

**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**

	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>Increase/ (Decrease)</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adopted</b>	
<b>Revenues:</b>					
Building Permits	\$ 95,370	\$ 77,920	\$ 1,049,440	\$ 116,050	\$ (933,390)
Electrical Permits & Inspection	20,663	24,575	20,250	28,000	7,750
Mechanical Permits & Inspection	32,888	29,617	31,390	36,540	5,150
Rental Housing Inspection Fees	12,107	11,960	15,600	15,600	-
Plumbing Inspection Fees	12,165	10,854	12,000	12,200	200
Amusement Device Permit/Inspect	-	161	340	200	(140)
Sign Permits & Inspection	4,535	3,525	4,400	7,570	3,170
<b>Totals</b>	<b>177,728</b>	<b>158,612</b>	<b>1,133,420</b>	<b>216,160</b>	<b>(917,260)</b>
<b>Expenditures:</b>					
Personnel Services	\$476,736	\$474,099	\$ 571,610	\$ 647,540	\$ 75,930
Employee Benefits	58,697	63,359	78,670	79,320	650
Purchased Services	18,113	17,358	31,760	32,860	1,100
Internal Service	62,052	63,195	67,320	99,770	32,450
Other Operating Expenses	295,708	278,695	288,210	306,350	18,140
Capital Outlay	1,992	90	2,030	2,000	(30)
<b>Totals</b>	<b>\$913,298</b>	<b>\$896,796</b>	<b>\$ 1,039,600</b>	<b>\$ 1,167,840</b>	<b>\$ 128,240</b>
<b>Net Cost to City</b>	<b>\$735,570</b>	<b>\$738,184</b>	<b>\$ (93,820)</b>	<b>\$ 951,680</b>	<b>\$ 1,045,500</b>

**Personnel**

The Plumbing/Cross Connection Inspector is funded .5 from General Fund and .5 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 2020 FTEs	FY 2021 FTEs	FY 2022 FTEs	FY 2023 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	2.000	4.000	4.000	4.000
BUILDING INSPECTOR	2.000	2.000	2.000	2.000
ELECTRICAL INSPECTOR	1.000	1.000	1.000	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
<b>Total</b>	<b>10.500</b>	<b>12.500</b>	<b>12.500</b>	<b>13.500</b>

**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 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Adopted	Increase/ (Decrease)
<b>Expenditures:</b>					
Personnel Services	\$157,757	\$170,331	\$ 173,260	\$ 189,300	\$ 16,040
Employee Benefits	19,670	23,912	25,120	26,060	940
Purchased Services	382	184	54,540	56,540	2,000
Internal Service	4,742	2,331	2,600	2,850	250
Other Operating Expenses	14,543	21,782	18,320	20,080	1,760
Capital Outlay	2,236	-	1,600	-	(1,600)
<b>Totals</b>	<b>\$199,330</b>	<b>\$218,540</b>	<b>\$ 275,440</b>	<b>\$ 294,830</b>	<b>\$ 19,390</b>

**Personnel**

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

Position Title	FY 2020 FTEs	FY 2021 FTEs	FY 2022 FTEs	FY 2023 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
<b>Total</b>	<b>2.400</b>	<b>2.400</b>	<b>2.400</b>	<b>2.400</b>

**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 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Adopted	Increase/ (Decrease)
<b>Expenditures:</b>					
Purchased Services	\$ 15,354	\$ 2,946	\$ 25,000	\$ 25,000	\$ -
Other Operating Expenses	1,668	21,282	5,050	5,050	-
<b>Totals</b>	<b>\$ 17,022</b>	<b>\$ 24,228</b>	<b>\$ 30,050</b>	<b>\$ 30,050</b>	<b>\$ -</b>

**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 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Adopted	Increase/ (Decrease)
<b>Expenditures</b>					
Purchased Services	\$ 77,376	\$ 43,433	\$ 75,000	\$ 75,000	\$ -
Other Operating Expenses	195	-	-	-	-
<b>Totals</b>	<b>\$ 77,571</b>	<b>\$ 43,433</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ -</b>

**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**

	<b>FY 2020 Actual</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Expenditures:</b>					
Purchased Services	\$ 31,117	\$ 26,834	\$ 35,000	\$ 35,000	\$ -
Internal Service	12	-	-	-	-
Other Operating Expenses	7,956	13,673	15,000	15,000	-
<b>Totals</b>	<b>\$ 39,085</b>	<b>\$ 40,507</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>

**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**

	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>Increase/ (Decrease)</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adopted</b>	
<b>Revenues:</b>					
Zoning Appeal Fees	\$ 2,060	\$ 412	\$ -	\$ -	\$ -
Zoning Clearance Fees	18,082	6,128	3,300	3,300	-
Comm of Arch Review Fees	104	416	260	-	(260)
<b>Totals</b>	<b>\$ 20,246</b>	<b>\$ 6,956</b>	<b>\$ 3,560</b>	<b>\$ 3,300</b>	<b>\$ (260)</b>
<b>Expenditures:</b>					
Personnel Services	\$ 15,519	\$ 67,337	\$ 127,610	\$ 229,590	\$ 101,980
Employee Benefits	1,789	6,589	14,360	26,760	12,400
Purchased Services	30,009	61,404	1,500	101,500	100,000
Internal Service	14,473	13,549	12,100	12,460	360
Other Operating Expenses	3,159	2,044	8,060	17,190	9,130
Capital Outlay	1,502	-	300	1,000	700
<b>Totals</b>	<b>\$ 66,451</b>	<b>\$ 150,923</b>	<b>\$ 163,930</b>	<b>\$ 388,500</b>	<b>\$ 224,570</b>
<b>Net Cost to City</b>	<b>\$ 46,205</b>	<b>\$ 143,967</b>	<b>\$ 160,370</b>	<b>\$ 385,200</b>	<b>\$ 224,830</b>

**Personnel**

	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>
<b>Position Title</b>	<b>FTEs</b>	<b>FTEs</b>	<b>FTEs</b>	<b>FTEs</b>
PLANNING TECHNICIAN	1.000	1.000		1.000
ASSOCIATE PLANNER			1.000	1.000
SENIOR PLANNER	1.000	1.000		1.000
DIVISION DIRECTOR OF PLANNING			1.000	1.000
<b>Total</b>	<b>2.000</b>	<b>2.000</b>	<b>2.000</b>	<b>4.000</b>

**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 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Adopted	Increase/ (Decrease)
<b>Revenues:</b>					
Planning Commission Fees	\$ -	\$ 6,994	\$ 10,800	\$ 10,800	\$ -
<b>Totals</b>	<b>\$ -</b>	<b>\$ 6,994</b>	<b>\$ 10,800</b>	<b>\$ 10,800</b>	<b>\$ -</b>
<b>Expenditures:</b>					
Purchased Services	\$ 7,894	\$ 4,162	\$ 6,500	\$ 6,500	\$ -
Internal Service	-	-	360	360	-
Other Operating Expenses	2,507	898	2,500	3,380	880
<b>Totals</b>	<b>\$ 10,401</b>	<b>\$ 5,060</b>	<b>\$ 9,360</b>	<b>\$ 10,240</b>	<b>\$ 880</b>
<b>Net Cost to City</b>	<b>\$ 10,401</b>	<b>\$ (1,934)</b>	<b>\$ (1,440)</b>	<b>\$ (560)</b>	<b>\$ 880</b>



**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 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Adopted	Increase/ (Decrease)
<b>Revenues:</b>					
Zoning Appeal Fees	\$ -	\$ -	\$ 2,060	\$ 2,060	\$ -
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,060</b>	<b>\$ 2,060</b>	<b>\$ -</b>
<b>Expenditures:</b>					
Personnel Services	\$ 405	\$ 255	\$ 530	\$ 630	\$ 100
Employee Benefits	31	20	-	-	-
Purchased Services	1,779	1,188	1,440	3,240	1,800
Internal Service	-	-	60	120	60
Other Operating Expenses	216	69	590	1,290	700
<b>Totals</b>	<b>\$ 2,431</b>	<b>\$ 1,532</b>	<b>\$ 2,620</b>	<b>\$ 5,280</b>	<b>\$ 2,660</b>
<b>Net Cost to City</b>	<b>\$ 2,431</b>	<b>\$ 1,532</b>	<b>\$ 560</b>	<b>\$ 3,220</b>	<b>\$ 2,660</b>