

**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**

	<b>FY 2017 Actual</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Introductory</b>	<b>Increase/ (Decrease)</b>
<b>Expenditures:</b>					
Personnel Services	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ -
Employee Benefits	6,120	6,120	6,120	6,120	-
Purchased Services	4,045	4,075	3,100	4,000	900
Internal Service	1,488	24	300	70	(230)
Other Operating Expenses	150,333	124,290	124,510	157,050	32,540
Capital Outlay	-	1,089	-	-	-
<b>Totals</b>	<b>\$ 241,986</b>	<b>\$ 215,598</b>	<b>\$ 214,030</b>	<b>\$ 247,240</b>	<b>\$ 33,210</b>

**Personnel**

There are eight council members who receive \$8,000 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**

	<b>FY 2017 Actual</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Introductory</b>	<b>Increase/ (Decrease)</b>
<b>Expenditures:</b>					
Personnel Services	\$12,000	\$12,000	\$12,000	\$ 12,000	\$ -
Employee Benefits	918	918	920	920	-
Internal Service	66	1,185	3,360	3,670	310
Other Operating Expenses	4,652	2,648	4,260	3,580	(680)
<b>Totals</b>	<b>\$17,636</b>	<b>\$16,751</b>	<b>\$20,540</b>	<b>\$ 20,170</b>	<b>\$ (370)</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**

	<b>FY 2017 Actual</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Introductory</b>	<b>Increase/ (Decrease)</b>
<b>Expenditures</b>					
Personnel Services	\$445,135	\$436,687	\$455,640	\$ 466,800	\$ 11,160
Employee Benefits	60,355	62,122	66,320	68,810	2,490
Purchased Services	68,689	93,942	9,200	3,000	(6,200)
Internal Service	13,862	11,300	14,230	15,820	1,590
Other Operating Expenses	33,722	24,503	35,140	28,370	(6,770)
Capital Outlay	330	395	-	-	-
<b>Totals</b>	<b>\$622,093</b>	<b>\$628,949</b>	<b>\$580,530</b>	<b>\$ 582,800</b>	<b>\$ 2,270</b>

**Personnel**

<b>Position Title</b>	<b>FY 2019 FTEs</b>	<b>FY 2020 FTEs</b>
CITY MANAGER	1.00	1.00
EXECUTIVE SECRETARY	1.00	1.00
EXECUTIVE ASSISTANT	1.00	1.00
ASSISTANT TO THE CITY MANAGER	1.00	1.00
DEPUTY CITY MANAGER	1.00	1.00
<b>Total</b>	<b>5.00</b>	<b>5.00</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**

Purchased Services includes annual fees for updates to Muni Code, Zoning Code, Minute Books, Ordinance & Resolution Books.

	<b>FY 2017 Actual</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Introductory</b>	<b>Increase/ (Decrease)</b>
<b>Expenditures:</b>					
Personnel Services	\$45,532	\$47,240	\$47,240	\$ 49,020	\$ 1,780
Employee Benefits	6,191	6,855	7,240	7,560	320
Purchased Services	17,067	23,075	17,700	23,200	5,500
Internal Service	882	2,114	4,040	4,080	40
Other Operating Expenses	8,610	9,110	18,190	17,800	(390)
Capital Outlay	10,020	-	-	-	-
<b>Totals</b>	<b>\$88,302</b>	<b>\$88,394</b>	<b>\$94,410</b>	<b>\$ 101,660</b>	<b>\$ 7,250</b>

**Personnel**

<b>Position Title</b>	<b>FY 2019 FTEs</b>	<b>FY 2020 FTEs</b>
CLERK OF COUNCIL	1.00	1.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>

**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 Media Design 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 Reimbursement line below.

	<b>FY 2017 Actual</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Introductory</b>	<b>Increase/ (Decrease)</b>
<b>Revenues:</b>					
Recoveries	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -
<b>Expenditures:</b>					
Personnel Services	\$ 64,355	\$66,447	\$ 66,450	\$ 68,780	\$ 2,330
Employee Benefits	9,136	10,082	10,180	10,610	430
Purchased Services	4,824	2,521	7,500	7,500	-
Internal Service	4,080	7,286	5,850	5,710	(140)
Other Operating Expenses	1,130	1,287	3,140	3,220	80
Capital Outlay	4,495	6,061	10,000	10,000	-
<b>Totals</b>	<b>\$ 88,020</b>	<b>\$93,684</b>	<b>\$ 103,120</b>	<b>\$ 105,820</b>	<b>\$ 2,700</b>
<b>Net Cost to General Fund</b>	<b>\$ 88,020</b>	<b>\$93,684</b>	<b>\$ 53,120</b>	<b>\$ 55,820</b>	<b>\$ 2,700</b>

**Personnel**

<b>Position Title</b>	<b>FY 2019 FTEs</b>	<b>FY 2020 FTEs</b>
MULTIMEDIA MANAGER	1.00	1.00
<b>Total</b>	<b>1.00</b>	<b>1.00</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, also we oversee the preparation of contracts by others involving the City; institutes and prosecutes legal proceedings as needed; attends City Council and other meetings as appropriate; and manages and controls the law business of the City.

**Expenditures**

	<b>FY 2017 Actual</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Introductory</b>	<b>Increase/ (Decrease)</b>
<b>Expenditures:</b>					
Personnel Services	\$280,881	\$283,577	\$295,410	\$ 245,040	\$ (50,370)
Employee Benefits	38,410	41,814	44,830	45,930	1,100
Purchased Services	14,376	665	15,150	15,450	300
Internal Service	3,952	5,134	4,450	3,530	(920)
Other Operating Expenses	34,195	29,006	35,560	34,970	(590)
Capital Outlay	-	-	200	200	-
<b>Totals</b>	<b>\$371,814</b>	<b>\$360,196</b>	<b>\$395,600</b>	<b>\$ 345,120</b>	<b>\$ (50,480)</b>

**Personnel**

In addition to personnel listed below, an Assistant City Attorney is authorized and funded by the City's Blight Program.

<b>Position Title</b>	<b>FY 2019 FTEs</b>	<b>FY 2020 FTEs</b>
CITY ATTORNEY	1.00	1.00
LEGAL SECRETARY	1.00	1.00
LEGAL ASSISTANT	1.00	1.00
ASSISTANT CITY ATTORNEY II	1.00	1.00
<b>Total</b>	<b>4.00</b>	<b>4.00</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.

**Expenditures**

	<b>FY 2017 Actual</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Introductory</b>	<b>Increase/ (Decrease)</b>
<b>Expenditures:</b>					
Personnel Services	\$ 92,322	\$ 95,553	\$ 95,560	\$ 103,600	\$ 8,040
Employee Benefits	12,781	14,381	14,630	15,970	1,340
Purchased Services	1,094	566	600	600	-
Internal Service	6,083	4,844	7,060	5,390	(1,670)
Other Operating Expenses	1,261	1,268	1,220	1,450	230
Capital Outlay	-	2,691	-	-	-
<b>Totals</b>	<b>\$113,541</b>	<b>\$119,303</b>	<b>\$119,070</b>	<b>\$ 127,010</b>	<b>\$ 7,940</b>

**Personnel**

<b>Position Title</b>	<b>FY 2019 FTEs</b>	<b>FY 2020 FTEs</b>
DIRECTOR OF BUDGET	1.00	1.00
<b>Total</b>	<b>1.00</b>	<b>1.00</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**

	<b>FY 2017 Actual</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Introductory</b>	<b>Increase/ (Decrease)</b>
<b>Expenditures:</b>					
Purchased Services	\$68,375	\$50,234	\$53,000	\$ 53,000	\$ -
Other Operating Expenses	14,868	15,020	15,000	15,000	-
<b>Totals</b>	<b>\$83,243</b>	<b>\$65,254</b>	<b>\$68,000</b>	<b>\$ 68,000</b>	<b>\$ -</b>