

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 2017 budget begins on July 1, 2016.

### **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.

February 22	DUC Meeting-Recommendation to Submit to City Council
March 1	Regular Council Meeting C/M Proposed Budget, CSP & Fee Schedule Presented to City Council <b>(VA Code Section 15.2-2503 and City Charter Section 8-6)</b>
March 8	Budget Work Session
March 15	Regular Council Meeting/Budget Work Session
March 22	Budget Work Session
March 28	<a href="#">Submit to Newspaper Ad for Public Hearing Real Estate Tax Rate</a>
March 29	Budget Work Session Final Adjustments to Work Budget
April 1	<a href="#">Run Ad for Public Hearing - Real Estate Tax</a>
April 5	Regular Council Meeting <b>Introductory Budget, CSP &amp; Fee Schedule presented (per City Charter Section 8-6)</b>
April 6	<a href="#">Submit Ad for Public Hearing on School Budget</a>
April 11	<a href="#">Run Ad for Public Hearing-School Budget Public Hearing</a>
April 18	<a href="#">Submit 1st Ad for Public Hearing - Rate and/or Fee Increases</a>
April 19	Regular Council Meeting Public Hearing and 1 <sup>st</sup> Reading School Budget Resolution
April 25	<a href="#">Run 1st Ad for Public Hearing on Utility Rate and/or Fee Increases</a>
April 26	<a href="#">Submit 2nd Ad for Public Hearing - Rate and/or Fee Increases</a>
April 29	<a href="#">Submit Ad for Public Hearing on City &amp; CSP Budget</a>
May 2	<a href="#">Run 2<sup>nd</sup> Ad for Public Hearing on Utility Rate and/or Fee Increases</a>
May 5	Regular Council Meeting <a href="#">Final Adoption - Resolution Approving School Budget</a> <a href="#">Public Hearing &amp; 1<sup>st</sup> Reading Utility Rate &amp; Fee Increase Ordinances</a>

Public Hearing & 1<sup>st</sup> Reading Real Estate Tax Rate

- May 6 Run Ad for Public Hearing on City & CSP Budgets
- May 17 Regular Council Meeting  
Final Adoption Utility Rate & Fee Increase Ordinances  
Final Adoption Real Estate Tax Rate  
Public Hearing – City Budget – 1<sup>st</sup> Reading Resolutions  
1<sup>st</sup> Reading- Budget Appropriation Ordinance City & CIP  
Budget
- June 7 Regular Council Meeting  
Final Adoption of Resolutions approving City & CIP Budgets  
Final Adoption – Budget Appropriation Ordinance
- July 1 Begin New Fiscal Year

LEGAL REQUIREMENTS:

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

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

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

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

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

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

FY 2017 Adopted Budget  
Budget Summary  
All Funds Summary

<u>Revenues</u>	<u>Adopted Budget FY 2017</u>	<u>Adopted Budget FY 2016</u>
General Fund . . . . .	\$ 98,334,940	\$ 97,493,110
Transfer From Fund Balance . . . . .	6,441,520	4,546,750
VDOT Street Maintenance Fund . . . . .	10,633,330	10,328,980
Wastewater Fund . . . . .	9,898,320	9,881,960
Water Fund . . . . .	8,626,450	8,289,080
Transfer From Fund Balance . . . . .	-	-
Gas Fund . . . . .	25,224,870	26,745,200
Transfer From Fund Balance . . . . .	-	-
Electric Fund . . . . .	125,179,210	115,556,080
Transfer From Fund Balance . . . . .	-	-
Telecommunications Fund . . . . .	1,613,090	1,670,250
Transfer From Fund Balance . . . . .	-	-
Transportation Fund . . . . .	1,963,810	2,427,950
Sanitation Fund . . . . .	3,777,830	3,718,700
Cemetery Fund . . . . .	1,066,350	1,028,270
Insurance Fund . . . . .	3,135,500	3,038,890
Central Services Fund . . . . .	389,840	427,480
Transfer From Fund Balance . . . . .	3,230	
Motorized Equipment Fund . . . . .	3,430,280	3,520,590
<b>Total</b>	<b>\$ 299,718,570</b>	<b>\$ 288,673,290</b>
Less Interfund Charges . . . . .	(7,582,730)	(7,610,000)
Less Interfund Transfers . . . . .	(14,830,000)	(14,830,000)
Less Interfund Recoveries . . . . .	(4,080,280)	(4,301,290)
<b>Total Budget</b>	<b>\$ 273,225,560</b>	<b>\$ 261,932,000</b>

FY 2017 Adopted Budget  
Budget Summary  
All Funds Summary

<u>Expenditures</u>	<u>Adopted Budget FY 2017</u>	<u>Adopted Budget FY 2016</u>
General Fund . . . . .	\$ 104,776,460	\$ 102,039,860
VDOT Street Maintenance Fund . . . . .	10,633,330	10,328,980
Wastewater Fund . . . . .	9,843,590	9,219,190
Transfer To Fund Balance . . . . .	54,730	662,770
Water Fund . . . . .	8,534,380	8,230,360
Transfer To Fund Balance . . . . .	92,070	58,720
Gas Fund . . . . .	25,197,920	26,694,620
Transfer To Fund Balance . . . . .	26,950	50,580
Electric Fund . . . . .	125,078,680	115,334,760
Transfer To Fund Balance . . . . .	100,530	221,320
Telecommunications Fund . . . . .	1,604,980	1,628,590
Transfer To Fund Balance . . . . .	8,110	41,660
Transportation Fund . . . . .	1,963,810	2,427,950
Sanitation Fund . . . . .	3,404,140	3,480,250
Transfer To Fund Balance . . . . .	373,690	238,450
Cemetery Fund . . . . .	963,870	990,430
Transfer To Fund Balance . . . . .	102,480	37,840
Insurance Fund . . . . .	3,074,850	2,996,890
Transfer To Fund Balance . . . . .	60,650	42,000
Central Services Fund . . . . .	393,070	427,480
Transfer To Fund Balance . . . . .	-	-
Motorized Equipment Fund . . . . .	3,425,000	3,443,110
Transfer To Fund Balance . . . . .	5,280	77,480
<b>Total</b>	<b>\$ 299,718,570</b>	<b>\$ 288,673,290</b>
Less Interfund Charges . . . . .	(7,582,730)	(7,610,000)
Less Interfund Transfers . . . . .	(14,830,000)	(14,830,000)
Less Interfund Recoveries . . . . .	(4,080,280)	(4,301,290)
<b>Total Budget</b>	<b>\$ 273,225,560</b>	<b>\$ 261,932,000</b>

Below is a listing of authorized position changes from FY 2016 to FY 2017

<b>Department/Office/Position</b>	<b>No. Full-time Positions added</b>	<b>No. Full- time Equivalent Positions reduced</b>	<b>Net Increase</b>
<b>Adult Detention Facility</b>			
Administrative Lieutenant	1	0	1
Health Services Administrator	1	0	1
<b>Parks &amp; Recreation</b>			
Account Clerk	1	1	0
Administrative Specialist	1	1	0
Library Technology Specialist	1	1	0
<b>Community Development</b>			
Intake Diversion Specialist	1	0	1
<b>Commonwealth Attorney</b>			
Assistant Commonwealth Atty	1	0	1
<b>Police Department</b>			
Police Officers	2	0	2
<b>Mass Transit</b>			
Account Clerk	1	1	0
<b>Sanitation Fund</b>			
Solid Waste Collector	0	3	-3
Total increased Authorized Positions	10	7	3

FTE = Full-time Equivalent

Fiscal Year 2016			Fiscal Year 2017			NEW POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
<b>City Manager's Office</b>						
1		1.0	1		1.0	City Manager
1		1.0	1		1.0	Deputy City Manager
1		1.0	1		1.0	Assistant to the City Manager
1		1.0	1		1.0	Clerk of Council
1		1.0	1		1.0	Multi-media Design manager
1		1.0	1		1.0	Public Information Officer (Funded by Utilities)
1		1.0	1		1.0	Director of Budget
1		1.0	1		1.0	Executive Assistant
1		1.0	1		1.0	Executive Secretary
<b>9</b>	<b>-</b>	<b>9.0</b>	<b>9</b>	<b>-</b>	<b>9.0</b>	<b>TOTAL CITY MANAGER'S OFFICE</b>
<b>City Attorney's Office</b>						
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
<b>5</b>	<b>-</b>	<b>5.0</b>	<b>5</b>	<b>-</b>	<b>5.0</b>	<b>TOTAL CITY ATTORNEY'S OFFICE</b> Assistant City Attorney I funded by Blight
<b>COMMUNITY DEVELOPMENT DEPARTMENT</b>						
<b>Community Development Fund</b>						
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
<b>6</b>	<b>-</b>	<b>6.0</b>	<b>6</b>	<b>-</b>	<b>6.0</b>	<b>Sub-Total</b>
<b>Director of Community Development</b>						
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
<b>3</b>	<b>-</b>	<b>3.0</b>	<b>4</b>	<b>-</b>	<b>4.0</b>	<b>Sub-Total</b>
<b>Inspections Office</b>						
1		1.0	1		1.0	Division Director of Inspections
1		1.0	1		1.0	Inspections Supervisor
1		1.0	1		1.0	Plumbing/Cross Connection Inspector
1		1.0	1		1.0	Mechanical Inspector
1		1.0	1		1.0	Electrical Inspector
2		2.0	2		2.0	Building Inspector
5		5.0	5		5.0	Property Maintenance Inspector
1		1.0	1		1.0	Permit Technician
<b>13</b>	<b>-</b>	<b>13.0</b>	<b>13</b>	<b>-</b>	<b>13.0</b>	<b>Sub-Total</b>
<b>Planning Office</b>						
1		1.0	1		1.0	Division Director of Planning
2		2.0	2		2.0	Combination of: Senior Planner Associate Planner Planning Technician
<b>3</b>	<b>-</b>	<b>3.0</b>	<b>3</b>	<b>-</b>	<b>3.0</b>	<b>Sub-Total</b>

FTE = Full-time Equivalent

Fiscal Year 2016			Fiscal Year 2017			NEW POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
<b>Social Services</b>						
1		1.0	1		1.0	Division Director of Social Services
1		1.0	1		1.0	Family Services Manager
1		1.0	1		1.0	Eligibility Services Manager
3		3.0	3		3.0	Family Services Supervisor
1		1.0	1		1.0	Accountant II
1		1.0	1		1.0	Employment Service Supervisor
3		3.0	3		3.0	Eligibility Supervisor
3		3.0	3		3.0	Senior Family Services Specialist
1		1.0	1		1.0	Comprehensive Services Coordinator (Grant Funded)
5		5.0	5		5.0	Child Protective Service Worker
15		15.0	15		15.0	Family Services Specialist
3	0.6	3.6	3	0.6	3.6	Senior Eligibility Worker
2		2.0	2		2.0	Fraud Investigator
1		1.0	1		1.0	Administrative Assistant
8		8.0	8		8.0	Employment Services Worker
1		1.0	1		1.0	SNAPET Coordinator
33	0.2	33.2	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		9.0	9	0.6	9.6	Administrative Specialist
<b>100</b>	<b>0.8</b>	<b>100.8</b>	<b>100</b>	<b>3.0</b>	<b>103.0</b>	<b>Sub-Total</b>
<b>125</b>	<b>0.8</b>	<b>125.8</b>	<b>126</b>	<b>3.0</b>	<b>129.0</b>	<b>TOTAL COMMUNITY DEVELOPMENT DEPARTMENT</b>
<b>Economic Development Department</b>						
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 Assitant
<b>5</b>	<b>-</b>	<b>5.0</b>	<b>5</b>	<b>-</b>	<b>5.0</b>	<b>TOTAL ECONOMIC DEVELOPMENT DEPARTMENT</b>
<b>FINANCE DEPARTMENT</b>						
<b>Central Collections</b>						
1		1.0	1		1.0	Division Director of Central Collections
1		1.0	1		1.0	Collections Supervisor
1		1.0	1		1.0	Delinquent Collections Coordinator
2		2.0	2		2.0	Senior Collections Clerk
4		4.0	4		4.0	Combination of: Collection Clerk II Senior Cashier Collection Clerk I
5		5.0	5		5.0	Cashier
<b>14</b>	<b>-</b>	<b>14.0</b>	<b>14</b>	<b>-</b>	<b>14.0</b>	<b>Sub-Total</b>
<b>Central Services Fund</b>						
1		1.0	1		1.0	Print Shop Technician
2		2.0	2		2.0	Combination of: Senior Printer Printer
<b>3</b>	<b>-</b>	<b>3.0</b>	<b>3</b>	<b>-</b>	<b>3.0</b>	<b>Sub-Total</b>

FTE = Full-time Equivalent

Fiscal Year 2016			Fiscal Year 2017			NEW POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
<b>Director of Finance</b>						
1		1.0	1		1.0	Director of Finance
1		1.0	1		1.0	Senior Secretary
<b>2</b>	<b>-</b>	<b>2.0</b>	<b>2</b>	<b>-</b>	<b>2.0</b>	<b>Sub-Total</b>
<b>Accounting</b>						
1		1.0	1		1.0	Assistant Director of Finance
1		1.0	1		1.0	Business Systems Accountant
2		2.0	2		2.0	Accountant II
1		1.0	1		1.0	Accountant III
1		1.0	1		1.0	Payroll Technician
1		1.0	1		1.0	Senior Account Clerk
2		2.0	2		2.0	Account Clerk
<b>9</b>	<b>-</b>	<b>9.0</b>	<b>9</b>	<b>-</b>	<b>9.0</b>	<b>Sub-Total</b>
<b>Internal Auditor</b>						
1		1.0	1		1.0	Internal Auditor
<b>Purchasing</b>						
1		1.0	1		1.0	Division Director of Purchasing
1		1.0	1		1.0	Buyer
1		1.0	1		1.0	Senior Purchasing Clerk
1		1.0	1		1.0	Purchasing Clerk
		-		0.8	0.8	Printer
<b>4</b>	<b>-</b>	<b>4.0</b>	<b>4</b>	<b>0.8</b>	<b>4.8</b>	<b>Sub-Total</b>
<b>Real Estate</b>						
1		1.0	1		1.0	Division Director of Real Estate Assessment
3		3.0	3		3.0	Combination of: Real Estate Appraiser III Real Estate Appraiser II Real Estate Appraiser I
2		2.0	2		2.0	Combination of: Senior Real Estate Assessment Clerk Real Estate Assessment Clerk
<b>6</b>	<b>-</b>	<b>6.0</b>	<b>6</b>	<b>-</b>	<b>6.0</b>	<b>Sub-Total</b>
<b>39</b>	<b>-</b>	<b>39</b>	<b>39</b>	<b>1</b>	<b>40</b>	<b>TOTAL FINANCE DEPARTMENT</b>
<b>FIRE DEPARTMENT</b>						
<b>Emergency Communications</b>						
	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
<b>21</b>	<b>0.5</b>	<b>21.5</b>	<b>21</b>	<b>0.5</b>	<b>21.5</b>	<b>Sub-Total</b>

FTE = Full-time Equivalent

Fiscal Year 2016			Fiscal Year 2017			NEW POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
						<b>Fire</b>
1		1.0	1		1.0	Fire Chief
2		2.0	2		2.0	Assistant Fire Chief
4		4.0	4		4.0	Fire Battalion Chief
1		1.0	1		1.0	Fire Marshal
21		21.0	21		21.0	Fire Captain
1		1.0	1		1.0	Assistant Fire Marshal
1		1.0	1		1.0	Fire Code Inspector
6		6.0	6		6.0	Fire Lt./Asst. Training Officer
24		24.0	24		24.0	Fire Fighter/Engineer
1		1.0	1		1.0	Fire Support Analyst
60		60.0	60		60.0	Fire Fighter
1		1.0	1		1.0	Administrative Assistant
1		1.0	1		1.0	Senior Secretary
<b>124</b>	<b>-</b>	<b>124.0</b>	<b>124</b>	<b>-</b>	<b>124.0</b>	<b>Sub-Total</b>
<b>145</b>	<b>0.5</b>	<b>145.5</b>	<b>145</b>	<b>0.5</b>	<b>145.5</b>	<b>TOTAL FIRE DEPARTMENT</b>
						<b>Circuit Court</b>
1		1.0	1		1.0	Law Clerk
2		2.0	2		2.0	Judicial Assistant
1		1.0	1		1.0	Legal Secretary
<b>4</b>	<b>-</b>	<b>4.0</b>	<b>4</b>	<b>-</b>	<b>4.0</b>	<b>TOTAL CIRCUIT COURT</b>
						<b>Human Resources</b>
1		1.0	1		1.0	Director of Human Resources
1		1.0	1		1.0	Organization Development Consultant
3		3.0	3		3.0	HR Consultant
1		1.0	1		1.0	Human Resource Technician
1		1.0	1		1.0	Senior Secretary
<b>7</b>	<b>-</b>	<b>7.0</b>	<b>7</b>	<b>-</b>	<b>7.0</b>	<b>TOTAL HUMAN RESOURCES</b>

FTE = Full-time Equivalent

Fiscal Year 2016			Fiscal Year 2017			NEW POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
<b>Information Technology</b>						
1		1.0	1		1.0	1.0 Director of Information Technology
3		3.0	3		3.0	3.0 Combination of: Assistant Director of Information Technology Division Director of Application Support Division Director of Technical Svcs IT Project Manager IT Business Relationship Manager IT Business Analyst
6	1.0	7.0	6	0.5	6.5	6.5 Combination of: Network Systems Engineer Network Administrator System Administrator PC Administrator Network Analyst Sr. IT Support Technician IT Support Technician
10		10.0	10		10.0	10.0 Combination of: Help Desk Manager GIS Coordinator IT Solutions Architect 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	1.0 Administrative Assistant
-		-	-		-	- Senior Secretary
<b>21</b>	<b>1.0</b>	<b>22.0</b>	<b>21</b>	<b>0.5</b>	<b>21.5</b>	<b>TOTAL INFORMATION TECHNOLOGY</b>
<b>POLICE DEPARTMENT Adult Detention Facility</b>						
1		1.0	1		1.0	1.0 Division Director of Adult Detention
1		1.0	1		1.0	1.0 Chief Correctional Officer
1		1.0	1		1.0	1.0 Service Program Coordinator
-		-	1		1.0	1.0 Health Services Administrator
-		-	1		1.0	1.0 Administrative Lieutenant
	0.1	0.1		0.1	0.1	0.1 Licensed Physician
1		1.0	1		1.0	1.0 Work Program Coordinator
1		1.0	1		1.0	1.0 Correctional Health Assistant
4		4.0	4		4.0	4.0 Correctional Captain
5		5.0	5		5.0	5.0 Correctional Lieutenant
1		1.0	1		1.0	1.0 Safety Supply Officer
19	1.1	20.1	19	1.1	20.1	20.1 Combination of: Correctional Officer I Correctional Officer II
2		2.0	2		2.0	2.0 Senior Account Clerk
<b>36</b>	<b>1.2</b>	<b>37.2</b>	<b>38</b>	<b>1.2</b>	<b>39.2</b>	<b>Sub-Total</b>

FTE = Full-time Equivalent

Fiscal Year 2016			Fiscal Year 2017			NEW POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
<b>Juvenile Detention Facility</b>						
1		1.0	1		1.0	Division Director of Juvenile Detention
1		1.0	1		1.0	Assistant Division Director of Juvenile Detention
	0.1	0.1		0.1	0.1	Licensed Physician
1		1.0	1		1.0	Juvenile Program Coordinator
1		1.0	1		1.0	Nurse
2		2.0	2		2.0	Juvenile Outreach Counselor (Grant Funded)
4		4.0	4		4.0	Shift Supervisor
2		2.0	2		2.0	Electronic Monitoring Case Worker (Grant Funded)
1		1.0	1		1.0	Building Maintenance Mechanic I
5		5.0	5		5.0	Senior Youth Care Worker
27	5.4	32.4	27	4.4	31.4	Youth Care Worker
1		1.0	1		1.0	Senior Account Clerk
2		2.0	2		2.0	Secretary
1		1.0	1		1.0	Custodian
<b>49</b>	<b>5.5</b>	<b>54.5</b>	<b>49</b>	<b>4.5</b>	<b>53.5</b>	<b>Sub-Total</b>
<b>Police</b>						
1		1.0	1		1.0	Police Chief
1		1.0	1		1.0	Police Lieutenant Colonel
2		2.0	2		2.0	Police Major
7		7.0	7		7.0	Police Captain
10		10.0	10		10.0	Police Lieutenant
1	0.2	1.2	1	0.2	1.2	Senior Investigators
8		8.0	8		8.0	Police Sergeant
16		16.0	16		16.0	Police Corporal
89		89.0	89		89.0	Police Officer
1		1.0	1		1.0	Quarter Master
1		1.0	1		1.0	Police Records Office Manager
1		1.0	1		1.0	Administrative Assistant
1		1.0	1		1.0	Animal Control Officer
3		3.0	2		2.0	Secretary
			1		1.0	Senior Secretary
3		3.0	3		3.0	Police Records Clerk
1		1.0	1		1.0	Crime Analyst*
	0.6	0.6		0.6	0.6	Parking Attendant
	2.0	2.0		2.0	2.0	School Crossing Guard
<b>146</b>	<b>2.8</b>	<b>148.8</b>	<b>146</b>	<b>2.8</b>	<b>148.8</b>	<b>Sub-Total</b>
* Grant Funded Position						
<b>231</b>	<b>9.5</b>	<b>240.5</b>	<b>233</b>	<b>8.5</b>	<b>241.5</b>	<b>TOTAL POLICE DEPARTMENT</b>

FTE = Full-time Equivalent

Fiscal Year 2016			Fiscal Year 2017			NEW POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
<b>PARKS &amp; RECREATION DEPARTMENT</b>						
<b>Parks &amp; Recreation - Administration (01292)</b>						
1		1.0	1		1.0	Director of Parks & Recreation
1		1.0	-		-	Project & Account Manager
			1		1.0	Division Director of Parks & Recreation Administration
1		1.0	1		1.0	P&R Communications Specialist
1		1.0	1		1.0	Program Coordinator
1		1.0	1		1.0	Facilities & Services Planning Specialist
1		1.0	1		1.0	Senior Secretary
1		1.0	1		1.0	Secretary
1		1.0	1		1.0	Custodian
	0.3	0.3		0.3	0.3	Administrative Specialist
	0.6	0.6		0.6	0.6	Recreation Program Supervisor
	0.2	0.2		0.2	0.2	Intern
<b>8</b>	<b>1.1</b>	<b>9.1</b>	<b>8</b>	<b>1.1</b>	<b>9.1</b>	<b>Sub-Total</b>
<b>Athletics (01307)</b>						
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
	0.6	0.6		0.9	0.9	Recreation Program Supervisor
	0.8	0.8		0.7	0.7	Recreation Sports Official
	2.0	2.0		1.4	1.4	Recreation Facility Operator
<b>2</b>	<b>4.5</b>	<b>6.5</b>	<b>2</b>	<b>4.1</b>	<b>6.1</b>	<b>Sub-Total</b>
<b>Community Recreation (01295)</b>						
1		1.0	1		1.0	Division Director of Community Recreation
4		4.0	4		4.0	Program Coordinator
1		1.0	1		1.0	Recreation Grants Specialist (Temporary FT Grant Funded)
1	0.9	1.9	1	0.9	1.9	Custodian
	0.6	0.6	1		1.0	Administrative Specialist
	1.7	1.7		1.7	1.7	Recreation Aide
	2.6	2.6		2.0	2.0	Recreation Leader
	2.6	2.6		2.5	2.5	Recreation Program Supervisor
	0.2	0.2		0.2	0.2	Recreation Instructor
	1.4	1.4		1.6	1.6	Recreation Site Supervisor
	2.4	2.4		2.5	2.5	Recreation Facility Operator
<b>7.0</b>	<b>12.4</b>	<b>19.4</b>	<b>8.0</b>	<b>11.4</b>	<b>19.4</b>	<b>Sub-Total</b>
<b>Park Maintenance (01316)</b>						
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 Public Service Worker/Operator
	2.8	2.8		2.8	2.8	Public Service Worker
				0.3	0.3	Recreation Facility Operator
			1		1.0	Outdoor Recreation Program Supervisor
	0.3	0.3	1		1.0	Administrative Specialist
<b>14</b>	<b>3.1</b>	<b>17.1</b>	<b>16</b>	<b>3.1</b>	<b>19.1</b>	<b>Sub-Total</b>

FTE = Full-time Equivalent

Fiscal Year 2016			Fiscal Year 2017			NEW POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
<b>Outdoor Recreation (01304)</b>						
1		1.0	-			- Outdoor Recreation Program Supervisor
	0.5	0.5				- Recreation Site Supervisor
	0.3	0.3				- Recreation Leader
	0.3	0.3				- Recreation Facility Operator
1		1.0	-			- Administrative Specialist
<b>2</b>	<b>1.1</b>	<b>3.1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>Sub-Total</b>
<b>Special Recreation (01301/01310)</b>						
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
	0.6	0.6	1		1.0	Account Clerk
	1.2	1.2			1.3	Administrative Specialist
	1.0	1.0			1.4	Recreation Leader
1	2.8	3.8	1	3.6	4.6	Recreation Program Supervisor
	0.9	0.9		0.6	0.6	Recreation Aide
	0.2	0.2			-	Recreation Instructor
<b>8</b>	<b>7.1</b>	<b>15.1</b>	<b>9</b>	<b>7.3</b>	<b>16.3</b>	<b>Sub-Total</b>
<b>Public Library (01322)</b>						
1		1.0	1		1.0	Division Director of Library
1		1.0	1		1.0	Acquisitions/Reference Librarian
1		1.0	1		1.0	Children's Librarian
1		1.0	1		1.0	Circulation Supervisor
1		1.0	1		1.0	Technical Services Librarian
2		2.0	2		2.0	Reference Information Specialist
5	10.2	15.2	5	4.2	9.2	Information Specialist
1		1.0	1		1.0	Senior Administrative Specialist
	0.6	0.6		0.6	0.6	Law Library Information Specialist
	0.5	0.5	1		1.0	Library Technology Specialist
<b>13</b>	<b>11.3</b>	<b>24.3</b>	<b>14</b>	<b>4.8</b>	<b>18.8</b>	<b>Sub-Total</b>
<b>54</b>	<b>40.6</b>	<b>94.6</b>	<b>57</b>	<b>31.8</b>	<b>88.8</b>	<b>TOTAL PARKS &amp; RECREATION</b>
<b>PUBLIC WORKS DEPARTMENT</b>						
<b>Cemetery Maintenance (fund 59)</b>						
1		1.0	1		1.0	General Supervisor
2		2.0	2		2.0	Cemetery Supervisor
2		2.0	2		2.0	Groundskeeper
10		10.0	10		10.0	Public Service Worker/Operator
<b>15</b>	<b>-</b>	<b>15.0</b>	<b>15</b>	<b>-</b>	<b>15.0</b>	<b>Sub-Total</b>

FTE = Full-time Equivalent

Fiscal Year 2016			Fiscal Year 2017			NEW POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
<b>Public Works Administration (0125301)</b>						
1		1.0	1		1.0	Director of Public Works
1		1.0	1		1.0	Division Director Public Works Administration
1		1.0	1		1.0	Senior Administrative Assistant
1		1.0	1		1.0	Horticulturist (Funded by Special Revenue)
1		1.0	1		1.0	Administrative Assistant
1		1.0	1		1.0	Senior Account Clerk
1		1.0	1		1.0	Senior Secretary
2		2.0	3		3.0	Account Clerk
	0.2	0.2			-	P/W Beautification Coordinator
1		1.0	-		-	Dispatcher
<b>10</b>	<b>0.2</b>	<b>10.2</b>	<b>10</b>	<b>-</b>	<b>10.0</b>	<b>Sub-Total</b>
<b>P/W Building &amp; Grounds Maintenance (01250)</b>						
1		1.0	1		1.0	Division Director of Building & Grounds
1		1.0	1		1.0	Building Maintenance Superintendent
1		1.0	1		1.0	Custodian Supervisor
		-			-	Crew Supervisor
7		7.0	7		7.0	Combination of: Building Maintenance Mechanic III Building Maintenance Mechanic II Building Maintenance Mechanic I
1		1.0	1		1.0	Senior Custodian
8		8.0	8		8.0	Custodian
<b>19</b>	<b>-</b>	<b>19.0</b>	<b>19</b>	<b>-</b>	<b>19.0</b>	<b>Sub-Total</b>
<b>Motorized Equipment (Fund 44)</b>						
2		2.0	2		2.0	Equipment Maintenance Supervisor
15		15.0	15		15.0	Combination of: Automotive Equipment Mechanic III Welder Automotive Equipment Mechanic II Automotive Service Technician Automotive Equipment Mechanic I
1		1.0	1		1.0	Transit Mechanic
<b>18</b>	<b>-</b>	<b>18.0</b>	<b>18</b>	<b>-</b>	<b>18.0</b>	<b>Sub-Total</b>
<b>Motorized Equipment-Communications (Fund 44)</b>						
1		1.0	1		1.0	Communications Systems Manager
<b>P/W Sewer Maintenance (Fund 51)</b>						
1		1.0	1		1.0	General Supervisor
1		1.0	1		1.0	Crew Supervisor
1		1.0	1		1.0	CCTV Technician
8		8.0	8		8.0	Combination of: Motor Equipment Operator II Motor Equipment Operator I Public Service Worker/ Operator
<b>11</b>	<b>-</b>	<b>11.0</b>	<b>11</b>	<b>-</b>	<b>11.0</b>	<b>Sub-Total</b>
<b>P/W Warehouse (0125304)</b>						
2		2.0	2		2.0	Public Works Warehouse Stock Clerk
<b>P/W Sanitation-Code Enforcement (Fund 58)</b>						
2		2.0	2		2.0	Code Enforcement Inspector

FTE = Full-time Equivalent

Fiscal Year 2016			Fiscal Year 2017			NEW POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
1		1.0	1		1.0	<b>P/W Sanitation-Composting (Fund 58)</b> Sanitation Operator I
1		1.0	1		1.0	<b>P/W Sanitation-Recycling (Fund 58)</b> Recycling Center Operator
2		2.0	2		2.0	Sanitation Operator I
<b>3</b>	<b>-</b>	<b>3.0</b>	<b>3</b>	<b>-</b>	<b>3.0</b>	<b>Sub-Total</b>
1		1.0	1		1.0	<b>P/W Sanitation-Residential Refuse Collection (Fund 58)</b> Division Director of Sanitation
1		1.0	1		1.0	General Supervisor
14		14.0	11		11.0	Combination of: Sanitation Operator II Sanitation Operator I Solid Waste Collector
<b>16</b>	<b>-</b>	<b>16.0</b>	<b>13</b>	<b>-</b>	<b>13.0</b>	<b>Sub-Total</b>
7		7.0	7		7.0	<b>P/W Sanitation-Yardwaste (Fund 58)</b> Sanitation Operator I
1		1.0	1		1.0	<b>P/W VDOT-Engineering (Fund 15-244)</b> Assistant Director of P/W - City Engineer
4		4.0	4		4.0	Combination of: - Public Works Chief Engineer - Project Manager - Construction Inspections Supervisor
5		5.0	6		6.0	Combination of: Public Works Project Engineer - Construction Inspector - Engineering Technician
<b>10</b>	<b>-</b>	<b>10.0</b>	<b>11</b>	<b>-</b>	<b>11.0</b>	<b>Sub-Total</b>
1		1.0	1		1.0	<b>P/W VDOT- Grounds Maintenance (Fund 15-250)</b> 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
<b>17</b>	<b>-</b>	<b>17.0</b>	<b>17</b>	<b>-</b>	<b>17.0</b>	<b>Sub-Total</b>
7		7.0	7		7.0	<b>P/W VDOT-Street Cleaning (Fund 15-247)</b> Combination of: Motor Equipment Operator II Motor Equipment Operator I
<b>7</b>	<b>-</b>	<b>7.0</b>	<b>7</b>	<b>-</b>	<b>7.0</b>	<b>Sub-Total</b>

FTE = Full-time Equivalent

Fiscal Year 2016			Fiscal Year 2017			NEW POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
<b>P/W VDOT-Street Maintenance (Fund 15-247)</b>						
1		1.0	1		1.0	Division Director of Streets
1		1.0	1		1.0	Training & Safety Manager
2		2.0	2		2.0	General Supervisor
3		3.0	3		3.0	Crew Supervisor
28		28.0	27		27.0	Combination of: Motor Equipment Operator III Motor Equipment Operator II Motor Equipment Operator I Public Service Worker/ Operator
1		1.0	1		1.0	Groundskeeper
<b>36</b>	<b>-</b>	<b>36.0</b>	<b>35</b>	<b>-</b>	<b>35.0</b>	<b>Sub-Total</b>
<b>P/W VDOT-Traffic Control (Fund 15-244)</b>						
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
<b>9</b>	<b>-</b>	<b>9.0</b>	<b>9</b>	<b>-</b>	<b>9.0</b>	<b>Sub-Total</b>
<b>184</b>	<b>0.2</b>	<b>184.2</b>	<b>181</b>	<b>-</b>	<b>181.0</b>	<b>TOTAL PUBLIC WORKS DEPARTMENT</b>
<b>TRANSPORTATION DEPARTMENT</b>						
<b>Airport (01241)</b>						
1		1.0	1		1.0	Senior Administrative Assistant
1		1.0	1		1.0	Transportation Building & Grounds Superintendent
1	2.1	3.1	1		1.0	Airport Maintenance Security Tech II
1	0.8	1.8	1	3.0	4.0	Airport Maintenance Security Tech I
<b>4</b>	<b>2.9</b>	<b>6.9</b>	<b>4</b>	<b>3.0</b>	<b>7.0</b>	<b>Sub-Total</b>
<b>Mass Transit (Fund 56)</b>						
1		1.0	1		1.0	Director of Transportation Services
2		2.0	2		2.0	Transportation Supervisor
1		1.0	1		1.0	Senior Account Clerk
23	0.9	23.9	23	0.6	23.6	Transit Driver
-		-	1		1.0	Account Clerk
<b>27</b>	<b>0.9</b>	<b>27.9</b>	<b>28</b>	<b>0.6</b>	<b>28.6</b>	<b>Sub-Total</b>
<b>31</b>	<b>3.8</b>	<b>34.8</b>	<b>32</b>	<b>3.6</b>	<b>35.6</b>	<b>TOTAL TRANSPORTATION DEPARTMENT</b>
<b>UTILITIES DEPARTMENT</b>						
<b>Utilities Administration (Fund 54)</b>						
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
<b>5</b>	<b>-</b>	<b>4.0</b>	<b>5</b>	<b>-</b>	<b>5.0</b>	<b>Sub-Total</b>

FTE = Full-time Equivalent

Fiscal Year 2016			Fiscal Year 2017			NEW POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
<b>Utilities - Fiscal Services (Fund 54)</b>						
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
3		3.0	2		2.0	Senior Account Clerk
2		2.0	3		3.0	Warehouse Stock Clerk
<b>9</b>	<b>-</b>	<b>9.0</b>	<b>9</b>	<b>-</b>	<b>9.0</b>	<b>Sub-Total</b>
<b>Utilities - Customer Service (Fund 54)</b>						
1		1.0	1		1.0	Division Director of Customer Service
1		1.0	1		1.0	AMI Support Technician
1		1.0	1		1.0	Sr Customer Service/Training Representative
7		7.0	7		7.0	Combination of: Senior Utility Billing Clerk Utility Special Billing Clerk Utility Billing Clerk Customer Service Representative
<b>7</b>	<b>-</b>	<b>7.0</b>	<b>7</b>	<b>-</b>	<b>7.0</b>	<b>Sub-Total</b>
<b>17</b>	<b>-</b>	<b>17.0</b>	<b>17</b>	<b>-</b>	<b>17.0</b>	<b>Sub-Total</b>
<b>Water Treatment Administration (Fund 52)</b>						
1		1.0	1		1.0	Division Director of Water/Wastewater Treatment
1		1.0	1		1.0	Senior Secretary
<b>2</b>	<b>-</b>	<b>2.0</b>	<b>2</b>	<b>-</b>	<b>2.0</b>	<b>Sub-Total</b>
<b>Water Treatment (Fund 52)</b>						
1		1.0	1		1.0	Water Treatment Manager
1		1.0	1		1.0	Water Chemist
2		2.0	2		2.0	Combination of: Bldg Maintenance Superintendent Senior Industrial Mechanic Industrial Mechanic
9		9.0	9		9.0	Combination of: Water Treatment Plant Operator Supervisor Water Treatment Plant Operator III Water Treatment Plant Operator II Water Treatment Plant Operator I Water Treatment Plant Operator Trainee
1		1.0	1		1.0	Utility Plant Maintenance Worker
<b>14</b>	<b>-</b>	<b>14.0</b>	<b>14</b>	<b>-</b>	<b>14.0</b>	<b>Sub-Total</b>
<b>Gas Administration (Fund 53)</b>						
1		1.0	1		1.0	Division Director of Water & Gas
<b>1</b>	<b>-</b>	<b>1.0</b>	<b>1</b>	<b>-</b>	<b>1.0</b>	<b>Sub-Total</b>
<b>Gas Control (Fund 53)</b>						
1		1.0	1		1.0	Gas Control Manager
2		2.0	2		2.0	Gas Control Technician
<b>3</b>	<b>-</b>	<b>3.0</b>	<b>3</b>	<b>-</b>	<b>3.0</b>	<b>Sub-Total</b>

FTE = Full-time Equivalent

Fiscal Year 2016			Fiscal Year 2017			NEW POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
<b>Water &amp; Gas Distribution (Fund 53)</b>						
1		1.0	1		1.0	Water and Gas Distribution Superintendent
1		1.0	1		1.0	Water and Gas Distribution Supervisor
4		4.0	4		4.0	Water and Gas Crew Supervisor
2		2.0	2		2.0	W&G Construction Crew Supervisor
1		1.0	1		1.0	Water and Gas Welder/Crew Supervisor
5		5.0	5		5.0	Combination of: Motor Equipment Operator III Motor Equipment Operator II Motor Equipment Operator I
6		6.0	6		6.0	Construction Worker
5		5.0	5		5.0	Public Service Worker
<b>25</b>	<b>-</b>	<b>25.0</b>	<b>25</b>	<b>-</b>	<b>25.0</b>	<b>Sub-Total</b>
<b>Water &amp; Gas Engineering (Fund 53)</b>						
1		1.0	1		1.0	W&G Chief Engineer
2		2.0	2		2.0	Water and Gas Senior Engineer Tech.
1		1.0	1		1.0	Water and Gas Compliance Coordinator
1		1.0	1		1.0	W&G Corrosion Technician
1		1.0	1		1.0	Water and Gas GIS Engineer Tech.
1		1.0	1		1.0	Water and Gas Engineering Aid
<b>7</b>	<b>-</b>	<b>7</b>	<b>7</b>	<b>-</b>	<b>7</b>	<b>Sub-Total</b>
<b>Water &amp; Gas Meters &amp; Regulators (Fund 53)</b>						
		-			-	
1		1.0	1		1.0	Water & Gas Systems Control Superintendent
3		3.0	3		3.0	Water and Gas Meter Tech.
<b>4</b>	<b>-</b>	<b>4.0</b>	<b>4</b>	<b>-</b>	<b>4.0</b>	<b>Sub-Total</b>
<b>Water &amp; Gas Service (Fund 53)</b>						
7		7.0	7		7.0	Water and Gas Service Tech.
1		1.0	1		1.0	Dispatcher
<b>8</b>	<b>-</b>	<b>8.0</b>	<b>8</b>	<b>-</b>	<b>8.0</b>	<b>Sub-Total</b>
<b>Electric Administration (Fund 54)</b>						
1		1.0	1		1.0	Division Director of Power & Light
<b>1</b>	<b>-</b>	<b>1.0</b>	<b>1</b>	<b>-</b>	<b>1.0</b>	
<b>Electric Distribution (Fund 54)</b>						
1		1.0	1		1.0	Electric Distribution Superintendent
5		5.0	5		5.0	Electric Line Crew Supervisor
1		1.0	1		1.0	Inspector-Contractor Manager
1		1.0	1		1.0	Crew Supervisor
22		22.0	22		22.0	Combination of: Electric Line Technician III Electric Line Technician II Electric Line Technician I Electric Ground Worker
3		3.0	3		3.0	Electric Line Equipment Operator
3		3.0	3		3.0	Electric Right of Way Trimmer
1		1.0	1		1.0	Dispatcher
<b>37</b>	<b>-</b>	<b>37.0</b>	<b>37</b>	<b>-</b>	<b>37.0</b>	<b>Sub-Total</b>

FTE = Full-time Equivalent

Fiscal Year 2016			Fiscal Year 2017			NEW POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
<b>Electric Engineering (Fund 54)</b>						
1		1.0	1		1.0	Electric Engineering Tech Supervisor
1		1.0	1		1.0	Electric Engineering Technician/Compliance Coordinator
1		1.0	1		1.0	Electric 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
<b>10</b>	<b>-</b>	<b>10.0</b>	<b>10</b>	<b>-</b>	<b>10.0</b>	<b>Sub-Total</b>
<b>Electric Hydro (Fund 54)</b>						
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
<b>7</b>	<b>-</b>	<b>7.0</b>	<b>7</b>	<b>-</b>	<b>7.0</b>	<b>Sub-Total</b>
<b>Electric Meters (Fund 54)</b>						
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
<b>4</b>	<b>-</b>	<b>4.0</b>	<b>4</b>	<b>-</b>	<b>4.0</b>	<b>Sub-Total</b>
<b>Electric Substations (Fund 54)</b>						
1		1.0	1		1.0	Electric Substation Superintendent
1		1.0	1		1.0	Electric Substation Supervisor
6	0.2	6.2	6		6.0	Utility Operator
1		1.0	1		1.0	Electric T & D Equipment Technician
5		5.0	5		5.0	Electric Substation Technician
<b>14</b>	<b>0.2</b>	<b>14.2</b>	<b>14</b>	<b>-</b>	<b>14.0</b>	<b>Sub-Total</b>
<b>Telecommunications (Fund 55)</b>						
1		1.0	1		1.0	Division Director of Telecommunications
2		2.0	2		2.0	Broadband Network Engineering Technician
<b>3</b>	<b>-</b>	<b>3.0</b>	<b>3</b>	<b>-</b>	<b>3.0</b>	<b>Sub-Total</b>
<b>*Funded in Electric Fund</b>						
<b>171.0</b>	<b>0.2</b>	<b>170.2</b>	<b>171.0</b>	<b>-</b>	<b>171.0</b>	<b>TOTAL UTILITIES DEPARTMENT</b>
<b>CONSTITUTIONAL OFFICES</b>						
2		2.0	2		2.0	Registrar
10		10.0	10		10.0	Commissioner of the Revenue
4		4.0	4		4.0	City Treasurer
79		79.0	79		79.0	Sheriff's Office
21		21.0	22		22.0	Commonwealth Attorney
16		16.0	16		16.0	Clerk of Circuit Court
<b>132</b>	<b>-</b>	<b>132.0</b>	<b>133</b>	<b>-</b>	<b>133.0</b>	<b>TOTAL CONSTITUTIONAL OFFICES</b>
<b>1,163</b>	<b>56.6</b>	<b>1,218.6</b>	<b>1,168</b>	<b>48.6</b>	<b>1,216.6</b>	<b>GRAND TOTAL</b>

FTE = Full-time Equivalent

Fiscal Year 2016			Fiscal Year 2017			NEW POSITION TITLE
Full-Time Positions	Part-Time FTEs	Totals	Full-Time Positions	Part-Time FTEs	Totals	
-	8.0	8.0	-	8.0	8.0	<b>OTHER ELECTED OFFICIALS (Part-time)</b>
-	1.0	1.0	-	1.0	1.0	<b>Not included in totals below</b>
-	<b>9.0</b>	<b>9.0</b>	-	<b>9.0</b>	<b>9.0</b>	Council Members
						Mayor
						<b>TOTAL OTHER ELECTED OFFICIALS</b>
						<b>FUND TOTALS</b>
671	56	726.5	677	48	725.0	General Fund (does not include Constitutional Offices)
79	-	79.0	79	-	79.0	VDOT Fund
3	-	3.0	3	-	3.0	Central Services
19	-	19.0	19	-	19.0	Motorized Equipment
27	0.9	27.9	28	0.6	28.6	Transportation Fund
29	-	29.0	26	-	26.0	Sanitation Fund
15	-	15.0	15	-	15.0	Cemetery Fund
11	-	11.0	11	-	11.0	Wastewater Fund (Sewers)
16	-	16.0	16	-	16.0	Water Fund
48	-	48.0	48	-	48.0	Gas Fund
104	0	104.2	104	-	104.0	Electric Fund
3	-	3.0	3	-	3.0	Telecommunications Fund
<b>1,025</b>	<b>56.6</b>	<b>1,081.6</b>	<b>1,029</b>	<b>48.6</b>	<b>1,077.6</b>	
6	-	6.0	6	-	6.0	CDBG Fund
132	-	132.0	133	-	133.0	Constitutional Officer
<b>1,163</b>	<b>56.6</b>	<b>1,219.6</b>	<b>1,168</b>	<b>48.6</b>	<b>1,216.6</b>	<b>GRAND TOTAL</b>
-			-			

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

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

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

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

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

**Changes in Fund Balance – General Fund**

	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Adopted 2015-16</u>	<u>Adopted 2016-17</u>
<b>Revenues</b>					
Property taxes	\$ 27,848,904	\$ 27,754,056	\$ 27,618,077	\$ 28,109,420	\$ 28,266,320
Local taxes	23,413,891	24,396,546	24,720,732	23,857,000	24,557,000
Fines and forfeitures	539,186	520,154	487,897	565,200	524,650
Permits, privilege fees, and regulatory licenses	217,675	218,083	216,705	221,030	215,330
Revenue from use of money and property	936,699	1,446,701	872,916	950,340	1,184,350
Charges for services	2,561,408	3,411,896	3,376,394	3,284,440	3,453,830
Miscellaneous & Contributions	58,678	90,870	72,432	125,000	125,000
Recovered costs	6,003,288	6,290,842	9,021,819	6,159,760	5,461,620
Intergovernmental <sup>(1)</sup>	20,962,196	18,139,469	18,449,044	19,390,920	19,716,840
<b>Total revenues</b>	<b>82,541,925</b>	<b>82,268,617</b>	<b>84,836,016</b>	<b>82,663,110</b>	<b>83,504,940</b>
<b>Expenditures</b>					
General government	7,465,889	7,509,999	7,485,370	8,036,370	8,485,450
Judicial administration	5,857,636	6,023,740	6,205,932	6,397,310	6,466,280
Public safety	24,570,118	26,524,804	26,269,528	25,813,070	26,837,570
Public Works <sup>(1)</sup>	3,745,016	3,814,161	4,023,483	4,424,080	4,518,240
Health and welfare	7,775,433	8,158,761	8,903,633	8,501,610	8,694,630
Education	19,380,145	18,724,575	16,420,448	17,399,860	19,006,570
Parks, recreation, and cultural	4,710,663	4,608,958	4,758,806	4,996,800	5,059,410
Community development	1,256,258	1,498,646	1,909,305	1,449,580	1,386,980
Nondepartmental	9,148,205	5,419,946	8,073,669	11,132,940	11,282,400
Debt service					
Principal	2,990,346	1,226,188	1,424,172	1,668,900	2,877,400
Interest	1,340,152	1,129,392	1,316,796	1,515,940	1,643,310
<b>Total expenditures</b>	<b>88,239,861</b>	<b>84,639,170</b>	<b>86,791,142</b>	<b>91,336,460</b>	<b>96,258,240</b>
<b>Excess of revenues over (under) expenditures</b>	<b>(5,697,936)</b>	<b>(2,370,553)</b>	<b>(1,955,126)</b>	<b>(8,673,350)</b>	<b>(12,753,300)</b>
<b>Other financing sources (uses)</b>					
Transfers in	14,483,345	14,931,345	14,830,000	14,830,000	14,830,000
Transfers out	(11,871,753)	(11,580,680)	(10,633,923)	(10,703,400)	(8,518,220)
Bonds issued, including premium/discount	-	4,123,367	2,953,000	-	-
Refunding bonds issued	8,266,227	-	-	-	-
Payments to refunded bond escrow agent	(6,226,490)	-	-	-	-
<b>Total other financing sources (uses)</b>	<b>4,651,329</b>	<b>7,474,032</b>	<b>7,149,077</b>	<b>4,126,600</b>	<b>6,311,780</b>
<b>Net change in fund balances</b>	<b>\$ (1,046,607)</b>	<b>\$ 5,103,479</b>	<b>\$ 5,193,951</b>	<b>\$ (4,546,750)</b>	<b>\$ (6,441,520)</b>
<b>Beginning Fund Balance <sup>(2)</sup></b>	<b>\$ 37,163,587</b>	<b>\$ 37,768,281</b>	<b>\$ 42,871,760</b>	<b>\$ 48,065,711</b>	<b>\$ 43,518,961</b>
<b>Ending Fund Balance</b>	<b>\$ 36,116,980</b>	<b>\$ 42,871,760</b>	<b>\$ 48,065,711</b>	<b>\$ 43,518,961</b>	<b>\$ 37,077,441</b>

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

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

The City of Danville's Capital & Special Projects Plan (CSP) is a five-year presentation of proposed major capital and special projects for all municipal funds. 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, Mass Transit, and Utility Fund projects. The proposed 2017-21 Five-Year CSP provides for total revenues and expenditures of \$137,387,625 of which FY 2017 projects total \$26,833,030.

## **FUNDING**

### ***Bonds***

This CSP includes the issuance of \$6,657,677 in General Obligation Bonds during FY 2017 to fund projects in General Fund departments, including fire, police, parks & recreation, public schools, public works buildings and grounds, streets, registrar, and airport. This represents approximately 26.8% of FY 2017 funding sources. Projects funded with bonds are not included in the Budget Appropriation Ordinance. These projects are appropriated by a separate Bond Appropriation Ordinance.

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

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

### ***State and Federal Funding***

State grants from the Virginia Department of Transportation (VDOT) Revenue Sharing program provide funding for Public Works street projects. Other State grants provide funding for various airport and mass transit projects. FY 2017 proposes funding in the amount of \$7,131,353, approximately 26.6% of FY 2017 project funding. These funds are appropriated by a separate additional appropriation ordinance.

### ***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 2017 CSP includes \$349,800 toward the Apparatus/Equipment Plan with estimated State funding in the amount of \$100,000.

### ***Current Revenues***

This category provides total FY 2017 funding in the amount \$7,050,625, representing 26.3% of FY 2017 funding sources. Utility revenues provide \$4,955,000 while the General Fund provides support of \$2,095,625.

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

Transfers from the unreserved fund balance include \$2,662,060 from the General Fund, \$350,000 from the Gas Fund, and \$53,000 from the Transportation Fund and represents 11.4% of project funding.

### ***Reprogrammed Funds***

This funding source represents project funding appropriated prior to July 1, 2016. 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 2017 capital request. Also, \$78,315 of unallocated funds in the Capital Projects fund were transferred to the Airport Terminal Building in FY 2016 project for engineering and design work needed prior to submitting a grant application for State funding.

The local share required for the Patton Street Storm Drain Improvement in the amount \$400,000 was appropriated in December 2015 from the General Fund Unreserved Fund Balance and is therefore classified for the FY 2017 CSP as reprogrammed funds.

The Electric Fund provides Reprogrammed funding for four projects for a total of \$1,600,000.

## **Other Funding Sources**

The Electric Fund's Weatherization and Energy Efficiency program uses revenues from the Power Cost Adjustment in the amount of \$500,000 for FY 2017 which represents 1.9% of project funding.

Also included in the FY 2016 CSP is the recommendation to use \$100,000 from the repayment of the Telvista Loan to fund Economic Development projects.

## **PROJECTS**

### **General Fund**

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

***Economic Development*** – This category includes the International Recruitment Implementation, River District Purchase and Improvement Plan, and Industrial Site Development.

***Fire Department*** – Projects for the Fire Department include the asphalt and resurfacing at the Regional Fire Training Center, the Fire Apparatus/Equipment Replacement Plans and roof replacements. Pittsylvania County will provide 50% of the funding for the asphalt and resurfacing at the Regional Fire Training Center.

***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 the purchase of two copiers for the Public Library, facilities and improvements, Riverwalk Trail maintenance, and park paving projects. Maintaining modern recreational facilities is important to maintaining Danville's favorable quality of life.

***Police*** – The purchase of a crime scene vehicle is included for the Police Department. The Adult Detention facility improvements have been a continuing project since 2002 with the roof replacement slated for FY 2017. This is a multi-faceted and comprehensive approach to renovating the facility. The Juvenile Detention Facility includes the replacement of their security system which has reached its end-of-life.

**Public Works** – General maintenance of Buildings and Grounds provides for major repairs and maintenance of city-owned buildings. An annual appropriation for this project is included each year. Annual provision for roof, elevator and HVAC replacements of City buildings has been added to the Five-Year CSP. Roofs, elevators and heating, ventilating, and air conditioning (HVAC) systems are aging and the CSP provides a plan to address these areas. Other projects include River District street improvements, stormwater improvements, and general street improvements. The VDOT revenue sharing program will provide funding for most street projects.

**Public Schools** – The Schools projects include improvements for G.L.H. Johnson Elementary School for FY 2017. In addition, the Precision Machine Lab project is included in the amount of \$1,600,000. The Schools has submitted an application for Qualified Zone Academy Bonds (QZAB) which carry a 0% interest rate.

**Transportation Department** – Airport projects include renovations to the airport terminal building and several taxiway projects. The HVAC system at the airport terminal building is experiencing numerous repair calls and parts are no longer available. The City has applied for State funding. Mass Transit has a project in the FY 2017 capital plan to expand the mass transit building and parking lot. Federal and State grants will provide the majority of the funding required.

### **Utility Funds**

**Sewer/Wastewater** - Public Works sewer projects include annual funding for sewer line reconstruction and new sewer lines/inflow and infiltration reduction. Other major sewer projects scheduled include replacement of Pumpkin Creek Tributary Sewer lines (FY 2017 & 2018), Apple Branch Sewer lines (FY 2018), Sandy Creek Sewer Collector Improvements (FY 2019 & 2020), Luna Lake Sewer lines (FY 2021). Wastewater Treatment Plant projects include continuation of the Northside Plant process modifications.

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

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

**Electric** – Distribution, Load Management, and Substation 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. Preliminary engineering and design are proposed to begin in FY 2017 for a new utility warehouse. The City has been leasing a facility located on Goodyear Blvd.

The new warehouse will be located on the property where the Brantley Steam plant currently stands. The facility will be designed to more efficiently organize and distribute our inventory and allow Utilities to move more material to inside or covered storage.

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

**PROJECT SUMMARIES**

On the following pages are five-year CSP summary tables listing all capital projects by Fund/Department. Additionally, FY 2017 funding sources for General Fund, Gas Fund, and Electric Fund projects are included. Section 2 contains 5-year summaries for each fund. Section 3 contains project details.

**UNFUNDED/UNSCHEDULED PROJECTS**

In addition to projects listed in this five-year CSP, the City needs to address numerous projects beyond the next five years. As a matter of information, an appendix is included listing such projects. The information is intended to inform City Council of future needs.

FY 2017 Adopted Budget  
Budget Summary  
Capital and Special Projects

ALL FUNDS						
ADOPTED BUDGET - CAPITAL & SPECIAL PROJECTS - FY 2017 - 2021						
Fund/Department	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5 Yr Total
<i>General Fund</i>						
Non-Departmental	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 400,000
Community Development	1,000,000	1,150,000	900,000	850,000	750,000	4,650,000
Economic Development	1,420,000	3,950,000	3,950,000	-	-	9,320,000
Fire Department	445,800	475,000	498,000	500,000	500,000	2,418,800
General Assembly - Circuit Court	335,000	639,420	-	-	-	974,420
Information Technology	642,700	1,463,000	582,600	631,000	580,000	3,899,300
Parks & Recreation	463,000	677,000	745,000	470,000	145,000	2,500,000
Police Department - Admin	75,000	-	16,000,000	-	-	16,075,000
Police Department - Juvenile Detention	211,575	-	-	-	-	211,575
Police Department - Adult Detention	150,000	-	70,000	-	-	220,000
P/W - Building & Grounds	988,000	959,000	950,000	1,024,000	1,010,000	4,931,000
P/W Engineering & Street	3,500,000	2,800,000	3,700,000	2,700,000	2,700,000	15,400,000
Public Schools	3,790,000	2,225,000	2,815,000	1,788,000	-	10,618,000
Transportation Services	4,881,955	2,142,575	-	-	-	7,024,530
<b>General Fund Total</b>	<b>\$ 18,103,030</b>	<b>\$ 16,680,995</b>	<b>\$ 30,210,600</b>	<b>\$ 7,963,000</b>	<b>\$ 5,685,000</b>	<b>\$ 78,642,625</b>
<i>Wastewater Fund</i>						
Sewers	\$ 1,250,000	\$ 1,300,000	\$ 1,350,000	\$ 1,300,000	\$ 1,250,000	\$ 6,450,000
Wastewater Treatment	50,000	400,000	400,000	400,000	-	1,250,000
<b>Wastewater Fund Total</b>	<b>\$ 1,300,000</b>	<b>\$ 1,700,000</b>	<b>\$ 1,750,000</b>	<b>\$ 1,700,000</b>	<b>\$ 1,250,000</b>	<b>\$ 7,700,000</b>

FY 2017 Adopted Budget  
Budget Summary  
Capital and Special Projects

<b>ALL FUNDS</b>						
<b>ADOPTED BUDGET - CAPITAL &amp; SPECIAL PROJECTS - FY 2017 - 2021</b>						
<b>Fund/Department</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>5 Yr Total</b>
<i>Water Fund</i>						
Distribution	\$ 725,000	\$ 1,000,000	\$ 1,100,000	\$ 1,000,000	\$ 1,000,000	\$ 4,825,000
Water Treatment	440,000	500,000	400,000	460,000	500,000	2,300,000
<b>Water Fund Total</b>	<b>\$ 1,165,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,460,000</b>	<b>\$ 1,500,000</b>	<b>\$ 7,125,000</b>
<i>Gas Fund</i>						
Distribution	\$ 1,500,000	\$ 4,625,000	\$ 5,700,000	\$ 3,800,000	\$ 3,400,000	\$ 19,025,000
<b>Gas Fund Total</b>	<b>\$ 1,500,000</b>	<b>\$ 4,625,000</b>	<b>\$ 5,700,000</b>	<b>\$ 3,800,000</b>	<b>\$ 3,400,000</b>	<b>\$ 19,025,000</b>
<i>Electric Fund</i>						
Distribution	\$ 1,900,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 7,900,000
Load Management	600,000	1,000,000	1,000,000	-	-	2,600,000
Sub-Stations	-	1,710,000	1,620,000	1,650,000	1,400,000	6,380,000
Miscellaneous	600,000	2,800,000	500,000	500,000	-	4,400,000
<b>Electric Fund Total</b>	<b>\$ 3,100,000</b>	<b>\$ 7,010,000</b>	<b>\$ 4,620,000</b>	<b>\$ 3,650,000</b>	<b>\$ 2,900,000</b>	<b>\$ 21,280,000</b>
<i>Telecommunications</i>						
Distribution	\$ 340,000	\$ 450,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,290,000
<b>Telecommunications Total</b>	<b>\$ 340,000</b>	<b>\$ 450,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 2,290,000</b>
<i>Transportation</i>						
Mass Transit	\$ 330,000	\$ -	\$ -	\$ -	\$ -	\$ 330,000
<b>Telecommunications Total</b>	<b>\$ 330,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 330,000</b>
	<b>\$ 25,838,030</b>	<b>\$ 31,965,995</b>	<b>\$ 44,280,600</b>	<b>\$ 19,073,000</b>	<b>\$ 15,235,000</b>	<b>\$ 136,392,625</b>
<b>Funding:</b>						
General Fund Revenues	\$ 2,095,625	\$ 12,935,995	\$ 9,375,600	\$ 4,855,000	\$ 4,985,000	\$ 34,247,220
Fund Balance	3,065,060	3,125,000	4,200,000	2,300,000	1,900,000	14,590,060
Aid to Localities-VA Fire Program	120,000	120,000	120,000	120,000	-	480,000
Utility Fund Revenues	4,955,000	6,150,000	6,250,000	6,160,000	5,750,000	29,265,000
To Be Determined	-	2,225,000	18,815,000	1,788,000	-	22,828,000
PCA Revenue	500,000	500,000	500,000	500,000	-	2,000,000
State/Federal Grants	7,131,353	1,400,000	1,900,000	1,200,000	700,000	12,331,353
Reprogrammed Funds	2,078,315	2,300,000	-	-	-	4,378,315
Other	230,000	-	-	-	-	230,000
Bonds	6,657,677	3,210,000	3,120,000	2,150,000	1,900,000	17,037,677
<b>Total Funding-All Funds:</b>	<b>\$ 26,833,030</b>	<b>\$ 31,965,995</b>	<b>\$ 44,280,600</b>	<b>\$ 19,073,000</b>	<b>\$ 15,235,000</b>	<b>\$ 137,387,625</b>

FY 2017 Adopted Budget  
Budget Summary  
Capital and Special Projects

<b>GENERAL FUND</b>							
<b>ADOPTED BUDGET - CAPITAL &amp; SPECIAL PROJECTS - FY 2017</b>							
	Fund Balance		Debt Financing	Current Revenues	Grants/CIA	Other - To Be Determined	Total
<i><u>Non-Departmental</u></i>							
Riverfront Park Master Plan & Design	\$ 200,000	(1)	\$ -	\$ -	\$ -	\$ -	\$ 200,000
	<b>\$ 200,000</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,000</b>
<i><u>Community Development</u></i>							
Comprehensive Blight Removal	1,000,000		-	-	-	-	1,000,000
	<b>\$ 1,000,000</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>
<i><u>Economic Development</u></i>							
E/D Industrial Site Development	\$ -		\$ -	\$ 110,000	\$ -	\$ -	\$ 110,000
E/D River District Purchase Plan	1,210,000		-	-	-	-	1,210,000
International Recruitment Implementation	-		-	-	-	100,000	100,000
	<b>\$ 1,210,000</b>		<b>\$ -</b>	<b>\$ 110,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 1,420,000</b>
<i><u>Fire</u></i>							
Fire Station Roof Replacement	\$ -		\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
Fire Apparatus and Equipment Replacement Plan	-		200,000	149,800	-	-	349,800
Regional Training Center Asphalt Resurfacing	-		33,000	-	33,000	-	66,000
	<b>\$ -</b>		<b>\$ 263,000</b>	<b>\$ 149,800</b>	<b>\$ 33,000</b>	<b>\$ -</b>	<b>\$ 445,800</b>
<i><u>General Assembly-Reqirtrar</u></i>							
Voting Machines	-		335,000	-	-	-	335,000
	<b>\$ -</b>		<b>\$ 335,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 335,000</b>
<i><u>Information Technology</u></i>							
Enterprise Resource Planning Enhancements & Upgrades	\$ -		\$ -	\$ 432,180	\$ -	\$ -	\$ 432,180
Computer plan	-		-	210,520	-	-	210,520
	<b>\$ -</b>		<b>\$ -</b>	<b>\$ 642,700</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 642,700</b>

(1) After final adoption of the CSP, the City finalized the agreement with Duke Power in reference to the coal ash spill. The agreement provided full funding for this project. Therefore, this amount will be posted to the Unallocated Account and will be available for CSP funding in FY 2018

FY 2017 Adopted Budget  
Budget Summary  
Capital and Special Projects

<b>GENERAL FUND</b>						
<b>ADOPTED BUDGET - CAPITAL &amp; SPECIAL PROJECTS - FY 2017</b>						
	Fund Balance	Debt Financing	Current Revenues	Grants/CIA	Other - To Be Determined	Total
<i><u>Parks Recreation Tourism</u></i>						
Riverwalk Trail	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ 35,000
Park Improvements	-	-	50,000	-	-	50,000
Facility Improvements	-	116,000	-	-	-	116,000
Parks Paving Projects	-	150,000	-	-	-	150,000
Sandy Creek Park	-	-	(2)	-	-	-
Library Equipment	-	-	15,000	-	-	15,000
	<b>\$ -</b>	<b>\$ 266,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 366,000</b>
<i><u>Police - Admin</u></i>						
Crime Scene Vehicle	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000
	<b>\$ -</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,000</b>
<i><u>Police - Juvenile Detention Facility</u></i>						
W.W. Moore Security System Upgrade	\$ 52,060	\$ -	\$ 159,515	\$ -	\$ -	\$ 211,575
	<b>\$ 52,060</b>	<b>\$ -</b>	<b>\$ 159,515</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 211,575</b>
<i><u>Police - Adult Detention Facility</u></i>						
ADF-Roof Replacement	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>
<i><u>Public Works-Bldg and Grounds</u></i>						
Roof Replacement - City Buildings	\$ -	\$ 288,000	\$ -	\$ -	\$ -	\$ 288,000
HVAC Replacement - City Buildings	-	275,000	-	-	-	275,000
General Maintenance of Buildings & Grounds	-	-	150,000	-	-	150,000
Elevator Upgrade	-	275,000	-	-	-	275,000
	<b>\$ -</b>	<b>\$ 838,000</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 988,000</b>
<p>(2) After final adoption of the CSP, the City finalized the agreement with Duke Power in reference to the coal ash spill. The agreement provided funding for the local share of this project. Therefore, the \$97,000 funding for this project will reduce the amount needed for bonds as presented in the Introductory CSP.</p>						

FY 2017 Adopted Budget  
Budget Summary  
Capital and Special Projects

<b>GENERAL FUND</b>						
<b>ADOPTED BUDGET - CAPITAL &amp; SPECIAL PROJECTS - FY 2017</b>						
	Fund Balance	Debt Financing	Current Revenues	Grants/CIA	Other - To Be Determined	Total
<i><u>Public Works-Engineering &amp; Streets</u></i>						
River District Street Improvements	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ 1,000,000
River District Street Landscaping - Non VDOT	-	-	100,000	-	-	100,000
Stormwater Improvements	200,000	-	-	-	-	200,000
General Street Improvements	-	-	200,000	200,000	-	400,000
Riverside Drive Reconstruction	-	500,000	-	500,000	-	1,000,000
Patton Street Storm Drain Improvements	-	-	-	400,000	400,000	800,000
	<b>\$ 200,000</b>	<b>\$ 500,000</b>	<b>\$ 800,000</b>	<b>\$ 1,600,000</b>	<b>\$ 400,000</b>	<b>\$ 3,500,000</b>
<i><u>Public Schools</u></i>						
School Improvements	\$ -	\$ 2,190,000	\$ -	\$ -	\$ -	\$ 2,190,000
Precision Machine Lab	-	1,600,000	-	-	-	1,600,000
	<b>\$ -</b>	<b>\$ 3,790,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,790,000</b>
<i><u>Transportation Services</u></i>						
Airport Terminal Building Improvements	\$ -	\$ 263,739	\$ 1	\$ 175,826	\$ 78,315	\$ 517,881
Taxiway D&E Repair	-	-	103,610	414,440	-	518,050
Taxiway A Fillet Widening	-	30,000	-	120,000	-	150,000
T-hangar Taxilane Rehab/Construction	-	81,130	-	324,520	-	405,650
Taxiway A Rehabilitation	\$ -	\$ 65,808	\$ -	\$ 3,224,567	\$ -	\$ 3,290,375
	<b>\$ -</b>	<b>\$ 440,677</b>	<b>\$ 103,611</b>	<b>\$ 4,259,353</b>	<b>\$ 78,315</b>	<b>\$ 4,881,956</b>
<b>Project Totals</b>	<b>\$2,662,060</b>	<b>\$ 6,657,677</b>	<b>\$ 2,215,626</b>	<b>\$5,892,353</b>	<b>\$ 578,315</b>	<b>\$18,006,031</b>

<b>GAS FUND</b>				
<b>ADOPTED BUDGET - CAPITAL &amp; SPECIAL PROJECTS - FY 2017</b>				
	<b>Debt Financing</b>	<b>Current Revenues</b>	<b>Fund Balance</b>	<b>Total</b>
<i><u>Distribution</u></i>				
Cast Iron Replacements	\$ -	\$ 1,150,000	\$ 350,000	\$ 1,500,000
<b>Total Projects</b>	<b>\$ -</b>	<b>\$ 1,150,000</b>	<b>\$ 350,000</b>	<b>\$ 1,500,000</b>

FY 2017 Adopted Budget  
Budget Summary  
Capital and Special Projects

<b>ELECTRIC FUND</b>					
<b>ADOPTED BUDGET - CAPITAL &amp; SPECIAL PROJECTS - FY 2017</b>					
	Debt Financing	Current Revenues	Fund Balance	Reprogrammed	Total
<i><u>Distribution</u></i>					
GIS Software Replacement	-	400,000	-	-	400,000
Street Light Upgrade	-	-	-	500,000	500,000
Downtown Underground Conversion	-	-	-	500,000	500,000
System Reliability Inspections	-	-	-	500,000	500,000
<b><i>Distribution Total</i></b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>	<b>\$ 1,900,000</b>
<i><u>Load Management</u></i>					
Behind the Meter Generation	\$ -	\$ 600,000	\$ -	\$ -	\$ 600,000
<b><i>Sub-Station Total</i></b>	<b>\$ -</b>	<b>\$ 600,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 600,000</b>
<i><u>Miscellaneous</u></i>					
Utilities Warehouse	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000
Weatherization - Energy Efficiency	-	500,000	-	-	500,000
<b><i>Miscellaneous Total</i></b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 600,000</b>
<b>Total Capital &amp; Non-Capital Projects:</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>	<b>\$ -</b>	<b>\$ 1,600,000</b>	<b>\$ 3,100,000</b>

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 Support Debt Outstanding, 6/30/16:	
General Fund	\$27,449,524
Schools	\$13,242,450
<b>Total</b>	<b>\$40,691,974</b>

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

FY	Principal	Interest	Total	Payout Ratio
<b>Total</b>	<b>\$ 40,691,974</b>	<b>\$ 13,651,950</b>	<b>\$ 54,343,924</b>	
2017	2,675,590	1,592,388	4,267,978	11.2%
2018	2,770,234	1,496,442	4,266,676	18.3%
2019	2,876,397	1,392,935	4,269,332	25.7%
2020	2,994,023	1,276,833	4,270,856	33.3%
2021	3,126,776	1,146,800	4,273,576	41.3%
2022	3,243,190	1,027,678	4,270,868	49.6%
2023	2,524,184	909,602	3,433,786	55.9%
2024	2,601,748	822,692	3,424,440	62.3%
2025	2,709,833	721,401	3,431,234	69.0%
2026	2,807,999	615,649	3,423,648	76.0%
2027	1,268,804	503,957	1,772,761	78.6%
2028	1,318,330	448,075	1,766,405	81.3%
2029	1,372,097	389,890	1,761,987	84.2%
2030	1,170,184	336,576	1,506,760	86.5%
2031	1,204,830	288,645	1,493,475	88.8%
2032	1,251,357	238,096	1,489,453	91.2%
2033	1,301,767	184,300	1,486,067	93.8%
2034	1,344,294	128,257	1,472,551	96.4%
2035	959,703	79,444	1,039,147	97.7%
2036	793,112	40,924	834,036	98.9%
2037	377,522	11,367	388,889	100.0%

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## Debt Policy

### General Authority

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

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

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

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

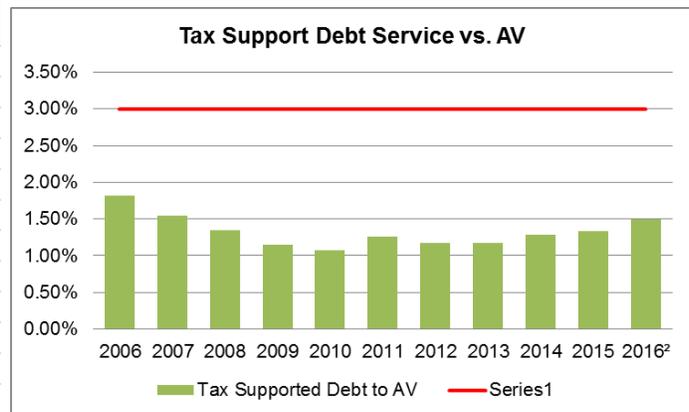
City of Danville Standards

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

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

Tax Support Debt Service vs. Assessed Value

Fiscal Year	Assessed Value	Tax Supported Debt <sup>1</sup>	Tax Supported Debt to AV
2006	2,372,864,914	43,153,899	1.82%
2007	2,497,659,386	38,718,151	1.55%
2008	2,531,311,088	34,213,375	1.35%
2009	2,664,746,381	30,604,652	1.15%
2010	2,686,875,502	28,875,765	1.07%
2011	2,660,962,178	33,563,634	1.26%
2012	2,702,338,379	31,756,730	1.18%
2013	2,675,917,254	31,523,096	1.18%
2014	2,689,711,757	34,600,414	1.29%
2015	2,692,400,532	35,893,854	1.33%
2016 <sup>2</sup>	2,710,763,341	40,691,974	1.50%



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

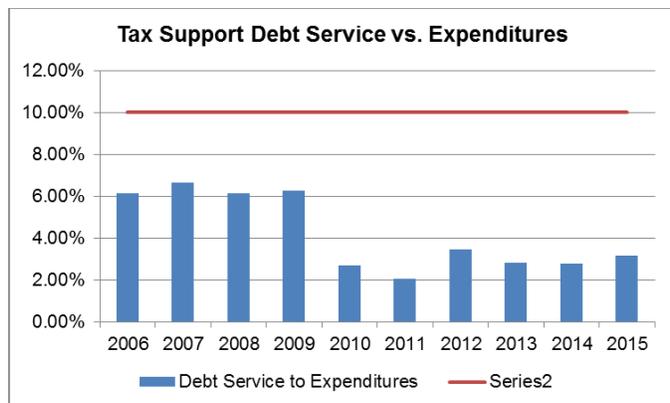
<sup>2</sup>Estimate - public service corporation number is revised in october of each year and adjusted accordingly

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

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

Tax Support Debt Service vs. Expenditures

Fiscal Year	Tax Supported Debt Service <sup>1</sup>	General Fund Expenditures	Debt Service to Expenditures
2005	5,402,562	80,881,074	6.68%
2006	5,093,135	82,861,871	6.15%
2007	5,748,291	86,500,331	6.65%
2008	5,680,693	92,456,962	6.14%
2009	5,930,414	94,366,647	6.28%
2010	2,497,287	91,791,747	2.72%
2011	1,908,664	93,089,850	2.05%
2012	3,386,481	98,145,073	3.45%
2013	2,506,015	88,239,861	2.84%
2014	2,355,580	84,639,170	2.78%
2015	2,740,968	86,755,295	3.16%



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

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- 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*