	\$ 2,060	\$ 2,100	\$ 40
<b>Internal Service</b>	\$ 16,909	\$ 18,250	\$ 20,590	\$ 18,740	\$ (1,850)
<b>Other Operating Expenses</b>	\$ 15,262	\$ 6,914	\$ 18,990	\$ 10,150	\$ (8,840)
<b>Capital Outlay</b>	\$ -	\$ -	\$ -	\$ 600	\$ 600
	<b>\$ 353,219</b>	<b>\$ 337,242</b>	<b>\$ 388,560</b>	<b>\$ 289,940</b>	<b>\$ (98,620)</b>

FY 2018 Adopted Budget  
General Fund  
General Government  
Board of Equalization - 0113303

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

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 630	\$ -	\$ 1,800	\$ -	\$ (1,800)
<b>Employee Benefits</b>	\$ 48	\$ -	\$ 140	\$ -	\$ (140)
<b>Purchased Services</b>	\$ 173	\$ -	\$ 500	\$ -	\$ (500)
	<b>\$ 851</b>	<b>\$ -</b>	<b>\$ 2,440</b>	<b>\$ -</b>	<b>\$ (2,440)</b>

The Central Collections Division of the Finance Department provides a full range of collection and financial services. The offices are located in the Charles H. Harris Financial Service Center, 311 Memorial Drive. The Division is responsible for processing and maintaining records of all payments for utilities, taxes, licenses and miscellaneous charges; 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.

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 425,954	\$ 432,331	\$ 463,610	\$ 470,280	\$ 6,670
<b>Employee Benefits</b>	\$ 67,561	\$ 61,750	\$ 66,350	\$ 63,920	\$ (2,430)
<b>Purchased Services</b>	\$ 88,320	\$ 87,008	\$ 76,460	\$ 81,170	\$ 4,710
<b>Internal Service</b>	\$ 25,831	\$ 26,214	\$ 34,150	\$ 29,210	\$ (4,940)
<b>Other Operating Expenses</b>	\$ 156,587	\$ 158,851	\$ 159,450	\$ 160,440	\$ 990
<b>Capital Outlay</b>	\$ 13,797	\$ 170	\$ 1,500	\$ 900	\$ (600)
	<b>\$ 778,050</b>	<b>\$ 766,324</b>	<b>\$ 801,520</b>	<b>\$ 805,920</b>	<b>\$ 4,400</b>

FY 2018 Adopted Budget  
General Fund  
General Government  
City Treasurer - 0114201

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

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 158,873	\$ 135,730	\$ 164,490	\$ 164,490	\$ -
<b>Employee Benefits</b>	\$ 29,653	\$ 25,229	\$ 33,680	\$ 33,680	\$ -
<b>Purchased Services</b>	\$ 250	\$ 22,691	\$ 620	\$ 630	\$ 10
<b>Internal Service</b>	\$ 7,383	\$ 7,359	\$ 7,770	\$ 7,410	\$ (360)
<b>Other Operating Expenses</b>	\$ 6,609	\$ 6,042	\$ 8,900	\$ 6,340	\$ (2,560)
<b>Capital Outlay</b>	\$ -	\$ (4,001)	\$ (2,600)	\$ (0)	\$ (2,600)
	<b>\$ 202,768</b>	<b>\$ 201,052</b>	<b>\$ 218,060</b>	<b>\$ 212,550</b>	<b>\$ (5,510)</b>

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.

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 112,418	\$ 135,456	\$ 135,460	\$ 139,770	\$ 4,310
<b>Employee Benefits</b>	\$ 17,535	\$ 18,724	\$ 19,390	\$ 20,010	\$ 620
<b>Purchased Services</b>	\$ 26,698	\$ -	\$ -	\$ -	\$ -
<b>Internal Service</b>	\$ 1,344	\$ 1,947	\$ 2,640	\$ 3,850	\$ 1,210
<b>Other Operating Expenses</b>	\$ 11,452	\$ 18,018	\$ 17,830	\$ 14,460	\$ (3,370)
<b>Capital Outlay</b>	\$ 706	\$ -	\$ -	\$ -	\$ -
	<b>\$ 170,153</b>	<b>\$ 174,145</b>	<b>\$ 175,320</b>	<b>\$ 178,090</b>	<b>\$ 2,770</b>

The Accounting Division of the Finance Department works to provide sound fiscal management, timely and accurate financial reporting, and safeguarding of the City's assets through proper internal controls. This includes oversight of the City's accounting, payroll, fixed assets, 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.

	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>Increase/</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adopted</b>	<b>(Decrease)</b>
<b>Personnel Services</b>	\$ 390,703	\$ 473,187	\$ 507,570	\$ 570,430	\$ 62,860
<b>Employee Benefits</b>	\$ 61,618	\$ 67,277	\$ 68,200	\$ 82,450	\$ 14,250
<b>Purchased Services</b>	\$ 19,215	\$ 10,697	\$ 28,340	\$ 25,190	\$ (3,150)
<b>Internal Service</b>	\$ 14,476	\$ 13,253	\$ 14,420	\$ 12,110	\$ (2,310)
<b>Other Operating Expenses</b>	\$ 19,133	\$ 18,973	\$ 25,720	\$ 24,050	\$ (1,670)
<b>Capital Outlay</b>	\$ 1,000	\$ 2,530	\$ 1,000	\$ 1,000	\$ -
<b>Funding Reimbursement</b>					\$ -
	<b>\$ 506,145</b>	<b>\$ 585,917</b>	<b>\$ 645,250</b>	<b>\$ 715,230</b>	<b>\$ 69,980</b>



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.

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 37,092	\$ 41,097	\$ 41,100	\$ 42,540	\$ 1,440
<b>Employee Benefits</b>	\$ 5,977	\$ 5,965	\$ 5,890	\$ 6,100	\$ 210
<b>Internal Service</b>	\$ 571	\$ 576	\$ 710	\$ 770	\$ 60
<b>Other Operating Expenses</b>	\$ 1,623	\$ 1,626	\$ 3,540	\$ 3,240	\$ (300)
	<b>\$ 45,263</b>	<b>\$ 49,264</b>	<b>\$ 51,240</b>	<b>\$ 52,650</b>	<b>\$ 1,410</b>

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

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 231,462	\$ 236,331	\$ 260,940	\$ 245,260	\$ (15,680)
<b>Employee Benefits</b>	\$ 35,265	\$ 32,641	\$ 35,900	\$ 33,660	\$ (2,240)
<b>Purchased Services</b>	\$ 38,321	\$ 50,607	\$ 51,000	\$ 75,000	\$ 24,000
<b>Internal Service</b>	\$ 12,487	\$ 10,373	\$ 17,710	\$ 15,330	\$ (2,380)
<b>Other Operating Expenses</b>	\$ 12,474	\$ 10,490	\$ 13,650	\$ 14,030	\$ 380
<b>Capital Outlay</b>	\$ -	\$ -	\$ 5,000	\$ -	\$ (5,000)
	<b>\$ 330,009</b>	<b>\$ 340,442</b>	<b>\$ 384,200</b>	<b>\$ 383,280</b>	<b>\$ (920)</b>

FY 2018 Adopted Budget  
General Fund  
General Government  
Information Technology - 0115401

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

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 1,245,583	\$ 1,313,252	\$ 1,365,150	\$ 1,425,690	\$ 60,540
<b>Employee Benefits</b>	\$ 194,114	\$ 184,009	\$ 193,830	\$ 203,390	\$ 9,560
<b>Purchased Services</b>	\$ 883,020	\$ 1,180,936	\$ 1,042,010	\$ 972,180	\$ (69,830)
<b>Internal Service</b>	\$ 52,871	\$ 59,772	\$ 50,970	\$ 44,390	\$ (6,580)
<b>Other Operating Expenses</b>	\$ 49,797	\$ 48,525	\$ 69,300	\$ 51,740	\$ (17,560)
<b>Capital Outlay</b>	\$ 244,309	\$ 226,260	\$ 336,800	\$ 371,430	\$ 34,630
<b>Reimbursement</b>	\$ (553,160)	\$ (577,280)	\$ (573,480)	\$ (608,340)	\$ (34,860)
	<b>\$ 2,116,534</b>	<b>\$ 2,435,474</b>	<b>\$ 2,484,580</b>	<b>\$ 2,460,480</b>	<b>\$ (24,100)</b>

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

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

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 23,938	\$ 54,366	\$ 60,000	\$ 70,400	\$ 10,400
<b>Employee Benefits</b>	\$ 632	\$ 642	\$ 800	\$ 800	\$ -
<b>Purchased Services</b>	\$ 688	\$ 859	\$ 1,740	\$ 1,960	\$ 220
<b>Internal Service</b>	\$ 776	\$ 2,334	\$ 10,000	\$ 16,910	\$ 6,910
<b>Other Operating Expenses</b>	\$ 25,550	\$ 25,681	\$ 46,960	\$ 73,610	\$ 26,650
	<b>\$ 51,584</b>	<b>\$ 83,882</b>	<b>\$ 119,500</b>	<b>\$ 163,680</b>	<b>\$ 44,180</b>

FY 2018 Adopted Budget  
General Fund  
General Government  
Registrar - 0116001

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

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

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

	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>Increase/</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adopted</b>	<b>(Decrease)</b>
<b>Personnel Services</b>	\$ 84,965	\$ 95,460	\$ 97,520	\$ 99,860	\$ 2,340
<b>Employee Benefits</b>	\$ 13,267	\$ 12,963	\$ 13,030	\$ 13,310	\$ 280
<b>Purchased Services</b>	\$ 370	\$ 1,208	\$ 1,270	\$ 15,520	\$ 14,250
<b>Internal Service</b>	\$ 3,293	\$ 4,171	\$ 12,000	\$ 6,660	\$ (5,340)
<b>Other Operating Expenses</b>	\$ 8,851	\$ 10,285	\$ 37,840	\$ 64,710	\$ 26,870
<b>Capital Outlay</b>	\$ -	\$ -	\$ -	\$ 10,900	\$ 10,900
	<b>\$ 110,746</b>	<b>\$ 124,087</b>	<b>\$ 161,660</b>	<b>\$ 210,960</b>	<b>\$ 49,300</b>

FY 2018 Adopted Budget  
General Fund  
Judicial Administration  
Circuit Court - 0116301

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

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

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 129,173	\$ 145,346	\$ 161,800	\$ 131,130	\$ (30,670)
<b>Employee Benefits</b>	\$ 16,746	\$ 17,889	\$ 23,160	\$ 18,910	\$ (4,250)
<b>Purchased Services</b>	\$ 2,060	\$ 4,556	\$ 1,650	\$ 4,900	\$ 3,250
<b>Internal Service</b>	\$ 5,045	\$ 4,170	\$ 3,860	\$ 3,670	\$ (190)
<b>Other Operating Expenses</b>	\$ 14,920	\$ 12,446	\$ 19,600	\$ 11,880	\$ (7,720)
<b>Capital Outlay</b>	\$ -	\$ -	\$ 2,000	\$ -	\$ (2,000)
	<b>\$ 167,944</b>	<b>\$ 184,407</b>	<b>\$ 212,070</b>	<b>\$ 170,490</b>	<b>\$ (41,580)</b>

FY 2018 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.

	<b>FY 2015 Adopted</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Purchased Services</b>	\$ 26,200	\$ 27,903	\$ 29,900	\$ 30,500	\$ 600
<b>Internal Service</b>	\$ 700	\$ -	\$ -	\$ -	\$ -
<b>Other Operating Expenses</b>	\$ 16,331	\$ 13,814	\$ 14,960	\$ 15,130	\$ 170
<b>Capital Outlay</b>	\$ 285	\$ 3,233	\$ -	\$ -	\$ -
	<b>\$ 43,516</b>	<b>\$ 44,950</b>	<b>\$ 44,860</b>	<b>\$ 45,630</b>	<b>\$ 770</b>

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

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

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Internal Service</b>	\$ 22	\$ 54	\$ 100	\$ 100	\$ -
<b>Other Operating Expenses</b>	\$ 572	\$ 303	\$ 800	\$ 800	\$ -
<b>Capital Outlay</b>	\$ 859	\$ 169	\$ 600	\$ 600	\$ -
	<b>\$ 1,453</b>	<b>\$ 526</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ -</b>



FY 2018 Adopted Budget  
General Fund  
Judicial Administration  
22nd District Court Service - 0117201

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

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Internal Service</b>	\$ 197	\$ 358	\$ 350	\$ 350	\$ -
<b>Other Operating Expenses</b>	\$ 4,688	\$ 4,543	\$ 4,550	\$ 4,650	\$ 100
<b>Capital Outlay</b>	\$ 16	\$ -	\$ -	\$ -	\$ -
	<b>\$ 4,901</b>	<b>\$ 4,901</b>	<b>\$ 4,900</b>	<b>\$ 5,000</b>	<b>\$ 100</b>

FY 2018 Adopted Budget  
General Fund  
Judicial Administration  
Juvenile and Domestic Relations Court Service - 0117501

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

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ -	\$ -	\$ 8,000.00	\$ 8,000.00	\$ -
<b>Employee Benefits</b>	\$ -	\$ -	\$ 620.00	\$ 620.00	\$ -
<b>Purchased Services</b>	\$ 22,044	\$ 18,782	\$ 13,000	\$ 11,000	\$ (2,000)
<b>Internal Service</b>	\$ -	\$ -	\$ 800	\$ 800	\$ -
<b>Other Operating Expenses</b>	\$ 17,316	\$ 19,570	\$ 23,930	\$ 23,790	\$ (140)
<b>Capital Outlay</b>	\$ 16,050	\$ 2,969	\$ 10,000	\$ 8,000	\$ (2,000)
	<b>\$ 55,410</b>	<b>\$ 41,321</b>	<b>\$ 56,350</b>	<b>\$ 52,210</b>	<b>\$ (4,140)</b>

FY 2018 Adopted Budget  
General Fund  
Judicial Administration  
Clerk of Circuit Court - 0117801

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

	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>Increase/</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adopted</b>	<b>(Decrease)</b>
<b>Personnel Services</b>	\$ 558,722	\$ 575,532	\$ 615,690	\$ 610,690	\$ (5,000)
<b>Employee Benefits</b>	\$ 106,509	\$ 109,191	\$ 127,440	\$ 127,540	\$ 100
<b>Purchased Services</b>	\$ 7,807	\$ 17,689	\$ 34,350	\$ 30,840	\$ (3,510)
<b>Internal Service</b>	\$ 12,005	\$ 15,156	\$ 10,200	\$ 9,470	\$ (730)
<b>Other Operating Expenses</b>	\$ 19,969	\$ 21,100	\$ 21,250	\$ 22,620	\$ 1,370
<b>Capital Outlay</b>	\$ 20,526	\$ 6,660	\$ 4,450	\$ 1,200	\$ (3,250)
	<b>\$ 725,538</b>	<b>\$ 745,328</b>	<b>\$ 813,380</b>	<b>\$ 802,360</b>	<b>\$ (11,020)</b>

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

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 2,901,275	\$ 2,957,983	\$ 2,974,500	\$ 2,974,500	\$ -
<b>Employee Benefits</b>	\$ 715,419	\$ 855,321	\$ 680,810	\$ 710,810	\$ 30,000
<b>Purchased Services</b>	\$ 20,026	\$ 20,618	\$ 26,860	\$ 24,960	\$ (1,900)
<b>Internal Service</b>	\$ 137,536	\$ 154,000	\$ 134,570	\$ 148,930	\$ 14,360
<b>Other Operating Expenses</b>	\$ 68,491	\$ 74,322	\$ 71,020	\$ 80,920	\$ 9,900
<b>Capital Outlay</b>	\$ 5,540	\$ 37,703	\$ 5,850	\$ 5,850	\$ -
	<b>\$ 3,848,287</b>	<b>\$ 4,099,947</b>	<b>\$ 3,893,610</b>	<b>\$ 3,945,970</b>	<b>\$ 52,360</b>

FY 2018 Adopted Budget  
General Fund  
Judicial Administration  
Commonwealth Attorney - 0118401

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

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 903,193	\$ 903,869	\$ 983,640	\$ 983,640	\$ -
<b>Employee Benefits</b>	\$ 173,963	\$ 173,307	\$ 201,360	\$ 201,360	\$ -
<b>Purchased Services</b>	\$ 2,003	\$ 1,317	\$ 3,120	\$ (630)	\$ (3,750)
<b>Internal Service</b>	\$ 20,694	\$ 22,028	\$ 22,230	\$ 22,840	\$ 610
<b>Other Operating Expenses</b>	\$ 100,227	\$ 103,962	\$ 110,740	\$ 113,640	\$ 2,900
	<b>\$ 1,200,080</b>	<b>\$ 1,204,483</b>	<b>\$ 1,321,090</b>	<b>\$ 1,320,850</b>	<b>\$ (240)</b>

FY 2018 Adopted Budget  
General Fund  
Judicial Administration  
Commonwealth Attorney Collections - 0118402

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

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 81,458	\$ 79,931	\$ 81,800	\$ 81,800	\$ -
<b>Employee Benefits</b>	\$ 15,165	\$ 15,015	\$ 16,750	\$ 16,750	\$ -
<b>Internal Service</b>	\$ 7,042	\$ 7,472	\$ 7,720	\$ 6,900	\$ (820)
<b>Other Operating Expenses</b>	\$ 9,035	\$ 9,114	\$ 10,250	\$ 10,440	\$ 190
<b>Capital Outlay</b>	\$ -	\$ -	\$ 2,000	\$ -	\$ (2,000)
	<b>\$ 112,700</b>	<b>\$ 111,532</b>	<b>\$ 118,520</b>	<b>\$ 115,890</b>	<b>\$ (2,630)</b>

FY 2018 Adopted Budget  
General Fund  
Public Safety Administration  
Danville Police Department - 0119001

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

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 6,539,833	\$ 7,023,902	\$ 7,074,580	\$ 7,400,920	\$ 326,340
<b>Employee Benefits</b>	\$ 812,173	\$ 750,019	\$ 803,950	\$ 796,500	\$ (7,450)
<b>Purchased Services</b>	\$ 216,812	\$ 259,152	\$ 286,440	\$ 293,870	\$ 7,430
<b>Internal Service</b>	\$ 117,571	\$ 106,693	\$ 135,520	\$ 161,090	\$ 25,570
<b>Other Operating Expenses</b>	\$ 600,194	\$ 557,679	\$ 555,980	\$ 523,320	\$ (32,660)
<b>Capital Outlay</b>	\$ 501,597	\$ 20,828	\$ 431,060	\$ 661,860	\$ 230,800
	<b>\$ 8,788,180</b>	<b>\$ 8,718,273</b>	<b>\$ 9,287,530</b>	<b>\$ 9,837,560</b>	<b>\$ 550,030</b>

FY 2018 Adopted Budget  
General Fund  
Public Safety Administration  
Medical Examiner - 0119004

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

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 1,060	\$ 820	\$ 1,000	\$ 1,000	\$ -
	<b>\$ 1,060</b>	<b>\$ 820</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ -</b>



FY 2018 Adopted Budget  
General Fund  
Public Safety Administration  
City Jail - 0118201

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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.

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 33,486	\$ 43,479	\$ 42,000	\$ 42,000	\$ -
<b>Employee Benefits</b>	\$ 2,562	\$ 3,326	\$ 3,220	\$ 3,220	\$ -
<b>Purchased Services</b>	\$ 173,093	\$ 165,424	\$ 171,600	\$ 173,390	\$ 1,790
<b>Internal Service</b>	\$ 309,310	\$ 294,333	\$ 288,410	\$ 303,290	\$ 14,880
<b>Other Operating Expenses</b>	\$ 960,908	\$ 1,048,967	\$ 932,490	\$ 1,158,550	\$ 226,060
<b>Capital Outlay</b>	\$ 82,205	\$ 69,341	\$ 62,760	\$ 74,270	\$ 11,510
	<b>\$ 1,561,564</b>	<b>\$ 1,624,870</b>	<b>\$ 1,500,480</b>	<b>\$ 1,754,720</b>	<b>\$ 254,240</b>

FY 2018 Adopted Budget  
General Fund  
Public Safety Administration  
Fire Department - 0119001, -02

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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.

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 5,765,197	\$ 6,170,611	\$ 5,945,220	\$ 6,119,970	\$ 174,750
<b>Employee Benefits</b>	\$ 1,070,411	\$ 960,308	\$ 714,130	\$ 870,430	\$ 156,300
<b>Purchased Services</b>	\$ 200,335	\$ 200,923	\$ 207,590	\$ 220,090	\$ 12,500
<b>Internal Service</b>	\$ 283,724	\$ 292,895	\$ 277,280	\$ 293,330	\$ 16,050
<b>Other Operating Expenses</b>	\$ 242,027	\$ 233,000	\$ 280,000	\$ 257,300	\$ (22,700)
<b>Capital Outlay</b>	\$ 19,106	\$ 24,832	\$ 26,000	\$ 28,000	\$ 2,000
	<b>\$ 7,580,800</b>	<b>\$ 7,882,569</b>	<b>\$ 7,450,220</b>	<b>\$ 7,789,120</b>	<b>\$ 338,900</b>

FY 2018 Adopted Budget  
General Fund  
Public Safety Administration  
Police: Adult Detention - 012721

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

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

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 1,478,144	\$ 1,640,619	\$ 1,817,120	\$ 1,902,740	\$ 85,620
<b>Employee Benefits</b>	\$ 280,687	\$ 268,488	\$ 245,700	\$ 258,700	\$ 13,000
<b>Purchased Services</b>	\$ 404,646	\$ 253,574	\$ 341,870	\$ 338,470	\$ (3,400)
<b>Internal Service</b>	\$ 247,500	\$ 229,720	\$ 230,440	\$ 225,470	\$ (4,970)
<b>Other Operating Expenses</b>	\$ 432,448	\$ 409,318	\$ 425,840	\$ 423,410	\$ (2,430)
<b>Capital Outlay</b>	\$ 33,182	\$ 5,097	\$ 8,600	\$ 95,330	\$ 86,730
	<b>\$ 2,876,607</b>	<b>\$ 2,806,816</b>	<b>\$ 3,069,570</b>	<b>\$ 3,244,120</b>	<b>\$ 174,550</b>

FY 2018 Adopted Budget  
General Fund  
Public Safety Administration  
Police: Juvenile Detention - 0120821

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

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

	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>Increase/</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adopted</b>	<b>(Decrease)</b>
<b>Personnel Services</b>	\$ 1,552,670	\$ 1,689,546	\$ 1,871,730	\$ 1,879,150	\$ 7,420
<b>Employee Benefits</b>	\$ 241,963	\$ 259,665	\$ 258,350	\$ 249,300	\$ (9,050)
<b>Purchased Services</b>	\$ 114,585	\$ 128,412	\$ 142,140	\$ 141,150	\$ (990)
<b>Internal Service</b>	\$ 150,018	\$ 158,813	\$ 162,410	\$ 165,320	\$ 2,910
<b>Other Operating Expenses</b>	\$ 336,085	\$ 345,953	\$ 342,510	\$ 351,670	\$ 9,160
<b>Cost Allocation</b>	\$ 418,380	\$ 465,620	\$ 408,290	\$ 417,930	\$ 9,640
<b>Capital Outlay</b>	\$ 15,878	\$ 14,436	\$ 40,600	\$ 25,180	\$ (15,420)
<b>Debt Service</b>	\$ 95,585	\$ 95,585	\$ 564,920	\$ 562,710	\$ (2,210)
	<b>\$ 2,925,164</b>	<b>\$ 3,158,030</b>	<b>\$ 3,790,950</b>	<b>\$ 3,792,410</b>	<b>\$ 1,460</b>

FY 2018 Adopted Budget  
General Fund  
Public Safety Administration  
Juvenile Intake Diversion - 0120805

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

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ -	\$ 16,667	\$ 40,000	\$ 40,000	\$ -
<b>Employee Benefits</b>	\$ -	\$ 2,413	\$ 5,730	\$ 5,730	\$ -
<b>Purchased Services</b>	\$ 43,000	\$ 21,563	\$ -		\$ -
	<b>\$ 43,000</b>	<b>\$ 40,643</b>	<b>\$ 45,730</b>	<b>\$ 45,730</b>	<b>\$ -</b>

FY 2018 Adopted Budget  
General Fund  
Public Safety Administration  
Fire Department - Emergency Services - 0122911

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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.

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ -	\$ 9,789	\$ 15,540	\$ 15,540	\$ -
<b>Employee Benefits</b>	\$ -	\$ 749	\$ 1,190	\$ 1,190	\$ -
<b>Purchased Services</b>	\$ 41,112	\$ 27,800	\$ 32,240	\$ 31,240	\$ (1,000)
<b>Internal Service</b>	\$ 15,430	\$ 21,007	\$ 15,160	\$ 18,610	\$ 3,450
<b>Other Operating Expenses</b>	\$ 21,348	\$ 26,687	\$ 25,380	\$ 12,880	\$ (12,500)
<b>Capital Outlay</b>	\$ -	\$ -	\$ 1,500	\$ 500	\$ (1,000)
	<b>\$ 77,890</b>	<b>\$ 86,032</b>	<b>\$ 91,010</b>	<b>\$ 79,960</b>	<b>\$ (11,050)</b>

FY 2018 Adopted Budget  
General Fund  
Public Safety Administration  
Fire Department – 911 Communications - 0123211

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

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 742,860	\$ 739,913	\$ 800,510	\$ 808,370	\$ 7,860
<b>Employee Benefits</b>	\$ 113,958	\$ 102,535	\$ 109,720	\$ 111,170	\$ 1,450
<b>Purchased Services</b>	\$ 31,995	\$ 28,892	\$ 53,490	\$ 63,480	\$ 9,990
<b>Internal Service</b>	\$ 14,047	\$ 10,612	\$ 7,590	\$ 7,720	\$ 130
<b>Other Operating Expenses</b>	\$ 51,481	\$ 53,619	\$ 62,890	\$ 61,770	\$ (1,120)
<b>Capital Outlay</b>	\$ 1,673	\$ 4,382	\$ 7,000	\$ 6,000	\$ (1,000)
	<b>\$ 956,014</b>	<b>\$ 939,953</b>	<b>\$ 1,041,200</b>	<b>\$ 1,058,510</b>	<b>\$ 17,310</b>

FY 2018 Adopted Budget  
General Fund  
Public Safety Administration  
Community Development: Inspections - 0122001

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

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 534,672	\$ 553,874	\$ 569,410	\$ 525,760	\$ (43,650)
<b>Employee Benefits</b>	\$ 84,826	\$ 78,569	\$ 81,480	\$ 74,960	\$ (6,520)
<b>Purchased Services</b>	\$ 35,290	\$ 24,083	\$ 36,760	\$ 39,080	\$ 2,320
<b>Internal Service</b>	\$ 57,181	\$ 56,532	\$ 51,960	\$ 54,850	\$ 2,890
<b>Other Operating Expenses</b>	\$ 101,683	\$ 452,369	\$ 276,140	\$ 273,490	\$ (2,650)
<b>Capital Outlay</b>	\$ -	\$ 6,055	\$ 3,150	\$ 500	\$ (2,650)
	<b>\$ 813,652</b>	<b>\$ 1,171,482</b>	<b>\$ 1,018,900</b>	<b>\$ 968,640</b>	<b>\$ (50,260)</b>



FY 2018 Adopted Budget  
General Fund  
Public Works and Transportation  
Transportation Services: Airport - 0124101

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

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 262,498	\$ 273,806	\$ 280,590	\$ 291,840	\$ 11,250
<b>Employee Benefits</b>	\$ 35,219	\$ 34,204	\$ 34,910	\$ 36,370	\$ 1,460
<b>Purchased Services</b>	\$ 84,764	\$ 88,055	\$ 72,320	\$ 84,220	\$ 11,900
<b>Internal Service</b>	\$ 118,129	\$ 123,889	\$ 119,330	\$ 118,890	\$ (440)
<b>Other Operating Expenses</b>	\$ 62,536	\$ 53,318	\$ 57,050	\$ 60,110	\$ 3,060
<b>Capital Outlay</b>	\$ 11,855		\$ -	\$ -	\$ -
	<b>\$ 575,001</b>	<b>\$ 573,272</b>	<b>\$ 564,200</b>	<b>\$ 591,430</b>	<b>\$ 27,230</b>

FY 2018 Adopted Budget  
General Fund  
Public Works and Transportation  
Transportation Services: Amtrak Station - 0124102

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

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Purchased Services</b>	\$ 37,468	\$ 38,168	\$ 39,000	\$ 39,900	\$ 900
	<b>\$ 37,468</b>	<b>\$ 38,168</b>	<b>\$ 39,000</b>	<b>\$ 39,900</b>	<b>\$ 900</b>

FY 2018 Adopted Budget  
General Fund  
Public Works and Transportation  
Public Works: Administration - 01253---

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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.

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 486,424	\$ 518,115	\$ 526,780	\$ 482,520	\$ (44,260)
<b>Employee Benefits</b>	\$ 81,215	\$ 76,049	\$ 74,560	\$ 68,410	\$ (6,150)
<b>Purchased Services</b>	\$ 32,601	\$ 34,471	\$ 37,940	\$ 40,630	\$ 2,690
<b>Internal Service</b>	\$ 100,733	\$ 101,207	\$ 86,670	\$ 82,990	\$ (3,680)
<b>Other Operating Expenses</b>	\$ 39,899	\$ 36,858	\$ 36,580	\$ 27,100	\$ (9,480)
	<b>\$ 740,872</b>	<b>\$ 766,700</b>	<b>\$ 762,530</b>	<b>\$ 701,650</b>	<b>\$ (60,880)</b>

FY 2018 Adopted Budget  
General Fund  
Public Works and Transportation  
Public Works: Engineering - 01244---

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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.

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 186,445	\$ 215,122	\$ 220,220	\$ 277,260	\$ 57,040
<b>Employee Benefits</b>	\$ 28,340	\$ 30,139	\$ 31,530	\$ 39,890	\$ 8,360
<b>Purchased Services</b>	\$ 1,293	\$ 2,714	\$ 1,620	\$ 1,630	\$ 10
<b>Internal Service</b>	\$ 10,870	\$ 10,465	\$ 8,810	\$ 7,640	\$ (1,170)
<b>Other Operating Expenses</b>	\$ 7,216	\$ 14,198	\$ 11,880	\$ 10,260	\$ (1,620)
<b>Capital Outlay</b>	\$ 288	\$ -	\$ 2,000	\$ 1,500	\$ (500)
	<b>\$ 234,452</b>	<b>\$ 272,638</b>	<b>\$ 276,060</b>	<b>\$ 338,180</b>	<b>\$ 62,120</b>

FY 2018 Adopted Budget  
General Fund  
Public Works and Transportation  
Public Works: Buildings and Grounds - 0125---

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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.

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 570,643	\$ 682,899	\$ 699,240	\$ 742,870	\$ 43,630
<b>Employee Benefits</b>	\$ 141,906	\$ 116,784	\$ 97,630	\$ 104,010	\$ 6,380
<b>Purchased Services</b>	\$ 368,490	\$ 557,636	\$ 515,240	\$ 485,260	\$ (29,980)
<b>Internal Service</b>	\$ 806,671	\$ 852,301	\$ 784,350	\$ 801,940	\$ 17,590
<b>Other Operating Expenses</b>	\$ 139,248	\$ 161,530	\$ 167,060	\$ 137,670	\$ (29,390)
<b>Capital Outlay</b>	\$ -	\$ 981	\$ 3,900	\$ 2,900	\$ (1,000)
	<u>\$ (15,042)</u>	<u>\$ (33,944)</u>		<u>\$ (9,190)</u>	<u>\$ (9,190)</u>
	<b>\$ 2,011,916</b>	<b>\$ 2,338,187</b>	<b>\$ 2,267,420</b>	<b>\$ 2,265,460</b>	<b>\$ (1,960)</b>

FY 2018 Adopted Budget  
General Fund  
Public Works and Transportation  
Public Works: Streets - 01247---

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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.

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 194,806	\$ 109,256	\$ 316,780	\$ 298,530	\$ (18,250)
<b>Employee Benefits</b>	\$ 39,278	\$ 19,293	\$ 44,050	\$ 41,610	\$ (2,440)
<b>Purchased Services</b>	\$ 124,840	\$ 21,699	\$ 39,680	\$ 39,090	\$ (590)
<b>Internal Service</b>	\$ 85,809	\$ 67,792	\$ 146,220	\$ 132,700	\$ (13,520)
<b>Other Operating Expenses</b>	\$ 33,206	\$ 54,319	\$ 60,200	\$ 62,400	\$ 2,200
<b>Capital Outlay</b>	\$ 489	\$ -	\$ 2,100	\$ 2,100	\$ -
<b>Reimbursement</b>	\$ (54,656)	\$ -		\$ -	\$ -
	<b>\$ 423,772</b>	<b>\$ 272,359</b>	<b>\$ 609,030</b>	<b>\$ 576,430</b>	<b>\$ (32,600)</b>

FY 2018 Adopted Budget  
General Fund  
Health and Welfare  
Community Development: Social Services – 0128921, -25

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

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

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 3,384,408	\$ 3,698,512	\$ 4,011,570	\$ 4,019,470	\$ 7,900
<b>Employee Benefits</b>	\$ 991,191	\$ 1,030,283	\$ 966,760	\$ 1,066,420	\$ 99,660
<b>Purchased Services</b>	\$ 107,514	\$ 70,722	\$ 108,460	\$ 110,160	\$ 1,700
<b>Internal Service</b>	\$ 137,178	\$ 135,701	\$ 146,660	\$ 153,320	\$ 6,660
<b>Public Assistance</b>	\$ 2,286,061	\$ 2,181,810	\$ 2,353,580	\$ 2,699,790	\$ 346,210
<b>Other Operating Expenses</b>	\$ 181,407	\$ 156,099	\$ 219,390	\$ 209,700	\$ (9,690)
<b>Cost Allocation</b>	\$ 739,262	\$ 690,649	\$ 769,310	\$ 717,010	\$ (52,300)
<b>Capital Outlay</b>	\$ 4,057	\$ 18,994	\$ 33,900	\$ 11,100	\$ (22,800)
<b>Debt Service</b>	\$ 51,773	\$ 52,750	\$ 53,370	\$ 54,180	\$ 810
	<b>\$ 7,882,851</b>	<b>\$ 8,035,520</b>	<b>\$ 8,663,000</b>	<b>\$ 9,041,150</b>	<b>\$ 378,150</b>

FY 2018 Adopted Budget  
General Fund  
Health and Welfare  
Property Tax Relief for the Elderly/Disabled - 0113302

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

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Other Operating Expenses</b>	\$ 73,918	\$ 82,958	\$ 85,000	\$ 77,000	\$ (8,000)
	<b>\$ 73,918</b>	<b>\$ 82,958</b>	<b>\$ 85,000</b>	<b>\$ 77,000</b>	<b>\$ (8,000)</b>



FY 2018 Adopted Budget  
General Fund  
Parks, Recreation, and Culture  
Parks and Recreation: Park Maintenance – 01316-

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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.

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 502,833	\$ 562,100	\$ 621,800	\$ 569,640	\$ (52,160)
<b>Employee Benefits</b>	\$ 72,082	\$ 72,236	\$ 81,250	\$ 74,340	\$ (6,910)
<b>Purchased Services</b>	\$ 100,240	\$ 88,798	\$ 94,350	\$ 93,270	\$ (1,080)
<b>Internal Service</b>	\$ 395,386	\$ 357,839	\$ 336,520	\$ 339,140	\$ 2,620
<b>Other Operating Expenses</b>	\$ 101,864	\$ 91,868	\$ 119,110	\$ 115,250	\$ (3,860)
<b>Capital Outlay</b>	\$ 17,614	\$ 25,327	\$ 13,380	\$ 25,380	\$ 12,000
	<b>\$ 1,190,019</b>	<b>\$ 1,198,168</b>	<b>\$ 1,266,410</b>	<b>\$ 1,217,020</b>	<b>\$ (49,390)</b>

FY 2018 Adopted Budget  
General Fund  
Parks, Recreation, and Culture  
Parks and Recreation: Libraries – 01322--

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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.

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 587,582	\$ 603,954	\$ 637,780	\$ 639,080	\$ 1,300
<b>Employee Benefits</b>	\$ 81,757	\$ 77,321	\$ 81,120	\$ 83,920	\$ 2,800
<b>Purchased Services</b>	\$ 24,446	\$ 26,776	\$ 36,170	\$ 35,130	\$ (1,040)
<b>Internal Service</b>	\$ 126,357	\$ 137,081	\$ 121,980	\$ 122,780	\$ 800
<b>Other Operating Expenses</b>	\$ 267,088	\$ 265,399	\$ 279,200	\$ 273,980	\$ (5,220)
<b>Cost Allocation</b>	\$ 34,220	\$ 83,500	\$ 69,240	\$ 72,630	\$ 3,390
<b>Capital Outlay</b>	\$ 6,921	\$ 14,869	\$ 9,000	\$ 9,000	\$ -
	<b>\$ 1,128,371</b>	<b>\$ 1,208,900</b>	<b>\$ 1,234,490</b>	<b>\$ 1,236,520</b>	<b>\$ 2,030</b>

FY 2018 Adopted Budget  
General Fund  
Parks, Recreation, and Culture  
Parks and Recreation: Administration – 01292-, 0131301

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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.

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 309,851	\$ 388,940	\$ 419,780	\$ 469,580	\$ 49,800
<b>Employee Benefits</b>	\$ 52,697	\$ 62,993	\$ 58,480	\$ 65,030	\$ 6,550
<b>Purchased Services</b>	\$ 152,709	\$ 164,624	\$ 182,440	\$ 185,660	\$ 3,220
<b>Internal Service</b>	\$ 51,742	\$ 52,745	\$ 53,060	\$ 60,040	\$ 6,980
<b>Other Operating Expenses</b>	\$ 56,926	\$ 59,208	\$ 80,050	\$ 77,990	\$ (2,060)
<b>Capital Outlay</b>	\$ 19,094	\$ 33,028	\$ 30,050	\$ 24,400	\$ (5,650)
	<b>\$ 643,019</b>	<b>\$ 761,538</b>	<b>\$ 823,860</b>	<b>\$ 882,700</b>	<b>\$ 58,840</b>

FY 2018 Adopted Budget  
General Fund  
Parks, Recreation, and Culture  
Parks and Recreation: Community Recreation - 01295--, 01298-

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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.

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 365,508	\$ 393,856	\$ 481,120	\$ 482,550	\$ 1,430
<b>Employee Benefits</b>	\$ 42,975	\$ 43,822	\$ 54,130	\$ 53,490	\$ (640)
<b>Purchased Services</b>	\$ 29,037	\$ 39,742	\$ 36,440	\$ 32,420	\$ (4,020)
<b>Internal Service</b>	\$ 35,186	\$ 26,775	\$ 36,600	\$ 25,550	\$ (11,050)
<b>Other Operating Expenses</b>	\$ 42,022	\$ 46,070	\$ 68,880	\$ 84,720	\$ 15,840
<b>Capital Outlay</b>	\$ 159	\$ 2,786	\$ 4,800	\$ 2,200	\$ (2,600)
	<b>\$ 514,887</b>	<b>\$ 553,051</b>	<b>\$ 681,970</b>	<b>\$ 680,930</b>	<b>\$ (1,040)</b>

FY 2018 Adopted Budget  
General Fund  
Parks, Recreation, and Culture  
Parks and Recreation: Special Recreation - 01301---

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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.

	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>Increase/</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adopted</b>	<b>(Decrease)</b>
<b>Personnel Services</b>	\$ 353,144	\$ 427,316	\$ 459,510	\$ 481,280	\$ 21,770
<b>Employee Benefits</b>	\$ 43,929	\$ 50,832	\$ 55,820	\$ 56,670	\$ 850
<b>Purchased Services</b>	\$ 124,309	\$ 113,517	\$ 123,940	\$ 123,950	\$ 10
<b>Internal Service</b>	\$ 49,750	\$ 46,672	\$ 47,930	\$ 48,650	\$ 720
<b>Other Operating Expenses</b>	\$ 52,584	\$ 53,885	\$ 57,940	\$ 56,410	\$ (1,530)
<b>Capital Outlay</b>	\$ 1,431	\$ 1,924	\$ 2,220	\$ 2,220	\$ -
	<b>\$ 625,147</b>	<b>\$ 694,146</b>	<b>\$ 747,360</b>	<b>\$ 769,180</b>	<b>\$ 21,820</b>

FY 2018 Adopted Budget  
General Fund  
Parks, Recreation, and Culture  
Parks and Recreation: Outdoor Recreation – 01304-

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Due to department reorganization, the Outdoor Recreation Division was eliminated and responsibilities have been divided among Administration, Community Recreation and Park Maintenance.

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 186,475	\$ 48,966	\$ -		\$ -
<b>Employee Benefits</b>	\$ 27,605	\$ 5,845	\$ -		\$ -
<b>Purchased Services</b>	\$ 14,598	\$ 12,157	\$ -		\$ -
<b>Internal Service</b>	\$ 16,195	\$ 13,594	\$ -		\$ -
<b>Other Operating Expenses</b>	\$ 25,546	\$ 18,119	\$ -		\$ -
<b>Capital Outlay</b>	\$ 115	\$ -	\$ -		\$ -
	<b>\$ 270,534</b>	<b>\$ 98,681</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

FY 2018 Adopted Budget  
General Fund  
Parks, Recreation, and Culture  
Parks and Recreation: Athletics – 01307-

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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.

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 186,959	\$ 194,896	\$ 227,020	\$ 230,110	\$ 3,090
<b>Employee Benefits</b>	\$ 23,908	\$ 22,898	\$ 25,270	\$ 25,560	\$ 290
<b>Purchased Services</b>	\$ 3,778	\$ 1,858	\$ 3,900	\$ 3,900	\$ -
<b>Internal Service</b>	\$ 4,537	\$ 5,256	\$ 7,530	\$ 7,350	\$ (180)
<b>Other Operating Expenses</b>	\$ 21,261	\$ 27,562	\$ 40,350	\$ 40,250	\$ (100)
<b>Capital Outlay</b>	\$ 675	\$ -	\$ 1,250	\$ 1,150	\$ (100)
	<b>\$ 241,118</b>	<b>\$ 252,470</b>	<b>\$ 305,320</b>	<b>\$ 308,320</b>	<b>\$ 3,000</b>

FY 2018 Adopted Budget  
General Fund  
Community and Economic Development  
Community Development: Director/Administration – 0132501, -02, -05,-06

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

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 182,836	\$ 152,406	\$ 195,170	\$ 152,310	\$ (42,860)
<b>Employee Benefits</b>	\$ 29,483	\$ 22,196	\$ 31,220	\$ 21,520	\$ (9,700)
<b>Purchased Services</b>	\$ 116,256	\$ 107,917	\$ 129,300	\$ 127,740	\$ (1,560)
<b>Internal Service</b>	\$ 3,643	\$ 5,388	\$ 1,740	\$ 2,310	\$ 570
<b>Other Operating Expenses</b>	\$ 28,057	\$ 65,989	\$ 43,080	\$ 41,080	\$ (2,000)
<b>Capital Outlay</b>	\$ 1,580	\$ 2,612	\$ -	\$ -	\$ -
	<b>\$ 361,855</b>	<b>\$ 356,508</b>	<b>\$ 400,510</b>	<b>\$ 344,960</b>	<b>\$ (55,550)</b>



FY 2018 Adopted Budget  
General Fund  
Community and Economic Development  
Community Development: Planning - 0133401

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

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 170,511	\$ 175,050	\$ 176,350	\$ 114,390	\$ (61,960)
<b>Employee Benefits</b>	\$ 27,214	\$ 25,200	\$ 25,250	\$ 16,290	\$ (8,960)
<b>Purchased Services</b>	\$ 1,292	\$ 1,685	\$ 1,530	\$ 91,850	\$ 90,320
<b>Internal Service</b>	\$ 7,482	\$ 8,067	\$ 7,360	\$ 8,270	\$ 910
<b>Other Operating Expenses</b>	\$ 3,893	\$ 8,218	\$ 7,140	\$ 5,840	\$ (1,300)
<b>Capital Outlay</b>	\$ -	\$ 6,055	\$ 800	\$ -	\$ (800)
	<b>\$ 210,392</b>	<b>\$ 224,275</b>	<b>\$ 218,430</b>	<b>\$ 236,640</b>	<b>\$ 18,210</b>

FY 2018 Adopted Budget  
General Fund  
Community and Economic Development  
Community Development: Planning Commission - 0133701

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

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Purchased Services</b>	\$ 6,580	\$ 4,456	\$ 6,380	\$ 6,360	\$ (20)
<b>Internal Service</b>	\$ 922	\$ 240	\$ 440	\$ 450	\$ 10
<b>Other Operating Expenses</b>	\$ 2,352	\$ 1,336	\$ 3,490	\$ 1,920	\$ (1,570)
	<b>\$ 9,854</b>	<b>\$ 6,032</b>	<b>\$ 10,310</b>	<b>\$ 8,730</b>	<b>\$ (1,580)</b>

FY 2018 Adopted Budget  
General Fund  
Community and Economic Development  
Community Development: Zoning Board - 0134301

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

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 630	\$ 525	\$ 1,700	\$ 840	\$ (860)
<b>Employee Benefits</b>	\$ 48	\$ 40	\$ 80	\$ 80	\$ -
<b>Purchased Services</b>	\$ 1,978	\$ 1,271	\$ 2,140	\$ 1,690	\$ (450)
<b>Internal Service</b>	\$ 75	\$ 15	\$ 150	\$ 90	\$ (60)
<b>Other Operating Expenses</b>	\$ 212	\$ 149	\$ 1,140	\$ 240	\$ (900)
	<b>\$ 2,943</b>	<b>\$ 2,000</b>	<b>\$ 5,210</b>	<b>\$ 2,940</b>	<b>\$ (2,270)</b>

FY 2018 Adopted Budget  
General Fund  
Community and Economic Development  
Economic Development: Administration - 0132801

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The primary mission of the Office of Economic Development is 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.

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Personnel Services</b>	\$ 229,695	\$ 247,191	\$ 323,560	\$ 338,450	\$ 14,890
<b>Employee Benefits</b>	\$ 36,654	\$ 35,365	\$ 46,310	\$ 48,710	\$ 2,400
<b>Purchased Services</b>	\$ 200,334	\$ 296,283	\$ 259,780	\$ 244,940	\$ (14,840)
<b>Internal Service</b>	\$ 23,440	\$ 20,777	\$ 20,810	\$ 19,030	\$ (1,780)
<b>Contribution Other Entity</b>	\$ 598	\$ 7,476	\$ 2,250	\$ 2,250	\$ -
<b>Other Operating Expenses</b>	\$ 38,368	\$ 43,873	\$ 74,810	\$ 77,750	\$ 2,940
<b>Capital Outlay</b>	\$ 958	\$ 2	\$ -	\$ -	\$ -
	<b>\$ 530,047</b>	<b>\$ 650,967</b>	<b>\$ 727,520</b>	<b>\$ 731,130</b>	<b>\$ 3,610</b>

FY 2018 Adopted Budget  
General Fund  
Community and Economic Development  
Economic Development: Enterprise Zone Activities - 0133101

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The Virginia Enterprise Zone Program provides state and local incentives to 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.

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Contribution Other Entity</b>	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ -
<b>Other Operating Expenses</b>	\$ -	\$ -	\$ 5,000	\$ 50,000	\$ 45,000
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 70,000</b>	<b>\$ 45,000</b>

FY 2018 Adopted Budget  
General Fund  
Non-Departmental Services  
0199001

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

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>HR Employee Benefits</b>	\$ 5,346,310	\$ 7,353,903	\$ 7,184,300	\$ 7,944,300	\$ 760,000
<b>HR Employee Benefits - Other</b>	\$ 5,711	\$ 9,326	\$ 15,500	\$ 15,500	\$ -
<b>HR Employee Training</b>	\$ 28,583	\$ 8,230	\$ 41,000	\$ 25,000	\$ (16,000)
<b>Debt Service Administration</b>	\$ 1,500,948	\$ 1,816,923	\$ 2,265,930	\$ 2,198,110	\$ (67,820)
<b>Non-Departmental</b>	<u>\$ 2,058,099</u>	<u>\$ 1,235,573</u>	<u>\$ 2,691,580</u>	<u>\$ 1,755,500</u>	<u>\$ (936,080)</u>
	<b>\$ 8,939,651</b>	<b>\$ 10,423,955</b>	<b>\$ 12,198,310</b>	<b>\$ 11,938,410</b>	<b>\$ (259,900)</b>

FY 2018 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 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Increase/ (Decrease)
<b>Contribution Other Entity</b>	\$ 12,080	\$ 11,229	\$ 10,480	\$ 10,480	\$ -
	<b>\$ 12,080</b>	<b>\$ 11,229</b>	<b>\$ 10,480</b>	<b>\$ 10,480</b>	<b>\$ -</b>

Danville Area Humane Society - 0119093

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

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Increase/ (Decrease)
<b>Contribution Other Entity</b>	\$ 130,383	\$ 131,299	\$ 136,420	\$ 136,420	\$ -
	<b>\$ 130,383</b>	<b>\$ 131,299</b>	<b>\$ 136,420</b>	<b>\$ 136,420</b>	<b>\$ -</b>

Western Virginia EMS Council - 0122903

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

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Increase/ (Decrease)
<b>Contribution Other Entity</b>	\$ 8,528	\$ 9,055	\$ 9,060	\$ 9,060	\$ -
	<b>\$ 8,528</b>	<b>\$ 9,055</b>	<b>\$ 9,060</b>	<b>\$ 9,060</b>	<b>\$ -</b>

Ambulance and Rescue – 0122902

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

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

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Increase/ (Decrease)
<b>Danville Life Saving Crew</b>	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ -
<b>Four for Life</b>	\$ 16,907	\$ 16,188	\$ 16,750	\$ 17,570	\$ 820
	<b>\$ 96,907</b>	<b>\$ 96,188</b>	<b>\$ 96,750</b>	<b>\$ 97,570</b>	<b>\$ 820</b>

FY 2018 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 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Increase/ (Decrease)
<b>Contribution Other Entity</b>	\$ 601,970	\$ 601,970	\$ 601,970	\$ 601,970	\$ -
	<b>\$ 601,970</b>	<b>\$ 601,970</b>	<b>\$ 601,970</b>	<b>\$ 601,970</b>	<b>\$ -</b>

Danville-Pittsylvania Community Services - 0128603

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

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Increase/ (Decrease)
<b>Contribution Other Entity</b>	\$ 291,130	\$ 299,870	\$ 329,860	\$ 361,050	\$ 31,190
	<b>\$ 291,130</b>	<b>\$ 299,870</b>	<b>\$ 329,860</b>	<b>\$ 361,050</b>	<b>\$ 31,190</b>

Virginia Cooperative Extension Office – 0128604

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

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Increase/ (Decrease)
<b>Contribution Other Entity</b>	\$ 48,459	\$ 42,342	\$ 64,750	\$ 65,410	\$ 660
	<b>\$ 48,459</b>	<b>\$ 42,342</b>	<b>\$ 64,750</b>	<b>\$ 65,410</b>	<b>\$ 660</b>

Southern Area Agency on Aging – 0131901

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

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Increase/ (Decrease)
<b>Contribution Other Entity</b>	\$ 5,459	\$ 5,459	\$ 5,460	\$ 5,460	\$ -
	<b>\$ 5,459</b>	<b>\$ 5,459</b>	<b>\$ 5,460</b>	<b>\$ 5,460</b>	<b>\$ -</b>



FY 2018 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.

	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2017 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Contribution Other Entity</b>	\$ 22,496	\$ 22,496	\$ 24,130	\$ 24,130	\$ -
	<b>\$ 22,496</b>	<b>\$ 22,496</b>	<b>\$ 24,130</b>	<b>\$ 24,130</b>	<b>\$ -</b>
	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Contribution Other Entity</b>	\$ 22,496	\$ 23,680	\$ 24,130	\$ 23,680	\$ (450)
	<b>\$ 22,496</b>	<b>\$ 23,680</b>	<b>\$ 24,130</b>	<b>\$ 23,680</b>	<b>\$ (450)</b>

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.

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Contribution Other Entity</b>	\$ 4,586	\$ 7,133	\$ 11,950	\$ 11,950	\$ -
	<b>\$ 4,586</b>	<b>\$ 7,133</b>	<b>\$ 11,950</b>	<b>\$ 11,950</b>	<b>\$ -</b>

Small Business Support - 0132802

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

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Contribution Other Entity</b>	\$ 55,000	\$ 50,000	\$ 115,000	\$ 115,000	\$ -
	<b>\$ 55,000</b>	<b>\$ 50,000</b>	<b>\$ 115,000</b>	<b>\$ 115,000</b>	<b>\$ -</b>

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.

	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>Increase/</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adopted</b>	<b>(Decrease)</b>
<b>Contribution Other Entity</b>	\$ 662,133	\$ 649,388	\$ 689,390	\$ 650,000	\$ (39,390)
	<b>\$ 662,133</b>	<b>\$ 649,388</b>	<b>\$ 689,390</b>	<b>\$ 650,000</b>	<b>\$ (39,390)</b>

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.

	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>Increase/</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adopted</b>	<b>(Decrease)</b>
<b>Contribution Other Entity</b>	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>

FY 2018 Adopted Budget  
General Fund  
Transfers  
0199501, -02, -05, -07, -08, -09, -10

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

**Other Funds**

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Support/Transfer To Capital</b>	\$ 6,986,705	\$ 4,117,461	\$ 4,710,690	\$ 5,466,450	\$ 755,760
<b>Economic Development Incentives</b>	\$ 1,447,250	\$ 2,872,060	\$ 933,500	\$ 1,075,170	\$ 141,670
<b>Support/Transfer To Grants</b>	\$ 1,245,155	\$ 1,076,150	\$ 1,480,000	\$ 1,360,200	\$ (119,800)
<b>Support/Transfer To Transportation</b>	\$ 199,463	\$ 198,600	\$ 185,160	\$ 230,660	\$ 45,500
<b>Support/Transfer To RIFA</b>	\$ 454,600	\$ 461,449	\$ 519,480	\$ 440,450	\$ (79,030)
	<b>\$ 10,333,173</b>	<b>\$ 8,725,720</b>	<b>\$ 7,828,830</b>	<b>\$ 8,572,930</b>	<b>\$ 744,100</b>

**Danville Public Schools**

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Debt Service</b>	\$ 1,278,467	\$ 1,295,367	\$ 1,636,490	\$ 1,907,390	\$ 270,900
<b>Transfer Out</b>	\$ 16,408,425	\$ 16,022,361	\$ 19,006,570	\$ 20,606,570	\$ 1,600,000
	<b>\$ 17,686,892</b>	<b>\$ 17,317,728</b>	<b>\$ 20,643,060</b>	<b>\$ 22,513,960</b>	<b>\$ 1,870,900</b>

FY 2018 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**

	<b>Adopted Budget FY 2017</b>	<b>Adopted Budget FY 2018</b>
<b>Revenues</b>		
Licenses, Permits, Privilege	\$ 4,800	\$ 1,650
Revenues from Use of Money and Property	\$ 7,280	\$ 7,200
Categorical State Aid	\$10,621,250	\$11,052,330
Estimated Revenue	<b>\$ 10,633,330</b>	<b>\$ 11,061,180</b>
 <b>Operating Expenditures</b>		
Public Safety	\$ 930,520	\$ 891,780
Public Works and Transportation	\$ 9,702,810	\$10,169,400
Operating Expenses	<b>\$ 10,633,330</b>	<b>\$ 11,061,180</b>
Net Operating Income (Loss)	<b>\$ -</b>	<b>\$ -</b>
Add:		
Depreciation	<b>\$ -</b>	<b>\$ -</b>
Deduct:		
Debt Service Capital	<b>\$ -</b>	<b>\$ -</b>
Capital Expenditures from	<b>\$ -</b>	<b>\$ -</b>
Current Operating Funds	<b>\$ -</b>	<b>\$ -</b>
 <b>Contribution To/From Fund Balance/General Fund</b>	 <b>\$ -</b>	 <b>\$ -</b>

FY 2018 Adopted Budget  
Special Revenue Fund: VDOT Funding

**Revenues**

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ Decrease</b>
<b>Licenses, Permits, Privileges</b>	\$ -	\$ 1,020	\$ 4,800	\$ 1,650	\$ (3,150)
<b>Charges for Services</b>	\$ 5,537	\$ 21,578	\$ 7,280	\$ 7,200	\$ (80)
<b>Miscellaneous Revenue</b>	\$ 2,831	\$ 3,285	\$ -	\$ -	\$ -
<b>Categorical Aid: State</b>	\$ 10,021,224	\$ 10,421,381	\$ 10,621,250	\$ 11,052,330	\$ 431,080
	<b>\$ 10,029,592</b>	<b>\$ 10,447,264</b>	<b>\$ 10,633,330</b>	<b>\$ 11,061,180</b>	<b>\$ 427,850</b>

**Expenditures**

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ Decrease</b>
<b>Personnel Services</b>	\$ 2,178,394	\$ 2,541,176	\$ 2,849,730	\$ 2,655,600	\$ (194,130)
<b>Employee Benefits</b>	\$ 512,416	\$ 432,422	\$ 435,760	\$ 401,700	\$ (34,060)
<b>Purchased Services</b>	\$ 3,134,953	\$ 4,010,863	\$ 3,908,990	\$ 4,155,760	\$ 246,770
<b>Internal Services</b>	\$ 2,127,806	\$ 2,220,494	\$ 2,439,900	\$ 2,794,480	\$ 354,580
<b>Other Operating Expense</b>	\$ 648,616	\$ 654,136	\$ 697,680	\$ 699,180	\$ 1,500
<b>Capital Outlay</b>	\$ 350,611	\$ 433,147	\$ 246,700	\$ 272,750	\$ 26,050
<b>Debt Service</b>	\$ -	\$ 54,811	\$ 54,570	\$ 81,710	\$ 27,140
	<b>\$ 8,952,796</b>	<b>\$ 10,347,049</b>	<b>\$ 10,633,330</b>	<b>\$ 11,061,180</b>	<b>\$ 427,850</b>

**Authorized Fulltime Personnel**

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

FY 2018 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**

	<b>Adopted Budget FY 2017</b>	<b>Adopted Budget FY 2018</b>
<b>Revenues</b>		
Revenues from Use of Money and Property	\$ 60,650	\$ 59,600
Charges for Services	\$3,074,850	\$3,313,700
Estimated Revenue	<b>\$ 3,135,500</b>	<b>\$ 3,373,300</b>
 <b>Operating Expenditures</b>		
Worker's Comp Claims/Services	\$1,583,000	\$1,883,000
Insurance Claims/Services	\$1,491,850	\$1,430,700
Operating Expenses	<b>\$ 3,074,850</b>	<b>\$ 3,313,700</b>
Net Operating Income (Loss)	<b>\$ 60,650</b>	<b>\$ 59,600</b>
Add:		
Depreciation	<b>\$ -</b>	<b>\$ -</b>
Deduct:		
Debt Service Principal	<b>\$ -</b>	<b>\$ -</b>
Capital Expenditures from Current Op. Funds	<b>\$ -</b>	<b>\$ -</b>
 <b>Contribution To/From Fund Balance/General Fund</b>	 <b>\$ 60,650</b>	 <b>\$ 59,600</b>

**Revenues**

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ Decrease</b>
<b>Rev-Use Money/Property</b>	\$ 41,703	\$ 48,677	\$ 60,650	\$ 59,600	\$ (1,050)
<b>Charges for Services</b>	\$ 2,724,260	\$ 2,868,810	\$ 3,074,850	\$ 3,313,700	\$ 238,850
	<b>\$ 2,765,963</b>	<b>\$ 2,917,487</b>	<b>\$ 3,135,500</b>	<b>\$ 3,373,300</b>	<b>\$ 237,800</b>

**Expenditures**

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ Decrease</b>
<b>Administration</b>	\$ 96,600	\$ -	\$ -	\$ -	\$ -
<b>W/C Claims and Services</b>	\$ 1,379,664	\$ 1,461,308	\$ 1,583,000	\$ 1,883,000	\$ 300,000
<b>Claims and Services</b>	\$ 1,344,595	\$ 1,407,501	\$ 1,491,850	\$ 1,430,700	\$ (61,150)
	<b>\$ 2,820,859</b>	<b>\$ 2,868,809</b>	<b>\$ 3,074,850</b>	<b>\$ 3,313,700</b>	<b>\$ 238,850</b>

**Authorized Fulltime Personnel**

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

FY 2018 Adopted Budget  
Central Services Fund

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

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

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

	<b>Adopted Budget FY 2017</b>	<b>Adopted Budget FY 2018</b>
<b>Revenues</b>		
Charges for Services	\$389,840	\$431,060
Estimated Income	<b>\$ 389,840</b>	<b>\$ 431,060</b>
 <b>Operating Expenditures</b>		
Printing	\$ 81,260	\$120,000
Mailing	\$279,720	\$275,140
Storeroom and General	\$ 21,290	\$ 21,420
Operating Expenses	<b>\$ 382,270</b>	<b>\$ 416,560</b>
Net Operating Income (Loss)	<b>\$ 7,570</b>	<b>\$ 14,500</b>
Add:		
Depreciation	<b>\$ 5,200</b>	<b>\$ 7,200</b>
Deduct:		
Debt Service Capital	<b>\$ -</b>	<b>\$ -</b>
Capital Expenditures from Current Operating Funds	<b>\$ 16,000</b>	<b>\$ 16,500</b>
 <b>Contribution To/From Fund Balance/General Fund</b>	 <b><u>\$ (3,230)</u></b>	 <b><u>\$ 5,200</u></b>



**Revenues**

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ Decrease</b>
<b>Charges for Services</b>	\$ 305,238	\$ 269,977	\$ 389,840	\$ 431,060	\$ 41,220
	<b>\$ 305,238</b>	<b>\$ 269,977</b>	<b>\$ 389,840</b>	<b>\$ 431,060</b>	<b>\$ 41,220</b>

**Expenditures**

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ Decrease</b>
<b>Personnel Services</b>	\$ 79,925	\$ 90,151	\$ 72,510	\$ 94,740	\$ 22,230
<b>Employee Benefits</b>	\$ 12,673	\$ 12,880	\$ 12,160	\$ 15,150	\$ 2,990
<b>Purchased Services</b>	\$ (1,896)	\$ 12,369	\$ 32,200	\$ 32,400	\$ 200
<b>Internal Service</b>	\$ 12,063	\$ 9,538	\$ 11,270	\$ 10,790	\$ (480)
<b>Other Operating Expense</b>	\$ 196,040	\$ 154,062	\$ 248,930	\$ 256,280	\$ 7,350
<b>Capital Outlay</b>	\$ 32,446	\$ -	\$ 16,000	\$ 16,500	\$ 500
<b>Depreciation</b>	\$ 9,901	\$ 6,380	\$ 5,200	\$ 7,200	\$ 2,000
	<b>\$ 341,152</b>	<b>\$ 285,380</b>	<b>\$ 398,270</b>	<b>\$ 433,060</b>	<b>\$ 34,790</b>

FY 2018 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.

	<b><u>Contribution to (from) Fund Balance/General Fund</u></b>	
	<b>Adopted Budget FY 2017</b>	<b>Adopted Budget FY 2018</b>
<b>Revenues</b>		
Revenues from Use of Money and Property	\$3,156,210	\$3,156,930
Charges for Services	\$ 274,070	\$ 281,300
Estimated Income	<b>\$ 3,430,280</b>	<b>\$ 3,438,230</b>
<b>Operating Expenditures</b>		
Motorized Equipment and Maintenance	\$2,999,160	\$3,248,290
Communications Sections	\$ 117,030	\$ 119,900
Operating Expenses	<b>\$ 3,116,190</b>	<b>\$ 3,368,190</b>
Net Operating Income (Loss)	<b>\$ 314,090</b>	<b>\$ 70,040</b>
Add:		
Depreciation	\$ 660,000	\$ 707,000
Deduct:		
Debt Service Principal	\$ 2,810	\$ 2,950
Capital Expenditures from Current Operating Funds	<u>\$ 966,000</u>	<u>\$ 923,000</u>
<b>Contribution To/From Fund Balance/General Fund</b>	<b><u>\$ 5,280</u></b>	<b><u>\$ (148,910)</u></b>

FY 2018 Adopted Budget  
Motorized Equipment Fund

<b><u>Revenues</u></b>					
	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ Decrease</b>
<b>Rev-Use Money/Property</b>	\$ 2,925,981	\$ 2,889,184	\$ 3,156,210	\$ 3,156,930	\$ 720
<b>Charges for Services</b>	\$ 253,424	\$ 250,781	\$ 274,070	\$ 281,300	\$ 7,230
	<b>\$ 3,179,405</b>	<b>\$ 3,139,965</b>	<b>\$ 3,430,280</b>	<b>\$ 3,438,230</b>	<b>\$ 7,950</b>

<b><u>Expenditures</u></b>					
	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ Decrease</b>
<b>Personnel Services</b>	\$ 540,258	\$ 554,953	\$ 790,960	\$ 880,810	\$ 89,850
<b>Employee Benefits</b>	\$ 83,080	\$ 77,895	\$ 114,150	\$ 125,970	\$ 11,820
<b>Purchased Services</b>	\$ 840,361	\$ 912,252	\$ 617,210	\$ 722,580	\$ 105,370
<b>Internal Service</b>	\$ 128,681	\$ 136,266	\$ 58,340	\$ 140,450	\$ 82,110
<b>Other Operating Expense</b>	\$ 984,533	\$ 787,573	\$ 909,780	\$ 844,760	\$ (65,020)
<b>Capital Outlay</b>	\$ 693,976	\$ 920,952	\$ 931,000	\$ 869,000	\$ (62,000)
<b>Depreciation</b>	\$ 607,901	\$ 593,833	\$ 660,000	\$ 707,000	\$ 47,000
<b>Debt Service</b>	\$ 2,602	\$ 3,566	\$ (3,560)	\$ (3,570)	\$ 10
	<b>\$ 3,881,392</b>	<b>\$ 3,987,290</b>	<b>\$ 4,085,000</b>	<b>\$ 4,294,140</b>	<b>\$ 209,140</b>

FY 2018 Adopted Budget  
Transportation Fund

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

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

	<b>Adopted Budget FY 2017</b>	<b>Adopted Budget FY 2018</b>
<b>Revenues</b>		
Revenues from Use of Money and Property	\$ 25,500	\$ 14,500
Charges for Services	\$ 330,000	\$ 410,000
Miscellaneous Revenue	\$ 6,800	\$ 6,800
Non-Revenue Receipts	\$ 238,170	\$ 259,350
Categorical Aid - State	\$ 324,550	\$ 599,130
Categorical Aid - Federal	\$ 853,430	\$1,726,620
Transfer from Fund Balance	\$ -	\$ 28,540
 Estimated Income	 <b>\$ 1,778,450</b>	 <b>\$ 3,044,940</b>
 <b>Operating Expenditures</b>		
Mass Transit Service	\$2,305,640	\$2,911,960
Operating Expenses	<b>\$ 2,305,640</b>	<b>\$ 2,911,960</b>
 Net Operating Income (Loss)	 <b>\$ (527,190)</b>	 <b>\$ 132,980</b>
Add:		
Depreciation	\$ 525,000	\$ 560,000
Deduct:		
Debt Service Principal	\$ 90	\$ 100
Capital Expenditures from Current Operating Funds	\$ 183,080	\$ 923,540
 <b>Contribution To (Support of) City's General Fund</b>	 <b><u>\$ (185,360)</u></b>	 <b><u>\$ (230,660)</u></b>

**Revenues**

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ Decrease</b>
Rev-Use Money/Property	\$ 28,743	\$ 27,934	\$ 25,500	\$ 14,500	\$ (11,000)
Charges for Services	\$ 336,963	\$ 318,367	\$ 330,000	\$ 410,000	\$ 80,000
Miscellaneous Revenue	\$ (60,867)	\$ (33,080)	\$ 6,800	\$ 6,800	\$ -
Non-Revenue Receipts	\$ 225,670	\$ 233,560	\$ 238,170	\$ 259,350	\$ 21,180
Cat Aid State	\$ 371,039	\$ 381,582	\$ 324,550	\$ 599,130	\$ 274,580
Cat Aid Federal	\$1,041,907	\$ 1,106,847	\$ 853,430	\$ 1,726,620	\$ 873,190
Transfers In	\$ 284,277	\$ 176,264	\$ 183,160	\$ 230,660	\$ 47,500
Transfers from Fund Balance	\$ -	\$ -	\$ -	\$ 28,540	\$ 28,540
	<b>\$ 2,227,732</b>	<b>\$ 2,211,474</b>	<b>\$ 1,961,610</b>	<b>\$ 3,275,600</b>	<b>\$ 1,313,990</b>

**Expenditures**

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ Decrease</b>
Personnel Services	\$ 759,968	\$ 810,204	\$ 872,310	\$ 1,233,640	\$ 361,330
Employee Benefits	\$ 149,912	\$ 84,270	\$ 128,590	\$ 175,630	\$ 47,040
Purchased Services	\$ 181,125	\$ 200,288	\$ 208,040	\$ 393,430	\$ 185,390
Internal Service	\$ 81,076	\$ 81,746	\$ 99,460	\$ 158,290	\$ 58,830
Other Operating Expense	\$ 323,056	\$ 262,713	\$ 284,870	\$ 341,370	\$ 56,500
Cost Allocation	\$ 225,670	\$ 233,560	\$ 238,170	\$ 259,350	\$ 21,180
Capital Outlay	\$ 552,750	\$ 518,079	\$ 132,250	\$ 713,770	\$ 581,520
Depreciation	\$ 409,887	\$ 422,171	\$ 525,000	\$ 560,000	\$ 35,000
Debt Service	\$ 110	\$ 110	\$ 120	\$ 120	\$ -
	<b>\$ 2,683,554</b>	<b>\$ 2,613,141</b>	<b>\$ 2,488,810</b>	<b>\$ 3,835,600</b>	<b>\$ 1,346,790</b>

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**

	<b>Adopted Budget FY 2017</b>	<b>Adopted Budget FY 2018</b>
<b>Revenues</b>		
Revenues from Use of Money and Property	\$ 83,630	\$ 88,400
Charges for Services	\$3,694,200	\$3,695,050
Estimated Income	<b>\$ 3,777,830</b>	<b>\$ 3,783,450</b>
 <b>Operating Expenditures</b>		
Refuse Collection - Residential	\$2,069,030	\$2,146,980
Yardwaste	\$ 526,040	\$ 534,550
Leaf Collection	\$ 126,770	\$ 139,920
Landfill Operations	\$ 104,740	\$ 13,880
Composting Operations	\$ 294,850	\$ 380,040
Recycling	\$ 294,990	\$ 274,160
Operating Expenses	<b>\$ 3,416,420</b>	<b>\$ 3,489,530</b>
Net Operating Income (Loss)	<b>\$ 361,410</b>	<b>\$ 293,920</b>
Add:		
Depreciaition	\$ 14,000	\$ 57,000
Deduct:		
Debt Service Principal	\$ 1,720	\$ 1,810
Capital Expenditures from Current Operating Funds	<u>\$ -</u>	<u>\$ -</u>
 <b>Contribution To/From Fund Balance/General Fund</b>	 <b><u>\$ 373,690</u></b>	 <b><u>\$ 349,110</u></b>

**Revenues**

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ Decrease</b>
<b>Rev-Use Money/Property</b>	\$ 122,010	\$ 99,823	\$ 83,630	\$ 88,400	\$ 4,770
<b>Charges for Services</b>	\$ 3,651,891	\$ 3,568,520	\$ 3,694,200	\$ 3,695,050	\$ 850
<b>Miscellaneous Revenue</b>	\$ 1,144	\$ -	\$ -	\$ -	\$ -
	<b>\$ 3,775,045</b>	<b>\$ 3,668,343</b>	<b>\$ 3,777,830</b>	<b>\$ 3,783,450</b>	<b>\$ 5,620</b>

**Expenditures**

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ Decrease</b>
<b>Personnel Services</b>	\$ 1,016,756	\$ 988,252	\$ 1,015,760	\$ 1,035,680	\$ 19,920
<b>Employee Benefits</b>	\$ 249,193	\$ 173,025	\$ 169,190	\$ 170,810	\$ 1,620
<b>Purchased Services</b>	\$ 754,839	\$ 796,277	\$ 982,550	\$ 1,022,920	\$ 40,370
<b>Internal Service</b>	\$ 500,059	\$ 504,190	\$ 500,920	\$ 504,920	\$ 4,000
<b>Other Operating Expense</b>	\$ 188,779	\$ 159,816	\$ 136,970	\$ 153,070	\$ 16,100
<b>Cost Allocation</b>	\$ 467,755	\$ 502,644	\$ 478,770	\$ 497,980	\$ 19,210
<b>Capital Outlay</b>	\$ 821	\$ 169,727	\$ 82,000	\$ 62,000	\$ (20,000)
<b>Depreciation</b>	\$ 15,163	\$ 29,843	\$ 14,000	\$ 57,000	\$ 43,000
<b>Debt Service</b>	\$ 2,184	\$ 37,946	\$ 37,980	\$ 76,960	\$ 38,980
<b>Reimbursement</b>	\$ -	\$ -	\$ -	\$ (90,000)	\$ (90,000)
	<b>\$ 3,195,549</b>	<b>\$ 3,361,720</b>	<b>\$ 3,418,140</b>	<b>\$ 3,491,340</b>	<b>\$ 73,200</b>

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**

	<b><u>Adopted Budget FY 2017</u></b>	<b><u>Adopted Budget FY 2018</u></b>
<b>Revenues</b>		
Licenses, Permits & Privilege Fees	\$ 166,100	\$ 166,100
Revenue from Use of Money & Property	\$ 254,750	\$ 254,100
Charges for Services	\$ 441,920	\$ 441,920
Non-Revenue Receipts	\$ 203,580	\$ 208,280
Estimated Income	<b>\$ 1,066,350</b>	<b>\$ 1,070,400</b>
 <b>Operating Expenditures</b>		
Cemetery Maintenance	\$ 688,680	\$ 707,590
Burial Services	\$ 275,190	\$ 283,250
Operating Expenses	<b>\$ 963,870</b>	<b>\$ 990,840</b>
Net Operating Income	\$ 102,480	\$ 79,560
Add:		
Depreciation	\$ -	\$ -
Deduct:		
Debt Service Principal	\$ -	\$ -
Capital Expenditures from Current Op.	\$ -	\$ -
 <b>Contribution To Fund Balance (From General Fund)</b>	 <b><u>\$ 102,480</u></b>	 <b><u>\$ 79,560</u></b>



**Revenues**

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ Decrease</b>
License, Permits, Privilege	\$ 142,808	\$ 119,063	\$ 166,100	\$ 166,100	\$ -
Rev-Use Money/Property	\$ 185,230	\$ 134,258	\$ 254,750	\$ 254,100	\$ (650)
Charges for Services	\$ 373,193	\$ 321,480	\$ 441,920	\$ 441,920	\$ -
Non-Revenue Receipts	\$ 205,940	\$ 228,200	\$ 203,580	\$ 208,280	\$ 4,700
	<b>\$ 907,171</b>	<b>\$ 803,001</b>	<b>\$ 1,066,350</b>	<b>\$ 1,070,400</b>	<b>\$ 4,050</b>

**Expenditures**

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ Decrease</b>
Personnel Services	\$ 405,745	\$ 460,629	\$ 514,920	\$ 532,150	\$ 17,230
Employee Benefits	\$ 104,241	\$ 83,443	\$ 82,150	\$ 94,260	\$ 12,110
Purchased Services	\$ 22,013	\$ 9,264	\$ 14,850	\$ 14,850	\$ -
Internal Service	\$ 116,301	\$ 119,219	\$ 118,300	\$ 111,830	\$ (6,470)
Other Operating Expense	\$ 13,138	\$ 19,131	\$ 18,920	\$ 19,320	\$ 400
Cost Allocation	\$ 205,940	\$ 228,200	\$ 203,580	\$ 208,280	\$ 4,700
Capital Outlay	\$ 12,082	\$ 34,161	\$ 11,150	\$ 10,150	\$ (1,000)
	<b>\$ 879,460</b>	<b>\$ 954,047</b>	<b>\$ 963,870</b>	<b>\$ 990,840</b>	<b>\$ 26,970</b>



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

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

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

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

**Danville Utilities fulfills community responsibilities by:**

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

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



FY 2018 Adopted Budget  
Danville Utilities

FY 2018 Adopted Budget

Description	Wastewater Fund - 51	Water Fund - 52	Gas Fund - 53	Electric Fund - 54	Telecomm Fund - 55	Total
<b>Revenue</b>						
Rev-Use Money/Property	\$ 61,500	\$ 226,480	\$ 544,800	\$ 1,769,790	\$ 32,300	\$ 2,634,870
Charges for Services	\$ 9,785,080	\$ 8,393,220	\$ 24,774,250	\$ 129,162,280	\$ 1,517,200	\$ 173,632,030
Miscellaneous Revenue	\$ 89,500	\$ 49,000	\$ 27,000	\$ 174,000	\$ -	\$ 339,500
Recovered Cost	\$ -	\$ 10,000	\$ -	\$ 35,000	\$ -	\$ 45,000
Non-Revenue Receipts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total – Operating Revenue</b>	<b>\$ 9,936,080</b>	<b>\$ 8,678,700</b>	<b>\$ 25,346,050</b>	<b>\$ 131,141,070</b>	<b>\$ 1,549,500</b>	<b>\$ 176,651,400</b>
Transfer from Fund Balance	\$ -	\$ 1,200,000	\$ -	\$ -	\$ 200,000	\$ 1,400,000
<b>Total</b>	<b>\$ 9,936,080</b>	<b>\$ 9,878,700</b>	<b>\$ 25,346,050</b>	<b>\$ 131,141,070</b>	<b>\$ 1,749,500</b>	<b>\$ 178,051,400</b>
<b>Operating Expenses</b>						
Treatment Plants	\$ 2,961,010	\$ -	\$ -	\$ -	\$ -	\$ 2,961,010
Public Works	\$ 1,346,650	\$ -	\$ -	\$ -	\$ -	\$ 1,346,650
Laboratory	\$ -	\$ 92,280	\$ -	\$ -	\$ -	\$ 92,280
Operations-Main	\$ -	\$ 1,212,530	\$ -	\$ -	\$ -	\$ 1,212,530
Operations-Industrial	\$ -	\$ 148,530	\$ -	\$ -	\$ -	\$ 148,530
Treatment-Main	\$ -	\$ 352,310	\$ -	\$ -	\$ -	\$ 352,310
Administration Services	\$ 834,100	\$ 1,564,280	\$ 2,289,430	\$ 3,804,510	\$ 6,500	\$ 8,498,820
Engineering	\$ -	\$ 331,700	\$ 643,300	\$ 994,360	\$ -	\$ 1,969,360
Distribution	\$ -	\$ 572,880	\$ 477,570	\$ 3,844,840	\$ -	\$ 4,895,290
Service	\$ -	\$ 206,140	\$ 237,490	\$ -	\$ -	\$ 443,630
Meters & Regulators	\$ -	\$ 161,330	\$ 201,470	\$ -	\$ -	\$ 362,800
Meters	\$ -	\$ -	\$ -	\$ 332,520	\$ -	\$ 332,520
Gas Control	\$ -	\$ -	\$ 452,480	\$ -	\$ -	\$ 452,480
Substations	\$ -	\$ -	\$ -	\$ 1,491,210	\$ -	\$ 1,491,210
Hydro-Electric Plant	\$ -	\$ -	\$ -	\$ 904,640	\$ -	\$ 904,640
Transmissions	\$ -	\$ -	\$ -	\$ 240,000	\$ -	\$ 240,000
Generators	\$ -	\$ -	\$ -	\$ 17,000	\$ -	\$ 17,000
Customer Services	\$ -	\$ -	\$ -	\$ 1,437,710	\$ -	\$ 1,437,710
Utility Administrative Services	\$ -	\$ -	\$ -	\$ 965,080	\$ -	\$ 965,080
Support Services	\$ -	\$ -	\$ -	\$ 346,200	\$ -	\$ 346,200
Operations	\$ -	\$ -	\$ -	\$ -	\$ 547,560	\$ 547,560
Rivercity TV	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchased Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 1,165,200	\$ 889,100	\$ 225,660	\$ 2,606,080	\$ -	\$ 4,886,040
Capital Expenses	\$ 534,190	\$ 1,182,080	\$ 1,408,170	\$ 4,235,940	\$ 366,000	\$ 7,726,380
<b>Subtotal – Operating Expense</b>	<b>\$ 6,841,150</b>	<b>\$ 6,713,160</b>	<b>\$ 5,935,570</b>	<b>\$ 21,220,090</b>	<b>\$ 920,060</b>	<b>\$ 41,630,030</b>
Depreciation	\$ 2,079,000	\$ 1,656,000	\$ 1,605,000	\$ 8,680,000	\$ 375,100	\$ 14,395,100
Source of Supply	\$ -	\$ -	\$ 15,190,560	\$ 99,150,000	\$ 60,000	\$ 114,400,560
<b>Total – Operating Expense</b>	<b>\$ 8,920,150</b>	<b>\$ 8,369,160</b>	<b>\$ 22,731,130</b>	<b>\$ 129,050,090</b>	<b>\$ 1,355,160</b>	<b>\$ 170,425,690</b>
Annual Contribution to General Fund	\$ 693,760	\$ 942,300	\$ 3,059,330	\$ 10,021,610	\$ 302,000	\$ 15,019,000
<b>Total</b>	<b>\$ 9,613,910</b>	<b>\$ 9,311,460</b>	<b>\$ 25,790,460</b>	<b>\$ 139,071,700</b>	<b>\$ 1,657,160</b>	<b>\$ 185,444,690</b>
Add - Depreciation	\$ 2,079,000	\$ 1,656,000	\$ 1,605,000	\$ 8,680,000	\$ 375,100	\$ 14,395,100
<b>Revenue in excess of Operating Expenses</b>	<b>\$ 2,401,170</b>	<b>\$ 2,223,240</b>	<b>\$ 1,160,590</b>	<b>\$ 749,370</b>	<b>\$ 467,440</b>	<b>\$ 7,001,810</b>
<b>Capital Improvements</b>						
Capital Projects	\$ -	\$ 2,200,000	\$ 1,100,000	\$ 700,000	\$ 450,000	\$ 4,450,000
Sewer Capital Projects	\$ 1,300,000	\$ -	\$ -	\$ -	\$ -	\$ 1,300,000
<b>Total – Capital</b>	<b>\$ 1,300,000</b>	<b>\$ 2,200,000</b>	<b>\$ 1,100,000</b>	<b>\$ 700,000</b>	<b>\$ 450,000</b>	<b>\$ 5,750,000</b>
<b>Revenues Over (Under)</b>	<b>\$ 1,101,170</b>	<b>\$ 23,240</b>	<b>\$ 60,590</b>	<b>\$ 49,370</b>	<b>\$ 17,440</b>	<b>\$ 1,251,810</b>

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

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

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

	<b>Adopted Budget FY 2017</b>	<b>Adopted Budget FY 2018</b>
<b>Revenues</b>		
Revenues from Use of Money and Property	\$ 62,510	\$ 61,500
Charges for Services	\$ 9,746,810	\$ 9,785,080
Miscellaneous Revenue	\$ 89,000	\$ 89,500
Estimated Income	<b>\$ 9,898,320</b>	<b>\$ 9,936,080</b>
 <b>Operating Expenditures</b>		
Administrative Services	\$ 2,085,170	\$ 1,974,100
Treatment Plants	\$ 2,947,450	\$ 2,961,010
Sewer Capital Projects	\$ 1,250,000	\$ 1,300,000
Public Works - Sewers	\$ 2,186,960	\$ 2,285,650
Capital Expenses	\$ 548,840	\$ 534,190
Capital Projects	\$ 50,000	\$ -
Operating Expenses	<b>\$ 9,068,420</b>	<b>\$ 9,054,950</b>
Net Operating Income (Loss)	\$ 829,900	\$ 881,130
Add:		
Depreciaition	\$ 2,100,000	\$ 2,079,000
Deduct:		
Debt Service Principal	\$ 2,189,410	\$ 1,165,200
Contribution to City's General Fund	\$ 685,760	\$ 693,760
<b>Contribution To(From) Retained Earnings</b>	<b><u>\$ 54,730</u></b>	<b><u>\$ 1,101,170</u></b>

**Revenues**

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ Decrease</b>
<b>Rev-Use Money/Property</b>	\$ 55,309	\$ 83,516	\$ 62,510	\$ 61,500	\$ (1,010)
<b>Charges for Services</b>	\$ 9,697,361	\$ 9,833,690	\$ 9,746,810	\$ 9,785,080	\$ 38,270
<b>Miscellaneous Revenue</b>	\$ 82,736	\$ 84,248	\$ 89,000	\$ 89,500	\$ 500
	<b>\$ 9,835,406</b>	<b>\$ 10,001,454</b>	<b>\$ 9,898,320</b>	<b>\$ 9,936,080</b>	<b>\$ 37,760</b>

**Expenditures**

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ Decrease</b>
<b>Personnel Services</b>	\$ 488,884	\$ 553,790	\$ 618,150	\$ 616,480	\$ (1,670)
<b>Employee Benefits</b>	\$ 106,119	\$ 90,360	\$ 94,690	\$ 82,820	\$ (11,870)
<b>Purchased Services</b>	\$ 3,349,663	\$ 4,440,544	\$ 3,011,810	\$ 2,978,070	\$ (33,740)
<b>Internal Service</b>	\$ 659,043	\$ 686,411	\$ 698,800	\$ 754,470	\$ 55,670
<b>Other Operating Expense</b>	\$ 191,270	\$ 206,732	\$ 232,190	\$ 249,440	\$ 17,250
<b>Cost Allocation</b>	\$ 576,576	\$ 567,793	\$ 637,280	\$ 685,520	\$ 48,240
<b>Capital Outlay</b>	\$ 26,601	\$ 12,643	\$ 30,000	\$ 10,000	\$ (20,000)
<b>Capital Projects</b>	\$ -	\$ -	\$ 1,300,000	\$ 1,300,000	\$ -
<b>Depreciation</b>	\$ 1,945,160	\$ 1,950,617	\$ 2,100,000	\$ 2,079,000	\$ (21,000)
<b>Debt Service</b>	\$ 1,374,594	\$ 1,346,998	\$ 2,434,910	\$ 1,364,650	\$ (1,070,260)
<b>Transfer Out</b>	\$ 685,760	\$ 685,760	\$ 685,760	\$ 693,760	\$ 8,000
<b>Contingency Appropriation</b>	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -
	<b>\$ 9,403,670</b>	<b>\$ 10,541,648</b>	<b>\$ 11,943,590</b>	<b>\$ 10,914,210</b>	<b>\$ (1,029,380)</b>

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

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

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

	<b>Adopted Budget FY 2017</b>	<b>Adopted Budget FY 2018</b>
<b>Revenues</b>		
Revenues from Use of Money and Property	\$ 225,600	\$ 226,480
Charges for Services	\$ 8,340,500	\$ 8,393,220
Miscellaneous Revenue	\$ 59,000	\$ 49,000
Recovered Cost	\$ 1,350	\$ 10,000
Transfer from Fund Balance	\$ -	\$ 1,200,000
Estimated Income	<b>\$ 8,626,450</b>	<b>\$ 9,878,700</b>
 <b>Operating Expenditures</b>		
Administrative Services	\$ 3,192,860	\$ 3,220,280
Engineering	\$ 309,110	\$ 331,700
Distribution	\$ 591,490	\$ 572,880
Service	\$ 226,920	\$ 206,140
Meters and Regulators	\$ 158,650	\$ 161,330
Treatment - Main	\$ 356,450	\$ 352,310
Laboratory	\$ 96,260	\$ 92,280
Operations - Main	\$ 1,155,600	\$ 1,212,530
Operations - Industrial	\$ 147,370	\$ 148,530
Capital Expenses	\$ 1,094,340	\$ 1,182,080
Capital Projects	\$ 1,165,000	\$ 2,200,000
Operating Expenses	<b>\$ 8,494,050</b>	<b>\$ 9,680,060</b>
Net Operating Income (Loss)	<b>\$ 132,400</b>	<b>\$ 198,640</b>
Add:		
Depreciation	\$ 1,720,000	\$ 1,656,000
Deduct:		
Debt Service Principal	\$ 823,030	\$ 889,100
Capital Expenditures from Operating	\$ -	\$ -
Contribution to City's General Fund	\$ 937,300	\$ 942,300
<b>Contribution To(From) Retained Earnings</b>	<b><u>\$ 92,070</u></b>	<b><u>\$ 23,240</u></b>

**Revenues**

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ Decrease</b>
<b>Rev-Use Money/Property</b>	\$ 187,885	\$ 235,318	\$ 225,600	\$ 226,480	\$ 880
<b>Charges for Services</b>	\$ 8,205,504	\$ 8,136,616	\$ 8,340,500	\$ 8,393,220	\$ 52,720
<b>Miscellaneous Revenue</b>	\$ 56,062	\$ 88,772	\$ 59,000	\$ 49,000	\$ (10,000)
<b>Recovered Costs</b>	\$ -	\$ 27,287	\$ 1,350	\$ 10,000	\$ 8,650
<b>Transfer from Fund Balance</b>	\$ -	\$ -	\$ -	\$ 1,200,000	\$ 1,200,000
	<b>\$ 8,449,451</b>	<b>\$ 8,487,993</b>	<b>\$ 8,626,450</b>	<b>\$ 9,878,700</b>	<b>\$ 1,252,250</b>

**Expenditures**

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ Decrease</b>
<b>Personnel Services</b>	\$ 1,240,569	\$ 1,238,691	\$ 1,632,340	\$ 1,645,590	\$ 13,250
<b>Employee Benefits</b>	\$ 212,871	\$ 184,919	\$ 259,720	\$ 278,670	\$ 18,950
<b>Purchased Services</b>	\$ 1,682,936	\$ 673,619	\$ 781,390	\$ 899,700	\$ 118,310
<b>Internal Service</b>	\$ 866,855	\$ 890,030	\$ 879,790	\$ 922,510	\$ 42,720
<b>Other Operating Expense</b>	\$ 904,959	\$ 712,424	\$ 1,037,870	\$ 1,006,140	\$ (31,730)
<b>Cost Allocation</b>	\$ 546,920	\$ 483,262	\$ 534,800	\$ 616,070	\$ 81,270
<b>Capital Outlay</b>	\$ 144,269	\$ 199,210	\$ 150,670	\$ 141,220	\$ (9,450)
<b>Capital Projects</b>	\$ -	\$ -	\$ 1,165,000	\$ 2,200,000	\$ 1,035,000
<b>Depreciation</b>	\$ 1,710,131	\$ 1,722,506	\$ 1,720,000	\$ 1,656,000	\$ (64,000)
<b>Debt Service</b>	\$ 1,066,864	\$ 1,055,152	\$ 1,055,500	\$ 1,103,260	\$ 47,760
<b>Transfer Out</b>	\$ 937,300	\$ 937,300	\$ 937,300	\$ 942,300	\$ 5,000
<b>Contingency Appropriation</b>	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -
	<b>\$ 9,313,674</b>	<b>\$ 8,097,113</b>	<b>\$ 10,254,380</b>	<b>\$ 11,511,460</b>	<b>\$ 1,257,080</b>

FY 2017 Adopted Budget  
Gas Fund

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

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

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

	<b>Adopted Budget FY 2017</b>	<b>Adopted Budget FY 2018</b>
<b>Revenues</b>		
Revenues from Use of Money and Property	\$ 633,070	\$ 544,800
Charges for Services	\$24,204,800	\$ 24,774,250
Miscellaneous Revenue	\$ 37,000	\$ 27,000
Transfer from Fund Balance	\$ 350,000	\$ -
Estimated Income	<b>\$ 25,224,870</b>	<b>\$ 25,346,050</b>
 <b>Operating Expenditures</b>		
Administrative Services	\$ 3,805,190	\$ 3,894,430
Engineering	\$ 617,920	\$ 643,300
Gas Control	\$15,132,300	\$ 15,643,040
Distribution	\$ 617,940	\$ 477,570
Service	\$ 236,190	\$ 237,490
Meters and Regulators	\$ 210,120	\$ 201,470
Capital Expenses	\$ 1,461,170	\$ 1,408,170
Capital Projects	\$ 1,500,000	\$ 1,100,000
Operating Expenses	<b>\$ 23,580,830</b>	<b>\$ 23,605,470</b>
Net Operating Income (Loss)	<b>\$ 1,644,040</b>	<b>\$ 1,740,580</b>
Add:		
Depreciaition	\$ 1,585,000	\$ 1,605,000
Deduct:		
Debt Service Principal	\$ 193,760	\$ 225,660
Capital Expenditures from Operating	\$ -	\$ -
Contribution to City's General Fund	<u>\$ 3,008,330</u>	<u>\$ 3,059,330</u>
<b>Contribution To(From) Retained Earnings</b>	<b><u>\$ 26,950</u></b>	<b><u>\$ 60,590</u></b>



**Revenues**

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ Decrease</b>
Rev-Use Money/Property	\$ 594,031	\$ 529,938	\$ 633,070	\$ 544,800	\$ (88,270)
Charges for Services	\$ 23,991,061	\$ 20,923,374	\$ 24,204,800	\$ 24,774,250	\$ 569,450
Miscellaneous Revenue	\$ 13,253	\$ 14,112	\$ 37,000	\$ 27,000	\$ (10,000)
	<b>\$ 24,598,345</b>	<b>\$ 21,467,424</b>	<b>\$ 24,874,870</b>	<b>\$ 25,346,050</b>	<b>\$ 471,180</b>

**Expenditures**

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ Decrease</b>
Personnel Services	\$ 1,247,705	\$ 1,317,662	\$ 1,302,120	\$ 1,366,140	\$ 64,020
Employee Benefits	\$ 197,605	\$ 213,313	\$ 206,540	\$ 216,770	\$ 10,230
Purchased Services	\$ 2,276,582	\$ 1,016,305	\$ 1,088,960	\$ 978,930	\$ (110,030)
Internal Service	\$ 277,766	\$ 233,255	\$ 275,550	\$ 244,580	\$ (30,970)
Other Operating Expense	\$ 1,098,507	\$ 945,670	\$ 1,088,110	\$ 960,680	\$ (127,430)
Source of Supply	\$ 15,362,805	\$ 12,408,914	\$ 14,629,230	\$ 15,190,560	\$ 561,330
Cost Allocation	\$ 1,604,347	\$ 1,456,193	\$ 1,608,070	\$ 1,663,170	\$ 55,100
Capital Outlay	\$ 86,001	\$ 62,451	\$ 120,390	\$ 111,170	\$ (9,220)
Capital Projects	\$ -	\$ -	\$ 1,500,000	\$ 1,100,000	\$ (400,000)
Depreciation	\$ 1,448,078	\$ 1,543,147	\$ 1,585,000	\$ 1,605,000	\$ 20,000
Debt Service	\$ 275,488	\$ 267,333	\$ 270,620	\$ 294,130	\$ 23,510
Transfer Out	\$ 3,008,330	\$ 3,008,330	\$ 3,008,330	\$ 3,059,330	\$ 51,000
Contingency Appropriation	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -
	<b>\$ 26,883,214</b>	<b>\$ 22,472,573</b>	<b>\$ 26,782,920</b>	<b>\$ 26,890,460</b>	<b>\$ 107,540</b>

FY 2017 Adopted Budget  
Electric Fund

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

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

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

	<b>Adopted Budget FY 2017</b>	<b>Adopted Budget FY 2018</b>
<b>Revenues</b>		
Revenues from Use of Money and Property	\$ 1,757,370	\$ 1,769,790
Charges for Services	\$ 123,213,840	\$ 129,162,280
Miscellaneous Revenue	\$ 173,000	\$ 174,000
Recovered Cost	\$ 35,000	\$ 35,000
Non-Revenue Receipts	\$ -	\$ -
Estimated Income	<b>\$ 125,179,210</b>	<b>\$131,141,070</b>
<b>Operating Expenditures</b>		
Administrative Services	\$ 3,832,920	\$ 4,084,510
Utility Administration Services	\$ 835,760	\$ 965,080
Support Services	\$ 373,720	\$ 346,200
Engineering	\$ 1,003,790	\$ 994,360
Distribution	\$ 104,876,540	\$ 111,394,840
Meters	\$ 361,690	\$ 332,520
Transmissions	\$ 225,000	\$ 240,000
Substations	\$ 1,482,590	\$ 1,491,210
Generators	\$ 881,920	\$ 904,640
Hydro-Electric Plant	\$ 5,000	\$ 17,000
Customer Services	\$ 1,164,990	\$ 1,437,710
Capital Expenses	\$ 5,225,490	\$ 4,235,940
Capital Projects	\$ 1,000,000	\$ 700,000
Operating Expenses	<b>\$ 121,269,410</b>	<b>\$127,144,010</b>
Net Operating Income (Loss)	<b>\$ 3,909,800</b>	<b>\$ 3,997,060</b>
Add:		
Depreciation	\$ 8,745,000	\$ 8,680,000
Deduct:		
Debt Service Principal	\$ 2,657,660	\$ 2,606,080
Capital Expenditures from Operating	\$ -	\$ -
Contribution to City's General Fund	<u>\$ 9,896,610</u>	<u>\$ 10,021,610</u>
<b>Contribution To(From) Retained Earnings</b>	<b><u>\$ 100,530</u></b>	<b><u>\$ 49,370</u></b>

**Revenues**

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/Decrease</b>
<b>Rev-Use Money/Property</b>	\$ 1,510,202	\$ 1,782,989	\$ 1,757,370	\$ 1,769,790	\$ 12,420
<b>Charges for Services</b>	\$ 115,288,524	\$ 109,112,925	\$ 123,213,840	\$ 129,162,280	\$ 5,948,440
<b>Miscellaneous Revenue</b>	\$ 211,510	\$ 1,577,848	\$ 173,000	\$ 174,000	\$ 1,000
<b>Recovered Cost</b>	\$ 7,181	\$ 6,553	\$ 35,000	\$ 35,000	\$ -
<b>Non-Revenue Receipts</b>	\$ 3,588	\$ 96	\$ -	\$ -	\$ -
	<b>\$ 117,021,005</b>	<b>\$ 112,480,411</b>	<b>\$ 125,179,210</b>	<b>\$ 131,141,070</b>	<b>\$ 5,961,860</b>

**Expenditures**

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/Decrease</b>
<b>Personnel Services</b>	\$ 4,817,790	\$ 5,253,618	\$ 5,606,080	\$ 5,741,160	\$ 135,080
<b>Employee Benefits</b>	\$ 952,928	\$ 613,981	\$ 876,720	\$ 921,860	\$ 45,140
<b>Purchased Services</b>	\$ 5,049,335	\$ 6,826,522	\$ 3,633,110	\$ 4,504,220	\$ 871,110
<b>Internal Service</b>	\$ 703,710	\$ 780,673	\$ 722,060	\$ 795,250	\$ 73,190
<b>Contribution Other Entity</b>	\$ 500	\$ -	\$ -	\$ -	\$ -
<b>Public Assist</b>	\$ -	\$ 21		\$ -	\$ -
<b>Other Operating Expense</b>	\$ 4,084,305	\$ 6,213,988	\$ 4,108,070	\$ 4,085,760	\$ (22,310)
<b>Source of Supply</b>	\$ 84,078,765	\$ 81,847,277	\$ 94,211,170	\$ 99,150,000	\$ 4,938,830
<b>Cost Allocation</b>	\$ 915,512	\$ 1,167,931	\$ 598,250	\$ 385,200	\$ (213,050)
<b>Capital Outlay</b>	\$ 80,543	\$ 79,972	\$ 15,300	\$ 376,480	\$ 361,180
<b>Capital Projects</b>	\$ -	\$ -	\$ 1,000,000	\$ 700,000	\$ (300,000)
<b>Depreciation</b>	\$ 7,866,883	\$ 7,686,780	\$ 8,745,000	\$ 8,680,000	\$ (65,000)
<b>Debt Service</b>	\$ 3,766,716	\$ 3,990,810	\$ 3,911,310	\$ 3,860,160	\$ (51,150)
<b>Reimbursement</b>	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000
<b>Transfer Out</b>	\$ 9,896,610	\$ 9,896,610	\$ 9,896,610	\$ 10,021,610	\$ 125,000
<b>Contingency Appropriation</b>	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ -
	<b>\$ 122,213,597</b>	<b>\$ 124,358,183</b>	<b>\$ 133,823,680</b>	<b>\$ 139,771,700</b>	<b>\$ 5,948,020</b>

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**

	<b>Adopted Budget FY 2017</b>	<b>Adopted Budget FY 2018</b>
<b>Revenues</b>		
Revenues from Use of Money and Property	\$ 31,370	\$ 32,300
Charges for Services	\$ 1,581,720	\$ 1,517,200
Transfer from Fund Balance	\$ -	\$ 200,000
Estimated Income	<b>\$ 1,613,090</b>	<b>\$ 1,749,500</b>
 <b>Operating Expenditures</b>		
Administrative Services	\$ 11,800	\$ 11,600
Operations	\$ 908,580	\$ 917,560
Purchased Services	\$ 175,200	\$ 60,000
Capital Expenses	\$ 192,500	\$ 366,000
Capital Projects	\$ 340,000	\$ 450,000
Operating Expenses	<b>\$ 1,628,080</b>	<b>\$ 1,805,160</b>
Net Operating Income (Loss)	<b>\$ (14,990)</b>	<b>\$ (55,660)</b>
Add:		
Depreciaition	\$ 325,100	\$ 375,100
Deduct:		
Debt Service Principal	\$ -	\$ -
Capital Expenses from Operating	\$ -	\$ -
Contribution to City's General Fund	<u>\$ 302,000</u>	<u>\$ 302,000</u>
<b>Contribution To(From) Retained Earnings</b>	<b><u>\$ 8,110</u></b>	<b><u>\$ 17,440</u></b>

**Revenues**

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ Decrease</b>
Rev-Use Money/Property	\$ 27,980	\$ 46,886	\$ 31,370	\$ 32,300	\$ 930
Charges for Services	\$ 1,723,205	\$ 1,637,945	\$ 1,581,720	\$ 1,517,200	\$ (64,520)
Non-Revenue Receipts	\$ 111	\$ -	\$ -	\$ -	\$ -
Transfer from Fund Balance	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
	<b>\$ 1,751,296</b>	<b>\$ 1,684,831</b>	<b>\$ 1,613,090</b>	<b>\$ 1,749,500</b>	<b>\$ 136,410</b>

**Expenditures**

	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>Increase/ Decrease</b>
Personnel Services	\$ 56,816	\$ 108,519	\$ 179,300	\$ 178,190	\$ (1,110)
Employee Benefits	\$ 12,814	\$ 13,116	\$ 24,990	\$ 24,780	\$ (210)
Purchased Services	\$ 475,165	\$ 848,646	\$ 251,690	\$ 249,800	\$ (1,890)
Internal Service	\$ 33,155	\$ 40,093	\$ 41,160	\$ 44,200	\$ 3,040
Other Operating Expense	\$ 198,522	\$ 269,926	\$ 118,040	\$ 90,760	\$ (27,280)
Source of Supply	\$ 157,445	\$ 169,960	\$ 175,200	\$ 60,000	\$ (115,200)
Cost Allocation	\$ 151,046	\$ 125,209	\$ 146,100	\$ 132,330	\$ (13,770)
Capital Outlay	\$ 25,411	\$ 1,674	\$ 26,500	\$ 200,000	\$ 173,500
Capital Projects	\$ -	\$ -	\$ 340,000	\$ 450,000	\$ 110,000
Depreciation	\$ 302,642	\$ 328,065	\$ 325,100	\$ 375,100	\$ 50,000
Transfer Out	\$ 302,000	\$ 302,000	\$ 302,000	\$ 302,000	\$ -
	<b>\$ 1,715,016</b>	<b>\$ 2,207,208</b>	<b>\$ 1,930,080</b>	<b>\$ 2,107,160</b>	<b>\$ 177,080</b>



# 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.*

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## **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 1<sup>st</sup>;
- 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 1<sup>st</sup>.

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

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\* 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

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\* 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

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\* 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.

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FY 2013 General Fund  
Contribution Amounts

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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.

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\* 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.