



DANVILLE ICMA MANAGEMENT FELLOW WORK PLAN 2020

Our Great City

We are located on the infamous Bourbon Trail and are home to one of the most prestigious liberal arts colleges in the country in one of the incredibly beautiful cities in the country. Need we say more?

On December 4, 1787, the Virginia Legislature established Danville as a town in Virginia. Danville became a part of the Commonwealth of Kentucky when Kentucky became a state in 1792.

Danville is called the “Birthplace of the Bluegrass” since the first Constitutional Convention in the West was held at Constitution Square in 1792 when Kentucky's first Constitution was signed.



Danville, Kentucky is located 35 miles southwest of Lexington. It covers an area of approximately 15.09 square miles. Danville is a thriving community of 16,690 located on the southern edge of Kentucky's famed Bluegrass Region. The City is blessed with an abundant water supply, highly efficient roads and infrastructure and a well-educated workforce. Danville is the home of Centre College which was founded in 1819 and is now among the most prestigious small liberal arts colleges in America. As the County seat for Boyle County and home to the areas major governmental, healthcare, educational and retail amenities, Danville is the business hub to a five (5) county, 100,000+/- region. Danville and Boyle County have a reasonable cost of living.

This is an opportunity to work with a progressive and innovative team led by an ICMA Credentialed Manager. As an ICMA Fellow, you will work with various departments and the City

Manager's Office to gain a thorough understanding of local government operations under a Council-Manager form of government.

Our Goals for an ICMA Fellow

1. To gain a thorough understanding of local government operations
2. To participate in short-term projects with 3-4 different departments
3. To facilitate the educational learning through hands on involvement
4. To assist in career decision-making re: career in local government operations
5. To become familiar with the City Manager's Office
6. To produce work that assists the City of Danville and its citizens as well as to allow the Management Fellow to gain valuable skills and experience in municipal management.

Our ICMA Fellow Shall Be Involved in the Following Key Projects

1. Development of a Vision for the City through a process such as Charettes with Citizens, staff, stakeholders that puts in words the updated Vision and Mission for the City or a documented Vision plan for 2030, etc.
2. Review of the Economic Development Process for the City of Danville by...
 - a. looking at the restructuring of the Economic Development Partnership (EDP) with the possibility of changing it into an Economic Development Authority (EDA)
 - b. looking at the way Economic Development is handled with various organizations and key people to a process that has a one-stop process that promotes/sells the City
 - c. once a process is developed, look at things like annexation of airport and county property that can be used for economic development and extending broadband connectivity to neighboring communities
3. Improve roadways with specific attention to:
 - a. Finishing Main Street Streetscape
 - b. Creating a better working relationship with the State DOT through centralized communication from the City Manager and Commission
 - c. Once relationship is working better – focus on North/South and East/West Connector road improvements
4. Develop and implement an efficient and effective process to integrate the Parks & Recreation Department into the City government and operations in accordance with written agreement by:
 - a. Integrating the staff into the City HR systems
 - b. Integration of office IT with City IT
 - c. Communication to Commission, Citizens, City & Parks & Recreation Employees about the process of integration, priorities and services to be continued and reviewed
5. Long Term Goal – Start a Task Force to develop plans and budgets for an Aquatic/Community Center for the City
6. Develop a professional Human Resources Department which will address the following all to improve morale:
 - a. Retention and Recruitment of staff with specific efforts for Police & Fire employees
 - b. Streamline the Recruitment process

- c. Develop a true on-boarding process that promotes employee engagement, understanding, and a feeling of welcome and appreciation
 - d. Review the balance of salary vs health insurance and other benefits (full compensation plan) to promote recruitment and retention based on new employee needs and costs of implementation
 - e. Review salary schedule and realign based on compensation surveys for recruitment and retention
 - f. Update employee manual and options for benefits like PTO and to meet State and Federal Laws
7. Develop a Transportation Needs Assessment Plan which will address issues such as walkability, flow of traffic with new tourism sites on the Bourbon Trail, bike trails, etc
 8. Develop a Citizens Awareness Campaign which will include:
 - a. More communication about services offered to citizens by the government
 - b. Move communication to Commission about government programs and updates to share with their constituency
 - c. Update the Website to include information about regulations such as code enforcement, services from other agencies to serve the elderly, children, disabled, homeless, and underprivileged, and new and improved 911 services, etc.
 - d. Develop a Branding Campaign that will be added to Website and Economic Development efforts

Our Commitment to our ICMA Fellow

To facilitate these opportunities, the fellow will participate in a variety of learning and work processes:

1. The Fellow will receive a broad overview of the City of Danville Government and the various functions through the City orientation program.
2. The Fellow will work closely with the City Manager and/or his designee to coordinate rotational assignments on a quarterly basis and to gauge progress toward established goals.
3. The Fellow will be assigned short-term projects with each rotational assignment individually and/or as part of a team.
4. The Fellow will attend and participate in departmental staff meetings and City Commission Meetings as well as have the opportunity to participate in various training programs. The Fellow will interact with various employees in City-wide departments, citizens and business representatives.
5. The Fellow will have the opportunity to make presentations to the City Commission throughout the fellowship program.
6. The City of Danville prides itself on the high level of citizen participation and on its responsiveness to citizen concerns. The Fellow will have the opportunity to observe this interaction through attendance at City Board meetings, workshops, and through daily interactions with citizens at City Hall.
7. The City of Danville is pleased to offer an ICMA fellow the opportunity to experience local government at its "best". All customized rotations will be in alignment with the guiding mission of Danville:

“To provide the citizens of the City with a clean, safe, well-governed, well-managed, fiscally sound, environmentally pleasant community in which to live; to provide all citizens with municipal services in a manner which is both efficient and effective; and provide all citizens with a forum for meaningful participation in decisions affecting their well-being.”

Supervision and Mentorship

The City Manager serves as the immediate supervisor to the Management Fellow and will provide mentorship and support. The Fellow will produce a monthly progress report and receive feedback from the City Manager. Additionally, the Management Fellow will have access to various ICMA sponsored learning opportunities as a result of the City's partnership with the Local Government Management Fellowship.



Ideal Requirements

- You are passionate about public service and want to make a difference
- You thrive on rolling up your sleeves while being creative in your approach to tasks
- You have a hunger for knowledge and want to learn from top-notch leaders
- You enjoy having fun while working hard to accomplish the important work
- You work well in a fast-paced, team-oriented environment
- You approach various projects with a “can-do” attitude
- You are detail-oriented with strong organizational skills
- You are on the lookout for what needs to be done and the best way to do it.
- You have a willingness and ability to learn.

Program Contact Information

For additional information about the City of Danville, please contact David Milliron, City Manager at 859-238-1200 or dmilliron@danvilleky.gov or reference our website at www.danvilleky.org.

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