

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. An addition to staff will assist auditors and license inspector to monitor and assure compliance to potential revenue derived from the gaming machines that operate within the city, and will also monitor all aspects of the casino, from construction to when it's fully operational.

Revenues/Expenditures

	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	Increase/ (Decrease)
Revenues:					
Commissioner of Rev-State	\$ 151,971	\$ 169,316	\$ 175,400	\$ 191,400	\$ 16,000
Totals	\$ 151,971	\$ 169,316	\$ 175,400	\$ 191,400	\$ 16,000
Expenditures:					
Personnel Services	\$ 403,815	\$ 422,643	\$ 523,900	\$ 560,800	\$ 36,900
Employee Benefits	72,705	77,704	94,160	99,820	5,660
Purchased Services	8,109	399	11,500	11,350	(150)
Internal Service	14,168	17,413	24,150	25,490	1,340
Other Operating Expenses	12,490	12,714	17,350	17,730	380
Totals	\$ 511,287	\$ 530,873	\$ 671,060	\$ 715,190	\$ 44,130
Net Cost to City	\$ 359,316	\$ 361,557	\$ 495,660	\$ 523,790	\$ 28,130

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 four 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.

Compliance Officer – This is a new position will function as described above.

One Auditor – This position performs audits of local business for license and personal property compliance

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

One Personal Property Clerk

One Auditor – This position performs audits of local business for license and personal property compliance.

Position Title	FY 2021	FY 2022	FY 2023	FY 2024
	Total FTEs	Total FTEs	Total FTEs	Total FTEs
COMMISSIONER OF THE REVENUE	1.000	1.000	1.000	1.000
CHIEF DEPUTY	1.000	1.000	1.000	1.000
DEPUTY I, II, III	5.000	5.000	5.000	6.000
MEALS TAX INSPECTOR	1.000	1.000	1.000	1.000
GENERAL CLERK	1.500	1.500	1.500	1.500
COMPLIANCE OFFICER		1.000	1.000	1.000
BUSINESS AUDITOR	1.000	1.000	1.500	1.000
Total	10.500	11.500	12.000	12.500

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

	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	Increase/ (Decrease)
Revenues:					
Treasurer-State Share	\$ 131,611	\$ 138,617	\$ 140,690	\$ 157,410	\$ 16,720
Totals	\$ 131,611	\$ 138,617	\$ 140,690	\$ 157,410	\$ 16,720
Expenditures					
Personnel Services	\$ 182,177	\$ 191,284	\$ 211,320	\$ 228,660	\$ 17,340
Employee Benefits	33,221	34,991	40,570	43,600	3,030
Purchased Services	1,962	537	650	650	-
Internal Service	7,802	10,890	12,890	10,780	(2,110)
Other Operating Expenses	9,053	9,052	10,160	10,070	(90)
Totals	\$ 234,215	\$ 246,754	\$ 275,590	\$ 293,760	\$ 18,170
Net Cost to City	\$ 102,604	\$ 108,137	\$ 134,900	\$ 136,350	\$ 1,450

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 2021	FY 2022	FY 2023	FY 2024
	Total FTEs	Total FTEs	Total FTEs	Total FTEs
TREASURER	1.000	1.000	1.000	1.000
CHIEF DEPUTY	1.000	1.000	1.000	1.000
DEPUTY II, III	2.000	2.000	2.000	2.000
Total	4.000	4.000	4.000	4.000

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

	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	Increase/ (Decrease)
Revenues:					
Sale of Maps, Surveys, etc.	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -
Circuit Court Clerk-State	489,980	556,282	574,320	633,190	58,870
Totals	\$ 489,980	\$ 556,282	\$ 579,320	\$ 638,190	\$ 58,870
Expenditures					
Personnel Services	\$ 611,076	\$ 610,418	\$ 710,160	\$ 772,140	\$ 61,980
Employee Benefits	115,690	115,499	134,560	146,680	12,120
Purchased Services	18,779	17,182	39,260	39,350	90
Internal Service	10,377	7,933	8,980	10,540	1,560
Other Operating Expenses	18,980	18,174	19,650	26,130	6,480
Capital Outlay	1,347	9,770	2,000	6,000	4,000
Totals	\$ 776,249	\$ 778,976	\$ 914,610	\$ 1,000,840	\$ 86,230
Net Cost to City	\$ 286,269	\$ 222,694	\$ 335,290	\$ 362,650	\$ 27,360

Personnel

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

Position Title	FY 2021 Total FTEs	FY 2022 Total FTEs	FY 2023 Total FTEs	FY 2024 Total FTEs
CLERK OF CIRCUIT COURT	1.000	1.000	1.000	1.000
ASSISTANT CHIEF DEPUTY	1.000	1.000	1.000	1.000
DEPUTY CLERK I, II, III, IV	14.000	14.000	14.000	14.000
Total	16.000	16.000	16.000	16.000

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.

Initiatives

Our office continues to utilize case imaging in our Civil and Criminal divisions. All case files are managed and accessed digitally. Backscanning and digitizing of additional historical records will be implemented. This addition will provide valuable, improved access to records remotely.

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

	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	Increase/ (Decrease)
Revenues:					
Sheriffs Office - State	\$ 3,328,841	\$ 3,612,313	\$ 3,649,730	\$ 3,889,530	\$ 239,800
Totals	\$ 3,328,841	\$ 3,612,313	\$ 3,649,730	\$ 3,889,530	\$ 239,800
Expenditures:					
Personnel Services	\$ 3,314,579	\$ 3,543,760	\$ 4,086,650	\$ 4,460,960	\$ 374,310
Employee Benefits	681,269	945,452	877,800	952,180	74,380
Purchased Services	38,592	40,511	44,660	48,500	3,840
Internal Service	196,957	202,306	193,390	235,010	41,620
Other Operating Expenses	96,685	100,520	115,270	128,110	12,840
Capital Outlay	15,331	10,970	5,850	5,850	-
Totals	\$ 4,343,413	\$ 4,843,519	\$ 5,323,620	\$ 5,830,610	\$ 506,990
Net Cost to City	\$ 1,014,572	\$ 1,231,206	\$ 1,673,890	\$ 1,941,080	\$ 267,190

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.

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 2021 Total FTEs	FY 2022 Total FTEs	FY 2023 Total FTEs	FY 2024 Total FTEs
SHERIFF	1.000	1.000	1.000	1.000
LT. COLONEL	1.000	1.000	1.000	1.000
DEPUTIES-VARIOUS RANKS	76.340	77.340	77.610	72.610
ADMINISTRATIVE STAFF SPECIALIST	4.000	4.000	4.000	4.000
BEHAVIORAL CASE MANAGER				1.000
CONTROL ROOM OPERATOR				2.000
LIDS TECH	1.000	1.000	1.000	1.000
NURSE	4.000	4.000	4.000	6.000
Total	87.340	88.340	88.610	88.610

The City funds 1 Deputy, 2 Control Room Operators and 1 Behavioral Case Manager positions and a portion of the Part-time salaries.

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. The jail and jail annex house approximately 247 inmates. The facility is rated to house 213 inmates. The Danville City Jail provides both educational, religious, and substance abuse programs for the benefit of those incarcerated.

Revenues/Expenditures

	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	Increase/ (Decrease)
Revenues:					
Concession Rentals-Det Fac	\$ 66,872	\$ 50,256	\$ 65,000	\$ 59,000	\$ (6,000)
Charges for Detention	545,524	417,553	545,000	417,000	(128,000)
Contribution in Aid	75,000	-	-	-	-
Totals	\$ 687,396	\$ 467,809	\$ 610,000	\$ 476,000	\$ (134,000)
Expenditures:					
Personnel Services	\$ 73,223	\$ 74,815	\$ 70,000	\$ 70,000	\$ -
Employee Benefits	5,437	5,701	5,360	5,360	-
Purchased Services	269,848	242,840	219,990	279,470	59,480
Internal Service	405,187	392,296	356,090	356,090	-
Other Operating Expenses	1,278,046	1,060,771	964,750	964,750	-
Capital Outlay	276,209	47,976	77,770	77,770	-
Totals	\$ 2,307,950	\$ 1,824,399	\$ 1,693,960	\$ 1,753,440	\$ 59,480
Net Cost to City	\$ 1,620,554	\$ 1,356,590	\$ 1,083,960	\$ 1,277,440	\$ 193,480

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 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

	FY 2021	FY 2022	FY 2023	FY 2024	Increase/
	Actual	Actual	Adopted	Adopted	(Decrease)
Revenues:					
Commonwlth Atty-State Share	\$ 955,730	\$ 999,125	\$ 1,050,410	\$ 1,149,520	\$ 99,110
Totals	\$ 955,730	\$ 999,125	\$ 1,050,410	\$ 1,149,520	\$ 99,110
Expenditures:					
Personnel Services	\$ 1,033,769	\$ 1,097,929	\$ 1,171,710	\$ 1,283,980	\$ 112,270
Employee Benefits	191,867	203,154	223,960	245,910	21,950
Purchased Services	3,570	3,026	3,720	3,550	(170)
Internal Service	22,511	25,584	27,550	31,860	4,310
Other Operating Expenses	95,875	107,742	110,740	81,500	(29,240)
Totals	\$ 1,347,592	\$ 1,437,435	\$ 1,537,680	\$ 1,646,800	\$ 109,120
Net Cost to City	\$ 391,862	\$ 438,310	\$ 487,270	\$ 497,280	\$ 10,010

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 due to the increased evidence provided by police body-worn-cameras. Based on State legislation and the number of public safety positions, the Commonwealth Attorney’s office receives two separate city funded supplements in lieu of additional positions. The City funds one secretary 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 Commonwealth Attorney’s Office also has three additional positions which are funded by one single grant and is not reflected below.

Position Title	FY 2021 Total FTEs	FY 2022 Total FTEs	FY 2023 Total FTEs	FY 2024 Total FTEs
COMMONWEALTH ATTORNEY	1.000	1.000	1.000	1.000
ADMINISTRATIVE ASSISTANT	1.000	1.000	1.000	1.000
SECRETARY	5.000	5.000	5.000	6.000
ASSISTANT COMMONWEALTH ATTORNEY I, II, III, IV	10.000	10.000	10.000	10.000
Total	17.000	17.000	17.000	18.000

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, these individuals may work for God's Storehouse and/or Crossroads. For General District Court, they may work for Gods Storehouse. 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

	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	Increase/ (Decrease)
Revenues:					
Charges for Collection	\$ 81,480	\$ 57,009	\$ 82,000	\$ 57,000	\$ (25,000)
Totals	\$ 81,480	\$ 57,009	\$ 82,000	\$ 57,000	\$ (25,000)
Expenditures:					
Personnel Services	\$ 70,580	\$ 30,450	\$ 62,430	\$ 65,720	\$ 3,290
Employee Benefits	13,104	5,767	12,100	12,730	630
Internal Service	6,843	7,525	8,050	9,500	1,450
Other Operating Expenses	7,528	7,619	9,030	6,410	(2,620)
Capital Outlay	-	-	600	600	-
Totals	\$ 98,055	\$ 51,361	\$ 92,210	\$ 94,960	\$ 2,750
Net Cost to City	\$ 16,575	\$ (5,648)	\$ 10,210	\$ 37,960	\$ 27,750

Personnel

Position Title	FY 2021	FY 2022	FY 2023	FY 2024
	Total FTEs	Total FTEs	Total FTEs	Total FTEs
COLLECTION CLERK	2.000	2.000	2.000	2.000
Total	2.000	2.000	2.000	2.000