

**Description**

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

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

**Expenditures**

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Adopted	Increase/ (Decrease)
<b>Expenditures:</b>					
Personnel Services	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ -
Employee Benefits	6,120	6,120	6,520	6,520	-
Purchased Services	1,270	738	68,000	1,800	(66,200)
Internal Service	33	3,107	5,500	3,900	(1,600)
Other Operating Expenses	97,700	102,574	100,450	108,590	8,140
Capital Outlay	512	-	750	-	(750)
<b>Totals</b>	<b>\$ 185,635</b>	<b>\$ 192,539</b>	<b>\$ 261,220</b>	<b>\$ 200,810</b>	<b>\$ (60,410)</b>

**Personnel**

There are eight council members who receive \$10,000 annually for their services.

**Description**

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

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

**Expenditures**

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Adopted	Increase/ (Decrease)
<b>Expenditures:</b>					
Personnel Services	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ -
Employee Benefits	918	918	980	980	-
Internal Service	3,620	-	20	490	470
Other Operating Expenses	2,055	905	2,490	2,490	-
<b>Totals</b>	<b>\$ 18,593</b>	<b>\$ 13,823</b>	<b>\$ 15,490</b>	<b>\$ 15,960</b>	<b>\$ 470</b>

**Personnel**

The Mayor's position is part-time and receives an annual salary of \$12,000.

## Description

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

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

## Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Adopted	Increase/ (Decrease)
<b>Expenditures</b>					
Personnel Services	\$ 492,070	\$ 508,505	\$ 497,240	\$ 479,990	\$ (17,250)
Employee Benefits	59,050	68,708	68,780	62,450	(6,330)
Purchased Services	13,362	8,163	850	1,000	150
Internal Service	15,653	11,433	13,430	15,130	1,700
Other Operating Expenses	30,433	35,879	32,110	36,900	4,790
Capital Outlay	1,213	-	-	500	500
<b>Totals</b>	<b>\$ 611,781</b>	<b>\$ 632,688</b>	<b>\$ 612,410</b>	<b>\$ 595,970</b>	<b>\$ (16,440)</b>

## Personnel

Position Title	FY 2020 FTEs	FY 2021 FTEs	FY 2022 FTEs	FY 2023 FTEs
CITY MANAGER	1.000	1.000	1.000	1.000
EXECUTIVE SECRETARY	1.000	1.000	1.000	1.000
EXECUTIVE ASSISTANT	1.000	1.000	1.000	
HOUSING COORDINATOR				1.000
ASSISTANT TO THE CITY MANAGER	1.000	1.000	1.000	1.000
DEPUTY CITY MANAGER	1.000	1.000	1.000	1.000
<b>Total</b>	<b>5.000</b>	<b>5.000</b>	<b>5.000</b>	<b>5.000</b>

**Description**

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

**Expenditures**

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Adopted	Increase/ (Decrease)
<b>Expenditures:</b>					
Personnel Services	\$ 50,849	\$ 56,156	\$ 55,730	\$ 58,520	\$ 2,790
Employee Benefits	6,354	7,607	8,090	8,060	(30)
Purchased Services	15,016	16,070	25,300	24,000	(1,300)
Internal Service	3,744	4,378	9,190	6,230	(2,960)
Other Operating Expenses	9,074	8,729	15,040	20,160	5,120
<b>Totals</b>	<b>\$ 85,037</b>	<b>\$ 92,940</b>	<b>\$ 113,350</b>	<b>\$ 116,970</b>	<b>\$ 3,620</b>

**Personnel**

**CITY CLERK**

<b>Position Title</b>	<b>FY 2020 FTEs</b>	<b>FY 2021 FTEs</b>	<b>FY 2022 FTEs</b>	<b>FY 2023 FTEs</b>
CLERK OF COUNCIL	1.000	1.000	1.000	1.000

**Description**

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

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

**Expenditures**

The Electric Fund provides a portion of the cost for this operation as reflected in the Recovery line below.

	<b>FY 2020</b>		<b>FY 2021</b>		<b>FY 2022</b>		<b>FY 2023</b>		<b>Increase/ (Decrease)</b>
	<b>Actual</b>		<b>Actual</b>		<b>Adopted</b>		<b>Adopted</b>		<b>(Decrease)</b>
<b>Revenues:</b>									
Recoveries	\$ 50,000	\$	50,000	\$	50,000	\$	50,000	\$	-
<b>Expenditures:</b>									
Personnel Services	\$ 71,523	\$	73,609	\$	74,030	\$	77,550	\$	3,520
Employee Benefits	9,105		10,490		10,740		10,690		(50)
Purchased Services	1,979		562		7,500		5,500		(2,000)
Internal Service	6,652		10,630		10,520		10,180		(340)
Other Operating Expenses	1,945		1,164		3,080		3,340		260
Capital Outlay	17,605		2,863		10,000		10,000		-
<b>Totals</b>	<b>\$ 108,809</b>	<b>\$</b>	<b>99,318</b>	<b>\$</b>	<b>115,870</b>	<b>\$</b>	<b>117,260</b>	<b>\$</b>	<b>1,390</b>
<b>Net Cost to General Fund</b>	<b>\$ 58,809</b>	<b>\$</b>	<b>49,318</b>	<b>\$</b>	<b>65,870</b>	<b>\$</b>	<b>67,260</b>	<b>\$</b>	<b>1,390</b>

**Personnel**

**RIVER CITY TV**

<b>Position Title</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>
<b>Position Title</b>	<b>FTEs</b>	<b>FTEs</b>	<b>FTEs</b>	<b>FTEs</b>
MULTIMEDIA MANAGER	1.000	1.000	1.000	1.000

**Description**

This division of the City Manager’s Office coordinates activities and programs between City departments, community groups and agencies in the awareness, suppression, intervention, and prevention of gang related activity. In addition to the award-winning “Project Imagine” program – a 9-week work readiness program for ages 15 to 21 that provides at-risk and gang affiliated individuals with employment education and on the job training – this division focuses on outreach and partnerships to with the goal of crime reduction through early intervention.

**Expenditures**

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Adopted	Increase/ (Decrease)
<b>Expenditures:</b>					
Personnel Services	\$ -	\$ -	\$ -	\$ 181,640	\$ 181,640
Employee Benefits	-	-	-	21,120	21,120
Purchased Services	-	-	-	34,800	34,800
Internal Service	-	-	-	2,100	2,100
Other Operating Expenses	-	-	-	31,480	31,480
Capital Outlay	-	-	-	1,450	1,450
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 272,590</b>	<b>\$ 272,590</b>

**Personnel**

The Youth and Gang Violence Prevention Outreach Worker positions are fully grant funded. In FY2022, all positions were fully grant funded.

Position Title	FY 2020 FTEs	FY 2021 FTEs	FY 2022 FTEs	FY 2023 FTEs
YOUTH & GANG VIOL COORD			1.000	1.000
Y&G VIOLENCE PREVENTION OUTREACH WORKER			3.000	4.000
COMMUNITY LIAISON				1.000
ASST YOUTH & GANG VIOL COORD				1.000
<b>Total</b>			<b>4.000</b>	<b>7.000</b>

**Description**

The Budget Office is responsible for the development of operating and capital budgets of the City. This office performs long-range fiscal planning, revenues and expenditures forecasting, and examination of agency operations and procedures. The Budget Office also maintains corporate financial control throughout the year and provides professional management and research assistance on issues related to financial management, productivity, and the effective and efficient use of city funds. Beginning October 2021, the Budget Office was changed to a Finance Department division.

**Expenditures**

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Adopted	Increase/ (Decrease)
<b>Expenditures:</b>					
Personnel Services	\$ 107,217	\$ 110,344	\$ 110,970	\$ -	\$ (110,970)
Employee Benefits	13,931	16,163	16,090	-	(16,090)
Purchased Services	525	28	600	-	(600)
Internal Service	2,553	2,638	3,160	-	(3,160)
Other Operating Expenses	1,139	1,050	1,050	-	(1,050)
<b>Totals</b>	<b>\$ 125,365</b>	<b>\$ 130,223</b>	<b>\$ 131,870</b>	<b>\$ -</b>	<b>\$ (131,870)</b>

**Personnel**

Position Title	FY 2020 FTEs	FY 2021 FTEs	FY 2022 FTEs	FY 2023 FTEs
DIRECTOR OF BUDGET	1.000	1.000	1.000	
<b>Total</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	

**Description**

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

**Expenditures**

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Adopted	Increase/ (Decrease)
<b>Expenditures:</b>					
Personnel Services	\$ 311,711	\$ 317,224	\$ 356,620	\$ 371,110	\$ 14,490
Employee Benefits	39,143	44,785	74,620	50,940	(23,680)
Purchased Services	51,969	109,919	15,450	15,450	-
Internal Service	3,097	4,541	5,490	6,010	520
Other Operating Expenses	27,003	26,171	37,660	39,300	1,640
Capital Outlay	-		200	200	-
<b>Totals</b>	<b>\$ 432,923</b>	<b>\$ 502,640</b>	<b>\$ 490,040</b>	<b>\$ 483,010</b>	<b>\$ (7,030)</b>

**Personnel**

The Assistant City Attorney I below is authorized and funded 50% in the City Attorney’s Budget and 50% in the Utilities Department Budget.

Position Title	FY 2020 FTEs	FY 2021 FTEs	FY 2022 FTEs	FY 2023 FTEs
CITY ATTORNEY	1.000	1.000	1.000	1.000
LEGAL SECRETARY	1.000	1.000	1.000	1.000
LEGAL ASSISTANT	1.000	1.000	1.000	1.000
ASSISTANT CITY ATTORNEY I			0.500	0.500
ASSISTANT CITY ATTORNEY II	1.000	1.000		
DEPUTY CITY ATTORNEY			1.000	1.000
<b>Total</b>	<b>4.000</b>	<b>4.000</b>	<b>4.500</b>	<b>4.500</b>



**Description**

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

**Expenditures**

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Adopted	Increase/ (Decrease)
<b>Expenditures:</b>					
Purchased Services	\$ 83,634	\$ 81,818	\$ 60,000	\$ 72,000	\$ 12,000
Other Operating Expenses	15,327	14,941	15,150	15,150	-
<b>Totals</b>	<b>\$ 98,961</b>	<b>\$ 96,759</b>	<b>\$ 75,150</b>	<b>\$ 87,150</b>	<b>\$ 12,000</b>