

FY 2019 Adopted Budget & Capital and Special Projects Plan



July 1, 2018 – June 30, 2019



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CITY OF DANVILLE, VIRGINIA

CITY COUNCIL

Alonzo L. Jones – Mayor
J. Lee Vogler – Vice Mayor

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

Fred O. Shanks III
Adam L. Tomer
Madison R. Whittle

LEGISLATIVE STAFF

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

CITY LEADERSHIP

Kenneth F. LarkingCity Manager
Earl B. Reynolds Jr.....Deputy City Manager
Marc D. Adelman.....Director of Transportation Services
Michael Adkins.....Director of Finance
Scott C. Booth... ..Chief of Police
Richard I. Drazenovich..... Director of Public Works
David R. Eagle..... Fire Chief
Jason C. Grey..... Director of Utilities
Kenneth C. Gillie Jr.....Director of Community Development
John L. Moody..... Director of Social Services
Inez J. RodenburgDirector of Information Technology
William O. SgriniaDirector of Parks and Recreation
Telly D. Tucker... ..Director of Economic Development
Sara B. WellerDirector of Human Resources
Cynthia L. ThomassonBudget Director

CONSTITUTIONAL OFFICERS

Michael S. Mondul.....City Sheriff
Michael J. Newman.....Commonwealth Attorney
Gerald A. Gibson..... Clerk of Circuit Court
James M. Gillie..... Commissioner of the Revenue
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 43,055. 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.

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.



Main Street in the River District



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 (July 2018)	1191

Demographics

Population	43,055
Unemployment Rate (7/2017)	5.7%
Number of Registered Voters (8/2017)	27,801
Median household income	\$32,721
Median home value (owner-occupied)	\$90,800

data.virginialmi.com, Census

Largest Employers

The Goodyear Tire & Rubber Company
Danville City Public Schools
City of Danville
SOVAH Health Center
Wal-Mart
Nestle USA, Inc.
Adecco
Averett University
EBI
Roman Eagle Memorial Home

data.virginialmi.com, DiscoverDanville.com

Local Taxes

Real Estate	\$0.80 per \$100 of assessed value
Personal Property	\$3.50 per \$100 of assessed value
Business Personal Property	\$3.50 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	\$0.80 per \$100 of assessed value
Meals Tax	6.5%
Transient Lodge Tax	7%
Short Term Rental Tax	1%

Bond Ratings

Moody's	Aa3
Standard and Poor's	AA-
Fitch	AA-

As of July 2018

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)	1
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 ¹	16,481

Water - Danville Utilities

Miles of water mains (approx.)	343
Number of service connections ¹	15,791
Number of treatment plants (potable)	1
Number of treatment plants (industrial)	1
Daily average consumption in gallons (potable)	5.43 million gallons
Daily average consumption in gallons (industrial)	0.387 million gallons
Maximum Daily Capacity of plant (potable)	18 million gallons
Maximum Daily Capacity of plant (industrial)	3 million gallons
Reservoir Capacity (potable)	16.55 million gallons
Reservoir Capacity (industrial)	45 million gallons

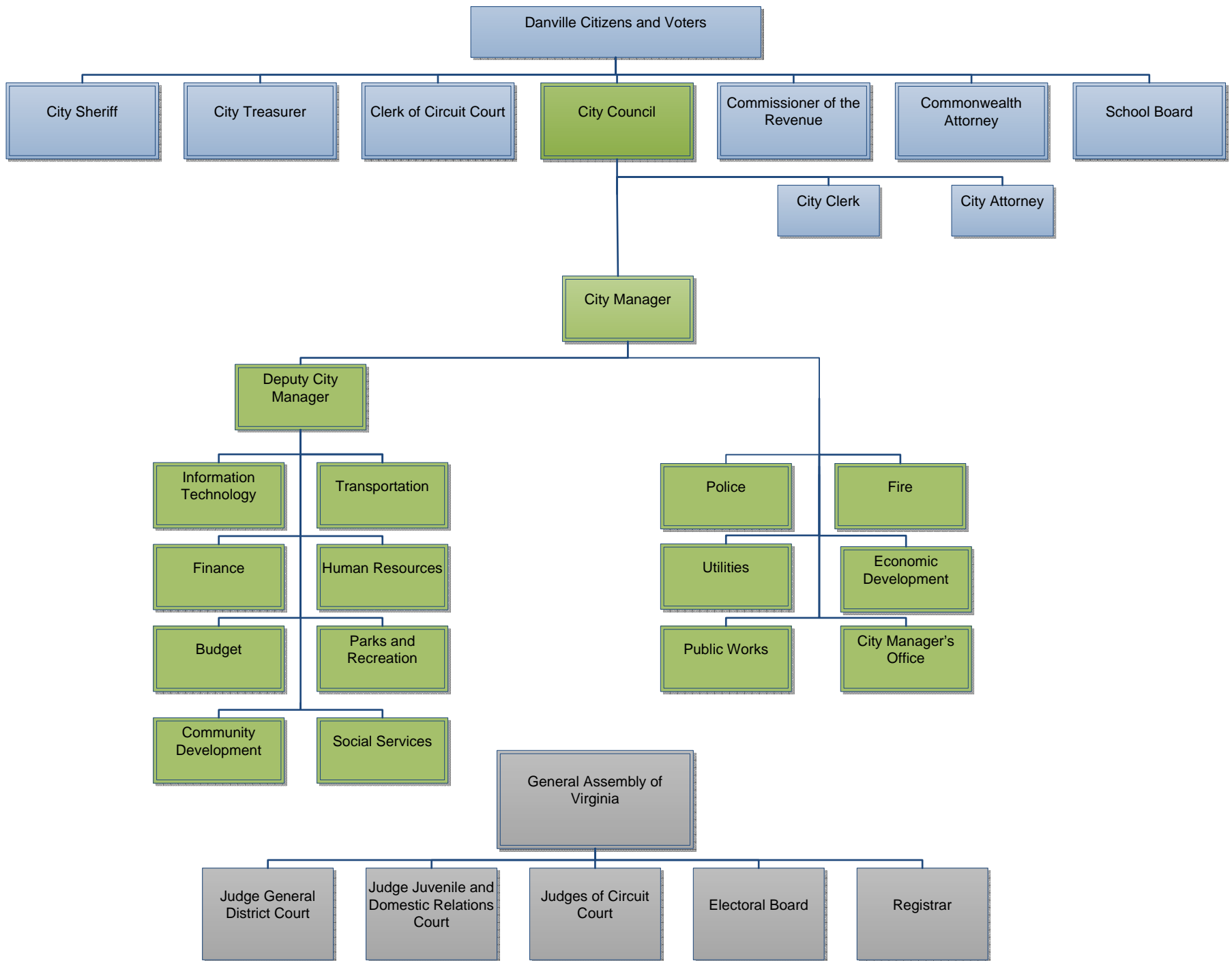
Natural Gas - Danville Utilities

Number of service connections ¹	14,755
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Power and Light - Danville Utilities

Service Territory Area (sq. miles)	535
Number of service connections ¹	42,071

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





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, 2018

Honorable Mayor and Members of Council:

I am pleased to present to you the Adopted FY 2019 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 and reaffirmed in 2017:

- Reduce Crime
- Improve Education
- Grow Danville

This year's budget includes funds designated to the focus areas and also includes a \$977,610 increase in retirement costs primarily due to enhanced retirement benefits for public safety employees, which are scheduled to go into effect on September 1. In order to help pay for the increased benefit, the following occurred:

- An 0.5% increase to the Meals Tax raised it from 6% to 6.5%, resulting in an additional \$600,000 per year.

The Adopted FY 2019 General Fund Budget is \$108,570,960, which is a slight decrease from the previous fiscal year. This includes the City's support of Danville Public Schools at \$20,385,570. The Utilities budgets include expenditures (less depreciation) of approximately \$171.7 million in the Wastewater, Water, Gas, Electric and Telecommunications Funds and \$9.55 million for affiliated capital projects.

It is anticipated that there will be additional revenue growth in local sales and meals tax of \$240,000 above the amount realized from the rate increase. We also expect an increase in Business & Occupation Licenses of \$100,000. The City anticipates \$750,000 additional revenue in Personal Property Tax based on 2018 assessed values. The machinery and tools taxes, building permits, inspection fees, and charges for services are estimated to be flat. State revenues reflect an estimated increase of \$259,8700, of which the majority of the increase is related to Social Services programs and reimbursement for Constitutional Offices in anticipation of the State providing a COLA increase.

Accompanying this document is the City's five-year Capital & Special Projects Plan (CSP). Fiscal Year 2019 provides funding for all funds in the amount of \$19,539,933. Funding sources include current revenues of \$2,015,721 from the General Fund and



City of Danville

City Manager's Office

\$4,750,000 from Utilities; Transfers from Unassigned Fund Balance of \$1,759,650 from the General Fund, \$4,500,000 from the Water Fund, and \$600,000 from the Telecommunications Fund; \$100,000 from Telvista Loan Repayment; \$1,668,000, \$600,000, \$1,200,000, and \$2,800,000 of Reprogrammed Funds from the General Fund, Wastewater Fund, Gas Fund, and Electric Fund respectively. 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 2019 Adopted Budget
Budget Message
Summary of Changes

	Revenues	Expenditures
City Manager's Proposed Budget	\$ 109,181,960	\$ 109,181,960
Changes:		
Reduction -Telecommunications Transfer to Gen Fund	\$ (221,000)	
Reduction to Support of Schools		\$ (221,000)
Additional Revenue-Personal Property based on assessments	\$ 500,000	
Additional Debt Service Required-Omitted from Proposed Budget		\$ 382,927
Total	\$ 109,460,960	\$ 109,343,887
Revenues/Expenditure Difference		
Additional changes per City Council		
Reduce Meals Tax increase from 1% to .5%	\$ (600,000)	
Increase Public Safety Benefits 2.2% for full year with years of service Effective 9/1/18)		\$ 257,820
Reduce Blight - Capital Project		\$ (300,000)
Reduce funding for E/D Projects from Fund Balance-Capital Project	\$ (300,000)	\$ (300,000)
Reduce IT budget for Capital 10%		\$ (35,764)
Reduce P/W Street Improvements -Capital Project		\$ (15,000)
Reduce P/W Stormwater - Capital Project		\$ (20,000)
Increase Hotel/Motel Revenue	\$ 10,000	
Decrease Support of Mass Transit		\$ (24,970)
Reduce Contingency		\$ (35,013)
Reduce Group Health Insurance Budget		\$ (100,000)
Reduce Jail-Medical Laboratory Supplies		\$ (200,000)
Totals	\$ 108,570,960	\$ 108,570,960



April 3, 2018

FY 2019 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 2019 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.

Staff recommends a budget that will continue progress on City Council's efforts to improve Danville's economy and its status as a desirable place to call home. Based on Council's input, this year's recommendation includes funding to address City Council's Focus Areas, which are described later in this letter.

Major Fund Highlights

The total proposed budget for FY 2019 is \$290,481,590 for operations, capital and debt service, which includes all funds minus inter-fund transfers. This is \$3,434,510 more than the current budget of \$286,747,080 – a 1.3% increase.

Utility Funds

The total Utility Department budget, which includes Electric, Gas, Water, Sewer and Broadband is \$182,429,420. This is \$4,418,700 more than the current budget of \$178,010,720. **There are no proposed utility rate increases.**

General Fund

This year's proposed General Fund Budget is \$109,181,960, which is \$452,210 more than the current budget of \$108,729,750. **There is no proposed increase to the current real estate tax of 80 cents per \$100 valuation.** Danville's real estate tax is tied for 4th lowest in the state for cities and is 26 cents below the average. **There is a proposed one percent increase to the meals tax,** which will generate \$1.2 million in new revenue and is necessary to fund increased personnel costs including enhancements to Public Safety employee retirement benefits.

Multi-Year Financial Forecasting

The City is in the midst of developing a multi-year financial forecasting model with the help of the National Resource Network. Staff intends to work with City Council during the next few months to use this tool to make funding priority decisions as the budget moves from the proposed stage to the adopted stage in late June.

The goal of multi-year financial forecasting is to help Council make wise and strategic decisions that will put Danville on a sustainable fiscal path. This is not merely a cost-savings program aimed at driving the tax rate down to its lowest possible level. It is imperative that Danville continues to make investments to encourage growth and prosperity. People don't make choices about which community to live in based solely on having the lowest tax rates and having balanced budgets. New residents mainly choose to live in a community because there is economic opportunity and quality of life amenities that make it attractive.

We are in a global competition to attract people, businesses, and visitors to our community in order to help our local economy thrive. 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, health care 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.

Danville has an award-winning River District thanks to targeted investments aimed at improving downtown and encouraging private investment. An aggressive industrial recruitment program has brought in large employers to our City and region. Investments in infrastructure in the Piedmont Drive corridor continue to attract new businesses and have made Danville a regional shopping and dining destination.

Continued investments in the Riverwalk Trail, our parks, and 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. 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.

The multi-year financial forecasting plan will enable us to be as efficient as possible providing government services so that funds are available to make strategic investments in areas that improve Danville's desirability, while maintaining competitive tax rates. I am confident that we can use this program to chart a path to financial stability that enables us to continue and, perhaps, expand upon our current efforts to compete with other cities for people, jobs, and visitors.

In order to further enhance this effort, staff is in discussions with Danville Public Schools to help them adopt multi-year financial forecasting so they also can chart a sustainable financial path that leads to DPS becoming a destination school system once again.

Focus Areas – Investing in Danville’s Future

The City Council Focus Areas continue to be as follows:

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

Reducing Violent Crime

Over the past several months, the City has taken several steps to reduce crime and our intention is to continue to push new initiatives with the goal of making Danville a family-friendly community again. This includes:

- Establishment of a Gang Task Force
- Establishment of a Youth Services Task Force
- Upgrades to police equipment like Tasers, body-worn cameras and civil disturbance equipment
- Additional funds to purchase and equip three additional police vehicles to be used by officers on overtime to provide additional support during high call-volume times
- Reorganization of existing staff to allow officers to focus on community policing while civilian employees handle routine office tasks
- Increased presence in high-crime neighborhoods
- Increased use of “focused deterrence”
- Stepped up enforcement activities

This recommended budget includes \$443,557 to pay for additional initiatives:

- \$75,000 to pay for expansion of the Closed Circuit Television system
- \$206,952 to pay for upgrades to police equipment, including:
 - SWAT Ballistic Vest Replacement
 - TASER and Body Worn Camera Upgrades/Replacement
- \$60,635 to continue a previously grant funded Crime Scene Analyst position
- \$100,970 to pay for supplements for City Sheriff Office employees

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.

The City Council's FY 2018 budget included \$1.6 million in additional funding for schools, bringing the total to \$20,606,570. This was an increase of 8.42% over the previous year.

In January 2017, the City Council and School Board met during an all-day retreat to talk about a shared vision for the future of Danville Public Schools. For the past several months, the School Board has worked to build upon what was started during that retreat to create a strategic plan for the school system.

The strategic plan will address needs in the following target areas:

- Strong Board/Council Relationship
- Academic Performance and Programs
- Facilities
- Funding
- Human Capital and Engagement
- Positive Perception of Public Education System
- Optimal Student Development

This year's budget does not include any additional funding for operational expenses. It does include a modification to the current budget ordinance, which states that DPS can retain up to \$1 million of any unspent local funds. The new ordinance will allow up to \$2 million in unspent local funds, which are mostly related to teacher and staff vacancies, to be used to enhance teacher recruitment and retention. Any unspent funds beyond the \$2 million amount would be placed in a Capital Reserve Fund for future capital needs for schools.

Grow Danville

During the retreat, the City Council agreed to continue its effort to "Grow Danville."

For the past several years, the City has taken bold action to attract businesses and industry to our community and region. This includes investing in industrial recruitment, retention and expansion through incentives and workforce development. It also includes building the infrastructure necessary to make Danville a regional shopping and dining destination. It also included a focus on our award-winning River District that has made it attractive to residents, businesses and visitors, alike.

Last year's budget included funds for the following efforts to encourage growth:

- Master plan update for the Riverwalk Trail
- Master plan for riverfront redevelopment
- A review of Danville's permitting process
- Revised floodplain mapping along the Dan River in the River District
- Gateway improvements to the Goodyear Boulevard / US 29 entrance to the City
- Continued focus on blight eradication and neighborhood redevelopment

The proposed budget includes:

- Funding for the first phase of a downtown riverfront park. (It is anticipated that the City would use a combination of Duke Energy coal ash settlement funds and donations to cover this cost.)
- \$355,000 for park improvements, which includes \$45,000 for playground equipment and funds to repair/resurface tennis courts at Bonner Middle School.
- \$50,000 for gateway corridor improvements
- \$164,000 for the local share of funds to expand the Riverwalk Trail
- \$162,612 for the City's half of the cost to install a traffic signal at South Main and Goodyear Blvd. to support economic development at the Highway 86 / US 29 interchange.
- Funds to allow for credit card payments for most City services. The cost will be offset by minor adjustments to the fee schedule so that there would be no surcharge for each transaction.

Budget Challenges

In order to continue basic City services with adequate funding and to make continued progress on the City Council focus areas, additional General Fund revenue is needed.

The following shows the major increases in the General Fund for FY 2019:

- \$800,000 – Increased cost for health insurance
- \$700,000 – Average 2% pay-for-performance increases
- \$331,500 – A portion of the retirement contribution increase recommended by the City's actuary and the Employee Retirement System board for Public Safety
- \$386,730 – Increased cost for enhancing public safety retirement benefits starting January 1, 2019

The total of these increases is \$2,218,230. Projected increases in revenue in the General Fund at current tax rates would generate \$1,090,000 of the proposed budget increase, leaving a \$1,128,230 revenue shortfall.

Proposed New Revenues

The proposed budget includes a 1% increase to the Meals Tax from 6% to 7%, which will generate about \$1.2 million per year. Currently, Danville's Meals Tax rate is below the average for our peer cities, which is 6.29%. The proposed rate would put us on par with Bristol, Martinsville, Petersburg and Staunton. According to the Bureau of Labor Statistics, the average American household spends about \$3,000 per year eating out. This increase would add \$30 to that annual budget.

There will be adjustments to this year's fee schedule, which will bring in modest amounts of new revenue while maintaining competitiveness with peer cities. This includes \$29,500

in new revenues from increases to Building Inspection Fees, which have not changed since 2009 and are below the average for our peer cities.

Also, based on a recommendation from the Airport Commission, the Airport hangar rental fees are proposed to be increased, which will generate \$10,500 in new revenue.

In addition, there will be slight adjustments to various other fees in order to accommodate the acceptance of credit cards for payment. This is intended to pay for the cost of processing fees and new technology associated with customer service and convenience.

These new rates keep Danville competitive in taxes and fees and enables the City to continue 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.

Budget Highlights

The following sections are highlights of the various funds.

General Fund

The total proposed FY 2019 General Fund budget appropriation is \$109,181,960. This is \$452,210 (0.4%) more than the FY 2018.

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** – The real estate assessment reflects no increase in real property valuation, therefore, this revenue is flat. The delinquent real estate reflects a decrease of \$200,000. The City has had a very aggressive effort to collect delinquent taxes, therefore, this revenue has declined over the past several years.
- **Personal Property Tax** – This tax rate was increased from \$3.00 to \$3.50 per \$100 valuation effective January 1, 2018 with the first half of this increase realized in FY 2018. The FY 2019 estimate reflects a full year at the new rate and therefore, this revenue reflects an increase of \$750,000.
- **Machinery & Tools Tax** – This revenue reflects natural growth in the amount of \$90,000.
- **Other Local Tax Revenue** – Local sales, meals, and hotel/motel room tax revenues are good indicators of local economic vitality. Tax receipts for sales, meals, and BPOL tax each are projected to increase in FY 2019 \$100,000 each for sales and BPOL, and \$140,000 for meals tax. In addition, this budget proposes an increase in the Meals Tax rate from 6% to 7% which will produce an estimated \$1,200,000

additional revenue. Meals tax revenue therefore reflects a total increase of \$1,340,000.

- **Other Fee Increases** – Proposed in this budget are fee increases for Airport Hangar Rental and Inspection Fees. These increases are anticipated to provide modest increases of \$10,500 and \$29,500 respectively. The Inspection fees have not increased since 2009. The City will maintain a competitive rate in this area as the City's fees schedule will still be lower than other localities in our region.
- **Transfer from Fund Balance** – The proposed budget recommendation includes \$3,059,650 in transfers from the unreserved balance of the General Fund for funding economic development incentives and projects. More information is included in the expenditure section below. Funding for repayments to the Tobacco Commission in the amount of \$386,250 are budgeted as a transfer from Reserved Fund Balance. The transfer from unreserved fund balance reflects a reduction of \$700,000. The reduction reflects paying off the amount for Web Parts and GOK.
- **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.

FY 2019 General Fund Revenue - Major Changes

	FY 2018 Adopted Budget	FY 2019 Proposed Budget	Increase (Decrease)
General Property Taxes			
Real Estate Taxes (Current & Delinquent)	\$ 17,890,000	\$ 17,690,000	\$ (200,000)
Personal Property Taxes (Current & Delinquent)	10,200,000	10,950,000	750,000
Machinery & Tools (Current & Delinquent)	1,301,000	1,395,000	94,000
All Other General Property Taxes	1,549,260	1,556,420	7,160
Other Local Taxes:			
Local Sales Taxes	8,750,000	8,850,000	100,000
Business & Occupational Licenses	5,100,000	5,200,000	100,000
Prepared Meals Taxes	7,500,000	8,840,000	1,340,000
Hotel & Motel Room Taxes	990,000	950,000	(40,000)
All Other Local Taxes	3,100,000	3,131,000	31,000
License, Permits, Privilege	229,890	252,950	23,060
Recovered Cost	5,288,330	5,967,800	679,470
Charges for Detention	2,840,230	3,067,210	226,980
State Revenues:			
Social Service Programs/Administrative Reimb	7,400,290	7,498,580	98,290
Non-Categorical Aid	6,089,000	5,973,000	(116,000)
CA State Shared Revenues (Constitutional)	4,873,810	5,124,990	251,180
Other Revenue Areas	19,353,370	19,289,110	(64,260)
Total Revenues	<u>\$ 102,455,180</u>	<u>\$ 105,736,060</u>	<u>\$ 3,280,880</u>
Transfer From Reserved Fund Balance	1,086,250	386,250	(700,000)
Transfer From Unreserved Fund Balance	<u>5,188,320</u>	<u>3,059,650</u>	<u>(2,128,670)</u>
Total Revenues and Transfer from Fund Balance	<u>\$ 108,729,750</u>	<u>\$ 109,181,960</u>	<u>\$ 452,210</u>

FY 2019 General Fund Expenditures - Major Changes

	FY 2018	FY 2019	Increase
	Adopted Budget	Proposed Budget	(Decrease)
Salaries & Benefits:			
Salaries & Wages	\$ 40,271,990	\$ 40,880,380	\$ 608,390
Salaries & Wages - Adjustments	797,800	694,710	(103,090)
Employees Retirement System	2,343,700	3,061,550	717,850
Virginia Retirement System	661,460	607,780	(53,680)
Group Health Insurance	7,820,000	8,626,800	806,800
Workers Compensation	880,000	985,000	105,000
Other Operating Expenditures:			
Telephone/Internet/Pagers	245,950	151,360	(94,590)
Repairs & Maintenance (Bldgs/Vehicles/Eqpt)	964,520	916,560	(47,960)
Capital Outlay	1,400,270	1,321,230	(79,040)
Maintenance Service Contracts	1,703,130	1,649,040	(54,090)
Travel & Training	433,500	484,240	50,740
Marketing & Outside Purchased Svcs	1,421,790	1,347,380	(74,410)
Utility Svcs (Fiber Infrastructure) & Utility Bills	2,060,190	2,210,970	150,780
Debt Service	4,722,390	4,640,060	(82,330)
Support of Other Entities	2,129,950	2,075,646	(54,304)
Contingency Appropriation	195,060	300,000	104,940
Transfers To/From Other Funds:			
Support of Capital Projects	5,466,450	4,446,140	(1,020,310)
Transfer to RIFA	440,450	308,690	(131,760)
Economic Development Incentives	1,075,170	1,000,450	(74,720)
Transfer Out to Special Grants	1,360,200	1,420,000	59,800
Transfer Out to Transportation Fund	230,660	307,870	77,210
Refunds	886,250	386,250	(500,000)
All Other Expenditures	31,218,870	31,359,854	140,984
	\$ 108,729,750	\$ 109,181,960	\$ 452,210

Health Insurance – Utilization of insurance continues to increase requiring additional funding for insurance costs.

Economic Development Incentives – Economic development incentive payments to our clients reflect a decrease of \$74,720 from FY 2018 levels. This funding was decreased from the amount originally requested by Economic Development. The administration, as necessary to balance the budget, reduced the request and these funds will be held in the General Fund and drawn down by Economic Development as incentive payments are made. If additional incentive payments in excess of the amount budgeted are needed, Economic Development will request City Council to appropriate the funds from fund balance.

Refunds (Tobacco Commission) – This budget provides for the repayment to the Virginia Tobacco Indemnification and Community Revitalization Commission (TROF) Grants made to AllergEase and Danville Hybrid Vehicles. This represents the final payment to TROF as noted below:

Danville Hybrid Vehicles	Payment 4 of 4	\$ 105,000
AllergEase	Payment 4 of 4	<u>281,250</u>
Total		\$ 386,250

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

Support of Capital Projects – This budget reflects a decrease of \$1,020,310 in General Fund Support of Capital Projects. The portion funded from current operating revenues increased \$506,685 and the transfer from fund balance for projects decreased \$1,526,995. Projects include economic development projects, River District improvements, firefighting apparatus replacement, police department 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 is flat; however, the Schools have requested an increase in the carryforward for FY 2018 from \$1,000,000 – to \$2,000,000 of unspent funds to enhance teacher recruitment and retention. This will require an ordinance for FY 2018 to modify the current year’s budget appropriation.

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 2019 Budget includes funds for an average 2% pay-for-performance salary increases pending City Council approval of the budget. Each fund will be impacted as shown on the chart on the next page.

Fund		Amount Budgeted
General Fund	\$ 715,000	
Less:		
Social Services State Funding & JDF		
Partners Reimbursement	(21,000)	
Net To General Fund		\$ 694,000
VDOT		57,670
Central Collections		2,380
Motorized Equipment		19,250
Mass Transit		25,270
Sanitation		22,320
Cemeteries		10,150
Wastewater		12,810
Water		34,040
Gas		30,210
Electric		115,750
Telecommunications		4,040
Totals		\$ 1,027,890

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.

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 which was partially funded in FY 2018. The actuarial recommended contribution rates for FY 2019 are shown below. The recommended rate for Public Safety for FY 2019 would have required an increased contribution of approximately \$600,000. The administration is proposing to fund one-half of that increase for FY 2019 in order to fund the cost of enhanced Public Safety benefits effective January 1, 2019 at a cost of \$386,730.

	Current Rate <u>FY 2018</u>	Actuary Recommended <u>FY 2019</u>	Proposed Rate <u>FY 2019</u>
General Employee	7.659%	7.756	7.756
Public Safety	7.448%	12.089%	9.768

The proposed rate and Public Safety Benefit adjustments for FY 2019 is an increase in citywide funding of \$740,970. The chart on the next page shows the increase by fund.

Retirement System Cost Increases

Fund

General Fund		\$ 719,790
General Employee Rate Increase	\$ 51,560	
Public Safety Rate Increase	281,500	
Public Safety Multiplier Increase (Effective 1/1/19)	261,770	
Public Safety 50/25 Retirement (Effective 1/1/19)	124,960	
VDOT		3,770
Central Services		80
Motorized Equipment		780
Transportation		2,810
Sanitation		890
Cemetery		3,770
Wastewater		620
Water		1,240
Gas		1,180
Electric		5,920
Telecommunication		120
Total		\$ 740,970

Personnel Changes – The table below details requested changes to the Authorized Positions for all funds.

Department/Office/Position	No. Full-time Positions added	No. Full-time Equivalent Positions reduced	Net Increase	Budgetary Impact	Comments
Police Department					
Crime Scene Analyst	1	1.0	0.0	\$ 60,635	This request does not increase number of authorized positions. This has been a grant funded position which has expired. The Police Department requests City-funding
Parks & Recreation					
Recreation Program Supervisor-Special Recr	1	1.0	0.0		No budgetary Impact - Reduced Part-time personnel
Recreation Program Supervisor-Community Recr Recr	1	1.0	0.0		No budgetary Impact - Reduced Part-time personnel
Social Services					
Senior Eligibility Worker	1	0.5	0.5	\$ 11,503	This request is to change a part-time position to full-time. The State funds 80% of this increase
Mass Transit					
2nd Shift Dispatcher	1	0.0	1.0	\$ 34,592	80% State & Federal Operating Grant Funded
Transit Driver	2	0.0	2.0	\$ 64,184	
Total increased Authorized Positions	7	3.5	3.5		

The Police Department is requesting City funding for the Crime Scene Analyst, which has been a grant funded position. The grant has expired.

The Parks and Recreation Department is requesting replacing part-time positions in Community Recreation and Special Recreation with a full-time position in each. There is no budgetary impact for either of these requests.

The Social Service Department is requesting a part-time Senior Eligibility Worker be reclassified to full-time. The State will fund 80% of this position.

Mass Transit is requesting the addition of two drivers needed to reduce the need for overtime. State and Federal operating revenues fund a significant portion of these positions. Overtime funding reflects a reduction which will need to be increased if these positions are not approved. The budget also includes funding for a 2nd shift dispatcher. Presently, no dispatcher is on duty after 7 pm.

Debt Service – General Fund (tax supported) debt as of June 30, 2017, was \$44.3 million, with debt service payments averaging \$4.66 million over the next five years, including debt for schools. The table on the following page shows debt service requirements for each fund.

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, 2017, tax supported debt was 1.63% 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, 2017, tax supported debt service was 3.93% 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, 2017, the City's overall payout ratio was 72% (68.1% General Fund and 76.6% Proprietary Funds).

The Chart on the next page shows the changes in debt service from FY 2018.

Changes in Debt Service

Description	FY 2018 Adopted	FY 2019 Proposed	Incr (Decr)
General Fund			
General Government Bonds (Principal & Interest)	\$ 2,197,010	\$ 2,117,530	\$ (79,480)
Juvenile Detention Bonds	562,710	563,490	780
Social Service Building Bonds	54,180	36,930	(17,250)
School Bonds (Principal & Interest)	1,907,390	1,919,510	12,120
City Share of RIFA Bonds	440,450	440,450	-
IDA Bonds	650,000	647,370	(2,630)
Fiscal Agent Fees	1,100	2,600	1,500
General Fund Total	<u>\$ 5,812,840</u>	<u>\$ 5,727,880</u>	<u>\$ (84,960)</u>
Utilities			
Wastewater Fund			
Bonds	\$ 1,344,260	\$ 1,207,400	\$ (136,860)
Reimbursables	20,000	-	(20,000)
Water Fund	1,103,260	1,082,060	(21,200)
Gas Fund	294,130	240,220	(53,910)
Electric Fund	3,858,660	3,554,040	(304,620)
Utilities Total	<u>\$ 6,620,310</u>	<u>\$ 6,083,720</u>	<u>\$ (536,590)</u>
Other Funds - Bonds			
Mass Transit Fund	\$ 120	\$ 120	\$ -
Motorized Equipment Fund	3,570	3,550	(20)
Sanitation Fund	76,960	88,020	11,060
Other Funds Total	<u>\$ 80,650</u>	<u>\$ 91,690</u>	<u>\$ 11,040</u>
Total All Funds	\$ 12,513,800	\$ 11,903,290	\$ (610,510)

The preparation of the City Manager's Proposed Budget is complete. I along with the Department Directors, will now work with you, the City Council, to review what we have developed, and mold it into a City Council Proposed Budget; which is currently scheduled for presentation to the Public on April 17. Public input will be actively encouraged in May and June before a final budget is adopted and associated funds appropriated by June 30th.

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

Respectfully,



Ken F. Larking
City Manager

Council Letter

City of Danville, Virginia



CL-1889

New Business Item #: A.

City Council Regular Meeting

Meeting Date: 05/15/2018

Subject: School Carryforward

From: Cynthia Thomasson, Budget Director

COUNCIL ACTION

First Reading: 05/15/2018

Final Adoption: 06/05/2018

SUMMARY

At the Joint City Council/School Board Work Session on March 21, 2018, the School Board stated that they anticipate having a significant amount of unexpended funds at the end of this fiscal year, and requested City Council approve an increase from \$1,000,000 to \$2,000,000 of the amount of carryforward of unexpended funds to fund salary and benefit increases for FY 2019 for school personnel. In addition, the Schools have requested unexpended funds in excess of the \$2,000,000 be transferred to a reserve for school capital improvements. The attached ordinance provides for these requests with the specification that the transfer to a reserve for capital improvements would not reduce the City's Unreserved Balance more than the FY 2018 budget provides.

BACKGROUND

The FY 2018 Budget Appropriation Ordinance provides for carryforward of unexpended funds in the amount of \$1,000,000 in addition to encumbrances at June 30.

RECOMMENDATION

It is recommended that City Council approve the attached Ordinance increasing the carryforward of unexpended funds for Schools from \$1,000,000 to \$2,000,000, and also providing for the creation of a reserve for school improvements of unexpended funds in excess of the \$2,000,000.

Attachments

Ordinance

PRESENTED: May 15, 2018

ADOPTED: June 5, 2018

ORDINANCE NO. 2018 – 05.02

AN ORDINANCE AMENDING THE FISCAL YEAR 2018 BUDGET APPROPRIATION ORDINANCE TO PROVIDE FOR AN INCREASE IN THE CARRYFORWARD OF UNEXPENDED FUNDS FOR SUPPORT OF SCHOOLS FROM \$1,000,000 TO \$2,000,000 AND TO ESTABLISH A RESERVE FOR SCHOOL CAPITAL PROJECTS.

WHEREAS, Danville Public Schools has requested permission to carryforward unexpended funds in the amount of \$2,000,000 to cover salary and benefit increases in FY 2019; and

WHEREAS, the FY 2018 Budget Appropriation Ordinance provides for \$1,000,000 of carryforward funds for Support of Schools; and

WHEREAS, Danville Public Schools anticipate unexpended funds in excess of the \$2,000,000 requested to cover salary and benefit increases; and

WHEREAS, the City Administration and Danville Public Schools request City Council's approval to transfer these excess funds to a reserve for School Capital projects; and

WHEREAS, the amount of the funds to be transferred to a reserve for school capital projects will be determined at the close of FY 2018; and

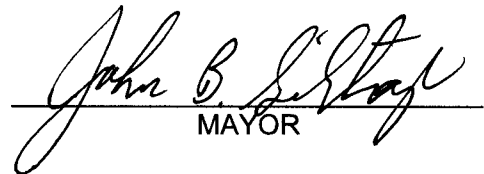
WHEREAS, the transfer to a reserve for School capital projects will not cause the City's Unreserved Balance to decrease more than provided in the FY 2018 Budget;

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia that the carryforward of unexpended school funds be increased from \$1,000,000 to \$2,000,000; and

BE IT FURTHER ORDAINED by the Council of the City of Danville, Virginia that unexpended school funds in excess of \$2,000,000 be transferred to a reserve for school capital projects; and

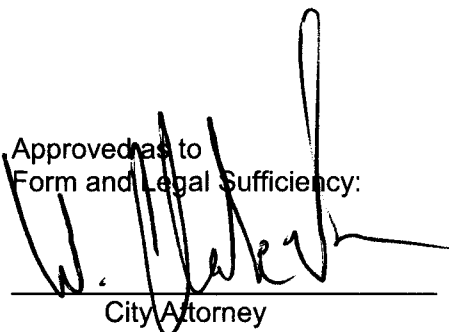
BE IT FINALLY ORDAINED by the Council of the City of Danville, Virginia that the transfer to a reserve for school projects will not decrease the City's Unreserved Fund Balance more than provided for in the FISCAL YEAR 2018 Budget Appropriation Ordinance.

APPROVED:


MAYOR

ATTEST:


CLERK

Approved as to
Form and Legal Sufficiency:

City Attorney

Council Letter

City of Danville, Virginia



CL-1909

Old Business Item #: A.

City Council Regular Meeting

Meeting Date: 06/19/2018

Subject: Danville Public Schools Budget

From: Cynthia Thomasson, Budget Director

COUNCIL ACTION

First Reading: 6/05/2018

Final Adoption: 6/19/2018

SUMMARY

The Public Hearing for the Fiscal Year 2019 Preliminary School Board Budget is scheduled for June 5, 2018. The City's Budget for Support of Schools includes \$20,406,570 for Support of Operations and \$2,038,690 for Debt Service, for a grand total of \$22,424,260.

In addition, City Council adopted an ordinance providing for a carryforward of unexpended funding from FY 2018 in the amount of \$2,000,000 which is included in the Schools Budget.

RECOMMENDATION

It is recommended the City Council approve the attached Resolution for the FY 2019 Danville Public Schools Budget.

Attachments

Resolution

PRESENTED: June 5, 2018

ADOPTED: June 19, 2018

RESOLUTION NO. 2018 – 06 . 04

A RESOLUTION APPROVING THE BUDGET OF THE SCHOOL BOARD OF THE CITY OF DANVILLE, VIRGINIA FOR THE FISCAL YEAR ENDING JUNE 30, 2019.

WHEREAS, the School Board of the City of Danville, Virginia 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 2019, which estimate reflected total proposed expenditures in the amount of \$65,588,127; and

WHEREAS, the City shall contribute \$20,385,570 for School Operations and \$2,038,690 for School Debt Service for a total appropriation of \$22,424,260; and


WHEREAS, the City has adopted an ordinance in FY 2018 allowing for carryforward of unexpended funding in the amount of \$2,000,000; 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 2019 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, 2019 be, and the same is hereby, approved for educational purposes subject the above recited conditions.

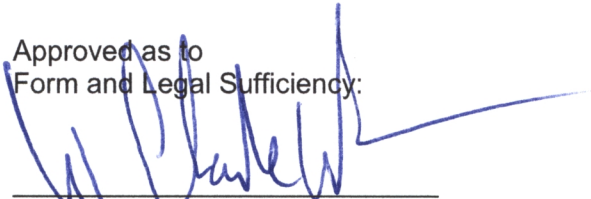
APPROVED:


MAYOR

ATTEST:


CLERK

Approved as to
Form and Legal Sufficiency:


City Attorney

2018-2019 Danville Public Schools PROPOSED Budgeted Revenues General Operating Fund

ADM = 5420

ACCOUNTS	BUDGETED 2017-18 REVENUES	PROPOSED REVENUES 2018-19	INCREASE (DECREASE)	% CHANGE
<u>STATE SOQ FUNDS</u>				
Basic Aid	17,393,682	17,935,858	542,176	3.12%
Textbooks	450,661	406,794	(43,867)	-9.73%
Sales Tax	6,610,431	6,848,202	237,771	3.60%
Vocational Education - SOQ	365,357	537,329	171,972	47.07%
Gifted Education - SOQ	197,046	202,003	4,957	2.52%
Special Education - SOQ	2,253,717	2,072,555	(181,162)	-8.04%
Remedial Education	1,481,952	1,648,348	166,396	11.23%
Retirement Reimbursement	2,783,279	2,723,006	(60,273)	-2.17%
Social Security Reimbursement	1,215,119	1,236,261	21,142	1.74%
Group Life	82,103	84,841	2,738	3.33%
English as a Second Language	157,475	167,994	10,519	6.68%
Remedial Summer School	375,934	191,195	(184,739)	-49.14%
SUBTOTAL - STATE SOQ	33,366,756	34,054,386	687,630	2.06%
<u>STATE CATEGORICAL</u>				
Vocational Education	35,350	28,070	(7,280)	-20.59%
Homebound	242,045	61,107	(180,938)	-74.75%
Foster Care	15,696	55,213	39,517	251.76%
SUBTOTAL STATE CATEGORICAL	293,091	144,390	(148,701)	-50.74%

2018-2019 Danville Public Schools PROPOSED Budgeted Revenues General Operating Fund

ADM = 5420

ACCOUNTS	BUDGETED 2017-18 REVENUES	PROPOSED REVENUES 2018-19	INCREASE (DECREASE)	% CHANGE
<u>STATE INCENTIVE-BASED PROGRAMS</u>				
At Risk	1,835,704	1,890,774	55,070	3.00%
K-3 Primary Class Size Reduction	2,248,609	2,270,359	21,750	0.97%
Virginia Preschool Initiative	957,124	994,949	37,825	3.95%
Early Reading Intervention	235,864	236,700	836	0.35%
Early Reading Specialists Initiative	23,724	146,433	122,709	517.24%
Math/Reading Instructional Specialists	94,894	252,076	157,182	165.64%
ISAEF - Teen GED	23,576	23,576	0	0.00%
SOL Algebra Readiness	131,565	133,683	2,118	1.61%
Compensation Supplement	188,444		(188,444)	-100.00%
Small School Division Enrollment Loss		260,493	260,493	#DIV/0!
Supplemental Lottery Per Pupil Allocation	1,125,299	1,344,546	219,247	19.48%
Mentor Teacher Program	6,318	5,791	(527)	-8.34%
Technology	489,200	458,000	(31,200)	-6.38%
SUBTOTAL - STATE INCENTIVE-BASED	7,360,321	8,017,380	657,059	8.93%
TOTAL - STATE FUNDS	41,020,168	42,216,156	1,195,988	2.92%
<u>OTHER FUNDS</u>				
Tuition (Summer School)	16,000	10,000	(6,000)	-37.50%

2018-2019 Danville Public Schools PROPOSED Budgeted Revenues General Operating Fund

ADM = 5420

ACCOUNTS	BUDGETED 2017-18 REVENUES	PROPOSED REVENUES 2018-19	INCREASE (DECREASE)	% CHANGE
Tuition (Non-Resident Students)	55,000	50,000	(5,000)	-9.09%
Tuition (Adult Education)	2,500	2,500	0	0.00%
Rentals (School Buses)	60,000	65,000	5,000	8.33%
Rentals (Café, Auditoriums, etc.)	33,000	33,000	0	0.00%
Refunds, Rebates, & Misc.	10,000	10,000	0	0.00%
Misc. Income Band & Music	1,800	1,800	0	0.00%
NJROTC	77,976	75,000	(2,976)	-3.82%
Building Lease Income	64,000	-	(64,000)	-100.00%
Payment from Another Division (Alternative Pgm)	105,346	104,587	(759)	-0.72%
Medicaid Reimbursements	250,000	300,000	50,000	20.00%
Indirect Cost Allocation	230,000	300,000	70,000	30.43%
TOTAL - OTHER FUNDS	905,622	951,887	46,265	5.11%
<u>CITY FUNDS</u>				
General Appropriation	20,606,570	22,606,570	2,000,000	9.71%
TOTAL - CITY FUNDS	20,606,570	22,606,570	2,000,000	9.71%
TOTAL RECEIPTS	62,532,360	65,774,613	3,242,253	5.18%

2018-2019 **Danville Public Schools PROPOSED Budgeted Expenditures** **General Operating Fund Budget**

	ACTUAL EXPENDITURES <u>2016-17</u>	BUDGET 2017-18	PROPOSED BUDGET <u>2018-19</u>	INCREASE (DECREASE)	% CHANGE
<u>I. INSTRUCTION</u>					
A. Classroom Instruction					
1. Elementary Regular	15,036,618	16,410,719	17,363,712	952,993	5.81%
2. Elementary Special Ed	2,810,185	3,229,210	3,228,222	-988	-0.03%
3. Elementary Vocational	194,378	241,997	241,358	-639	-0.26%
4. Elementary Gifted & Talented	396,859	424,219	428,933	4,714	1.11%
5. Elementary Extra-Curricular	46,255	54,209	52,552	-1,658	-3.06%
6. Secondary Regular	8,550,772	8,885,276	9,511,137	625,861	7.04%
7. Secondary Special Ed	1,365,841	1,590,027	1,616,417	26,391	1.66%
8. Secondary Vocational	2,645,430	1,636,894	1,761,270	124,376	7.60%
9. Secondary Gifted & Talented	343,524	367,869	377,392	9,523	2.59%
10. Secondary Co-Curricular	450,586	452,405	452,810	405	0.09%
11. Extended Sessions	114,346	179,550	144,945	-34,605	-19.27%
12. Adult	115,499	110,379	110,379	0	0.00%
13. Preschool Handicapped	440,368	465,000	498,079	33,079	7.11%
14. Non-LEA Programs	53,816	53,837	41,374	-12,464	-23.15%
15. Alternative Education	739,586	700,720	869,833	169,113	24.13%
16. Virginia Preschool Initiative	1,843,593	1,941,898	1,969,806	27,907	1.44%
B. Guidance	1,107,667	1,176,954	1,276,173	99,219	8.43%
C. Social Workers	90,678	175,925	174,411	-1,514	-0.86%
D. Homebound	285,843	342,256	284,125	-58,131	-16.98%
E. Instructional Support	1,468,543	1,914,403	2,381,914	467,510	24.42%
F. Media	825,991	866,351	952,482	86,132	9.94%
G. School Administration	3,817,320	3,949,112	3,875,321	-73,791	-1.87%
<u>TOTAL INSTRUCTION</u>	<u>42,743,698</u>	<u>45,169,211</u>	<u>47,612,644</u>	<u>2,443,433</u>	<u>5.41%</u>

2018-2019 **Danville Public Schools PROPOSED Budgeted Expenditures** **General Operating Fund Budget**

	ACTUAL EXPENDITURES 2016-17	BUDGET 2017-18	PROPOSED BUDGET 2018-19	INCREASE (DECREASE)	% CHANGE
II. ADMINISTRATION AND ATTENDANCE AND HEALTH					
A. Administration					
1. Board Services	141,051	110,915	110,915	0	0.00%
2. Executive Administration	361,063	362,120	362,834	714	0.20%
3. Insurances	366,218	346,232	408,376	62,144	17.95%
4. Administrative Services	287,436	292,432	292,396	-36	-0.01%
5. Information Services	10,000	79,496	101,746	22,250	27.99%
6. Human Resources	905,267	1,330,415	1,290,455	-39,959	-3.00%
7. Fiscal Services	529,890	519,199	554,357	35,158	6.77%
8. Reprographics Services	47,432	86,245	87,380	1,135	1.32%
B. Attendance & Health					
1. Attendance	111,851	119,144	126,954	7,809	6.55%
2. Health	1,012,619	1,134,819	1,232,890	98,071	8.64%
3. Psychological	490,248	501,357	490,080	-11,277	-2.25%
TOTAL ADM & ATT & HEALTH	4,263,073	4,882,376	5,058,384	176,008	3.60%
III. PUPIL TRANSPORTATION					
A. Management	374,152	395,742	489,799	94,057	23.77%
B. Vehicle Operation	1,896,897	1,365,266	1,345,510	-19,756	-1.45%
C. Monitoring Services	15,550	14,683	15,277	594	4.04%
D. Vehicle Maintenance	443,801	546,700	496,451	-50,249	-9.19%
TOTAL PUPIL TRANSPORTATION	2,730,400	2,322,390	2,347,037	24,647	1.06%

2018-2019 **Danville Public Schools PROPOSED Budgeted Expenditures** **General Operating Fund Budget**

	ACTUAL EXPENDITURES <u>2016-17</u>	BUDGET <u>2017-18</u>	PROPOSED BUDGET <u>2018-19</u>	INCREASE (DECREASE)	% CHANGE
<u>IV. OPERATION AND MAINTENANCE SERVICES</u>					
A. Management	257,623	278,156	305,041	26,885	9.67%
B. Building Services	5,789,275	5,747,253	5,897,164	149,911	2.61%
C. Grounds Services	319,360	303,518	380,313	76,795	25.30%
D. Equipment Services	348,455	366,360	398,860	32,500	8.87%
E. Vehicle Services	67,707	98,300	81,500	-16,800	-17.09%
F. Security Services	532,231	675,227	673,218	-2,009	-0.30%
<u>TOTAL OPERATION AND MAINTENANCE</u>	<u>7,314,651</u>	<u>7,468,815</u>	<u>7,736,096</u>	<u>267,281</u>	<u>3.58%</u>

V. NON-INSTRUCTIONAL OPERATIONS

A. Community Education

VI. FACILITIES

A. Site Improvements

B. Architecture and Engineering Services

C. Building Acquisition/Construction Services

D. Building Improvement Services

TOTAL FACILITIES

VII. OTHER USES OF FUNDS

A. Fund Transfers

A. Debt Service - Performance Contracting

TOTAL OTHER USES OF FUNDS

	0	0	0	0	#DIV/0!
	32,680	0	0	0	#DIV/0!
	0	0	0	0	#DIV/0!
	0	0	0	0	#DIV/0!
<u>TOTAL FACILITIES</u>	<u>32,680</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>#DIV/0!</u>
	169,429	160,699	138,945	-21,754	-13.54%
	<u>169,429</u>	<u>160,699</u>	<u>372,702</u>	<u>233,757</u>	<u>#DIV/0!</u>
<u>TOTAL OTHER USES OF FUNDS</u>				<u>212,003</u>	<u>131.93%</u>

2018-2019
Danville Public Schools PROPOSED Budgeted Expenditures
General Operating Fund Budget

	ACTUAL EXPENDITURES <u>2016-17</u>	BUDGET <u>2017-18</u>	PROPOSED BUDGET <u>2018-19</u>	INCREASE (DECREASE)	% CHANGE
<u>VIII. TECHNOLOGY</u>					
A. Technology-Classroom Instruction	1,058,470	658,500	571,000	-87,500	-13.29%
B. Technology - Instructional Support	656,435	793,782	880,770	86,988	10.96%
C. Technology - Administration	759,091	813,212	932,606	119,393	14.68%
<u>TOTAL TECHNOLOGY</u>	<u>2,473,995</u>	<u>2,265,495</u>	<u>2,384,376</u>	<u>118,881</u>	<u>5.25%</u>
<u>IX. CONTINGENCY</u>	<u>0</u>	<u>263,375</u>	<u>263,375</u>	<u>0</u>	<u>0.00%</u>
<u>TOTALS</u>	<u>59,727,927</u>	<u>62,532,360</u>	<u>65,774,613</u>	<u>3,242,253</u>	<u>5.18%</u>

Council Letter

City of Danville, Virginia



CL-1892

New Business Item #: E.

City Council Regular Meeting

Meeting Date: 05/15/2018

Subject: Fee Increases

From: Cynthia Thomasson, Budget Director

COUNCIL ACTION

First Reading: 05/05/2018

Final Adoption: 06/05/2018

SUMMARY

In order to extend the convenience of using credit cards to our customers for certain fees, the City is proposing a slight increase to the affected fees to compensate for the processing of credit card charges. This is a standard practice in most businesses (retail, professional, and governmental). In addition, the City is proposing an increase in certain inspection fees in addition to the credit card processing fee.

RECOMMENDATION

The City recommends the adoption of the attached Ordinance establishing certain fees and charges.

Attachments

[Ordinance](#)

[Schedule 1](#)

[Schedule 2](#)

[Schedule 3](#)

PRESENTED: May 15, 2018

ADOPTED: June 5, 2018

ORDINANCE NO. 2018 – 05 . 06

AN ORDINANCE ESTABLISHING CERTAIN COMMUNITY DEVELOPMENT, PUBLIC WORKS AND FIRE DEPARTMENTS PERMITS & INSPECTION FEES AND CHARGES EFFECTIVE JULY 1, 2018.

WHEREAS, the City proposes to increase certain fees in order to extend to customers the convenience of using credit cards to pay for Community Development, Public Works, and Fire Departments fees for certain services they provide to customers; and

WHEREAS, these fees are designed to recoup a portion of the processing fee charged by credit card companies; and

WHEREAS, the fees charged are a standard used by most businesses, retail, professional, and governmental.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia, that the rates, charges, and fees for certain permits and inspections and other charges, be, and the same are hereby, established and approved in accordance with and shown on the three (3) Schedules, which are attached hereto and made a part hereof as if fully set out herein, as follows:

Schedule 1. Community Development Fees

Schedule 2. Public Works Fees

Schedule 3. Fire Fees

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

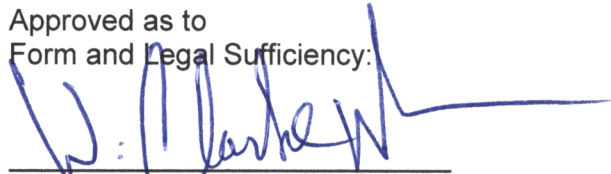
APPROVED:


MAYOR

ATTEST:


CLERK

Approved as to
Form and Legal Sufficiency:


City Attorney

Schudule 1			
Proposed Fee Increases with New Technology Fees			
	Current Fee	Proposed FY 2019 Fee	Proposed Fee Including New Technology Fee
Community Development			
Planning & Zoning Division			
The issuance of a Zoning Clearance for Business License	\$ 10.00		\$ 11.00
Items requiring a public hearing before the Planning Commission (Rezoning/ Special Use Permit /Code Amendment)	\$ 350.00		\$ 360.00
Items requiring a public hearing before the Board of Zoning Appeals (Variance/ Appeal of Zoning Administrator)	\$ 200.00		\$ 206.00
Items requiring Certificates of Appropriateness	\$ 25.00		\$ 26.00
Items requiring appeals from the Local Board of Building Code Appeals (Appeals of Building Official/ Appeals of Fire Official)	\$ 200.00		\$ 206.00
Sign Permit Fees	Current Fee		Proposed Fee
Fees for the sign & banner permits shall be as follows:			
For the installation or erection of all temporary banners or temporary portable trailer, A-frame or stand type signs	\$ 30.00	\$ 40.00	\$ 42.00
For all other signs not otherwise provided for, where:			
cost is less than \$1,000 or less	\$ 30.00	\$ 40.00	\$ 42.00
cost is in excess of \$1,000	\$30 1st M plus \$4.10 per M fraction thereof	\$40.00 1st M, \$5.00 per M or fraction thereof	\$42.00 1st M, \$5.00 per M or fraction thereof
Inspection Fees	Current Fee		Proposed Fee
For additional inspections made necessary by undue delay in the work, the use of improper materials or workmanship, the failure to have ready any required tests, or continued violations of the USBC(Uniform State Building Code)	\$ 27.50		\$ 29.00
For inspections and investigations necessary to verify work being done without the required permits	\$ 70.00		\$ 72.00
For special inspections beyond or after normal working hours of the department	\$ 55.00		\$ 57.00
Plan Review Fees - Commercial	Current Fee		Proposed Fee
Minimum plan review fee	\$ 30.00		\$ 31.00
Where cost is \$500,000 or less building	.247% of the valuation		.254% of the valuation
Where cost is in excess of \$500,000	\$1,235 plus 0.082% of the building valuation over \$500,000		\$1,270 plus 0.0845% of the building valuation over \$500,000
Plan Review Fees - Residential	Current Fee		Proposed Fee
Construction of any addition to a Single-Family Dwelling – 150 S.F. or more	\$ 25.00		\$ 26.00
Construction of a new Single-Family Dwelling	\$ 50.00		\$ 52.00

Schudule 1 (Cont.)			
Proposed Fee Increases with New Technology Fees			
	Current Fee	Proposed FY 2019 Fee	Proposed Fee Including New Technology Fee
Community Development			
Building Permit Fees	Current Fee		Proposed Fee
Where cost is \$1,000 or less	\$ 30.00	\$ 40.00	\$ 42.00
Where cost is in excess of \$1,000 and does not exceed \$5,000	\$30.00 1st M plus \$6.90 per M or fraction thereof	\$40.00 1st M plus \$7.50 per thousand or fraction thereof	\$42.00 1st M plus \$7.50 per thousand or fraction thereof
Where cost is in excess of \$5,000 and does not exceed \$20,000	\$48.60 1st 5M plus \$6.55 per M or fraction thereof	\$70.00 1st 5M plus \$7.00 per M or fraction thereof	\$74.04 1st 5M plus \$7.00 per M or fraction thereof
Where cost is in excess of \$20,000 and does not exceed \$100,000	\$146.85 1st 20M plus \$4.10 per M or fraction thereof	\$175.00 1st 20M plus \$5 per M or fraction thereof	\$182.01 1st 20M plus \$5 per M or fraction thereof
Where cost is in excess of \$100,000 and does not exceed \$500,000	\$474.85 1st 100M plus \$2.65 per M or fraction thereof	\$575 1st 100M plus \$3 per M or fraction thereof	\$595.39 1st 100M plus \$3 per M or fraction thereof
Where cost is in excess of \$500,000 and does not exceed \$1,000,000	\$1,534.85 1st 500M plus \$1.10 per M or fraction thereof	\$1775 1st 100M plus \$2 per M or fraction thereof	\$1829.35 1st 100M plus \$2 per M or fraction thereof
Where cost is in excess of \$1,000,000	\$2,084.85 1st 1000M plus 75¢ per M or fraction thereof	\$2775.00 1st 1000M plus \$1.50 per M or fraction thereof	\$2857.65 1st 1000M plus \$1.50 per M or fraction thereof
For the demolition of any structure	\$ 50.00		\$ 52.00
For the moving of any structure	\$ 75.00		\$ 78.00
Permits for the installation of automatic sprinkler systems, fire alarm systems, elevators & escalators, fire escapes, underground storage tanks and other miscellaneous structures shall be calculated in the same manner as building permits above.			
Temporary Certificate of Use & Occupancy	\$ 30.00		\$ 31.00
Permanent Certificate of Use & Occupancy	\$ 30.00		\$ 31.00
Change of Use Survey	\$ 25.00		\$ 26.00
Mechanical Permit Fees	Current Fee		Proposed Fee
Where cost is \$1,000 or less	\$ 30.00	\$ 40.00	\$ 42.00
Where cost is in excess of \$1,000 and does not exceed \$5,000	\$30.00 1st M plus \$6.90 per M or fraction thereof	\$40.00 1st M plus \$7.50 per thousand or fraction thereof	\$42.00 1st M plus \$7.50 per thousand or fraction thereof
Where cost is in excess of \$5,000 and does not exceed \$20,000	\$48.60 1st 5M plus \$6.55 per M or fraction thereof	\$70.00 1st 5M plus \$7.00 per M or fraction thereof	\$74.04 1st 5M plus \$7.00 per M or fraction thereof
Where cost is in excess of \$20,000 and does not exceed \$100,000	\$146.85 1st 20M plus \$4.10 per M or fraction thereof	\$175.00 1st 20M plus \$5 per M or fraction thereof	\$182.01 1st 20M plus \$5 per M or fraction thereof
Where cost is in excess of \$100,000 and does not exceed \$500,000	\$474.85 1st 100M plus \$2.65 per M or fraction thereof	\$575 1st 100M plus \$3 per M or fraction thereof	\$595.39 1st 100M plus \$3 per M or fraction thereof
Where cost is in excess of \$500,000 and does not exceed \$1,000,000	\$1,534.85 1st 500M plus \$1.10 per M or fraction thereof	\$1775 1st 100M plus \$2 per M or fraction thereof	\$1829.35 1st 100M plus \$2 per M or fraction thereof
Where cost is in excess of \$1,000,000	\$2,084.85 1st 1000M plus 75¢ per M or fraction thereof	\$2775.00 1st 1000M plus \$1.50 per M or fraction thereof	\$2857.65 1st 1000M plus \$1.50 per M or fraction thereof

Schudule 1 (Cont.)			
Proposed Fee Increases with New Technology Fees			
	Current Fee	Proposed FY 2019 Fee	Proposed Fee Including New Technology Fee
Community Development			
Plumbing Permit Fees	Old Fee		New Fee
Minimum plumbing permit fee	\$ 30.00	\$ 40.00	\$ 42.00
For plumbing in new or existing buildings:			
Base fee	\$ 13.75		\$ 15.00
For each fixture	\$ 7.00		\$ 8.00
For new building sewer or water service or renewal of existing building or water service	\$ 30.00	\$ 40.00	\$ 42.00
For water connection to any potable water supply	\$ 30.00	\$ 40.00	\$ 42.00
For the installation or replacement of backflow prevention devices:			
Base fee	\$ 8.25		\$ 9.25
For each device	\$ 2.75		\$ 3.75
Electrical Permit Fee	Current Fee		Proposed Fee
Fees for electrical permits shall be as follows:			
Minimum permit fee	\$ 30.00	\$ 40.00	\$ 42.00
For outlets, unless otherwise provided for:			
When not in excess of 10	\$ 2.75		\$ 3.00
When more than 10 but not in excess of 100	\$ 13.75		\$ 15.00
When more than 100 but not in excess of 150	\$ 30.00	\$ 40.00	\$ 42.00
When more than 150	\$30.00 plus 20¢/outlet in excess of 150	\$40.00 plus 0.20/outlet in excess of 150	\$42.00 plus 0.20/outlet in excess of 150
For additional feeders other than main service	\$10.25 each		
For special outlets:			
Electric range	\$ 4.15		\$ 4.30
Electric water heater	\$ 4.15		\$ 4.30
Electric dryers	\$ 4.15		\$ 4.30
Air conditioners – 1 to 5 horsepower	\$ 4.15		\$ 4.30
All types of electric heat	50¢ per kilowatt		
X-Ray machines	\$ 4.15		\$ 4.30
Other special equipment	\$ 4.15		\$ 4.30
For altered or new services only: (no additional outlets)			
Panel Change	\$ -	\$ 40.00	\$ 42.00
Size service entrance, 60 & 100 ampere	\$ 30.00	\$ 40.00	\$ 42.00
Size service entrance, 150 ampere	\$ 36.50	\$ 40.00	\$ 42.00
Size service entrance, 200 ampere	\$ 50.25		\$ 52.00
Size service entrance, 400 ampere	\$ 57.25		\$ 59.00
Size service entrance, 600 ampere	\$ 64.00		\$ 66.00
Size service entrance, 800 ampere	\$ 71.00		\$ 73.00
Size service entrance, over 800 ampere	\$ 84.50		\$ 87.00
Amusement Device Permit Fees	Current Fee		Proposed Fee
For the construction, reassembly, operation and inspection of an amusement device, when inspected and certified by City of Danville personnel:			
Kiddie Ride	\$ 15.00		\$ 16.00
Major Ride	\$ 25.00		\$ 26.00
Spectacular Ride	\$ 45.00		\$ 47.00
Civil Penalties	Current Fee		Proposed Fee
In lieu of any criminal penalty otherwise chargeable under the Virginia Uniform Statewide Building Code or by Section 36-106 of the Code of Virginia, 1950, as amended, civil penalties may be levied for certain violations of the Virginia Uniform Statewide Building Code in accordance with this section.			
Initial Summons	\$ 100.00		\$ 103.00
Subsequent Summons	\$ 350.00		\$ 360.00
Rental District Fees	Current Fee		Proposed Fee
Fees for the established Rental Districts (North, South and OWE) Initial /periodic inspections, Second / Subsequent follow-up inspections and Additional inspections			
Initial/Periodic Inspection Fee	\$ 50.00		\$ 52.00
2nd/Subsequent Insption Fee	\$ 35.00		\$ 36.00
Additional Inspection Fee	\$ 27.50		\$ 29.00

Schedule 2		
Proposed Fee Increases with New Technology Fees		
	Current Fee	Proposed Fee Including New Technology Fee
Public Works		
Nuisance Violation Fees	Current Fee	Proposed Fee
Weeds as public nuisance	\$ 100.00	\$ 103.00
Hazardous Tree Removal	\$ 100.00	\$ 103.00
Obstructions	\$ 100.00	\$ 103.00
Abandoned Vehicles	\$ 100.00	\$ 103.00
Inoperative Vehicles	\$ 100.00	\$ 103.00
Engineering Division		
Land Disturbance Permit	Current Fee	Proposed Fee
Land disturbance permit for areas of 5,000 square feet or greater (non-single family) - first acre	\$ 75.00	\$ 78.00
Each additional acre	\$ 50.00	\$ 52.00
Land disturbance permit for single-family residential lots	\$ 50.00	\$ 52.00
Excavation Permit	Current Fee	Proposed Fee
For each street pavement or sidewalk cut & patch not exceeding 10 sq. ft. in area	\$ 20.00	\$ 21.00
For each street pavement or sidewalk cut & patch exceeding 10 sq. ft. in area	\$20 + 5¢ per sq. ft. beyond 10 sq. ft.	\$21+.05 per sq. ft. beyond 10 sq. ft.
For each utility boring under the street or sidewalk	\$ 20.00	\$ 21.00
For each cut or crossing in new subdivision where utility lines are constructed under the street or sidewalk area	\$ 20.00	\$ 21.00
STORM DRAINAGE SYSTEM (FACILITY PERMIT)	Current Fee	Proposed Fee
Plan Review	\$ 10.00	\$ 11.00
Each private property storm sewer	\$ 7.50	\$ 8.50
Each stormwater conveyance channel	\$ 7.50	\$ 8.50
Combination of storm sewer & stormwater conveyance channel	\$ 10.00	\$ 11.00
Each lateral or a storm drain	\$ 5.00	\$ 6.00
Each driveway pipe	\$ 7.50	\$ 8.50
Each manhole, drop inlet catch basin or area drain on a storm sewer line	\$ 5.00	\$ 6.00
Each roof drain & outside leader (Note: No fee for outside leaders wasting on ground or extending to cut line)	\$ 5.00	\$ 6.00
Minimum permit fee	\$ 7.50	\$ 8.50
Permit for curb cut or installation, repair of driveway	\$ 15.00	\$ 16.00

Schedule 2 (Cont.)		
Proposed Fee Increases with New Technology Fees		
	Current Fee	Proposed Fee Including New Technology Fee
Public Works		
Virginia Stormwater Management Program (VSMP Permit Fees)	Current Fee	Proposed Fee
General/Stormwater Mgt-Small Construction Activity/Land Clearing (less than one acre)	\$ 290.00	\$ 300.00
General Stormwater Mgt-Small Construction Activity/ Land Clearing (equal to or greater than one acre, less than five acres)	\$ 2,700.00	\$ 2,778.00
General Stormwater Mgt-Small Construction Activity/ Land Clearing (equal to or greater than five acres, less than ten acres)	\$ 3,400.00	\$ 3,497.00
General Stormwater Mgt-Small Construction Activity/ Land Clearing (equal to or greater than 10 acres, less than 50 acres)	\$ 4,500.00	\$ 4,628.00
General Stormwater Mgt-Small Construction Activity/ Land Clearing (equal to or greater than 50 acres, less than 100 acres)	\$ 6,100.00	\$ 6,273.00
General Stormwater Mgt-Small Construction Activity/ Land Clearing (equal to or greater than 100 acres)	\$ 9,600.00	\$ 9,872.00
Individual permit for discharges of stormwater from construction activities	\$ 15,000.00	\$ 15,425.00
Permit Modification/Transfer Fees	Current Fee	Proposed Fee
General/Stormwater Mgt-Small Construction Activity/Land Clearing (less than one acre)	\$ 20.00	\$ 21.00
General Stormwater Mgt-Small Construction Activity/ Land Clearing (equal to or greater than one acre, less than five acres)	\$ 200.00	\$ 206.00
General Stormwater Mgt-Small Construction Activity/ Land Clearing (equal to or greater than five acres, less than ten acres)	\$ 250.00	\$ 258.00
General Stormwater Mgt-Small Construction Activity/ Land Clearing (equal to or greater than 10 acres, less than 50 acres)	\$ 300.00	\$ 309.00
General Stormwater Mgt-Small Construction Activity/ Land Clearing (equal to or greater than 50 acres, less than 100 acres)	\$ 450.00	\$ 463.00
General Stormwater Mgt-Small Construction Activity/ Land Clearing (equal to or greater than 100 acres)	\$ 700.00	\$ 720.00
Individual permit for discharges of stormwater from construction activities	\$ 5,000.00	\$ 5,142.00

Schedule 2 (Cont.)		
Proposed Fee Increases with New Technology Fees		
	Current Fee	Proposed Fee Including New Technology Fee
Public Works		
Annual Maintenance Fees	Current Fee	Proposed Fee
Chesapeake Bay Preservation Act Land-Disturbing Activity (not subject to General Permit coverage; sites within designated areas of Chesapeake Bay Act Localities with land disturbance acreage equal to or greater than 2,500 square feet and less than one acre)	\$ 50.00	\$ 52.00
General/Stormwater Mgt-Small Construction Activity/Land Clearing (less than one acre)	\$ 50.00	\$ 52.00
General Stormwater Mgt-Small Construction Activity/ Land Clearing (equal to or greater than one acre, less than five acres)	\$ 400.00	\$ 412.00
General Stormwater Mgt-Small Construction Activity/ Land Clearing (equal to or greater than five acres, less than ten acres)	\$ 500.00	\$ 515.00
General Stormwater Mgt-Small Construction Activity/ Land Clearing (equal to or greater than 10 acres, less than 50 acres)	\$ 650.00	\$ 669.00
General Stormwater Mgt-Small Construction Activity/ Land Clearing (equal to or greater than 50 acres, less than 100 acres)	\$ 900.00	\$ 926.00
General Stormwater Mgt-Small Construction Activity/ Land Clearing (equal to or greater than 100 acres)	\$ 1,400.00	\$ 1,440.00
SANITARY SEWER CONNECTION FEES	Current Fee	Proposed Fee
Four-inch diameter sewer connection on an outfall line	\$ 500.00	\$ 515.00
Four-inch less than 50 feet right-of-way	\$ 1,200.00	\$ 1,234.00
Four-inch 51 feet - 60 feet right-of-way	\$ 1,500.00	\$ 1,543.00
Four-inch 61 feet - 70 feet right-of-way	\$ 1,750.00	\$ 1,800.00
Four-inch 71 feet - 80 feet right-of-way	\$ 2,000.00	\$ 2,058.00
Four-inch over 80 feet right-of-way	\$ 2,000.00	\$ 2,058.00
Four-inch - each add'l foot over 80 feet	\$ 50.00	\$ 52.00
Six-inch diameter sewer connection, angle, and otherwise,	\$ 2,000.00	\$ 2,058.00
plus an up-size charge per foot of actual sewer pipe installed.	\$ 9.00	\$ 10.00
Eight-inch diameter sewer connection, angle and otherwise,	\$ 2,000.00	\$ 2,058.00
plus an up-size charge per foot of actual sewer pipe installed.	\$ 15.00	\$ 16.00
Second sewer connection in a common ditch shall be charged per foot.	\$ 10.00	\$ 11.00
Angle sewer connection shall be charged for the corresponding perpendicular four-inch sewer connection; plus a cost per foot for the extra distance caused by the angle being used.	\$ 50.00	\$ 52.00
Manhole 0 to 6 feet in depth	\$ 1,450.00	\$ 1,492.00
Manhole - each add'l foot over 6 feet in depth	\$ 145.00	\$ 150.00
The fee for sewer connections on interceptor lines shall be as approved and priced by the Department of		
Sewer main extensions, should sewer main extension be necessary, the City will provide the first one		

Schedule 2 (Cont.)		
Proposed Fee Increases with New Technology Fees		
	Current Fee	Proposed Fee Including New Technology Fee
Public Works		
Cemeteries		
Cemetery Plots & Fees	Current Fee	Proposed Fee
Adult Grave (Plot fees include \$125 for Perpetual Care)	\$ 825.00	\$ 849.00
Child Grave (Plot fees include \$125 for Perpetual Care)	\$ 325.00	\$ 335.00
Perpetual Care not previously paid	\$ 125.00	\$ 129.00
Transfer of Ownership	\$ 100.00	\$ 103.00
Permit for Markers & Monuments	\$ 100.00	\$ 103.00
Vault Permit Fee	\$ 300.00	\$ 309.00
Cemetery Service Fees		
Regular Charges	Current Fee	Proposed Fee
Adult Grave Opening and Closing	\$ 775.00	\$ 797.00
Child Grave Opening & Closing	\$ 400.00	\$ 412.00
Mausoleum	\$ 425.00	\$ 438.00
Cremated Body Service	\$ 425.00	\$ 438.00
Less than 24 Hour Notice Penalty	\$ 100.00	\$ 103.00
Equipment Fee	Current Fee	Proposed Fee
Single Axle	\$ 50.00	\$ 52.00
Double Axle	\$ 100.00	\$ 103.00
Overtime Charges	Current Fee	Proposed Fee
Adult Grave Opening and Closing	\$ 925.00	\$ 952.00
Child Grave Opening and Closing	\$ 500.00	\$ 515.00
Mausoleum	\$ 510.00	\$ 525.00
Cremated Body Service	\$ 510.00	\$ 525.00
Child graves are four feet or less. Regular charges are for funerals conducted between the hours of 8:00 a.m.		
Limited to one tent, twelve chairs, one artificial grass, and one lowering device, if needed. Includes burial		
Overtime charges are for funerals conducted on Saturdays, Sundays, holidays, and between 3:30 p.m. and		

Schedule 3		
Proposed Fee Increases with New Technology Fees		
	Current Fee	Proposed Fee Including New Technology Fee
Fire		
Compliance Inspections	Current Fee	Proposed Fee
Cancellation fee- cancellation of fire protection inspections after two hours prior to the scheduled time	\$ 27.50	\$ 30.00
Additional inspections of failed systems. After four inspections court action will be taken.	\$ 27.50	\$ 30.00

Council Letter

City of Danville, Virginia



CL-1897

Old Business Item #: A.

City Council Regular Meeting

Meeting Date: 06/05/2018

Subject: Meals Tax Increase

From: Cynthia Thomasson, Budget Director

COUNCIL ACTION

First Reading: 05/15/2018

Final Adoption: 06/05/2018

SUMMARY

The Fiscal Year 2019 City Council Introductory Budget, as reviewed in prior work sessions, contains a staff recommendation for an increase in Meals Tax from 6% to 6.5%. This increase is estimated to provide an additional \$600,000 in annual revenue.

If adopted, the Meals Tax will be effective July 1, 2018.

BACKGROUND

The City Council agreed to advertise for a potential 1/2 percent increase in the meals tax for the upcoming fiscal year. The Council still has time to make further cost reductions to close a budget gap that would make this increase unnecessary for the upcoming year.

RECOMMENDATION

It is recommended that Council approve the attached Ordinance increasing and imposing a meals tax increase, if sufficient cost reduction measures are not identified.

Attachments

Ordinance

PRESENTED: May 15, 2018

ADOPTED: June 5, 2018

ORDINANCE NO. 2018 - 05 . 07

AN ORDINANCE AMENDING AND REORDAINING 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 SIX AND ONE HALF PERCENT (6.5%) EFFECTIVE JULY 1, 2018.

NOW THEREFORE, 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~~ six and one-half percent (6.5%) of the amount paid for the meal; 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, 2018.

APPROVED:


MAYOR

ATTEST:

Susan M. DeMar
CLERK

Approved as to
Form and Legal Sufficiency:

W. Charles W.
City Attorney

Council Letter

City of Danville, Virginia



CL-1911

Old Business Item #: B.

City Council Regular Meeting

Meeting Date: 06/19/2018

Subject: Budgets for the City of Danville

From: Cynthia Thomasson, Budget Director

COUNCIL ACTION

First Reading: 06/05/2018

Final Adoption: 06/19/2018

SUMMARY

The Public Hearing for the Budgets of the City of Danville and Capital and Special Projects Plan (CSP) is scheduled to be held June 5, 2018.

BACKGROUND

The City Manager presented the FY 2019 Proposed Budget in early April of 2018. City Council held several work sessions in April and May to review and make modifications to the proposed budget. Public Hearing was held on May 15, 2018 for a Meals Tax increase of one-half percent, Inspection Fees, Airport Hangar Rental fees, and various other fee increases to provide credit card payments for various services.

City Council held an additional work session on May 15, 2018 to consider additional budget adjustments. The attached budget ordinance reflects the changes City Council decided to make, by consensus, during the work sessions.

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 Appropriation Ordinance to appropriate the budget for FY 2019.

Attachments

Resolution- City Budget 2019

Resolution- CSP Plan-2019

Ordinance

Authorized Positions

PRESENTED: June 5, 2018

ADOPTED: June 19, 2018

RESOLUTION NO. 2018 – 06 . 05

A RESOLUTION APPROVING THE BUDGETS OF THE VARIOUS FUNDS OF THE CITY OF DANVILLE, VIRGINIA FOR THE FISCAL YEAR ENDING JUNE 30, 2019.

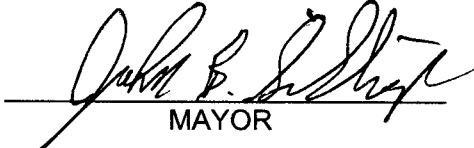
WHEREAS, the Budget of and for the City of Danville, Virginia for Fiscal year 2019 has been prepared and introduced by the City Manager and received and considered by the Council, including the Budgets for the following funds:

FUND NAME	PROPOSED EXPENDITURE	CONTRIBUTION/ TRANSFER TO (FROM) GENERAL FUND
General Fund	\$108,570,960	
VDOT Special Revenue Fund	11,024,860	
Wastewater	10,530,720	693,760
Water	13,716,130	\$ 942,300
Gas	21,363,070	3,059,330
Power & Light	133,660,370	10,021,610
Telecommunications	1,655,780	81,000
Transportation	3,965,110	(307,870)
Central Services	334,210	-0-
Motorized Equipment	4,293,140	-0-
Insurance Fund	3,600,100	-0-
Sanitation Fund	3,608,640	-0-
Cemetery Fund	934,380	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, 2019 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.

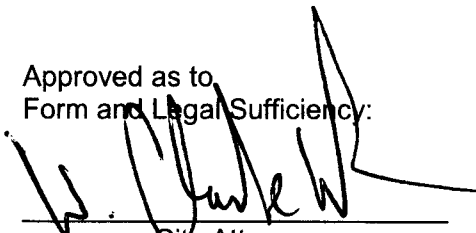
APPROVED:


MAYOR

ATTEST:


CLERK

Approved as to
Form and Legal Sufficiency:


City Attorney

PRESENTED: June 5, 2018

ADOPTED: June 19, 2018

RESOLUTION NO. 2018 – 06. 06

A RESOLUTION APPROVING THE FISCAL YEAR 2019 CAPITAL AND SPECIAL PROJECTS PLAN FOR THE CITY OF DANVILLE, VIRGINIA.

WHEREAS, the City Manager of the City of Danville, Virginia 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

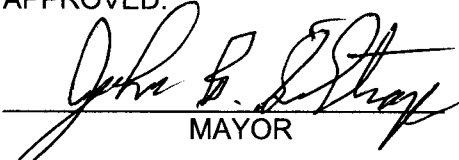
WHEREAS, such approval shall be by resolution and appropriation by ordinance; and

WHEREAS, it should be recognized that the plan beyond Fiscal Year 2019 is for planning purposes and does not obligate or commit the City to projects included in the plan beyond Fiscal Year 2019.

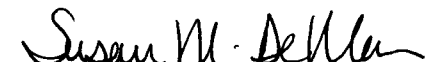
NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Danville, Virginia that the Fiscal Year 2019 Capital and Special Projects Plan referred to above and

incorporated herein and made a part hereof by reference be, and the same is hereby approved.

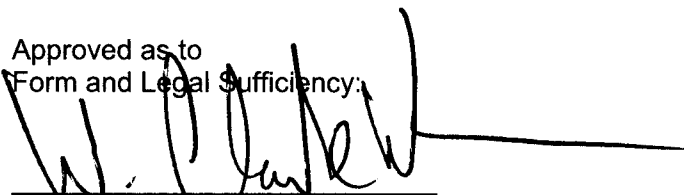
APPROVED:


MAYOR

ATTEST:


CLERK

Approved as to
Form and Legal Sufficiency:


City Attorney

PRESENTED: June 5, 2018

ADOPTED: June 19, 2018

ORDINANCE NO. 2018 – 06.10

**BUDGET APPROPRIATION ORDINANCE
FOR FISCAL YEAR 2019**

WHEREAS, the Budget of and for the City of Danville, Virginia for Fiscal Year 2019 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 5, 2018 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 2019.

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, 2018 and ending June 30, 2019, be, and the same hereby are, as follows:

I. GENERAL FUND

Estimated Revenue FY 2019	\$108,570,960
Appropriations	<u>108,570,960</u>
Unappropriated	<u>\$ -0-</u>

II. VDOT STREET MAINTENANCE FUND

Estimated Revenue FY 2019	\$ 11,024,860
Appropriations	<u>11,024,860</u>
Unappropriated	<u>\$ -0-</u>

II. UTILITY FUNDS

	Wastewater	Water	Gas	Electric	Telecommunications
Operating Revenues	\$ 9,835,040	8,590,390	22,983,620	135,051,180	681,150
Expenditures	<u>10,530,720</u>	<u>13,716,130</u>	<u>21,363,070</u>	<u>133,660,370</u>	<u>1,655,780</u>
Excess of Revenues Over (Under) Expenditures	(695,680)	(5,125,740)	1,620,550	1,390,810	(974,630)
Add:					
Depreciation	2,083,000	1,680,000	1,565,000	8,635,000	459,200
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>(81,000)</u>
Increase (Decrease) In Fund Balance	<u>\$ 693,560</u>	<u>(4,388,040)</u>	<u>126,220</u>	<u>4,200</u>	<u>(596,430)</u>

III. OTHER FUNDS

SUMMARY	Transportation	Central Services	Motorized Equipment	Insurance	Sanitation	Cemetery
Operating Revenues	\$3,004,240	417,710	3,436,440	3,651,600	3,750,050	1,083,180
Expenditures	<u>3,965,110</u>	<u>334,210</u>	<u>4,293,140</u>	<u>3,600,100</u>	<u>3,608,640</u>	<u>934,380</u>
Excess of Revenues Over (Under) Expenditures	(960,870)	(16,500)	(856,700)	51,500	141,410	148,800
Add (Deduct):						
Depreciation	<u>653,000</u>	<u>11,150</u>	<u>790,100</u>	<u>-0-</u>	<u>63,500</u>	<u>-0-</u>
Contribution/Transfer (To) From General Fund	\$307,870	-0-	-0-	-0-	-0-	-0-
Increase (Decrease) In Fund Balance	<u>\$ -0-</u>	<u>(5,350)</u>	<u>(66,600)</u>	<u>51,500</u>	<u>204,910</u>	<u>148,800</u>

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

This provision shall apply to the following:

<u>Appropriation</u>	<u>Revenue</u>
Purchased Power	Electric Revenues
Natural Gas Purchases	Natural Gas Revenues
Cast Iron Main Replacement	Gas Refunds
Electric Capital Reserve	Electric Refunds
Business License Rebates	Business & Occup. Lic
DMV Fees	DMV Fees-P/Taxes
Landscape Projects	Donations - Grant Fund
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 Program Expenditures
Wellness Recovery Funds	State/Federal Funding
Grants Funds	& Private Donations
Clerk of Circuit Court	VA Supreme Court-
Index/Records	Technology Trust Fund
Community Development Fund	Program Income
CDBG-Rehab-Private Property	Program Income
HOME-Rehab-Private Property	
All Funds	
Repairs/Replacement-	
From Insurance/Accident	Recoveries – Accident
Claims	Claims

3. For the operation of the several city departments, as set forth in the "Intra-governmental Service Fund" Budgets, the Council hereby authorizes transfers from the General Fund for cash deficits resulting from internal charges and credits for the Year Ended June 30, 2018.

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

5. Transfers of funds from the General Fund to the accounts in the "Special Grants Fund" of the City for the purpose of making temporary advances to the Special Grants Fund pending receipt of reimbursements of such grant funds and for the purpose of adjusting any cash deficits in such Special Grants Funds for the Fiscal Year Ending June 30, 2018, 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, 2018 up to the maximum balance as prescribed by City Council's Financial Policy.

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

9. The FY 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 2018 and in prior years for the City or School System which were encumbered by purchase order or contract as of June 30, 2018, 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, and, in addition, hereby authorize unexpended funds in excess of the \$1,000,000 carryforward to be transferred to a capital project reserve for future capital needs to the extent the transfer to a reserve for School capital projects will not cause the City's Unreserved Fund Balance to decrease more than provided in the FY 2019 Budget.

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 the 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.

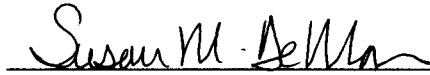
25. Funds received for the Telvista Loan Repayment shall be transferred at year-end to the General Fund Unassigned Balance unless otherwise appropriated by City Council.

28. This Ordinance shall become and be effective on and as of July 1, 2018.

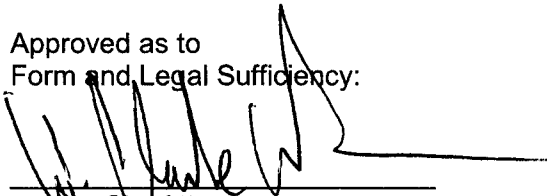
APPROVED:


MAYOR

ATTEST:


CLERK

Approved as to
Form and Legal Sufficiency:


City Attorney

CITY OF DANVILLE									
FY 2019 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2018				Fiscal Year 2019					
Full-Time Positions	Part-Time FTEs		Totals	Full-Time Positions	Part-Time FTEs		Totals	POSITION TITLE	
								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	Youth & Gang Violence Prevention Coordinator (Grant Funded)	
1			1.0	1			1.0	Executive Assistant	
1			1.0	1			1.0	Executive Secretary	
9	-		9.0	10	-		10.0	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	-			-	Intake Diversion Specialist	
1			1.0	1			1.0	Senior Secretary	
4	-		4.0	3	-		3.0	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	
4			4.0	4			4.0	Property Maintenance Inspector	
1			1.0	1			1.0	Property Maintenance Code Coordinator	
1			1.0	1			1.0	Permit Technician	
13	-		13.0	13	-		13.0	Sub-Total	

CITY OF DANVILLE									
FY 2019 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2018			Fiscal Year 2019						
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	POSITION TITLE			
						Planning Office (01715)			
-		-	-		-	Division Director of Planning			
2		2.0	2		2.0	Combination of:			
						Senior Planner			
						Associate Planner			
						Planning Technician			
2	-	2.0	2	-	2.0	Sub-Total			
25	-	25	24	-	24	TOTAL COMMUNITY DEV DEPARTMENT			
						Social Services Department (01520)			
1		1.0	1		1.0	Director of Social Services			
1		1.0	1		1.0	Family Services Manager			
1		1.0	1		1.0	Eligibility Services Manager			
3		3.0	3		3.0	Family Services Supervisor			
1		1.0	1		1.0	Accountant II			
1		1.0	1		1.0	Employment Service Supervisor			
3		3.0	3		3.0	Eligibility Supervisor			
3		3.0	3		3.0	Senior Family Services Specialist			
1		1.0	1		1.0	Comprehensive Services Coordinator (Grant Funded)			
5		5.0	5		5.0	Child Protective Service Worker			
15		15.0	15		15.0	Family Services Specialist			
3	0.6	3.6	4		4.0	Senior Eligibility Worker			
2		2.0	2		2.0	Fraud Investigator			
2		2.0	2		2.0	Administrative Assistant (One Grant Funded)			
8		8.0	8		8.0	Employment Services Worker			
1		1.0	1		1.0	SNAPET Coordinator			
33	1.8	34.8	33	1.8	34.8	Eligibility Worker			
1		1.0	1		1.0	Senior Secretary			
1		1.0	1		1.0	Senior Account Clerk			
4		4.0	4		4.0	Senior Administrative Specialist			
1		1.0	1		1.0	Social Service Aide			
1		1.0	1		1.0	Employment Service Aide			
9	0.6	9.6	9	0.6	9.6	Administrative Specialist			
101	3.0	104.0	102	2.4	104.4	Sub-Total			
						Economic Development Department (01180)			
1		1.0	1		1.0	Director of Economic Development			
1		1.0	1		1.0	Assistant Director of Economic Development			
1		1.0	1		1.0	Economic Development Project Manager			
1		1.0	1		1.0	Marketing & Research Manager			
1		1.0	1		1.0	Special Project Manager			
5	-	5.0	5	-	5.0	TOTAL ECONOMIC DEVELOPMENT DEPT			
						FINANCE DEPARTMENT			
						Central Collections (01225)			
1		1.0	1		1.0	Division Director of Customer Accounts			
1		1.0	1		1.0	Collections Supervisor			
1		1.0	1		1.0	Delinquent Collections Coordinator			
2		2.0	2		2.0	Senior Collections Clerk			
4		4.0	4		4.0	Combination of:			
						Collection Clerk II			
						Senior Cashier			
						Collection Clerk I			
5		5.0	5		5.0	Cashier			
14	-	14.0	14	-	14.0	Sub-Total			

CITY OF DANVILLE									
FY 2019 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2018				Fiscal Year 2019					
Full-Time Positions	Part-Time FTEs		Totals	Full-Time Positions	Part-Time FTEs		Totals	POSITION TITLE	
				Central Services Fund (42110)					
1			1.0	1			1.0	Print Shop Technician	
3			3.0	3			3.0	Combination of:	
								Senior Printer	
								Printer	
4	-		4.0	4	-		4.0	Sub-Total	
				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	
3			3.0	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	
10	-		10.0	10	-		10.0	Sub-Total	
				Internal Auditor (01208)					
1	-		1.0	1	-		1.0	Senior 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	
4	-		4.0	4	-		4.0	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	
1			1.0	1			1.0	Combination of:	
								Senior Real Estate Assessment Clerk	
								Real Estate Assessment Clerk	
5	-		5.0	5	-		5.0	Sub-Total	
40	-		40	40	-		40	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	

CITY OF DANVILLE									
FY 2019 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2018				Fiscal Year 2019					
Full-Time Positions	Part-Time FTEs		Totals	Full-Time Positions	Part-Time FTEs		Totals	POSITION TITLE	
				Fire (01320)					
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	
124	-		124.0	124	-		124.0	Sub-Total	
145	0.5		145.5	145	0.5		145.5	TOTAL FIRE DEPARTMENT	
				Circuit Court (01155)					
1			1.0	1			1.0	Law Clerk	
1			1.0	1			1.0	Judicial Assistant	
1			1.0	1			1.0	Legal Secretary	
3	-		3.0	3	-		3.0	TOTAL CIRCUIT COURT	
				J & D Court (0)					
			-	1			1.0	Intake Diversion Specialist	
				Human Resources (01110)					
1			1.0	1			1.0	Director of Human Resources	
4			4.0	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	
7	-		7.0	7	-		7.0	TOTAL HUMAN RESOURCES	

CITY OF DANVILLE									
FY 2019 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2018				Fiscal Year 2019					
Full-Time Positions	Part-Time FTEs		Totals	Full-Time Positions	Part-Time FTEs		Totals	POSITION TITLE	
								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 Infrastructure & Operations	
								IT Project Manager	
								IT Business Relationship Manager	
								IT Business Analyst	
7			7.0	7			7.0	Combination of:	
								Network Systems Engineer	
								Network Administrator	
								System Administrator	
								End User Technical Support Manager	
								Network Analyst	
								Sr. End User Support Technician	
								End User 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	
22	-		22.0	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	
-			-	-			-	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	
2			2.0	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	

CITY OF DANVILLE									
FY 2019 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2018				Fiscal Year 2019					
Full-Time Positions	Part-Time FTEs		Totals	Full-Time Positions	Part-Time FTEs		Totals	POSITION TITLE	
				Juvenile Detention Facility (01510)					
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	1			1.0	Juvenile Outreach Counselor (Grant Funded)	
4			4.0	4			4.0	Shift Supervisor	
2			2.0	1			1.0	Electronic Monitoring Case Worker (Grant Funded)	
1			1.0	1			1.0	Building Maintenance Mechanic I	
1			1.0	1			1.0	Post Dispositional Coordinacor	
4			4.0	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	
49	4.5		53.5	47	4.5		51.5	Sub-Total	
				Police (01330)					
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 (Four positions unfunded)	
1			1.0	1			1.0	Quarter Master	
1			1.0	1			1.0	Police Records Office Manager	
1			1.0	1			1.0	Police Video Technician	
1			1.0	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	
148	2.8		150.8	148	2.8		150.8	Sub-Total	
235	8.5		243.5	233	8.5		241.5	TOTAL POLICE DEPARTMENT	

CITY OF DANVILLE									
FY 2019 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2018				Fiscal Year 2019					
Full-Time Positions	Part-Time FTEs		Totals	Full-Time Positions	Part-Time FTEs		Totals	POSITION TITLE	
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 Admin	
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	2			2.0	Custodian	
1	0.3		1.3	1	0.3		1.3	Administrative Specialist	
	0.6		0.6		0.6		0.6	Recreation Program Supervisor	
1			1.0	1			1.0	Outdoor Recreation Program Supervisor	
	0.2		0.2		0.2		0.2	Intern	
10	1.1		11.1	11	1.1		12.1	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 (01605)									
1			1.0	1			1.0	Division Director of Community Recreation	
4			4.0	4			4.0	Program Coordinator	
2			2.0	2			2.0	Recreation Grants Specialist (Grant Funded)	
1	0.9		1.9	-	0.9		0.9	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	1	1.5		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	
9.0	11.4		20.4	9.0	10.4		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	
1	1.8		2.8	1	1.8		2.8	Public Service Worker	
	0.3		0.3		0.3		0.3	Recreation Facility Operator	
-			-	-			-	Administrative Specialist	
15	2.1		17.1	15	2.1		17.1	Sub-Total	

CITY OF DANVILLE									
FY 2019 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2018				Fiscal Year 2019					
Full-Time Positions	Part-Time FTEs		Totals	Full-Time Positions	Part-Time FTEs		Totals	POSITION TITLE	
Special Recreation (01610)									
1			1.0	1			1.0	Division Director of Special Recreation	
3			3.0	3			3.0	Program Coordinator	
1			1.0	1			1.0	Recreation Grants Specialist	
1			1.0	1			1.0	Special Population Assistant	
1	0.4		1.4	1	0.4		1.4	Custodian	
1			1.0	1			1.0	Account Clerk	
	1.3		1.3		1.3		1.3	Administrative Specialist	
	1.4		1.4		1.4		1.4	Recreation Leader	
1	3.6		4.6	2	2.6		4.6	Recreation Program Supervisor	
	0.6		0.6		0.6		0.6	Recreation Aide	
			-				-	Recreation Instructor	
9	7.3		16.3	10	6.3		16.3	Sub-Total	
Public Library (01540)									
1			1.0	1			1.0	Division Director of Library	
1			1.0	1			1.0	Adult Services Librarian	
1			1.0	1			1.0	Children's Librarian	
1			1.0	1			1.0	Circulation Supervisor	
1			1.0	1			1.0	Circulation Specialist	
1			1.0	1			1.0	Technical Services Librarian	
2			2.0	2			2.0	Library Services Specialist	
4	3.2		7.2	4	3.2		7.2	Information Specialist	
1			1.0	1			1.0	Senior Administrative Specialist	
	0.6		0.6		0.6		0.6	Law Library Information Specialist	
1			1.0	1			1.0	Library Technology Specialist	
14	3.8		17.8	14	3.8		17.8	Sub-Total	
59	29.8		88.8	61	27.8		88.8	TOTAL PARKS & RECREATION	
PUBLIC WORKS DEPARTMENT									
Cemetery Maintenance (fund 59) (59110)									
1			1.0	1			1.0	General Supervisor	
2			2.0	2			2.0	Cemetery Supervisor	
2			2.0	2			2.0	Groundskeeper	
10			10.0	8			8.0	Public Service Worker/Operator	
15	-		15.0	13	-		13.0	Sub-Total	
Public Works Administration (0125301) (01400)									
1			1.0	1			1.0	Director of Public Works	
1			1.0	1			1.0	Division Director Public Works Administration	
1			1.0	1			1.0	Senior Administrative Assistant	
1			1.0	-			-	Horticulturist (Funded by Special Revenue)	
1			1.0	1			1.0	Administrative Assistant	
1			1.0	1			1.0	Senior Account Clerk	
1			1.0	1			1.0	Senior Secretary	
3			3.0	3			3.0	Account Clerk	
10	-		10.0	9	-		9.0	Sub-Total	

CITY OF DANVILLE									
FY 2019 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2018				Fiscal Year 2019					
Full-Time Positions	Part-Time FTEs		Totals	Full-Time Positions	Part-Time FTEs		Totals	POSITION TITLE	
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	
19	-		19.0	19	-		19.0	Sub-Total	
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	
20	-		20.0	20	-		20.0	Sub-Total	
1			1.0	1			1.0	Communications Systems Manager	
1			1.0	1			1.0	General Supervisor	
1			1.0	1			1.0	Crew Supervisor	
1			1.0	1			1.0	CCTV Technician	
8			8.0	8			8.0	Combination of:	
								Motor Equipment Operator II	
								Motor Equipment Operator I	
								Public Service Worker/ Operator	
11	-		11.0	11	-		11.0	Sub-Total	
2			2.0	2			2.0	Code Enforcement Inspector	
1			1.0	1			1.0	Sanitation Operator I	
1			1.0	1			1.0	Recycling Center Operator	
2			2.0	2			2.0	Sanitation Operator I	
3	-		3.0	3	-		3.0	Sub-Total	
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	
13	-		13.0	13	-		13.0	Sub-Total	

CITY OF DANVILLE									
FY 2019 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2018			Fiscal Year 2019						
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	POSITION TITLE			
						P/W Sanitation-Yardwaste (Fund 58) (58130)			
7		7.0	7		7.0	Sanitation Operator I			
-		-	1		1.0	Public Service Worker/Operator			
7	-	7.0	8		8.0				
						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	7		7.0	Combination of:			
		-			-	Public Works Project Engineer			
		-			-	Construction Inspector			
		-			-	Engineering Technician			
11	-	11.0	12	-	12.0	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	1		1.0	Code Enforcement Inspector			
27		27.0	26		26.0	Combination of:			
						Motor Equipment Operator III			
						Motor Equipment Operator II			
						Motor Equipment Operator I			
						Public Service Worker/ Operator			
1		1.0	1		1.0	Groundskeeper			
36	-	36.0	35	-	35.0	Sub-Total			

CITY OF DANVILLE									
FY 2019 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2018				Fiscal Year 2019					
Full-Time Positions	Part-Time FTEs		Totals	Full-Time Positions	Part-Time FTEs		Totals	POSITION TITLE	
								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	
182	-		182	180	-		180	TOTAL PUBLIC WORKS DEPARTMENT	
								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				1				Transportation Services Division Director	
2			2.0	2			2.0	Transportation Supervisor	
1			-	1			1.0	Transportation Dispatcher	
1			1.0	1			1.0	Senior Account Clerk	
28	0.6		28.6	30	0.6		30.6	Combination of:	
								Transit Driver I	
								Transit Driver II	
1			1.0	1			1.0	Account Clerk	
34	0.6		33.6	37	0.6		36.6	Sub-Total	
38	3.6		40.6	41	3.6		43.6	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	

CITY OF DANVILLE									
FY 2019 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2018				Fiscal Year 2019					
Full-Time Positions	Part-Time FTEs		Totals	Full-Time Positions	Part-Time FTEs		Totals	POSITION TITLE	
								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	
6			6.0	6			6.0	Combination of:	
								Senior Utility Billing Clerk	
								Utility Special Billing Clerk	
								Utility Billing Clerk	
8			8.0	8			8.0	Customer Service Representative	
17	-		17.0	17	-		17.0	Sub-Total	
31	-		31	31	-		31	Total Utilities Admin	
								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	
								Water Treatment (Fund 52) (52130)	
1			1.0	1			1.0	Water Treatment Manager	
1			1.0	1			1.0	Water Chemist	
2			2.0	3			3.0	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	-			-	Utility Plant Maintenance Worker	
14	-		14.0	14	-		14.0	Sub-Total	
16	-		16	16	-		16	Total Water Fund	
								Gas Administration (Fund 53) (53100)	
1			1.0	1			1.0	Division Director of Water & Gas	
1	-		1.0	1	-		1.0	Sub-Total	
								Gas Control (Fund 53) (53130)	
1			1.0	1			1.0	Gas Control Manager	
2			2.0	2			2.0	Gas Control Technician	
3	-		3.0	3	-		3.0	Sub-Total	

CITY OF DANVILLE									
FY 2019 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2018				Fiscal Year 2019					
Full-Time Positions	Part-Time FTEs		Totals	Full-Time Positions	Part-Time FTEs		Totals	POSITION TITLE	
								Water & Gas Distribution (Fund 53) (53220)	
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	7			7.0	Water and Gas Crew Supervisor	
2			2.0	-			-	W&G Construction Crew Supervisor	
1			1.0	-			-	Water and Gas Welder/Crew Supervisor	
5			5.0	11			11.0	Combination of:	
								Motor Equipment Operator III	
								Motor Equipment Operator II	
								Motor Equipment Operator I	
6			6.0	-			-	Construction Worker	
5			5.0	5			5.0	Public Service Worker	
25	-		25.0	25	-		25.0	Sub-Total	
								Water & Gas Engineering (Fund 53) (53210)	
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	
7	-		7	7	-		7	Sub-Total	
								Water & Gas Meters & Regulators (Fund 53) (53240)	
1			1.0	1			1.0	Water & Gas Systems Control Superintendent	
3			3.0	3			3.0	Water and Gas Meter Tech.	
4	-		4.0	4	-		4.0	Sub-Total	
								Water & Gas Service (Fund 53) (53230)	
7			7.0	7			7.0	Water and Gas Service Tech.	
1			1.0	1			1.0	Dispatcher	
8	-		8.0	8	-		8.0	Sub-Total	
48	-		48	48	-		48	Total Gas Fund	
								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	Electric Vegetation Right of Way 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	

CITY OF DANVILLE										
FY 2019 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS										
FTE = Full-time Equivalent										
Fiscal Year 2018				Fiscal Year 2019						
Full-Time Positions		Part-Time FTEs		Totals	Full-Time Positions		Part-Time FTEs		Totals	POSITION TITLE
										Electric Engineering (Fund 54) (54110)
1				1.0	1				1.0	Electric Engineering Tech Supervisor
1				1.0	1				1.0	Electric Engineering Tech/Compliance Coordinator
1				1.0	-				-	Electric Drafting/GIS Tech
-				-	1				1.0	Senior Electric GIS/CAD Technician
5				5.0	5				5.0	Combination of:
										Electric Senior Engineering Technician
										Electric Engineering Technician
										Electric Engineering Aide
2				2.0	2				2.0	Electric Engineer
10		-		10.0	10		-		10.0	Sub-Total
										Electric Hydro (Fund 54) (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
8				8.0	8				8.0	Utility Operator
-				-	-				-	Electric T & D Equipment Technician
4				4.0	4				4.0	Electric Substation Technician
14		-		14.0	14		-		14.0	Sub-Total
73		-		73	73		-		73	Total Electric (excluding Utilities Admin)
										Telecommunications (Fund 55) (55110)
1				1.0	1				1.0	Division Director of Telecommunications
2				2.0	2				2.0	Broadband Network Engineering Technician
3		-		3.0	3		-		3.0	Sub-Total
171.0		0.0		171.0	171.0		0.0		171.0	TOTAL UTILITIES DEPARTMENT
										CONSTITUTIONAL OFFICES
2				2.0	2				2.0	Registrar
10				10.0	10		1.0		11.0	Commissioner of the Revenue
4				4.0	4				4.0	City Treasurer
82				82.0	82				82.0	Sheriff's Office
24				24.0	24				24.0	Commonwealth Attorney
16				16.0	16				16.0	Clerk of Circuit Court
138		-		138.0	138		1.0		139.0	TOTAL CONSTITUTIONAL OFFICES
1,185		45		1,229	1,188		44		1,231	GRAND TOTAL

CITY OF DANVILLE									
FY 2019 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS									
FTE = Full-time Equivalent									
Fiscal Year 2018				Fiscal Year 2019				POSITION TITLE	
Full-Time Positions	Part-Time FTEs		Totals	Full-Time Positions	Part-Time FTEs		Totals		
OTHER ELECTED OFFICIALS (Part-time)									
Not included in totals below									
-		8.0	8.0	-		8.0	8.0	Council Members	
-		1.0	1.0	-		1.0	1.0	Mayor	
-		9.0	9.0	-		9.0	9.0	TOTAL OTHER ELECTED OFFICIALS	
								FUND TOTALS	
681		45	725.8	681		42	723.2	General Fund (does not include Constitutional Offices)	
80		-	80.0	80		-	80.0	VDOT Fund	
4		-	4.0	4		-	4.0	Central Services	
21		-	21.0	21		-	21.0	Motorized Equipment	
34		0.6	34.6	37		0.6	37.6	Transportation Fund	
26		-	26.0	26		-	26.0	Sanitation Fund	
15		-	15.0	13		-	13.0	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	
1,043		45.4	1,088.4	1,044		42.8	1,086.8		
6		-	6.0	6		-	6.0	CDBG Fund	
138		-	138.0	138		1.0	139.0	Constitutional Officer	
1,187		45.4	1,232.4	1,188		43.8	1,231.8	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 2019 budget begins on July 1, 2018.

DESCRIPTION OF MUNICIPAL BUDGET FUNDS

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

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

OPERATING FUND

The General Fund

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

to other funds for education and capital improvements. The budget and accounting records are maintained on a modified accrual basis.

INTERNAL SERVICE FUNDS

The Insurance Fund

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

The Central Services Fund

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

The Motorized Equipment Fund

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

ENTERPRISE FUNDS

The Transportation Fund

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

The Sanitation Fund

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

The Cemetery Fund

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

The Wastewater Fund

This fund provides for activities related to the treatment of household, commercial and industrial waste as well as the operations and maintenance of the treatment facilities, pumping stations, and collection lines. The fund is self-supporting with user fees, which cover the expenses for the collection system and treatment facilities and a contribution to the General Fund in lieu of taxes

and to represent a return on investment. An accrual basis of accounting is used for this fund for both the budget and the accounting records.

The Water Fund

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

The Gas Fund

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

The Electric Fund

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

The Telecommunications Fund

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

SPECIAL FUNDS

The Capital and Special Projects Fund

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

Virginia Department of Transportation Fund

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

March 6	Regular Council Meeting
March 20	Regular Council Meeting/Budget Work Session
March 21	Joint City Council/School Board Meeting Discuss School Budget Request
April 3	Special Budget Worksession:C/M Proposed Budget, CSP & Fee Schedule Presented to City Council Regular Council Meeting/Budget Work Session (VA Code Section 15.2-2503 and City Charter Section 8-6)
April 11-12	Special Budget Work Sessions
April 12	Final changes for City Council's Introductory Budget to Public (per City Charter section 8-6)
April 17	Special Budget Worksession Regular City Council Meeting
May 3	Special Budget Worksession Regular Council Meeting
May 15	Special Budget Worksession Regular Council Meeting Public Hearing & 1 st Reading Fee Ordinances Public Hearing & 1 st Reading All Tax Increases
June 5	Special Budget Worksession Regular Council Meeting Public Hearing and 1 st Reading School Budget Resolution Final Adoption Fee Ordinances Final Adoption All Tax Increases Public Hearing – City Budget – 1 st Reading Resolutions 1 st Reading- Budget Approp Ordinance City & CIP Budget
June 19	Regular Council Meeting Final Adoption - Resolution Approving School Budget 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 2nd publication no sooner than 1 week after the first publication. Fourteen days must elapse between the last publication date and the passage of the ordinance.

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

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

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

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

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

FY 2019 Adopted Budget
Budget Summary
All Funds Summary

<u>Revenues</u>	<u>Adopted Budget FY 2019</u>	<u>Adopted Budget FY 2018</u>
General Fund	\$ 105,425,060	\$ 102,455,180
Transfer From Fund Balance	3,145,900	6,274,570
VDOT Street Maintenance Fund	11,024,860	11,061,180
Wastewater Fund	9,835,040	9,936,080
Water Fund	8,590,390	8,678,700
Transfer From Fund Balance	4,388,040	1,176,760
Gas Fund	22,983,620	25,346,050
Transfer From Fund Balance	-	-
Electric Fund	134,441,180	131,141,070
Transfer From Fund Balance	610,000	-
Telecommunications Fund	681,150	1,549,500
Transfer From Fund Balance	600,000	182,560
Transportation Fund	3,312,110	3,275,600
Transfer From Fund Balance	-	-
Sanitation Fund	3,750,050	3,783,450
Cemetery Fund	1,083,180	1,070,400
Insurance Fund	3,651,600	3,373,300
Central Services Fund	317,710	431,060
Transfer From Fund Balance	5,350	-
Motorized Equipment Fund	3,436,440	3,438,230
Transfer From Fund Balance	66,600	148,910
Total	\$ 317,348,280	\$ 313,322,600
Less Interfund Charges	(8,305,840)	(7,969,420)
Less Interfund Transfers	(14,798,000)	(15,019,000)
Less Interfund Recoveries	(4,427,880)	(3,587,100)
Total Budget	\$ 289,816,560	\$ 286,747,080

FY 2019 Adopted Budget
Budget Summary
All Funds Summary

<u>Expenditures</u>	<u>Adopted Budget FY 2019</u>	<u>Adopted Budget FY 2018</u>
General Fund	\$ 108,570,960	\$ 108,729,750
VDOT Street Maintenance Fund	11,024,860	11,061,180
Wastewater Fund	9,141,480	8,834,910
Transfer To Fund Balance	693,560	1,101,170
Water Fund	12,978,430	9,855,460
Transfer To Fund Balance	-	-
Gas Fund	22,857,400	25,285,460
Transfer To Fund Balance	126,220	60,590
Electric Fund	135,046,980	131,091,700
Transfer To Fund Balance	4,200	49,370
Telecommunications Fund	1,277,580	1,732,060
Transfer To Fund Balance	3,570	-
Transportation Fund	3,312,110	3,275,600
Sanitation Fund	3,545,140	3,434,340
Transfer To Fund Balance	204,910	349,110
Cemetery Fund	934,380	990,840
Transfer To Fund Balance	148,800	79,560
Insurance Fund	3,600,100	3,313,700
Transfer To Fund Balance	51,500	59,600
Central Services Fund	323,060	425,860
Transfer To Fund Balance	-	5,200
Motorized Equipment Fund	3,503,040	3,587,140
Total	\$ 317,348,280	\$ 313,322,600
Less Interfund Charges	(8,305,840)	(7,969,420)
Less Interfund Transfers	(14,798,000)	(15,019,000)
Less Interfund Recoveries	(4,427,880)	(3,587,100)
Total Budget	\$ 289,816,560	\$ 286,747,080

<u>Fiscal Year 2018</u>			<u>Fiscal Year 2019</u>			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	Youth & Gang Violence Prevention Coordinator (Grant Funded)
1		1.0	1		1.0	Executive Assistant
1		1.0	1		1.0	Executive Secretary
9	-	9.0	10	-	10.0	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	-		-	Intake Diversion Specialist
1		1.0	1		1.0	Senior Secretary
4	-	4.0	3	-	3.0	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

Fiscal Year 2018			Fiscal Year 2019			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
1		1.0	1		1.0	Electrical Inspector
2		2.0	2		2.0	Building Inspector
4		4.0	4		4.0	Property Maintenance Inspector
1		1.0	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)						
-		-	-		-	Division Director of Planning
2		2.0	2		2.0	Combination of: Senior Planner Associate Planner Planning Technician
2	-	2.0	2	-	2.0	Sub-Total
25	-	25	24	-	24	TOTAL COMMUNITY DEV DEPARTMENT
Social Services Department (01520)						
1		1.0	1		1.0	Director of Social Services
1		1.0	1		1.0	Family Services Manager
1		1.0	1		1.0	Eligibility Services Manager
3		3.0	3		3.0	Family Services Supervisor
1		1.0	1		1.0	Accountant II
1		1.0	1		1.0	Employment Service Supervisor
3		3.0	3		3.0	Eligibility Supervisor
3		3.0	3		3.0	Senior Family Services Specialist
1		1.0	1		1.0	Comprehensive Services Coordinator (Grant Funded)
5		5.0	5		5.0	Child Protective Service Worker
15		15.0	15		15.0	Family Services Specialist
3	0.6	3.6	4		4.0	Senior Eligibility Worker
2		2.0	2		2.0	Fraud Investigator
2		2.0	2		2.0	Administrative Assistant (One Grant Funded)
8		8.0	8		8.0	Employment Services Worker
1		1.0	1		1.0	SNAPET Coordinator
33	1.8	34.8	33	1.8	34.8	Eligibility Worker
1		1.0	1		1.0	Senior Secretary
1		1.0	1		1.0	Senior Account Clerk
4		4.0	4		4.0	Senior Administrative Specialist
1		1.0	1		1.0	Social Service Aide
1		1.0	1		1.0	Employment Service Aide
9	0.6	9.6	9	0.6	9.6	Administrative Specialist
101	3.0	104.0	102	2.4	104.4	Sub-Total

Fiscal Year 2018			Fiscal Year 2019			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
Economic Development Department (01180)						
1		1.0	1		1.0	Director of Economic Development
1		1.0	1		1.0	Assistant Director of Economic Development
1		1.0	1		1.0	Economic Development Project Manager
1		1.0	1		1.0	Marketing & Research Manager
1		1.0	1		1.0	Special Project Manager
5	-	5.0	5	-	5.0	TOTAL ECONOMIC DEVELOPMENT DEPT
FINANCE DEPARTMENT						
Central Collections (01225)						
1		1.0	1		1.0	Division Director of Customer Accounts
1		1.0	1		1.0	Collections Supervisor
1		1.0	1		1.0	Delinquent Collections Coordinator
2		2.0	2		2.0	Senior Collections Clerk
4		4.0	4		4.0	Combination of: Collection Clerk II Senior Cashier Collection Clerk I
5		5.0	5		5.0	Cashier
14	-	14.0	14	-	14.0	Sub-Total
Central Services Fund (42110)						
1		1.0	1		1.0	Print Shop Technician
3		3.0	3		3.0	Combination of: Senior Printer Printer
4	-	4.0	4	-	4.0	Sub-Total
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
3		3.0	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
10	-	10.0	10	-	10.0	Sub-Total

Fiscal Year 2018			Fiscal Year 2019			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
Internal Auditor (01208)						
1	-	1.0	1	-	1.0	Senior 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
4	-	4.0	4	-	4.0	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
1		1.0	1		1.0	Combination of: Senior Real Estate Assessment Clerk Real Estate Assessment Clerk
5	-	5.0	5	-	5.0	Sub-Total
40	-	40	40	-	40	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

Fiscal Year 2018			Fiscal Year 2019			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
						Fire (01320)
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
124	-	124.0	124	-	124.0	Sub-Total
145	0.5	145.5	145	0.5	145.5	TOTAL FIRE DEPARTMENT
						Circuit Court (01155)
1		1.0	1		1.0	Law Clerk
1		1.0	1		1.0	Judicial Assistant
1		1.0	1		1.0	Legal Secretary
3	-	3.0	3	-	3.0	TOTAL CIRCUIT COURT
						J & D Court (0)
		-	1		1.0	Intake Diversion Specialist
						Human Resources (01110)
1		1.0	1		1.0	Director of Human Resources
4		4.0	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
7	-	7.0	7	-	7.0	TOTAL HUMAN RESOURCES
						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 Infrastructure & Operations
						IT Project Manager

Fiscal Year 2018			Fiscal Year 2019			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
						IT Business Relationship Manager
						IT Business Analyst
7		7.0	7		7.0	Combination of:
						Network Systems Engineer
						Network Administrator
						System Administrator
						End User Technical Support Manager
						Network Analyst
						Sr. End User Support Technician
						End User 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
22	-	22.0	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
-		-	-		-	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
2		2.0	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

<u>Fiscal Year 2018</u>			<u>Fiscal Year 2019</u>			POSITION TITLE
Full-Time Positions	Part- Time FTEs	Totals	Full-Time Positions	Part- Time FTEs	Totals	
Juvenile Detention Facility (01510)						
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	1		1.0	Juvenile Outreach Counselor (Grant Funded)
4		4.0	4		4.0	Shift Supervisor
2		2.0	1		1.0	Electronic Monitoring Case Worker (Grant Funded)
1		1.0	1		1.0	Building Maintenance Mechanic I
1		1.0	1		1.0	Post Dispositional Coordinacor
4		4.0	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
49	4.5	53.5	47	4.5	51.5	Sub-Total
Police (01330)						
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 (Four positions unfunded)
1		1.0	1		1.0	Quarter Master
1		1.0	1		1.0	Police Records Office Manager
1		1.0	1		1.0	Police Video Technician
1		1.0	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
148	2.8	150.8	148	2.8	150.8	Sub-Total
235	8.5	243.5	233	8.5	241.5	TOTAL POLICE DEPARTMENT

Fiscal Year 2018			Fiscal Year 2019			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 Admin
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	2		2.0	Custodian
1	0.3	1.3	1	0.3	1.3	Administrative Specialist
	0.6	0.6		0.6	0.6	Recreation Program Supervisor
1		1.0	1		1.0	Outdoor Recreation Program Supervisor
	0.2	0.2		0.2	0.2	Intern
10	1.1	11.1	11	1.1	12.1	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 (01605)						
1		1.0	1		1.0	Division Director of Community Recreation
4		4.0	4		4.0	Program Coordinator
2		2.0	2		2.0	Recreation Grants Specialist (Grant Funded)
1	0.9	1.9	-	0.9	0.9	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	1	1.5	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
9.0	11.4	20.4	9.0	10.4	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

Fiscal Year 2018			Fiscal Year 2019			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
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
1	1.8	2.8	1	1.8	2.8	Public Service Worker
	0.3	0.3		0.3	0.3	Recreation Facility Operator
-		-	-		-	Administrative Specialist
15	2.1	17.1	15	2.1	17.1	Sub-Total
Special Recreation (01610)						
1		1.0	1		1.0	Division Director of Special Recreation
3		3.0	3		3.0	Program Coordinator
1		1.0	1		1.0	Recreation Grants Specialist
1		1.0	1		1.0	Special Population Assistant
1	0.4	1.4	1	0.4	1.4	Custodian
1		1.0	1		1.0	Account Clerk
	1.3	1.3		1.3	1.3	Administrative Specialist
	1.4	1.4		1.4	1.4	Recreation Leader
1	3.6	4.6	2	2.6	4.6	Recreation Program Supervisor
	0.6	0.6		0.6	0.6	Recreation Aide
		-			-	Recreation Instructor
9	7.3	16.3	10	6.3	16.3	Sub-Total
Public Library (01540)						
1		1.0	1		1.0	Division Director of Library
1		1.0	1		1.0	Adult Services Librarian
1		1.0	1		1.0	Children's Librarian
1		1.0	1		1.0	Circulation Supervisor
1		1.0	1		1.0	Circulation Specialist
1		1.0	1		1.0	Technical Services Librarian
2		2.0	2		2.0	Library Services Specialist
4	3.2	7.2	4	3.2	7.2	Information Specialist
1		1.0	1		1.0	Senior Administrative Specialist
	0.6	0.6		0.6	0.6	Law Library Information Specialist
1		1.0	1		1.0	Library Technology Specialist
14	3.8	17.8	14	3.8	17.8	Sub-Total
59	29.8	88.8	61	27.8	88.8	TOTAL PARKS & RECREATION

Fiscal Year 2018			Fiscal Year 2019			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
PUBLIC WORKS DEPARTMENT						
Cemetery Maintenance (fund 59) (59110)						
1		1.0	1		1.0	General Supervisor
2		2.0	2		2.0	Cemetery Supervisor
2		2.0	2		2.0	Groundskeeper
10		10.0	8		8.0	Public Service Worker/Operator
15	-	15.0	13	-	13.0	Sub-Total
Public Works Administration (0125301) (01400)						
1		1.0	1		1.0	Director of Public Works
1		1.0	1		1.0	Division Director Public Works Administration
1		1.0	1		1.0	Senior Administrative Assistant
1		1.0	-		-	Horticulturist (Funded by Special Revenue)
1		1.0	1		1.0	Administrative Assistant
1		1.0	1		1.0	Senior Account Clerk
1		1.0	1		1.0	Senior Secretary
3		3.0	3		3.0	Account Clerk
10	-	10.0	9	-	9.0	Sub-Total
P/W Building Maintenance (01250) (01440)						
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
19	-	19.0	19	-	19.0	Sub-Total
Motorized Equipment (Fund 44) (44110)						
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
20	-	20.0	20	-	20.0	Sub-Total

Fiscal Year 2018			Fiscal Year 2019			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
Motorized Equipment-Communications (Fund 44) (44110)						
1		1.0	1		1.0	Communications Systems Manager
P/W Sewer Maintenance (Fund 51) (51220)						
1		1.0	1		1.0	General Supervisor
1		1.0	1		1.0	Crew Supervisor
1		1.0	1		1.0	CCTV Technician
8		8.0	8		8.0	Combination of: Motor Equipment Operator II Motor Equipment Operator I Public Service Worker/ Operator
11	-	11.0	11	-	11.0	Sub-Total
P/W Sanitation-Code Enforcement (Fund 58) (58150)						
2		2.0	2		2.0	Code Enforcement Inspector
P/W Sanitation-Composting (Fund 58) (58120)						
1		1.0	1		1.0	Sanitation Operator I
P/W Sanitation-Recycling (Fund 58) (58140)						
1		1.0	1		1.0	Recycling Center Operator
2		2.0	2		2.0	Sanitation Operator I
3	-	3.0	3	-	3.0	Sub-Total
P/W Sanitation-Residential Refuse Collection (Fund 58) (58110)						
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
13	-	13.0	13	-	13.0	Sub-Total
P/W Sanitation-Yardwaste (Fund 58) (58130)						
7		7.0	7		7.0	Sanitation Operator I
-		-	1		1.0	Public Service Worker/Operator
7	-	7.0	8		8.0	
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

Fiscal Year 2018			Fiscal Year 2019			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
6		6.0	7		7.0	Combination of: Public Works Project Engineer
		-			-	Construction Inspector
		-			-	Engineering Technician
11	-	11.0	12	-	12.0	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	1		1.0	Code Enforcement Inspector
27		27.0	26		26.0	Combination of: Motor Equipment Operator III Motor Equipment Operator II Motor Equipment Operator I Public Service Worker/ Operator
1		1.0	1		1.0	Groundskeeper
36	-	36.0	35	-	35.0	Sub-Total

Fiscal Year 2018			Fiscal Year 2019			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
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
182	-	182	180	-	180	TOTAL PUBLIC WORKS DEPARTMENT
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			1			Transportation Services Division Direcotr
2		2.0	2		2.0	Transportation Supervisor
		-	1		1.0	Transportation Dispatcher
1		1.0	1		1.0	Senior Account Clerk
28	0.6	28.6	30	0.6	30.6	Combination of: Transit Driver I Transit Driver II
1		1.0	1		1.0	Account Clerk
34	0.6	33.6	37	0.6	36.6	Sub-Total
38	3.6	40.6	41	3.6	43.6	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

Fiscal Year 2018			Fiscal Year 2019			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
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
6		6.0	6		6.0	Combination of: Senior Utility Billing Clerk Utility Special Billing Clerk Utility Billing Clerk
8		8.0	8		8.0	Customer Service Representative
17	-	17.0	17	-	17.0	Sub-Total
31	-	31	31	-	31	Total Utiities Admin
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
Water Treatment (Fund 52) (52130)						
1		1.0	1		1.0	Water Treatment Manager
1		1.0	1		1.0	Water Chemist
2		2.0	3		3.0	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	-		-	Utility Plant Maintenance Worker
14	-	14.0	14	-	14.0	Sub-Total
16	-	16	16	-	16	Total Water Fund

Fiscal Year 2018			Fiscal Year 2019			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
Gas Administration (Fund 53) (53100)						
1		1.0	1		1.0	Division Director of Water & Gas
1	-	1.0	1	-	1.0	Sub-Total
Gas Control (Fund 53) (53130)						
1		1.0	1		1.0	Gas Control Manager
2		2.0	2		2.0	Gas Control Technician
3	-	3.0	3	-	3.0	Sub-Total
Water & Gas Distribution (Fund 53) (53220)						
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	7		7.0	Water and Gas Crew Supervisor
2		2.0	-		-	W&G Construction Crew Supervisor
1		1.0	-		-	Water and Gas Welder/Crew Supervisor
5		5.0	11		11.0	Combination of: Motor Equipment Operator III Motor Equipment Operator II Motor Equipment Operator I
6		6.0	-		-	Construction Worker
5		5.0	5		5.0	Public Service Worker
25	-	25.0	25	-	25.0	Sub-Total
Water & Gas Engineering (Fund 53) (53210)						
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	2		2.0	W&G Corrosion Technician
1		1.0	-		-	Water and Gas GIS Engineer Tech.
1		1.0	1		1.0	Water and Gas Engineering Aid
7	-	7	7	-	7	Sub-Total
Water & Gas Meters & Regulators (Fundn 53) (53240)						
1		1.0	1		1.0	Water & Gas Systems Control Superintendent
3		3.0	3		3.0	Water and Gas Meter Tech.
4	-	4.0	4	-	4.0	Sub-Total
Water & Gas Service (Fund 53) (53230)						
7		7.0	7		7.0	Water and Gas Service Tech.
1		1.0	1		1.0	Dispatcher
8	-	8.0	8	-	8.0	Sub-Total
48	-	48	48	-	48	Total Gas Fund

Fiscal Year 2018			Fiscal Year 2019			POSITION TITLE
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	Electric Vegetation Right of Way 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 Tech/Compliance Coordinator
1		1.0	-		-	Electric Drafting/GIS Tech
-		-	1		1.0	Senior Electric GIS/CAD Technician
5		5.0	5		5.0	Combination of: Electric Senior Engineering Technician Electric Engineering Technician Electric Engineering Aide
2		2.0	2		2.0	Electric Engineer
10	-	10.0	10	-	10.0	Sub-Total
Electric Hydro (Fund 54) (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

Fiscal Year 2018			Fiscal Year 2019			POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
Electric Substations (Fund 54) (54130)						
1		1.0	1		1.0	Electric Substation Superintendent
1		1.0	1		1.0	Electric Substation Supervisor
8		8.0	8		8.0	Utility Operator
-		-	-		-	Electric T & D Equipment Technician
4		4.0	4		4.0	Electric Substation Technician
14	-	14.0	14	-	14.0	Sub-Total
73	-	73	73	-	73	Total Electric (excluding Utilities Admin)
Telecommunications (Fund 55) (55110)						
1		1.0	1		1.0	Division Director of Telecommunications
2		2.0	2		2.0	Broadband Network Engineering Technician
3	-	3.0	3	-	3.0	Sub-Total
171.0	0.0	171.0	171.0	0.0	171.0	TOTAL UTILITIES DEPARTMENT
CONSTITUTIONAL OFFICES						
2		2.0	2		2.0	Registrar
10		10.0	10	1.0	11.0	Commissioner of the Revenue
4		4.0	4		4.0	City Treasurer
82		82.0	82		82.0	Sheriff's Office
24		24.0	24		24.0	Commonwealth Attorney
16		16.0	16		16.0	Clerk of Circuit Court
138	-	138.0	138	1.0	139.0	TOTAL CONSTITUTIONAL OFFICES
1,185	45	1,229	1,188	44	1,231	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

FY 2019 Adopted Budget
Budget Summary
Authorized Position List

<u>Fiscal Year 2018</u>			<u>Fiscal Year 2019</u>			POSITION TITLE
Full-Time Positions	Part- Time FTEs	Totals	Full-Time Positions	Part- Time FTEs	Totals	
FUND TOTALS						
681	45	725.8	681	42	723.2	General Fund (does not include Constitutional Offices)
80	-	80.0	80	-	80.0	VDOT Fund
4	-	4.0	4	-	4.0	Central Services
21	-	21.0	21	-	21.0	Motorized Equipment
34	0.6	34.6	37	0.6	37.6	Transportation Fund
26	-	26.0	26	-	26.0	Sanitation Fund
15	-	15.0	13	-	13.0	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
1,043	45.4	1,088.4	1,044	42.8	1,086.8	
6	-	6.0	6	-	6.0	CDBG Fund
138	-	138.0	138	1.0	139.0	Constitutional Officer
1,187	45.4	1,232.4	1,188	43.8	1,231.8	GRAND TOTAL

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

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

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

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

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

Changes in Fund Balance – General Fund

	ACTUAL 2014-15	ACTUAL 2015-16	ACTUAL 2016-17	PROJECTED 2017-18	ADOPTED 2018-19
Revenues					
Property taxes	\$ 27,618,077	\$ 28,318,281	\$ 28,596,301	\$ 31,117,992	\$ 32,091,420
Local taxes	24,720,732	25,170,039	25,692,229	25,921,262	26,381,000
Fines and forfeitures	487,897	448,600	362,431	353,857	252,950
Permits, privilege fees, and regulatory licenses	216,705	292,979	252,914	235,625	463,550
Revenue from use of money and property	872,916	1,247,227	431,229	1,289,366	1,188,150
Charges for services	3,376,394	3,643,700	3,972,083	3,500,008	3,672,950
Miscellaneous & Contributions	72,432	75,629	87,624	61,218	125,100
Recovered costs	9,021,819	6,258,268	4,004,748	6,102,636	5,967,800
Intergovernmental ⁽¹⁾	18,449,044	18,999,342	19,642,484	19,420,624	20,484,140
Total revenues	<u>84,836,016</u>	<u>84,454,065</u>	<u>83,042,043</u>	<u>88,002,588</u>	<u>90,627,060</u>
Expenditures					
General government	7,485,370	8,226,128	7,934,783	8,329,898	6,278,990
Judicial administration	6,205,932	6,484,207	6,478,626	6,833,939	6,895,490
Public safety	26,269,528	26,980,813	28,354,090	28,298,327	28,575,720
Public Works	4,023,483	4,261,326	4,214,138	4,224,375	4,276,430
Health and welfare	8,903,633	9,075,251	8,883,746	8,153,786	9,136,840
Education	16,420,448	16,033,378	17,371,819	18,896,472	20,385,570
Parks, recreation, and cultural	4,758,806	4,898,583	4,698,731	4,756,067	5,145,990
Community development	1,909,305	2,019,270	3,305,842	1,899,015	1,882,010
Nondepartmental	8,073,669	8,963,385	8,955,634	8,121,982	12,773,890
Debt service					
Principal	1,424,172	1,639,111	3,083,791	3,175,542	3,448,660
Interest	1,316,796	1,391,981	1,654,888	1,399,654	1,569,040
Total expenditures	<u>86,791,142</u>	<u>89,973,433</u>	<u>94,936,088</u>	<u>94,089,057</u>	<u>100,368,630</u>
Excess of revenues over (under) expenditures	(1,955,126)	(5,519,368)	(11,894,045)	(6,086,469)	(9,741,570)
Other financing sources (uses)					
Transfers in	14,830,000	14,830,000	16,330,000	15,019,000	14,798,000
Transfers out	(10,633,923)	(8,725,720)	(11,216,315)	(12,081,945)	(8,202,330)
Bonds issued, including premium/discount	2,953,000	-	703,030	-	-
Refunding bonds issued	-	-	6,974,012	1,457,369	-
Payments to refunded bond escrow agent	-	342,282	(6,914,203)	(1,723,020)	-
Total other financing sources (uses)	<u>7,149,077</u>	<u>6,446,562</u>	<u>5,876,524</u>	<u>2,671,404</u>	<u>6,595,670</u>
Net change in fund balances	\$ 5,193,951	\$ 927,194	\$ (6,017,521)	\$ (3,415,065)	\$ (3,145,900)
Beginning Fund Balance	<u>\$42,871,760</u>	<u>\$48,065,711</u>	<u>\$48,992,905</u>	<u>\$42,975,384</u>	<u>\$39,560,319</u>
Ending Fund Balance	\$48,065,711	\$48,992,905	\$42,975,384	\$39,560,319	\$36,414,419

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

Tax Supported Debt Outstanding, 6/30/2018		
General Fund	\$	29,152,431
Schools	\$	16,315,018
Total	\$	45,467,449

Current Tax-Supported Debt Obligations

FY	Principal	Interest	Total	Payout Ratio
TOTAL	\$ 45,467,449.33	\$ 12,820,160.27	\$ 58,287,609.60	
2019	3,313,312	1,645,071	4,958,383	0.0%
2020	3,448,057	1,513,465	4,961,522	0.0%
2021	3,591,557	1,371,441	4,962,998	0.0%
2022	3,724,431	1,234,578	4,959,010	0.0%
2023	3,022,836	1,100,762	4,123,598	0.0%
2024	3,152,283	995,160	4,147,442	0.0%
2025	3,282,382	869,012	4,151,394	0.0%
2026	3,406,005	738,019	4,144,024	0.0%
2027	1,889,371	602,444	2,491,815	0.0%
2028	1,862,007	525,915	2,387,923	0.0%
2029	1,925,271	462,991	2,388,262	0.0%
2030	1,699,128	406,582	2,105,711	0.0%
2031	1,738,746	357,459	2,096,205	0.0%
2032	1,784,239	305,557	2,089,796	0.0%
2033	1,732,764	250,285	1,983,049	0.0%
2034	1,781,674	192,877	1,974,551	0.0%
2035	1,555,677	132,664	1,688,342	0.0%
2036	1,427,498	76,102	1,503,600	0.0%
2037	708,918	29,342	738,260	0.0%
2038	341,006	8,226	349,232	0.0%
2039	80,288	2,208	82,495	0.0%

Debt Policy

General Authority

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

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

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

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

City of Danville Standards

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

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

Fiscal Year	Assessed Value	Tax-Supported Debt	Debt to Assessed Value
2016	\$2,710,763,341	\$ 40,692,518	1.5%
2017	\$2,719,983,192	\$ 44,290,774	1.6%
2018	\$2,783,286,689	\$ 45,467,449	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.

Fiscal Year	Tax Supported Debt Service	General Fund Expenditures	General Fund Expenditures
2016	\$ 3,031,019	\$ 89,973,433	3.37%
2017	\$ 4,738,679	\$ 94,936,088	4.99%
2018*	\$ 4,576,196	\$ 94,089,057	4.86%

*projected expenditures - unaudited

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

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

- No debt will be issued until an ordinance has been adopted by Council by affirmative vote of two-thirds (six of nine) of its members.
- Long-term borrowing for capital improvements will be confined to such improvements and projects that cannot be reasonably financed from current revenues.
- In consideration of bond issue cost, bond issues shall be appropriately sized, preferably not less than \$3 million. Several projects may be grouped together in a single bond issue. However, no single project element should cost less than \$100,000, as lower level expenditures will be included in operating budgets and financed with current revenues.
- Capital improvements that are financed by issuing general obligation bonds, revenue bonds, or other long-term debt, including lease-purchase obligations, will be repaid within a period not to exceed the expected useful life of the improvement.

- Unless required to be credited to a trustee held account by requirements of a trust indenture, it is the accounting policy of the City to recognize temporary investment earnings on bond proceeds in the General Fund in order to match transfers out to the Debt Service Fund for bond interest expenditures.
- To maintain a predictable debt service burden, the City will give preference to debt that carries a fixed interest rate. However, consideration may be given to variable rate debt. Conservative estimates will be used in budgeting variable rate debt service interest expenses. Variable rate debt will be limited to no more than 20% of total outstanding debt.

Long & Medium-Term Debt

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

- General Obligation Bonds -- General obligation bonds will be used for public improvement projects that have a direct benefit to the citizens of Danville. General obligation bonds may be used to finance utility projects if doing so is more cost effective than using revenue bonds.
- Revenue Bonds -- The City uses revenue bonds to finance utility projects when general obligation bonds are not feasible or cost effective.
- Lease-Purchases -- Lease-purchase obligations, bonds, or other debt instruments may be used as a medium-term (4 to 10 years) method of borrowing for the financing of vehicles, specialized equipment, or capital improvements. Assets with a longer useful life may be lease financed if it is determined it is in the City's best interest. The equipment or improvement must have an expected life of more than five years and cost in excess of \$100,000. Such debt will be paid before expiration of the expected life of the equipment or improvement acquired.

Short-Term Debt

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

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

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

The General Fund revenues are divided into the following categories:

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

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

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

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

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

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

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

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

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

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

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

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

History of Revenues

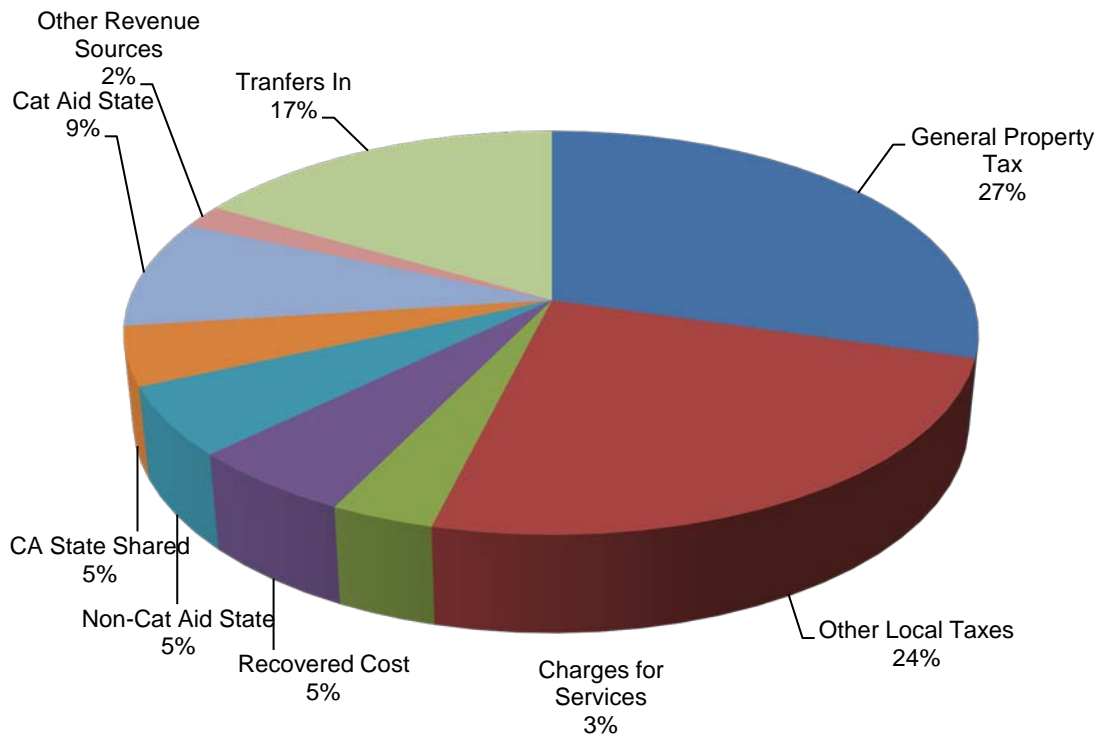
	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	FY 2019 Actual	Increase/ (Decrease)
General Property Tax	\$ 28,543,633	\$ 28,825,313	\$ 30,940,260	\$ 32,091,420	\$ 1,151,160
Other Local Taxes	\$ 24,960,345	\$ 25,471,522	\$ 25,440,000	\$ 26,381,000	\$ 941,000
Licenses, Permits, Privilege	\$ 293,903	\$ 252,915	\$ 229,890	\$ 252,950	\$ 23,060
Fines/Forfeiture	\$ 531,970	\$ 424,524	\$ 524,450	\$ 463,550	\$ (60,900)
Rev-Use Money/Property	\$ 1,136,233	\$ 1,289,315	\$ 1,182,410	\$ 1,188,150	\$ 5,740
Charges for Services	\$ 3,272,175	\$ 3,332,179	\$ 3,481,570	\$ 3,672,950	\$ 191,380
Miscellaneous Revenue	\$ 33,092	\$ 30,686	\$ 125,000	\$ 125,100	\$ 100
Recovered Cost	\$ 5,861,642	\$ 5,513,740	\$ 5,288,330	\$ 5,967,800	\$ 679,470
Non-Cat Aid State	\$ 5,912,538	\$ 5,927,329	\$ 6,089,000	\$ 5,973,000	\$ (116,000)
CA State Shared	\$ 4,694,363	\$ 4,727,388	\$ 4,873,810	\$ 5,124,990	\$ 251,180
Cat Aid State	\$ 8,311,227	\$ 8,894,403	\$ 9,261,460	\$ 9,386,150	\$ 124,690
Transfers In	\$ 14,830,000	\$ 16,330,000	\$ 15,019,000	\$ 14,798,000	\$ (221,000)
Transfers from Fund Balance	\$ 1,005,000	\$ -	\$ 6,274,570	\$ 3,145,900	\$ (3,128,670)
	\$ 99,386,121	\$ 101,019,314	\$ 108,729,750	\$ 108,570,960	\$ (158,790)

Summary of Revenues

Revenue

General Property Tax	\$ 32,091,420	29%
Other Local Taxes	\$ 26,381,000	24%
Charges for Services	\$ 3,672,950	3%
Recovered Cost	\$ 5,967,800	5%
Non-Cat Aid State	\$ 5,973,000	6%
CA State Shared	\$ 5,124,990	5%
Cat Aid State	\$ 9,386,150	9%
Other Revenue Sources	\$ 2,029,750	2%
Transfers In	\$ 17,943,900	17%
	\$ 108,570,960	100%

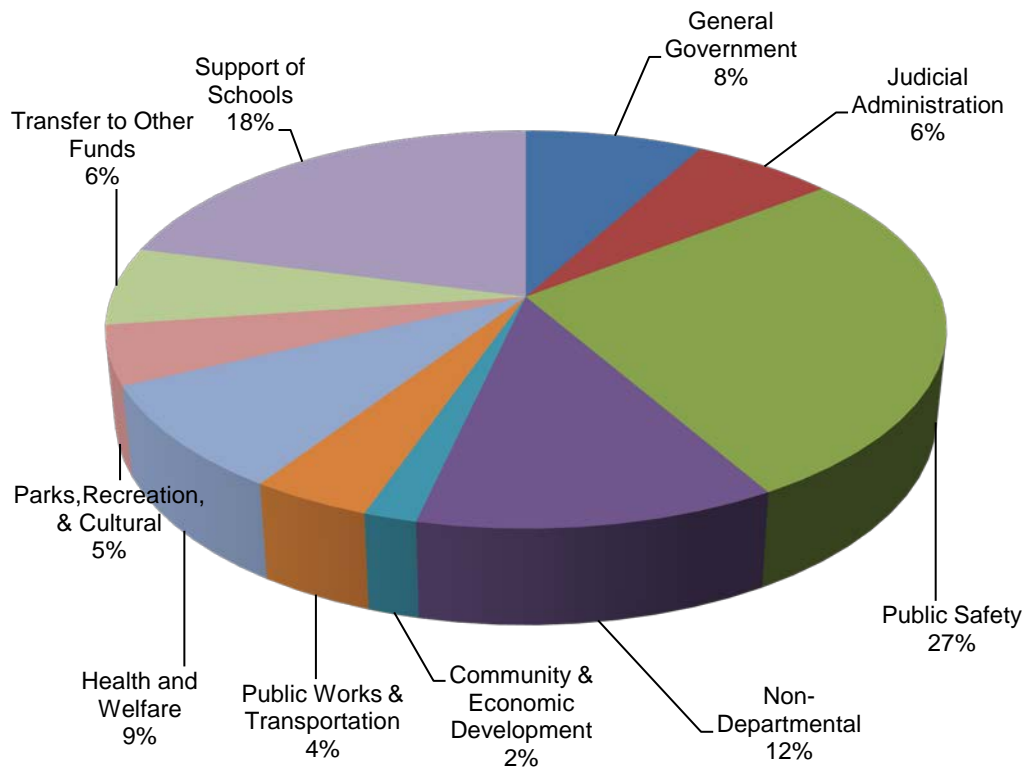
General Fund Revenues



Summary of Expenditures

General Government	\$ 8,591,540	8%
Judicial Administration	\$ 6,895,490	6%
Public Safety	\$ 29,139,210	27%
Non-Departmental	\$ 12,773,890	12%
Community & Economic Development	\$ 1,882,010	2%
Public Works & Transportation	\$ 4,276,430	4%
Health and Welfare	\$ 9,239,810	9%
Parks, Recreation, & Cultural	\$ 5,145,990	5%
Transfer to Other Funds	\$ 6,787,420	6%
Support of Schools	\$ 22,424,260	21%
Support of Other Entities	\$ 1,414,910	1%
	\$ 108,570,960	100%

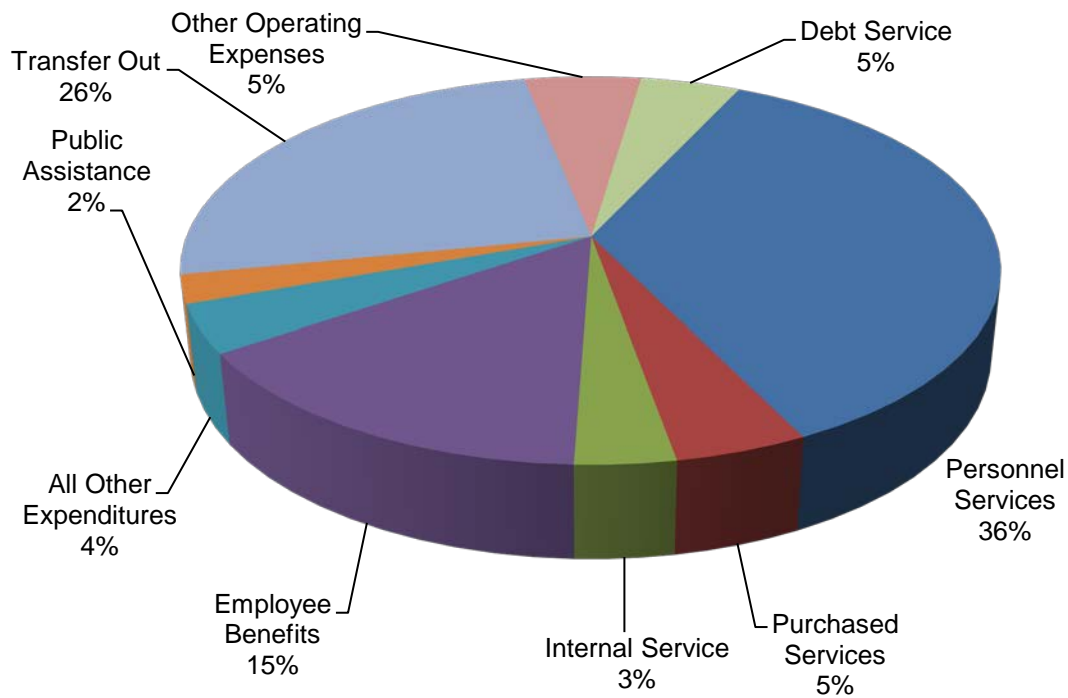
General Fund Appropriations



Summary of Expenditures by Activity

Personnel Services	\$	38,839,460	36%
Purchased Services	\$	4,859,050	4%
Internal Service	\$	3,662,580	3%
Employee Benefits	\$	16,208,430	15%
All Other Expenditures	\$	4,347,960	4%
Public Assistance	\$	2,569,090	2%
Transfer Out	\$	27,172,990	25%
Other Operating Expenses	\$	5,888,400	5%
Debt Service	\$	5,023,000	5%
	\$	108,570,960	100%

General Fund Appropriations



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

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ -
Employee Benefits	\$ 6,120	\$ 6,120	\$ 6,120	\$ 6,120	\$ -
Purchased Services	\$ 3,230	\$ 4,045	\$ 3,000	\$ 3,100	\$ 100
Internal Service	\$ 2,638	\$ 1,488	\$ 200	\$ 300	\$ 100
Other Operating Expenses	\$ 125,330	\$ 150,333	\$ 119,160	\$ 124,510	\$ 5,350
Capital Outlay	\$ 580	\$ -	\$ -	\$ -	\$ -
	\$ 217,898	\$ 241,986	\$ 208,480	\$ 214,030	\$ 5,550

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

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ -
Employee Benefits	\$ 918	\$ 918	\$ 920	\$ 920	\$ -
Internal Service	\$ 18	\$ 66	\$ 1,110	\$ 3,360	\$ 2,250
Other Operating Expenses	\$ 4,223	\$ 4,652	\$ 2,970	\$ 4,260	\$ 1,290
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 17,159	\$ 17,636	\$ 17,000	\$ 20,540	\$ 3,540

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

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 378,833	\$ 445,135	\$ 408,230	\$ 455,640	\$ 47,410
Employee Benefits	\$ 52,292	\$ 60,355	\$ 56,410	\$ 66,320	\$ 9,910
Purchased Services	\$ 69,428	\$ 68,689	\$ 7,600	\$ 9,200	\$ 1,600
Internal Service	\$ 16,282	\$ 13,862	\$ 11,730	\$ 14,230	\$ 2,500
Other Operating Expenses	\$ 47,162	\$ 33,722	\$ 36,250	\$ 35,140	\$ (1,110)
Capital Outlay	\$ 326	\$ 330		\$ -	\$ -
	\$ 564,323	\$ 622,093	\$ 520,220	\$ 580,530	\$ 60,310

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 43,781	\$ 45,532	\$ 45,540	\$ 47,240	\$ 1,700
Employee Benefits	\$ 6,134	\$ 6,191	\$ 6,530	\$ 7,240	\$ 710
Purchased Services	\$ 15,072	\$ 17,067	\$ 17,100	\$ 17,700	\$ 600
Internal Service	\$ 427	\$ 882	\$ 2,370	\$ 4,040	\$ 1,670
Other Operating Expenses	\$ 8,590	\$ 8,610	\$ 16,470	\$ 18,190	\$ 1,720
Capital Outlay	\$ 4,121	\$ 10,020	\$ -	\$ -	\$ -
	\$ 78,125	\$ 88,302	\$ 88,010	\$ 94,410	\$ 6,400

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

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

Notes

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 62,481	\$ 64,355	\$ 64,360	\$ 66,450	\$ 2,090
Employee Benefits	\$ 9,099	\$ 9,136	\$ 9,220	\$ 10,180	\$ 960
Purchased Services	\$ 17,684	\$ 4,824	\$ 7,500	\$ 7,500	\$ -
Internal Service	\$ 4,758	\$ 4,080	\$ 6,260	\$ 5,850	\$ (410)
Other Operating Expenses	\$ 482	\$ 1,130	\$ 3,240	\$ 3,140	\$ (100)
Capital Outlay	\$ 16,142	\$ 4,495	\$ 10,000	\$ 10,000	\$ -
Reimbursement	\$ -	\$ -	\$ (50,000)	\$ (50,000)	\$ -
	\$ 110,646	\$ 88,020	\$ 50,580	\$ 53,120	\$ 2,540

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 350,889	\$ 363,694	\$ 358,770	\$ 374,460	\$ 15,690
Employee Benefits	\$ 65,102	\$ 63,951	\$ 55,950	\$ 73,930	\$ 17,980
Purchased Services	\$ 325,010	\$ 321,301	\$ 398,300	\$ 406,650	\$ 8,350
Internal Service	\$ 9,056	\$ 14,123	\$ 15,730	\$ 16,840	\$ 1,110
Other Operating Expenses	\$ 29,635	\$ 27,020	\$ 29,310	\$ 29,810	\$ 500
Capital Outlay	\$ 1,516	\$ 14,707	\$ 15,000	\$ -	\$ (15,000)
	\$ 781,208	\$ 804,796	\$ 873,060	\$ 901,690	\$ 28,630

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 89,633	\$ 92,322	\$ 92,330	\$ 95,560	\$ 3,230
Employee Benefits	\$ 12,726	\$ 12,781	\$ 13,220	\$ 14,630	\$ 1,410
Purchased Services	\$ 159	\$ 1,094	\$ 600	\$ 600	\$ -
Internal Service	\$ 4,570	\$ 6,083	\$ 5,770	\$ 7,060	\$ 1,290
Other Operating Expenses	\$ 3,263	\$ 1,261	\$ 1,720	\$ 1,220	\$ (500)
Capital Outlay	\$ 797	\$ -	\$ -	\$ -	\$ -
	\$ 111,148	\$ 113,541	\$ 113,640	\$119,070	\$ 5,430

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 271,645	\$ 280,881	\$ 282,720	\$ 295,410	\$ 12,690
Employee Benefits	\$ 37,963	\$ 38,410	\$ 40,460	\$ 44,830	\$ 4,370
Purchased Services	\$ 12,829	\$ 14,376	\$ 15,150	\$ 15,150	\$ -
Internal Service	\$ 4,010	\$ 3,952	\$ 4,720	\$ 4,450	\$ (270)
Other Operating Expenses	\$ 41,976	\$ 34,195	\$ 35,050	\$ 35,560	\$ 510
Capital Outlay	\$ -	\$ -	\$ 200	\$ 200	\$ -
	\$ 368,423	\$ 371,814	\$ 378,300	\$ 395,600	\$ 17,300

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Purchased Services	\$ 46,181	\$ 68,375	\$ 53,000	\$ 53,000	\$ -
Other Operating Expenses	\$ 14,681	\$ 14,868	\$ 14,700	\$ 15,000	\$ 300
	\$ 60,862	\$ 83,243	\$ 67,700	\$ 68,000	\$ 300

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Purchased Services	\$ 148,096	\$ 123,812	\$ 150,000	\$ 135,000	\$ (15,000)
	\$ 148,096	\$ 123,812	\$ 150,000	\$ 135,000	\$ (15,000)

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 394,317	\$ 398,509	\$ 397,980	\$ 404,560	\$ 6,580
Employee Benefits	\$ 71,505	\$ 69,483	\$ 77,110	\$ 73,060	\$ (4,050)
Purchased Services	\$ 5,727	\$ 6,412	\$ 6,600	\$ 6,500	\$ (100)
Internal Service	\$ 14,534	\$ 14,543	\$ 15,040	\$ 12,770	\$ (2,270)
Other Operating Expenses	\$ 18,556	\$ 13,300	\$ 21,960	\$ 16,060	\$ (5,900)
Capital Outlay	\$ 4,967	\$ -	\$ -	\$ -	\$ -
	\$ 509,606	\$ 502,247	\$ 518,690	\$ 512,950	\$ (5,740)

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 272,625	\$ 212,584	\$ 225,830	\$ 260,630	\$ 34,800
Employee Benefits	\$ 38,810	\$ 29,041	\$ 32,520	\$ 39,910	\$ 7,390
Purchased Services	\$ 643	\$ 1,202	\$ 2,100	\$ 1,500	\$ (600)
Internal Service	\$ 18,250	\$ 19,343	\$ 18,740	\$ 19,020	\$ 280
Other Operating Expenses	\$ 6,914	\$ 17,254	\$ 10,150	\$ 18,880	\$ 8,730
Capital Outlay	\$ -	\$ 354	\$ 600	\$ -	\$ (600)
	\$ 337,242	\$ 279,778	\$ 289,940	\$ 339,940	\$ 50,000

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ -	\$ 810	\$ -	\$ 1,350	\$ 1,350
Employee Benefits	\$ -	\$ 62	\$ -	\$ 110	\$ 110
Purchased Services	\$ -	\$ -	\$ -	\$ 330	\$ 330
	\$ -	\$ 872	\$ -	\$ 1,790	\$ 1,790

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 432,331	\$ 448,763	\$ 470,280	\$ 451,550	\$ (18,730)
Employee Benefits	\$ 61,750	\$ 62,125	\$ 63,920	\$ 69,140	\$ 5,220
Purchased Services	\$ 87,008	\$ 82,904	\$ 81,170	\$ 92,070	\$ 10,900
Internal Service	\$ 26,214	\$ 32,874	\$ 29,210	\$ 27,990	\$ (1,220)
Other Operating Expenses	\$ 158,851	\$ 134,073	\$ 160,440	\$ 181,590	\$ 21,150
Capital Outlay	\$ 170	\$ 1,424	\$ 900	\$ -	\$ (900)
	\$ 766,324	\$ 762,163	\$ 805,920	\$ 822,340	\$ 16,420

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 135,730	\$ 163,762	\$ 164,490	\$ 170,380	\$ 5,890
Employee Benefits	\$ 25,229	\$ 29,746	\$ 33,680	\$ 32,080	\$ (1,600)
Purchased Services	\$ 22,691	\$ 2,685	\$ 630	\$ 630	\$ -
Internal Service	\$ 7,359	\$ 7,449	\$ 7,410	\$ 7,390	\$ (20)
Other Operating Expenses	\$ 6,042	\$ 9,445	\$ 6,340	\$ 9,390	\$ 3,050
Capital Outlay	\$ (4,001)	\$ (2,115)	\$ (0)	\$ (0)	\$ -
	\$ 201,052	\$ 215,202	\$ 212,550	\$ 219,870	\$ 7,320

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 135,456	\$ 139,711	\$ 139,770	\$ 144,320	\$ 4,550
Employee Benefits	\$ 18,724	\$ 18,847	\$ 20,010	\$ 22,100	\$ 2,090
Internal Service	\$ 1,947	\$ 1,191	\$ 3,850	\$ 2,130	\$ (1,720)
Other Operating Expenses	\$ 18,018	\$ 14,509	\$ 14,460	\$ 14,980	\$ 520
	\$ 174,145	\$ 174,258	\$ 178,090	\$ 183,530	\$ 5,440

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

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 473,187	\$ 441,818	\$ 570,430	\$ 551,020	\$ (19,410)
Employee Benefits	\$ 67,277	\$ 61,017	\$ 82,450	\$ 84,370	\$ 1,920
Purchased Services	\$ 10,697	\$ 15,539	\$ 25,190	\$ 21,730	\$ (3,460)
Internal Service	\$ 13,254	\$ 13,747	\$ 12,110	\$ 16,020	\$ 3,910
Other Operating Expenses	\$ 18,973	\$ 23,122	\$ 24,050	\$ 23,240	\$ (810)
Capital Outlay	\$ 2,530	\$ 1,408	\$ 1,000	\$ 1,000	\$ -
	\$ 585,918	\$ 556,651	\$ 715,230	\$ 697,380	\$ (17,850)

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

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 41,097	\$ 42,535	\$ 42,540	\$ 44,130	\$ 1,590
Employee Benefits	\$ 5,965	\$ 6,009	\$ 6,100	\$ 6,760	\$ 660
Internal Service	\$ 576	\$ 665	\$ 770	\$ 720	\$ (50)
Other Operating Expenses	\$ 1,626	\$ 2,954	\$ 3,240	\$ 3,250	\$ 10
	\$ 49,264	\$ 52,163	\$ 52,650	\$ 54,860	\$ 2,210

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 236,331	\$ 229,740	\$ 245,260	\$ 248,460	\$ 3,200
Employee Benefits	\$ 32,641	\$ 31,668	\$ 33,660	\$ 38,040	\$ 4,380
Purchased Services	\$ 50,607	\$ 63,438	\$ 75,000	\$ 75,000	\$ -
Internal Service	\$ 10,373	\$ 13,530	\$ 15,330	\$ 13,440	\$ (1,890)
Other Operating Expenses	\$ 10,490	\$ 10,853	\$ 14,030	\$ 14,700	\$ 670
Capital Outlay	\$ -	\$ -	\$ -	\$ 11,300	\$ 11,300
	\$ 340,442	\$ 349,229	\$ 383,280	\$ 400,940	\$ 17,660

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 1,313,252	\$ 1,392,369	\$ 1,425,690	\$ 1,453,740	\$ 28,050
Employee Benefits	\$ 184,009	\$ 193,898	\$ 203,390	\$ 221,170	\$ 17,780
Purchased Services	\$ 1,180,936	\$ 905,251	\$ 972,180	\$ 907,000	\$ (65,180)
Internal Service	\$ 59,772	\$ 47,237	\$ 44,390	\$ 37,090	\$ (7,300)
Other Operating Expenses	\$ 48,525	\$ 54,780	\$ 51,740	\$ 66,030	\$ 14,290
Capital Outlay	\$ 226,260	\$ 299,024	\$ 371,430	\$ 353,190	\$ (18,240)
Reimbursement	\$ (577,280)	\$ (573,484)	\$ (608,340)	\$ (596,050)	\$ 12,290
	\$ 2,435,474	\$ 2,319,075	\$ 2,460,480	\$ 2,442,170	\$ (18,310)

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

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 54,366	\$ 50,149	\$ 70,400	\$ 49,800	\$ (20,600)
Employee Benefits	\$ 642	\$ 657	\$ 800	\$ 800	\$ -
Purchased Services	\$ 859	\$ 1,322	\$ 1,960	\$ 2,300	\$ 340
Internal Service	\$ 2,334	\$ 2,862	\$ 16,910	\$ 8,800	\$ (8,110)
Other Operating Expenses	\$ 25,681	\$ 15,952	\$ 73,610	\$ 82,080	\$ 8,470
	\$ 83,882	\$ 70,942	\$ 163,680	\$ 143,780	\$ (19,900)

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

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

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 95,460	\$ 98,322	\$ 99,860	\$ 102,250	\$ 2,390
Employee Benefits	\$ 12,963	\$ 12,991	\$ 13,310	\$ 13,370	\$ 60
Purchased Services	\$ 1,208	\$ 750	\$ 15,520	\$ 1,600	\$ (13,920)
Internal Service	\$ 4,171	\$ 4,150	\$ 6,660	\$ 6,370	\$ (290)
Other Operating Expenses	\$ 10,285	\$ 9,695	\$ 64,710	\$ 66,410	\$ 1,700
Capital Outlay	\$ -	\$ -	\$ 10,900	\$ -	\$ (10,900)
	\$ 124,087	\$ 125,908	\$ 210,960	\$ 190,000	\$ (20,960)

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

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 145,346	\$ 136,591	\$ 131,130	\$ 134,290	\$ 3,160
Employee Benefits	\$ 17,889	\$ 16,398	\$ 18,910	\$ 20,570	\$ 1,660
Purchased Services	\$ 4,556	\$ 5,917	\$ 4,900	\$ 4,150	\$ (750)
Internal Service	\$ 4,170	\$ 3,351	\$ 3,670	\$ 3,430	\$ (240)
Other Operating Expenses	\$ 12,446	\$ 12,574	\$ 11,880	\$ 13,330	\$ 1,450
Capital Outlay	\$ -	\$ 66,979	\$ -	\$ -	\$ -
	\$ 184,407	\$ 241,810	\$ 170,490	\$ 175,770	\$ 5,280

FY 2019 Adopted Budget
General Fund
Judicial Administration
General District Court - 0116601

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

The General District Court handles all traffic and criminal misdemeanor cases, felony preliminary hearings, civil small claims court involving \$5,000 or less, and civil cases up to \$25,000.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Purchased Services	\$ 27,903	\$ 26,639	\$ 30,500	\$ 30,500	\$ -
Internal Service	\$ -	\$ 676	\$ -	\$ 500	\$ 500
Other Operating Expenses	\$ 13,814	\$ 10,690	\$ 15,130	\$ 13,300	\$ (1,830)
Capital Outlay	\$ 3,233	\$ 664	\$ -	\$ -	\$ -
	\$ 44,950	\$ 38,669	\$ 45,630	\$ 44,300	\$ (1,330)

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

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Internal Service	\$ 54	\$ 39	\$ 100	\$ 100	\$ -
Other Operating Expenses	\$ 303	\$ 441	\$ 800	\$ 800	\$ -
Capital Outlay	\$ 169	\$ 317	\$ 600	\$ 600	\$ -
	\$ 526	\$ 797	\$ 1,500	\$ 1,500	\$ -

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Internal Service	\$ 358	\$ 240	\$ 350	\$ 300	\$ (50)
Other Operating Expenses	\$ 4,543	\$ 4,625	\$ 4,650	\$ 4,650	\$ -
	\$ 4,901	\$ 4,865	\$ 5,000	\$ 4,0	\$ (50)

FY 2019 Adopted Budget
General Fund
Judicial Administration
Juvenile and Domestic Relations Court Service - 0117501

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ -	\$ 11,118	\$ 8,000	\$ 8,000	\$ -
Employee Benefits	\$ -	\$ 851	\$ 620	\$ 620	\$ -
Purchased Services	\$ 18,782	\$ 3,021	\$ 11,000	\$ 10,430	\$ (570)
Internal Service	\$ -	\$ 938	\$ 800	\$ -	\$ (800)
Other Operating Expenses	\$ 19,570	\$ 18,605	\$ 23,790	\$ 24,950	\$ 1,160
Capital Outlay	\$ 2,969	\$ 6,519	\$ 8,000	\$ 10,000	\$ 2,000
	\$ 41,321	\$ 41,052	\$ 52,210	\$ 54,000	\$ 1,790

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 575,532	\$ 604,370	\$ 610,690	\$ 605,370	\$ (5,320)
Employee Benefits	\$ 109,191	\$ 110,599	\$ 127,540	\$ 118,640	\$ (8,900)
Purchased Services	\$ 17,689	\$ 17,091	\$ 30,840	\$ 33,270	\$ 2,430
Internal Service	\$ 15,156	\$ 11,699	\$ 9,470	\$ 9,500	\$ 30
Other Operating Expenses	\$ 21,100	\$ 17,119	\$ 22,620	\$ 21,760	\$ (860)
Capital Outlay	\$ 6,660	\$ 5,905	\$ 1,200	\$ 1,200	\$ -
	\$ 745,328	\$ 766,783	\$ 802,360	\$ 789,740	\$ (12,620)

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 2,957,983	\$ 3,050,510	\$ 2,974,500	\$ 3,344,040	\$ 369,540
Employee Benefits	\$ 855,321	\$ 675,975	\$ 710,810	\$ 702,720	\$ (8,090)
Purchased Services	\$ 20,618	\$ 26,474	\$ 24,960	\$ 31,500	\$ 6,540
Internal Service	\$ 154,000	\$ 133,138	\$ 148,930	\$ 154,240	\$ 5,310
Other Operating Expenses	\$ 74,322	\$ 75,530	\$ 80,920	\$ 87,660	\$ 6,740
Capital Outlay	\$ 37,703	\$ 18,905	\$ 5,850	\$ 5,850	\$ -
	\$ 4,099,947	\$ 3,980,532	\$ 3,945,970	\$ 4,326,010	\$ 380,040

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 903,869	\$ 950,236	\$ 983,640	\$ 1,010,890	\$ 27,250
Employee Benefits	\$ 173,307	\$ 175,080	\$ 201,360	\$ 190,290	\$ (11,070)
Purchased Services	\$ 1,317	\$ 1,709	\$ (630)	\$ 2,800	\$ 3,430
Internal Service	\$ 22,028	\$ (23,147)	\$ 22,840	\$ 23,640	\$ 800
Other Operating Expenses	\$ 103,962	\$ 99,579	\$ 113,640	\$ 107,470	\$ (6,170)
	\$ 1,204,483	\$ 1,249,751	\$ 1,320,850	\$ 1,335,090	\$ 14,240

FY 2019 Adopted Budget
General Fund
Judicial Administration
Commonwealth Attorney Collections - 0118402

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 79,931	\$ 80,093	\$ 81,800	\$ 83,430	\$ 1,630
Employee Benefits	\$ 15,015	\$ 14,465	\$ 16,750	\$ 15,720	\$ (1,030)
Internal Service	\$ 7,472	\$ 7,975	\$ 6,900	\$ 7,280	\$ 380
Other Operating Expenses	\$ 9,114	\$ 10,040	\$ 10,440	\$ 9,670	\$ (770)
Capital Outlay	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -
	\$ 111,532	\$ 112,573	\$ 116,890	\$ 117,100	\$ 210

FY 2019 Adopted Budget
General Fund
Public Safety Administration
Danville Police Department - 0119001

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 7,023,902	\$ 7,280,780	\$ 7,400,920	\$ 7,429,920	\$ 29,000
Employee Benefits	\$ 750,019	\$ 1,120,557	\$ 796,500	\$ 855,810	\$ 59,310
Purchased Services	\$ 259,152	\$ 278,574	\$ 293,870	\$ 294,460	\$ 590
Internal Service	\$ 106,693	\$ 137,987	\$ 161,090	\$ 163,600	\$ 2,510
Other Operating Expenses	\$ 55,679	\$ 520,161	\$ 523,320	\$ 539,870	\$ 16,550
Capital Outlay	\$ 20,828	\$ 482,519	\$ 661,860	\$ 650,420	\$ (11,440)
	\$ 8,718,273	\$ 9,820,578	\$ 9,837,560	\$ 9,934,080	\$ 96,520

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 820	\$ 960	\$ 1,000	\$ -	\$ (1,000)
	\$ 820	\$ 960	\$ 1,000	\$ -	\$ (1,000)

FY 2019 Adopted Budget
General Fund
Public Safety Administration
City Jail - 0118201

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 43,479	\$ 63,081	\$ 42,000	\$ 42,000	\$ -
Employee Benefits	\$ 3,326	\$ 4,826	\$ 3,220	\$ 3,220	\$ -
Purchased Services	\$ 165,424	\$ 236,789	\$ 173,390	\$ 151,070	\$ (22,320)
Internal Service	\$ 294,333	\$ 303,283	\$ 303,290	\$ 356,090	\$ 52,800
Other Operating Expenses	\$ 1,048,967	\$ 1,190,407	\$ 1,158,550	\$ 967,150	\$ (191,400)
Capital Outlay	\$ 69,341	\$ 71,511	\$ 74,270	\$ 77,770	\$ 3,500
	\$ 1,624,870	\$ 1,869,897	\$ 1,754,720	\$ 1,597,300	\$ (157,420)

FY 2019 Adopted Budget
General Fund
Public Safety Administration
Fire Department - 0119001, -02

The mission of the Danville Fire Department is to strive to protect life, property, and environment through prevention, mitigation, response, recovery, and education in order to promote the entire community's health, safety, and well-being. Today, the Fire Department is a full service career department that holds an ISO-Class 2 Rating and operates three shifts and employs 123 full time employees. These firefighters operate out of seven stations that are strategically located throughout the 44 square miles of Danville allowing for a rapid response to all types of emergencies. Additionally, the Fire Department offers fire prevention and education programs, arson investigation and detection, and also supports two special operations teams: the Danville Regional Hazardous Materials Response Team and the Technical Rescue Team.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 6,170,611	\$ 6,271,080	\$ 6,119,970	\$ 6,250,480	\$ 130,510
Employee Benefits	\$ 960,308	\$ 1,088,680	\$ 870,430	\$ 1,038,550	\$ 168,120
Purchased Services	\$ 200,923	\$ 217,736	\$ 220,090	\$ 223,660	\$ 3,570
Internal Service	\$ 292,895	\$ 279,437	\$ 293,330	\$ 297,320	\$ 3,990
Other Operating Expenses	\$ 233,000	\$ 228,189	\$ 257,300	\$ 268,610	\$ 11,310
Capital Outlay	\$ 24,832	\$ 7,723	\$ 28,000	\$ 41,800	\$ 13,800
	\$ 7,882,569	\$ 8,092,845	\$ 7,789,120	\$ 8,120,420	\$ 331,300

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

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 1,640,619	\$ 1,677,847	\$ 1,902,740	\$ 1,907,530	\$ 4,790
Employee Benefits	\$ 268,488	\$ 223,960	\$ 258,700	\$ 275,780	\$ 17,080
Purchased Services	\$ 253,574	\$ 345,512	\$ 338,470	\$ 343,000	\$ 4,530
Internal Service	\$ 229,720	\$ 198,405	\$ 225,470	\$ 213,770	\$ (11,700)
Other Operating Expenses	\$ 409,318	\$ 387,944	\$ 423,410	\$ 428,350	\$ 4,940
Capital Outlay	\$ 5,097	\$ 11,615	\$ 95,330	\$ 8,350	\$ (86,980)
	\$ 2,806,816	\$ 2,845,283	\$ 3,244,120	\$ 3,176,780	\$ (67,340)

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

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 1,689,546	\$ 1,679,625	\$ 1,879,150	\$ 1,922,050	\$ 42,900
Employee Benefits	\$ 259,665	\$ 221,456	\$ 249,300	\$ 283,940	\$ 34,640
Purchased Services	\$ 128,412	\$ 147,272	\$ 141,150	\$ 147,080	\$ 5,930
Internal Service	\$ 158,813	\$ 167,798	\$ 165,320	\$ 185,930	\$ 20,610
Other Operating Expenses	\$ 345,953	\$ 411,096	\$ 351,670	\$ 418,630	\$ 66,960
Cost Allocation	\$ 465,620	\$ 408,290	\$ 417,930	\$ 555,630	\$ 137,700
Capital Outlay	\$ 14,436	\$ 6,890	\$ 25,180	\$ 25,500	\$ 320
Debt Service	\$ 95,585	\$ 562,818	\$ 562,710	\$ 563,490	\$ 780
	\$ 3,158,030	\$ 3,605,245	\$ 3,792,410	\$ 4,102,250	\$ 309,840

FY 2019 Adopted Budget
General Fund
Public Safety Administration
Juvenile Intake Diversion - 0120805

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 16,667	\$ 28,339	\$ 40,000	\$ 40,780	\$ 780
Employee Benefits	\$ 2,413	\$ 3,786	\$ 5,730	\$ 6,250	\$ 520
Purchased Services	\$ 21,563	\$ 460	\$ -	\$ -	\$ -
	\$ 40,643	\$ 32,585	\$ 45,730	\$ 47,030	\$ 1,300

FY 2019 Adopted Budget
General Fund
Public Safety Administration
Fire Department - Emergency Services - 0122911

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 9,789	\$ 7,074	\$ 15,540	\$ 15,540	\$ -
Employee Benefits	\$ 749	\$ 541	\$ 1,190	\$ 1,190	\$ -
Purchased Services	\$ 27,800	\$ 31,186	\$ 31,240	\$ 31,240	\$ -
Internal Service	\$ 21,007	\$ 13,791	\$ 18,610	\$ 22,580	\$ 3,970
Other Operating Expenses	\$ 26,687	\$ 20,608	\$ 12,880	\$ 22,760	\$ 9,880
Capital Outlay	\$ -	\$ -	\$ 500	\$ 500	\$ -
	\$ 86,032	\$ 73,200	\$ 79,960	\$ 93,810	\$ 13,850

FY 2019 Adopted Budget
General Fund
Public Safety Administration
Fire Department – 911 Communications - 0123211

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 739,913	\$ 746,824	\$ 808,370	\$ 780,740	\$ (27,630)
Employee Benefits	\$ 102,535	\$ 102,032	\$ 111,170	\$ 115,700	\$ 4,530
Purchased Services	\$ 28,892	\$ 32,319	\$ 63,480	\$ 62,980	\$ (500)
Internal Service	\$ 10,612	\$ 7,638	\$ 7,720	\$ 8,880	\$ 1,160
Other Operating Expenses	\$ 53,619	\$ 55,363	\$ 61,770	\$ 60,690	\$ (1,080)
Capital Outlay	\$ 4,382	\$ 4,799	\$ 6,000	\$ 14,000	\$ 8,000
	\$ 939,953	\$ 948,975	\$ 1,058,510	\$ 1,042,990	\$ (15,520)

FY 2019 Adopted Budget
General Fund
Public Safety Administration
Community Development: Inspections - 0122001

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 553,874	\$ 541,293	\$ 525,760	\$ 529,520	\$ 3,760
Employee Benefits	\$ 78,569	\$ 74,608	\$ 74,960	\$ 81,070	\$ 6,110
Purchased Services	\$ 24,083	\$ 29,911	\$ 39,080	\$ 35,530	\$ (3,550)
Internal Service	\$ 56,532	\$ 55,433	\$ 54,850	\$ 47,960	\$ (6,890)
Other Operating Expenses	\$ 452,369	\$ 303,015	\$ 273,490	\$ 268,920	\$ (4,570)
Capital Outlay	\$ 6,055	\$ 2,508	\$ 500	\$ 2,480	\$ 1,980
	\$ 1,171,482	\$ 1,006,768	\$ 968,640	\$ 965,480	\$ (3,160)

FY 2019 Adopted Budget
General Fund
Public Works and Transportation
Transportation Services: Airport - 0124101

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 273,806	\$ 282,988	\$ 291,840	\$ 264,670	\$ (27,170)
Employee Benefits	\$ 34,204	\$ 34,105	\$ 36,370	\$ 34,190	\$ (2,180)
Purchased Services	\$ 88,055	\$ 100,792	\$ 84,220	\$ 73,570	\$ (10,650)
Internal Service	\$ 123,889	\$ 128,296	\$ 118,890	\$ 127,020	\$ 8,130
Other Operating Expenses	\$ 53,318	\$ 65,295	\$ 60,110	\$ 60,820	\$ 710
Capital Outlay		\$ -	\$ -	\$ 3,000	\$ 3,000
	\$ 573,272	\$ 611,476	\$ 591,430	\$ 563,270	\$ (28,160)

FY 2019 Adopted Budget
General Fund
Public Works and Transportation
Transportation Services: Amtrak Station - 0124102

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Purchased Services	\$ 38,168	\$ 35,262	\$ 39,900	\$ 39,000	\$ (900)
	\$ 38,168	\$ 35,262	\$ 39,900	\$ 39,000	\$ (900)

FY 2019 Adopted Budget
General Fund
Public Works and Transportation
Public Works: Administration - 01253---

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 518,115	\$ 531,717	\$ 482,520	\$ 414,250	\$ (68,270)
Employee Benefits	\$ 76,049	\$ 74,660	\$ 68,410	\$ 62,290	\$ (6,120)
Purchased Services	\$ 34,471	\$ 59,247	\$ 40,630	\$ 30,900	\$ (9,730)
Internal Service	\$ 101,207	\$ 84,252	\$ 82,990	\$ 64,360	\$ (18,630)
Other Operating Expenses	\$ 36,858	\$ 25,371	\$ 27,100	\$ 24,060	\$ (3,040)
	\$ 766,700	\$ 775,247	\$ 701,650	\$ 595,860	\$ (105,790)

FY 2019 Adopted Budget
General Fund
Public Works and Transportation
Public Works: Engineering - 01244---

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

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 215,122	\$ 224,935	\$ 277,260	\$ 256,710	\$ (20,550)
Employee Benefits	\$ 30,139	\$ 30,865	\$ 39,890	\$ 39,320	\$ (570)
Purchased Services	\$ 2,714	\$ 1,710	\$ 1,630	\$ 1,730	\$ 100
Internal Service	\$ 10,465	\$ 9,278	\$ 7,640	\$ 5,980	\$ (1,660)
Other Operating Expenses	\$ 14,198	\$ 13,145	\$ 10,260	\$ 7,610	\$ (2,650)
Capital Outlay	\$ -	\$ 1,450	\$ 1,500	\$ 1,500	\$ -
	\$ 272,638	\$ 281,383	\$ 338,180	\$ 312,850	\$ (25,330)

FY 2019 Adopted Budget
General Fund
Public Works and Transportation
Public Works: Buildings and Grounds - 0125---

The Buildings and Grounds Division of Public Works provides maintenance for the majority of public buildings consisting of building repair, heating and air conditioning, equipment, electrical, and utilities. Custodial services are provided by the City of Danville custodial staff. Grounds maintenance is provided to all green areas consisting of median strips with grass and/or plantings, intersections, and shoulders. Tree care and planting is provided throughout the City on public areas.

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 682,899	\$ 700,231	\$ 742,870	\$ 745,180	\$ 2,310
Employee Benefits	\$ 116,784	\$ 109,489	\$ 104,010	\$ 111,130	\$ 7,120
Purchased Services	\$ 557,636	\$ 411,875	\$ 485,260	\$ 453,330	\$ (31,930)
Internal Service	\$ 852,301	\$ 836,246	\$ 801,940	\$ 811,790	\$ 9,850
Other Operating Expenses	\$ 161,530	\$ 117,231	\$ 137,670	\$ 112,810	\$ (24,860)
Capital Outlay	\$ 981	\$ 952	\$ 2,900	\$ 2,600	\$ (300)
	<u>\$ (33,944)</u>	<u>\$ (66,280)</u>	<u>\$ (9,190)</u>	<u>\$ (11,090)</u>	<u>\$ (1,900)</u>
	\$ 2,338,187	\$ 2,109,744	\$ 2,265,460	\$ 2,225,750	\$ (39,710)

Streets, sidewalks, curbs, and gutters are inspected and repaired as required. Storm drains are inspected and repaired as needed. As the Street Maintenance Division has construction capability, the division also installs sanitary sewer taps as required and makes repairs to sanitary sewer lines as needed. Street sweeping is done 24 hours per day, five days per week. Streets crews respond to winter storm events.

The Streets Division receives a majority of its funding from State Highway Maintenance Funds (VDOT Special Revenue Fund 15) reimbursed to the City each year for the maintenance of primary, collector, and residential streets. Revenue is also received as a result of accomplishing repairs for others, such as utilities, and others who may find it necessary to remove pavement or sidewalk for installation or repair of facilities. The Division is also supported by the General Fund for services not funded by State Highway Maintenance Funds.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 109,256	\$ 184,869	\$ 298,530	\$ 277,760	\$ (20,770)
Employee Benefits	\$ 19,293	\$ 26,954	\$ 41,610	\$ 40,430	\$ (1,180)
Purchased Services	\$ 21,699	\$ 39,811	\$ 39,090	\$ 43,490	\$ 4,400
Internal Service	\$ 67,792	\$ 94,122	\$ 132,700	\$ 127,920	\$ (4,780)
Other Operating Expenses	\$ 54,319	\$ 71,710	\$ 62,400	\$ 49,600	\$ (12,800)
Capital Outlay	\$ -		\$ 2,100	\$ 500	\$ (1,600)
	\$ 272,359	\$ 417,466	\$ 576,430	\$ 539,700	\$ (36,730)

FY 2019 Adopted Budget
General Fund
Health and Welfare
Community Development: Social Services – 0128921, -25

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

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 3,698,512	\$ 3,782,422	\$ 4,019,470	\$ 4,098,750	\$ 79,280
Employee Benefits	\$ 1,030,283	\$ 1,027,887	\$ 1,066,420	\$ 1,168,690	\$ 102,270
Purchased Services	\$ 70,722	\$ 58,710	\$ 110,160	\$ 110,160	\$ -
Internal Service	\$ 135,701	\$ 128,496	\$ 153,320	\$ 152,120	\$ (1,200)
Public Assistance	\$ 2,181,810	\$ 2,607,438	\$ 2,699,790	\$ 2,569,090	\$ (130,700)
Other Operating Expenses	\$ 156,099	\$ 151,641	\$ 209,700	\$ 182,140	\$ (27,560)
Cost Allocation	\$ 690,649	\$ 689,771	\$ 717,010	\$ 717,290	\$ 280
Capital Outlay	\$ 18,994	\$ 18,320	\$ 11,100	\$ 33,100	\$ 22,000
Debt Service	\$ 52,750	\$ 53,362	\$ 54,180	\$ 102,970	\$ 48,790
	\$ 8,035,520	\$ 8,518,047	\$ 9,041,150	\$ 9,134,310	\$ 93,160

FY 2019 Adopted Budget
General Fund
Health and Welfare
Property Tax Relief for the Elderly/Disabled - 0113302

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Other Operating Expenses	\$ 82,958	\$ 75,976	\$ 77,000	\$ 105,500	\$ 28,500
	\$ 82,958	\$ 75,976	\$ 77,000	\$ 105,500	\$ 28,500

FY 2019 Adopted Budget
General Fund
Parks, Recreation, and Culture
Parks and Recreation: Park Maintenance – 01316-

The City of Danville Parks and Recreation Department's primary objective is "Engaging Community and Enhancing Lives through People, Places and Services". The Park Maintenance Division is responsible for the ground maintenance of City owned parks, athletic fields, playgrounds and certain other public areas. The Maintenance Division is also responsible for overseeing some capital improvements and other development in the City's parks and public outdoor recreation properties.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 562,100	\$ 547,646	\$ 569,640	\$ 574,660	\$ 5,020
Employee Benefits	\$ 72,236	\$ 68,197	\$ 74,340	\$ 76,600	\$ 2,260
Purchased Services	\$ 88,798	\$ 88,190	\$ 93,270	\$ 93,770	\$ 500
Internal Service	\$ 357,839	\$ 399,600	\$ 339,140	\$ 371,460	\$ 32,320
Other Operating Expenses	\$ 91,868	\$ 87,450	\$ 115,250	\$ 104,740	\$ (10,510)
Capital Outlay	\$ 25,327	\$ 10,200	\$ 25,380	\$ 25,300	\$ (80)
	\$ 1,198,168	\$ 1,201,283	\$ 1,217,020	\$ 1,246,530	\$ 29,510

FY 2019 Adopted Budget
General Fund
Parks, Recreation, and Culture
Parks and Recreation: Libraries – 01322--

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 603,954	\$ 539,819	\$ 639,080	\$ 626,320	\$ (12,760)
Employee Benefits	\$ 77,321	\$ 67,693	\$ 83,920	\$ 78,710	\$ (5,210)
Purchased Services	\$ 26,776	\$ 33,475	\$ 35,130	\$ 36,550	\$ 1,420
Internal Service	\$ 137,081	\$ 136,184	\$ 122,780	\$ 122,040	\$ (740)
Other Operating Expenses	\$ 265,399	\$ 240,168	\$ 273,980	\$ 258,150	\$ (15,830)
Cost Allocation	\$ 83,500	\$ 69,240	\$ 72,630	\$ 79,900	\$ 7,270
Capital Outlay	\$ 14,869	\$ 5,353	\$ 9,000	\$ 9,000	\$ -
	\$ 1,208,900	\$ 1,091,932	\$ 1,236,520	\$ 1,210,670	\$ (25,850)

FY 2019 Adopted Budget
General Fund
Parks, Recreation, and Culture
Parks and Recreation: Administration – 01292-, 0131301

The City of Danville Parks and Recreation Department's primary objective is "Engaging Community and Enhancing Lives through People, Places and Services". The department strives to communicate and educate our citizens on the importance and the availability of services; to provide a wide range of programs that engage citizens with a variety of interests; strive to be efficient in our delivery of service; actively engage in community partnerships; and maintain, protect and conserve open spaces.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 388,940	\$ 433,920	\$ 469,580	\$ 503,380	\$ 33,800
Employee Benefits	\$ 62,993	\$ 71,154	\$ 65,030	\$ 74,290	\$ 9,260
Purchased Services	\$ 164,624	\$ 182,764	\$ 185,660	\$ 189,100	\$ 3,440
Internal Service	\$ 52,745	\$ 50,402	\$ 60,040	\$ 58,590	\$ (1,450)
Other Operating Expenses	\$ 59,208	\$ 64,157	\$ 77,990	\$ 106,350	\$ 28,360
Capital Outlay	\$ 33,028		\$ 24,400	\$ 25,000	\$ 600
	\$ 761,538	\$ 802,397	\$ 882,700	\$ 956,710	\$ 74,010

FY 2019 Adopted Budget
General Fund
Parks, Recreation, and Culture
Parks and Recreation: Community Recreation - 01295--, 01298-

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 393,856	\$ 407,538	\$ 482,550	\$ 446,370	\$ (36,180)
Employee Benefits	\$ 43,822	\$ 45,685	\$ 53,490	\$ 51,850	\$ (1,640)
Purchased Services	\$ 39,742	\$ 44,904	\$ 32,420	\$ 26,730	\$ (5,690)
Internal Service	\$ 26,775	\$ 34,159	\$ 25,550	\$ 33,040	\$ 7,490
Other Operating Expenses	\$ 46,070	\$ 46,207	\$ 84,720	\$ 70,940	\$ (13,780)
Capital Outlay	\$ 2,786	\$ 1,187	\$ 2,200	\$ 2,200	\$ -
	\$ 553,051	\$ 579,680	\$ 680,930	\$ 631,130	\$ (49,800)

FY 2019 Adopted Budget
General Fund
Parks, Recreation, and Culture
Parks and Recreation: Special Recreation - 01301---

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 427,316	\$ 406,395	\$ 481,280	\$ 486,980	\$ 5,700
Employee Benefits	\$ 50,832	\$ 46,863	\$ 56,670	\$ 60,140	\$ 3,470
Purchased Services	\$ 113,517	\$ 115,222	\$ 123,950	\$ 140,780	\$ 16,830
Internal Service	\$ 46,672	\$ 44,976	\$ 48,650	\$ 47,050	\$ (1,600)
Other Operating Expenses	\$ 53,885	\$ 48,574	\$ 56,410	\$ 54,820	\$ (1,590)
Capital Outlay	\$ 1,924	\$ 1,909	\$ 2,220	\$ 2,220	\$ -
	\$ 694,146	\$ 663,939	\$ 769,180	\$ 791,990	\$ 22,810

FY 2019 Adopted Budget
General Fund
Parks, Recreation, and Culture
Parks and Recreation: Outdoor Recreation – 01304-

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 48,966	\$ 299			\$ -
Employee Benefits	\$ 5,845	\$ 23			\$ -
Purchased Services	\$ 12,157	\$ -			\$ -
Internal Service	\$ 13,594	\$ -			\$ -
Other Operating Expenses	\$ 18,119	\$ 684			\$ -
	\$ 98,681	\$ 1,006	\$ -	\$ -	\$ -

FY 2019 Adopted Budget
General Fund
Parks, Recreation, and Culture
Parks and Recreation: Athletics – 01307-

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 194,896	\$ 199,444	\$ 230,110	\$ 230,880	\$ 770
Employee Benefits	\$ 22,898	\$ 22,864	\$ 25,560	\$ 26,880	\$ 1,320
Purchased Services	\$ 1,858	\$ 5,555	\$ 3,900	\$ 4,100	\$ 200
Internal Service	\$ 5,256	\$ 5,391	\$ 7,350	\$ 7,230	\$ (120)
Other Operating Expenses	\$ 27,562	\$ 13,787	\$ 40,250	\$ 38,720	\$ (1,530)
Capital Outlay	\$ -	\$ 160	\$ 1,150	\$ 1,150	\$ -
	\$ 252,470	\$ 247,201	\$ 308,320	\$ 308,960	\$ 640

FY 2019 Adopted Budget
General Fund
Community and Economic Development
Community Development: Director/Administration – 0132501, -02, -05,-06

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 152,406	\$ 146,069	\$ 152,310	\$ 151,400	\$ (910)
Employee Benefits	\$ 22,196	\$ 20,640	\$ 21,520	\$ 23,190	\$ 1,670
Purchased Services	\$ 107,917	\$ 144,537	\$ 127,740	\$ 128,040	\$ 300
Internal Service	\$ 5,388	\$ 2,441	\$ 2,310	\$ 1,740	\$ (570)
Other Operating Expenses	\$ 65,989	\$ 50,134	\$ 41,080	\$ 43,110	\$ 2,030
Capital Outlay	\$ 2,612	\$ -	\$ -	\$ -	\$ -
	\$ 356,508	\$ 363,821	\$ 344,960	\$ 347,480	\$ 2,520

FY 2019 Adopted Budget
General Fund
Community and Economic Development
Community Development: Planning - 0133401

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 175,050	\$ 136,727	\$ 114,390	\$ 72,260	\$ (42,130)
Employee Benefits	\$ 25,200	\$ 19,320	\$ 16,290	\$ 11,070	\$ (5,220)
Purchased Services	\$ 1,685	\$ 1,646	\$ 91,850	\$ 41,830	\$ (50,020)
Internal Service	\$ 8,067	\$ 6,978	\$ 8,270	\$ 9,430	\$ 1,160
Other Operating Expenses	\$ 8,218	\$ 4,137	\$ 5,840	\$ 6,360	\$ 520
Capital Outlay	\$ 6,055	\$ 609	\$ -	\$ 500	\$ 500
	\$ 224,275	\$ 169,417	\$ 236,640	\$ 141,450	\$ (95,190)

FY 2019 Adopted Budget
General Fund
Community and Economic Development
Community Development: Planning Commission - 0133701

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Purchased Services	\$ 4,456	\$ 3,877	\$ 6,360	\$ 6,240	\$ (120)
Internal Service	\$ 240	\$ 109	\$ 450	\$ 420	\$ (30)
Other Operating Expenses	\$ 1,336	\$ 1,266	\$ 1,920	\$ 2,500	\$ 580
	\$ 6,032	\$ 5,252	\$ 8,730	\$ 9,160	\$ 430

FY 2019 Adopted Budget
General Fund
Community and Economic Development
Community Development: Zoning Board - 0134301

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 525	\$ 180	\$ 840	\$ 840	\$ -
Employee Benefits	\$ 40	\$ 14	\$ 80	\$ 80	\$ -
Purchased Services	\$ 1,271	\$ 1,002	\$ 1,690	\$ 1,740	\$ 50
Internal Service	\$ 15	\$ -	\$ 90	\$ 90	\$ -
Other Operating Expenses	\$ 149	\$ 115	\$ 240	\$ 240	\$ -
	\$ 2,000	\$ 1,311	\$ 2,940	\$ 2,990	\$ 50

FY 2019 Adopted Budget
General Fund
Community and Economic Development
Economic Development: Administration - 0132801

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

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Personnel Services	\$ 247,191	\$ 280,392	\$ 338,450	\$ 338,720	\$ 270
Employee Benefits	\$ 35,365	\$ 39,145	\$ 48,710	\$ 51,870	\$ 3,160
Purchased Services	\$ 303,759	\$ 291,051	\$ 267,190	\$ 247,190	\$ (20,000)
Internal Service	\$ 20,777	\$ 22,167	\$ 19,030	\$ 17,210	\$ (1,820)
Contribution Other Entity	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Expenses	\$ 43,873	\$ 66,607	\$ 82,750	\$ 78,570	\$ (4,180)
Capital Outlay	\$ 2	\$ 247	\$ -	\$ -	\$ -
	\$ 650,967	\$ 699,609	\$ 756,130	\$ 733,560	\$ (22,570)

FY 2019 Adopted Budget
General Fund
Community and Economic Development
Economic Development: Enterprise Zone Activities - 0133101

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Contribution Other Entity	\$ -		\$ 20,000		\$ (20,000)
Other Operating Expenses	\$ -		\$ 5,000		\$ (5,000)
Capital Outlay	\$ -				\$ -
	\$ -	\$ -	\$ 25,000	\$ -	\$ (25,000)

FY 2019 Adopted Budget
General Fund
Non-Departmental Services
0199001

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
HR Employee Benefits	\$ 7,353,903	\$ 8,887,295	\$ 7,944,300	\$ 8,601,100	\$ 656,800
HR Employee Benefits - Other	\$ 9,326	\$ 7,301	\$ 15,500	\$ 15,500	\$ -
HR Employee Training	\$ 8,230	\$ 22,171	\$ 25,000	\$ 25,000	\$ -
Debt Service Administration	\$ 1,816,923	\$ 2,454,674	\$ 2,198,110	\$ 2,317,850	\$ 119,740
Non-Departmental	\$ 1,235,573	\$ 1,511,033	\$ 1,755,500	\$ 1,814,440	\$ 58,940
	\$10,423,955	\$12,882,474	\$11,938,410	\$12,773,890	\$ 835,480

FY 2019 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 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Contribution Other Entity	\$ 11,229	\$ 10,476	\$ 10,480	\$ 10,780	\$ 300
	\$ 11,229	\$ 10,476	\$ 10,480	\$ 10,780	\$ 300

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 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Contribution Other Entity	\$ 131,299	\$ 134,136	\$ 136,420	\$ 171,420	\$ 35,000
	\$ 131,299	\$ 134,136	\$ 136,420	\$ 171,420	\$ 35,000

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 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Contribution Other Entity	\$ 9,055	\$ 8,528	\$ 9,060	\$ 8,530	\$ (530)
	\$ 9,055	\$ 8,528	\$ 9,060	\$ 8,530	\$ (530)

Ambulance and Rescue – 0122902

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

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Danville Life Saving Crew	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ -
Four for Life	\$ 16,188	\$ 17,565	\$ 17,570	\$ 17,570	\$ -
	\$ 96,188	\$ 97,565	\$ 97,570	\$ 97,570	\$ -

FY 2019 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 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Contribution Other Entity	\$ 601,970	\$ 601,970	\$ 601,970	\$ 611,970	\$ 10,000
	\$ 601,970	\$ 601,970	\$ 601,970	\$ 611,970	\$ 10,000

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 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Contribution Other Entity	\$ 299,870	\$ 329,860	\$ 361,050	\$ 397,160	\$ 36,110
	\$ 299,870	\$ 329,860	\$ 361,050	\$ 397,160	\$ 36,110

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 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Contribution Other Entity	\$ 42,342	\$ 60,397	\$ 65,410	\$ 67,290	\$ 1,880
	\$ 42,342	\$ 60,397	\$ 65,410	\$ 67,290	\$ 1,880

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 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Contribution Other Entity	\$ 5,459	\$ 5,459	\$ 5,460	\$ 5,460	\$ -
	\$ 5,459	\$ 5,459	\$ 5,460	\$ 5,460	\$ -

FY 2019 Adopted Introductory
General Fund
Contributions to Other Entities

West Piedmont Planning District – 0134001

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Contribution Other Entity	\$ 23,680	\$ 23,710	\$ 23,680	\$ 23,880	\$ 200
	\$ 23,680	\$ 23,710	\$ 23,680	\$ 23,880	\$ 200

Metro Planning Organization – 0134002

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Contribution Other Entity	\$ 7,133	\$ 8,746	\$ 11,950	\$ 11,950	\$ -
	\$ 7,133	\$ 8,746	\$ 11,950	\$ 11,950	\$ -

Small Business Support - 0132802

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Contribution Other Entity	\$ 50,000	\$ 65,000	\$ 115,000	\$ 65,000	\$ (50,000)
	\$ 50,000	\$ 65,000	\$ 115,000	\$ 65,000	\$ (50,000)

Support of IDA – 0132803

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

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Contribution Other Entity	\$ 649,388	\$ 560,175	\$ 650,000	\$ 647,370	\$ (2,630)
	\$ 649,388	\$ 560,175	\$ 650,000	\$ 647,370	\$ (2,630)

Downtown Danville Association – 0132804

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

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Contribution Other Entity	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -

FY 2019 Adopted Budget
General Fund
Transfers
0199501, -02, -05, -07, -08, -09, -10

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

Other Funds

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Support/Transfer To Capital	\$ 4,117,461	\$ 4,911,929	\$ 5,466,450	\$ 3,775,380	\$(1,691,070)
Economic Development Incentives	\$ 2,872,060	\$ 4,311,396	\$ 1,075,170	\$ 1,000,450	\$ (74,720)
Support/Transfer To Grants	\$ 1,076,150	\$ 1,221,520	\$ 1,360,200	\$ 1,420,000	\$ 59,800
Support/Transfer To Transportation	\$ 198,600	\$ 185,160	\$ 230,660	\$ 282,900	\$ 52,240
Support/Transfer To RIFA	\$ 461,449	\$ 519,480	\$ 440,450	\$ 308,690	\$ (131,760)
Support/Transfer To Cemeteries	\$ -	\$ 66,830	\$ -	\$ -	\$ -
	\$ 8,725,720	\$11,216,315	\$ 8,572,930	\$ 6,787,420	\$(1,785,510)

Danville Public Schools

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ (Decrease)
Debt Service	\$ 1,295,367	\$ 1,753,344	\$ 1,907,390	\$ 2,038,690	\$ 131,300
Transfer Out	\$ 16,022,361	\$ 17,361,343	\$ 20,606,570	\$ 20,385,570	\$ (221,000)
	\$ 17,317,728	\$ 19,114,687	\$ 22,513,960	\$ 22,424,260	\$ (89,700)

FY 2019 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.

<u>Contribution to (from) Fund Balance/General Fund</u>		
	<u>Adopted Budget FY 2018</u>	<u>Adopted Budget FY 2019</u>
Revenues		
Licenses, Permits, Privilege	\$ 1,650	\$ 1,630
Revenues from Use of Money and Property	\$ 7,200	\$ 38,000
Categorical State Aid	\$11,052,330	\$10,985,230
Estimated Revenue	\$11,061,180	\$ 11,024,860
Operating Expenditures		
Public Safety	\$ 891,780	\$ 1,276,010
Public Works and Transportation	\$10,169,400	\$ 9,748,850
Operating Expenses	\$11,061,180	\$ 11,024,860
Net Operating Income (Loss)	\$ -	\$ -
Add:		
Depreciation	\$ -	\$ -
Deduct:		
Debt Service Capital	\$ -	\$ -
Capital Expenditures from	\$ -	\$ -
Current Operating Funds	\$ -	\$ -
Contribution To/From Fund Balance/General Fund	<u>\$ -</u>	<u>\$ -</u>

FY 2019 Adopted Budget
Special Revenue Fund: VDOT Funding

Revenues

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ Decrease
Licenses,Permits,Privileges	\$ 1,020	\$ 1,260	\$ 1,650	\$ 1,630	\$ (20)
Charges for Services	\$ 21,578	\$ 41,322	\$ 7,200	\$ 38,000	\$ 30,800
Miscellaneous Revenue	\$ 3,285	\$ 2,906	\$ -	\$ -	\$ -
Categorical Aid: State	\$10,421,381	\$10,678,739	\$11,052,330	\$10,985,230	\$ (67,100)
	\$10,447,264	\$10,724,227	\$11,061,180	\$11,024,860	\$ (36,320)

Expenditures

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ Decrease
Personnel Services	\$ 2,541,176	\$ 2,407,355	\$ 2,655,600	\$ 2,743,120	\$ 87,520
Employee Benefits	\$ 432,422	\$ 374,229	\$ 401,700	\$ 489,100	\$ 87,400
Purchased Services	\$ 4,010,863	\$ 4,327,867	\$ 4,155,760	\$ 3,790,480	\$ (365,280)
Internal Services	\$ 2,220,494	\$ 2,105,006	\$ 2,794,480	\$ 2,581,960	\$ (212,520)
Other Operating Expense	\$ 654,136	\$ 528,320	\$ 699,180	\$ 712,670	\$ 13,490
Capital Outlay	\$ 433,147	\$ 431,303	\$ 272,750	\$ 625,390	\$ 352,640
Debt Service	\$ 54,811	\$ 75,233	\$ 81,710	\$ 82,140	\$ 430
	\$10,347,049	\$ 10,249,313	\$ 11,061,180	\$ 11,024,860	\$ (36,320)

Authorized Fulltime Personnel

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

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

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

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

Contribution to (from) Fund Balance/General Fund

	Adopted Budget FY 2018	Adopted Budget FY 2019
Revenues		
Revenues from Use of Money and Property	\$ 59,600	\$ 51,500
Charges for Services		
Estimated Revenue	\$3,313,700	\$3,600,100
	\$3,373,300	\$3,651,600
 Operating Expenditures		
Worker's Comp Claims/Services	\$1,883,000	\$2,083,000
Insurance Claims/Services	\$1,430,700	\$1,517,100
Operating Expenses	\$3,313,700	\$3,600,100
Net Operating Income (Loss)	\$ 59,600	\$ 51,500
Add:		
Depreciation	\$ -	\$ -
Deduct:		
Debt Service Principal	\$ -	\$ -
Capital Expenditures from Current Op. Funds	\$ -	\$ -
 Contribution To/From Fund Balance/General Fund	 \$ 59,600	 \$ 51,500

Revenues

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ Decrease
Rev-Use Money/Property	\$ 48,677	\$ 59,034	\$ 59,600	\$ 51,500	\$ (8,100)
Charges for Services	\$ 2,868,810	\$ 2,723,364	\$ 3,313,700	\$ 3,600,100	\$ 286,400
	\$ 2,917,487	\$ 2,782,398	\$ 3,373,300	\$ 3,651,600	\$ 278,300

Expenditures

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ Decrease
W/C Claims and Services	\$ 1,461,308	\$ 1,574,748	\$ 1,883,000	\$ 2,083,000	\$ 200,000
Claims and Services	\$ 1,407,501	\$ 1,148,615	\$ 1,430,700	\$ 1,517,100	\$ 86,400
Transfer Out	\$ -	\$ 1,500,000	\$ -		\$ -
	\$ 2,868,809	\$ 4,223,363	\$ 3,313,700	\$ 3,600,100	\$ 286,400

Authorized Fulltime Personnel

*Personnel from the Finance Department oversee the Insurance Fund.

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

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

Contribution to (from) Fund Balance/General Fund

	Adopted Budget FY 2018	Adopted Budget FY 2019
Revenues		
Charges for Services		
Estimated Income	\$431,060	\$317,710
	\$431,060	\$ 317,710
 Operating Expenditures		
Printing	\$120,000	\$130,830
Mailing	\$275,140	\$175,360
Storeroom and General	\$ 21,420	\$ 11,520
Operating Expenses	\$416,560	\$ 317,710
Net Operating Income (Loss)	\$ 14,500	\$ -
Add:		
Depreciation	\$ 7,200	\$ 11,150
Deduct:		
Debt Service Capital	\$ -	\$ -
Capital Expenditures from Current Operating Funds	\$ 16,500	\$ 16,500
 Contribution To/From Fund Balance/General Fund	 <u>\$ 5,200</u>	 <u>\$ (5,350)</u>

Revenues

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ Decrease
Charges for Services	\$ 269,977	\$ 255,753	\$ 431,060	\$ 317,710	\$(113,350)
	\$ 269,977	\$ 255,753	\$ 431,060	\$ 317,710	\$(113,350)

Expenditures

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ Decrease
Personnel Services	\$ 90,151	\$ 91,696	\$ 94,740	\$ 106,380	\$ 11,640
Employee Benefits	\$ 12,880	\$ 12,751	\$ 15,150	\$ 15,930	\$ 780
Purchased Services	\$ 12,369	\$ 12,870	\$ 32,400	\$ 19,600	\$ (12,800)
Internal Service	\$ 9,538	\$ 11,527	\$ 10,790	\$ 7,020	\$ (3,770)
Other Operating Expense	\$ 154,062	\$ 137,755	\$ 256,280	\$ 157,630	\$ (98,650)
Capital Outlay	\$ -	\$ -	\$ 16,500	\$ 16,500	\$ -
Depreciation	\$ 6,380	\$ 5,101	\$ 7,200	\$ 11,150	\$ 3,950
	\$ 285,380	\$ 271,700	\$ 433,060	\$ 334,210	\$ (98,850)

FY 2019 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.

	<u>Contribution to (from) Fund Balance/General Fund</u>	
	Adopted Budget FY 2018	Adopted Budget FY 2019
Revenues		
Revenues from Use of Money and Property		
	\$3,156,930	\$3,159,360
Charges for Services	\$ 281,300	\$ 277,080
Estimated Income	\$3,438,230	\$3,436,440
Operating Expenditures		
Motorized Equipment and Maintenance		
	\$3,248,290	\$3,303,740
Communications Sections	\$ 119,900	\$ 122,190
Operating Expenses	\$3,368,190	\$3,425,930
Net Operating Income (Loss)	\$ 70,040	\$ 10,510
Add:		
Depreciation	\$ 707,000	\$ 790,100
Deduct:		
Debt Service Principal	\$ 2,950	\$ 3,110
Capital Expenditures from Current Operating Funds	<u>\$ 923,000</u>	<u>\$ 864,100</u>
Contribution To/From Fund Balance/General Fund	<u>\$(148,910)</u>	<u>\$ (66,600)</u>

Revenues

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ Decrease
Rev-Use Money/Property	\$2,889,184	\$2,770,231	\$3,156,930	\$3,159,360	\$ 2,430
Charges for Services	\$ 250,781	\$ 254,958	\$ 281,300	\$ 277,080	\$ (4,220)
	\$3,139,965	\$3,025,189	\$3,438,230	\$3,436,440	\$ (1,790)

Expenditures

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ Decrease
Personnel Services	\$ 554,953	\$ 675,690	\$ 880,810	\$ 880,570	\$ (240)
Employee Benefits	\$ 77,895	\$ 93,606	\$ 125,970	\$ 129,830	\$ 3,860
Purchased Services	\$ 912,252	\$ 843,341	\$ 722,580	\$ 706,940	\$ (15,640)
Internal Service	\$ 136,266	\$ 127,541	\$ 140,450	\$ 152,280	\$ 11,830
Other Operating Expense	\$ 787,573	\$ 764,951	\$ 844,760	\$ 788,870	\$ (55,890)
Capital Outlay	\$ 920,952	\$ 921,554	\$ 869,000	\$ 802,000	\$ (67,000)
Depreciation	\$ 593,833	\$ 655,917	\$ 707,000	\$ 790,100	\$ 83,100
Debt Service	\$ 3,566	\$ (3,559)	\$ (3,570)	\$ (42,550)	\$ 38,980
	\$3,987,290	\$4,086,159	\$4,294,140	\$4,293,140	\$ (1,000)

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

Contribution to (from) Fund Balance/General Fund

	Adopted Budget FY 2018	Adopted Budget FY 2019
Revenues		
Revenues from Use of Money and Property	\$ 14,500	\$ 16,000
Charges for Services	\$ 410,000	\$ 391,000
Miscellaneous Revenue	\$ 6,800	\$ 4,800
Non-Revenue Receipts	\$ 259,350	\$ 379,730
Categorical Aid - State	\$ 599,130	\$ 548,930
Categorical Aid - Federal		
	\$1,726,620	\$1,688,750
Transfer from Fund Balance	\$ 28,540	\$ -
Estimated Income	\$3,044,940	\$3,029,210
Operating Expenditures		
Mass Transit Service		
	\$2,911,960	\$3,196,190
Operating Expenses	\$2,911,960	\$3,196,190
Net Operating Income (Loss)	\$ 132,980	\$(166,980)
Add:		
Depreciation	\$ 560,000	\$ 653,000
Deduct:		
Debt Service Principal	\$ 100	\$ 100
Capital Expenditures from Current Operating Funds	\$ 923,540	\$ 768,820
Contribution To (Support of) City's General Fund	<u>\$(230,660)</u>	<u>\$(282,900)</u>

Revenues

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ Decrease
Rev-Use Money/Property	\$ 27,934	\$ 19,792	\$ 14,500	\$ 16,000	\$ 1,500
Charges for Services	\$ 318,367	\$ 322,902	\$ 410,000	\$ 391,000	\$ (19,000)
Miscellaneous Revenue	\$ (33,080)	\$ (12,838)	\$ 6,800	\$ 4,800	\$ (2,000)
Non-Revenue Receipts	\$ 233,560	\$ 238,170	\$ 259,350	\$ 379,730	\$ 120,380
Cat Aid State	\$ 381,582	\$ 477,295	\$ 599,130	\$ 548,930	\$ (50,200)
Cat Aid Federal	\$ 1,106,847	\$ 1,083,922	\$ 1,726,620	\$ 1,688,750	\$ (37,870)
Transfers In	\$ 176,264	\$ 173,624	\$ 230,660	\$ 282,900	\$ 52,240
Transfers from Fund Balance	\$ -	\$ -	\$ 28,540	\$ -	\$ (28,540)
	\$2,211,474	\$ 2,302,867	\$3,275,600	\$3,312,110	\$ 36,510

Expenditures

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ Decrease
Personnel Services	\$ 810,204	\$ 1,002,754	\$ 1,233,640	\$ 1,268,690	\$ 35,050
Employee Benefits	\$ 84,270	\$ 132,801	\$ 175,630	\$ 196,760	\$ 21,130
Purchased Services	\$ 200,288	\$ 259,335	\$ 393,430	\$ 390,420	\$ (3,010)
Internal Service	\$ 81,746	\$ 87,459	\$ 158,290	\$ 148,040	\$ (10,250)
Other Operating Expense	\$ 262,713	\$ 27,818	\$ 341,370	\$ 315,350	\$ (26,020)
Cost Allocation	\$ 233,560	\$ 238,170	\$ 259,350	\$ 379,730	\$ 120,380
Capital Outlay	\$ 518,079	\$ 381,012	\$ 713,770	\$ 613,000	\$ (100,770)
Depreciation	\$ 422,171	\$ 479,010	\$ 560,000	\$ 653,000	\$ 93,000
Debt Service	\$ 110	\$ 109	\$ 120	\$ 120	\$ -
	\$ 2,613,141	\$ 2,608,468	\$ 3,835,600	\$ 3,965,110	\$ 129,510

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

Contribution to (from) Fund Balance/General Fund

	Adopted Budget FY 2018	Adopted Budget FY 2019
Revenues		
Revenues from Use of Money and Property	\$ 88,400	\$ 100,000
Charges for Services		
Estimated Income	\$3,695,050	\$3,650,050
	\$3,783,450	\$3,750,050
 Operating Expenditures		
Refuse Collection -		
Residential	\$2,146,980	\$2,183,430
Yardwaste	\$ 534,550	\$ 649,870
Leaf Collection	\$ 139,920	\$ 135,590
Landfill Operations	\$ 13,880	\$ 13,340
Composting Operations	\$ 380,040	\$ 362,510
Recycling	\$ 274,160	\$ 261,990
Operating Expenses	\$3,489,530	\$3,606,730
Net Operating Income (Loss)	\$ 293,920	\$ 143,320
Add:		
Depreciation	\$ 57,000	\$ 63,500
Deduct:		
Debt Service Principal	\$ 1,810	\$ 1,910
Capital Expenditures from Current Operating Funds	\$ -	\$ -
 Contribution To/From Fund Balance/General Fund	 <u>\$ 349,110</u>	 <u>\$ 204,910</u>

Revenues

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ Decrease
Rev-Use Money/Property	\$ 99,823	\$ 135,641	\$ 88,400	\$ 100,000	\$ 11,600
Charges for Services	\$ 3,568,520	\$ 3,582,549	\$ 3,695,050	\$ 3,650,050	\$ (45,000)
	\$ 3,668,343	\$ 3,718,190	\$ 3,783,450	\$ 3,750,050	\$ (33,400)

Expenditures

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ Decrease
Personnel Services	\$ 988,252	\$ 974,159	\$ 1,035,680	\$ 1,033,090	\$ (2,590)
Employee Benefits	\$ 173,025	\$ 152,164	\$ 170,810	\$ 151,360	\$ (19,450)
Purchased Services	\$ 796,277	\$ 924,560	\$ 1,022,920	\$ 1,035,420	\$ 12,500
Internal Service	\$ 504,190	\$ 511,942	\$ 504,920	\$ 500,080	\$ (4,840)
Other Operating Expense	\$ 159,816	\$ 148,409	\$ 153,070	\$ 148,700	\$ (4,370)
Cost Allocation	\$ 502,644	\$ 458,485	\$ 497,980	\$ 628,470	\$ 130,490
Capital Outlay	\$ 169,727	\$ 94,488	\$ 62,000	\$ 50,000	\$ (12,000)
Depreciation	\$ 29,843	\$ 48,565	\$ 57,000	\$ 63,500	\$ 6,500
Debt Service	\$ 37,946	\$ 37,942	\$ 76,960	\$ 88,020	\$ 11,060
Reimbursement	\$ -	\$ (90,000)	\$ (90,000)	\$ (90,000)	\$ -
	\$ 3,361,720	\$ 3,260,714	\$ 3,491,340	\$ 3,608,640	\$ 117,300

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

	<u>Adopted Budget FY 2018</u>	<u>Adopted Budget FY 2019</u>
Revenues		
Licenses, Permits & Privilege Fees	\$166,100	\$166,100
Revenue from Use of Money & Property	\$254,100	\$195,730
Charges for Services	\$441,920	\$483,890
Non-Revenue Receipts	\$208,280	\$237,460
Estimated Income	\$1,070,400	\$ 1,083,180
 Operating Expenditures		
Cemetery Maintenance	\$707,590	\$679,090
Burial Services	\$283,250	\$255,290
Operating Expenses	\$ 990,840	\$ 934,380
Net Operating Income	\$ 79,560	\$ 148,800
Add:		
Depreciation	\$ -	\$ -
Deduct:		
Debt Service Principal	\$ -	\$ -
Capital Expenditures from Current Op.	\$ -	\$ -
 Contribution To Fund Balance (From General Fund)	 <u>\$ 79,560</u>	 <u>\$ 148,800</u>

Revenues

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ Decrease
License, Permits, Privilege	\$ 119,063	\$ 140,650	\$ 166,100	\$ 166,100	\$ -
Rev-Use Money/Property	\$ 134,258	\$ 165,450	\$ 254,100	\$ 195,730	\$ (58,370)
Charges for Services	\$ 321,480	\$ 374,763	\$ 441,920	\$ 483,890	\$ 41,970
Non-Revenue Receipts	\$ 228,200	\$ 203,580	\$ 208,280	\$ 237,460	\$ 29,180
Transfers In	\$ -	\$ 66,830	\$ -	\$ -	\$ -
	\$ 803,001	\$ 951,273	\$ 1,070,400	\$ 1,083,180	\$ 12,780

Expenditures

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ Decrease
Personnel Services	\$ 460,629	\$ 495,585	\$ 532,150	\$ 465,090	\$ (67,060)
Employee Benefits	\$ 83,443	\$ 81,180	\$ 94,260	\$ 88,270	\$ (5,990)
Purchased Services	\$ 9,264	\$ 8,544	\$ 14,850	\$ 10,880	\$ (3,970)
Internal Service	\$ 119,219	\$ 113,610	\$ 111,830	\$ 103,710	\$ (8,120)
Other Operating Expense	\$ 19,131	\$ 19,938	\$ 19,320	\$ 19,540	\$ 220
Cost Allocation	\$ 228,200	\$ 203,580	\$ 208,280	\$ 237,460	\$ 29,180
Capital Outlay	\$ 34,161	\$ 11,800	\$ 10,150	\$ 9,430	\$ (720)
	\$ 954,047	\$ 934,237	\$ 990,840	\$ 934,38	\$ (56,460)



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 2019 Adopted Budget
Danville Utilities

Description	Wastewater Fund - 51	Water Fund - 52	Gas Fund - 53	Electric Fund - 54	Telecomm Fund - 55	Total
Revenue						
Rev-Use Money/Property	\$ 104,000	\$ 241,120	\$ 505,340	\$ 1,643,250	\$ 48,950	\$ 2,542,660
Charges for Services	\$ 9,644,240	\$ 8,253,270	\$ 22,462,280	\$ 132,633,130	\$ 632,200	\$ 173,625,120
Miscellaneous Revenue	\$ 86,800	\$ 86,000	\$ 16,000	\$ 158,600	\$ -	\$ 347,400
Recovered Cost	\$ -	\$ 10,000	\$ -	\$ 6,200	\$ -	\$ 16,200
Non-Revenue Receipts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total – Operating Revenue	\$ 9,835,040	\$ 8,590,390	\$ 22,983,620	\$ 134,441,180	\$ 681,150	\$ 176,531,380
Transfer from Fund Balance	\$ -	\$ 4,500,000	\$ -	\$ 610,000	\$ 600,000	\$ 5,710,000
Total	\$ 9,835,040	\$ 13,090,390	\$ 22,983,620	\$ 135,051,180	\$ 1,281,150	\$ 182,241,380
Operating Expenses						
Treatment Plants	\$ 2,984,790	\$ -	\$ -	\$ -	\$ -	\$ 2,984,790
Public Works	\$ 1,796,240	\$ -	\$ -	\$ -	\$ -	\$ 1,796,240
Laboratory	\$ -	\$ 95,280	\$ -	\$ -	\$ -	\$ 95,280
Operations-Main	\$ -	\$ 1,237,470	\$ -	\$ -	\$ -	\$ 1,237,470
Operations-Industrial	\$ -	\$ 155,640	\$ -	\$ -	\$ -	\$ 155,640
Treatment-Main	\$ -	\$ 348,930	\$ -	\$ -	\$ -	\$ 348,930
Administration Services	\$ 737,380	\$ 1,416,500	\$ 2,169,150	\$ 4,354,810	\$ 5,500	\$ 8,683,340
Engineering	\$ -	\$ 266,240	\$ 421,730	\$ 987,030	\$ -	\$ 1,675,000
Distribution	\$ -	\$ 594,680	\$ 539,310	\$ 4,064,280	\$ -	\$ 5,198,270
Service	\$ -	\$ 217,200	\$ 244,730	\$ -	\$ -	\$ 461,930
Meters & Regulators	\$ -	\$ 167,020	\$ 190,620	\$ -	\$ -	\$ 357,640
Meters	\$ -	\$ -	\$ -	\$ 349,610	\$ -	\$ 349,610
Gas Control	\$ -	\$ -	\$ 480,110	\$ -	\$ -	\$ 480,110
Substations	\$ -	\$ -	\$ -	\$ 1,515,580	\$ -	\$ 1,515,580
Hydro-Electric Plant	\$ -	\$ -	\$ -	\$ 921,400	\$ -	\$ 921,400
Transmissions	\$ -	\$ -	\$ -	\$ 190,000	\$ -	\$ 190,000
Generators	\$ -	\$ -	\$ -	\$ 22,000	\$ -	\$ 22,000
Customer Services	\$ -	\$ -	\$ -	\$ 1,441,160	\$ -	\$ 1,441,160
Utility Administrative Services	\$ -	\$ -	\$ -	\$ 896,990	\$ -	\$ 896,990
Support Services	\$ -	\$ -	\$ -	\$ 376,010	\$ -	\$ 376,010
Operations	\$ -	\$ -	\$ -	\$ -	\$ 422,480	\$ 422,480
Rivercity TV	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchased Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 1,038,450	\$ 928,370	\$ 234,390	\$ 2,686,600	\$ -	\$ 4,887,810
Capital Expenses	\$ 540,860	\$ 1,108,800	\$ 1,074,810	\$ 3,982,900	\$ 105,000	\$ 6,812,370
Subtotal -- Operating Expense	\$ 7,097,720	\$ 6,536,130	\$ 5,354,850	\$ 21,788,370	\$ 532,980	\$ 41,310,050
Depreciation	\$ 2,083,000	\$ 1,680,000	\$ 1,565,000	\$ 8,635,000	\$ 459,200	\$ 14,422,200
Source of Supply	\$ -	\$ -	\$ 13,343,220	\$ 102,237,000	\$ 63,600	\$ 115,643,820
Total – Operating Expense	\$ 9,180,720	\$ 8,216,130	\$ 20,263,070	\$ 132,660,370	\$ 1,055,780	\$ 171,376,070
Annual Contribution to General Fund	\$ 693,760	\$ 942,300	\$ 3,059,330	\$ 10,021,610	\$ 81,000	\$ 14,798,000
Total	\$ 9,874,480	\$ 9,158,430	\$ 23,322,400	\$ 142,681,980	\$ 1,136,780	\$ 186,174,070
Add - Depreciation	\$ 2,083,000	\$ 1,680,000	\$ 1,565,000	\$ 8,635,000	\$ 459,200	\$ 14,422,200
Revenue in excess of Operating Expenses	\$ 2,043,560	\$ 5,611,960	\$ 1,226,220	\$ 1,004,200	\$ 603,570	\$ 10,489,510
Capital Improvements						\$ -
Capital Projects	\$ -	\$ 5,500,000	\$ 1,100,000	\$ 1,000,000	\$ 600,000	\$ 8,200,000
Sewer Capital Projects	\$ 1,350,000	\$ -	\$ -	\$ -	\$ -	\$ 1,350,000
Total – Capital	\$ 1,350,000	\$ 5,500,000	\$ 1,100,000	\$ 1,000,000	\$ 600,000	\$ 9,550,000
Revenues Over (Under)	\$ 693,560	\$ 111,960	\$ 126,220	\$ 4,200	\$ 3,570	\$ 939,510

FY 2019 Adopted Budget
Wastewater Fund

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

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

Contribution to (from) Fund Balance/General Fund

	Adopted Budget FY 2018	Adopted Budget FY 2019
Revenues		
Revenues from Use of Money and Property	\$ 61,500	\$ 104,000
Charges for Services	\$ 9,785,080	\$9,644,240
Miscellaneous Revenue	\$ 89,500	\$ 86,800
Estimated Income	\$ 9,936,080	\$ 9,835,040
 Operating Expenditures		
Administrative Services	\$ 1,974,100	\$1,877,380
Treatment Plants	\$ 2,961,010	\$2,984,790
Sewer Capital Projects	\$ 1,300,000	\$1,350,000
Public Works - Sewers	\$ 2,285,650	\$2,739,240
Capital Expenses	\$ 534,190	\$ 540,860
Capital Projects	\$ -	\$ -
Operating Expenses	\$ 9,054,950	\$ 9,492,270
Net Operating Income (Loss)	\$ 881,130	\$ 342,770
Add:		
Depreciation	\$ 2,079,000	\$ 2,083,000
Deduct:		
Debt Service Principal	\$ 1,165,200	\$ 1,038,450
Contribution to City's General Fund	\$ 693,760	\$ 693,760
Contribution To(From) Retained Earnings	<u>\$ 1,101,170</u>	<u>\$ 693,560</u>

Revenues

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ Decrease
Rev-Use Money/Property	\$ 83,516	\$ 109,256	\$ 61,500	\$ 104,000	\$ 42,500
Charges for Services	\$ 9,833,690	\$ 9,695,617	\$ 9,785,080	\$ 9,644,240	\$ (140,840)
Miscellaneous Revenue	\$ 84,248	\$ 70,032	\$ 89,500	\$ 86,800	\$ (2,700)
	\$10,001,454	\$ 9,874,905	\$ 9,936,080	\$ 9,835,040	\$ (101,040)

Expenditures

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ Decrease
Personnel Services	\$ 553,790	\$ 618,150	\$ 616,480	\$ 609,140	\$ (7,340)
Employee Benefits	\$ 90,360	\$ 94,690	\$ 82,820	\$ 88,130	\$ 5,310
Purchased Services	\$ 4,440,544	\$ 3,011,810	\$ 2,978,070	\$ 3,004,360	\$ 26,290
Internal Service	\$ 686,411	\$ 698,800	\$ 754,470	\$ 760,270	\$ 5,800
Other Operating Expense	\$ 206,732	\$ 232,190	\$ 249,440	\$ 218,910	\$ (30,530)
Cost Allocation	\$ 567,793	\$ 637,280	\$ 685,520	\$ 685,440	\$ (80)
Capital Outlay	\$ 12,643	\$ 30,000	\$ 10,000	\$ 424,070	\$ 414,070
Capital Projects	\$ -	\$ 1,300,000	\$ 1,300,000	\$ 1,350,000	\$ 50,000
Depreciation	\$ 1,950,617	\$ 2,100,000	\$ 2,079,000	\$ 2,083,000	\$ 4,000
Debt Service	\$ 1,346,998	\$ 2,434,910	\$ 1,364,350	\$ 1,207,400	\$ (156,950)
Transfer Out	\$ 685,760	\$ 685,760	\$ 693,760	\$ 693,760	\$ -
Contingency Appropriation	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ -
	\$ 10,541,648	\$ 11,943,590	\$ 10,913,910	\$ 11,224,480	\$ 310,570

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

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

Contribution to (from) Fund Balance/General Fund

	Adopted Budget FY 2018	Adopted Budget FY 2019
Revenues		
Revenues from Use of Money and Property	\$ 226,480	\$ 241,120
Charges for Services	\$ 8,393,220	\$ 8,253,270
Miscellaneous Revenue	\$ 49,000	\$ 86,000
Recovered Cost	\$ 10,000	\$ 10,000
Transfer from Fund Balance	\$ 1,200,000	\$ 4,500,000
Estimated Income	\$ 9,878,700	\$13,090,390
Operating Expenditures		
Administrative Services	\$ 3,220,280	\$ 3,096,500
Engineering	\$ 331,700	\$ 266,240
Distribution	\$ 572,880	\$ 594,680
Service	\$ 206,140	\$ 217,200
Meters and Regulators	\$ 161,330	\$ 167,020
Treatment - Main	\$ 352,310	\$ 348,930
Laboratory	\$ 92,280	\$ 95,280
Operations - Main	\$ 1,212,530	\$ 1,237,470
Operations - Industrial	\$ 148,530	\$ 155,640
Capital Expenses	\$ 1,182,080	\$ 1,108,800
Capital Projects	\$ 2,200,000	\$ 5,500,000
Operating Expenses	\$ 9,680,060	\$12,787,760
Net Operating Income (Loss)	\$ 198,640	\$ 302,630
Add:		
Depreciation	\$ 1,656,000	\$ 1,680,000
Deduct:		
Debt Service Principal	\$ 889,100	\$ 928,370
Capital Expenditures from Operating	\$ -	\$ -
Contribution to City's General Fund	\$ 942,300	\$ 942,300
Contribution To(From) Retained Earnings	\$ 23,240	\$ 111,960

FY 2019 Adopted Budget
Water Fund

Revenues

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ Decrease
Rev-Use Money/Property	\$ 235,318	\$ 224,695	\$ 226,480	\$ 241,120	\$ 14,640
Charges for Services	\$ 8,136,616	\$ 8,202,277	\$ 8,393,220	\$ 8,253,270	\$ (139,950)
Miscellaneous Revenue	\$ 88,772	\$ 118,839	\$ 49,000	\$ 86,000	\$ 37,000
Recovered Costs	\$ 27,287	\$ 9,477	\$ 10,000	\$ 10,000	\$ -
Transfer from Fund Balance	\$ -	\$ -	\$ 1,200,000	\$ 4,500,000	\$ 3,300,000
	\$ 8,487,993	\$ 8,555,288	\$ 9,878,700	\$ 13,090,390	\$ 3,211,690

Expenditures

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ Decrease
Personnel Services	\$ 1,238,691	\$ 1,388,346	\$ 1,645,590	\$ 1,584,190	\$ (61,400)
Employee Benefits	\$ 184,919	\$ 197,593	\$ 278,670	\$ 256,930	\$ (21,740)
Purchased Services	\$ 673,619	\$ 839,606	\$ 899,700	\$ 696,560	\$ (203,140)
Internal Service	\$ 890,030	\$ 922,408	\$ 922,510	\$ 987,560	\$ 65,050
Other Operating Expense	\$ 712,424	\$ 784,352	\$ 1,006,140	\$ 986,940	\$ (19,200)
Cost Allocation	\$ 483,262	\$ 491,378	\$ 616,070	\$ 606,900	\$ (9,170)
Capital Outlay	\$ 199,210	\$ 119,557	\$ 141,220	\$ 229,960	\$ 88,740
Capital Projects	\$ -	\$ -	\$ 2,200,000	\$ 5,500,000	\$ 3,300,000
Depreciation	\$ 1,722,506	\$ 1,610,467	\$ 1,656,000	\$ 1,680,000	\$ 24,000
Debt Service	\$ 1,055,152	\$ 1,063,731	\$ 1,103,260	\$ 1,087,090	\$ (16,170)
Transfer Out	\$ 937,300	\$ 937,300	\$ 942,300	\$ 942,300	\$ -
Contingency Appropriation	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -
	\$ 8,097,113	\$ 8,354,738	\$ 11,511,460	\$ 14,658,430	\$ 3,146,970

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

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

Contribution to (from) Fund Balance/General Fund

	Adopted Budget FY 2018	Adopted Budget FY 2019
Revenues		
Revenues from Use of Money and Property	\$ 544,800	\$ 505,340
Charges for Services	\$24,774,250	\$ 22,462,280
Miscellaneous Revenue	\$ 27,000	\$ 16,000
Transfer from Fund Balance	\$ -	\$ -
Estimated Income	\$ 25,346,050	\$ 22,983,620
 Operating Expenditures		
Administrative Services	\$ 3,894,430	\$ 3,734,150
Engineering	\$ 643,300	\$ 421,730
Gas Control	\$15,643,040	\$ 13,823,330
Distribution	\$ 477,570	\$ 539,310
Service	\$ 237,490	\$ 244,730
Meters and Regulators	\$ 201,470	\$ 190,620
Capital Expenses	\$ 1,408,170	\$ 1,074,810
Capital Projects	\$ 1,100,000	\$ 1,100,000
Operating Expenses	\$ 23,605,470	\$ 21,128,680
Net Operating Income (Loss)	\$ 1,740,580	\$ 1,854,940
Add:		
Depreciaition	\$ 1,605,000	\$ 1,565,000
Deduct:		
Debt Service Principal	\$ 225,660	\$ 234,390
Capital Expenditures from Operating	\$ -	\$ -
Contribution to City's General Fund	<u>\$ 3,059,330</u>	<u>\$ 3,059,330</u>
Contribution To(From) Retained Earnings	<u>\$ 60,590</u>	<u>\$ 126,220</u>

Revenues

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ Decrease
Rev-Use Money/Property	\$ 529,938	\$ 530,717	\$ 544,800	\$ 505,340	\$ (39,460)
Charges for Services	\$ 20,923,374	\$ 20,652,400	\$ 24,774,250	\$ 22,462,280	\$ (2,311,970)
Miscellaneous Revenue	\$ 14,112	\$ 19,975	\$ 27,000	\$ 16,000	\$ (11,000)
	\$ 21,467,424	\$ 21,203,092	\$ 25,346,050	\$ 22,983,620	\$ (2,362,430)

Expenditures

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ Decrease
Personnel Services	\$ 1,317,662	\$ 1,265,785	\$ 1,366,140	\$ 1,447,280	\$ 81,140
Employee Benefits	\$ 213,313	\$ 175,280	\$ 216,770	\$ 225,170	\$ 8,400
Purchased Services	\$ 1,016,305	\$ 1,341,006	\$ 978,930	\$ 481,010	\$ (497,920)
Internal Service	\$ 233,255	\$ 213,714	\$ 244,580	\$ 214,870	\$ (29,710)
Other Operating Expense	\$ 945,670	\$ 688,792	\$ 960,680	\$ 812,160	\$ (148,520)
Source of Supply	\$ 12,408,914	\$ 12,764,203	\$ 15,190,560	\$ 13,343,220	\$ (1,847,340)
Cost Allocation	\$ 1,456,193	\$ 1,501,338	\$ 1,663,170	\$ 1,636,500	\$ (26,670)
Capital Outlay	\$ 62,451	\$ 109,858	\$ 111,170	\$ 145,440	\$ 34,270
Capital Projects	\$ -	\$ -	\$ 1,100,000	\$ 1,100,000	\$ -
Depreciation	\$ 1,543,147	\$ 1,539,687	\$ 1,605,000	\$ 1,565,000	\$ (40,000)
Debt Service	\$ 267,333	\$ 271,061	\$ 294,130	\$ 292,420	\$ (1,710)
Transfer Out	\$ 3,008,330	\$ 3,008,330	\$ 3,059,330	\$ 3,059,330	\$ -
Contingency Appropriation	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -
	\$ 22,472,573	\$ 22,879,054	\$ 26,890,460	\$ 24,422,400	\$ (2,468,060)

FY 2019 Adopted Budget
Electric Fund

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

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

Contribution to (from) Fund Balance/General Fund

	Adopted Budget FY 2018	Adopted Budget FY 2019
Revenues		
Revenues from Use of Money and Property	\$ 1,769,790	\$ 1,643,250
Charges for Services	\$ 129,162,280	\$ 132,633,130
Miscellaneous Revenue	\$ 174,000	\$ 158,600
Recovered Cost	\$ 35,000	\$ 6,200
Non-Revenue Receipts	\$ -	\$ -
Transfer from Fund Balance	\$ -	\$ 610,000
Estimated Income	\$ 131,141,070	\$ 135,051,180
Operating Expenditures		
Administrative Services	\$ 4,084,510	\$ 4,629,810
Utility Administration Services	\$ 965,080	\$ 896,990
Support Services	\$ 346,200	\$ 376,010
Engineering	\$ 994,360	\$ 987,030
Distribution	\$ 111,394,840	\$ 114,661,280
Meters	\$ 332,520	\$ 349,610
Transmissions	\$ 240,000	\$ 190,000
Substations	\$ 1,491,210	\$ 1,515,580
Generators	\$ 904,640	\$ 921,400
Hydro-Electric Plant	\$ 17,000	\$ 22,000
Customer Services	\$ 1,437,710	\$ 1,441,160
Capital Expenses	\$ 4,235,940	\$ 3,982,900
Capital Projects	\$ 700,000	\$ 1,000,000
Operating Expenses	\$ 127,144,010	\$ 130,973,770
Net Operating Income (Loss)	\$ 3,997,060	\$ 4,077,410
Add:		
Depreciaition	\$ 8,680,000	\$ 8,635,000
Deduct:		
Debt Service Principal	\$ 2,606,080	\$ 2,686,600
Capital Expenditures from Operating	\$ -	\$ -
Contribution to City's General Fund	\$ 10,021,610	\$ 10,021,610
Contribution To(From) Retained Earnings	\$ 49,370	\$ 4,200

FY 2019 Adopted Budget
Electric Fund

Revenues

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ Decrease
Rev-Use Money/Property	\$ 1,782,989	\$ 2,000,264	\$ 1,769,790	\$ 1,643,250	\$ (126,540)
Charges for Services	\$109,112,925	\$116,406,089	\$129,162,280	\$132,633,130	\$ 3,470,850
Miscellaneous Revenue	\$ 1,577,848	\$ 150,271	\$ 174,000	\$ 158,600	\$ (15,400)
Recovered Cost	\$ 6,553	\$ 4,824	\$ 35,000	\$ 6,200	\$ (28,800)
Non-Revenue Receipts	\$ 96	\$ -	\$ -	\$ -	\$ -
Transfer fr Fund Balance	\$ -	\$ -	\$ -	\$ 610,000	\$ 610,000
	\$112,480,411	\$118,561,448	\$131,141,070	\$135,051,180	\$ 3,910,110

Expenditures

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ Decrease
Personnel Services	\$ 5,253,618	\$ 5,386,382	\$ 5,741,160	\$ 5,791,270	\$ 50,110
Employee Benefits	\$ 613,981	\$ 942,849	\$ 921,860	\$ 1,069,860	\$ 148,000
Purchased Services	\$ 6,826,522	\$ 8,437,563	\$ 4,504,220	\$ 4,141,730	\$ (362,490)
Internal Service	\$ 780,673	\$ 761,135	\$ 795,250	\$ 768,800	\$ (26,450)
Public Assist	\$ 21	\$ -	\$ -	\$ -	\$ -
Other Operating Expense	\$ 6,213,988	\$ 4,177,853	\$ 4,085,760	\$ 4,144,480	\$ 58,720
Source of Supply	\$ 81,847,277	\$ 91,902,142	\$ 99,150,000	\$102,237,000	\$ 3,087,000
Cost Allocation	\$ 1,167,931	\$ 838,522	\$ 385,200	\$ 663,650	\$ 278,450
Capital Outlay	\$ 79,972	\$ 312,565	\$ 376,480	\$ 321,000	\$ (55,480)
Capital Projects	\$ -	\$ -	\$ 700,000	\$ 1,000,000	\$ 300,000
Depreciation	\$ 7,686,780	\$ 7,698,183	\$ 8,680,000	\$ 8,635,000	\$ (45,000)
Debt Service	\$ 3,990,810	\$ 4,222,503	\$ 3,860,160	\$ 4,312,650	\$ 452,490
Reimbursement	\$ -	\$ -	\$ 50,000	\$ 74,930	\$ 24,930
Transfer Out	\$ 9,896,610	\$ 9,896,610	\$ 10,021,610	\$ 10,021,610	\$ -
Contingency Appropriation	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ -
	\$124,358,183	\$134,576,307	\$139,771,700	\$143,681,980	\$ 3,910,280

FY 2019 Adopted Budget
Telecommunications Fund

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

Contribution to (from) Fund Balance/General Fund

	Adopted Budget FY 2018	Adopted Budget FY 2019
Revenues		
Revenues from Use of Money and Property	\$ 32,300	\$ 48,950
Charges for Services	\$ 1,517,200	\$ 632,200
Transfer from Fund Balance	\$ 200,000	\$ 600,000
Estimated Income	\$ 1,749,500	\$ 1,281,150
 Operating Expenditures		
Administrative Services	\$ 11,600	\$ 14,700
Operations	\$ 917,560	\$ 872,480
Purchased Services	\$ 60,000	\$ 63,600
Capital Expenses	\$ 366,000	\$ 105,000
Capital Projects	\$ 450,000	\$ 600,000
Operating Expenses	\$ 1,805,160	\$ 1,655,780
Net Operating Income (Loss)	\$ (55,660)	\$ (374,630)
Add:		
Depreciation	\$ 375,100	\$ 459,200
Deduct:		
Debt Service Principal	\$ -	\$ -
Capital Expenses from Operating	\$ -	\$ -
Contribution to City's General Fund	\$ 302,000	\$ 81,000
 Contribution To(From) Retained Earnings	 <u>\$ 17,440</u>	 <u>\$ 3,570</u>

FY 2019 Adopted Budget
Telecommunications Fund

Revenues

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ Decrease
Rev-Use Money/Property	\$ 46,886	\$ 27,902	\$ 32,300	\$ 48,950	\$ 16,650
Charges for Services	\$ 1,637,945	\$ 1,670,449	\$ 1,517,200	\$ 632,200	\$ (885,000)
Miscellaneous Revenue	\$ -	\$ 69,223		\$ -	\$ -
Transfer from Fund Balance	\$ -	\$ -	\$ 200,000	\$ 600,000	\$ 400,000
	\$ 1,684,831	\$ 1,767,574	\$ 1,749,500	\$ 1,281,150	\$ (468,350)

Expenditures

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	Increase/ Decrease
Personnel Services	\$ 108,519	\$ 120,689	\$ 178,190	\$ 127,580	\$ (50,610)
Employee Benefits	\$ 13,116	\$ 23,945	\$ 24,780	\$ 23,950	\$ (830)
Purchased Services	\$ 848,646	\$ 576,479	\$ 249,800	\$ 195,880	\$ (53,920)
Internal Service	\$ 40,093	\$ 37,682	\$ 44,200	\$ 42,050	\$ (2,150)
Other Operating Expense	\$ 269,926	\$ 130,190	\$ 90,760	\$ 64,860	\$ (25,900)
Source of Supply	\$ 169,960	\$ 154,985	\$ 60,000	\$ 63,600	\$ 3,600
Cost Allocation	\$ 125,209	\$ 132,401	\$ 132,330	\$ 78,660	\$ (53,670)
Capital Outlay	\$ 1,674	\$ 20,400	\$ 200,000	\$ -	\$ (200,000)
Capital Projects	\$ -	\$ -	\$ 450,000	\$ 600,000	\$ 150,000
Depreciation	\$ 328,065	\$ 355,894	\$ 375,100	\$ 459,200	\$ 84,100
Transfer Out	\$ 302,000	\$ 302,000	\$ 302,000	\$ 81,000	\$ (221,000)
	\$ 2,207,208	\$ 1,854,665	\$ 2,107,160	\$ 1,736,780	\$ (370,380)

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 2019-23 Five-Year CSP provides for total revenues and expenditures of \$143,898,623 of which FY 2019 projects total \$30,690,489.

FUNDING

Bonds

This CSP includes the issuance of \$7,396,440 in General Obligation Bonds during FY 2019 to fund projects in the Electric Fund and General Fund departments, including fire, police, parks & recreation, public works buildings and grounds, and streets. This represents approximately 24.1% of FY 2019 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 projects. FY 2018 proposes funding in the amount of \$3,754,716, approximately 12.23 of FY 2019 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 2019 CSP includes \$498,000 toward the Apparatus/Equipment Plan with estimated State funding in the amount of \$120,000.

Current Revenues

This category provides total FY 2019 funding in the amount \$6,645,721, representing 21.65% of FY 2019 funding sources. Utility revenues provide \$4,750,000 while the General Fund provides support of \$1,895,721.

Unreserved Fund Balance

Transfers from the unreserved fund balance includes 1,759,650 from the General Fund, \$4,500,000 from the Water Fund, \$1,200,000 from the Gas Fund, and \$600,000 from the Telecommunications Fund and represents 22.35% of project funding.

Reprogrammed Funds

This funding source represents project funding appropriated prior to July 1, 2018. 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 2019 capital request. This CSP has funding from this source in the amount of \$1,668,000 from the General Fund, of which \$1,368,000 are funds received from Duke Power as part of the coal ash spill settlement and proposed for funding a portion of the Riverfront Park, \$1,200,000 from the Gas Fund, \$600,000 from the Wastewater Fund, and \$1,000,000 from the Electric Fund. The total reprogrammed funds if \$4,468,000 and is approximately 14.56% of FY 2019 project funding.

Other Funding Sources

Included in the FY 2019 CSP is the recommendation to use \$101,350 from the repayment of the Telvista Loan (to be paid by the IDA) to fund Economic Development projects, Contribution-in-Aid (162,612) to fund Traffic Signal at S. Main and Goodyear Blvd., use of DIG funds (\$50,000) in the Special Revenue Fund for Gateway Corridor Landscaping, and Private Donation (\$1,132,000) to fund the Riverfront Park.

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 – Projects in the Police Dept include the continued expansion of closed-circuit television system, replacement of SWAT ballistic vests, and year two of five for the continued replacement of body-worn cameras and tasers for all police officers. 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.

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. There is no funding proposed for FY 2019.

Transportation Department – Airport projects include a conceptual plan for a new terminal building, terminal apron rehab and expansion, purchase of a hangar currently owned by the Daniel Group, replacement of the terminal HVAC, Airport Layout Plan Update, and site prep for a box hangar design and

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, replacement of Apple Branch Sewer lines (FY 2020 and FY 2021), Luna Lake Sewer lines (FY 2022), and replacement of main line sanitary sewer (FY 2023). 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 Water Treatment Plant improvements, 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, Load Management, 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. 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 2019 funding is proposed from Current Revenues and Telecommunications fund balance.

PROJECT SUMMARIES

On the following pages are five-year CSP summary tables listing all capital projects by Fund/Department. Additionally, FY 2019 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.

ALL FUNDS						
CITY COUNCIL'S ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2019 - 2023						
Fund/Department	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5 Yr Total
<u>General Fund</u>						
Non-Departmental	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
Community Development	400,000	750,000	650,000	600,000	500,000	2,900,000
Economic Development	1,861,000	4,850,000	4,350,000	3,850,000	3,350,000	18,261,000
Fire Department	498,000	700,000	510,000	520,000	530,000	2,758,000
Information Technology	321,876	1,850,000	710,000	602,500	550,000	4,034,376
Parks & Recreation	3,088,000	3,725,000	945,000	220,000	295,000	8,273,000
Police Department - Admin	281,952	16,161,952	161,952	161,952	-	16,767,808
Police Department - Adult Detention	-	70,000	-	-	-	70,000
P/W - Building & Grounds	1,300,000	1,100,000	1,100,000	1,100,000	2,025,000	6,625,000
P/W Engineering & Street	3,320,725	4,354,600	3,500,588	2,900,000	2,950,000	17,025,913
Public Schools	-	2,000,000	2,000,000	2,000,000	2,000,000	8,000,000
Transportation Services	2,968,936	244,640	849,100	1,667,950	1,902,900	7,633,526
General Fund Total	\$ 14,040,489	\$ 36,006,192	\$ 14,776,640	\$ 13,622,402	\$ 14,102,900	\$ 92,548,623
<u>Wastewater Fund</u>						
Sewers	\$ 1,350,000	\$ 1,300,000	\$ 1,350,000	\$ 1,200,000	\$ 1,350,000	\$ 6,550,000
Wastewater Treatment	600,000	600,000	600,000	600,000	-	2,400,000
Wastewater Fund Total	\$ 1,950,000	\$ 1,900,000	\$ 1,950,000	\$ 1,800,000	\$ 1,350,000	\$ 8,950,000

FY 2019 Adopted Budget
Capital and Special Projects Plan

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>Water Fund</u>						
Distribution	\$ 3,500,000	\$ 1,000,000	\$ 1,100,000	\$ 500,000	\$ -	\$ 6,100,000
Water Treatment	2,000,000	-	-	-	-	2,000,000
Water Fund Total	\$ 5,500,000	\$ 1,000,000	\$ 1,100,000	\$ 500,000	\$ -	\$ 8,100,000
<u>Gas Fund</u>						
Distribution	\$ 2,300,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ -	\$ 6,800,000
Gas Fund Total	\$ 2,300,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ -	\$ 6,800,000
<u>Electric Fund</u>						
Distribution	\$ 3,500,000	\$ 3,000,000	\$ 2,900,000	\$ 3,000,000	\$ 500,000	\$ 12,900,000
Sub-Stations	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	10,000,000
Loan Management	500,000	-	-	-	-	500,000
Miscellaneous	-	700,000	500,000	500,000	-	1,700,000
Electric Fund Total	\$ 6,000,000	\$ 5,700,000	\$ 5,400,000	\$ 5,500,000	\$ 2,500,000	\$ 25,100,000
<u>Telecommunications</u>						
Distribution	\$ 900,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ -	\$ 2,400,000
Telecommunications Total	\$ 900,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ -	\$ 2,400,000
	\$ 30,690,489	\$ 46,606,192	\$ 25,226,640	\$ 23,422,402	\$ 17,952,900	\$ 143,898,623
Funding:						
General Fund Revenues	\$ 1,895,721	\$ 13,027,960	\$ 10,303,572	\$ 8,838,042	\$ 8,838,058	\$ 42,903,353
Fund Balance	6,859,650	1,100,000	850,000	850,000	-	9,659,650
Aid to Localities-VA Fire Program	120,000	120,000	120,000	120,000	120,000	600,000
Utility Fund Revenues	4,750,000	4,900,000	5,600,000	4,950,000	1,850,000	22,050,000
To Be Determined	-	18,000,000	2,000,000	2,000,000	2,000,000	24,000,000
State/Federal Grants	3,754,716	2,308,232	2,303,068	2,614,360	3,144,842	14,125,218
Reprogrammed Funds	4,468,000	600,000	-	-	-	5,068,000
Other	1,233,350	2,500,000	-	-	-	3,733,350
Contribution in Aid	212,612	50,000	50,000	50,000	-	362,612
Bonds	7,396,440	4,000,000	4,000,000	4,000,000	2,000,000	21,396,440
Total Funding-All Funds:	\$ 30,690,489	\$ 46,606,192	\$ 25,226,640	\$ 23,422,402	\$ 17,952,900	\$ 143,898,623

The next spreadsheets present the FY 2019 projects for each fund by funding source.

GENERAL FUND						
CITY COUNCIL'S ADOPTED BUDGET - CAPITAL PROJECTS - FY 2019						
	Current Revenues	Fund Balance	Debt Financing	Grants/CIA	Other	Project Total
<i>Community Development</i>						
Comprehensive Blight Removal	\$ 400,000		\$ -	\$ -	\$ -	\$ 400,000
Total Community Development	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000
<i>Economic Development</i>						
River District Property Purchase & Improvement Plan	\$ -	\$ 1,659,650	\$ -	\$ -	\$ 101,350 (1)	\$ 1,761,000
International Recruitment Implementation	-	100,000	-	-	-	100,000
Total Economic Development	\$ -	\$ 1,759,650	\$ -	\$ -	\$ 101,350	\$ 1,861,000
(1) Telvista Loan Repayment						
<i>Information Technology</i>						
Computer plan	\$ 184,236	\$ -	\$ -	\$ -	\$ -	\$ 184,236
Enterprise Resource Planning Enhancements & Upgrades	137,640	-	-	-	-	137,640
GIS	-	-	-	-	-	-
Total Information Technology	\$ 321,876	\$ -	\$ -	\$ -	\$ -	\$ 321,876
<i>Police</i>						
Tasers & BWCs (5-yr Contract)	\$ 161,952	\$ -	\$ -	\$ -	\$ -	\$ 161,952
Close Circuit Television System Expansion	75,000	-	-	-	-	75,000
SWAT Vest Replacement	45,000	-	-	-	-	45,000
Total Police	\$ 281,952	\$ -	\$ -	\$ -	\$ -	\$ 281,952
<i>Fire</i>						
Fire Apparatus and Equipment Replacement Plan		\$ -	\$ 378,000	\$ -	\$ 120,000 (2)	\$ 498,000
Total Fire	\$ -	\$ -	\$ 378,000	\$ -	\$ 120,000	\$ 498,000
(2) Aid to Localities						

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GENERAL FUND						
CITY COUNCIL'S INTRODUCTORY BUDGET - CAPITAL PROJECTS - FY 2019						
	Current Revenues	Fund Balance	Debt Financing	Grants/CIA	Other	Project Total
<i>Public Works - Engineering & Streets</i>						
General Street Improvements	\$ 185,000	\$ -	\$ -	\$ -	\$ -	\$ 185,000
Gateway Corridor Landscaping Imprv	-	-	-	-	50,000 (5)	50,000
Intersection Improvmt-Riverside/Audubon	-	-	216,500	-	-	216,500
River District Street Improvements	-	-	500,000	700,000	-	1,200,000
Riverside Drive Reconstruction	-	-	500,000	500,000	-	1,000,000
Riverwalk Multi-Use Trail	-	-	-	164,000	-	164,000
Stormwater Improvements	180,000	-	-	-	-	180,000
Traffic Signal-S Main & Goodyear Blvd	-	-	162,613	162,612	-	325,225
Total Public Works-Engineering & St	\$ 365,000	\$ -	\$ 1,379,113	\$ 1,526,612	\$ 50,000	\$ 3,320,725
<i>Public Works - Buildings</i>						
Elevator Replacement	\$ -	\$ -	\$ 275,000	\$ -	\$ -	\$ 275,000
Roof Replacement - City Buildings	-	-	300,000	-	-	300,000
HVAC Replacement - City Buildings	-	-	275,000	-	-	275,000
General Maintenance of Buildings & Grounds	150,000	-	-	-	-	150,000
Emergency Generators	-	-	300,000	-	-	300,000
Total Public Works-Buildings	\$ 150,000	\$ -	\$ 1,150,000	\$ -	\$ -	\$ 1,300,000
(5) Transfer from Special Grants (DIG)						

FY 2019 Adopted Budget
Capital and Special Projects Plan

GENERAL FUND						
CITY COUNCIL'S ADOPTED BUDGET - CAPITAL PROJECTS - FY 2019						
	Current Revenues	Fund Balance	Debt Financing	Grants/CIA	Other	Project Total
<u>Parks Recreation Tourism</u>						
Facility Improvements	\$ -	\$ -	\$ 208,000	\$ -	\$ -	\$ 208,000
Park Improvements	55,000	-	-	-	100,000	(3) 155,000
Parks Paving Projects	-	-	-	-	200,000	(3) 200,000
Riverfront Park		-	-	1,132,000	1,368,000	(4) 2,500,000
Riverwalk Trail	25,000	-		-	-	25,000
Total Parks & Recreation	\$ 80,000	\$ -	\$ 208,000	\$ 1,132,000	\$ 1,668,000	\$ 3,088,000
(3) Reprogrammed Funds						
(4) Reprogrammed Funds (Duke) and Private Donation						
<u>Transportation Services</u>						
Terminal Apron Rehab (State & Federal)	\$ 19,010	\$ -	\$ -	\$ 931,478	\$ -	\$ 950,488
Terminal Apron Expansion-Configuration	8,498	-	-	416,392	-	424,890
Hangar Acquisition	140,000	-	-	-	-	140,000
Taxiway D&E Repair	129,385	-	-	517,540	-	646,925
Replace HVAC Units	-	-	150,000	-	-	150,000
T-Hangar Taxilane Rehab/Construction	-	-	131,327	525,306	-	656,633
Total Transportation Services	\$ 296,893	\$ -	\$ 281,327	\$ 2,390,716	\$ -	\$ 2,968,936
Total Projects:	\$ 1,895,721	\$ 1,759,650	\$ 3,396,440	\$ 5,049,328	\$ 1,939,350	\$ 14,040,489

FY 2019 Adopted Budget
Capital and Special Projects Plan

WASTEWATER FUND						
CITY COUNCIL'S ADOPTED BUDGET - CAPITAL PROJECTS - FY 2019						
	Current Revenues	Fund Balance	Debt Financing	Grants/CIA	Other	Project Total
<u>Public Works Sewers</u>						
Sandy Creek Sewer Collector Imprv	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ 800,000
Water Line Reconstruction	300,000	-	-	-	-	300,000
New Sewer Lines/Inflow Infiltration Red	250,000	-	-	-	-	250,000
Total Water Distribution	\$ 1,350,000	\$ -	\$ -	\$ -	\$ -	\$ 1,350,000
<u>Wastewater Treatment</u>						
Norside Process Plant Modifications	\$ -		\$ -	\$ -	\$ 600,000	\$ 600,000
Total Water Treatment Plant	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ 600,000
Total Projects:	\$ 1,350,000	\$ -	\$ -	\$ -	\$ 600,000	\$ 1,950,000

WATER FUND						
CITY COUNCIL'S ADOPTED BUDGET - CAPITAL PROJECTS - FY 2019						
	Current Revenues	Fund Balance	Debt Financing	Grants/CIA	Other	Project Total
<u>Water Distribution</u>						
Water Line Reconstruction	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
DRI Reservoir	-	3,000,000	-	-	-	3,000,000
Total Water Distribution	\$ 500,000	\$ 3,000,000	\$ -	\$ -	\$ -	\$ 3,500,000
<u>Water Treatment Plant</u>						
Water Treatment Plant Improvements	\$ 500,000	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 2,000,000
Total Water Treatment Plant	\$ 500,000	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 2,000,000
Total Projects:	\$ 1,000,000	\$ 4,500,000	\$ -	\$ -	\$ -	\$ 5,500,000

FY 2019 Adopted Budget
Capital and Special Projects Plan

GAS FUND						
CITY COUNCIL'S ADOPTED BUDGET - CAPITAL PROJECTS - FY 2019						
	Current Revenues	Fund Balance	Debt Financing	Grants/CIA	Other	Project Total
<u>Gas Distribution</u>						
Cast Iron Main Replacement	\$ 1,100,000	\$ -	\$ -	\$ -	\$ 1,200,000 (1)	\$ 2,300,000
Total Gas Distribution	\$ 1,100,000	\$ -	\$ -	\$ -	\$ 1,200,000	\$ 2,300,000
(1) Reprogrammed Funds						
Total Projects:	\$ 1,100,000	\$ -	\$ -	\$ -	\$ 1,200,000	\$ 2,300,000

TELECOMMUNICATIONS FUND						
CITY COUNCIL'S ADOPTED BUDGET - CAPITAL PROJECTS - FY 2019						
	Current Revenues	Fund Balance	Debt Financing	Grants/CIA	Other	Project Total
<u>n Danville</u>						
Fiber to the Home	\$ 300,000	\$ 600,000	\$ -	\$ -	\$ -	\$ 900,000
Total n Danville	\$ 300,000	\$ 600,000	\$ -	\$ -	\$ -	\$ 900,000
(1) Reprogrammed Funds						
Total Projects:	\$ 300,000	\$ 600,000	\$ -	\$ -	\$ -	\$ 900,000

FY 2019 Adopted Budget
Capital and Special Projects Plan

ELECTRIC FUND						
CITY COUNCIL'S ADOPTED BUDGET - CAPITAL PROJECTS - FY 2019						
	Current Revenues	Fund Balance	Debt Financing	Grants/CIA	Other	Project Total
<u>Distribution</u>						
Joint Use Audit & Pole Attachment Contract	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Line Rebuilds/25kV Conversion	-	-	2,000,000	-	-	2,000,000
Street Light Upgrade	-	-	-	-	500,000 (1)	500,000
System Reliability Inspections	500,000	-	-	-	-	500,000
Total Distribution	\$ 1,000,000	\$ -	\$ 2,000,000	\$ -	\$ 500,000	\$ 3,500,000
<u>Load Management</u>						
Behind the Meter Generation	\$ -	\$ -	\$ -	\$ -	\$ 500,000 (1)	\$ 500,000
Total Load Managemet	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000
<u>Substations</u>						
Substation Upgrades	\$ -	\$ -	\$ 2,000,000	\$ -	\$ -	\$ 2,000,000
Total Substations	\$ -	\$ -	\$ 2,000,000	\$ -	\$ -	\$ 2,000,000
(1) Reprogrammed Funds						
Total Projects:	\$ 1,000,000	\$ -	\$ 4,000,000	\$ -	\$ 1,000,000	\$ 6,000,000

The next section presents the approved FY 2019 Capital and Special Projects plan with additional details regarding the projects and scope.

Project Title: Comprehensive Blight Removal
Project No: 60806

Department: Community Development
Division: Housing
Section: N/A

Description:

This project continues the City's efforts to improve housing and eliminate blight by implementing the strategies recommended in the comprehensive housing study conducted by CZB in 2014. It includes funds for demolition of valueless property, stabilization of important historically significant properties, enhanced code enforcement, establishment of a non-profit community development entity, establishment of a loan loss reserve fund, and redevelopment of the Five Forks commercial area.

Justification:

The City's 2014 Comprehensive Housing Market analysis demonstrated that much is needed to be done in order to make Danville a community of choice for individuals and families locating to our area. The City of Danville is experiencing four issues that impact the quality of housing and each requires attention to make any kind of significant improvement: excess supply, geographic isolation from larger markets, declining incomes and a large inventory of unappealing housing stocks. The CZB housing study made several recommendations to improve the market conditions and reverse the trend that is creating blight and further devaluation of properties. If nothing is done to reverse the trend, the City's housing market will continue to decline and affect every neighborhood. The strategies recommended in the plan are proven and documented by industry professionals to have a positive impact on the communities where implemented.

Comments: This project funding for FY 2019 was reduced \$300,000 by City Council

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
General Fund Revenues		400,000	750,000	650,000	600,000	500,000	2,900,000
Total Funding Sources		400,000	750,000	650,000	600,000	500,000	2,900,000

Goals/Milestones:

FY 2019	Demolition of 50 derelict and unsafe structures; purchase and stabilize one vacant derelict structure with OWE/West Main/Grove Street areas;;maintain the OW Rental Inspection Program Inspector and Assistant City Attorney positions; continue initiative of receiving matching funds from private sector and other sources.
FY 2020	Demolition of 50 derelict and unsafe structures; purchase and stabilize one vacant derelict structure with OWE/West Main/Grove Street areas;;maintain the OW Rental Inspection Program Inspector and Assistant City Attorney positions; continue initiative of receiving matching funds from private sector and other sources.
FY 2021	Demolition of 50 derelict and unsafe structures; continue support of OWE Rental Inspector and Assistant City Attorney positions; continue partial funding of CDC/Land Bank
FY 2022	Demolition of 50 derelict and unsafe structures; continue support for OWE Rental Inspector and Assistant City Attorney positions; continue partial funding of CDC/Land Bank
FY 2023	Demolition of 50 derelict and unsafe structures; continue support for Rental Inspector's and Assistant City Attorney positions.

Project Title: International Recruitment Implementation
Project No:

Department: Economic Development
Division: N/A
Section: N/A

Description:

International recruitment allows the OED great flexibility to recruitment in areas with vibrant economies such as the European Market which is currently showing lots of activity and interest for capital investment and job creation in the U.S and specifically, Danville. This request includes funds that covers the costs of staff to travel internationally if necessary to close deals. This also covers the cost of the ongoing consulting contract for Tom Loehr to assist with recruitment and ED strategy which has proven to be an critical piece in the recruitment of recent advanced manufacturing industry .

Justification:

This CSP request directly supports the recruitment of new international industry to the region which provides jobs and tax dollars to the City of Danville. In 2017 there was one new international industries announced that will be locating in the City of Danville as a direct result of this initiative. There are 2-3 active prospects that could be announced prior to the end of the fiscal year.

Comments:

N/A

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
General Fund Revenues		-	100,000	100,000	100,000	100,000	400,000
Fund Balance		100,000	-	-	-	-	100,000
Total Funding Sources		100,000	100,000	100,000	100,000	100,000	500,000

Goals/Milestones:

FY 2019	Support International Consulting and Travel
FY 2020	Support International Consulting and Travel
FY 2021	Support International Consulting and Travel
FY 2022	Support International Consulting and Travel
FY 2023	Support International Consulting and Travel

Project Title: River District Property Purchase & Improvement Plan
Project No: 60921

Department: Economic Development
Division: N/A
Section: N/A

Description:

The requested funds are to be used for redeveloping key properties in the River District. Through the vehicle of the Industrial Development Authority, the funds are used to purchase derelict downtown property, redevelop properties, partner with private sector developers for renovation projects, and assist economic development projects that want to locate in the River District.

Justification:

Buildings and properties have deteriorated in the River District for the last four decades to the point that many of the buildings are beyond any level of economic feasibility for renovating. Danville has a lack of private sector development dollars to turn the tide against blight. To spur private sector development, we are using CIP funds to purchase key properties and renovate them with the hopes that the private sector will step in

Comments: This project funding was reduced \$300,000 by City Council
Details of projects to be provided in a closed session

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
General Fund Balance		1,659,650					1,659,650
Telvista Loan Repayment		101,350					101,350
General Fund Revenue		-	2,750,000	2,500,000	2,250,000	2,000,000	9,500,000
Total Funding Sources		1,761,000	2,750,000	2,500,000	2,250,000	2,000,000	11,261,000

Goals/Milestones:

FY 2019	List to be provided to City Council in Closed Session
FY 2020	List to be provided to City Council in Closed Session
FY 2021	List to be provided to City Council in Closed Session
FY 2022	List to be provided to City Council in Closed Session
FY 2023	List to be provided to City Council in Closed Session

Project Title: E/D Industrial Site Development
Project No: 608*

Department: Economic Development
Division: N/A
Section: N/A

Description:

To ensure our future economic competitiveness and continue to build the tax base, the Office of Economic Development recommends the Industrial Development Authority, through funding from the City of Danville, purchase property to develop industrial sites within the city limits for prospective businesses.

Justification:

Due to the relative success of Danville's economic development efforts the past ten years, we have limit usable industrial park property within the city limits. Two properties have been identified and purchased for future industrial development. In order to proactively develop both the Coleman Site (100 acres) and redevelop schoolfield (90 acres) the City will need to plan to invest resources in these areas.

Comments:

N/A

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
General Fund Revenues		-	2,000,000	1,750,000	1,500,000	1,250,000	6,500,000
							-
Total Funding Sources		-	2,000,000	1,750,000	1,500,000	1,250,000	6,500,000

Goals/Milestones:

FY 2019	N/A
FY 2020	List to be provided to City Council in Closed Session
FY 2021	List to be provided to City Council in Closed Session
FY 2022	List to be provided to City Council in Closed Session
FY 2023	List to be provided to City Council in Closed Session

Project Title: Fire Apparatus & Equipment Replacement Plan
Project No: 60184

Department: Fire
Division: Fire Administration
Section: N/A

Description:

This project provides for the replacement of fire apparatus at the end of its useful life and the replacement of necessary firefighting equipment, personal protective gear, radios, and so forth.

Justification:

Each year the City receives funds from the Virginia Dept of Fire Programs. These funds are estimated each year as a General Fund revenue, and must be used for select capital and special equipment purchases. The Fire Apparatus and Equipment Replacement Plan is a qualified purchase to continue receiving these funds from the State.

Comments:

N/A

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
General Fund Revenues		-	580,000	390,000	400,000	410,000	1,780,000
Aid to Localities-VA Fire Program		120,000	120,000	120,000	120,000	120,000	600,000
Bonds		378,000	-	-	-	-	378,000
Total Funding Sources		498,000	700,000	510,000	520,000	530,000	2,758,000

Goals/Milestones:

FY 2019	2nd half payment for replacement of 1994 ladder truck
FY 2020	Replacement of 1998 fire truck and 1987 tanker
FY 2021	Replacement of 2001 fire truck
FY 2022	Replacement of 2001 fire truck
FY 2023	Replacement of 2004 fire truck

Project Title: Computer Plan
Project No: 60016

Department: Information Technology
Division: N/A
Section: N/A

Description:

This project contributes funds for replacing IT infrastructure with new emerging IT Technologies that are required to keep critical systems functioning. As technology continues to change, we need to stay current with infrastructure needs, end-of-life replacement hardware and enhancements that will make the organization more efficient and effective.

Justification:

Requested funds will meet the following objectives: (1) Provide infrastructure needs for ongoing storage and backup needs (2) Tablet PC's for remote Access, (3) WiFi Expansion, and (4) AVL expansion

Comments:

N/A

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
General Fund Revenues		184,236	1,500,000	450,000	342,500	300,000	2,776,736
Total Funding Sources		184,236	1,500,000	450,000	342,500	300,000	2,776,736

Goals/Milestones:

FY 2019	Technology upgrades for core infrastructure
FY 2020	Technology upgrades for core infrastructure and upgrades to computer data center
FY 2021	Technology upgrades for core infrastructure
FY 2022	Technology upgrades for core infrastructure
FY 2023	Technology upgrades for core infrastructure

Project Title: Enterprise Resource Planning Enhancements & Upgrades
Project No: 60016

Department: Information Technology
Division: N/A
Section: N/A

Description:

Funding for this project will be used to purchase hardware and software, and to pay for project management, implementation, and conversion costs related to system-wide software enhancements.

Justification:

Upgrades are necessary in order to maintain and enhance performance of systems

Comments: City Council eliminated the FY 19 funding of \$15,764

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
General Fund Revenue		137,640	300,000	200,000	200,000	200,000	1,037,640
						.	
Total Funding Sources		137,640	300,000	200,000	200,000	200,000	1,037,640

Goals/Milestones:

FY 2019	Enhancements and upgrades the City's ERP system Funding will be used to purchase hardware and software, and to pay for project management, implementation, and conversion costs
FY 2020	Enhancements and upgrades the City's ERP system Funding will be used to purchase hardware and software, and to pay for project management, implementation, and conversion costs
FY 2021	Enhancements and upgrades the City's ERP system Funding will be used to purchase hardware and software, and to pay for project management, implementation, and conversion costs
FY 2022	Enhancements and upgrades the City's ERP system Funding will be used to purchase hardware and software, and to pay for project management, implementation, and conversion costs
FY 2023	Enhancements and upgrades the City's ERP system Funding will be used to purchase hardware and software, and to pay for project management, implementation, and conversion costs

Project Title: Geographic Information System
Project No: 60001

Department: Information Technology
Division: N/A
Section: N/A

Description:

This project is necessary to upgrade hardware/software and enhance/maintain current GIS data layers, and add new orthophotography to selected locations in Danville.

Justification:

The purpose of this project is to 1) support the current systems with changing technology, 2) maintain and enhance current databases, and 3) increase opportunities for information transparency, e-services and community outreach.

Comments:

City Council eliminated the FY 19 funding of \$20,000

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
General Fund Revenues		-	50,000	60,000	60,000	50,000	220,000
							-
Total Funding Sources		-	50,000	60,000	60,000	50,000	220,000

Goals/Milestones:

FY 2019	Upgrade hardware/software and enhance/maintain current GIS data layers, and add new orthophotography to selected locations in Danville.
FY 2020	Upgrade hardware/software and enhance/maintain current GIS data layers, and add new orthophotography to selected locations in Danville.
FY 2021	Upgrade hardware/software and enhance/maintain current GIS data layers, and add new orthophotography to selected locations in Danville.
FY 2022	Upgrade hardware/software and enhance/maintain current GIS data layers, and add new orthophotography to selected locations in Danville.
FY 2023	Upgrade hardware/software and enhance/maintain current GIS data layers, and add new orthophotography to selected locations in Danville.

Project Title: Misc River District Improvements

Department: Non-Departmental

Project No:

Division: N/A

Section: N/A

Description:

The River District is a top priority for the City. This is evidenced by the support of projects like the River District Master Plan, the Main Street Improvements, demolition of the Downtowner, the River District Purchase Plan, and the private investments taking place in the area. There is positive momentum in the River District.

Justification:

This project will seek to enhance and complement these efforts with appropriate amenities. Just like the purchase plan, the goal is to foster and catalyze private investment in the River District, which will ultimately enhance the quality of life for current residents and attract visitors to our community.

Comments:

N/A

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
General Fund Revenues		-	200,000	-	-	-	200,000
Total Funding Sources		-	200,000	-	-	-	200,000

Goals/Milestones:

FY 2019	N/A
FY 2020	Projects as determined
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A

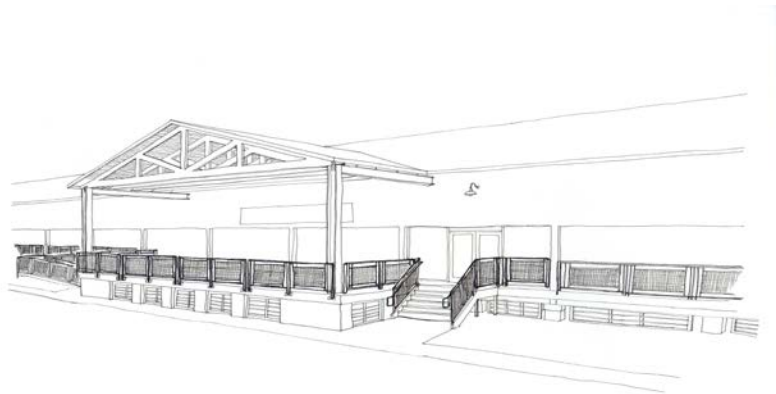
Project Title: Facility Improvements
Project No: 60901

Department: Parks & Recreation
Division: N/A
Section: N/A

Description:
This project is for maintenance and upgrades to various indoor facilities.

Justification:
Due to the amount of usage and age of our facilities, maintenance is required to keep the facilities safe, appealing to the public and functional for programming

Comments:



Market Deck Roof

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
General Fund Revenue		-	105,000	45,000	45,000	45,000	240,000
Bonds		208,000	-	-	-	-	208,000
Total Funding Sources		208,000	105,000	45,000	45,000	45,000	448,000

Goals/Milestones:

FY 2019	Add cover to front porch of Community Market to increase usable space \$120,000; A&E desogm fpr restrpp, additions at Stonewall Therapeutic Recreation Center - \$8,000; Main Library upgrades to include lighting, furniture and or flooring amd bathroom renovations. \$80,000
FY 2020	Renovation of Welcome Center Public Restrooms; Creation of an outdoor programming space at Main Library
FY 2021	Upgrades, renovations and additions to Indoor Recreation and Park Facilities as needed.
FY 2022	Upgrades, renovations and additions to Indoor Recreation and Park Facilities as needed.
FY 2023	Upgrades, renovations and additions to Indoor Recreation and Park Facilities as needed.

Project Title: Park Improvements
Project No: 60902

Department: Parks & Recreation
Division: Administration
Section: N/A

Description:

This project provides for upgrades, renovations and additions to Parks and Recreation facilities.

Justification:

Outdoor public facilities take continuous maintenance and require capital expenditures to keep them in good repair and in safe working order.

Comments:

N/A

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
General Fund Revenues		55,000	95,000	50,000	50,000	50,000	300,000
Reprogrammed Funds		100,000	-	-	-	-	100,000
Total Funding Sources		155,000	95,000	50,000	50,000	50,000	400,000

Goals/Milestones:

FY 2019	Replacement of two scoreboards - \$25,000; Ballou Park lighting and electrical upgrades - \$45,000; Steps between upper and lower soccer fields at Dan Daniel Memorial Park \$40,000; Playground replacement \$ 45,000 per replacement schedule
FY 2020	Playground replacement per replacement schedule; Ballou Stage Cover
FY 2021	Upgrades, renovations and additions to Parks and Recreation park facilities as needed.
FY 2022	Upgrades, renovations and additions to Parks and Recreation park facilities as needed.
FY 2023	Upgrades, renovations and additions to Parks and Recreation park facilities as needed.

Project Title: Parks Paving Projects
Project No: TBD

Department: Parks & Recreation
Division: Administration
Section: N/A

Description:

This CSP request is to support general paving and repairs to paving. All parks have roadways and paved facilities that, due to age and wear, require renovations and repairs. These facilities include tennis courts, roadways, basketball courts, hard play surfaces, parking lots and trails.

Justification:

All parks have roadways and paved facilities that, due to age and wear, require renovations and repairs. The Bonner Tennis Courts in their current condition are nearly unplayable and the only solution is for major renovations. These courts were repaired in 2015.

Comments:

N/A



Bonner Tennis Courts

Project Title: Parks Paving Projects
Project No: TBD

Department: Parks & Recreation
Division: Administration
Section: N/A

Funding	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
General Fund Revenues	-	50,000	50,000	100,000	50,000	250,000
Reprogrammed Funds	200,000	-	-	-	-	200,000
Total Funding Sources	200,000	50,000	50,000	100,000	50,000	450,000



Dan Daniel Park roadways

Goals/Milestones:

FY 2019	Paving sections of Dan Daniel Park roadways; Resurfacing/Repairs to Bonner Tennis Courts
FY 2020	Repair additional sections of park roads as needed
FY 2021	Repair additional sections of park roads as needed
FY 2022	Anglers Park - road / parking lot repairs and resurfacing
FY 2023	Repair additional sections of park roads as needed

Project Title: Riverfront Park
Project No: TBD

Department: Parks & Recreation
Division: Administration
Section: N/A

Description:

This project would start construction of the "Riverfront Park" at the 4.5 acre property along the Dan River between the White Mill and MLK Bridge. The first step was to develop a conceptual master plan which was completed in 2017. Funding has already been made available for the next phase which is engineering. As of January 2018 the project is undergoing design and engineering. This phase of the project is expected to be completed in Spring 2018. The next phase will be construction. Construction is expected to be phased throughout the project with additional years of budget requests.

Justification:

The proposed park was recommended in the River District Master Plan as a key public investment in recreation amenities for the River District. The purpose of this park would be to create an amenity that attracts visitors to the River District and increases economic activity. The River District Master Plan suggests that development of a park on this property would lead to additional private investment.

Comments:

The City does own this property. The Master Plan was created with significant public input. Duke Energy Funds are available to be used as local match for grants for which the City will be applying.

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Donation/Other		1,132,000	2,500,000	-	-	-	3,632,000
Reprogrammed Funds (Duke)		1,368,000					1,368,000
Total Funding Sources		2,500,000	2,500,000	-	-	-	5,000,000

Goals/Milestones:

FY 2019	Phase I construction of Riverfront Park
FY 2020	Phase II construction of Riverfront Park
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A

Project Title: Riverwalk Trail
Project No: 61075

Department: Parks & Recreation
Division: Administration
Section: N/A

Description:

This project is for repairs and maintenance to the Riverwalk Trail and includes repaving, storm damage and erosion issues. 2018 Update the Riverwalk Master Plan to guide future development. Last update was over 10 years ago.

Justification:

Riverwalk Trail is one of the most used and visible recreational amenities in the region, serving thousands of people per year. Currently the trail is over 8.5 miles in distance. The trail has been built using state grant monies of which we apply for annually. The fact that the trail is built mainly in a flood plain along a river adds to the level of required maintenance.

Comments:

N/A

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
General Fund Revenues		25,000	25,000	25,000	25,000	150,000	250,000
							-
Total Funding Sources		25,000	25,000	25,000	25,000	150,000	250,000

Goals/Milestones:

FY 2019	Repairs/maintenance to include re-paving, storm damage and erosion issues on the Riverwalk;
FY 2020	Repairs/maintenance to include re-paving, storm damage and erosion issues on the Riverwalk;
FY 2021	Repairs/maintenance to include re-paving, storm damage and erosion issues on the Riverwalk.
FY 2022	Repairs/maintenance to include re-paving, storm damage and erosion issues on the Riverwalk.
FY 2023	Replacement of bridge over Fall Creek

Project Title: City Auditorium Renovations
Project No: TBD

Department: Parks & Recreation
Division: Administration
Section: N/A

Description:

The Master Plan for the City Auditorium described a phased approach plan to renovation of the building. Phase I of the electrical upgrade has been completed. Phase II renovations are to the HVAC systems. Completion of Phase II will allow the ability for heat and air as other sections are renovated

Justification:

This building has been in continuous use since 1932. It continues to see heavy traffic as Administrative Offices and for recreation programming. As the revitalization of downtown continues, this building could become a vital spot for theatre style performances, musical events, lectures and an expanded recreational programming area

Comments:

N/A

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
General Fund Revenues		-	950,000	775,000	-	-	1,725,000
							-
Total Funding Sources		-	950,000	775,000	-	-	1,725,000

Goals/Milestones:

FY 2019	N/A
FY 2020	Phase I of HVAC
FY 2021	Phase II of HVAC and roof replacement
FY 2022	N/A
FY 2023	N/A

Project Title: Close Circuit Television System Expansion Ph III
Project No: TBD

Department: Police
Division: Administration
Section: N/A

Description:

The proposed funding will be used to expand the existing CCTV network to increase public safety and monitor city assets. Activities include adding additional camera sites, relocating existing cameras that have been obstructed by landscaping or new construction, and adding decoy cameras.

Justification:

Considerable resources, both public and private, have been invested in the River District and the surrounding area. Structural improvements and other physical resources reside within the area and are vulnerable to damage and theft. Likewise, both the River District and surrounding area continue to grow for residential and business development. Events and activities held in these areas attract thousands of visitors and patrons. The economic vitality of both areas will rely heavily on the perception and reality of a safety and secure environment for people and investments. Periods of activity and inactivity create separate challenges for ensuring public safety and security for both. Expanding the existing CCTV network will provide police with the ability to capture criminal activity during non-event periods and intervene in real time and direct police, fire, and EMS services more efficiently. The CCTV network also improves officer safety by allowing police to identify potential threats and problems via system monitoring earlier and move additional assets to address those issues before they escalate.

Comments:

N/A

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
General Fund Revenues		75,000	-	-	-	-	75,000
Total Funding Sources		75,000	-	-	-	-	75,000

Goals/Milestones:

FY 2019	Purchase 15 CCTV Network Cameras; Install and relocate existing obstructed cameras
FY 2020	N/A
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A

Project Title: SWAT Vest Replacement
Project No: TBD

Department: Police
Division: Administration
Section: N/A

Description:
Replace 14 Ballistic SWAT Vest

Justification:

The current group of SWAT Ballistic Vests are reaching their end-of-life cycle and are scheduled to expire on 4/1/2019. Replacement includes soft Level IIIA panels and related carrier/accessories and Level IV ballistic plates. The hard Level IV plates have a 10 year service live versus the current ones that are only rated for five years.

Comments:

N/A

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
General Fund Revenues		45,000	-	-	-	-	45,000
Total Funding Sources		45,000	-	-	-	-	45,000

Goals/Milestones:

FY 2019	Purchase and replace SWAT Balistic Vests
FY 2020	N/A
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A

Project Title: Tasers & Body-worn Cameras
Project No: TBD

Department: Police
Division: Administration
Section: N/A

Description:
Maintenance and replacement contract for police body worn cameras (BWC) and Taser stun devices (CEW).

Justification:
The department has outfitted the majority of officers with individual body worn cameras and Taser devices. These units will soon reach the end-of-life cycle and will need to be replaced. The contract provides for upgrades and replacement of a scheduled plan and avoids the expenditure of funds for replacing and upgrading each device piece-mill and saves cost over the long-term.

Comments:
This program allows agencies to spread the replacement cost out over a five-year period as opposed to having to pay out large sums of money in one budget year. The program includes new BWCs for everyone at the start of the contract, year 2.5 and year 5. New CEWs for everyone year one and year five; docks, full coverage, accessories, E.com subscription. We have submitted this project for a "Smart Policing" grant for \$700,000 to fund the project over a three-year period.

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
General Fund Revenues		161,952	161,952	161,952	161,952	-	647,808
Total Funding Sources		161,952	161,952	161,952	161,952	-	647,808

Goals/Milestones:

FY 2019	Maintain BWC and CEW devices under the existing contract
FY 2020	Maintain BWC and CEW devices under the existing contract
FY 2021	Acquire replacement BWCs and CEWs, Docks, full coverage, accessories, E.com subscription for all sworn officers
FY 2022	Maintain BWC and CEW devices under the existing contract
FY 2023	N/A

Project Title: Construction of New Police Station
Project No: TBD

Department: Police
Division: Administration
Section: N/A

Description:
This project is to construct a new facility to serve as the headquarters for the police department

Justification:

The police department has outgrown its current location. The department was remodeled in 1999 to accommodate the need for more space. Storage and personal spaces were converted to administrative space. The department is currently spread out over three facilities (Municipal Bldg., Green Street Precinct, and Public Library's bay and archives) utilizing approximately 12,000 square feet of space. The increased demand for police services and the implementation of new systems and equipment to keep pace with demand has fueled the department's growth. The current facility is dangerously unsecure and lacks any training, garage, maintenance, lounge, shower, dressing, dining, or food prep areas and is woefully lacking in short or long-term storage space, interview rooms, officer workspace, and armory facilities. The current layout is inefficient and creates serious personnel safety issues. For example, the quartermaster office is located in an administrative area, which creates an unsafe environment due to the necessity of handling firearms. Based on the results of a police department architectural study by Stewart-Cooper-Newell Architects (the same architects for the Fire Department), which evaluated the department's current and future needs based on industry space standards, the following recommendation was submitted. The study showed that a police department of our size should be housed in a facility with a net (programmed or usable) square footage of 40,708 SF and a gross square footage (total building size) of 56,991 SF.

Comments:

The current estimated cost does not include land acquisition and site prep cost

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
General Fund Revenues		-	-	-	-	-	-
To Be Determined		-	16,000,000	-	-	-	16,000,000
Total Funding Sources		-	16,000,000	-	-	-	16,000,000

Goals/Milestones:

FY 2019	N/A
FY 2020	Break ground; Complete construction
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A

Project Title: ADF-Replacement of Washer & Dryer
Project No: 60005

Department: Police
Division: Adult Detention Facility
Section: N/A

Description:

This project provides for the replacement of the washer and dryer units at the Adult Detention Center.

Justification:

The current ADC washer and dryer units were installed in 2001. These units currently support the ADC population, which averages 175 inmates, plus the female inmates housed at ADC for the city jail. They are also the principal back-up units for the city jail when the city jail units are unavailable. ADC plans to also start cleaning the clothing of the work release inmates as a way of eliminating those individuals from having to bring additional clothing into the facility. This will reduce the opportunity for those individuals to bring contraband into the facility hidden inside their additional clothing. The current units are beginning to experience increased repair costs on parts that are wearing out because of use. The units will be almost 18 years old by the time we plan to replace them. At that time the repair costs will likely be high, making the units operationally inefficient.

Comments:

N/A

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
General Fund Revenues		-	70,000	-	-	-	70,000
							-
Total Funding Sources		-	70,000	-	-	-	70,000

Goals/Milestones:

FY 2019	N/A
FY 2020	Seek quotes on washer and dryer, issue P.O., have washer and dryer delivered and installed
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A

Project Title: General Street Improvements
Project No: 60000067

Department: Public Works
Division: Engineering
Section: N/A

Description:
Construct curb and gutter, additional lanes, cul-de-sacs, and traffic signals as identified.

Justification:
Funds are used to pave previously non-maintained roads where houses now exist to bring them up to VDOT Maintenance Pavement Standards. Priorities will be adjusted, as necessary, depending upon our ability to move forward with projects. The funds will improve street safety and level of service. Funds are also used to make changes recommended by MPO studies such as lane widening and installing curb and gutter. When possible, funds are used to match VDOT Safety Grants and public/private partnerships with developers.

Comments: City Council eliminated \$15,000 from this project
Some general street improvement projects such as cul-de-sacs, new street construction, and Economic Development projects may not be eligible for VDOT funding.

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
General Fund Revenue		185,000	200,000	200,000	200,000	200,000	985,000
Total Funding Sources		185,000	200,000	200,000	200,000	200,000	985,000

Goals/Milestones:

FY 2019	Curb and gutter, drainage on Beech Ave. and a center median crossover for the Fire Dept. at Riverside Dr.
FY 2020	Addition of a turn lane from ramp, southbound Piedmont Dr. onto westbound Riverside Dr., to provide a turn lane into Steve Padget Honda dealership.
FY 2021	Curb and gutter, additional lanes, cul-de-sacs, and traffic signals as identified.
FY 2022	Curb and gutter, additional lanes, cul-de-sacs, and traffic signals as identified.
FY 2023	Curb and gutter, additional lanes, cul-de-sacs, and traffic signals as identified.

Project Title: Gateway Corridor Landscaping Improvements
Project No: TBD

Department: Public Works
Division: Engineering
Section: N/A

Description:

This project is a five-year program to improve one city entrance corridor per year. The project includes landscaping and beautification

Justification:

This project is In support of Economic Development and to improve first impressions of the city

Comments:

The FY 2017 funding has been changed to use DIG (Danville Interchange Gardens) funding as the source.

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Special Grants - DIG Program		50,000	50,000	50,000	50,000	-	200,000
Total Funding Sources		50,000	50,000	50,000	50,000	-	200,000

Goals/Milestones:

FY 2019	West Main Street at NC stateline
FY 2020	South Main Street at NC stateline
FY 2021	South Boston Road at east city-limits.
FY 2022	Riverside Drive at west city-limits.
FY 2023	N/A

Project Title: Intersection Improvement at Riverside and Audubon
Project No: TBD

Department: Public Works
Division: Engineering
Section: N/A

Description:
Intersection improvements including curb and gutter, sidewalks, turn lane, pedestrian crossing

Justification:
To provide safer pedestrian access from Woodberry Hills to the River Walk Trail and to provide more efficient turning movements for westbound Riverside onto Audubon.

Comments:

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
State Grants		-	216,500	-	-	-	216,500
Bonds		216,500	-	-	-	-	216,500
Total Funding Sources		216,500	216,500	-	-	-	433,000

Goals/Milestones:

FY 2019	Local Share of State Revenue
FY 2020	Construction of Audubon /Riverside Improvements
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A

Project Title: River District Street Improvements
Project No: 61281

Department: Public Works
Division: Engineering
Section: N/A

Description:

Provide improved sidewalks, lighting, drainage, and roadway improvements in the River District.

Justification:

This project is a continuation of the Downtown Revitalization Plan recommended by BBP Consultants for the River District

Comments:

N/A

Funding	Prior Yrs	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5 yr Total
General Fund Revenues	2,000,000	-	500,000	500,000	500,000	500,000	2,000,000
State Grants	1,500,000	700,000	500,000	500,000	500,000	500,000	2,700,000
Bonds	1,500,000	500,000	-	-	-	-	500,000
Total Funding Sources		1,200,000	1,000,000	1,000,000	1,000,000	1,000,000	5,200,000

Goals/Milestones:

FY 2019	Improvements in the River District on Main St between Ridge St and Floyd St / Improvements on South Union St between Main St and Patton St.
FY 2020	Improvements on Wilson Street between Bridge St and Lynn St.
FY 2021	Improvement in the River District on Loyal St between Bridge St and Ridge St.
FY 2022	Anticipated improvements to Memorial Dr adjacent to new River Front Park.
FY 2023	Improvements in the River District to be determined by Economic Development investment.

Project Title: Riverside Drive Reconstruction
Project No: 61282

Department: Public Works
Division: Engineering
Section: N/A

Description:

Remove concrete roadbase and replace with stone and asphalt base from Locust Lane to Barrett Street. The project requires numerous phases.

Justification:

Riverside Drive is constructed with concrete roadbase. The concrete roadbase has begun to shift and move. The effects of the roadbase movement, expansion, and contraction creates large cracks in the asphalt and surface. The surface cannot be repaired without removing the concrete base and replacing it with stone aggregate and asphalt base. The project requires numerous phases over a period of years. Phase I, II, and III were completed in 2006, 2007, and 2016 using VDOT maintenance funds. This project will significantly improve the durability and rideability of the road surface.

Comments:

This project will continue in future CSP years - Phases to be determined between Sandy Creek and Barrett Street (Eastbound and westbound lanes)

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	5 Yr Total
General Fund Revenues	1,000,000	-	500,000	500,000	500,000	500,000	2,000,000
State Grants	1,000,000	500,000	500,000	500,000	500,000	500,000	2,500,000
Bonds		500,000	-	-	-	-	500,000
Total Funding Sources		1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000

Goals/Milestones:

FY 2019	Phase V - Arnett Blvd to Audubon Blvd (Westbound lanes) w/concrete sidewalks where needed
FY 2020	Phase VI - Arnett Blvd to Locust Ln (Eastbound and Westbound lanes) w/concrete curb and gutter where needed.
FY 2021	Phase VII - Arnett Blvd to Audubon Blvd (Westbound lanes) w/concrete curb and gutter where needed
FY 2022	Phase VIII - Audubon Blvd. to Sandy Creek (Westbound lanes) w/concrete curb and gutter where needed
FY 2023	Continued in future CIP years - Phases to be determined between Sandy Creek and Barrett Street (Eastbound and westbound lanes)

Project Title: Riverwalk/Multiuse Trail Extension
Project No: TBD

Department: Public Works
Division: Engineering
Section: N/A

Description:
Various trail extension projects for segments as identified in the master plan.

Justification:
The continued extension of the Riverwalk / Multiuse Trail is essential to provide access to additional recreational amenities and opportunities throughout the City of Danville.

Comments:

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
General Fund Revenues		-	130,420	70,000	70,000	70,000	340,420
Federal Grant		164,000	357,680	280,000	280,000	280,000	1,361,680
Total Funding Sources		164,000	488,100	350,000	350,000	350,000	1,702,100

Goals/Milestones:

FY 2019	Construct new segment of trail at Riverside Dr and Piedmont Dr (Danville Stadium Cinema).
FY 2020	Construct new segment of trail from New River Front Park to Union St Bridge at Memorial Dr. (White Mill).
FY 2021	Construct new segment of trail.
FY 2022	Construct new segment of trail.
FY 2023	Construct new segment of trail.

Project Title: Stormwater Improvements
Project No: 60022

Department: Public Works
Division: Engineering
Section: N/A

Description:

This project is for installation of new storm drainage facilities or replacement of old deteriorating storm drainage facilities in order to reduce residential and street flooding as a result of increased development and undersized drains. Project requests are evaluated based on the city's storm water management policy and prioritized as funds become available and as drainage assistance requests are made by residents. Funds are used to assist residents with flooding and erosion problems in accordance with the stormwater management policy.

Justification:

This project is for the efficient management of stormwater collection and discharge within the City.

Comments: City Council eliminated \$20,000 from this project
N/A

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
General Fund Revenues		180,000	200,000	200,000	200,000	200,000	980,000
Total Funding Sources		180,000	200,000	200,000	200,000	200,000	980,000

Goals/Milestones:

FY 2019	Install/Repair/replace stormwater culverts city-wide as needed.
FY 2020	Install/Repair/replace stormwater culverts city-wide as needed.
FY 2021	Install/Repair/replace stormwater culverts city-wide as needed.
FY 2022	Install/Repair/replace stormwater culverts city-wide as needed.
FY 2023	Install/Repair/replace stormwater culverts city-wide as needed.

Project Title: Traffic Signal at South Main Street and Goodyear Blvd.
Project No: TBD

Department: Public Works
Division: Engineering
Section: N/A

Description:

This project involves the design and installation of a traffic signal at the intersection of South Main Street and Goodyear Boulevard. This project also includes a modification to the center concrete median.

Justification:

A proposed development at the corner of South Main Street and the Danville Expressway would generate additional traffic that would need to be managed by a signalized intersection. The developer performed a Traffic Impact Analysis (TIA) and that TIA indicated the need for a signalized intersection. VDOT also reviewed the TIA and concurred with the recommendations. The city will participate jointly with the developer 50% for the cost of the traffic signal design and construction and 50% for the design and construction of the concrete median improvements. The city would award the project once the developer commits his part of the funding.

Comments:

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Contribution-in-aid		162,612	-	-	-	-	162,612
Bonds		162,613	-	-	-	-	162,613
Total Funding Sources		325,225	-	-	-	-	325,225

Goals/Milestones:

FY 2019	Signal and Median
FY 2020	N/A
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A

Project Title: City-wide Wayfinding & Signage
Project No: 61169

Department: Public Works
Division: Engineering
Section: N/A

Description:

This project will implement the way-finding study recommendations for planning, design and construction of way-finding and gateway signage city-wide with a focus on business districts and historically significant areas.

Justification:

A unified signage program is an effective way to increase both residents' and visitors' sense of awareness, comfort, and security to explore and enjoy historical, cultural, recreational, commercial, and natural resources in the city.

Comments:

N/A

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
General Fund Revenues		-	100,000	100,000	-	100,000	300,000
							-
Total Funding Sources		-	100,000	100,000	-	100,000	300,000

Goals/Milestones:

FY 2019	N/A
FY 2020	Installation of wayfinding and gateway signs will begin in the River District and expand city-wide.
FY 2021	Installation of wayfinding and gateway signs will begin in the River District and expand city-wide.
FY 2022	N/A
FY 2023	Installation of wayfinding and gateway signs will begin in the River District and expand city-wide.

Project Title: Old West End Rental District Street Improvements
Project No: TBD

Department: Public Works
Division: Engineering
Section: N/A

Description:

This project is for closing one block of Jefferson Avenue at Jefferson Street to create an urban park. Jefferson Avenue and Pine Street near Jefferson Street would be streetscaped as part of the Old West End Rental District Revitalization Project.

Justification:

Old West End Rental District Study by Allison Platt & Associates CJMW Architecture

Comments:

N/A

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
General Fund Revenues		-	500,000	-	-	-	500,000
State Grants		-	500,000	-	-	-	500,000
Total Funding Sources		-	1,000,000	-	-	-	1,000,000

Goals/Milestones:

FY 2019	N/A
FY 2020	Create an urban park as identified to be part of the Old West End Rental District Revitalization Project.
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A

Project Title: River District Street Landscaping - Non-VDOT
Project No: 60906

Department: Public Works
Division: Engineering
Section: N/A

Description:

Provide streetscape landscaping, furnishings, and other improvements to Union Street, Craghead Street, Main Street, Bridge Street, Loyal Street, Colquhoun Street and other locations as identified in the phasing of the River District Reconstruction Project. The \$100,000 will be used for non-VDOT grant eligible work.

Justification:

Amenities such as trees, tree grates, benches, bricks, decorative lighting, trash receptacles, and so forth, are not eligible for VDOT Revenue Sharing Funds, but are needed to make the area attractive and inviting.

Comments:

N/A

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
General Fund Revenues		-	100,000	100,000	100,000	100,000	400,000
							-
Total Funding Sources		-	100,000	100,000	100,000	100,000	400,000

Goals/Milestones:

FY 2019	N/A
FY 2020	Install amenities in the River District area as identified in the phasing of the River District Reconstruction Project.
FY 2021	Install amenities in the River District area as identified in the phasing of the River District Reconstruction Project.
FY 2022	Install amenities in the River District area as identified in the phasing of the River District Reconstruction Project.
FY 2023	Install amenities in the River District area as identified in the phasing of the River District Reconstruction Project.

Project Title: Arnett Boulevard Improvements
Project No: TBD

Department: Public Works
Division: Engineering
Section: N/A

Description:

This project will provide pedestrian and bicycle facility improvements along Arnett Boulevard from Guilford Street to Wendell Scott Drive.

Justification:

This corridor does not currently have adequate facilities to support or promote pedestrian or bicycle use. This corridor connects to several residential areas to an elementary school. There are obvious foot paths behind the existing curbs where pedestrians are walking.

Comments:

Submitted as a Smart Scale Project and project received funding (FY2021).

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
State Grant		-	-	500,588	-	-	500,588
							-
Total Funding Sources		-	-	500,588	-	-	500,588

Goals/Milestones:

FY 2019	N/A
FY 2020	N/A
FY 2021	Preliminary engineering (2022), Right-of-Way (2025), Construction (2027)
FY 2022	N/A
FY 2023	N/A

Project Title: Elevator Upgrade - City Buildings
Project No: 60000437

Department: Public Works
Division: Building Maintenance
Section: N/A

Description:
This project replaces elevator controls and hoist equipment at various City-owned buildings.

Justification:
Existing elevator equipment is nearing end of life and experiencing major repairs. All traction elevators are using rebuilt electrical motors and generators. Generators are out of production and operators and controls are outdated. Replacements are becoming more difficult to find. Any replacement requires electronic solid state boards.

Comments:
N/A

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
General Fund Revenues		-	275,000	275,000	275,000	275,000	1,100,000
Bonds		275,000	-	-	-	-	275,000
Total Funding Sources		275,000	275,000	275,000	275,000	275,000	1,375,000

Goals/Milestones:

FY 2019	Social Services Building - Two traction elevators (Year installed 1931, Modified 1990) Update generators, cable, controls, operators, electrical, and fire alarm components.
FY 2020	ocial Services Building - (Second half of funding) Two traction elevators (Year installed 1931, Modified 1990) Update generators, cable, controls, operators, electrical, and fire alarm components.
FY 2021	Courts Building - (First half of funding) Two traction elevators (Year installed: 1972)
FY 2022	Courts Building - (Second half of funding) Two traction elevators (Year installed: 1972) Update generators, cable, controls, operators, electrical, and fire alarm components.
FY 2023	City Armory - One traction elevator (Year installed: 1936 Updated: 1966) Update generators, cable, controls, operators, electrical, and fire alarm components. Public Library - One hydraulic elevator (Year installed: 1972) Code requires complete change out. Update pump, jack, controls, operators, and fire alarm components. Financial Service Center - One hydraulic elevator (Year installed: 1986) Code requires complete change out. Update pump, jack, controls, operators, and fire alarm components.

Project Title: Emergency Generators - City Buildings
Project No: TBD

Department: Public Works
Division: Building Maintenance
Section: N/A

Description:

This project installs new emergency generators at various City buildings and locations. It also replaces the existing generator at the Municipal building

Justification:

The installation of new emergency generators in additional City buildings will allow those building to continue to function during power outages. The generator at the Municipal Building is nearing the end of its reliable life and there is a need to increase the capacity. The installation of a new generator at the Mass Transit Fuel Site would allow fuel to be distributed during power outages.

Comments:

The emergency generator project includes the following locations in order of priority.

1. Charles Harris Financial Services Center (Complete 2018)
2. Municipal Building (replacement)
3. Mass Transit Fuel Site
4. Pepsi Building

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
General Fund Revenues		-	50,000	50,000	50,000	-	150,000
Bonds		300,000	-	-	-	-	300,000
Total Funding Sources		300,000	50,000	50,000	50,000	-	450,000

Goals/Milestones:

FY 2018	Municipal Building (Replacement)
FY 2019	Mass Transit Fuel Site/Garage
FY 2020	Mass Transit Garage and Office Building
FY 2021	To Be Determined
FY 2022	N/A

Project Title: General Maintenance of Buildings
Project No: 60027

Department: Public Works
Division: Building Maint
Section: N/A

Description:

This project includes major repairs/maintenance of City-owned buildings and facilities. Funding for these general capital maintenance items are not funded/included in the operating budget

Justification:

This project will provide well-maintained buildings and facilities

Comments:

The goals reflect current priorities for facility improvements. However, projects will be adjusted as necessary according to ability to move forward with the projects and subject to critical needs that may arise and require timing adjustments.

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
General Fund Revenues		150,000	150,000	150,000	150,000	150,000	750,000
Total Funding Sources		150,000	150,000	150,000	150,000	150,000	750,000

Goals/Milestones:

FY 2019	City buildings to be determined.
FY 2020	City buildings to be determined.
FY 2021	City buildings to be determined.
FY 2022	City buildings to be determined.
FY 2023	City buildings to be determined.

Project Title: HVAC Replacement - City Buildings

Project No:

Department: Public Works

Division: Building Maint

Section: N/A

Description:

This is a programmed HVAC system replacement of various City buildings. Replacement will include various components, such as, outside compressor, evaporator unit, air handler unit, and update existing DDC controls.

Justification:

Many HVAC systems are nearing end of life, experiencing major repairs, and parts are becoming harder to find. Also, many existing DDC controls are limited and need updating to the new Building Maintenance Control System.

Comments:

Utility cost savings will occur over time with replacements. Priorities changed to allow Municipal Building HVAC to be completed first. Funding adjusted accordingly.

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
General Fund Revenue		-	275,000	275,000	275,000	-	825,000
Bonds		275,000	-	-	-	-	275,000
Total Funding Sources		275,000	275,000	275,000	275,000	-	1,100,000

Goals/Milestones:

FY 2019	Pepsi Building; Stonewall Recreation Center - Replace main HVAC unit (Year installed: 1994); City Jail - Replace Boiler (Year installed: 1972); Public Works Office - Replace two (2) split systems (Year installed: 1986)
FY 2020	City Armory (Floyd St & Spring St) - Replace second boiler.
FY 2021	City building(s) to be determined.
FY 2022	City building(s) to be determined.
FY 2023	N/A

Project Title: Roof Replacement - City Buildings
Project No: 60000119

Department: Public Works
Division: Building Maintenance
Section: N/A

Description:
This project is a programmed roof replacement on various City buildings

Justification:
The roofs on many City buildings are nearing end of life and experiencing major repairs and leaks. A phased replacement accomplished over five or more years is recommended to avoid a large outlay of funds in any one year.

Comments:
See goals for breakdown. The EPDM (ethylene propylene dien terpolymer) rubber roofing membrane has been available for low-slope commercial roofs for over 40 years. EPDM is a top choice of architects, roof consultants and contractors for both new construction and replacement roofing projects.

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
General Fund Revenues		-	250,000	250,000	250,000	800,000	1,550,000
Bonds		300,000	-	-	-	-	300,000
Total Funding Sources		300,000	250,000	250,000	250,000	800,000	1,850,000

Goals/Milestones:

FY 2019	City Armory (18,500 sq. ft.) - roof last replaced in 1990.
FY 2020	Carrington Pavilion (3,003 sq. ft.) - roof last replaced in 1998. Financial Service Center (10,558 sq. ft.) - EPDM roof last replaced in 1955.
FY 2021	Public Works Garage & Canopy (4,521 sq. ft.) - roof last replaced in 1995. Dan Daniel Memorial Park (3 buildings - 8,629 sq. ft.) - roofs last replaced in 1993. Ballou Recreation Center (3,550 sq. ft.) - roof last replaced in 1980.
FY 2022	Green Street Police Station (2,890 sq. ft.) - roof last replaced in 1991. Public Works Crew Hall (6,800 sq. ft.) - roof last replaced in 1996. Public Works Administration Building (9,120 sq. ft.)
FY 2023	Galileo School (Funding may be phased)

Project Title: City-Owned Parking Lots

Project No:

Department: Public Works

Division: Building Maint

Section: N/A

Description:

This project is established to manage repairs and resurfacing of various City parking lots.

Justification:

There are numerous city-owned parking lots that are deteriorating and need repair work.

Comments:

Parking lots recently completed include:
Courthouse entry road (2016)
Abe Koplen parking lot (2017)
Social Service parking lot
Animal Shelter

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
General Fund Revenues		-	100,000	100,000	100,000	800,000	1,100,000
Total Funding Sources		-	100,000	100,000	100,000	800,000	1,100,000

Goals/Milestones:

FY 2018	N/A
FY 2019	Sheriff Parking Lot at corner of Lynn St and Patton St
FY 2020	City Hall Lot at Lynn St and Court St (Old Dutch Lot)
FY 2021	Financial Service Center (Two lots - Customer and Employee)
FY 2022	Library (Four locations - Upper Lot, Strip behind Library, Police Lower Lot, and Dock under Library)

Project No: City School Improvements

Division: Transfers To/Support Of

Section: N/A

Description:

Capital Improvements to City Schools including replacements of roofs, boilers, elevators, hand/guard rails, bathroom fixtures, carpet, chiller/compressors; installation of gutters, water mains, playground equipment; upgrades to drinking fountains; addition of classrooms

Justification:

Many of the Public have major capital and maintenance needs.

Comments:

N/A

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
To Be Determined		-	2,000,000	2,000,000	2,000,000	2,000,000	8,000,000
Bonds		-	-	-	-	-	-
Total Funding Sources		-	2,000,000	2,000,000	2,000,000	2,000,000	8,000,000

Goals/Milestones:

FY 2019	No funding proposed for this FY
FY 2020	J.M. Langston High School-Install two-stop elevator to make ADA compliant. \$500,000, Replace hand and guard rails. \$33,000, Replace drinking fountains with ADA fountains. \$16,000, Resurface/patch existing parking lots. \$68,000, Repair/Replace existing covered walks and install second floor walkway to F Building. \$303,000, Replace classroom doors, and redesign for ADA required spacing at doors. \$80,000, Renovate eight (8) restrooms for total ADA access. Will require relocation and addition of the under5 slab plumbing pipe, new fixtures, toilet partitions and accessories. \$450,000
	O.T. Bonner Middle School - Install elevatorunderground lift cylinder \$75,000, Replace restroom partitions, \$160,000, Replace carpet \$63,000, Replace TRANE chiller compressors through TRANE RENEW Program. \$40,000,
FY 2021	Schoolfield Elementary - Replace HVAC & plumbing systems, Renovate all student restrooms to include all new fixtures and ADA Access, Paint interior,
FY 2022	Woodberry Hills - Renovate all restrooms to include new fixtures and ADA access, Paint interior, Replace HVAC and plumbing systems, Replace all windows, doors and locks
FY 2023	

Project Title: Hangar Acquisition
Project No: TBD

Department: Transportation
Division: Airport
Section: N/A

Description:

Purchase a 60' x 60' hangar that is located on the north side of Airport Drive which is adjacent to the fire station. This hangar is presently owned by the Daniel Group. The premises includes a shared use parking lot.

Justification:

The purpose of the project is to support needed storage space for aircraft and the need for the project is related to the expansion of Averett University's fleet of aircraft used to support flight instruction activities.

Comments:

N/A

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
General Fund Revenues		140,000	-	-	-	-	140,000
Total Funding Sources		140,000	-	-	-	-	140,000

Goals/Milestones:

FY 2019	Acquire a hangar to support Averett fleet expansion
FY 2020	N/A
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A

Project Title: Replace HVAC Interior Units with Mini Split Systems
Project No: TBD

Department: Transportation
Division: Airport
Section: N/A

Description:

Per an engineering firm's cost estimate, capital improvement funds were programmed during FY17 to replace the airport terminal's heating air conditioning system due to its age and condition. However, the bid prices received for the project significantly exceeded the cost estimate and as a result only the chiller was replaced. The proposed project for FY19 would aim to significantly reduce overall cost requirements for the project by replacing interior HVAC wall units with mini split systems versus replacing duct work and supporting water lines.

Justification:

The purpose of the project would serve to improve the airport terminal's heating and air conditioning system. The existing system relies on interior wall units located in offices and conference rooms to support heating and air conditioning needs. This system is supported by water lines located below the floor which are in very poor condition and have broken multiple times due to their age and condition. In addition, the existing system is noisy and does not provide sufficient flexibility to accommodate cold morning temperatures and warm afternoons which would require the system to change over quickly.

Comments:

N/A

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Bonds		150,000	-	-	-	-	150,000
Total Funding Sources		150,000	-	-	-	-	150,000

Goals/Milestones:

FY 2019	Replace interior HVAC wall units with mini split systems
FY 2020	N/A
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A

Project Title: Taxiway D&E Repair
Project No: TBD

Department: Transportation
Division: Airport
Section: N/A

Description:

This project involves rehabilitating sections of existing Taxiway D and E that connect with the concrete ramp located on the south side of the airfield. The project would include full depth pavement removal, removal of existing cement treated base course and the installation of a small section of flexible base course and the installation of a concrete sleeper slab and surface course.

Justification:

The purpose of the project is to repair taxiway connections that provide access to the south ramp. The existing surface for both taxiway connections has deteriorated and increased in elevation above that of the adjacent concrete ramp. Rehabilitation of the pavement is needed to offer safe access to the ramp.

Comments:

N/A

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
General Fund Revenues		129,385	-	-	-	-	129,385
State Grants		517,540	-	-	-	-	517,540
Total Funding Sources		646,925	-	-	-	-	646,925

Goals/Milestones:

FY 2019	Complete repairs to Taxiway D and E
FY 2020	N/A
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A

Project Title: Terminal Apron Expansion for Reconfiguration
Project No: TBD

Department: Transportation
Division: Airport
Section: N/A

Description:

This project would involve expanding the existing terminal apron to include a small grass area that is adjacent to the existing apron as shown in the attachment.

Justification:

The purpose of this project is to improve flexibility for parking aircraft and facilitate taxiing of aircraft within the terminal ramp area.

Comments:

The Airport Commission recommended this project as a high priority project at the November 8, 2016 Airport Commission meeting

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
State Grants		33,991	-	-	-	-	33,991
Federal Grants		382,401	-	-	-	-	382,401
General Fund Revenues		8,498	-	-	-	-	8,498
Total Funding Sources		424,890	-	-	-	-	424,890

Goals/Milestones:

FY 2019	Construction activities would be completed to expand the existing terminal ramp.
FY 2020	N/A
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A

Project Title: Terminal Apron Rehab-Design & Construction (State & Fed)
Project No: TBD

Department: Transportation
Division: Airport
Section: N/A

Description:
Complete design services and construction work to mill and overlay the terminal ramp area

Justification:
Additional funds are requested to rehabilitate the airport's terminal apron. Capital improvement funds were initially programmed for FY18 to complete engineering services and to rehabilitate the apron. However, this estimate did not include an area adjacent to the apron that was later recommended for rehabilitation by the Federal Aviation Administration and the Virginia Department of Aviation. The area adjacent to the apron is used to tie-down up to 32 aircraft and the state identified that its pavement condition is very poor.

Comments:
The purpose of this project is to rehabilitate the terminal apron which is in poor condition and the adjacent tie-down area for parking up to 32 aircraft and which is approximately 71,000 square feet and in very poor condition.

Funding	Prior Years	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Federal Grants	1,225,398	855,439	-	-	-	-	855,439
State Grants	108,924	76,039	-	-	-	-	76,039
General Fund Revenues	-	19,010	-	-	-	-	19,010
Reprogrammed Funds	27,231	-	-	-	-	-	-
Total Funding Sources		950,488	-	-	-	-	950,488

Goals/Milestones:

FY 2019	Complete rehabilitation of the terminal ramp area
FY 2020	N/A
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A

Project Title: T-Hangar Taxilane Rehabilitation Construction
Project No: TBD

Department: Transportation
Division: Airport
Section: N/A

Description:

This project consists of the repaving of the taxilanes in the t-hangar area. The scope of the project includes pavement removal, milling, installation of aggregate base course, pavement and installation of airfield markings. the project estimate also includes construction administration, inspection and testing completed by the engineering firm.

Justification:

The pavement condition of the taxilanes that provide access to the t-hangar area are currently in poor condition and support milling and paving work.

Comments:

N/A

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Bonds		131,327	-	-	-	-	131,327
State Grants		525,306	-	-	-	-	525,306
Total Funding Sources		656,633	-	-	-	-	656,633

Goals/Milestones:

FY 2019	Complete rehabilitation of taxilanes in t-hangar area
FY 2020	N/A
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A

Project Title: South Ramp Reconstruction Design and Construction
Project No: TBD

Department: Transportation
Division: Airport
Section: N/A

Description:

Airport engineering services would support the rehabilitation of the south ramp during the initial phase of the project and subject to the approval of federal funding construction activities would be completed at a later date.

Justification:

The purpose of the project would be to make repairs to the concrete ramp located on the south side of the airfield. This work is needed since the concrete has been impacted by a swelling reaction between the cement paste and the aggregate used in the original construction that has contributed to expansion and cracking.

Comments:

N/A

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
General Fund Revenues		-	4,260	-	-	38,058	42,318
Federal Grants		-	191,700	-	-	1,712,610	1,904,310
State Grants		-	17,040	-	-	152,232	169,272
Total Funding Sources		-	213,000	-	-	1,902,900	2,115,900

Goals/Milestones:

FY 2019	N/A
FY 2020	Design services to rehabilitate the south ramp
FY 2021	N/A
FY 2022	Construction activities to rehabilitate the south ramp would be completed
FY 2023	N/A

Project Title: Site Prep 80 x 80 Box Hangar Design & Construction
Project No: TBD

Department: Transportation
Division: Airport
Section: N/A

Description:

Possible planned airport improvements call for the construction of a new hangar to support the development of Averett University's Flight Center. This project would involve site prep construction activities for a new 100' x 100' hangar. Conceptual planning activities must be completed first before work could begin since this project is linked to the development of other projects

Justification:

The purpose of this project is to complete site prep improvements for a new hangar building that would replace the hangars presently located at Averett University's Flight Center building. The existing hangar building is approximately 80 years old and was constructed with a wooden roof ceiling. Averett's Aeronautics Department anticipates building out its current fleet of aircraft and this hangar would support planned growth for the program.

Comments:

N/A

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
General Fund Revenues		-	6,328	44,320	-	-	50,648
State Grants		-	25,312	177,280	-	-	202,592
Total Funding Sources		-	31,640	221,600	-	-	253,240

Goals/Milestones:

FY 2019	N/A
FY 2020	Complete site prep design services for a new hangar.
FY 2021	Complete site prep construction activities for new hangar
FY 2022	N/A
FY 2023	N/A

Project Title: 80 x 80 Box Hangar Construction
Project No: TBD

Department: Transportation
Division: Airport
Section: N/A

Description:
A 80' x 80' hangar would be constructed to support hangar waiting list requirements.

Justification:
he purpose in constructing a 80' x 80' hangar would be to support aircraft storage needs. The primary prospective need for the hangar is presently relevant to the planned expansion of Averett University's fleet.

Comments:
N/A

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
General Fund Revenues		-	-	250,000	-	-	250,000
Total Funding Sources		-	-	250,000	-	-	250,000

Goals/Milestones:

FY 2019	N/A
FY 2020	N/A
FY 2021	Complete construction of a new hangar to support aircraft storage needs
FY 2022	N/A
FY 2023	N/A

Project Title: Airport Layout Plan Update
Project No: TBD

Department: Transportation
Division: Airport
Section: N/A

Description:

The Federal Aviation Administration requires airports to update their Airport Layout Plan to support the development of facilities and airfield improvements.

Justification:

The purpose of the Airport Layout Plan update would be to support the possible development of facilities such as a new terminal building. The need for the project would be relevant to the approval of local government and state funding.

Comments:

The purpose of this project is to rehabilitate the terminal apron which is in poor condition and the adjacent tie-down area for parking up to 32 aircraft and which is approximately 71,000 square feet and in very poor condition.

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Federal Grants		-	-	216,000	-	-	216,000
State Grants		-	-	19,200	-	-	19,200
General Fund Revenues		-	-	4,800	-	-	4,800
Reprogrammed Funds	27,231	-	-	-	-	-	-
Total Funding Sources		-	-	240,000	-	-	240,000

Goals/Milestones:

FY 2019	N/A
FY 2020	N/A
FY 2021	Update Airport Layout Plan
FY 2022	N/A
FY 2023	N/A

Project Title: Conceptual Plan for New Terminal Building
Project No: TBD

Department: Transportation
Division: Airport
Section: N/A

Description:

The focus of this project would initially involve evaluating options for building use and development adjacent to the existing terminal ramp. After a conceptual plan is formalized for the terminal ramp area, design services would possibly be completed to construct a small new building to support fuel sales and passenger activity

Justification:

The primary purpose of this project is to support strategic planning and development efforts relative to the growth of Averett University's Flight Center operation and to examine options for increased use of the existing terminal building and need for a small new building to support fuel sales and passenger activity.

Comments:

The Airport Commission recommended this project as a moderate priority project at the November 8, 2016 Airport Commission meeting.

Funding	Prior Years	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
General Fund Revenues	-	-	-	27,500	333,590	-	361,090
State Grants	83,200	-	-	110,000	1,334,360	-	1,444,360
Reprogrammed Funds	20,800	-	-	-	-	-	-
Total Funding Sources	104,000	-	-	137,500	1,667,950	-	1,805,450

Goals/Milestones:

FY 2019	N/A
FY 2020	N/A
FY 2021	Design services would be completed for a new terminal building
FY 2022	A new terminal building would be constructed by June 30, 2022
FY 2023	N/A

Project Title: Sandy Creek Sewer Collector Improvements
Project No: TBD

Department: Public Works
Division: Sanitation
Section: N/A

Description:

This project is for the reconstruction of various segments of collector sewers in the Sandy Creek Drainage Basin that are failing and have required emergency repairs.

Justification:

Funding to reconstruct various sewer lines in the Sandy Creek Drainage Basin will decrease sewer maintenance costs.

Comments:

Study: 2013 Sewer System Inflow and Infiltration Evaluation Report.

Funding	Prior Years	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Utility Revenues	800,000	800,000	-	-	-	-	800,000
Total Funding Sources		800,000	-	-	-	-	800,000

Goals/Milestones:

FY 2019	Continue reconstruction of sewer outfall line in the Sandy Creek Drainage Basin from Dan Lane to Tamworth Drive.
FY 2020	N/A
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A

Project Title: Sewer Line Reconstruction
Project No: 60041

Department: Public Works
Division: Sanitation
Section: N/A

Description:

This project is the reconstruction of various sewer lines that have major structural defects due to the age of the lines. These projects are heavily dependent on discovery of deteriorated sewer during routine sewer maintenance. Some projects require funding over multiple years and cannot be predicted. It is anticipated that the inflow and infiltration into the system will be re-evaluated in FY 2018.

Justification:

This provides funding for projects that will decrease sewer maintenance costs. The department makes repairs on sanitary sewers found to be leaking or deteriorated. This is mandated by the DEQ Consent Order to reduce infiltration/exfiltration.

Comments:

Study: 2013 Sewer System Inflow and Infiltration Evaluation Report

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Utility Revenues		300,000	250,000	300,000	250,000	300,000	1,400,000
Total Funding Sources		300,000	250,000	300,000	250,000	300,000	1,400,000

Goals/Milestones:

FY 2019	Repairs to existing sanitary sewers.
FY 2020	Repairs to existing sanitary sewers.
FY 2021	Repairs to existing sanitary sewers.
FY 2022	Repairs to existing sanitary sewers.
FY 2023	Repairs to existing sanitary sewers.

Project Title: New Sewer Lines/Inflow & Infiltration Reduction
Project No: 60048

Department: Public Works
Division: Sanitation
Section: N/A

Description:

This project is for short sanitary sewer extensions to serve areas in the City presently without sewer service which meet the City's extension guidelines. This project also provides funds for annual inspection and engineering costs for sewer projects and addressing sewer inflow and infiltration reduction studies and projects.

Justification:

Requests from property owners for sanitary sewer extensions are funded by this project. Increased sewer availability is provided and also reduction in sewer inflow and infiltration.

Comments:

Study: 2013 Sewer System Inflow and Infiltration Evaluation Report.

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Utility Revenues		250,000	250,000	250,000	250,000	250,000	1,250,000
Total Funding Sources		250,000	250,000	250,000	250,000	250,000	1,250,000

Goals/Milestones:

FY 2019	Design and construct sewer line extension as petitioned / Inflow and Infiltration reduction. Update the 2013 I & I Study.
FY 2020	Design and construct sewer line extension as petitioned / Inflow and Infiltration reduction. Update the 2013 I & I Study.
FY 2021	Design and construct sewer line extension as petitioned / Inflow and Infiltration reduction. Update the 2013 I & I Study.
FY 2022	Design and construct sewer line extension as petitioned / Inflow and Infiltration reduction. Update the 2013 I & I Study.
FY 2023	Design and construct sewer line extension as petitioned / Inflow and Infiltration reduction. Update the 2013 I & I Study.

Project Title: Apple Branch Sewer Line Replacement
Project No: TBD

Department: Public Works
Division: Sanitation
Section: N/A

Description:

This project is to reconstruct 4,700 feet of 12-inch sewer line which is in need of replacement. It is located on the Apple Branch stream from Guilford Street to Orchard Drive.

Justification:

The Apple Branch Sewer Reconstruction will increase sewer capacity and reduce infiltration of groundwater. The City is reconstructing old inadequate sewer main interceptors.

Comments:

Study: 2013 Sewer System Inflow and Infiltration Evaluation Report

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Utility Revenues		-	800,000	800,000	-	-	1,600,000
Total Funding Sources		-	800,000	800,000	-	-	1,600,000

Goals/Milestones:

FY 2019	N/A
FY 2020	Reconstruct sanitary sewer lines.
FY 2021	Reconstruct sanitary sewer lines.
FY 2022	N/A
FY 2023	N/A

Project Title: Luna Lake Road Sewers
Project No: TBD

Department: Public Works
Division: Sanitation
Section: N/A

Description:

This project is the construction of 5,000 feet of sanitary sewer lines to serve residences and businesses in the Luna Lake Road area

Justification:

This City is extending sewer to serve additional areas which will increase sewer availability.

Comments:

Study: City's 1989 Sewer Needs Assessment Study.

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Utility Revenues		-	-	-	700,000	-	700,000
Total Funding Sources		-	-	-	700,000	-	700,000

Goals/Milestones:

FY 2019	N/A
FY 2020	N/A
FY 2021	N/A
FY 2022	Construction of sanitary sewer lines.
FY 2023	N/A

Project Title: Replacement of Main Line Sanitary Sewer
Project No: TBD

Department: Public Works
Division: Sanitation
Section: N/A

Description:
Reconstruct old inadequate sewer main interceptors. Location to be determined by updated Inflow and Infiltration (I&I) Study.

Justification:
The City is reconstructing old inadequate sewer main interceptors

Comments:
Location and need to be determined by the revised 2013 Inflow and Infiltration Study.

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Utility Revenues		-	-	-	-	800,000	800,000
Total Funding Sources		-	-	-	-	800,000	800,000

Goals/Milestones:

FY 2019	N/A
FY 2020	N/A
FY 2021	N/A
FY 2022	N/A
FY 2023	Location to be determined by updated Inflow and Infiltration

Project Title: Northside Plant Process Modifications Phase III
Project No: 60911

Department: Utilities
Division: Wastewater Treatment
Section: N/A

Description:

Phase III consists of the installation of dual grit removal facilities, replacement of raw, return sludge and waste sludge pumps; alternate disinfection process and replacement of waste and sludge piping.

Justification:

Gaseous chlorination will likely have to be replaced due to liability issues regarding its usage and transportation; and corrosion of pipes is causing leaks

Comments:

Various pumps have been on a replacement cycle of two pumps every other year and this is the final cycle of that replacement program. The replacement of the gaseous chlorine with a sodium hypochlorite feed system greatly reduces the potential risk to employees of the facility and those citizens that could be utilizing the walking trail or the recreational facilities adjacent to the treatment plant.

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Utility Revenues		-	-	600,000	600,000	-	1,200,000
Reprogrammed Funds		600,000	600,000	-	-	-	1,200,000
Total Funding Sources		600,000	600,000	600,000	600,000	-	2,400,000

Goals/Milestones:

FY 2019	Planning and preliminary work
FY 2020	Bidding, Construction and inspection
FY 2021	Construction and inspection
FY 2022	Construction and inspection
FY 2023	N/A

Project Title: DRI Reservoir
Project No: TBD

Department: Utilities
Division: Water Treatment Plan
Section: N/A

Description:

This project will require purchasing the DRI Reservoir from the Industrial Development Authority and rehabilitating it into a raw water impoundment. Construction will include the installation of two new water lines: One from the raw water intake to the DRI 21 MG reservoir and a second from the reservoir to the Water Treatment Plant.

Justification:

The Cornwell Group completed the feasibility study and determined the reservoir be a viable option to provide raw water storage if a taste and odor or contamination event were to be experienced on the Dan River. The project will include connecting the reservoir into the City's raw water intake at the Abreu Grogan park and replace/reline the piping to the reservoir from the Dan River Water Plant on Memorial Drive. The reservoir's capacity is 20 million gallons and will provide approximately four days of raw water storage.

Comments:

N/A

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Water Fund Balance		3,000,000	-	-	-	-	3,000,000
Total Funding Sources		3,000,000	-	-	-	-	3,000,000

Goals/Milestones:

FY 2019	Construction
FY 2020	N/A
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A

Project Title: Water Line Reconstruction
Project No: 60053

Department: Utilities
Division: Water Distribution
Section: N/A

Description:

Many water mains and services lines within the system are aged and deteriorating. Many of the lines have exceeded their expected life span and have resulted in a high number of emergency repairs.

Justification:

Annual funding will allow for systematic replacement of the deteriorating lines. A completed pipeline will provide improved water quality and system reliability.

Comments:

Study: Water Distribution Hydraulic Study

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Utility Revenues		500,000	1,000,000	1,100,000	500,000	-	3,100,000
Total Funding Sources		500,000	1,000,000	1,100,000	500,000	-	3,100,000

Goals/Milestones:

FY 2019	Construction of water lines
FY 2020	Construction of water lines
FY 2021	Construction of water lines
FY 2022	Construction of water lines
FY 2023	Construction of water lines

Project Title: Water Treatment Plant Modifications
Project No: TBD

Department: Utilities
Division: Water Treatment Plant
Section: N/A

Description:

Modifications will include the design and construction of the following items:

- (1) installation of continuous solids removal equipment in all four sedimentation basins
- (2) concrete repair (leaking and cracked around entire plant particularly around the four concrete sedimentation basins)
- (3) new flocculators for seven basins
- (4) SCADA upgrade
- (5) particle counters
- (6) replacement of high service pumps (all three are 50 years or older)
- (7) replacement of PAC feeder (super sack) and modifications to feeder building to accommodate the super sack feeder
- (8) replacement of all chemical feeders (alum, sodium hydroxide, lime, polyphosphate, corrosion inhibitor, potassium permanganate, polymer and chlorine (switch to sodium hypochlorite from gaseous chlorine
- (9) design and replacement of the north filter gallery located at the Water Plant.

This project encompasses multiple fiscal years. FY 2019 will address priority item numbers two and nine.

Justification:

The modifications are scheduled as funds allow and in accordance with the audit performed by Environmental Engineering and Technology, Inc. (now the Cromwell Group) dated June 2016.

Comments:

N/A

Funding	Prior Years	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Water Fund Balance	2,000,000	1,500,000	-	-	-	-	1,500,000
Utility Revenues	2,000,000	500,000	-	-	-	-	500,000
Total Funding Sources	4,000,000	2,000,000	-	-	-	-	2,000,000

Goals/Milestones:

FY 2019	Installation
FY 2020	N/A
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A

Project Title: Cast Iron Main Replacement
Project No: 60056

Department: Utilities
Division: Gas Distribution
Section: N/A

Description:

Pipeline transportation is one of the safest and most cost-effective ways to transport natural gas. However, in 2011, following major natural gas pipeline incidents, DOT and PHMSA issued a Call to Action to accelerate the repair, rehabilitation, and replacement of the highest-risk pipeline infrastructure. Among other factors, pipeline age and material are significant risk indicators. Pipelines constructed of cast and wrought iron, as well as bare steel services, are the pipelines that pose the highest-risk for Danville.

This project provides funding for the continued replacement of our highest risk gas mains and steel service lines attached to them. The new pipe is polyethylene which does not corrode and has joints that are by design, stronger than the pipe.

The Division anticipates completion of cast iron replacement with funding for FY 2020.

Justification:

This project will increase public safety, reduce O&M by reducing the number of leak investigations and repairs, reduce gas loss, and reduce unplanned outages from hazardous leaks.

Comments:

Study: Cast iron replacement study (originally completed in 1994 and revised in 2008)

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Utility Revenues		1,100,000	1,100,000	1,150,000	1,150,000	-	4,500,000
Gas Fund Balance		-	400,000	350,000	350,000	-	1,100,000
Reprogrammed Funds		1,200,000	-	-	-	-	1,200,000
Total Funding Sources		2,300,000	1,500,000	1,500,000	1,500,000	-	6,800,000

Goals/Milestones:

FY 2019	Replace cast iron mains that have reached the end of life resulting in potential gas leaks
FY 2020	Replace cast iron mains that have reached the end of life resulting in potential gas leaks
FY 2021	Replace cast iron mains that have reached the end of life resulting in potential gas leaks
FY 2022	Replace cast iron mains that have reached the end of life resulting in potential gas leaks
FY 2023	Replace cast iron mains that have reached the end of life resulting in potential gas leaks

Project Title: Joint Use Audit & Pole Attachment Contract Update
Project No: TBD

Department: Utilities
Division: Power & Light
Section: Distribution

Description:

This project will engage contractors to inspect the utility's 50,000+ poles for the purpose of conducting an inventory of third party attachments such as cable, television, communications and fiber optics. The task will include identifying and reporting all clearance violations; designing and coordinating a cure of violations and generating a revised application process based on business needs and processes. Site investigations will also include reporting of broken guys, idle poles, and transformers with service drops. The data provided will be utilized to update existing joint-use contracts for consistency and adherence to current standards. The data will also provide a basis for the review and revision of current billing practices and data tracking within the utility.

Justification:

To validate all pole attachments, update existing Joint Use agreements and correct all pole attachment violations. When complete the joint-use billing system will be revised and attachment fee structure evaluated.

Comments:

N/A

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Utility Revenues		500,000	-	-	-	-	500,000
Total Funding Sources		500,000	-	-	-	-	500,000

Goals/Milestones:

FY 2019	Evaluation
FY 2020	N/A
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A

Project Title: Line Rebuilds/25 kV Conversion
Project No: TBD

Department: Utilities
Division: Power & Light
Section: Distribution

Description:

Rebuilds and Reconductoring or three phasing of various line sections will allow Danville Utilities to remediate loading and/or service problems, allow for areas to be alternately fed, and support future growth. The work for 25kV voltage conversion will reinsulate various line sections for operation at 25 kV. The project will help address the utility's low load density service territory to the east, west and north. The lines in these areas have small conductors with four to nine mile tap lines and high customer counts. The traditional means of reconductoring multi-phasing lines to address growth and quality of service are not cost effective at \$170,000 per mile. Reinsulating these areas to operate at 25kV/14.4 V is forecasted at \$10 - \$12 thousand per mile. □

Justification:

Line rebuilds and reconductoring will provide electrical capacity for alternate feeds and to support future growth. The 25kV reconductoring work will improve the voltage profile and decrease load and losses on the circuit.

Comments:

N/A

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Bonds		2,000,000	2,000,000	2,000,000	2,000,000	-	8,000,000
Total Funding Sources		2,000,000	2,000,000	2,000,000	2,000,000	-	8,000,000

Goals/Milestones:

FY 2019	Construct System improvements to maintain level of service and reliability standards
FY 2020	Construct System improvements to maintain level of service and reliability standards
FY 2021	Construct System improvements to maintain level of service and reliability standards
FY 2022	Construct System improvements to maintain level of service and reliability standards
FY 2023	N/A

Project Title: Street Light Upgrade Program
Project No: TBD

Department: Utilities
Division: Power & Light
Section: Distribution

Description:

This project will verify the light inventory with updated information and GIS mapping. A photometric mobile will create a lighting profile of the City's main thoroughfares indicating where the City is over or under lit according to VDOT requirements and lighting laminating specifications. The master plan will include recommendations for the historic district, entertainment zones, economic development and residential areas. Using existing structures where feasible, existing lights will be replaced with LED or other energy-efficient lighting. The upgrade will result in citizen satisfaction, improved public safety, and reduced maintenance expenses. Energy consumption will be reduced by approximately 65% at project completion with improved lighting performance. Replacement will begin with streetlights followed with area lighting upgrades.

Justification:

Danville's existing street lights include 3680 obsolete mercury vapor lights and approximately 5150 additional lights. All of these will be upgraded to state of the art energy efficient fixtures enabling Danville to sustain a high level of operational efficiency. Lighting levels throughout the City will be adjusted to meet or exceed national standards, and VDOT and pedestrian requirements for safety.

Comments:

N/A

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Utility Revenues		-	500,000	500,000	500,000	500,000	2,000,000
Reprogrammed Funds		500,000	-	-	-	-	500,000
Total Funding Sources		500,000	500,000	500,000	500,000	500,000	2,500,000

Goals/Milestones:

FY 2019	Installation of energy efficient lighting
FY 2020	Installation of energy efficient lighting
FY 2021	Installation of energy efficient lighting
FY 2022	Installation of energy efficient lighting
FY 2023	Installation of energy efficient lighting

Project Title: System Reliability Inspections

Project No:

Department: Utilities

Division: Power & Light

Section: Distribution

Description:

This project provides for the inspection and replacement of poles, overhead lines and equipment and pad-mounted equipment

Justification:

The National Electric Safety Code (NESC) requires all in-service equipment to be inspected at specified intervals

Comments:

N/A

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Utility Revenues		500,000	500,000	400,000	500,000	-	1,900,000
Total Funding Sources		500,000	500,000	400,000	500,000	-	1,900,000

Goals/Milestones:

FY 2019	Inspection and replacment of poles, overhead lines and equipment
FY 2020	Inspection and replacment of poles, overhead lines and equipment
FY 2021	Inspection and replacment of poles, overhead lines and equipment
FY 2022	Inspection and replacment of poles, overhead lines and equipment
FY 2023	N/A

Project Title: Substation Upgrades
Project No: TBA

Department: Utilities
Division: Power & Light
Section: Substations

Description:

This project provides for the evaluation and replacement or rehabilitation of all substation transformers. This project proposes to rebuild substations to open air configuration due to age and equipment failure. Substations will be systematically evaluated and rehabilitated.

Justification:

Most of the substation transformers were installed in the 1970s. Many are approaching or have exceeded their life expectancy of thirty years. This project will initially evaluate the transformers and identify and prioritize potential problems. Additional subprojects will be developed for each replacement or rehabilitation.

Comments:

N/A

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Bonds		2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	10,000,000
Total Funding Sources		2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	10,000,000

Goals/Milestones:

FY 2019	Systematically replace the aged power transformer infrastructure identified in the study
FY 2020	Systematically replace the aged power transformer infrastructure identified in the study
FY 2021	Systematically replace the aged power transformer infrastructure identified in the study
FY 2022	Systematically replace the aged power transformer infrastructure identified in the study
FY 2023	Systematically replace the aged power transformer infrastructure identified in the study

Project Title: Behind the Meter Generation
Project No: TBD

Department: Utilities
Division: Power & Light
Section: Load Management

Description:

This project will provide funding to evaluate potential behind the meter generation projects. The project also includes the upgrade and restoration of two diesel generators rated at 1.8 MW for return to service for curtailing electrical peak load during extreme loading conditions for the electrical system. During extreme winter and summer loading periods, the refurbished generators will be used for load reduction.

Justification:

The generators will provide savings on system by reducing future electrical costs to the utility during extreme conditions. Generation resources located behind the meter eliminate transmission and capacity charges.

Comments:

N/A

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Reprogrammed Funds		500,000	-	-	-	-	500,000
Total Funding Sources		500,000	-	-	-	-	500,000

Goals/Milestones:

FY 2019	Repair, upgrade and begin operation of generators
FY 2020	N/A
FY 2021	N/A
FY 2022	N/A
FY 2023	N/A

Project Title: Weatherization - Energy Efficiency
Project No: 90101

Department: Utilities
Division: Power & Light
Section: Administration

Description:

Danville Utilities adopted an energy efficiency charge as a component of the Power Cost Adjustment (PCA) billing mechanism that provides the electric utility with a revenue stream equal to \$.0005 per kilowatt-watt (kWh). This energy efficiency charge was implemented with the purpose of creating a funding source for Danville Utilities' Energy Efficiency and Conservation Plan. Within the plan, there are currently multiple City Council-approved energy efficiency and incentive programs that were designed to benefit all Danville Utilities customers, including comprehensive rebate programs for residential, commercial, and industrial electric customers.

Justification:

The energy efficiency charge, first established in September 2010, provided Danville Utilities electric division with the necessary revenue to continue funding our energy efficiency incentive, education, and customer outreach programs. In FY 2019, the program will be funded with current project balance.

Comments:

N/A

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Electric Fund Balance		-	700,000	500,000	500,000	-	1,700,000
Total Funding Sources		-	700,000	500,000	500,000	-	1,700,000

Goals/Milestones:

FY 2019	N/A
FY 2020	Continue Energy Efficiency program rebate processing, marketing, and program management
FY 2021	Continue Energy Efficiency program rebate processing, marketing, and program management
FY 2022	Continue Energy Efficiency program rebate processing, marketing, and program management
FY 2023	N/A

Project Title: nDanville Ph 3 Fiber to the Home
Project No: TBd

Department: Utilities
Division: Telecommunications
Section: N/A

Description:

This project will involve installing nDanville fiber optics in residential neighborhoods in order to pass approximately 1,000 homes per year. To date, nDanville has helped attract economic prospects in Southside Virginia and has passed over 1,500 homes. All industrial parks are nDanville fiber ready.

Justification:

The deployment will continue to expand nDanville into residential neighborhoods while operating debt free. The expansion areas will begin to have a positive payback by year three and continue to show profits every year forward. The projects will not rely on taxpayer or utility ratepayer revenue. Revenue accumulated from these residential connections will be reinvested into future fiscal budgets and used for future neighborhood deployments pending City Council's approval. The is residential project would act as an investment towards the future of our community that is driven by information and technology.

Comments:

N/A

Funding		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Utility Revenues		300,000	500,000	500,000	500,000	-	1,800,000
Telecommunication Fund Balance		600,000	-	-	-	-	600,000
Total Funding Sources		900,000	500,000	500,000	500,000	-	2,400,000

Goals/Milestones:

FY 2019	Funds will be spent on materials (conduit, fiber optic cable, and electronics) and labor (engineering and construction) to install nDanville accerss to the homes in prospective neighborhoods with approximately 1,500 homes. The neighborhoods will be selected based on customer feedback and from surveying service providers
FY 2020	Funds will be spent on materials (conduit, fiber optic cable, and electronics) and labor (engineering and construction) to install nDanville accerss to the homes in prospective neighborhoods with approximately 400-500 homes. The neighborhoods will be selected baseed on customer feedback and from surveying service providers
FY 2021	Funds will be spent on materials (conduit, fiber optic cable, and electronics) and labor (engineering and construction) to install nDanville accerss to the homes in prospective neighborhoods with approximately 400-500 homes. The neighborhoods will be selected baseed on customer feedback and from surveying service providers
FY 2022	Funds will be spent on materials (conduit, fiber optic cable, and electronics) and labor (engineering and construction) to install nDanville accerss to the homes in prospective neighborhoods with approximately 400-500 homes. The neighborhoods will be selected baseed on customer feedback and from surveying service providers
FY 2023	N/A



Financial Policies

City of Danville, Virginia

11/15/2011
Revised May 5, 2015



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

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

1. Guiding Principles

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

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

2. Financial Structure

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

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

3. Budget

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

3.1 Budget Preparation & Adoption

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

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

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

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

* City Charter, §3-3, §8-6, and §8-7

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

3.2 Revenue & Expenditure Forecasts

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

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

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

3.3 Service & Facility Charges

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

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

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

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

3.4 Budget Contingency Accounts

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

3.5 Capital Improvement Plan

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

3.6 Legal Level of Control

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

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

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

3.7 Budget Administration

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

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

4. Fund Balances

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

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

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

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

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

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

4.1 Unassigned & Unrestricted Fund Balances

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

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

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

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

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

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

Because the City’s budgets are based on appropriately conservative revenue and expenditure budget projections, it is to be expected that at least some surplus revenue will be added to fund balances at the end of each fiscal year. Surpluses may be appropriated for specific expenditures by the City Council or assigned to fund balance accounts, normally to unassigned or unrestricted fund balances. Unassigned and unrestricted fund balances in excess of established minimum levels may be appropriated by Council for nonrecurring expenditures such as unanticipated budget shortfalls, economic development incentive payments, special projects, acquisition of real property, capital purchases, local matches for grants, pre-payment of existing debt, prepayment of equipment maintenance contracts, and one-time employee pay bonuses. Except during periods of economic recession or under unusual circumstances, excess funds will not be used to support routine operating expenditures. Nor will availability of excess cash reserves be allowed to supplant prudent budgeting practices.

4.2 General Fund Budget Stabilization Reserve

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

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

The fund is subject to the following restrictions:

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

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

5. Utility Contributions to the General Fund

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

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

FY 2013 General Fund
Contribution Amounts

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

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

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

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

6. Biennial Utility Rate Studies

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

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

7. Vehicle Replacement

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

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

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

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

8. Investments

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

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

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

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

9. Debt Management

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

9.1 General Authority

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

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

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

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

9.2 City of Danville Standards

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

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

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

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

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

9.3 Long & Medium-Term Debt

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

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

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

9.4 Short-Term Debt

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

10. Capitalization

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

The following policies apply to the capitalization of fixed assets:

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

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

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

11. Grants

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

12. Pay Adjustments for City Retirees

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

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

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

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

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

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

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

*As determined in the appropriate actuarial valuation

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

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

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

Appendix

City of Danville Funds

Operating Funds

- The General Fund – The General Fund is the primary operating fund for government activities. Its most significant sources of funding are general property taxes, other local taxes and transfers from the various utility funds. The most significant expenditures from this fund are for public safety, public works programs including infrastructure maintenance, health and welfare programs and contributions to other funds for education and capital improvements. The accounting records are maintained on a modified accrual basis.

Enterprise Funds

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

- Wastewater Fund – This fund provides accountability for activities relation to the treatment of household, commercial, and industrial wastewater.
- Water Fund – This fund provides accountability for activities relating to the treatment and distribution of potable water to residential, commercial, and industrial users.
- Gas Fund – This fund provides accountability for activities relating to the purchase and distribution of natural gas to residential, commercial, and industrial users.
- Electric Fund – This fund provides accountability relating to the purchase of electricity, production of electricity, and operating and maintenance costs. The operating and maintenance costs cover the hydro-electric facilities, transmission system and the distribution system.
- Telecommunications Fund – The Telecommunications Fund is an e-Rate service provider to the Danville Public Schools and the Pittsylvania County Schools and maintains and operates nDanville, a high-tech fiber optic network.

Other Enterprise Funds:

- Transportation Fund – This fund provides for activities relating to mass transit bus services. The fund is on an accrual basis of accounting. However, the fund is not self-supporting. Operation and maintenance costs

are paid by user fees from passengers of the bus service, local federal and state grants and transfers from the General Fund.

- Sanitation Fund – This fund provides for activities relating to the collection and disposal of solid waste. This fund is self-supporting with user fees, which cover the operating and maintenance cost. The fund is on an accrual basis of accounting.
- Cemetery Services Fund – The Cemetery Fund provides for funeral services, sale of lots and record keeping. The staff provides services to local funeral homes and can assist residents and non-residents who are interested in purchasing at-need and pre-need burial lots. Additionally, this fund provides for the maintenance of the eight municipally owned cemeteries. The fund is designed to be self –supporting; however, an annual subsidy from the General Fund has been required. The fund is on an accrual basis of accounting.

Internal Service Funds:

- Insurance Fund – This fund provides accountability for all City costs relating to workers compensation on a self-insured basis, general insurance provided by outside insurance carriers – excluding group health and life, risks covered by statewide pools and risks other than worker compensation on a self-insured basis. The fund is supported by charges to the user departments on a cost-reimbursement basis and is on a modified accrual basis of accounting.
- Central Services Fund – This fund provides accountability for the acquisition of office supplies, the cost of interoffice mail, central mailroom and printing services, which are provided to the various department of the city. The fund is supported by charges to the user departments on a cost-reimbursement basis and is on a modified accrual basis of accounting.
- Motorized Equipment Fund – This fund provides accountability for the acquisition and maintenance of motorized vehicles for various departments of the City. The fund is supported by charges to the user department on a cost-reimbursement basis and is on a modified accrual basis.

Special Funds:

- Capital Projects Fund – General Government – This fund provides accountability for financial resources used for major construction projects relating to general government use. Funding resources include proceeds from the sale of bonds, federal and state grants and transfers from the General Fund. The fund operates on a modified accrual basis of accounting.
- Community Development Fund – This fund provides accountability for projects and programs involving Federal funds received through the Community Development Block Grant (CDBG) program. Funding

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

Fiduciary Funds:

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