

Budget Office

Fiscal Year 2025 Operating Budget

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. Prior to October 2021, the budget for the Budget Office was part of the City Manager's Department.

Revenues/Expenditures

ACTUAL		ADOPTED BUDGET		ADOPTED BUDGET	
	FY2022	FY2023	FY2024	FY2025	Increase/ (Decrease)
Revenues					
—	—	—	—	—	—
REVENUES TOTAL	0	0	0	0	0
Expenses					
Personnel Services	\$82,465	\$103,817	\$99,890	\$174,935	\$75,045
Employee Benefits	\$10,254	\$12,055	\$12,600	\$21,320	\$8,720
Purchased Services	\$448	\$57	\$100	\$100	\$0
Internal Service	\$3,692	\$1,968	\$6,110	\$4,310	(\$1,800)
Other Operating Expense	\$1,315	\$6,354	\$5,390	\$6,690	\$1,300
Capital Outlay	\$3,534	\$500	\$0	\$0	\$0
EXPENSES TOTAL	\$101,708	\$124,751	\$124,090	\$207,354	\$83,264
Net Cost to City	\$101,708	\$124,751	\$124,090	\$207,354	

Personnel

Position Title	FY2022	FY2023	FY2024	FY2025
FTEs				
BUDGET ANALYST	0	0	0	1
DIRECTOR OF BUDGET	1	1	1	1
FTEs	1	1	1	2

Goals

The Budget Office has implemented a new budgeting software solution. The application, provided by OpenGov, was used to compile the FY 2025 budget. In addition to facilitating the preparation of the operating and capital budgets, the software offers additional features for reporting performance metrics, identifying and budgeting for strategic initiatives, and providing more transparency and engagement for citizens. We look forward to providing informative and interactive online budget information.

Independent Auditor

Fiscal Year 2025 Operating Budget

Description

The Independent Auditor activity includes the examination of the accounts and records of the City and related City organizations involved in the handling of City funds in accordance with generally accepted auditing standards. The auditor's contract requires an independent examination by a Certified Public Accountant who provides an opinion regarding conformance of the financial statements to generally accepted principles. The audit is also conducted in accordance with generally accepted auditing standards, governmental auditing standards issued by the Comptroller General of the United States, and requirements of the Auditor of Public Accounts of the Commonwealth of Virginia. As a recipient of federal and state grants, the City's audit is subject to the requirements of the Comptroller General and the Auditor of Public Accounts. Other outside entities, including bond rating agencies and banking institutions, request the City's annual audit report in order to establish the City's credit worthiness.

Beginning with the fiscal year 2014 audit, Brown, Edwards, & Company, LLP was selected to perform this service. It is best practice to issue an RFP for independent audit services every five years. The City issued an RFP, reviewed submissions from respondents, and awarded a second contract for the annual audit to Brown Edwards at the end of fiscal year 2020.

Revenues/Expenditures

ACTUAL		ADOPTED BUDGET		ADOPTED BUDGET	
	FY2022	FY2023	FY2024	FY2025	Increase/ (Decrease)
Revenues					
–	–	–	–	–	–
REVENUES TOTAL	0	0	0	0	0
Expenses					
Purchased Services	\$184,850	\$196,600	\$165,000	\$178,000	\$13,000
EXPENSES TOTAL	\$184,850	\$196,600	\$165,000	\$178,000	\$13,000
Net Cost to City	\$184,850	\$196,600	\$165,000	\$178,000	

Real Estate Assessment

Fiscal Year 2025 Operating Budget

Description

The Division of Real Estate Assessment is a division of the Finance Department and provides mass appraisal services of real property for tax purposes. With offices located on the third floor of the Municipal Building, the Division of Real Estate Assessment is responsible for the discovery, listing and appraisal of all real property in the City; maintaining current ownership and mailing address information; maintaining current parcel maps for GIS system; providing special assessments for land use; defending the City's assessments at Board of Equalization hearings; and the preparation of appraisal reports and testifying in court in defense of assessments, and administers the Veterans Real Estate Tax Relief program for veterans rated as 100% permanently and totally disabled due to a service-connect disability. Additionally, the Division of Real Estate Assessment shares in the administration of the Tax Abatement of Rehabilitated Buildings Program; the Residential Subdivision Reimbursement Program; the Property Tax Exemption or Deferral and Reduced Residential Refuse Fee Program for the elderly or persons found to be permanently and totally disabled program.

Revenues/Expenditures

	ACTUAL			ADOPTED BUDGET	
	FY2022	FY2023	FY2024	FY2025	Increase/ (Decrease)
Revenues					
–	–	–	–	–	–
REVENUES TOTAL	0	0	0	0	0
Expenses					
Personnel Services	\$238,041	\$204,329	\$274,600	\$314,722	\$40,122
Employee Benefits	\$29,194	\$22,338	\$30,840	\$36,479	\$5,639
Purchased Services	\$844	\$725	\$710	\$810	\$100
Internal Service	\$21,038	\$23,551	\$22,400	\$27,390	\$4,990
Other Operating Expense	\$7,199	\$16,188	\$11,230	\$23,105	\$11,875
EXPENSES TOTAL	\$296,316	\$267,130	\$339,780	\$402,506	\$62,726
Net Cost to City	\$296,316	\$267,130	\$339,780	\$402,506	–

Personnel

Position Title	FY2022	FY2023	FY2024	FY2025
FTEs				
DIVISN DIR OF REAL ESTATE ASSE	1	1	1	1
REAL ESTATE APPRAISER I	1	1	1	1
REAL ESTATE APPRAISER II	1	0	1	1
REAL ESTATE APPRAISER III	1	2	1	1
SR REAL ESTATE ASSSMNT CLRK	1	1	1	1
FTEs	5	5	5	5

Property Tax Relief

Fiscal Year 2025 Operating Budget

Description

The Real Estate and Mobile Home Tax Exemption for Certain Elderly or Disabled Persons program, administered by the City's Tax Relief Official currently assigned to the Parks, Recreation & Tourism Department's Seniors Division with assistance of the Division of Real Estate Assessment, provides for reduced real estate and mobile home tax payments and reduced refuse fees for qualifying elderly or disabled, low-income property owners. Through permissive legislation, City Council adopted the property tax relief program in 1974.

Originally, the tax relief was limited to real estate only. In 1988, the program was amended to include mobile homes. In 2001, the program was amended to include disabled persons. In 2007, the program was amended to include reduced residential solid waste fee for certain elderly and disabled persons. In 2024 this program increased the allowable income to \$40,000 for each applicant.

Through permissive legislation, On October 6, 2011 the City Council adopted the exemption from taxes on property for qualified disabled veterans rated by the U.S. Department of Veterans Affairs as 100% permanent and totally disabled due to a service-connected disability. We currently have 168 qualified veterans. All applications are filed and processed in the Division of Real Estate Assessment office.

Revenues/Expenditures

ACTUAL		ADOPTED BUDGET		ADOPTED BUDGET	
	FY2022	FY2023	FY2024	FY2025	Increase/ (Decrease)
Revenues					
-	-	-	-	-	-
REVENUES TOTAL	0	0	0	0	0
Expenses					
Personnel Services	\$0	-	\$0	-	\$0
Employee Benefits	\$0	-	\$0	-	\$0
Other Operating Expense	\$142,884	\$188,059	\$195,000	\$270,000	\$75,000
EXPENSES TOTAL	\$142,884	\$188,059	\$195,000	\$270,000	\$75,000
Net Cost to City	\$142,884	\$188,059	\$195,000	\$270,000	

Real Estate Board of Equalization

Fiscal Year 2025 Operating Budget

Description

The Real Estate Board of Equalization provides property owners an opportunity to appeal their real estate assessment values. State law requires the city to have a Board of Equalization each reassessment year. Currently the City is on an even year biennial reassessment cycle.

Revenues/Expenditures

	ACTUAL		ADOPTED BUDGET	ADOPTED BUDGET	
	FY2022	FY2023	FY2024	FY2025	Increase/ (Decrease)
Revenues					
–	–	–	–	–	–
REVENUES TOTAL	0	0	0	0	0
Expenses					
Personnel Services	–	\$990	\$0	\$1,000	\$1,000
Employee Benefits	–	\$76	\$0	\$100	\$100
Purchased Services	–	–	–	\$300	\$300
EXPENSES TOTAL	–	\$1,066	\$0	\$1,400	\$1,400
Net Cost to City	\$0	\$1,066	\$0	\$1,400	

Personnel

By law, the Board is composed of not less than three nor more than five members. Board members must be compensated with a wage for each hour spent in training and during Board hearings.

Customer Accounts

Fiscal Year 2025 Operating Budget

Description

The Customer Accounts Division of the Finance Department provides a full range of billing and collection services. The offices are located in the Charles H. Harris Financial Service Center, 311 Memorial Drive. The Division is responsible for properly establishing and maintaining customer utility accounts, ensuring proper and timely billing of accounts and resolving billing and service issues, as well as processing and maintaining records of all billings and payments for utilities, property taxes, other local taxes, licenses and miscellaneous charges.

Customer Accounts is also the point of contact should a citizen need information about account balances and payments regarding utility and tax accounts.

The Customer Accounts Division budget consists of four functions: administration, customer care, billing, and collections. The administrative division accounts for administrative salaries and benefits, interest on customer deposits, and contractual expenses. The customer care function initiates and terminates service accounts, enrolls customers in the Equal Pay and Bank Draft plans, responds to customer inquiries and assists with information requests. The billing function imports readings from approximately 81,000 AMI electric, water and natural gas meters, and processes monthly billing statements for approximately 48,000 accounts. Bills are printed in-house and mailed daily.

The collection's operation accepts payments from customers, posts all customer payments, issues non-pay disconnection orders for past due utility accounts. It also administers numerous programs, including Fuel Assistance, Debt Set-Off, Vehicle Registration Withholding, and the collection of delinquent accounts by using other appropriate collection methods, such as court proceedings, distress warrants, tax liens, and third-party collections agencies.

In fiscal year 2020, this division assumed the billing and customer service functions that had previously existed in the Utility Department. As a result, 16 positions were transferred from the Utility Department to the Finance Department. The associated expenses are being covered by recovery revenue from the utility funds, eliminating the budgetary impact to the General Fund.

Revenues/Expenditures

	ACTUAL		ADOPTED BUDGET		Increase/ (Decrease)
	FY2022	FY2023	FY2024	FY2025	
Revenues					
Miscellaneous Revenue	–	–	\$0	–	\$0
Recovered Cost	\$1,690,670	\$1,810,325	\$1,860,810	\$2,116,060	\$255,250
REVENUES TOTAL	\$1,690,670	\$1,810,325	\$1,860,810	\$2,116,060	\$255,250
Expenses					
Personnel Services	\$1,022,428	\$1,144,394	\$1,200,930	\$1,406,805	\$205,875
Employee Benefits	\$125,311	\$120,916	\$136,380	\$160,922	\$24,542
Purchased Services	\$289,182	\$323,940	\$335,970	\$358,840	\$22,870
Internal Service	\$46,833	\$47,794	\$64,700	\$76,110	\$11,410
Other Operating Expense	\$1,011,580	\$1,075,517	\$1,096,410	\$1,168,740	\$72,330
Capital Outlay	\$310	\$18,920	\$2,500	\$2,500	\$0
Debt Service	\$5,300	\$18,739	\$6,000	\$40,000	\$34,000
EXPENSES TOTAL	\$2,500,944	\$2,750,220	\$2,842,890	\$3,213,917	\$371,027
Net Cost to City	\$810,274	\$939,895	\$982,080	\$1,097,857	–

Personnel

Position Title	FY2022	FY2023	FY2024	FY2025
FTEs				
CASHIER	5	5	5	5
COL CUST ACC MANAGER	1	1	1	1
COLLECTIONS CLERK II	0	0	0	0
CUSTOMER ACCOUNT REPRESENTATIV	12	12	12	12
DELINQUENT COLLECTIONS CORDNTR	1	1	1	1
DIV DIR OF CUSTOMER ACCOUNTS	1	1	1	1
DIVISN DIR OF CUSTOMER SERVICE	0	0	0	0
SENIOR CASHIER	0	0	0	0
SENIOR COLLECTIONS CLERK	2	2	2	2
SENIOR UTILITY BILLING CLERK	1	1	1	1
SERV/BILL CUST ACCT MANAGER	1	1	1	1
SR CUS ACCT/TRAINING REP	1	1	1	1
UTILITY BILLING CLERK	3	3	3	3
UTILITY SPECIAL BILLING CLERK	2	2	2	2
FTEs	30	30	30	30

Chief Financial Officer

Fiscal Year 2025 Operating Budget

Description

The Chief Financial Officer is charged with overseeing the fiscal needs of the City of Danville. The functions of this division within the Finance Department include accounting for and supervision of all encumbrances, expenditures, and disbursements to ensure the budget appropriations are not exceeded. This division also provides oversight and review of the preparation of the City's monthly and annual financial statements. The CFO plans and coordinates the issuance of bonds for the City's capital needs and ensures compliance with debt covenants and continuing disclosure requirements, as well as communications with bond rating agencies.

The CFO provides administrative oversight to the various divisions of the Finance Department, which include Accounting, Budget, Customer Accounts, Purchasing, Central Services, the Employees Retirement System, Internal Audit, and Real Estate Assessment. In addition, the CFO serves as Treasurer of the Danville-Pittsylvania Regional Industrial Facility Authority, Executive Secretary and Trustee for the Employees Retirement System, and serves as the Finance Director for the Industrial Development Authority and the City's Community Development Entity.

Revenues/Expenditures

ACTUAL		ADOPTED BUDGET		ADOPTED BUDGET	
	FY2022	FY2023	FY2024	FY2025	Increase/ (Decrease)
Revenues					
–	–	–	–	–	–
REVENUES TOTAL	0	0	0	0	0
Expenses					
Personnel Services	\$172,757	\$197,306	\$191,450	\$312,730	\$121,280
Employee Benefits	\$22,810	\$22,929	\$23,890	\$38,910	\$15,020
Purchased Services	–	–	\$0	–	\$0
Internal Service	\$2,798	\$3,500	\$4,060	\$3,375	(\$685)
Other Operating Expense	\$12,169	\$12,375	\$15,860	\$17,535	\$1,675
Capital Outlay	–	–	\$0	–	\$0
EXPENSES TOTAL	\$210,534	\$236,110	\$235,260	\$372,550	\$137,290
Net Cost to City	\$210,534	\$236,110	\$235,260	\$372,550	

Personnel

Position Title	FY2022	FY2023	FY2024	FY2025
FTEs				
ADMINISTRATIVE ASSISTANT	1	1	1	1
CHIEF FINANCIAL OFFICER	1	1	1	1
GRANT ADMINISTRATOR	0	0	0	1
SENIOR SECRETARY	0	0	0	0
FTEs	2	2	2	3

Accounting

Fiscal Year 2025 Operating Budget

Description

The Accounting Division of the Finance Department works to provide sound fiscal management, timely and accurate financial reporting, and safeguarding of the City's assets through proper internal controls. This includes oversight of the City's accounting, payroll, fixed assets, accounts payable, grant reporting, and inventory management systems. This division is also responsible for interfaces between the general ledger and the billing and collection software systems for taxes and utilities. Additional functions and responsibilities include centralized accounts payable processing, bi-monthly payroll processing, timely processing and reporting of payroll taxes and other payroll deductions, debt service administration, grant management, cash management, administration of the City's property and liability insurance, and the administration of cash, investment, and payroll operations of the City's Retirement System. The accounting and financial reporting for the Regional Industrial Facility Authority is also a function of this division, as well as the coordination of the related audits with independent auditors.

The Accounting Division prepares Annual Comprehensive Financial Reports (ACFRs) for both the City and the Employees' Retirement System and coordinates the audit of both these reports with the City's independent auditors. The City submits both ACFRs to the Government Finance Officers Association for the Certificate of Achievement for Excellence in Financial Reporting Award. The City has received this award for thirty-four consecutive years. It is the responsibility of this division to ensure the City's financial reporting continues to receive this prestigious award and to continually seek to improve the City's financial reporting.

Revenues/Expenditures

ACTUAL		ADOPTED BUDGET		ADOPTED BUDGET	
	FY2022	FY2023	FY2024	FY2025	Increase/ (Decrease)
Revenues					
–	–	–	–	–	–
REVENUES TOTAL	0	0	0	0	0
Expenses					
Personnel Services	\$596,507	\$621,107	\$660,520	\$734,674	\$74,154
Employee Benefits	\$77,231	\$66,929	\$79,070	\$86,967	\$7,897
Purchased Services	\$11,178	\$17,587	\$24,630	\$24,840	\$210
Internal Service	\$16,403	\$18,672	\$21,940	\$21,290	(\$650)
Other Operating Expense	\$18,445	\$26,627	\$28,290	\$30,445	\$2,155
Capital Outlay	\$6,684	–	\$500	\$500	\$0
Debt Service	\$0	–	\$0	–	\$0
EXPENSES TOTAL	\$726,448	\$750,922	\$814,950	\$898,716	\$83,766
Net Cost to City	\$726,448	\$750,922	\$814,950	\$898,716	

Personnel

The City's Senior Internal Auditor/Cash & Risk Manager is split 50/50 between the Internal Audit function and Accounting. Also, there is one Accountant allocated approximately 40% to the Employees' Retirement System, 30% to RIFA, and 30% to Accounting.

Position Title	FY2022	FY2023	FY2024	FY2025
FTEs				
ACCOUNT CLERK	0	0	0	0
ACCOUNTANT I	1	1	0	0
ACCOUNTANT II	2	2	3	3
ACCOUNTANT III	0.59	0.59	0.5	0.5
ACCOUNTING TECHNICIAN	0	0	0	1
ASSISTANT DIRECTOR OF FINANCE	1	1	1	1
BUSINESS SYSTEMS ACCOUNTANT	1	1	1	1
PAYROLL ADMINISTRATOR	0	0	0	1
PAYROLL TECHNICIAN	1	1	1	0
SENIOR ACCOUNT CLERK	3	3	3	2
SENIOR INTERNAL AUDITOR	0.5	0.5	0.5	0
SENIOR INTERNAL AUDITOR/CASH & RISK MANAGER	0	0	0	0.5
FTEs	10.09	10.09	10	10

Internal Audit

Fiscal Year 2025 Operating Budget

Description

The Internal Audit function in the Finance Department ensures integrity and reliability of financial reporting and protection against fraud. The Internal Auditor also ensures at least that a minimum acceptable set of control activities are in place in each of the business units and functions. Internal control procedures are regularly reviewed to identify weaknesses and/or gaps. When necessary, internal control improvements are recommended with the goal of mitigating risk, increasing productivity, and streamlining business processes. Additionally, this function routinely reviews the City's financial policies and procedures manuals, monitor compliance, and establish a process to adopt policies and procedures to changing business requirements.

Staff in this division serve multiple roles and currently also manage the City's cash flow, accounting for investments, as well as risk management. Duties also include managing the City's Insurance Fund, as well as preparing allocations for the City's self-insured workers' compensation expenses.

Revenues/Expenditures

	ACTUAL		ADOPTED BUDGET		Increase/ (Decrease)
	FY2022	FY2023	FY2024	FY2025	
Revenues					
–	–	–	–	–	–
REVENUES TOTAL	0	0	0	0	0
Expenses					
Personnel Services	\$52,245	\$56,648	\$55,860	\$64,938	\$9,078
Employee Benefits	\$7,043	\$6,616	\$7,050	\$8,593	\$1,543
Internal Service	\$630	\$1,175	\$1,500	\$1,840	\$340
Other Operating Expense	\$817	\$1,374	\$4,190	\$4,330	\$140
EXPENSES TOTAL	\$60,735	\$65,813	\$68,600	\$79,701	\$11,101
Net Cost to City	\$60,735	\$65,813	\$68,600	\$79,701	–

Personnel

Because the City's Internal Auditor is also currently tasked with cash and risk management for the City, funding for this position is split between Finance: Internal Auditor (50%) and Finance: Accounting (50%).

Position Title	FY2022	FY2023	FY2024	FY2025
FTEs				
SENIOR INTERNAL AUDITOR	0.5	0.5	0.5	0
SENIOR INTERNAL AUDITOR/CASH & RISK MANAGER	0	0	0	0.5
FTEs	0.5	0.5	0.5	0.5

Purchasing

Fiscal Year 2025 Operating Budget

Description

The Purchasing Division of the Finance Department serves as the centralized purchasing operations for the City of Danville. While following statutory guidelines, this division aims to secure high quality products and services at the best possible cost for all of the departments of the City. Additionally, the Purchasing Division oversees the negotiating of professional contracts, monitoring vendor performance, manages the use of procurement cards, oversees the City's liability insurance programs, and administers surplus property disposal. The Purchasing Division also provides administrative oversight for Central Services, the City's centralized producer of printed materials, utility and tax bill printing. Current annual billing volumes include approximately 650,000 utility bills, 100,000 tax bills, 3,200 business licenses, and all related notices. The Central Services staff also provides postal services and management of office supplies for all City.

Revenues/Expenditures

ACTUAL		ADOPTED BUDGET		ADOPTED BUDGET	
	FY2022	FY2023	FY2024	FY2025	Increase/ (Decrease)
Revenues					
Recovered Cost	\$33,466	\$36,034	\$33,000	\$35,000	\$2,000
REVENUES TOTAL	\$33,466	\$36,034	\$33,000	\$35,000	\$2,000
Expenses					
Personnel Services	\$269,658	\$302,010	\$317,090	\$374,489	\$57,399
Employee Benefits	\$33,422	\$30,985	\$36,430	\$43,417	\$6,987
Purchased Services	\$64,974	\$69,736	\$77,500	\$83,500	\$6,000
Internal Service	\$6,681	\$7,762	\$11,460	\$9,230	(\$2,230)
Other Operating Expense	\$6,023	\$8,602	\$19,440	\$20,700	\$1,260
Capital Outlay	\$987	\$3,357	\$4,000	\$4,000	\$0
EXPENSES TOTAL	\$381,746	\$422,452	\$465,920	\$535,336	\$69,416
Net Cost to City	\$348,280	\$386,419	\$432,920	\$500,336	-

Personnel

Position Title	FY2022	FY2023	FY2024	FY2025
FTEs				
BUYER	1	1	0	0
DIVISION DIR OF PURCHASING	1	1	1	1
PRINT SHOP SUPERVISOR	0.1	0.5	0.5	0.5
PRINTER	0	0.2	0.2	0.2
PROCUREMENT OFFICER	0	0	1	1
PURCHASING CLERK	1	0	0	0
PURCHASING SUPPORT SPECIALIST	0	0	0	1
SENIOR PRINTER	1	1	1	1
SENIOR PURCHASING CLERK	1	2	2	0
VENDOR RELATIONSHIP COORDINATOR	0	0	0	1
FTEs	5.1	5.7	5.7	5.7