

Commissioner of Revenue

Fiscal Year 2026 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		PROPOSED BUDGET	Increase/ (Decrease)
	FY2023	FY2024	FY2025	FY2026		
Revenues						
Shared-Categorical State	\$179,652	\$201,625	\$216,560	\$224,130		\$7,570
REVENUES TOTAL	\$179,652	\$201,625	\$216,560	\$224,130		\$7,570
Expenses						
Personnel Services	\$493,679	\$512,963	\$640,175	\$640,660		\$485
Employee Benefits	\$91,850	\$98,218	\$120,218	\$113,280		(\$6,938)
Purchased Services	\$13,280	\$18,717	\$13,925	\$15,980		\$2,055
Internal Service	\$23,798	\$23,373	\$33,340	\$30,460		(\$2,880)
Other Operating Expense	\$14,657	\$15,930	\$19,720	\$21,340		\$1,620
Capital Expenses	\$4,962	–	\$3,800	\$0		(\$3,800)
EXPENSES TOTAL	\$642,227	\$669,201	\$831,178	\$821,720		(\$9,458)
Net Cost to City	\$462,575	\$467,576	\$614,618	\$597,590		–

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	FY2023	FY2024	FY2025	FY2026
FTEs				
BUSINESS AUDITOR	1.5	1	2	2
CHIEF DEPUTY	1	1	1	1
CODE COMPLIANCE OFFICER	1	1	1	1
COMMISSIONER OF REVENUE	1	1	1	1
DEPUTY I	0	0	0	1
DEPUTY I, II, III	6	6	5	0
DEPUTY II	0	0	0	3
DEPUTY III	0	0	0	1
GENERAL CLERK	1.5	1.5	3	3
FTES	12	11.5	13	13

Treasurer

Fiscal Year 2026 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		PROPOSED BUDGET		
	FY2023	FY2024	FY2025	FY2026	Increase/ (Decrease)	
Revenues						
Shared-Categorical State	\$147,743	\$166,733	\$188,300	\$195,520	\$7,220	
REVENUES TOTAL	\$147,743	\$166,733	\$188,300	\$195,520	\$7,220	
Expenses						
Personnel Services	\$222,544	\$219,940	\$264,913	\$267,990	\$3,077	
Employee Benefits	\$40,861	\$41,344	\$51,404	\$47,390	(\$4,014)	
Purchased Services	\$1,815	\$5,163	\$1,900	\$2,290	\$390	
Internal Service	\$13,422	\$19,969	\$18,100	\$14,230	(\$3,870)	
Other Operating Expense	\$10,252	\$12,633	\$10,930	\$14,210	\$3,280	
Capital Expenses	—	\$445	\$0	\$0	\$0	
EXPENSES TOTAL	\$288,893	\$299,495	\$347,248	\$346,110	(\$1,138)	
Net Cost to City	\$141,149	\$132,763	\$158,948	\$150,590		

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	FY2023	FY2024	FY2025	FY2026
FTEs				
CHIEF DEPUTY	1	1	1	1
DEPUTY I	0	0	0	2
DEPUTY I, II, III	2	2	3	0
DEPUTY III	0	0	0	1
TREASURER	1	1	1	1
FTEs	4	4	5	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 2026 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	PROPOSED BUDGET		
	FY2023	FY2024	FY2025	FY2026	Increase/ (Decrease)
Revenues					
Charges for Services	–	–	\$5,000	\$5,000	\$0
Shared-Categorical State	\$596,628	\$663,236	\$676,670	\$708,670	\$32,000
Categorical Aid State	–	\$35,788	–	–	\$0
Other Revenue	\$23,867	–	\$0	\$0	\$0
REVENUES TOTAL	\$620,495	\$699,024	\$681,670	\$713,670	\$32,000
Expenses					
Personnel Services	\$747,856	\$775,771	\$839,483	\$848,490	\$9,007
Employee Benefits	\$140,816	\$147,138	\$160,913	\$150,040	(\$10,873)
Purchased Services	\$29,574	\$45,409	\$39,350	\$41,230	\$1,880
Internal Service	\$9,915	\$10,149	\$9,850	\$11,170	\$1,320
Other Operating Expense	\$23,128	\$19,576	\$27,320	\$28,710	\$1,390
Capital Expenses	\$589	–	\$4,000	\$4,000	\$0
EXPENSES TOTAL	\$951,877	\$998,042	\$1,080,917	\$1,083,640	\$2,723
Net Cost to City	\$331,381	\$299,017	\$399,247	\$369,970	

Personnel

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

Position Title	FY2023	FY2024	FY2025	FY2026
FTEs				
ASSISTANT CHIEF DEPUTY	1	1	1	0
CLERK OF CIRCUIT COURT	1	1	1	1
DEPUTY CLERK	0	0	0	15
DEPUTY CLERK I, II, III, IV	14	14	14	0
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 2026 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

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.

ACTUAL		ADOPTED BUDGET		PROPOSED BUDGET	
	FY2023	FY2024	FY2025	FY2026	Increase/ (Decrease)
Revenues					
Recovered Cost	\$230,805	\$438,898	–	–	\$0
Shared-Categorical State	\$3,762,284	\$4,041,687	\$4,400,290	\$4,640,680	\$240,390
Other Revenue	\$24,975	–	–	–	\$0
REVENUES TOTAL	\$4,018,064	\$4,480,586	\$4,400,290	\$4,640,680	\$240,390
Expenses					
Personnel Services	\$4,291,043	\$4,369,330	\$4,890,222	\$4,985,870	\$95,648
Employee Benefits	\$758,383	\$833,027	\$1,010,308	\$952,530	(\$57,778)
Purchased Services	\$49,982	\$55,664	\$49,570	\$53,820	\$4,250
Internal Service	\$198,312	\$236,023	\$301,610	\$266,760	(\$34,850)
Other Operating Expense	\$123,842	\$141,882	\$126,970	\$142,770	\$15,800
Capital Expenses	\$5,461	\$5,392	\$5,850	\$5,850	\$0
EXPENSES TOTAL	\$5,427,024	\$5,641,318	\$6,384,531	\$6,407,600	\$23,069
Net Cost to City	\$1,408,960	\$1,160,732	\$1,984,241	\$1,766,920	–

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	FY2023	FY2024	FY2025	FY2026
FTEs				
ADMINISTRATIVE STAFF SPECIALIST	4	4	4	4
BEHAVIORAL CASE MANAGER	0	1	1	1
CAPTAIN	0	0	0	2
CITAC OFFICER	0	0	2	2
CONTROL ROOM OPERATOR	0	2	2	2
CORPORAL	0	0	0	6
CRTRM SECURITY MASTER DEPUTY	0	0	0	1
DEPUTIES-VARIOUS RANKS	77.61	72.61	70	0
DEPUTY	0	0	0	41
EMT	0	0	0	5
LIDS TECH	1	1	0	0
LIEUTENANT	0	0	0	3
LIEUTENANT 2/LIDS TECH	0	0	0	1
LT. COLONEL	1	1	1	1
MAJOR	0	0	0	1
MASTER DEPUTY	0	0	0	5
MEDICAL SUPERVISOR	0	0	0	1
NURSE	4	6	6	0
SERGEANT	0	0	0	10
SHERIFF	1	1	1	1
FTES	88.61	88.61	87	87

City Jail

Fiscal Year 2026 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. Currently, due to low female inmate population, the Annex is vacant. The jail and jail annex house approximately 170 inmates. The facility is rated to house 213 inmates. The Danville City Jail provides both educational, re-entry, religious, and substance abuse programs for the benefit of those incarcerated.

Revenues/Expenditures

	ACTUAL	ADOPTED BUDGET	PROPOSED BUDGET		
	FY2023	FY2024	FY2025	FY2026	Increase/ (Decrease)
Revenues					
Revenue-Use Money/Property	\$49,550	\$46,993	\$50,000	\$50,000	\$0
Charges for Services	\$348,541	\$376,034	\$350,000	\$350,000	\$0
REVENUES TOTAL	\$398,091	\$423,027	\$400,000	\$400,000	\$0
Expenses					
Personnel Services	\$59,421	\$158,063	\$151,310	\$167,150	\$15,840
Employee Benefits	\$4,546	\$20,332	\$19,731	\$28,990	\$9,259
Purchased Services	\$278,436	\$318,542	\$308,494	\$314,850	\$6,356
Internal Service	\$340,910	\$322,192	\$341,100	\$341,100	\$0
Other Operating Expense	\$968,810	\$1,344,710	\$1,045,850	\$1,404,450	\$358,600
Capital Expenses	\$67,687	\$85,641	\$92,000	\$92,000	\$0
Labor Expense Cross	\$24,983	\$26,706	\$6,500	\$0	(\$6,500)
EXPENSES TOTAL	\$1,744,792	\$2,276,186	\$1,964,985	\$2,348,540	\$383,555
Net Cost to City	\$1,346,701	\$1,853,159	\$1,564,985	\$1,948,540	

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 2026 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	PROPOSED BUDGET	
	FY2023	FY2024	FY2025	FY2026	Increase/ (Decrease)
Revenues					
Recovered Cost	\$967	\$32	–	–	\$0
Shared-Categorical State	\$1,037,883	\$1,153,332	\$1,314,010	\$1,312,100	(\$1,910)
REVENUES TOTAL	\$1,038,849	\$1,153,364	\$1,314,010	\$1,312,100	(\$1,910)
Expenses					
Personnel Services	\$1,161,710	\$1,249,848	\$1,451,309	\$1,474,460	\$23,151
Employee Benefits	\$227,706	\$241,714	\$284,879	\$260,720	(\$24,159)
Purchased Services	\$2,895	\$2,850	\$2,410	\$24,120	\$21,710
Internal Service	\$29,277	\$30,781	\$38,940	\$38,100	(\$840)
Other Operating Expense	\$128,315	\$52,061	\$38,330	\$37,130	(\$1,200)
Capital Expenses	–	\$28,628	\$7,000	\$0	(\$7,000)
Labor Expense Cross	\$169	–	–	–	\$0
EXPENSES TOTAL	\$1,550,073	\$1,605,882	\$1,822,868	\$1,834,530	\$11,662
Net Cost to City	\$511,223	\$452,517	\$508,858	\$522,430	–

Personnel

The Virginia Compensation Board provides funding for most positions; however, several positions include City-funded supplements. Several years ago the City approved supplements based on new legislation regarding body-worn cameras. Initially, it was in the form of supplements and one fully funded Assistant Attorney. The attorney position funding was converted to all supplements in 2023 in an effort to keep seasoned attorneys and to attract seasoned talent when hiring. Additionally, the City funds one secretarial position, primarily for Juvenile and Domestic Court related functions, docket preparation, etc. because of the loss of a previous grant for the position. The grant ended December 31, 2021. The office was notified that the Grant may or may not be viable in the future and the decision was made to request City funding so that applicants would have some sort of job security.

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	FY2023	FY2024	FY2025	FY2026
FTEs				
ADMINISTRATIVE ASSISTANT	1	1	1	0
ADMINISTRATIVE ASSISTANT II	0	0	0	1
ASSISTANT CMMNWLTH ATTORNEY I	0	0	0	7
ASSISTANT COMMONWEALTH ATTORNEY I, II, III, IV	10	9	9	0
ASSISTNT CMMNWLTH ATTORNEY III	0	0	0	2
COMMONWEALTH ATTORNEY	1	1	1	1
SECRETARY	5	6	6	6
FTEs	17	17	17	17

Commonwealth Attorney-Collections

Fiscal Year 2026 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		PROPOSED BUDGET	
	FY2023	FY2024	FY2025	FY2026	Increase/ (Decrease)
Revenues					
Charges for Services	\$76,049	\$81,311	\$71,500	\$71,500	\$0
Other Revenue	\$219	–	–	–	\$0
REVENUES TOTAL	\$76,268	\$81,311	\$71,500	\$71,500	\$0
Expenses					
Personnel Services	\$58,875	\$67,082	\$70,361	\$72,390	\$2,029
Employee Benefits	\$11,242	\$13,254	\$14,804	\$12,800	(\$2,004)
Internal Service	\$7,754	\$8,349	\$700	\$900	\$200
Other Operating Expense	\$9,495	\$3,409	\$2,850	\$2,850	\$0
Capital Expenses	–	–	\$0	\$300	\$300
EXPENSES TOTAL	\$87,365	\$92,093	\$88,714	\$89,240	\$526
Net Cost to City	\$11,098	\$10,782	\$17,214	\$17,740	

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	FY2023	FY2024	FY2025	FY2026
FTEs				
COLLECTION CLERK	2	2	2	0
COLLECTIONS CLERK I	0	0	0	2
FTEs	2	2	2	2