

**Description**

This Office provides for the oversight and conduct of all elections in the City to include federal, state, and local elections. Elections can run the gamut from one to four elections in one year. The Board has the responsibility to insure the uniformity, legality, and purity of each election. The Electoral Board consists of a secretary of the Electoral Board and two board members, all which are appointed by the judge of the Circuit Court. The Board provides for the appointment of the city general registrar and all officers of elections. The board is responsible for overseeing the training of officers of elections.

The office receives, reviews, and maintains campaign finance reports for all local candidates. It is responsible for the distribution of voting machines and all related election materials and for securing polling places. The Board conducts the canvass after each election and certifies election results for the City of Danville.

State law mandates this Office. At least one member of the Board is required to attend seminars and training conducted by the Virginia Department of Elections.

**Revenues/Expenditures**

	<b>FY 2020 Actual</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Introductory</b>	<b>Increase/ (Decrease)</b>
<b>Revenues:</b>					
Electoral Board-State	\$ 7,479	\$ 10,353	\$ 7,000	\$ 7,000	\$ -
<b>Totals</b>	<b>\$ 7,479</b>	<b>\$ 10,353</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>	<b>\$ -</b>
<b>Expenditures:</b>					
Personnel Services	\$ 76,006	\$ 56,061	\$ 102,900	\$ 66,900	\$ (36,000)
Employee Benefits	677	692	900	900	-
Purchased Services	2,031	2,500	3,270	2,400	(870)
Internal Service	7,145	9,483	23,900	14,300	(9,600)
Other Operating Expenses	70,531	56,304	177,650	136,580	(41,070)
<b>Totals</b>	<b>\$ 156,390</b>	<b>\$ 125,040</b>	<b>\$ 308,620</b>	<b>\$ 221,080</b>	<b>\$ (87,540)</b>
<b>Net Cost to City</b>	<b>\$ 148,911</b>	<b>\$ 114,687</b>	<b>\$ 301,620</b>	<b>\$ 214,080</b>	<b>\$ (87,540)</b>

**Personnel**

State law mandates the three-member Electoral Board. Salary is set by State Compensation Board.

**Description**

The Office of the Registrar is located at 530 Main Street, Suite 100, in downtown Danville. This office is responsible for the administration of voter registration, assessing the needs of the citizens, and establishing a schedule to meet those needs. The Registrar's Office is also responsible for communicating the requirements of law clearly and courteously to all citizens so that they understand their responsibilities as well as their rights.

The office is responsible for handling requests for absentee ballots for all elections, including absentee voting by mail and voting absentee in person at the office. The office handles local candidate filings. The Registrar assists the Electoral Board with election management. The Electoral Board has designated the Registrar's Office to be the custodian of the voting machines and developing the training program for officers of election. The Registrar's Office works closely with the Electoral Board office to assure an error-free election. The office is responsible for overseeing the coding and formatting of election and candidate information by the vendor, and the programming of all voting machines for each election. The office handles security, maintenance, and logistic and accuracy testing for all the voting equipment. The office has instituted the use of electronic poll books on Election Day to improve the voters experience at check in.

This office is responsible for all elections and registration records that are open for public inspection. State law mandates this office. Its employees are required to attend seminars and training sessions to keep abreast of legislation that may affect their workload.

**Revenues/Expenditures**

	<b>FY 2020 Actual</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Introductory</b>	<b>Increase/ (Decrease)</b>
<b>Revenues:</b>					
Registrar - State	\$ 38,646	\$ 37,363	\$ 38,600	\$ 40,000	\$ 1,400
<b>Totals</b>	<b>\$ 38,646</b>	<b>\$ 37,363</b>	<b>\$ 38,600</b>	<b>\$ 40,000</b>	<b>\$ 1,400</b>
<b>Expenditures:</b>					
Personnel Services	\$ 105,167	\$ 104,273	\$ 128,930	\$ 161,540	\$ 32,610
Employee Benefits	12,751	14,715	16,540	20,660	4,120
Purchased Services	388	1,186	4,240	4,020	(220)
Internal Service	5,317	4,511	17,070	17,640	570
Other Operating Expenses	57,476	65,874	103,030	104,940	1,910
<b>Totals</b>	<b>\$ 181,099</b>	<b>\$ 190,559</b>	<b>\$ 269,810</b>	<b>\$ 308,800</b>	<b>\$ 38,990</b>
<b>Net Cost to City</b>	<b>\$ 142,453</b>	<b>\$ 153,196</b>	<b>\$ 231,210</b>	<b>\$ 268,800</b>	<b>\$ 37,590</b>

**Personnel**

<b>Position Title</b>	<b>FY 2020 FTEs</b>	<b>FY 2021 FTEs</b>	<b>FY 2022 FTEs</b>	<b>FY 2023 FTEs</b>
DEPUTY REGISTRAR	1.000	1.000	1.000	1.000
ASSISTANT DEPUTY REGISTRAR				1.100
REGISTRAR	1.000	1.000	1.000	1.000
<b>Total</b>	<b>2.000</b>	<b>2.000</b>	<b>2.000</b>	<b>3.100</b>

**Description**

The Circuit Court of Danville is the trial court of general jurisdiction with the authority to try civil and criminal cases. Additionally, the Circuit Court has jurisdiction for any case for which jurisdiction is not specified in the Code of Virginia and has the authority to impanel regular and special grand juries.

In criminal cases, the Circuit Court has jurisdiction over the trial of all felonies and misdemeanors originating from grand jury indictments. The Circuit Court also has jurisdiction over juveniles who are charged with felonies and whose cases are certified for trial by the judge of the Juvenile and Domestic Relations District Court. In civil cases, the Circuit Court has concurrent jurisdiction with the General District Court over claims of \$4,500 to \$15,000. The Circuit Court has original jurisdiction over monetary claims exceeding \$15,000. Additionally, the Circuit Court has jurisdiction over issues concerning the validity of municipal ordinances or corporate bylaws. The Circuit Court has appellate jurisdiction over appeals from the General District Court and from the Juvenile and Domestic Relations District Court. Appeals from administrative agencies are also heard in the court.

**Expenditures**

	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Introductory	Increase/ (Decrease)
<b>Expenditures:</b>					
Personnel Services	\$ 164,510	\$ 167,344	\$ 149,540	\$ 154,260	\$ 4,720
Employee Benefits	17,762	19,180	19,640	19,560	(80)
Purchased Services	1,659	2,643	10,150	10,150	-
Internal Service	1,313	2,747	3,090	3,410	320
Other Operating Expenses	15,274	15,403	15,900	18,200	2,300
Capital Outlay	4,662	26,717	-	-	-
<b>Totals</b>	<b>\$ 205,180</b>	<b>\$ 234,034</b>	<b>\$ 198,320</b>	<b>\$ 205,580</b>	<b>\$ 7,260</b>

**Personnel**

Position Title	FY 2020 FTEs	FY 2021 FTEs	FY 2022 FTEs	FY 2023 FTEs
LEGAL SECRETARY	1.000	1.000	1.000	1.000
JUDICIAL ASSISTANT	1.000	1.000	1.000	1.000
LAW CLERK	1.000	1.000	1.000	1.000
<b>Total</b>	<b>3.000</b>	<b>3.000</b>	<b>3.000</b>	<b>3.000</b>

**Description**

General District Court is located on Patton Street in the Courts and Jail Building on the third floor. Court commences at 8:30am, five days a week for Traffic and Criminal Cases; civil cases are held on Friday beginning at 10:00am. Small Claims Court is held on the second Friday of every month at 12:00 noon. One must call to reserve time on the Civil Docket.

The General District Court handles all traffic and criminal misdemeanor cases, felony preliminary hearings, civil small claims court involving \$5,000 or less, civil cases up to \$25,000, and civil personal injury cases up to \$50,000.

**Revenues/Expenditures**

	<b>FY 2020 Actual</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Introductory</b>	<b>Increase/ (Decrease)</b>
<b>Revenues:</b>					
Recoveries-Court Costs	\$ 6,574	\$ 5,425	\$ 6,500	\$ 6,000	\$ (500)
<b>Totals</b>	<b>\$ 6,574</b>	<b>\$ 5,425</b>	<b>\$ 6,500</b>	<b>\$ 6,000</b>	<b>\$ (500)</b>
<b>Expenditures:</b>					
Purchased Services	\$ 19,257	\$ 16,229	\$ 26,500	\$ 27,200	\$ 700
Internal Service	769	-	700	700	-
Other Operating Expenses	11,668	13,334	13,580	13,980	400
Capital Outlay	907	934	-	10,300	10,300
<b>Totals</b>	<b>\$ 32,601</b>	<b>\$ 30,497</b>	<b>\$ 40,780</b>	<b>\$ 52,180</b>	<b>\$ 11,400</b>

**Description**

The principal function of the magistrate is to provide an independent, unbiased review of complaints brought to the office by law enforcement officers and citizens. Although they do serve as conservators of the peace, magistrates are not connected with law enforcement. Instead, magistrates serve as a buffer between law enforcement and society. In addition, magistrates assist the public by providing general information on civil and criminal processes and procedures.

Magistrates have the following statutorily prescribed powers: to act as conservators of the peace, to administer oaths and take acknowledgements, to issue arrest warrants, to issue search warrants, to admit to bail or commit to jail, to issue summonses and subpoenas, to issue civil warrants and pre-trial levies and seizures, to accept prepayment for certain traffic and misdemeanor offenses, to issue mental and medical emergency custody orders, to issue temporary mental detention orders, to issue medical temporary detention orders, to issue emergency protective orders, and to issue out of service orders to commercial vehicle drivers.

**Expenditures**

	<b>FY 2020 Actual</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Introductory</b>	<b>Increase/ (Decrease)</b>
<b>Expenditures:</b>					
Internal Service	\$ 15	\$ 94	\$ 100	\$ 100	\$ -
Other Operating Expenses	471	515	1,000	1,000	-
Capital Outlay	771	-	1,200	1,400	200
<b>Totals</b>	<b>\$ 1,257</b>	<b>\$ 609</b>	<b>\$ 2,300</b>	<b>\$ 2,500</b>	<b>\$ 200</b>

**Description**

The Danville Office of the 22nd Court Service unit is administered by the Virginia Department of Juvenile Justice. The Unit provides a continuum of services to juveniles and families having contact with the Juvenile and Domestic Relations court. Services as ordered by the court or provided at the Unit's intake would include but not be limited to receiving, processing, and when applicable, diverting intake complaints, completing court ordered investigations, reports, reviews, and addendums, providing probation and intensive supervision services, parole and intensive parole services including institutional visitation and community supervision, community work services, and substance abuse evaluation and drug testing.

**Expenditures**

	<b>FY 2020 Actual</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Introductory</b>	<b>Increase/ (Decrease)</b>
<b>Expenditures:</b>					
Internal Service	\$ 281	\$ 423	\$ 300	\$ 300	\$ -
Other Operating Expense	4,873	4,758	6,250	6,250	-
<b>Totals</b>	<b>\$ 5,154</b>	<b>\$ 5,181</b>	<b>\$ 6,550</b>	<b>\$ 6,550</b>	<b>\$ -</b>

**Description**

The Intake Diversion Program offers a service alternative to the Juvenile and Domestic Relations Circuit Court that can assist in diverting a youth from formal action before the court system. Since the services rendered are by an employee assigned to the Court Service Unit, supportive services rendered may include, but are not limited to, mentoring, anger management, substance abuse, and counseling with child and parent, etc. The Intake Diversion Program offers a service alternative to the Juvenile and Domestic Relations Circuit Court that can assist in diverting a youth from formal action before the court system. Since the services rendered are by an employee assigned to the Court Service Unit, supportive services rendered may include, but are not limited to, mentoring, anger management, substance abuse, and counseling with child and parent, etc.

**Expenditures**

	FY 2020 Actual	FY 2021 Actual	FY 2021 Adopted	FY 2023 Introductory	Increase/ (Decrease)
<b>Expenditures:</b>					
Personnel Services	\$ 43,570	\$ 44,659	\$ 44,880	\$ -	\$ (44,880)
Employee Benefits	5,188	5,998	6,520	-	(6,520)
<b>Totals</b>	<b>\$ 48,758</b>	<b>\$ 50,657</b>	<b>\$ 51,400</b>	<b>\$ -</b>	<b>\$ (51,400)</b>

**Personnel**

Position Title	FY 2020 FTEs	FY 2021 FTEs	FY 2022 FTEs	FY 2023 FTEs
INTAKE DIVERSION SPECIALIST	1.000	1.000	1.000	
<b>Total</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	

**Description**

The Juvenile and Domestic Relations District Courts have jurisdiction over all cases, matters, and proceedings involving the following: delinquents; juveniles accused of traffic infractions and violations; juveniles who are status offenders; children in need of services and/or supervision; children who have been subjected to abandonment; escapees from residential care facilities; adults accused of child abuse, neglect, or of offenses against any child or in which members of their families are victims; court ordered rehabilitative services; emancipation of minors; adults accused of abuse of a spouse, ex-spouse, person with whom they have a child in common, or family, or household member; adults involved in disputes concerning the support, visitation, or custody of a child and parentage determinations; foster care and entrustment agreements; commitment of mentally ill children and certification of mentally retarded children; court consent for certain medical treatments; and issuance of juvenile operator's licenses.

**Expenditures**

	<b>FY 2020 Actual</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Introductory</b>	<b>Increase/ (Decrease)</b>
<b>Expenditures:</b>					
Personnel Services	\$ 13,470	\$ 16,655	\$ 15,000	\$ 15,000	\$ -
Employee Benefits	1,030	1,274	1,150	1,150	-
Purchased Services	2,887	1,765	21,000	16,000	(5,000)
Other Operating Expenses	24,446	20,723	24,000	23,000	(1,000)
Capital Outlay	1,621	5,027	5,000	-	(5,000)
<b>Totals</b>	<b>\$ 43,454</b>	<b>\$ 45,444</b>	<b>\$ 66,150</b>	<b>\$ 55,150</b>	<b>\$ (11,000)</b>