

Electoral Board

Fiscal Year 2025 Operating Budget

Description

This Office provides for the oversight and conduct of all elections in the City to include federal, state, and local elections. Elections can run the gamut from one to four elections in one year. The Board has the responsibility to insure the uniformity, legality, and purity of each election. The Electoral Board consists of a secretary of the Electoral Board and two board members, all which are appointed by the judge of the Circuit Court. The Board provides for the appointment of the city general registrar and all officers of elections. The board is responsible for overseeing the training of officers of elections.

The office receives, reviews, and maintains campaign finance reports for all local candidates. It is responsible for the distribution of voting machines and all related election materials and for securing polling places. The Board conducts the canvass after each election and certifies election results for the City of Danville.

State law mandates this Office. At least one member of the Board is required to attend seminars and training conducted by the Virginia Department of Elections.

Revenues/Expenditures

ACTUAL			ADOPTED BUDGET		Increase/ (Decrease)
FY2022	FY2023	FY2024	FY2025		
Revenues					
Shared-Categorical State	\$7,483	\$7,820	\$0	\$0	\$0
REVENUES TOTAL	\$7,483	\$7,820	\$0	\$0	\$0
Expenses					
Personnel Services	\$31,707	\$27,939	\$97,800	\$84,800	(\$13,000)
Employee Benefits	\$726	\$786	\$1,030	\$0	(\$1,030)
Purchased Services	\$0	\$285	\$2,400	\$2,500	\$100
Internal Service	\$379	\$248	\$9,000	\$7,500	(\$1,500)
Other Operating Expense	\$55,997	\$54,292	\$157,580	\$143,600	(\$13,980)
Labor Expense Cross	\$2,208	\$363	\$10,200	\$6,600	(\$3,600)
EXPENSES TOTAL	\$91,018	\$83,913	\$278,010	\$245,000	(\$33,010)
Net Cost to City	\$83,535	\$76,093	\$278,010	\$245,000	

Personnel

State law mandates the three-member Electoral Board. Salary is set by State Compensation Board. Salary is set by the State Compensation Board.

Registrar

Fiscal Year 2025 Operating Budget

Description

The Office of the Registrar is located at 530 Main Street, Suite 100, in downtown Danville. This office is responsible for the administration of voter registration, assessing the needs of the citizens, and establishing a schedule to meet those needs. The Registrar's Office is also responsible for communicating the requirements of law clearly and courteously to all citizens so that they understand their responsibilities as well as their rights.

The office is responsible for handling requests for absentee ballots for all elections, including absentee voting by mail and voting absentee in person at the office. The office handles local candidate filings. The Registrar assists the Electoral Board with election management. The Electoral Board has designated the Registrar's Office to be the custodian of the voting machines and developing the training program for officers of election. The Registrar's Office works closely with the Electoral Board office to assure an error-free election. The office is responsible for overseeing the coding and formatting of election and candidate information by the vendor, and the programming of all voting machines for each election. The office handles security, maintenance, and logistic and accuracy testing for all the voting equipment. The office has instituted the use of electronic poll books on Election Day to improve the voters experience at check in. This office is responsible for all elections and registration records that are open for public inspection. State law mandates this office. Its employees are required to attend seminars and training sessions to keep abreast of legislation that may affect their workload.

Revenues/Expenditures

ACTUAL		ADOPTED BUDGET		ADOPTED BUDGET	
	FY2022	FY2023	FY2024	FY2025	Increase/ (Decrease)
Revenues					
Shared-Categorical State	\$69,421	\$74,343	\$0	\$0	\$0
REVENUES TOTAL	\$69,421	\$74,343	\$0	\$0	\$0
Expenses					
Personnel Services	\$143,114	\$155,370	\$169,920	\$189,766	\$19,846
Employee Benefits	\$18,998	\$18,067	\$19,970	\$23,478	\$3,508
Purchased Services	\$2,063	\$2,081	\$4,020	\$4,500	\$480
Internal Service	\$8,863	\$6,196	\$20,470	\$17,330	(\$3,140)
Other Operating Expense	\$82,740	\$62,270	\$99,030	\$118,780	\$19,750
EXPENSES TOTAL	\$255,777	\$243,984	\$313,410	\$353,854	\$40,444
Net Cost to City	\$186,356	\$169,641	\$313,410	\$353,854	-

Personnel

Position Title	FY2022	FY2023	FY2024	FY2025
FTEs				
ASSISTANT DEPUTY REGISTRAR	0	1.1	1.1	0
DEPUTY REGISTRAR	1	1	1	1
REGISTRAR	1	1	1	1
FTEs	2	3.1	3.1	2

Circuit Court

Fiscal Year 2025 Operating Budget

Description

The Circuit Court of Danville is the trial court of general jurisdiction with the authority to try civil and criminal cases. Additionally, the Circuit Court has jurisdiction for any case for which jurisdiction is not specified in the Code of Virginia and has the authority to impanel regular and special grand juries.

In criminal cases, the Circuit Court has jurisdiction over the trial of all felonies and misdemeanors originating from grand jury indictments. The Circuit Court also has jurisdiction over juveniles who are charged with felonies and whose cases are certified for trial by the judge of the Juvenile and Domestic Relations District Court. In civil cases, the Circuit Court has concurrent jurisdiction with the General District Court over claims of \$4,500 to \$15,000. The Circuit Court has original jurisdiction over monetary claims exceeding \$15,000. Additionally, the Circuit Court has jurisdiction over issues concerning the validity of municipal ordinances or corporate bylaws. The Circuit Court has appellate jurisdiction over appeals from the General District Court and from the Juvenile and Domestic Relations District Court. Appeals from administrative agencies are also heard in the court.

Revenues/Expenditures

ACTUAL		ADOPTED BUDGET		ADOPTED BUDGET	
	FY2022	FY2023	FY2024	FY2025	Increase/ (Decrease)
Revenues					
Recovered Cost	\$1,750	\$4,250	\$0	–	\$0
REVENUES TOTAL	\$1,750	\$4,250	\$0	–	\$0
Expenses					
Personnel Services	\$198,101	\$194,202	\$160,630	\$222,510	\$61,880
Employee Benefits	\$19,353	\$16,114	\$16,890	\$19,732	\$2,842
Purchased Services	\$7,581	\$3,062	\$5,750	\$10,900	\$5,150
Internal Service	\$3,174	\$3,860	\$2,600	\$2,340	(\$260)
Other Operating Expense	\$18,946	\$18,838	\$18,440	\$20,540	\$2,100
Capital Outlay	\$10,229	\$6,782	\$0	\$5,000	\$5,000
EXPENSES TOTAL	\$257,383	\$242,857	\$204,310	\$281,022	\$76,712
Net Cost to City	\$255,633	\$238,607	\$204,310	\$281,022	

Personnel

Position Title	FY2022	FY2023	FY2024	FY2025
FTEs				
JUDICIAL ASSISTANT	1	1	2	1
JUDICIAL ASSISTANT II	0	0	0	1
LAW CLERK	1	1	1	1
LEGAL SECRETARY	1	1	0	0
FTEs	3	3	3	3

General District Court

Fiscal Year 2025 Operating Budget

Description

General District Court is located on Patton Street in the Courts and Jail Building on the third floor. Court commences at 8:30am, five days a week for Traffic and Criminal Cases; civil cases are held on Friday beginning at 10:00am. Small Claims Court is held on the second Friday of every month at 12:00 noon. One must call to reserve time on the Civil Docket.

The General District Court handles all traffic and criminal misdemeanor cases, felony preliminary hearings, civil small claims court involving \$5,000 or less, civil cases up to \$25,000, and civil personal injury cases up to \$50,000.

Revenues/Expenditures

	ACTUAL		ADOPTED BUDGET		Increase/ (Decrease)
	FY2022	FY2023	FY2024	FY2025	
Revenues					
Charges for Services	\$3,972	\$4,420	\$6,000	\$4,600	(\$1,400)
REVENUES TOTAL	\$3,972	\$4,420	\$6,000	\$4,600	(\$1,400)
Expenses					
Purchased Services	\$9,996	\$9,197	\$27,200	\$27,200	\$0
Internal Service	—	\$640	\$700	\$700	\$0
Other Operating Expense	\$12,170	\$12,535	\$15,230	\$15,050	(\$180)
Capital Outlay	\$603	\$5,738	\$11,800	\$11,800	\$0
EXPENSES TOTAL	\$22,769	\$28,109	\$54,930	\$54,750	(\$180)
Net Cost to City	\$18,797	\$23,689	\$48,930	\$50,150	—

Magistrate Office

Fiscal Year 2025 Operating Budget

Description

The principal function of the magistrate is to provide an independent, unbiased review of complaints brought to the office by law enforcement officers and citizens. Although they do serve as conservators of the peace, magistrates are not connected with law enforcement. Instead, magistrates serve as a buffer between law enforcement and society. In addition, magistrates assist the public by providing general information on civil and criminal processes and procedures.

Magistrates have the following statutorily prescribed powers: to act as conservators of the peace, to administer oaths and take acknowledgements, to issue arrest warrants, to issue search warrants, to admit to bail or commit to jail, to issue summonses and subpoenas, to issue civil warrants and pre-trial levies and seizures, to accept prepayment for certain traffic and misdemeanor offenses, to issue mental and medical emergency custody orders, to issue temporary mental detention orders, to issue medical temporary detention orders, to issue emergency protective orders, and to issue out of service orders to commercial vehicle drivers.

Revenues/Expenditures

	ACTUAL		ADOPTED BUDGET		Increase/ (Decrease)
	FY2022	FY2023	FY2024	FY2025	
Revenues					
–	–	–	–	–	–
REVENUES TOTAL	0	0	0	0	0
Expenses					
Internal Service	\$164	–	\$100	\$100	\$0
Other Operating Expense	\$448	\$1,318	\$1,000	\$1,250	\$250
Capital Outlay	–	\$1,195	\$1,400	\$1,500	\$100
EXPENSES TOTAL	\$613	\$2,513	\$2,500	\$2,850	\$350
Net Cost to City	\$613	\$2,513	\$2,500	\$2,850	–

Personnel

Magistrates are employees of the Commonwealth of Virginia; therefore, their salaries and benefits are paid with state funds.

22nd District Court Services

Fiscal Year 2025 Operating Budget

Description

The Danville Office of the 22nd Court Service unit is administered by the Virginia Department of Juvenile Justice. The Unit provides a continuum of services to juveniles and families having contact with the Juvenile and Domestic Relations court. Services as ordered by the court or provided at the Unit's intake would include but not be limited to receiving, processing, and when applicable, diverting intake complaints, completing court ordered investigations, reports, reviews, and addendums, providing probation and intensive supervision services, parole and intensive parole services including institutional visitation and community supervision, community work services, and substance abuse evaluation and drug testing.

Revenues/Expenditures

	ACTUAL		ADOPTED BUDGET		Increase/ (Decrease)
	FY2022	FY2023	FY2024	FY2025	
Revenues					
–	–	–	–	–	–
REVENUES TOTAL	0	0	0	0	0
Expenses					
Purchased Services	–	–	–	\$4,000	\$4,000
Internal Service	\$295	\$237	\$300	\$300	\$0
Other Operating Expense	\$5,937	\$6,307	\$5,450	\$5,850	\$400
Capital Outlay	\$21	–	\$0	\$8,500	\$8,500
EXPENSES TOTAL	\$6,253	\$6,544	\$5,750	\$18,650	\$12,900
Net Cost to City	\$6,253	\$6,544	\$5,750	\$18,650	–

22nd District Court Services - Intake Diversion

Fiscal Year 2025 Operating Budget

Description

The Intake Diversion Program offers a service alternative to the Juvenile and Domestic Relations Circuit Court that can assist in diverting a youth from formal action before the court system. Since the services rendered are by an employee assigned to the Court Service Unit, supportive services rendered may include, but are not limited to, mentoring, anger management, substance abuse, and counseling with child and parent, etc. The Intake Diversion Program offers a service alternative to the Juvenile and Domestic Relations Circuit Court that can assist in diverting a youth from formal action before the court system. Since the services rendered are by an employee assigned to the Court Service Unit, supportive services rendered may include, but are not limited to, mentoring, anger management, substance abuse, and counseling with child and parent, etc.

Revenues/Expenditures

ACTUAL		ADOPTED BUDGET		Increase/ (Decrease)
FY2022	FY2023	FY2024	FY2025	
Revenues				
–	–	–	–	–
REVENUES TOTAL	0	0	0	0
Expenses				
Personnel Services	\$46,448	\$3,008	\$0	–
Employee Benefits	\$5,940	\$230	\$0	–
Other Operating Expense	–	–	–	\$0
EXPENSES TOTAL	\$52,388	\$3,238	\$0	\$0
Net Cost to City	\$52,388	\$3,238	\$0	–

Personnel

Position Title	FY2022	FY2023	FY2024	FY2025
FTEs				
INTAKE DIVERSION SPECIALIST	1	0	0	0
FTEs	1	0	0	0

Juvenile and Domestic Relations Court

Fiscal Year 2025 Operating Budget

Description

The Juvenile and Domestic Relations District Courts have jurisdiction over all cases, matters, and proceedings involving the following: delinquents; juveniles accused of traffic infractions and violations; juveniles who are status offenders; children in need of services and/or supervision; children who have been subjected to abandonment; escapees from residential care facilities; adults accused of child abuse, neglect, or of offenses against any child or in which members of their families are victims; court ordered rehabilitative services; emancipation of minors; adults accused of abuse of a spouse, ex-spouse, person with whom they have a child in common, or family, or household member; adults involved in disputes concerning the support, visitation, or custody of a child and parentage determinations; foster care and entrustment agreements; commitment of mentally ill children and certification of mentally retarded children; court consent for certain medical treatments; and issuance of juvenile operator's licenses.

Revenues/Expenditures

ACTUAL		ADOPTED BUDGET		ADOPTED BUDGET	
	FY2022	FY2023	FY2024	FY2025	Increase/ (Decrease)
Revenues					
–	–	–	–	–	–
REVENUES TOTAL	0	0	0	0	0
Expenses					
Personnel Services	\$10,609	\$15,758	\$15,000	\$15,000	\$0
Employee Benefits	\$812	\$1,206	\$1,150	\$1,148	(\$2)
Purchased Services	\$5,535	\$3,652	\$15,900	\$15,900	\$0
Internal Service	–	–	\$0	\$300	\$300
Other Operating Expense	\$16,980	\$28,079	\$24,000	\$24,720	\$720
Capital Outlay	\$1,485	\$7,552	\$25,000	\$18,000	(\$7,000)
EXPENSES TOTAL	\$35,420	\$56,248	\$81,050	\$75,068	(\$5,982)
Net Cost to City	\$35,420	\$56,248	\$81,050	\$75,068	–