

Commissioner of Revenue

Fiscal Year 2025 Operating Budget

Description

The Office of the Commissioner of Revenue is located in the Charles H. Harris Financial Services Center. The Commissioner of Revenue is an elected position with a four-year term as provided for by the Constitution of the Commonwealth of Virginia. The office assesses and processes taxes that generate revenue for the City of Danville and the Commonwealth of Virginia.

Revenues/Expenditures

ACTUAL		ADOPTED BUDGET		ADOPTED BUDGET	
	FY2022	FY2023	FY2024	FY2025	Increase/ (Decrease)
Revenues					
Shared-Categorical State	\$169,316	\$179,652	\$191,400	\$216,560	\$25,160
REVENUES TOTAL	\$169,316	\$179,652	\$191,400	\$216,560	\$25,160
Expenses					
Personnel Services	\$422,644	\$493,679	\$560,800	\$640,175	\$79,375
Employee Benefits	\$78,278	\$91,850	\$99,820	\$120,218	\$20,398
Purchased Services	\$399	\$13,280	\$11,350	\$13,925	\$2,575
Internal Service	\$17,413	\$23,798	\$25,490	\$33,340	\$7,850
Other Operating Expense	\$12,714	\$14,657	\$17,730	\$19,720	\$1,990
Capital Outlay	–	\$4,962	\$0	\$3,800	\$3,800
EXPENSES TOTAL	\$531,448	\$642,227	\$715,190	\$831,178	\$115,988
Net Cost to City	\$362,132	\$462,575	\$523,790	\$614,618	–

Personnel

The State Compensation Board provides personnel funding based on a formula with the funding split between the Comp Board and the City. Each Constitutional Office has a separate formula.

Position Title	FY2022	FY2023	FY2024	FY2025
FTEs				
BUSINESS AUDITOR	1	1.5	1	2
CHIEF DEPUTY	1	1	1	1
CODE COMPLIANCE OFFICER	1	1	1	1
COMMISSIONER OF REVENUE	1	1	1	1
DEPUTY I, II, III	6	6	6	5
GENERAL CLERK	1.5	1.5	1.5	3
FTEs	11.5	12	11.5	13

Treasurer

Fiscal Year 2025 Operating Budget

Description

The City Treasurer is an elected official whose primary responsibilities include collecting and accounting for revenues for the City of Danville and for the State of Virginia. The City Treasurer's office is dedicated to serving our citizens in a professional, courteous, and efficient manner.

Revenues/Expenditures

ACTUAL		ADOPTED BUDGET		ADOPTED BUDGET	
	FY2022	FY2023	FY2024	FY2025	Increase/ (Decrease)
Revenues					
Shared-Categorical State	\$138,617	\$147,743	\$157,410	\$188,300	\$30,890
REVENUES TOTAL	\$138,617	\$147,743	\$157,410	\$188,300	\$30,890
Expenses					
Personnel Services	\$191,284	\$222,544	\$228,660	\$264,913	\$36,253
Employee Benefits	\$35,567	\$40,861	\$43,600	\$51,404	\$7,804
Purchased Services	\$537	\$1,815	\$650	\$1,900	\$1,250
Internal Service	\$10,889	\$13,422	\$10,780	\$18,100	\$7,320
Other Operating Expense	\$9,052	\$10,252	\$10,070	\$10,930	\$860
Capital Outlay	—	—	—	\$0	\$0
EXPENSES TOTAL	\$247,329	\$288,893	\$293,760	\$347,248	\$53,488
Net Cost to City	\$108,713	\$141,149	\$136,350	\$158,948	

Personnel

The State Compensation Board provides personnel funding based on a formula with the funding split between the Comp Board and the City. Each Constitutional Office has a separate formula.

Position Title	FY2022	FY2023	FY2024	FY2025
FTEs				
CHIEF DEPUTY	1	1	1	1
DEPUTY I, II, III	2	2	2	3
TREASURER	1	1	1	1
FTEs	4	4	4	5

Accomplishments

The Treasurer's Office has been accredited by the Treasurer's Association of Virginia since 2020. The Treasurer received her Master Governmental Treasurer certification in 2018 and her Chief Deputy and Deputy III received their certification as Master Governmental Deputy Treasurers in 2020 and 2022, respectively.

Clerk of Circuit Court

Fiscal Year 2025 Operating Budget

Description

The Clerk of Circuit Court and staff issue marriage licenses, record deeds and all associated documents, record financing statements, record military discharges, docket judgments, and index and store the records in a manner that the public may have access to them. The Clerk has concurrent jurisdiction with the Judge of the Circuit Court in the probating of wills. The Clerk is the administrative arm of the Circuit Court and is responsible for maintaining and publishing the court docket, issuing all court orders and service requests, and maintaining permanent records of all court cases, including criminal and civil cases, as well as maintaining a staff member in the courtroom during all cases.

Revenues/Expenditures

ACTUAL		ADOPTED BUDGET		ADOPTED BUDGET	
	FY2022	FY2023	FY2024	FY2025	Increase/ (Decrease)
Revenues					
Charges for Services	–	–	\$5,000	\$5,000	\$0
Shared-Categorical State	\$556,282	\$596,628	\$633,190	\$676,670	\$43,480
Not Applicable	–	\$23,867	\$0	\$0	\$0
REVENUES TOTAL	\$556,282	\$620,495	\$638,190	\$681,670	\$43,480
Expenses					
Personnel Services	\$610,418	\$747,856	\$772,140	\$839,483	\$67,343
Employee Benefits	\$116,847	\$140,816	\$146,680	\$160,913	\$14,233
Purchased Services	\$17,183	\$29,574	\$39,350	\$39,350	\$0
Internal Service	\$7,934	\$9,915	\$10,540	\$9,850	(\$690)
Other Operating Expense	\$18,173	\$23,128	\$26,130	\$27,320	\$1,190
Capital Outlay	\$9,770	\$589	\$6,000	\$4,000	(\$2,000)
EXPENSES TOTAL	\$780,325	\$951,877	\$1,000,840	\$1,080,917	\$80,077
Net Cost to City	\$224,043	\$331,381	\$362,650	\$399,247	

Personnel

The Virginia Compensation Board provides 100% funding for salaries except for four positions fully funded by the City.

Position Title	FY2022	FY2023	FY2024	FY2025
FTEs				
ASSISTANT CHIEF DEPUTY	1	1	1	1
CLERK OF CIRCUIT COURT	1	1	1	1
DEPUTY CLERK I, II, III, IV	14	14	14	14
FTEs	16	16	16	16

Accomplishments

The office has completed its back scanning initiative to digitize and upload all deed books and indexes back to 1841. These records may be viewed digitally in the office and are available remotely via Secure Remote Access.

Goals

Our office continues to utilize case imaging in our Civil and Criminal divisions. All case files are managed and accessed digitally. Back scanning and digitizing of additional historical records will be implemented. This addition will provide valuable, improved access to records remotely.

City Sheriff

Fiscal Year 2025 Operating Budget

Description

The Danville Sheriff's Office operates the Danville City Jail, which is a maximum-security facility and is located in the Courts and Jail Building. The Sheriff's Office is also responsible for providing security for the Courts and Jail Building, which includes security for the Circuit, General District, and Juvenile and Domestic Relations District Courts. The Civil Process unit is responsible for the service of all court documents generated by these courts, as well as documents from courts outside of our jurisdiction.

Revenues/Expenditures

	ACTUAL		ADOPTED BUDGET		Increase/ (Decrease)
	FY2022	FY2023	FY2024	FY2025	
Revenues					
Miscellaneous Revenue	\$109,600	\$213,715	\$0	–	\$0
Recovered Cost	\$668	\$17,090	\$0	–	\$0
Shared-Categorical State	\$3,612,313	\$3,762,284	\$3,889,530	\$4,400,290	\$510,760
Not Applicable	–	\$24,975	\$0	–	\$0
REVENUES TOTAL	\$3,722,581	\$4,018,064	\$3,889,530	\$4,400,290	\$510,760
Expenses					
Personnel Services	\$3,699,139	\$4,291,043	\$4,460,960	\$4,890,222	\$429,262
Employee Benefits	\$946,100	\$758,383	\$952,180	\$1,010,308	\$58,128
Purchased Services	\$40,511	\$49,982	\$48,500	\$49,570	\$1,070
Internal Service	\$202,306	\$198,312	\$235,010	\$301,610	\$66,600
Other Operating Expense	\$105,520	\$123,842	\$128,110	\$126,970	(\$1,140)
Capital Outlay	\$10,969	\$5,461	\$5,850	\$5,850	\$0
EXPENSES TOTAL	\$5,004,545	\$5,427,024	\$5,830,610	\$6,384,531	\$553,921
Net Cost to City	\$1,281,963	\$1,408,960	\$1,941,080	\$1,984,241	–

Included in the Personnel Services is an Overtime request. The Sheriff's Office is responsible for Emergency Custody Orders and Temporary Detention Orders (ECO's and TDO's). Both are part of the mental health crisis process whereby individuals are taken into custody (ECO) and then, if necessary, transported to a mental health facility (TDO). The TDO cases often span days due to underlying medical issues. Our Deputies are required to guard the individuals by statute. The staff Deputies used to guard these TDO's are pulled from on duty staff from our maximum-security jail. This causes manpower shortages. Even with compensatory "comp" time, time earned must equate time off which minimizes staff at the jail. Currently, we are almost 10% down in manpower due to vacancies. Paying the Deputies, a rate of \$30 an hour to an off-duty Deputy solves the issue; it does not pull on- duty staff from the jail, and it does not cause the Deputy to accumulate comp time to be taken off if someone is called in. In other words, it maximizes the proficiency of the manpower and safety of the public.

Personnel

The State Compensation Board provides personnel funding based on a formula with the funding split between the Comp Board and the City. Each Constitutional Office has a separate formula. The City funds 1 Deputy, 2 Control Room Operators and 1 Behavioral Case Manager positions and a portion of the Part-time salaries.

Position Title	FY2022	FY2023	FY2024	FY2025
FTEs				
ADMINISTRATIVE STAFF SPECIALIST	4	4	4	4
BEHAVIORAL CASE MANAGER	0	0	1	1
CITAC OFFICER	0	0	0	2
CONTROL ROOM OPERATOR	0	0	2	2
DEPUTIES-VARIOUS RANKS	77.34	77.61	72.61	70
LIDS TECH	1	1	1	0
LT. COLONEL	1	1	1	1
NURSE	4	4	6	6
SHERIFF	1	1	1	1
FTEs	88.34	88.61	88.61	87

City Jail

Fiscal Year 2025 Operating Budget

Description

The Danville City Jail is a major, maximum-security jail located on the first floor of the Courts and Jail Building. The Jail Annex is located at 1000 South Boston Road and is part of the building which also houses the Danville Adult Detention Facility. The Annex houses female inmates. The jail and jail annex house approximately 247 inmates. The facility is rated to house 213 inmates. The Danville City Jail provides both educational, religious, and substance abuse programs for the benefit of those incarcerated.

Revenues/Expenditures

	ACTUAL		ADOPTED BUDGET		ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	Increase/ (Decrease)
Revenues					
Revenue-Use Money/Property	\$50,256	\$49,550	\$59,000	\$50,000	(\$9,000)
Charges for Services	\$417,553	\$348,541	\$417,000	\$350,000	(\$67,000)
REVENUES TOTAL	\$467,809	\$398,091	\$476,000	\$400,000	(\$76,000)
Expenses					
Personnel Services	\$74,815	\$59,421	\$70,000	\$151,310	\$81,310
Employee Benefits	\$5,701	\$4,546	\$5,360	\$19,731	\$14,371
Purchased Services	\$242,840	\$278,436	\$279,470	\$308,494	\$29,024
Internal Service	\$357,827	\$340,910	\$332,600	\$341,100	\$8,500
Other Operating Expense	\$1,060,770	\$968,810	\$964,750	\$1,045,850	\$81,100
Capital Outlay	\$47,976	\$67,687	\$77,770	\$92,000	\$14,230
Labor Expense Cross	\$34,469	\$24,983	\$23,490	\$6,500	(\$16,990)
EXPENSES TOTAL	\$1,824,400	\$1,744,792	\$1,753,440	\$1,964,985	\$211,545
Net Cost to City	\$1,356,591	\$1,346,701	\$1,277,440	\$1,564,985	-

Personnel

The Personnel Services and Employee Benefits covers to cost associated with Physician services charged on an as needed basis. The City contracts these services for the City Jail, Adult Detention Facility, and Juvenile Detention Facility.

Commonwealth Attorney

Fiscal Year 2025 Operating Budget

Description

The primary duty of the Commonwealth Attorney is the prosecution of criminal cases. Unlike most jurisdictions, a Danville City Charter provision requires the Commonwealth Attorney to prosecute all misdemeanor cases brought on City warrants in the General District Court. State law only requires the Commonwealth Attorney to appear for felony cases. The office also prosecutes all felonies and some misdemeanors in the Juvenile and Domestic Relations District Court. The Commonwealth's Attorney is responsible for the prosecution of all cases in the Circuit Court. The Commonwealth's Attorney is also required to represent some state agencies in civil matters and render conflict of interest opinions.

Revenues/Expenditures

	ACTUAL		ADOPTED BUDGET		Increase/ (Decrease)
	FY2022	FY2023	FY2024	FY2025	
Revenues					
Recovered Cost	\$999	\$967	\$0	–	\$0
Shared-Categorical State	\$999,125	\$1,037,883	\$1,149,520	\$1,314,010	\$164,490
REVENUES TOTAL	\$1,000,124	\$1,038,849	\$1,149,520	\$1,314,010	\$164,490
Expenses					
Personnel Services	\$1,097,929	\$1,161,710	\$1,283,980	\$1,451,309	\$167,329
Employee Benefits	\$206,677	\$227,706	\$245,910	\$284,879	\$38,969
Purchased Services	\$3,026	\$2,895	\$3,550	\$2,410	(\$1,140)
Internal Service	\$25,126	\$29,277	\$31,860	\$38,940	\$7,080
Other Operating Expense	\$110,922	\$128,315	\$81,500	\$38,330	(\$43,170)
Capital Outlay	–	–	\$0	\$7,000	\$7,000
Labor Expense Cross	\$460	\$169	\$0	–	\$0
EXPENSES TOTAL	\$1,444,139	\$1,550,073	\$1,646,800	\$1,822,868	\$176,068
Net Cost to City	\$444,016	\$511,223	\$497,280	\$508,858	–

Personnel

The Virginia Compensation Board provides funding for most positions; however, several positions include City-funded supplements. The Commonwealth Attorney's Office also has three additional positions which are currently funded by one single grant and is not reflected in this budget. Those three positions make up the Victim-Witness Department.

Position Title	FY2022	FY2023	FY2024	FY2025
FTEs				
ADMINISTRATIVE ASSISTANT	1	1	1	1
ASSISTANT COMMONWEALTH ATTORNEY I, II, III, IV	10	10	9	9
COMMONWEALTH ATTORNEY	1	1	1	1
SECRETARY	5	5	6	6
FTES	17	17	17	17

Commonwealth Attorney-Collections

Fiscal Year 2025 Operating Budget

Description

The Collections Department of the Commonwealth Attorney's Office collects delinquent fines, costs and restitution for the Circuit Court, General District Court and Juvenile and Domestic Relations District Court. A Community Service Program is available for those who owe fines and costs to Circuit and General District Courts. For Circuit Court and General District Court these individuals may work for God's Storehouse or Bibleway Church. They earn an hourly credit of \$12. Each participant is required to turn in his or her own hours worked to the Collections Department on a special receipt which was created by Petra Haskins and a previous Assistant Commonwealth's Attorney.

Revenues/Expenditures

ACTUAL			ADOPTED BUDGET		Increase/ (Decrease)
FY2022	FY2023	FY2024	FY2025		
Revenues					
Charges for Services	\$57,009	\$76,049	\$57,000	\$71,500	\$14,500
Recovered Cost	–	\$0	\$0	–	\$0
Not Applicable	–	\$219	\$0	–	\$0
REVENUES TOTAL	\$57,009	\$76,268	\$57,000	\$71,500	\$14,500
Expenses					
Personnel Services	\$30,450	\$58,875	\$65,720	\$70,361	\$4,641
Employee Benefits	\$5,928	\$11,242	\$12,730	\$14,804	\$2,074
Internal Service	\$7,525	\$7,754	\$9,500	\$700	(\$8,800)
Other Operating Expense	\$7,619	\$9,495	\$6,410	\$2,850	(\$3,560)
Capital Outlay	–	–	\$600	\$0	(\$600)
EXPENSES TOTAL	\$51,522	\$87,365	\$94,960	\$88,714	(\$6,246)
Net Cost to City	(\$5,486)	\$11,098	\$37,960	\$17,214	

Personnel

This Department has two full time employees. The Commonwealth Attorney (legal staff) has two people who are trained and have access to the Collections Department software and are able to collect and record payments in the event of unexpected leave within the Collections Department.

Position Title	FY2022	FY2023	FY2024	FY2025
FTEs				
COLLECTION CLERK	2	2	2	2
FTEs	2	2	2	2