

Inspections

Fiscal Year 2025 Operating Budget

Description

The Community Development Department's Inspections Division is responsible for administering the Virginia Uniform Statewide Building and Maintenance Code. As part of the City's "Building Blocks" Program, the Inspections Division also oversees the administration of the Rental Housing Inspection Program (RHIP). The specific tasks of the Division on a daily basis include doing plan reviews and issuing various construction permits such as: building, electrical, mechanical, plumbing, amusement device, and sign permits. In addition to issuing such permits, the inspectors perform inspections on work completed during the construction process. The Maintenance Code/RHIP process involves inspecting existing properties to verify their compliance with Virginia Uniform Statewide Building and Maintenance Codes and City Ordinances.

Revenues/Expenditures

	ACTUAL		ADOPTED BUDGET		ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	Increase/ (Decrease)
Revenues					
Other Local Taxes	–	–	\$0	–	\$0
Licenses, Permits, Privilege Fee	\$627,072	\$437,523	\$338,020	\$422,680	\$84,660
Revenue-Use Money/Property	\$50	–	\$0	–	\$0
Charges for Services	\$24,834	\$8,032	\$0	–	\$0
Recovered Cost	\$3,348	\$14,281	\$0	–	\$0
REVENUES TOTAL	\$655,304	\$459,836	\$338,020	\$422,680	\$84,660
Expenses					
Personnel Services	\$480,272	\$603,506	\$759,580	\$881,467	\$121,887
Employee Benefits	\$59,671	\$64,980	\$85,240	\$101,829	\$16,589
Purchased Services	\$18,475	\$32,843	\$41,610	\$48,900	\$7,290
Internal Service	\$67,129	\$104,681	\$89,520	\$123,860	\$34,340
Other Operating Expense	\$197,335	\$408,865	\$352,600	\$418,200	\$65,600
Capital Outlay	\$1,866	\$455	\$7,100	\$9,000	\$1,900
EXPENSES TOTAL	\$824,747	\$1,215,329	\$1,335,650	\$1,583,256	\$247,606
Net Cost to City	\$169,443	\$755,493	\$997,630	\$1,160,576	–

Personnel

The Plumbing/Cross Connection Inspector is funded 50% from General Fund and 50% from Water Treatment fund as the positions duties include inspection of plumbing systems, and backflow prevention to the City's potable water system.

Position Title	FY2022	FY2023	FY2024	FY2025
FTEs				
BUILDING INSPECTOR	2	2	2	2
DIVISION DIR OF INSPECTIONS	1	1	1	1
ELECTRICAL INSPECTOR	1	2	2	2
INSPECTIONS SUPERVISOR	1	1	1	1
MECHANICAL INSPECTOR	1	1	1	1
PERMIT TECHNICIAN	1	1	1	1
PLUMBING/CROSS CNCTN INSPECTOR	0.5	0.5	0.5	0.5
PROP MAINT CODE SUPERVISOR	1	1	1	1
PROPERTY MAINTENANCE INSPECTOR	4	4	6	6
FTEs	12.5	13.5	15.5	15.5

Director of Community Development

Fiscal Year 2025 Operating Budget

Description

The Community Development Department for the City of Danville includes the Office of the Department Director, Planning Division, Inspections Division, Housing and Development Division and programs and projects related to Community and Economic Development. The Office of the Director is responsible for the operations of the Department that include the Neighborhood Revitalization/Building Blocks Program, Development Assistance/Commercial Development Review, Code Enforcement (Zoning and Building), Virginia Maintenance Code Enforcement, Economic Development Support, Rental Inspection Program, CDBG Entitlement Program, Home Entitlement Program, Comprehensive Plan Development, and update Capital Project Coordination and Grantsmanship.

Revenues/Expenditures

ACTUAL		ADOPTED BUDGET		ADOPTED BUDGET	
	FY2022	FY2023	FY2024	FY2025	Increase/ (Decrease)
Revenues					
–	–	–	–	–	–
REVENUES TOTAL	0	0	0	0	0
Expenses					
Personnel Services	\$185,170	\$175,948	\$203,310	\$204,918	\$1,608
Employee Benefits	\$24,719	\$19,372	\$24,940	\$25,311	\$371
Purchased Services	\$24,813	\$21,578	\$75,540	\$60,700	(\$14,840)
Internal Service	\$2,365	\$3,128	\$3,160	\$4,100	\$940
Other Operating Expense	\$24,604	\$19,150	\$20,500	\$23,640	\$3,140
Capital Outlay	\$1,600	\$1,324	\$800	–	(\$800)
EXPENSES TOTAL	\$263,271	\$240,501	\$328,250	\$318,669	(\$9,581)
Net Cost to City	\$263,271	\$240,501	\$328,250	\$318,669	

Personnel

The Accountant II position is partially funded by this account, Public Works and Community Development Block Grant (CDBG) funds.

Position Title	FY2022	FY2023	FY2024	FY2025
FTEs				
ACCOUNTANT II	0.4	0.4	0.4	0.3
DIRECTOR OF COMMUNITY DEV	1	1	1	0.9
SENIOR SECRETARY	1	1	1	1
FTEs	2.4	2.4	2.4	2.2

Housing & Development Project Support

Fiscal Year 2025 Operating Budget

Description

The Housing & Development program fund is used to support efforts to promote the rehabilitation of properties that are not subject to other blight funding.

Revenues/Expenditures

	ACTUAL		ADOPTED BUDGET		Increase/ (Decrease)
	FY2022	FY2023	FY2024	FY2025	
Revenues					
-	-	-	-	-	-
REVENUES TOTAL	0	0	0	0	0
Expenses					
Personnel Services	-	-	\$0	\$95,526	\$95,526
Employee Benefits	-	-	\$0	\$9,791	\$9,791
Purchased Services	\$8,352	\$3,282	\$25,000	\$25,000	\$0
Internal Service	-	\$30	\$0	\$8,770	\$8,770
Other Operating Expense	(\$331)	\$740	\$5,050	\$6,630	\$1,580
Capital Outlay	\$654	-	\$0	-	\$0
EXPENSES TOTAL	\$8,675	\$4,052	\$30,050	\$145,718	\$115,668
Net Cost to City	\$8,675	\$4,052	\$30,050	\$145,718	-

Personnel

Position Title	FY2025
FTEs	
HOUSING DEVELOPMENT DIV DIR	1
FTEs	1

Blight Administration

Fiscal Year 2025 Operating Budget

Description

This funding is used to purchase services needed for Comprehensive Blight removal. Items such as advertising, title research, and other costs associated with blighted properties comes from this account.

Revenues/Expenditures

ACTUAL			ADOPTED BUDGET		Increase/ (Decrease)
	FY2022	FY2023	FY2024	FY2025	
Revenues					
-	-	-	-	-	-
REVENUES TOTAL	0	0	0	0	0
Expenses					
Purchased Services	\$54,077	\$55,467	\$75,000	\$75,000	\$0
Other Operating Expense	\$325	-	\$0	\$500	\$500
EXPENSES TOTAL	\$54,402	\$55,467	\$75,000	\$75,500	\$500
Net Cost to City	\$54,402	\$55,467	\$75,000	\$75,500	-

Clean-up/Fix-up Program

Fiscal Year 2025 Operating Budget

Description

This is the annual program in the month of May that promotes City residents to Clean-up/Fix-up their properties to try to improve the appearance of houses. Items are provided to residents and neighborhoods to clean properties, paint, plant, etc.

Revenues/Expenditures

	ACTUAL		ADOPTED BUDGET		Increase/ (Decrease)
	FY2022	FY2023	FY2024	FY2025	
Revenues					
Revenue-Use Money/Property	\$34,185	–	\$0	–	\$0
Charges for Services	\$3,559	–	\$0	–	\$0
REVENUES TOTAL	\$37,744	–	\$0	–	\$0
Expenses					
Purchased Services	\$46,129	\$22,491	\$35,000	\$50,000	\$15,000
Other Operating Expense	\$3,343	\$14,556	\$15,000	–	(\$15,000)
EXPENSES TOTAL	\$49,472	\$37,047	\$50,000	\$50,000	\$0
Net Cost to City	\$11,728	\$37,047	\$50,000	\$50,000	–

Planning Office

Fiscal Year 2025 Operating Budget

Description

The Planning Office is a division of the Community Development Department and is responsible for coordinating the City of Danville's current and long-range planning activities. The Planning Office is responsible for coordinating Zoning Code administration, local enactment and enforcement of community and statewide development regulations, informing prospective developers and builders about development review regulation and processes, consulting with other City agencies concerning the Zoning Code. The Office also is charged with coordinating and executing planning studies, and providing staff support and planning recommendations to the City Manager, Planning Commission, City Council, Board of Zoning Appeals, Commission of Architectural Review, River District Design Commission and the citizens of Danville.

Revenues/Expenditures

	ACTUAL		ADOPTED BUDGET		ADOPTED BUDGET Increase/ (Decrease)
	FY2022	FY2023	FY2024	FY2025	
Revenues					
Licenses, Permits, Privilege Fee	\$3,788	\$4,997	\$6,260	\$17,700	\$11,440
REVENUES TOTAL	\$3,788	\$4,997	\$6,260	\$17,700	\$11,440
Expenses					
Personnel Services	\$110,764	\$140,762	\$238,820	\$324,218	\$85,398
Employee Benefits	\$11,042	\$13,951	\$24,180	\$34,524	\$10,344
Purchased Services	\$187,172	\$59,427	\$1,500	\$5,250	\$3,750
Internal Service	\$12,248	\$13,688	\$12,470	\$15,040	\$2,570
Other Operating Expense	\$7,576	\$6,123	\$17,490	\$17,910	\$420
Capital Outlay	—	\$688	\$2,000	\$3,000	\$1,000
EXPENSES TOTAL	\$328,803	\$234,638	\$296,460	\$399,942	\$103,482
Net Cost to City	\$325,015	\$229,641	\$290,200	\$382,242	—

Personnel

Position Title	FY2022	FY2023	FY2024	FY2025
FTEs				
ASSOCIATE PLANNER	1	1	1	1
DIVISION DIRECTOR OF PLANNING	1	1	1	1
PLANNING TECHNICIAN	0	1	1	1
SENIOR PLANNER	0	0	1	1
SHORT TERM RENTAL TECHNICIAN	0	0	0	1
FTEs	2	3	4	5

Planning Commission

Fiscal Year 2025 Operating Budget

Description

The City Planning Commission is comprised of seven members appointed by the City Council. The major responsibilities of the Commission are to advise City Council on growth and development issues, make recommendation to the City Council on rezoning, special use permit applications, and subdivision plats, and to review and make recommendations to the City Council on amendments to the Zoning Code and the Comprehensive Plan.

Revenues/Expenditures

	ACTUAL		ADOPTED BUDGET		Increase/ (Decrease)
	FY2022	FY2023	FY2024	FY2025	
Revenues					
Licenses, Permits, Privilege Fee	\$7,200	\$11,700	\$10,800	\$26,400	\$15,600
REVENUES TOTAL	\$7,200	\$11,700	\$10,800	\$26,400	\$15,600
Expenses					
Purchased Services	\$6,055	\$2,478	\$6,500	\$6,500	\$0
Internal Service	\$189	\$11	\$360	\$400	\$40
Other Operating Expense	\$622	\$3,395	\$3,380	\$8,000	\$4,620
EXPENSES TOTAL	\$6,866	\$5,883	\$10,240	\$14,900	\$4,660
Net Cost to City	(\$334)	(\$5,817)	(\$560)	(\$11,500)	—

Zoning Board

Fiscal Year 2025 Operating Budget

Description

The Board of Zoning Appeals is a seven-member Court appointed body that hears and rules on appeals of the Zoning Administrator's decision, applications for variances from the Zoning Code, and applications for interpretations of the zoning district maps.

Revenues/Expenditures

	ACTUAL		ADOPTED BUDGET		ADOPTED BUDGET	
	FY2022	FY2023	FY2024	FY2025	Increase/ (Decrease)	
Revenues						
Licenses, Permits, Privilege Fee	\$2,054	\$1,442	\$830	\$35,280	\$34,450	
REVENUES TOTAL	\$2,054	\$1,442	\$830	\$35,280	\$34,450	
Expenses						
Personnel Services	\$435	\$405	\$630	\$8,400	\$7,770	
Employee Benefits	\$33	\$31	\$0	–	\$0	
Purchased Services	\$1,315	\$258	\$2,040	\$12,250	\$10,210	
Internal Service	–	–	\$120	\$150	\$30	
Other Operating Expense	\$385	\$160	\$1,290	\$3,550	\$2,260	
EXPENSES TOTAL	\$2,168	\$854	\$4,080	\$24,350	\$20,270	
Net Cost to City	\$114	(\$588)	\$3,250	(\$10,930)		