

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 citizen's in a professional, courteous, and efficient manner.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Introductory	Increase/ (Decrease)
Revenues:					
Treasurer-State Share	\$ 118,322	\$ 120,677	\$ 122,420	\$ 123,650	\$ 1,230
Totals	\$ 118,322	\$ 120,677	\$ 122,420	\$ 123,650	\$ 1,230
Expenditures					
Personnel Services	\$ 163,762	\$ 166,765	\$ 170,380	\$ 174,480	\$ 4,100
Employee Benefits	29,746	30,149	32,080	34,770	2,690
Purchased Services	2,685	362	630	650	20
Internal Service	7,449	7,964	7,390	6,130	(1,260)
Other Operating Expenses	9,445	10,512	9,390	10,150	760
Capital Outlay	2,115	-	-	-	-
Totals	\$ 215,202	\$ 215,752	\$ 219,870	\$ 226,180	\$ 6,310
Net Cost to City	\$ 96,880	\$ 95,075	\$ 97,450	\$ 102,530	\$ 5,080

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	FY 2019 Total FTEs	FY 2020 Total FTEs
TREASURER	1.00	1.00
CHIEF DEPUTY	1.00	1.00
DEPUTY II, III	2.00	2.00
	4.00	4.00

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. The Commissioner of the Revenue's office also works closely with the Division of Central Collections in the delinquent collection process.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Introductory	Increase/ (Decrease)
Revenues:					
Commissioner of Rev-State	\$ 144,432	\$ 147,760	\$ 146,690	\$ 150,180	\$ 3,490
Totals	\$ 144,432	\$ 147,760	\$ 146,690	\$ 150,180	\$ 3,490
Expenditures:					
Personnel Services	\$ 398,509	\$ 416,039	\$ 404,560	\$ 433,460	\$ 28,900
Employee Benefits	69,483	71,036	73,060	79,330	6,270
Purchased Services	6,412	6,185	6,500	6,500	-
Internal Service	14,543	14,265	12,770	9,830	(2,940)
Other Operating Expenses	13,300	14,958	16,060	18,640	
Totals	\$ 502,247	\$ 522,483	\$ 512,950	\$ 547,760	\$ 32,230
Net Cost to City	\$ 357,815	\$ 374,723	\$ 366,260	\$ 397,580	\$ 28,740

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 two full-time positions :

General Clerk – Business Meals Tax Inspector – This position is responsible for the collection and processing of food tax, and other duties.

Personal Property Clerk – This position is responsible for the processing of personal property billing.

The City also funds three part-time positions that work an average of 23 hrs. per week:

One Personal Property Clerk

Two Auditors – These positions perform audits of local restaurants and hotels verifying Meals and Hotel/Motel Taxes.

Position Title	FY 2019 Total FTEs		FY 2020 Total FTEs
COMMISSIONER OF THE REVENUE	1.00		1.00
CHIEF DEPUTY	1.00		1.00
DEPUTY I, II, III	5.00		5.00
MEALS TAX INSPECTOR	1.00		1.00
GENERAL CLERK	1.50		1.50
AUDITOR	1.00		1.00
	10.50		10.50

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.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Introductory	Increase/ (Decrease)
Revenues:					
Sale of Maps, Surveys, etc	\$ -	\$ -	\$ 6,000	\$ 5,000	\$ (1,000)
Circuit Court Clerk-State	463,843	473,126	477,050	481,830	4,780
Totals	\$463,843	\$473,126	\$483,050	\$ 486,830	\$ 3,780
Expenditures					
Personnel Services	\$604,370	\$598,085	\$605,370	\$ 623,890	\$ 18,520
Employee Benefits	110,599	109,617	118,640	129,440	10,800
Purchased Services	17,091	18,615	33,270	38,160	4,890
Internal Service	11,699	10,885	9,500	8,250	(1,250)
Other Operating Expenses	17,119	21,756	21,760	21,250	(510)
Capital Outlay	5,905	740	1,200	1,500	300
Totals	\$766,783	\$759,698	\$789,740	\$ 822,490	\$ 32,750
Net Cost to City	\$302,940	\$286,572	\$306,690	\$ 335,660	\$ 28,970

Personnel

The Virginia Compensation Board provides 100% funding for salaries with the exception of four positions funded by the City.

Position Title	FY 2019 Total FTEs		FY 2020 Total FTEs
CLERK OF CIRCUIT COURT	1.00		1.00
ASSISTANT CHIEF DEPUTY	1.00		1.00
DEPUTY CLERK I, II, III, IV	14.00		14.00
	16.00		16.00

Accomplishments

This office has implemented greater use of imaging and has become “fileless”. Case files are maintained and accessed digitally. This has reduced the expense of office supplies tremendously by drastically reducing the need to purchase case files annually.

Initiatives

Our office is planning to increase backscanning of all deed books and indexes to provide improved remote access and title search capabilities. Many courts are successfully performing this important task, some via part-time staff, that provides greater historic value of records. Ultimately, we seek to have these records backscanned to 1841.

Further digitization of these records would also increase interest in remote access from the public.

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, as well as the security for Circuit, General District, and Juvenile and Domestic Relations District Court. 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.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Introductory	Increase/ (Decrease)
Revenues:					
Sheriffs Office - State	\$3,044,347	\$3,136,371	\$3,371,180	\$ 3,404,900	\$ 33,720
Totals	\$3,044,347	\$3,136,371	\$3,371,180	\$ 3,404,900	\$ 33,720
Expenditures:					
Personnel Services	\$3,050,510	\$3,165,323	\$3,344,040	\$ 3,428,340	\$ 84,300
Employee Benefits	675,975	777,652	702,720	752,350	49,630
Purchased Services	26,474	30,882	31,500	42,490	10,990
Internal Service	133,138	148,653	154,240	168,670	14,430
Other Operating Expenses	75,530	88,006	87,660	88,760	1,100
Capital Outlay	18,905	5,838	5,850	5,850	-
Totals	\$3,980,532	\$4,216,354	\$4,326,010	\$ 4,486,460	\$ 160,450
Net Cost to City	\$ 936,185	\$1,079,983	\$ 954,830	\$ 1,081,560	\$ 126,730

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 3 Deputy positions.

Position Title	FY 2019 Total FTEs		FY 2020 Total FTEs
SHERIFF	1.00		1.00
LT. COLONEL	1.00		1.00
DEPUTIES-VARIOUS RANKS	72.00		72.00
ADMINISTRATIVE SECRETARY	4.00		4.00
NURSE	4.00		4.00
	82.00		82.00

Description

The Danville City Jail is a major, maximum-security jail located on the first floor of the Courts and Jail Building. The jail and jail annex house approximately 213 inmates. The Annex is located at the Danville Adult Detention Facility and houses female inmates. Danville City Jail provides both educational and religious programs for the benefit of those incarcerated.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Introductory	Increase/ (Decrease)
Revenues:					
Concession Rentals-Det Fac	\$ 53,587	\$ 52,559	\$ 52,000	\$ 52,000	\$ -
Charges for Detention	564,868	585,664	625,000	585,660	(39,340)
Totals	\$ 618,455	\$ 638,223	\$ 677,000	\$ 637,660	\$ (39,340)
Expenditures:					
Personnel Services	\$ 63,081	\$ 66,954	\$ 42,000	\$ 42,000	\$ -
Employee Benefits	4,826	5,056	3,220	3,220	-
Purchased Services	236,789	191,862	151,070	214,890	63,820
Internal Service	303,283	327,199	356,090	356,090	-
Other Operating Expenses	1,190,407	1,343,210	1,167,150	961,950	(205,200)
Capital Outlay	71,511	70,360	77,770	77,770	-
Totals	\$1,869,897	\$2,004,641	\$1,797,300	\$ 1,655,920	\$ (141,380)
Net Cost to City	\$1,251,442	\$1,366,418	\$1,120,300	\$ 1,018,260	\$ (102,040)

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.

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, costs and restitution in the Circuit and General District Courts. These individuals work for God's Storehouse and Southwest CARES and earn hourly credit of \$7.25. 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 the Commonwealth's Attorney's Office.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Introductory	Increase/ (Decrease)
Revenues:					
Charges for Collection	\$ 173,582	\$ 144,322	\$ 195,000	\$ 150,000	\$ (45,000)
Totals	\$ 173,582	\$ 144,322	\$ 195,000	\$ 150,000	\$ (45,000)
Expenditures:					
Personnel Services	\$ 80,093	\$ 80,414	\$ 83,430	\$ 84,270	\$ 840
Employee Benefits	14,465	14,455	15,720	15,890	170
Internal Service	7,975	6,556	7,280	6,330	(950)
Other Operating Expenses	10,040	8,531	9,670	9,570	(100)
Capital Outlay	-	469	1,000	800	(200)
Totals	\$ 112,573	\$ 110,425	\$ 117,100	\$ 116,860	\$ (240)
Net Cost to City	\$ (61,009)	\$ (33,897)	\$ (77,900)	\$ (33,140)	\$ 44,760

Personnel

Position Title	FY 2019 Total FTEs	FY 2020 Total FTEs
COLLECTION CLERK	3.00	3.00
	3.00	3.00

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.

This budget proposes an increase in City-funded supplements based on new legislation requiring localities that used body-worn cameras provide additional personnel for Commonwealth Attorney's office or salary supplements. The City provides one position for this purpose; however, per the State legislation and the number of public safety positions, the City would be required to fund two additional positions. The Commonwealth Attorney has requested additional supplements in lieu of additional positions. This budget provides additional supplements in the amount of \$35,000 plus benefits, for a total increase of \$43,750.

Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2020 Introductory	Increase/ (Decrease)
Revenues:					
Commonwlth Atty-State Share	\$ 908,427	\$ 953,141	\$ 962,750	\$ 972,380	\$ 9,630
Totals	\$ 908,427	\$ 953,141	\$ 962,750	\$ 972,380	\$ 9,630
Expenditures:					
Personnel Services	\$ 950,236	\$ 988,865	\$1,010,890	\$ 1,068,600	\$ 57,710
Employee Benefits	175,080	182,259	190,290	215,960	25,670
Purchased Services	1,709	1,954	2,800	2,850	50
Internal Service	23,147	23,801	23,640	19,490	(4,150)
Other Operating Expenses	99,579	106,081	107,470	112,600	5,130
Totals	\$1,249,751	\$1,302,960	\$1,335,090	\$ 1,419,500	\$ 84,410
Net Cost to City	\$ 341,324	\$ 349,819	\$ 372,340	\$ 447,120	\$ 74,780

Personnel

The Virginia Compensation Board provides funding for most positions; however, several positions include City-funded supplements. The City funds one Assistant Commonwealth Attorney at 100%. This position was added several years ago at the request of the Commonwealth Attorney to provide additional personnel needed to due to the increased evidence provided by police body-worn-cameras.

The Commonwealth Attorney’s Office also has four additional positions which are funded by grant and therefore, are not reflected below.

Position Title	FY 2019 Total FTEs		FY 2020 Total FTEs
COMMONWEALTH ATTORNEY	1.00		1.00
ADMINISTRATIVE ASSISTANT	1.00		1.00
SECRETARY	5.00		5.00
ASSISTANT COMMONWEALTH ATTORNEY I, II, III, IV	10.00		10.00
	17.00		17.00