The Administration Division provides administrative operations and oversight for the entire Parks and Recreation Department. Within this division are functions that support the entire department such as communications, facilities, and services planning, purchasing, human resources functions, budgeting, and financial services for the entire department. This division also oversees the operation and management of the Crossing at the Dan services and facilities.

	F	Y 2020 Actual	FY 2021 Actual		Y 2022 dopted	FY 2023 Adopted	crease/ ecrease)
Revenues:							
Rental Inc/Concessions	\$	17,825	\$ 23,907	\$	29,750	\$ 33,000	\$ 3,250
Fees		16,505	16,419		20,000	20,000	-
Gain on Disposal of Property		420	2,673		-	-	-
Recoveries		684	1,052		500	500	<u>-</u>
Totals	\$	35,434	\$ 44,051	\$	50,250	\$ 53,500	\$ 3,250
Expenditures:							
Personnel Services	\$	462,991	\$ 480,858	\$	542,910	\$ 630,230	\$ 87,320
Employee Benefits		76,320	70,190		74,280	78,290	4,010
Purchased Services		208,465	192,504		267,610	280,910	13,300
Internal Service		56,199	55,862		58,350	63,580	5,230
Other Operating Expenses		81,563	94,916		109,130	117,270	8,140
Capital Outlay		10,215	14,715		25,000	28,000	3,000
Totals	\$	895,753	\$ 909,045	\$1	1,077,280	\$ 1,198,280	\$ 121,000
Net Cost to City	\$	860,319	\$ 864,994	\$ 1	1,027,030	\$ 1,144,780	\$ 117,750

	FY 2020	FY 2021	FY 2022	FY 2023
Position Title	FTEs	FTEs	FTEs	FTEs
ADMINISTRATIVE SPECIALIST	0.500	0.500	0.500	
SECRETARY	1.000			1.000
SENIOR SECRETARY	1.000	1.000	1.000	1.000
ADMINISTRATIVE ASSISTANT		1.000	1.000	1.000
INTERN	0.150	0.150	0.150	0.150
CUSTODIAN	2.000	2.000	2.000	2.000
RECREATION PROGRAM SUPERVISOR	0.810	0.720	0.570	0.600
RECREATION FACILITY OPERATOR	0.330	0.150	0.330	0.330
PROGRAM COORDINATOR	1.000	1.000	1.000	1.000
P&R COMMUNICATIONS SPECIALIST	1.000	1.000	1.000	1.000
P&R FACILITIES & SERVICES PLAN	1.000	1.000	1.000	1.000
OUTDOOR REC PROGRAM SUPERVISOR	1.000	1.000	1.000	1.000
PROJECT MANAGER				1.000
DIV DIR OF P&R ADMINISTRATION	1.000	1.000	1.000	1.000
DIRECTOR OF PARKS & RECREATION	1.000	1.000	1.000	1.000
Total	11.790	11.520	11.550	13.080

The Admin Revolving Account is for special programs and events held at the Crossing at the Dan which are revenue generating such as Holiday Bazaar, Holiday Market, Spring Yard Sale, etc.

Revenues/Expenditures

	Y 2020 Actual	FY 2021 Actual	Y 2022 lopted	Y 2023 dopted		rease/ crease)
Revenues:			•	•	•	
After School Instruction	\$ 15,463	\$ 1,500	\$ 8,000	\$ 8,000	\$	-
Totals	\$ 15,463	\$ 1,500	\$ 8,000	\$ 8,000	\$	-
Expenditures:						
Personnel Services	\$ 507	\$ -	\$ 4,440	\$ 4,440	\$	-
Employee Benefits	39	-	370	340		(30)
Purchased Services	330	-	2,000	2,000		. ,
Other Operating Expenses	100	-	500	500		-
Totals	\$ 976	\$ -	\$ 7,310	\$ 7,280	\$	(30)
Net Cost to City	\$ (14,487)	\$ (1,500)	\$ (690)	\$ (720)	\$	(30)

	FY 2020	FY 2021	FY 2022	FY 2023
Position Title	FTEs	FTEs	FTEs	FTEs
RECREATION PROGRAM SUPERVISOR	0.130	0.130	0.130	0.130
Total	0.130	0.130	0.130	0.130

The Community Recreation Division supports services in the following areas: Health and Wellness, Community Programs, Facility Management, Outdoor Programs and Out of School Programs. Over the past three years, the division has shifted and changed services to meet the needs of the community and focus on services that take them directly into neighborhoods where citizens live. Elementary and middle school age students access Stonewall Recreation Center without charge year-round for afterschool and summer camp services. Fit Mobile is a service that offers free fitness classes at various locations throughout the city during year but mainly in the summer. The division also offers seasonal boat rentals at Abreu-Grogan Park allowing the public to access the river during the spring, summer and fall. Community Recreation also manages facility rentals at Coates, Glenwood and the City Auditorium. Building and boat rental revenue is deposited into this General Fund account.

	Y 2020 Actual	ı	FY 2021 Actual	Y 2022 Idopted	Y 2023 Adopted	 crease/ ecrease)
Revenues:						
Rental Income	\$ 5,783	\$	5,088	\$ 5,500	\$ 8,250	\$ 2,750
Totals	\$ 5,783	\$	5,088	\$ 5,500	\$ 8,250	\$ 2,750
Expenditures:						
Personnel Services	\$ 309,589	\$	309,675	\$ 363,730	\$ 377,130	\$ 13,400
Employee Benefits	36,709		38,745	44,260	41,800	(2,460)
Purchased Services	8,882		11,944	14,210	14,460	250
Internal Service	33,868		34,483	40,280	40,080	(200)
Other Operating Expenses	28,577		29,527	42,800	39,320	(3,480)
Capital Outlay	518		248	1,200	1,200	-
Totals	\$ 418,143	\$	424,622	\$ 506,480	\$ 513,990	\$ 7,510
Net Cost to City	\$ 412,360	\$	419,534	\$ 500,980	\$ 505,740	\$ 4,760

	FY 2020	FY 2021	FY 2022	FY 2023
Position Title	FTEs	FTEs	FTEs	FTEs
ADMINISTRATIVE SPECIALIST	1.000	1.000	1.000	1.000
CUSTODIAN	0.870	0.870	0.870	0.870
RECREATION AIDE	0.290	3.290	0.740	0.280
RECREATION LEADER	0.900	1.530	1.420	1.420
RECREATION PROGRAM SUPERVISOR	2.260	1.000	1.980	1.080
RECREATION SITE SUPERVISOR	0.560	0.320	0.630	0.630
RECREATION FACILITY OPERATOR	0.590	0.450		0.450
PROGRAM COORDINATOR	4.000	4.000	3.000	4.000
DIV DIR OF COMMUNITY RECREATION	1.000	1.000	1.000	1.000
Total	11.470	13.460	10.640	10.730

The Community Recreation Division supports services in the following areas: Health and Wellness, Outdoor Programs and Out of School Programs. Currently all programs and services that are provided to the community with a cost associated to operate them run out of this Revolving account. Programs and services include after school, summer camp, outdoor adventure programs, instructional classes, fitness classes. The division has seen a reduction in projected revenues over the past three years as services have shifted based on community need toward mobile programming and services without cost. The division has shifted to support large community initiatives which has had an impact on revenue generating programs.

	Y 2020 Actual	Y 2021 Actual	Y 2022 dopted	Y 2023 dopted		crease/ ecrease)
Revenues:			•	•	•	
After School Instruction	\$ 70,784	\$ 49,000	\$ 59,300	\$ 79,870	\$	20,570
Totals	\$ 70,784	\$ 49,000	\$ 59,300	\$ 79,870	\$	20,570
Expenditures:						
Personnel Services	\$ 29,658	\$ 26,524	\$ 40,250	\$ 43,520	\$	3,270
Employee Benefits	2,268	2,306	3,300	3,350		50
Purchased Services	8,180	4,900	1,380	8,840		7,460
Internal Service	-	11	-	-		-
Other Operating Expenses	8,975	2,036	5,560	12,500		6,940
Totals	\$ 49,081	\$ 35,777	\$ 50,490	\$ 68,210	\$	17,720
Net Cost to City	\$ (21,703)	\$ (13,223)	\$ (8,810)	\$ (11,660)	\$	(2,850)

Positions in this account are fully covered by the revenues produced through services and programs provided and are all part time (roughly 25-30 positions year-round).

	FY 2020	FY 2021	FY 2022	FY 2023
Position Title	FTEs	FTEs	FTEs	FTEs
RECREATION INSTRUCTOR	0.100	0.100	0.070	0.160
RECREATION FACILITY OPERATOR	0.330	0.270	0.130	0.130
RECREATION SITE SUPERVISOR		1.560	0.490	0.490
RECREATION SUPERVISOR	1.560	0.220	0.180	0.180
RECREATION AIDE	1.380	0.250		
RECREATION LEADER	1.570	1.330	0.820	0.850
Total	4.940	3.730	1.690	1.810

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, operation of the Welcome Center and Special Events. Many of the programs and services are offered at Stonewall Therapeutic Recreation Center and Ballou Recreation Center. Special Events are large city-wide events that include the Music on Main Concert Series, Fourth of July Celebration, The Children's Festival, Market Monster Mash and the Holiday Light Show.

	I	FY 2020 Actual	FY 2	2021 Actual	Y 2022 Adopted	FY 2023 Adopted	 crease/ ecrease)
Revenues:							
Rental Income	\$	3,207	\$	2,665	\$ 2,000	\$ 2,600	\$ 600
Fees		16		(9)	 -		
Totals	\$	3,223	\$	2,656	\$ 2,000	\$ 2,600	\$ 600
Expenditures:							
Personnel Services	\$	342,815	\$	386,717	\$ 468,960	\$ 550,210	\$ 81,250
Employee Benefits		38,974		45,836	55,150	59,150	4,000
Purchased Services		50,807		26,300	57,480	60,690	3,210
Internal Service		13,216		22,561	22,330	26,180	3,850
Other Operating Expenses		26,320		28,702	39,120	40,440	1,320
Capital Outlay		816		390	1,550	1,500	 (50)
Totals	\$	472,948	\$	510,506	\$ 644,590	\$ 738,170	\$ 93,580
Net Cost to City	\$	469,725	\$	507,850	\$ 642,590	\$ 735,570	\$ 92,980

Position Title	FY 2020 FTEs	FY 2021 FTEs	FY 2022 FTEs	FY 2023 FTEs
ADMINISTRATIVE SPECIALIST	1.440	1.440	1.440	1.460
ACCOUNT CLERK	1.300			
SENIOR ACCOUNT CLERK		1.000	1.000	1.000
CUSTODIAN	1.450	1.450	1.450	1.480
VAN DRIVER				0.240
RECREATION AIDE	0.260	0.260	0.260	0.980
RECREATION LEADER	0.910	0.910	0.910	1.010
RECREATION PROGRAM SUPERVISOR	3.660	3.660	3.850	4.240
PROGRAM COORDINATOR	2.000	3.000	4.000	3.000
SPECIAL POPULATION ASSISTANT	1.000	1.000	1.000	1.000
DIV DIR OF SPECIAL RECREATION	1.000	1.000	1.000	1.000
Total	13.020	13.720	14.910	15.410

The majority of the programs at Ballou and Stonewall are now in the instructional (revolving) program account. The revolving account allows staff at both facilities to use funds that are being generated from program fees to cover the direct cost of the program which includes the staff cost, purchasing of materials and supplies and outside services that are needed for a specific program.

Revenues/Expenditures

	Y 2020 Actual	FY 2021 Actual	Y 2022 dopted	Y 2023 dopted	 crease/ ecrease)
Revenues:					
Rental Income	\$ -	\$ (304)	\$ -	\$ -	\$ -
Fees	100	-	-	-	-
After School Instruction	 92,754	 21,601	 60,000	 68,000	8,000
Totals	\$ 92,854	\$ 21,297	\$ 60,000	\$ 68,000	\$ 8,000
Expenditures:					
Personnel Services	\$ 21,975	\$ 3,238	\$ 31,080	\$ 23,660	\$ (7,420)
Employee Benefits	1,681	248	2,540	1,820	(720)
Purchased Services	39,785	5,187	18,800	18,800	-
Other Operating Expenses	17,839	9,777	6,500	6,500	
Totals	\$ 81,280	\$ 18,450	\$ 58,920	\$ 50,780	\$ (8,140)
Net Cost to City	\$ (11,574)	\$ (2,847)	\$ (1,080)	\$ (17,220)	\$ (16,140)

	FY 2020	FY 2021	FY 2022	FY 2023
Position Title	FTEs	FTEs	FTEs	FTEs
VAN DRIVER	0.480	0.480	0.240	
RECREATION PROGRAM SUPERVISOR	1.050	1.050	0.540	0.540
RECREATION LEADER	0.110	0.110	0.110	0.060
RECREATION INSTRUCTOR	0.340	0.150	0.150	0.150
Total	1.980	1.790	1.040	0.750

The Welcome Center provides information, bathroom facilities, a dog run, hotel reservations, brochures for Virginia as well as surrounding states, vending machines and tickets to local attractions and concerts. The gift shop is open every day of the year except for Thanksgiving Day, Christmas Day and New Year's Day. The gift shop located inside the Welcome Center features Virginia made products and serves as a small museum showing the history of the tobacco industry in Danville. Over 40,000 travelers visit the Welcome Center annually. The Welcome Center also houses the offices of several of the staff of the Special Recreation Division. The operation of the Welcome Center is offset by an annual \$100,000 contribution by the State. Another \$100,000 in State contributions is anticipated for FY2023.

Revenues/Expenditures

Effective for fiscal year 2023, the operating costs of the Welcome Center will be in Economic Development.

	Y 2020 Actual	EV '	2021 Actual	FY 2022 Adopted		Y 2023 dopted	-	ncrease/
Revenues:	 Actual	ГІД	ZUZ I ACIUAI	 Adopted	A	uopteu	(1	Decrease)
Concession Commission	\$ 1,562	\$	1,344	\$ 1,600	\$	-	\$	(1,600)
State Support	100,000		100,000	 100,000		-		(100,000)
Totals	\$ 101,562	\$	101,344	\$ 101,600	\$	-	\$	(101,600)
Expenditures:								
Personnel Services	\$ 35,799	\$	51,744	\$ 37,000	\$	-	\$	(37,000)
Employee Benefits	2,721		3,958	3,020		-		(3,020)
Purchased Services	24,315		34,146	38,510		-		(38,510)
Internal Service	19,665		20,964	21,780		-		(21,780)
Other Operating Expenses	6,726		7,242	9,030		-		(9,030)
Totals	\$ 89,226	\$	118,054	\$ 109,340	\$	-	\$	(109,340)
Net Cost to City	\$ (12,336)	\$	16,710	\$ 7,740	\$	-	\$	(7,740)

The Division primarily operates two areas of programming: Youth and Adult activities. Youth athletic programs include basketball, cheerleading, football (tackle and flag), soccer and tennis. Activities are provided to several appropriate age divisions of each program to enhance skill building and competitiveness. Adult athletic programs include baseball, kickball, and softball. The softball program operates two separate seasons during the year, Spring/Summer and Fall.

The Sports and Athletics Division also coordinates the usage of American Legion Post 325 Memorial Stadium for outside groups such as, but not limited to, Danville Public Schools, and outside groups who express an interest in conducting tournaments (National Collegiate Athletic Association) and High School Districts.

	F	FY 2020 Actual	FY 2021 Actual	Y 2022 dopted	FY 2023 Adopted	 crease/ ecrease)
Revenues:						
Rental Income	\$	95	\$ -	\$ 1,500	\$ 1,500	\$ -
Concession Commission		55	 	300	-	(300)
Totals	\$	150	\$ -	\$ 1,800	\$ 1,500	\$ (300)
Expenditures:						
Personnel Services	\$	143,982	\$ 149,525	\$ 211,670	\$ 255,610	\$ 43,940
Employee Benefits		15,541	19,500	25,060	24,560	(500)
Purchased Services		3,171	1,196	4,100	5,420	1,320
Internal Service		4,069	7,349	8,430	7,740	(690)
Other Operating Expenses		23,853	5,688	32,260	32,890	630
Capital Outlay		685		1,150	4,150	3,000
Totals	\$	191,301	\$ 183,258	\$ 282,670	\$ 330,370	\$ 47,700
Net Cost to City	\$	191,151	\$ 183,258	\$ 280,870	\$ 328,870	\$ 48,000

	FY 2020	FY 2021	FY 2022	FY 2023
Position Title	FTEs	FTEs	FTEs	FTEs
OFFICE ASSISTANT	0.620	0.620	0.670	
ADMINISTRATIVE SPECIALIST				1.000
CUSTODIAN	0.500	0.500	0.500	0.500
RECREATION SUPERVISOR	0.760	0.760	0.760	0.760
RECREATION FACILITY OPERATOR	0.480	1.040	1.040	0.740
RECREATION SPORTS OFFICIAL	0.240	0.240	0.240	0.240
PROGRAM COORDINATOR	1.000	1.000	1.000	2.000
DIVISION DIRECTOR OF ATHLETICS	1.000	1.000	1.000	1.000
Total	4.600	5.160	5.210	6.240

The Sports and Athletics Division operates the youth athletic programs at a rate of 50% funding from the youth revolving account and 50% from the General Fund request. The adult athletic programs operate using 100% of the revenue generated program fees.

Revenues/Expenditures

	Y 2020 Actual	F	FY 2021 Actual	Y 2022 dopted	Y 2023 dopted		crease/ ecrease)
Revenues:				-	-	•	
After School Instruction	\$ 29,039	\$	5,236	\$ 43,440	\$ 60,880	\$	17,440
Totals	\$ 29,039	\$	5,236	\$ 43,440	\$ 60,880	\$	17,440
Expenditures:							
Personnel Services	\$ 15,805	\$	4,247	\$ 34,140	\$ 45,210	\$	11,070
Employee Benefits	1,210		325	2,790	3,460		670
Purchased Services	1,265		-	-	-		-
Other Operating Expenses	5,974		56	4,000	4,000		-
Totals	\$ 24,254	\$	4,628	\$ 40,930	\$ 52,670	\$	11,740
Net Cost to City	\$ (4,785)	\$	(608)	\$ (2,510)	\$ (8,210)	\$	(5,700)

	FY 2020	FY 2021	FY 2022	FY 2023
Position Title	FTEs	FTEs	FTEs	FTEs
RECREATION SUPERVISOR	0.150	0.150	0.150	0.150
RECREATION FACILITY OPERATOR	0.400	0.530	0.400	0.710
RECREATION SPORTS OFFICIAL	0.420	0.290	0.420	0.420
Total	0.970	0.970	0.970	1.280

The City of Danville Parks Maintenance Division is responsible for the grounds maintenance for all City Parks, Outdoor Facilities and set-up for City Special events. Included in the list of outdoor facilities are, Carrington Pavilion, Riverwalk Trail (11.5 miles), Athletic Fields, two boat ramps, Skate Park, Crossing at the Dan Facilities including Science Center landscaping as well as active areas on certain school properties. Also on the list are, Playgrounds and all the amenities in parks such as picnic shelters, water fountains and restrooms. The Division engages in a mixture of routine grounds maintenance such as mowing and technical maintenance such as the care of the American Legion Stadium field and landscaping. In addition to maintenance, the Parks Division is also the primary labor for the set-up of nearly all City Sponsored and some partner group Special Events including: Fourth of July, Harvest Jubilee Concerts, Music on Main concerts, the Light Show, Halloween, Children's Festival, Shrimp Fest, Brewfest, Festival in the Park and many smaller events. Park Maintenance also sets up for Economic Development Events. Unexpected maintenance such as storm clean up can have a large impact on the workload and resources of this division as in 2018, 2019 and 2020.

Revenues/Expenditures

		Y 2020 Actual	FY 2021 Actual	Y 2022 Adopted		Y 2023 Adopted	crease/ ecrease)
Personnel Services	\$	477,094	\$ 564,383	\$ 657,780	\$	693,850	\$ 36,070
Employee Benefits		55,428	72,606	82,580		84,460	1,880
Purchased Services		139,317	101,494	102,050		134,880	32,830
Internal Service		379,354	354,149	410,310		414,400	4,090
Other Operating Expenses		93,454	93,319	102,400		123,260	20,860
Capital Outlay		20,870	23,976	29,300		50,000	20,700
Totals	\$1	,165,517	\$ 1,209,927	\$ 1,384,420	\$ '	1,500,850	\$ 116,430

	FY 2020	FY 2021	FY 2022	FY 2023
Position Title	FTEs	FTEs	FTEs	FTEs
ADMINISTRATIVE SPECIALIST	0.500	0.500	0.500	0.500
PUBLIC SERVICE WORKER/OPERATOR	3.770	3.770	5.780	3.760
DIV DIR OF PARKS MAINTENANCE	1.000	1.000	1.000	1.000
PARKS SUPERVISOR	2.000	2.000	2.000	2.000
PARKS GROUNDSKEEPER I	4.000	6.000	3.000	3.000
PARKS GROUNDSKEEPER II	4.000	2.000	4.000	5.000
PARK MAINTENANCE TECHNICIAN	3.000	3.000	4.000	3.000
Total	18.270	18.270	20.280	18.260

The Danville Public Library's purpose is to empower and engage the community through access to free resources and services that enable creative thinking and lifelong learning. The Library offers access to a wide variety resources and services for research and entertainment.

Membership is free to anyone living within a 50-mile radius of the Main Library. Borrowers gain access to new bestsellers, movies, tens of thousands of print books, eBooks, audiobooks, and more.

Programs and events are offered on a regular basis that is designed to meet the evolving needs and interests of members of the community including, book talks, crafting, and learning.

For children, the Library offers story times, activity centers, computer lab, teen area, quiet seating, and tutoring space.

Public computer workstations are available for browsing the internet or creating documents. For a nominal fee, the Danville Public Library also provides photocopying, faxing, and notary service. All of the areas of the Library have access to free Wi-Fi.

In order to increase the community's access to services, the Danville Public Library has created an Outreach Program.

	ı	FY 2020 Actual	FY 2021 Actual		Y 2022 dopted	FY 2023 Adopted	crease/ ecrease)
Revenues:							
Court Cost-Law Library	\$	21,594	\$ 24,915	\$	25,000	\$ 25,000	\$ -
Rental Income		456	87		-	1,000	1,000
Fines & Fees		22,177	18,614		25,700	25,000	(700)
Recoveries		83,900	88,100		92,500	126,340	33,840
Categorical Aid-Library		158,297	173,015		162,680	171,100	8,420
Totals	\$	286,424	\$ 304,731	\$	305,880	\$ 348,440	\$ 42,560
Expenditures:							
Personnel Services	\$	447,482	\$ 496,968	\$	635,110	\$ 655,260	\$ 20,150
Employee Benefits		51,776	60,525		77,080	75,350	(1,730)
Purchased Services		51,053	37,825		58,010	60,120	2,110
Internal Service		122,003	125,480		124,630	142,790	18,160
Other Operating Expenses		245,073	245,208		265,020	269,170	4,150
Cost Allocation		83,900	88,100		92,500	126,340	33,840
Capital Outlay		12,670	9,240		11,000	 11,000	 <u>-</u>
Totals	\$1	1,013,957	\$ 1,063,346	\$1	1,263,350	\$ 1,340,030	\$ 76,680
Net Cost to City	\$	727,533	\$ 758,615	\$	957,470	\$ 991,590	\$ 34,120

	FY 2020	FY 2021	FY 2022	FY 2023
Position Title	FTEs	FTEs	FTEs	FTEs
SENIOR ADMINISTRATIVE SPECLT	1.000	1.000	1.000	1.000
INFORMATION SPECIALIST	9.040	9.280	8.040	8.060
CIRCULATION SPECIALIST	1.000	1.000	1.000	1.000
LIBRARY SERVICES SPECIALIST	2.000	2.000	3.000	3.000
LAW INFORMATION SPECIALIST	0.720	0.470	0.600	0.220
LIBRARY TECHNOLOGY SPECIALIST	1.000	1.000	1.000	1.000
TECHNICIAL SERVICES LIBRARIAN	1.000	1.000	1.000	1.000
COMMUNITY OUTREACH COORDINATOR				1.000
CHILDRENS LIBRARIAN	1.000	1.000	1.000	1.000
CIRCULATION SUPERVISOR	1.000	1.000	1.000	1.000
ADULT SERVICES LIBRARIAN	1.000	1.000	1.000	
DIVISION DIRECTOR OF LIBRARY	1.000	1.000	1.000	1.000
RECREATION PROGRAM SUPERVISOR				0.190
Total	19.760	19.750	19.640	19.470