

**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**

	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Introductory</b>	<b>Increase/ (Decrease)</b>
<b>Revenues:</b>					
Treasurer-State Share	\$ 120,677	\$ 120,911	\$ 123,650	\$ 123,650	\$ -
<b>Totals</b>	<b>\$ 120,677</b>	<b>\$ 120,911</b>	<b>\$ 123,650</b>	<b>\$ 123,650</b>	<b>\$ -</b>
<b>Expenditures</b>					
Personnel Services	\$ 166,765	\$ 167,038	\$ 174,480	\$ 178,480	\$ 4,000
Employee Benefits	30,149	29,673	34,770	34,570	(200)
Purchased Services	362	915	650	650	-
Internal Service	7,964	7,893	6,130	7,660	1,530
Other Operating Expenses	10,512	10,410	10,150	10,250	100
Capital Outlay	-				-
<b>Totals</b>	<b>\$ 215,752</b>	<b>\$ 215,929</b>	<b>\$ 226,180</b>	<b>\$ 231,610</b>	<b>\$ 5,430</b>
<b>Net Cost to City</b>	<b>\$ 95,075</b>	<b>\$ 95,018</b>	<b>\$ 102,530</b>	<b>\$ 107,960</b>	<b>\$ 5,430</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.

<b>Position Title</b>	<b>FY 2019 Total FTEs</b>	<b>FY 2020 Total FTEs</b>	<b>FY 2021 Total FTEs</b>
TREASURER	1.00	1.00	1.00
CHIEF DEPUTY	1.00	1.00	1.00
DEPUTY II, III	2.00	2.00	2.00
	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

**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**

	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Introductory</b>	<b>Increase/ (Decrease)</b>
<b>Revenues:</b>					
Commissioner of Rev-State	\$ 147,760	\$ 148,018	\$ 150,180	\$ 150,180	\$ -
<b>Totals</b>	<b>\$ 147,760</b>	<b>\$ 148,018</b>	<b>\$ 150,180</b>	<b>\$ 150,180</b>	<b>\$ -</b>
<b>Expenditures:</b>					
Personnel Services	\$ 416,039	\$ 417,047	\$ 433,460	\$ 433,460	\$ -
Employee Benefits	71,036	70,126	79,330	77,530	(1,800)
Purchased Services	6,185	6,199	6,500	8,400	1,900
Internal Service	14,265	14,585	9,830	13,130	3,300
Other Operating Expenses	14,958	13,897	18,640	20,640	
<b>Totals</b>	<b>\$ 522,483</b>	<b>\$ 521,854</b>	<b>\$ 547,760</b>	<b>\$ 553,160</b>	<b>\$ 3,400</b>
<b>Net Cost to City</b>	<b>\$ 374,723</b>	<b>\$ 373,836</b>	<b>\$ 397,580</b>	<b>\$ 402,980</b>	<b>\$ 3,400</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.

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 business for license and personal property compliance.

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

**Expenditures**

	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Introductory</b>	<b>Increase/ (Decrease)</b>
<b>Revenues:</b>					
Sale of Maps, Surveys, etc	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -
Circuit Court Clerk-State	473,126	473,990	481,830	481,830	-
<b>Totals</b>	<b>\$ 473,126</b>	<b>\$ 473,990</b>	<b>\$ 486,830</b>	<b>\$ 486,830</b>	<b>\$ -</b>
<b>Expenditures</b>					
Personnel Services	\$ 598,085	\$ 617,542	\$ 623,890	\$ 623,890	\$ -
Employee Benefits	109,617	112,041	129,440	129,440	-
Purchased Services	18,615	17,069	38,160	38,670	510
Internal Service	10,885	10,304	8,250	9,280	1,030
Other Operating Expenses	21,756	23,246	21,250	21,250	-
Capital Outlay	740	865	1,500	1,500	-
<b>Totals</b>	<b>\$ 759,698</b>	<b>\$ 781,067</b>	<b>\$ 822,490</b>	<b>\$ 824,030</b>	<b>\$ 1,540</b>
<b>Net Cost to City</b>	<b>\$ 286,572</b>	<b>\$ 307,077</b>	<b>\$ 335,660</b>	<b>\$ 337,200</b>	<b>\$ 1,540</b>

**Personnel**

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

<b>Position Title</b>	<b>FY 2019 Total FTEs</b>	<b>FY 2020 Total FTEs</b>	<b>FY 2021 Total FTEs</b>
CLERK OF CIRCUIT COURT	1.00	1.00	1.00
ASSISTANT CHIEF DEPUTY	1.00	1.00	1.00
DEPUTY CLERK I, II, III, IV	14.00	14.00	14.00
	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>

**Accomplishments**

- A large volume of older deed books has been digitized and added to our Records Management system providing beneficial data for remote access to land records.
- Our office utilizes case imaging in our Civil and Criminal divisions. All case files are managed and accessed digitally.

**Initiatives**

- Our office is continuing backscanning of all undigitized deed books and indexes which provides improved remote access and title search capabilities. This initiative requires a span of years for completion and is subject to availability of funding. Ultimately, this office plans to have these records backscanned to 1841.

**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.

**Expenditures**

	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Introductory</b>	<b>Increase/ (Decrease)</b>
<b>Revenues:</b>					
Sheriffs Office - State	\$ 3,136,371	\$ 3,193,306	\$ 3,404,900	\$ 3,404,900	\$ -
<b>Totals</b>	<b>\$ 3,136,371</b>	<b>\$ 3,193,306</b>	<b>\$ 3,404,900</b>	<b>\$ 3,404,900</b>	<b>\$ -</b>
<b>Expenditures:</b>					
Personnel Services	\$ 3,165,323	\$ 3,233,636	\$ 3,428,340	\$ 3,404,000	\$ (24,340)
Employee Benefits	777,652	644,618	752,350	752,610	260
Purchased Services	30,882	32,313	42,490	42,150	(340)
Internal Service	148,653	164,608	168,670	195,490	26,820
Other Operating Expenses	88,006	85,358	88,760	94,430	5,670
Capital Outlay	5,838	29,988	5,850	5,850	-
<b>Totals</b>	<b>\$ 4,216,354</b>	<b>\$ 4,190,521</b>	<b>\$ 4,486,460</b>	<b>\$ 4,494,530</b>	<b>\$ 8,070</b>
<b>Net Cost to City</b>	<b>\$ 1,079,983</b>	<b>\$ 997,215</b>	<b>\$ 1,081,560</b>	<b>\$ 1,089,630</b>	<b>\$ 8,070</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 3 Deputy positions.

<b>Position Title</b>	<b>FY 2019 Total FTEs</b>	<b>FY 2020 Total FTEs</b>	<b>FY 2020 Total FTEs</b>
SHERIFF	1.00	1.00	1.00
LT. COLONEL	1.00	1.00	1.00
DEPUTIES-VARIOUS RANKS	72.00	72.00	72.00
ADMINISTRATIVE SECRETARY	4.00	4.00	4.00
LIDS TECH	1.00	1.00	1.00
NURSE	4.00	4.00	4.00
	<b>83.00</b>	<b>83.00</b>	<b>83.00</b>

**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.

**Expenditures**

	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Introductory</b>	<b>Increase/ (Decrease)</b>
<b>Revenues:</b>					
Concession Rentals-Det Fac	\$ 52,559	\$ 64,932	\$ 52,000	\$ 55,000	\$ 3,000
Charges for Detention	585,664	568,339	585,660	568,340	(17,320)
<b>Totals</b>	<b>\$ 638,223</b>	<b>\$ 633,271</b>	<b>\$ 637,660</b>	<b>\$ 623,340</b>	<b>\$ (14,320)</b>
<b>Expenditures:</b>					
Personnel Services	\$ 66,954	\$ 67,574	\$ 42,000	\$ 42,000	\$ -
Employee Benefits	5,056	5,169	3,220	3,220	-
Purchased Services	191,862	168,924	214,890	253,550	38,660
Internal Service	327,199	337,518	356,090	356,090	-
Other Operating Expenses	1,343,210	992,982	961,950	963,950	2,000
Capital Outlay	70,360	41,906	77,770	77,770	-
<b>Totals</b>	<b>\$ 2,004,641</b>	<b>\$ 1,614,073</b>	<b>\$ 1,655,920</b>	<b>\$ 1,696,580</b>	<b>\$ 40,660</b>
<b>Net Cost to City</b>	<b>\$ 1,366,418</b>	<b>\$ 980,802</b>	<b>\$ 1,018,260</b>	<b>\$ 1,073,240</b>	<b>\$ 54,980</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 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 Benjamin White of the Commonwealth's Attorney's Office.

**Expenditures**

	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Introductory</b>	<b>Increase/ (Decrease)</b>
<b>Revenues:</b>					
Charges for Collection	\$ 144,322	\$ 148,292	\$ 150,000	\$ 150,000	\$ -
<b>Totals</b>	<b>\$ 144,322</b>	<b>\$ 148,292</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ -</b>
<b>Expenditures:</b>					
Personnel Services	\$ 80,414	\$ 80,435	\$ 84,270	\$ 84,270	\$ -
Employee Benefits	14,455	14,556	15,890	16,220	330
Internal Service	6,556	6,635	6,330	8,140	1,810
Other Operating Expenses	8,531	7,052	9,570	7,920	(1,650)
Capital Outlay	469	-	800	700	(100)
<b>Totals</b>	<b>\$ 110,425</b>	<b>\$ 108,678</b>	<b>\$ 116,860</b>	<b>\$ 117,250</b>	<b>\$ 390</b>
<b>Net Cost to City</b>	<b>\$ (33,897)</b>	<b>\$ (39,614)</b>	<b>\$ (33,140)</b>	<b>\$ (32,750)</b>	<b>\$ 390</b>

**Personnel**

<b>Position Title</b>	<b>FY 2019 Total FTEs</b>	<b>FY 2020 Total FTEs</b>	<b>FY 2021 Total FTEs</b>
COLLECTION CLERK	3.00	3.00	3.00
	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

**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.

**Expenditures**

	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Introductory</b>	<b>Increase/ (Decrease)</b>
<b>Revenues:</b>					
Commonwlth Atty-State Share	\$ 953,141	\$ 935,539	\$ 972,380	\$ 972,380	\$ -
<b>Totals</b>	<b>\$ 953,141</b>	<b>\$ 935,539</b>	<b>\$ 972,380</b>	<b>\$ 972,380</b>	<b>\$ -</b>
<b>Expenditures:</b>					
Personnel Services	\$ 988,865	\$ 970,834	\$ 1,068,600	\$ 1,071,230	\$ 2,630
Employee Benefits	182,259	174,782	215,960	203,080	(12,880)
Purchased Services	1,954	1,859	2,850	3,890	1,040
Internal Service	23,801	24,980	19,490	23,350	3,860
Other Operating Expenses	106,081	107,436	112,600	110,080	(2,520)
<b>Totals</b>	<b>\$ 1,302,960</b>	<b>\$ 1,279,891</b>	<b>\$ 1,419,500</b>	<b>\$ 1,411,630</b>	<b>\$ (7,870)</b>
<b>Net Cost to City</b>	<b>\$ 349,819</b>	<b>\$ 344,352</b>	<b>\$ 447,120</b>	<b>\$ 439,250</b>	<b>\$ (7,870)</b>

**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 2019 Total FTEs</b>	<b>FY 2020 Total FTEs</b>	<b>FY 2021 Total FTEs</b>
COMMONWEALTH ATTORNEY	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00
SECRETARY	5.00	5.00	5.00
ASSISTANT COMMONWEALTH ATTORNEY I, II, III, IV	10.00	10.00	10.00
	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>