

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

	FY 2021	FY 2022	FY 2023	FY 2024	Increase/ (Decrease)
	Actual	Actual	Adopted	Adopted	
Revenues:					
Building Permits	\$ 77,920	\$ 539,750	\$ 116,050	\$ 230,000	\$ 113,950
Electrical Permits & Inspection	24,575	26,768	28,000	29,700	1,700
Mechanical Permits & Inspection	29,617	35,022	36,540	38,700	2,160
Rental Housing Inspection Fees	11,960	7,755	15,600	18,720	3,120
Plumbing Inspection Fees	10,854	12,607	12,200	12,800	600
Amusement Device Permit/Inspect	161	218	200	300	100
Sign Permits & Inspection	3,525	4,951	7,570	7,800	230
Totals	158,612	627,071	216,160	338,020	121,860
Expenditures:					
Personnel Services	\$474,099	\$ 480,272	\$ 647,540	\$ 759,580	\$ 112,040
Employee Benefits	63,359	59,671	79,320	85,240	5,920
Purchased Services	17,358	18,476	32,860	41,610	8,750
Internal Service	63,195	67,128	99,770	92,160	(7,610)
Other Operating Expenses	278,695	197,334	306,350	349,960	43,610
Capital Outlay	90	1,866	2,000	7,100	5,100
Totals	\$896,796	\$ 824,747	\$ 1,167,840	\$ 1,335,650	\$ 167,810
Net Cost to City	\$738,184	\$ 197,676	\$ 951,680	\$ 997,630	\$ 45,950

Personnel

The Plumbing/Cross Connection Inspector is funded 50% from General Fund and 50% from Water Treatment fund as the positions duties include inspection of plumbing systems, and backflow prevention to the City's potable water system.

Position Title	FY 2021 FTEs	FY 2022 FTEs	FY 2023 FTEs	FY 2024 FTEs
PERMIT TECHNICIAN	1.000	1.000	1.000	1.000
PROP MAINT CODE SUPERVISOR	1.000	1.000	1.000	1.000
PROPERTY MAINTENANCE INSPECTOR	4.000	4.000	4.000	6.000
BUILDING INSPECTOR	2.000	2.000	2.000	2.000
ELECTRICAL INSPECTOR	1.000	1.000	2.000	2.000
MECHANICAL INSPECTOR	1.000	1.000	1.000	1.000
PLUMBING/CROSS CNCTN INSPECTOR	0.500	0.500	0.500	0.500
INSPECTIONS SUPERVISOR	1.000	1.000	1.000	1.000
DIVISION DIR OF INSPECTIONS	1.000	1.000	1.000	1.000
Total	12.500	12.500	13.500	15.500

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.

Expenditures

	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$170,331	\$185,170	\$ 189,300	\$ 203,310	\$ 14,010
Employee Benefits	23,912	24,719	26,060	24,940	(1,120)
Purchased Services	184	24,813	56,540	75,540	19,000
Internal Service	2,331	2,365	2,850	3,160	310
Other Operating Expenses	21,782	24,603	20,080	20,500	420
Capital Outlay	-	1,600	-	800	800
Totals	\$218,540	\$263,270	\$ 294,830	\$ 328,250	\$ 33,420

Personnel

The Accountant II position is partially funded by this account, Public Works and Community Development Block Grant (CDBG) funds.

Position Title	FY 2021 FTEs	FY 2022 FTEs	FY 2023 FTEs	FY 2024 FTEs
SENIOR SECRETARY	1.000	1.000	1.000	1.000
ACCOUNTANT II	0.400	0.400	0.400	0.400
DIRECTOR OF COMMUNITY DEV	1.000	1.000	1.000	1.000
Total	2.400	2.400	2.400	2.400

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.

Expenditures

	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	Increase/ (Decrease)
Expenditures:					
Purchased Services	\$ 2,946	\$ 8,352	\$ 25,000	\$ 25,000	\$ -
Other Operating Expenses	21,282	(331)	5,050	5,050	-
Capital Outlay	-	654	-	-	-
Totals	\$ 24,228	\$ 8,675	\$ 30,050	\$ 30,050	\$ -

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.

Expenditures

	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	Increase/ (Decrease)
Expenditures					
Purchased Services	\$ 43,433	\$ 54,078	\$ 75,000	\$ 75,000	\$ -
Other Operating Expenses	-	325	-	-	-
Totals	\$ 43,433	\$ 54,403	\$ 75,000	\$ 75,000	\$ -

Description

This is the annual program 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.

Expenditures

	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	Increase/ (Decrease)
Expenditures:					
Purchased Services	\$ 26,834	\$ 46,129	\$ 35,000	\$ 35,000	\$ -
Other Operating Expenses	13,673	3,343	15,000	15,000	-
Totals	\$ 40,507	\$ 49,472	\$ 50,000	\$ 50,000	\$ -

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

	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	Increase/ (Decrease)
Revenues:					
Zoning Appeal Fees	\$ 412	\$ 618	\$ -	\$ -	\$ -
Zoning Clearance Fees	6,128	2,910	3,300	3,300	-
Comm of Arch Review Fees	416	260	-	260	260
Totals	\$ 6,956	\$ 3,788	\$ 3,300	\$ 3,560	\$ 260
Expenditures:					
Personnel Services	\$ 67,337	\$ 110,764	\$ 229,590	\$ 238,820	\$ 9,230
Employee Benefits	6,589	11,041	26,760	24,180	(2,580)
Purchased Services	61,404	187,173	101,500	1,500	(100,000)
Internal Service	13,549	12,248	12,460	12,470	10
Other Operating Expenses	2,044	7,576	17,190	17,490	300
Capital Outlay	-	-	1,000	2,000	1,000
Totals	\$150,923	\$ 328,802	\$ 388,500	\$ 296,460	\$ (92,040)
Net Cost to City	\$143,967	\$ 325,014	\$ 385,200	\$ 292,900	\$ (92,300)

Personnel

Position Title	FY 2021	FY 2022	FY 2023	FY 2024
	FTEs	FTEs	FTEs	FTEs
PLANNING TECHNICIAN	1.000		1.000	1.000
ASSOCIATE PLANNER		1.000	1.000	1.000
SENIOR PLANNER	1.000			1.000
DIVISION DIRECTOR OF PLANNING		1.000	1.000	1.000
Total	2.000	2.000	3.000	4.000

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

	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	Increase/ (Decrease)
Revenues:					
Planning Commission Fees	\$ 6,994	\$ 7,200	\$ 10,800	\$ 10,800	\$ -
Totals	\$ 6,994	\$ 7,200	\$ 10,800	\$ 10,800	\$ -
Expenditures:					
Purchased Services	\$ 4,162	\$ 6,055	\$ 6,500	\$ 6,500	\$ -
Internal Service	-	189	360	360	-
Other Operating Expenses	898	622	3,380	3,380	-
Totals	\$ 5,060	\$ 6,866	\$ 10,240	\$ 10,240	\$ -
Net Cost to City	\$ (1,934)	\$ (334)	\$ (560)	\$ (560)	\$ -

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

	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Adopted	Increase/ (Decrease)
Revenues:					
Zoning Appeal Fees	\$ -	\$ 2,054	\$ 2,060	\$ 830	\$ (1,230)
Totals	\$ -	\$ 2,054	\$ 2,060	\$ 830	\$ (1,230)
Expenditures:					
Personnel Services	\$ 255	\$ 435	\$ 630	\$ 630	\$ -
Employee Benefits	20	33	-	-	-
Purchased Services	1,188	1,315	3,240	2,040	(1,200)
Internal Service	-	-	120	120	-
Other Operating Expenses	69	385	1,290	1,290	-
Totals	\$ 1,532	\$ 2,168	\$ 5,280	\$ 4,080	\$ (1,200)
Net Cost to City	\$ 1,532	\$ 114	\$ 3,220	\$ 3,250	\$ 30