

Inspections

Fiscal Year 2026 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 | |
|----------------------------------|-------------|-------------|----------------|----------------|----------------------|
| | FY2023 | FY2024 | FY2025 | FY2026 | Increase/ (Decrease) |
| Revenues | | | | | |
| Licenses, Permits, Privilege Fee | \$437,523 | \$563,138 | \$422,680 | \$451,880 | \$29,200 |
| Charges for Services | \$8,032 | \$14,785 | – | – | \$0 |
| Recovered Cost | \$14,281 | (\$1,218) | – | – | \$0 |
| REVENUES TOTAL | \$459,836 | \$576,705 | \$422,680 | \$451,880 | \$29,200 |
| Expenses | | | | | |
| Personnel Services | \$603,506 | \$711,177 | \$881,467 | \$933,170 | \$51,703 |
| Employee Benefits | \$64,980 | \$78,708 | \$101,829 | \$113,570 | \$11,741 |
| Purchased Services | \$32,843 | \$26,965 | \$48,900 | \$50,380 | \$1,480 |
| Internal Service | \$104,681 | \$94,691 | \$123,860 | \$125,780 | \$1,920 |
| Other Operating Expense | \$408,865 | \$311,091 | \$418,200 | \$407,260 | (\$10,940) |
| Capital Expenses | \$455 | \$977 | \$9,000 | \$51,990 | \$42,990 |
| EXPENSES TOTAL | \$1,215,329 | \$1,223,609 | \$1,583,256 | \$1,682,150 | \$98,894 |
| Net Cost to City | \$755,493 | \$646,904 | \$1,160,576 | \$1,230,270 | – |

Personnel

| Position Title | FY2023 | FY2024 | FY2025 | FY2026 |
|--------------------------------|-------------|-------------|-------------|-------------|
| FTEs | | | | |
| BUILDING INSPECTOR | 2 | 2 | 2 | 2 |
| DIVISION DIR OF INSPECTIONS | 1 | 1 | 1 | 1 |
| ELECTRICAL INSPECTOR | 2 | 2 | 2 | 2 |
| INSPECTIONS SUPERVISOR | 1 | 1 | 1 | 1 |
| MECHANICAL INSPECTOR | 1 | 1 | 1 | 1 |
| PERMIT TECHNICIAN | 1 | 1 | 1 | 1 |
| PLANS EXAMINER | 0 | 0 | 0 | 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 | 6 | 6 | 6 |
| FTEs | 13.5 | 15.5 | 15.5 | 16.5 |

Director of Community Development

Fiscal Year 2026 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 |
|-------------------------|-----------|-----------|----------------|-----------|----------------------|
| | FY2023 | FY2024 | FY2025 | FY2026 | Increase/ (Decrease) |
| Expenses | | | | | |
| Personnel Services | \$175,948 | \$193,009 | \$204,918 | \$222,160 | \$17,242 |
| Employee Benefits | \$19,372 | \$22,638 | \$25,311 | \$29,120 | \$3,809 |
| Purchased Services | \$21,578 | \$7,098 | \$60,700 | \$60,700 | \$0 |
| Internal Service | \$3,128 | \$3,764 | \$4,100 | \$5,250 | \$1,150 |
| Other Operating Expense | \$19,150 | \$23,004 | \$23,640 | \$27,980 | \$4,340 |
| Capital Expenses | \$1,324 | \$1,821 | – | \$2,400 | \$2,400 |
| EXPENSES TOTAL | \$240,501 | \$251,334 | \$318,669 | \$347,610 | \$28,941 |
| Net Cost to City | \$240,501 | \$251,334 | \$318,669 | \$347,610 | – |

Personnel

| Position Title | FY2023 | FY2024 | FY2025 | FY2026 |
|---------------------------|--------|--------|--------|--------|
| FTEs | | | | |
| ACCOUNTANT II | 0.4 | 0.4 | 0.3 | 0.3 |
| DIRECTOR OF COMMUNITY DEV | 1 | 1 | 0.9 | 0.93 |
| SENIOR SECRETARY | 1 | 1 | 1 | 1 |
| FTEs | 2.4 | 2.4 | 2.2 | 2.23 |

Housing & Development Project Support

Fiscal Year 2026 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 | | ADOPTED BUDGET |
|-------------------------|---------|-----------|----------------|-----------|----------------------|
| | FY2023 | FY2024 | FY2025 | FY2026 | Increase/ (Decrease) |
| Expenses | | | | | |
| Personnel Services | – | \$90,511 | \$95,526 | \$129,830 | \$34,304 |
| Employee Benefits | – | \$9,059 | \$9,791 | \$13,870 | \$4,079 |
| Purchased Services | \$3,282 | \$12,621 | \$25,000 | \$25,000 | \$0 |
| Internal Service | \$30 | \$0 | \$8,770 | \$8,290 | (\$480) |
| Other Operating Expense | \$740 | \$2,181 | \$6,630 | \$9,580 | \$2,950 |
| Capital Expenses | – | – | – | \$5,690 | \$5,690 |
| EXPENSES TOTAL | \$4,052 | \$114,372 | \$145,718 | \$192,260 | \$46,542 |
| Net Cost to City | \$4,052 | \$114,372 | \$145,718 | \$192,260 | – |

Personnel

| Position Title | FY2025 | FY2026 |
|-----------------------------|--------|--------|
| FTEs | | |
| HOUSING DEVELOPMENT DIV DIR | 1 | 1 |
| HOUSING GRANT COORDINATOR | 0 | 1 |
| FTEs | 1 | 2 |

Blight Administration

Fiscal Year 2026 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 | | ADOPTED BUDGET | |
|-------------------------|----------|----------|----------------|----------|----------------------|--|
| | FY2023 | FY2024 | FY2025 | FY2026 | Increase/ (Decrease) | |
| Expenses | | | | | | |
| Purchased Services | \$55,467 | \$19,245 | \$75,000 | \$75,000 | \$0 | |
| Other Operating Expense | – | \$438 | \$500 | \$0 | (\$500) | |
| EXPENSES TOTAL | \$55,467 | \$19,683 | \$75,500 | \$75,000 | (\$500) | |
| Net Cost to City | \$55,467 | \$19,683 | \$75,500 | \$75,000 | – | |

Clean-up/Fix-up Program

Fiscal Year 2026 Operating Budget

Description

This is the annual Make Danville Shine program held 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 | | ADOPTED BUDGET | |
|-------------------------|----------|----------|----------------|----------|----------------------|--|
| | FY2023 | FY2024 | FY2025 | FY2026 | Increase/ (Decrease) | |
| Expenses | | | | | | |
| Purchased Services | \$22,491 | \$43,365 | \$50,000 | \$50,000 | \$0 | |
| Other Operating Expense | \$14,556 | \$13,232 | – | – | \$0 | |
| EXPENSES TOTAL | \$37,047 | \$56,597 | \$50,000 | \$50,000 | \$0 | |
| Net Cost to City | \$37,047 | \$56,597 | \$50,000 | \$50,000 | – | |

Planning Office

Fiscal Year 2026 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 | | Increase/ (Decrease) |
|----------------------------------|------------------|------------------|------------------|------------------|----------------------|
| | FY2023 | FY2024 | FY2025 | FY2026 | |
| Revenues | | | | | |
| Licenses, Permits, Privilege Fee | \$4,997 | \$5,771 | \$17,700 | \$16,630 | (\$1,070) |
| REVENUES TOTAL | \$4,997 | \$5,771 | \$17,700 | \$16,630 | (\$1,070) |
| Expenses | | | | | |
| Personnel Services | \$140,762 | \$213,102 | \$324,218 | \$378,590 | \$54,372 |
| Employee Benefits | \$13,951 | \$22,239 | \$34,524 | \$42,010 | \$7,486 |
| Purchased Services | \$59,427 | \$5,880 | \$5,250 | \$7,500 | \$2,250 |
| Internal Service | \$13,688 | \$13,194 | \$15,040 | \$17,870 | \$2,830 |
| Other Operating Expense | \$6,123 | \$6,231 | \$17,910 | \$21,730 | \$3,820 |
| Capital Expenses | \$688 | \$2,082 | \$3,000 | \$12,720 | \$9,720 |
| EXPENSES TOTAL | \$234,638 | \$262,728 | \$399,942 | \$480,420 | \$80,478 |
| Net Cost to City | \$229,641 | \$256,957 | \$382,242 | \$463,790 | — |

Personnel

| Position Title | FY2023 | FY2024 | FY2025 | FY2026 |
|-------------------------------------|----------|----------|----------|----------|
| FTEs | | | | |
| ASSOCIATE PLANNER | 1 | 1 | 1 | 1 |
| DIVISION DIRECTOR OF PLANNING | 1 | 1 | 1 | 1 |
| LONG RANGE AND NEIGHBORHOOD PLANNER | 0 | 0 | 0 | 1 |
| PLANNING TECHNICIAN | 1 | 1 | 1 | 2 |
| SENIOR PLANNER | 0 | 1 | 1 | 0 |
| SHORT TERM RENTAL TECHNICIAN | 0 | 0 | 1 | 1 |
| FTEs | 3 | 4 | 5 | 6 |

Planning Commission

Fiscal Year 2026 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 | | ADOPTED BUDGET |
|----------------------------------|-----------|------------|----------------|-----------|----------------------|
| | FY2023 | FY2024 | FY2025 | FY2026 | Increase/ (Decrease) |
| Revenues | | | | | |
| Licenses, Permits, Privilege Fee | \$11,700 | \$44,212 | \$26,400 | \$24,000 | (\$2,400) |
| REVENUES TOTAL | \$11,700 | \$44,212 | \$26,400 | \$24,000 | (\$2,400) |
| Expenses | | | | | |
| Purchased Services | \$2,478 | \$9,434 | \$6,500 | \$6,500 | \$0 |
| Internal Service | \$11 | \$60 | \$400 | \$400 | \$0 |
| Other Operating Expense | \$3,395 | \$8,001 | \$8,000 | \$11,990 | \$3,990 |
| EXPENSES TOTAL | \$5,883 | \$17,494 | \$14,900 | \$18,890 | \$3,990 |
| Net Cost to City | (\$5,817) | (\$26,718) | (\$11,500) | (\$5,110) | — |

Zoning Board

Fiscal Year 2026 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 | |
|----------------------------------|----------------|-----------------|-------------------|-----------------|----------------------|
| | FY2023 | FY2024 | FY2025 | FY2026 | Increase/ (Decrease) |
| Revenues | | | | | |
| Licenses, Permits, Privilege Fee | \$1,442 | \$5,634 | \$35,280 | \$15,000 | (\$20,280) |
| REVENUES TOTAL | \$1,442 | \$5,634 | \$35,280 | \$15,000 | (\$20,280) |
| Expenses | | | | | |
| Personnel Services | \$405 | \$870 | \$8,400 | \$8,400 | \$0 |
| Employee Benefits | \$31 | \$67 | – | – | \$0 |
| Purchased Services | \$258 | \$10,295 | \$12,250 | \$6,250 | (\$6,000) |
| Internal Service | – | \$14 | \$150 | \$150 | \$0 |
| Other Operating Expense | \$160 | \$2,960 | \$3,550 | \$3,550 | \$0 |
| EXPENSES TOTAL | \$854 | \$14,206 | \$24,350 | \$18,350 | (\$6,000) |
| Net Cost to City | (\$588) | \$8,572 | (\$10,930) | \$3,350 | – |