

**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 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Adopted	Increase/ (Decrease)
<b>Revenues:</b>					
Commissioner of Rev-State	\$ 151,981	\$ 151,971	\$ 150,580	\$ 175,400	\$ 24,820
<b>Totals</b>	<b>\$ 151,981</b>	<b>\$ 151,971</b>	<b>\$ 150,580</b>	<b>\$ 175,400</b>	<b>\$ 24,820</b>
<b>Expenditures:</b>					
Personnel Services	\$ 404,447	\$ 403,815	\$ 467,340	\$ 523,900	\$ 56,560
Employee Benefits	70,338	72,705	79,070	94,160	15,090
Purchased Services	9,509	8,109	11,500	11,500	-
Internal Service	9,366	14,168	18,200	24,150	5,950
Other Operating Expenses	14,116	12,490	23,250	17,350	(5,900)
<b>Totals</b>	<b>\$ 507,776</b>	<b>\$ 511,287</b>	<b>\$ 599,360</b>	<b>\$ 671,060</b>	<b>\$ 71,700</b>
<b>Net Cost to City</b>	<b>\$ 355,795</b>	<b>\$ 359,316</b>	<b>\$ 448,780</b>	<b>\$ 495,660</b>	<b>\$ 46,880</b>

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**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 three 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 three 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.

<b>Position Title</b>	<b>FY 2020 FTEs</b>	<b>FY 2021 FTEs</b>	<b>FY 2022 FTEs</b>	<b>FY 2023 FTEs</b>
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	5.000
MEALS TAX INSPECTOR	1.000	1.000	1.000	1.000
GENERAL CLERK	1.500	1.500	1.500	1.500
COMPLIANCE OFFICER	0.000	0.000	1.000	1.000
AUDITOR	1.000	1.000	1.000	1.500
<b>Total</b>	<b>10.500</b>	<b>10.500</b>	<b>11.500</b>	<b>12.000</b>

**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 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Adopted	Increase/ (Decrease)
<b>Revenues:</b>					
Treasurer-State Share	\$ 124,821	\$ 131,611	\$ 129,460	\$ 140,690	\$ 11,230
<b>Totals</b>	<b>\$ 124,821</b>	<b>\$ 131,611</b>	<b>\$ 129,460</b>	<b>\$ 140,690</b>	<b>\$ 11,230</b>
<b>Expenditures</b>					
Personnel Services	\$ 172,049	\$ 182,177	\$ 184,570	\$ 211,320	\$ 26,750
Employee Benefits	30,513	33,221	35,040	40,570	5,530
Purchased Services	749	1,962	650	650	-
Internal Service	6,775	7,802	10,010	12,890	2,880
Other Operating Expenses	9,147	9,053	10,430	10,160	(270)
<b>Totals</b>	<b>\$ 219,233</b>	<b>\$ 234,215</b>	<b>\$ 240,700</b>	<b>\$ 275,590</b>	<b>\$ 34,890</b>
<b>Net Cost to City</b>	<b>\$ 94,412</b>	<b>\$ 102,604</b>	<b>\$ 111,240</b>	<b>\$ 134,900</b>	<b>\$ 23,660</b>

**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 2020 FTEs	FY 2021 FTEs	FY 2022 FTEs	FY 2023 FTEs
TREASURER	1.000	1.000	1.000	1.000
CHIEF DEPUTY I, II	1.000	1.000	1.000	1.000
DEPUTY II, III	2.000	2.000	2.000	2.000
<b>Total</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>

**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**

	<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>Revenues:</b>					
Sale of Maps, Surveys, etc.	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -
Circuit Court Clerk-State	486,399	489,980	481,450	574,320	92,870
<b>Totals</b>	<b>\$ 486,399</b>	<b>\$ 489,980</b>	<b>\$ 486,450</b>	<b>\$ 579,320</b>	<b>\$ 92,870</b>
<b>Expenditures</b>					
Personnel Services	\$ 597,162	\$ 611,076	\$ 645,140	\$ 710,160	\$ 65,020
Employee Benefits	108,270	115,690	124,060	134,560	10,500
Purchased Services	6,717	18,779	145,270	39,260	(106,010)
Internal Service	8,715	10,377	8,760	8,980	220
Other Operating Expenses	19,086	18,980	18,330	19,650	1,320
Capital Outlay	4,254	1,347	7,800	2,000	(5,800)
<b>Totals</b>	<b>\$ 744,204</b>	<b>\$ 776,249</b>	<b>\$ 949,360</b>	<b>\$ 914,610</b>	<b>\$ (34,750)</b>
<b>Net Cost to City</b>	<b>\$ 257,805</b>	<b>\$ 286,269</b>	<b>\$ 462,910</b>	<b>\$ 335,290</b>	<b>\$ (127,620)</b>

## Personnel

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

<b>Position Title</b>	<b>FY 2020 FTEs</b>	<b>FY 2021 FTEs</b>	<b>FY 2022 FTEs</b>	<b>FY 2023 FTEs</b>
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
<b>Total</b>	<b>16.000</b>	<b>16.000</b>	<b>16.000</b>	<b>16.000</b>

## 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.

**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 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Adopted	Increase/ (Decrease)
<b>Revenues:</b>					
Sheriffs Office - State	\$ 3,308,525	\$ 3,328,841	\$ 3,387,260	\$ 3,649,730	\$ 262,470
<b>Totals</b>	<b>\$ 3,308,525</b>	<b>\$ 3,328,841</b>	<b>\$ 3,387,260</b>	<b>\$ 3,649,730</b>	<b>\$ 262,470</b>
<b>Expenditures:</b>					
Personnel Services	\$ 3,390,425	\$ 3,314,579	\$ 3,532,920	\$ 4,086,650	\$ 553,730
Employee Benefits	665,987	681,269	764,800	877,800	113,000
Purchased Services	39,147	38,592	42,700	44,660	1,960
Internal Service	168,371	196,957	201,450	193,390	(8,060)
Other Operating Expenses	137,362	96,685	102,050	115,270	13,220
Capital Outlay	3,419	15,331	5,850	5,850	-
<b>Totals</b>	<b>\$ 4,404,711</b>	<b>\$ 4,343,413</b>	<b>\$ 4,649,770</b>	<b>\$ 5,323,620</b>	<b>\$ 673,850</b>
<b>Net Cost to City</b>	<b>\$ 1,096,186</b>	<b>\$ 1,014,572</b>	<b>\$ 1,262,510</b>	<b>\$ 1,673,890</b>	<b>\$ 411,380</b>

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. Thirty dollars an hour divided by \$25,000 equals about 833 manhours or 2.2 hours a day.

**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.

<b>Position Title</b>	<b>FY 2020 FTEs</b>	<b>FY 2021 FTEs</b>	<b>FY 2022 FTEs</b>	<b>FY 2023 FTEs</b>
SHERIFF	1.000	1.000	1.000	1.000
LT. COLONEL	1.000	1.000	1.000	1.000
DEPUTIES-VARIOUS RANKS	77.620	76.340	77.340	77.610
ADMINISTRATIVE SECRETARY	4.000	4.000	4.000	4.000
LIDS TECH	1.000	1.000	1.000	1.000
NURSE	4.000	4.000	4.000	4.000
<b>Total</b>	<b>88.620</b>	<b>87.340</b>	<b>88.340</b>	<b>88.610</b>

The City funds 3 Deputy 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**

	<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>Revenues:</b>					
Concession Rentals-Det Fac	\$ 60,495	\$ 66,872	\$ 60,000	\$ 65,000	\$ 5,000
Charges for Detention	534,119	545,524	535,000	545,000	10,000
<b>Totals</b>	<b>\$ 594,614</b>	<b>\$ 612,396</b>	<b>\$ 595,000</b>	<b>\$ 610,000</b>	<b>\$ 15,000</b>
<b>Expenditures:</b>					
Personnel Services	\$ 76,014	\$ 73,223	\$ 42,000	\$ 70,000	\$ 28,000
Employee Benefits	5,559	5,437	3,430	5,360	1,930
Purchased Services	186,593	269,848	219,060	219,990	930
Internal Service	320,841	405,187	356,090	356,090	-
Other Operating Expenses	1,230,458	1,278,046	966,750	964,750	(2,000)
Capital Outlay	63,929	276,209	77,770	77,770	-
<b>Totals</b>	<b>\$ 1,883,394</b>	<b>\$ 2,307,950</b>	<b>\$ 1,665,100</b>	<b>\$ 1,693,960</b>	<b>\$ 28,860</b>
<b>Net Cost to City</b>	<b>\$ 1,288,780</b>	<b>\$ 1,695,554</b>	<b>\$ 1,070,100</b>	<b>\$ 1,083,960</b>	<b>\$ 13,860</b>

**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 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Adopted	Increase/ (Decrease)
<b>Revenues:</b>					
Commonwlth Atty-State Share	\$ 958,313	\$ 955,730	\$ 1,065,810	\$ 1,050,410	\$ (15,400)
<b>Totals</b>	<b>\$ 958,313</b>	<b>\$ 955,730</b>	<b>\$ 1,065,810</b>	<b>\$ 1,050,410</b>	<b>\$ (15,400)</b>
<b>Expenditures:</b>					
Personnel Services	\$ 1,037,699	\$ 1,033,769	\$ 1,052,780	\$ 1,171,710	\$ 118,930
Employee Benefits	195,229	191,867	199,860	223,960	24,100
Purchased Services	2,469	3,570	3,670	3,720	50
Internal Service	18,955	22,511	25,470	27,550	2,080
Other Operating Expenses	105,229	95,875	110,660	110,740	80
<b>Totals</b>	<b>\$ 1,359,581</b>	<b>\$ 1,347,592</b>	<b>\$ 1,392,440</b>	<b>\$ 1,537,680</b>	<b>\$ 145,240</b>
<b>Net Cost to City</b>	<b>\$ 401,268</b>	<b>\$ 391,862</b>	<b>\$ 326,630</b>	<b>\$ 487,270</b>	<b>\$ 160,640</b>

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**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 Commonwealth Attorney’s Office also has four additional positions which are funded by two separate grants and therefore, are not reflected below.

<b>Position Title</b>	<b>FY 2020 FTEs</b>	<b>FY 2021 FTEs</b>	<b>FY 2022 FTEs</b>	<b>FY 2023 FTEs</b>
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	5.000
ASSISTANT COMMONWEALTH ATTORNEY I, II, III, IV	10.000	10.000	10.000	10.000
<b>Total</b>	<b>17.000</b>	<b>17.000</b>	<b>17.000</b>	<b>17.000</b>

**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 \$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 Petra Haskins and a previous Assistant Commonwealth's Attorney.

**Revenues/Expenditures**

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Adopted	Increase/ (Decrease)
<b>Revenues:</b>					
Charges for Collection	\$ 93,565	\$ 81,480	\$ 100,000	\$ 82,000	\$ (18,000)
<b>Totals</b>	<b>\$ 93,565</b>	<b>\$ 81,480</b>	<b>\$ 100,000</b>	<b>\$ 82,000</b>	<b>\$ (18,000)</b>
<b>Expenditures:</b>					
Personnel Services	\$ 80,187	\$ 70,580	\$ 58,880	\$ 62,430	\$ 3,550
Employee Benefits	14,797	13,104	11,350	12,100	750
Internal Service	5,523	6,843	8,130	8,050	(80)
Other Operating Expenses	7,313	7,528	7,800	9,030	1,230
Capital Outlay	35	-	600	600	-
<b>Totals</b>	<b>\$ 107,855</b>	<b>\$ 98,055</b>	<b>\$ 86,760</b>	<b>\$ 92,210</b>	<b>\$ 5,450</b>
<b>Net Cost to City</b>	<b>\$ 14,290</b>	<b>\$ 16,575</b>	<b>\$ (13,240)</b>	<b>\$ 10,210</b>	<b>\$ 23,450</b>

**Personnel**

Position Title	FY 2020 FTEs	FY 2021 FTEs	FY 2022 FTEs	FY 2023 FTEs
COLLECTION CLERK	3.000	3.000	3.000	3.000
<b>Total</b>	<b>3.000</b>	<b>3.000</b>	<b>3.000</b>	<b>3.000</b>