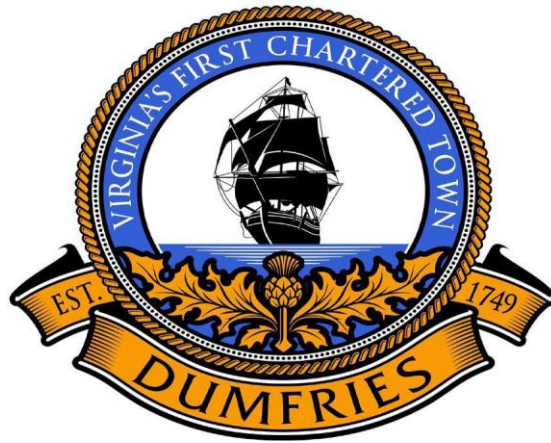


Town of Dumfries Council Meeting Packet



Derrick R. Wood, Mayor
Monaé S. Nickerson, Vice Mayor
Selonia B. Miles, Chair Pro Tem
Tyrone Brown, Councilmember
Brian K. Fields, Councilmember
Shaun Peet, Councilmember
Caetrina A. Peterson, Councilmember

Tangela Innis, Town Manager
Sharon E. Pandak, Town Attorney
Tangi R. Hill, Town Clerk

September 19, 2023



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

John Wilmer Porter Municipal Building
17739 Main Street, Suite 200
Dumfries, Virginia 22026
Tel: 703-221-3400 / Fax: 703-221-3544
www.dumfriesva.gov

**DUMFRIES TOWN COUNCIL
MEETING TUESDAY, SEPTEMBER 19, 2023
AT 7:00 PM
COUNCIL CHAMBERS**

- I. Call to Order and Roll Call
- II. Invocation – Associate Pastor Marcus Thomas, Potomac Valley Church of Dumfries
- III. Pledge of Allegiance
- IV. Adoption of Agenda
- V. Awards and Proclamations
 - A. Youth Leadership Proclamation Month for Jayden Gordon, Lyria Howard, Denise Kamgaing, Peter Mitchell, Fernanda Morante Escobedo – Mayor Derrick Wood
 - B. Healthy Aging Month Proclamation – Mayor Derrick Wood
 - C. Hunger Action Month Proclamation – Mayor Derrick Wood
- VI. Approval of Minutes
 - A. Minutes of the September 5, 2023, Meeting
- VII. Citizen Comment Period
- VIII. Reports and Presentations
 - A. Swearing in of Zoning Administrator Reginald Tabor– Jacqueline C. Smith, Clerk, Prince William County Circuit Court
 - B. Introduction of New Dumfries Police Officer – Vernon Gaylen, Chief of Police
 - C. Town Manager’s Report – Tangela Innis, Town Manager
- IX. Action Items (Public Hearing)
 - A. Consideration of an Ordinance Amending the FY23-24 Budget and Appropriations in the Amount of \$10,072,287 – Stacey Jordan, Chief Financial Officer
 - B. Continuance of the Public Hearing for the Zoning Text Amendment for

Billboard Sign for October 3, 2023 – Reginald Tabor, Director of Planning, Community, and Economic Development

- C. Continuance of the Public Hearing for an Amendment to the Town Code Requiring Criminal Background Checks for October 3, 2023 – Tangela Innis, Town Manager
 - D. Resolution of the Town Council of the Town of Dumfries, Virginia Declaring its Intention to Reimburse Itself from the Proceeds of One or More Tax-Exempt Financings for Certain Expenditures Made and/or to be Made in Connection with Capital Improvement Projects for the Town – Stacey Jordan, Chief Financial Officer
 - E. Revised Naming Policy & Procedures Document– Jonet Prevost-White, Public Works Director
 - F. Resolution to Schedule a Public Hearing for October 3, 2023 to Consider the Naming of the Rescue Building – Jonet Prevost-White, Director of Public Works
 - G. Resolution Establishing the Dumfries Youth Council – Mayor Derrick Wood
- X. Closed Session
- A. One Personnel Matter Pursuant to Va. Code § 2.2-3711.A.1 for the Discussion of the 90 Days Performance Evaluation of the Town Manager; and One Matter Pursuant to Va. Code § 2.2-3711.A.3 for the Discussion of Acquisition of Real Property
- XI. Adjournment



YOUTH LEADERSHIP MONTH PROCLAMATION FOR JAYDEN GORDON

WHEREAS, September marks Youth Leadership Month, a time dedicated to celebrating the exemplary leadership demonstrated by the youth of our community; and

WHEREAS, Jayden Gordon, a student at Potomac Senior High School, exemplifies remarkable leadership qualities both in sports and academics; and

WHEREAS, Jayden's journey of growth and character development stands as a testament to the power of instilling core values that mold future leaders, who embody dedication, respect for others, and unwavering integrity; and

WHEREAS, Jayden maintains a noteworthy 3.544 grade point average while actively participating in advanced coursework; and

WHEREAS, His leadership on the Varsity Football team has been a source of inspiration to his peers and a symbol of dedication to our community; and

WHEREAS, Jayden Gordon embodies the spirit of youth leadership in our town;

BE IT RESOLVED, That the Dumfries Town Council commends and honors Jayden Gordon for his exceptional leadership during Youth Leadership Month.

A handwritten signature in black ink, appearing to read "Derrick R. Wood", is positioned above the official title.

By Order of the Town Council
Derrick R. Wood, Mayor



YOUTH LEADERSHIP MONTH PROCLAMATION FOR LYRIQ HOWARD

WHEREAS, the strength of our community lies in the potential of its young leaders, who exemplify the values of hard work, respect, and integrity, laying the groundwork for a future of impactful leadership, collaborative partnerships, and meaningful connections; and

WHEREAS, it is with great honor and admiration that we spotlight Lyriq, an exceptional young individual, who has embraced the core principles of hard work, respect, and integrity, fostering a solid foundation for a lifetime of transformative leadership, productive alliances, and principled conduct; and

WHEREAS, Lyriq's journey of growth and character development stands as a testament to the power of instilling values that pave the way for responsible leadership, unwavering respect, and steadfast integrity; and

WHEREAS, Lyriq's contributions as a Summer Intern with the Town of Dumfries reflect their commitment to community betterment, embodying the spirit of active citizenship and hands-on engagement in local affairs;

WHEREAS, Therefore, let it be known that the Town of Dumfries, with profound appreciation, designates the month of September 2023 as a time to honor and celebrate the exceptional leadership demonstrated by Lyriq. During Youth Leadership Month, we commend them as a shining example of the values that pave the way for success and positive impact in our community and beyond

IN WITNESS WHEREOF, I, Mayor Derrick. R. Wood, set my signature and affix the official seal of the Town of Dumfries on this 19th day of September 2023.

A handwritten signature in black ink, appearing to read 'Derrick R. Wood', is written over a horizontal line.

By Order of the Town Council
Derrick R. Wood, Mayor



YOUTH LEADERSHIP MONTH PROCLAMATION FOR DENISE KAMGAING

WHEREAS, September is designated as Youth Leadership Month, a time when we acknowledge and celebrate the remarkable leadership abilities displayed by the youth of our community; and

WHEREAS, We take this opportunity to recognize Denise Kamgaing, a student at Forest Park High School, who possesses a unique ability to foster engagement, resulting in enhanced student collaboration, productivity, and organizational success; and

WHEREAS, Throughout her time at Forest Park High School, Denise has assumed diverse leadership responsibilities, contributing significantly to the school's community; and

WHEREAS, Her dedication to fostering positive relationships and effective leadership skills have had a profound impact on her peers; and

WHEREAS, Denise Kamgaing is a shining example of youth leadership in our town;

BE IT RESOLVED, That the Dumfries Town Council commends and honors Denise Kamgaing for her inspiring leadership during Youth Leadership Month.

A handwritten signature in black ink, appearing to read "Derrick R. Wood", is written above a horizontal line.

By Order of the Town Council
Derrick R. Wood, Mayor



YOUTH LEADERSHIP MONTH PROCLAMATION FOR PETER MITCHELL

WHEREAS, September is celebrated as Youth Leadership Month, a time to acknowledge and celebrate the outstanding contributions of young leaders in our community; and

WHEREAS, We take this opportunity to recognize Peter Mitchell, a student at Potomac Senior High School, who has consistently demonstrated remarkable leadership both academically and athletically; and

WHEREAS, Peter maintains an exceptional 4.11 grade point average, showcasing his commitment to academic excellence; and

WHEREAS, His dedication and talent on the basketball court have inspired his peers and brought honor to our community; and

WHEREAS, Peter Mitchell serves as a shining example of youth leadership in our town;

BE IT RESOLVED, That the Dumfries Town Council commends and honors Peter Mitchell for his outstanding achievements and leadership qualities during Youth Leadership Month.

A handwritten signature in black ink, appearing to be "D. Wood", is written above a horizontal line.

By Order of the Town Council
Derrick R. Wood, Mayor



YOUTH LEADERSHIP MONTH PROCLAMATION FOR FERNANDA MORANTE ESCOBEDO

WHEREAS, September is designated as Youth Leadership Month, a time when we recognize and celebrate the exceptional leadership contributions made by young individuals in our community; and

WHEREAS, We proudly celebrate Fernanda Morante Escobedo, a student at Forest Park High School, who embodies qualities such as effective communication, sound guidance, and astute decision-making; and

WHEREAS, She serves as a student representative on the PWCS School Board, showcasing exceptional leadership and advocating for her peers; and

WHEREAS, Fernanda is actively engaged in a wide array of leadership activities at Forest Park High School, contributing to the school's growth and success; and

WHEREAS, Fernanda Morante Escobedo is a true symbol of exceptional youth leadership in our town;

BE IT RESOLVED, That the Dumfries Town Council celebrates and honors Fernanda Morante Escobedo for her exceptional contributions and leadership during Youth Leadership Month.

A handwritten signature in black ink, appearing to be "Derrick R. Wood", is written above a horizontal line.

By Order of the Town Council
Derrick R. Wood, Mayor



HEALTHY AGING MONTH PROCLAMATION

WHEREAS, September has been designated as "Healthy Aging Month," a national health promotion campaign aimed at celebrating the positive aspects of growing older; and

WHEREAS, The Healthy Aging Campaign, produced by the Educational Television Network, a nonprofit corporation based in Pennsylvania, strives to raise awareness of the numerous positive facets of aging, inspire adults aged 45 and above to enhance their physical, mental, social, and financial well-being; and

WHEREAS, As a community, we recognize the rich contributions of our older residents, who bring wisdom, experience, and valuable insights to our town; and

WHEREAS, Healthy aging is a lifelong process that involves maintaining good health, staying active, and fostering social connections, leading to a more vibrant and fulfilling life; and

WHEREAS, It is our responsibility to ensure that our residents have access to resources, support, and opportunities that empower them to age in a healthy and positive manner;

NOW, THEREFORE, We, the Town Council of Dumfries, do hereby proclaim the month of September as "Healthy Aging Month" in our town. We encourage all residents, regardless of age, to embrace the positive aspects of growing older, to prioritize their physical and mental well-being, to engage in social activities that promote connections within our community, and to make informed financial decisions that secure a brighter future.

FURTHERMORE, We extend our gratitude to the Educational Television Network for their commitment to promoting healthy aging and their dedication to inspiring individuals to lead fulfilling lives as they age.

IN WITNESS WHEREOF, I, Derrick Wood, Mayor of Dumfries, Virginia, on behalf of the Town Council, do hereby set my hand and cause the seal of the Town of Dumfries to be affixed this 19th day of September, in the year 2023.



By Order of the Town Council
Derrick R. Wood, Mayor



HUNGER ACTION MONTH PROCLAMATION

WHEREAS, Hunger Action Month is a nationwide campaign initiated by Feeding America, the nation's largest domestic hunger relief organization, aimed at encouraging individuals from all walks of life to unite in raising awareness for hunger relief; and

WHEREAS, Feeding America works tirelessly to combat hunger and food insecurity across our nation, providing essential support to those in need, and striving to ensure that no one goes to bed hungry; and

WHEREAS, Hunger Action Month seeks to mobilize the public, regardless of their background, to become advocates for hunger relief, fostering awareness and taking meaningful actions to support domestic hunger relief efforts; and

WHEREAS, As a compassionate community, we recognize the importance of addressing the issue of hunger within our own town, supporting those who face food insecurity, and working together to alleviate the impact of hunger on our residents; and

WHEREAS, We acknowledge the significance of collaboration with organizations like Feeding America to create a stronger, more resilient community that strives to eliminate hunger;

NOW, THEREFORE, We, the Town Council of Dumfries, do hereby proclaim the month of September as "Hunger Action Month" in our town. We call upon all our residents to join in this vital campaign, to raise awareness of the issue of hunger, and to take action to support domestic hunger relief efforts.

FURTHERMORE, We extend our appreciation to Feeding America for their unwavering commitment to hunger relief and their dedication to ensuring that every individual has access to nutritious food.

IN WITNESS WHEREOF, I, Derrick Wood, Mayor of Dumfries, Virginia, on behalf of the Town Council, do hereby set my hand and cause the seal of the Town of Dumfries to be affixed this 19th day of September, in the year 2023.



By Order of the Town Council
Derrick R. Wood, Mayor

**DUMFRIES TOWN COUNCIL
MEETING MINUTES
TUESDAY, SEPTEMBER 5, 2023**

MEETING HELD IN COUNCIL CHAMBERS

A video recording of this meeting is available on the Town's Website at www.dumfriesva.gov and YouTube Channel at <https://www.youtube.com/watch?v=R0GPTSikwXU>

Call to Order and Roll Call

At 7:02 PM, Mayor Derrick Wood called the meeting to order. The following members were recorded as present: Brown, Fields, Miles, Peterson, Peet, Nickerson, and Wood.

Invocation

The invocation was led by Pastor Jeanette Coats of Faith Christian Fellowship in Dumfries, Virginia.

Pledge of Allegiance

Mayor Derrick Wood asked all to stand for the Pledge of Allegiance.

Adoption of the Agenda

Chair Pro Tem Miles requested an amendment to the agenda adding a Closed Session relating to discussion with legal counsel requiring advice as it relates to the lobbyist contract pursuant to Va. Code 2.2-3711.A.8. Town Attorney Pandak requested an amendment to the agenda adding a Closed Session for discussion with legal counsel of actual litigation between CCATT LLC v. Town of Dumfries pursuant to Va. Code 2.2-3711.A.7.

On a motion made by Vice Mayor Nickerson, seconded by Chair Pro Tem Miles to adopt the agenda as amended. Vote 7-0-0 (Yes: Fields, Peet, Miles, Nickerson, Brown, Peterson, and Wood; No: N/A; Abstain: N/A)

Awards and Proclamations

The following proclamations were presented:

Youth Leadership Month Proclamation for Benita Osae by Councilman Brown

Youth Leadership Month Proclamation for Jaylen Waddell by Vice Mayor Monae Nickerson

Youth Leadership Month Proclamation for Ania Berryman by Chair Pro Tem Miles

Youth Leadership Month Proclamation for Shariyah Coles by Councilman Fields

Youth Leadership Month Proclamation for Tanner Nickerson by Mayor Derrick Wood

Youth Leadership Proclamation Month for Autumn Brown by Vice Mayor Monae Nickerson

Library Card Sign-up Month Proclamation by Mayor Derrick Wood.

Hispanic Heritage Month Proclamation by Vice Mayor Monae Nickerson.

Mayor Wood read a proclamation that will be presented to Pastor Henry in honor of his 50th Birthday of Pastor Henry later in the week.

Approval of Minutes

Minutes of August 8, 2023, Regular Meeting and August 25-26, 2023 Extended Work Session.

On a motion made by Chair Pro Tem Miles, seconded by Councilman Brown to approve the Dumfries Town Council Meeting Minutes of the August 8, 2023, Regular Meeting. It was noted that Councilman Peet was not present at the Extended Work Session held August 25-26, 2023. Vote 7-0-0 (Yes: Brown, Peterson, Fields, Peet, Miles, Nickerson, and Wood; No: N/A; Abstain: N/A).

Citizen Comment Period

Citizen comment was heard.

Mayor and Council Comments

Vice Mayor and Council comments were heard.

The Council recessed at 8:06 pm and reconvened at 8:14 pm.

Reports and Presentations

Coping Strategies Mental Health in Schools – Marc DeAngelo, Prince William County Public Schools

Marc DeAngelo, a social worker from Prince William County Public Schools presented to the Town Council regarding mental health and overall wellness for youth. Chair Pro Tem Miles commended DeAngelo for his work.

Citizen Management Suite – Kevin Strauss, GoGov

Kevin Strauss presented to Town Council regarding the features on the GoGov app.

FY23-24 Town of Dumfries Proposed Budget Amendment – Stacey Jordan, Chief Financial Officer

Stacey Jordan, Chief Financial Officer presented the FY23-24 Town of Dumfries Proposed Budget Amendment.

Introduction of New Town Employees – Tangela Innis, Town Manager

Tangela Innis introduced Reginald Tabor as the Director of Planning, Community, and Economic Development.

Action Items (Public Hearing)

Public Hearing to Approve the Conditional Use Permit CUP23-001 – Reginald Tabor, Director of Planning, Community, and Economic Development

After the Public Hearing, on a motion made by Councilman Peet, seconded by Chair Pro Tem Miles, to adopt the Conditional Use Permit CUP23-001, for Winners Church. Vote 7-0-0 (Yes: Peet, Peterson, Brown, Fields, Miles, Nickerson, and Wood; No: N/A; Abstain: N/A).

Request to Schedule a Public Hearing on September 19, 2023, for the Zoning Text Amendment, Billboard Signs – Initiation Resolution for ZTA – Nick Cicero, Principal Planner

On a motion made by Councilman Peet, seconded by Vice Mayor Nickerson, to schedule a Public Hearing on September 19, 2023, for the zoning text

amendment, billboard signs. Vote 7-0-0 (Yes: Brown, Peterson, Nickerson, Miles, Fields, Peet, and Wood; No: N/A; Abstain: N/A).

Councilman Peet left the dais.

Resolution to Schedule a Public Hearing on September 19, 2023 to Consider an Amendment to Town Code Requiring Criminal Background Checks – Tangela Innis, Town Manager

On a motion made by Chair Pro Tem Miles, seconded by Vice Mayor Nickerson, to schedule a Public Hearing on September 19, 2023, to consider an amendment to the Town code requiring criminal background checks. Vote 6-0-0 (Yes: Peterson, Brown, Fields, Miles, Nickerson, and Wood; No: N/A; Abstain: N/A).

Resolution to Schedule a Public Hearing on September 19, 2023, to Consider an Ordinance Amending the Fiscal Year 2023-2024 Budget in the Amount of \$10,072,287 – Stacey Jordan, Chief Financial Officer

On a motion made by Vice Mayor Nickerson, seconded by Chair Pro Tem Miles, to schedule a Public Hearing on September 19, 2023, to consider an ordinance amending Fiscal Year 2023-2024 Budget in the amount of \$10,072,287. Vote 6-0-0 (Yes: Fields, Miles, Nickerson, Peterson, Brown, and Wood; No: N/A; Abstain: N/A).

Councilman Peet returned to the dais.

Resolution Appointing Reginald Tabor as Zoning Administrator – Tangela Innis, Town Manager

After the Public Hearing, on a motion made by Chair Pro Tem Miles, seconded by Councilman Fields, to appoint Reginald Tabor as Zoning Administrator. Vote 7-0-0 (Yes: Nickerson, Miles, Fields, Brown, Peterson, Peet, and Wood; No: N/A; Abstain: N/A).

Resolution Amending Town Manager's Employment Agreement – Sharon Pandak, Town Attorney

After the Public Hearing, on a motion made by Councilman Fields, seconded by Vice Mayor Nickerson, to amend the Town Manager's Employment

Agreement. Vote 7-0-0 (Yes: Brown, Peterson, Peet, Fields, Miles, Nickerson, and Wood; No: N/A; Abstain: N/A).

Resolution in Support of the Outdoors for All Act for the National Black Caucus for Local Elected Officials

After the Public Hearing, on a motion made by Councilman Peet, seconded by Chair Pro Tem Miles, to adopt the Resolution in Support of the Outdoors for All Act for the National Black Caucus for Local Elected Officials. Vote 7-0-0 (Yes: Peet, Fields, Miles, Peterson, Brown, Nickerson, and Wood; No: N/A; Abstain: N/A).

Closed Session

Four (4) Matters – One (1) Personnel Matters Pursuant to Va. Code §2.2-3711. A (1) Relating to Discussion, Consideration, or Interview of Prospective Candidates for the Town Attorney; One (1) Personnel Matter Relating to the Discussion of the 90 Days Performance Evaluation of the Town Manager; One Matter (1) for Discussion with Legal Counsel of Actual Litigation, CCATT LLC v. Town of Dumfries Pursuant to Va. Code §2.2-3711.A.(7); and One (1) Matter of Discussion with Legal Counsel Requiring Advice as it Relates to the Lobbyist Contract Pursuant to Va. Code §2.2-3711.A.8.

On a motion made by Vice Mayor Nickerson, seconded by Chair Pro Tem Miles, the Council convened in Closed Session at 9:00 pm for One (1) Personnel Matters Pursuant to Va. Code §2.2-3711. A (1) Relating to Discussion, Consideration, or Interview of Prospective Candidates for the Town Attorney; One (1) Personnel Matter Relating to the Discussion of the 90 Days Performance Evaluation of the Town Manager; One Matter (1) for Discussion with Legal Counsel of Actual Litigation, CCATT LLC v. Town of Dumfries Pursuant to Va. Code §2.2-3711.A.(7); and One (1) Matter of Discussion with Legal Counsel Requiring Advice as it Relates to the Lobbyist Contract Pursuant to Va. Code §2.2-3711.A.8. Vote 7-0-0 (Yes: Fields, Peet, Miles, Nickerson, Peterson, Brown, and Wood; No: N/A; Abstain: N/A). Fields, Peet, Miles, Nickerson, Peterson, Brown, and Wood

On a motion made by Chair Pro Tem Miles, seconded by Vice Mayor Nickerson, the Council concluded Closed Session and reconvened in Open Session at 10:19 PM certifying that only the matter required in closed session was discussed in closed session. Vote 7-0-0 (Yes: Peterson, Brown, Nickerson, Miles, Peet, Fields, and Wood; No: N/A; Abstain: N/A).

On a motion made by Chair Pro Tem Miles, seconded by Councilman Peet, for Staff to proceed with the direction of the conversation that took place in Closed Session. Vote 4-3-0 (Yes: Peterson, Nickerson, Miles, and Peet; No: Brown, Fields, and Wood; Abstain: N/A).

On a motion made by Chair Pro Tem Miles, seconded by Vice Mayor Nickerson, to approve a settlement as to the Town Attorney's fees and litigation. Vote 7-0-0 (Yes: Fields, Peet, Miles, Nickerson, Brown, Peterson, and Wood; No: N/A; Abstain: N/A).

Adjournment

Mayor Wood adjourned the meeting at 10:13 PM.



Town Manager's Report

September 13, 2023

Mayor Wood, Vice-Mayor Nickerson, Honorable Councilmembers,

My team and I continue to persevere to ensure that the core functions of our government continue and that we meet or even exceed the strategic goals established by the Council. Please note the following updates by agency:

TOWN WIDE PERFORMANCE MEASURES			
Goal	FY23 Target/Result	FY24 Target/Result	August FY24
ADMINISTRATION			
Receive GFOA Distinguished Budget Presentation Award	YES/TBD	YES/TBD	TBD*
Achieve 98% Collection Rate for Real Estate Taxes	98%/TBD	98%/TBD	TBD
Create and establish financial policies related to Unassigned Fund Balance, Rainy Day Fund, and Debt	Submitted and adopted by Town Council by March 30, 2023/ YES	Submitted and adopted by Town Council by March 30, 2024/ TBD	TBD
Improve Average Customer Service Total Transaction Time	7 Minutes/YES	7 Minutes/TBD	5 Minutes
Improve Accounts Payable Processing Time	All payments will be processed within 21 days/ YES	All payments will be processed within 21 days / TBD	2 Days

PLANNING & COMMUNITY DEVELOPMENT			
Achieve Average Zoning Application Review Time	14 DAYS/ YES	14 DAYS/ TBD	1 Day
Achieve Average Land Use Application Review Time	14 Days/YES	14 Days/TBD	N/A**
POLICE			
Host Regular Community Educational Workshops	1 per month/ NO	1 Per Month/NO	1 per month/ TBD
Improve average response time	TBD	TBD	TBD
Reduce property crime rate by 5%	161 Total Calls/ N/A	175 Total Calls/ 8% INCREASE	TBD
Reduce violent crime rate by 5%	277 Total Calls/ N/A	240 Total Calls/ 13% DECREASE	TBD
PUBLIC WORKS			
Achieve Average Permit Approval Time	14 Days/TBD	14 Days/TBD	14 Days/TBD
Increase Inspections on Private BMPs	50% PRIVATE/ 100% PUBLIC	50% PRIVATE/ 100% PUBLIC	50% PRIVATE/ 100% PUBLIC

*To Be Determined (TBD) – Anticipating Result.

** Not Applicable (N/A) – Data or reporting not available.

Community Concerns

During the period of August 8 through September 13th the Town Manager’s Office received a total of 6 complaints. Of the 6 complaints the town has resolved 5 or referred to the appropriate jurisdiction outside of the town. These complaints description and disposition are listed below:

1. Signage on Summer Duck Drive is leaning.
2. Paving on Possum Point Road is not completed. When will it be finished?
3. The Drainage Pond along Tebbs Lane, a section of the sidewalk has been damaged, needs to be fixed.
4. Signage is fading at the entrance of the neighborhood.
5. Neighborhood needs mowing, property owners not maintaining their property.
6. Citizen stated on multiple occasion during the day, children from the neighboring home located at 17621 Washington St., would ride their bikes from the driveway and onto the main road without stopping and looking for oncoming traffic.

Civic Engagement

- Public Access Channel and broadcasting issues have been resolved, if citizens are experiencing additional issues, they should contact their cable service provider.
- The Charter Newsletter was issued September 5th. See attachment.
- Go Gov application presentation was conducted on September 5th. The Town Manager has approved the contract we are now awaiting an implementation schedule. This application will include notification to our citizens on events. It will also allow the citizens to report concerns via an application tailored to the town’s needs.
- The Dumfries Fall Fest will be held on Saturday, September 23, 2023 from Fast Festival from 9:00am

until 4:00pm. The event will be held at the Cecil W. Garrison Park. The event will feature live music, petting zoo, food, vendors, face painting, and much more. Unfortunately, due to the lack of participation, the car and bike show and the watermelon eating contest were cancelled. The Town is accepting vendor applications until Wednesday, September 20, 2023.

- The Dumfries Market on Main will officially end on September 23, 2023 for this market season. The produce vendor will still be available at the market site through the month of November or December (weather permitting). He will not be onsite on Saturday, December 9, 2023 due to the Dumfries Christmas Parade.
- The Dumfries Police Department Faith and Blue Sunday, hosted by Potomac Valley Church, will be held on Sunday, October 8, 2023 from 1:00pm until 3:00pm at the Potomac Valley Church in Dumfries. There will be many fun activities such as food trucks, dunking booth, moon bounce, face painting, balloon artist, and more.
- The Town of Dumfries will host its first annual Pink and Purple Brunch to bring awareness to Breast Cancer and Domestic Violence. The tentative date is October 14, 2023. More information will be provided at a later time.
- The Town is now accepting participant applications for the Dumfries Christmas Parade. The application is available on the town's website. This year's theme is "Holiday Movies in Dumfries". The parade is scheduled for Saturday, December 9, 2023 at 10:00am.

Finance/Procurement

The Town is currently soliciting Requests for Proposals for the following:

- Classification and Compensation Study. Proposals were due to be received by the Town on July 6, 2023, at 2:00 p.m.
 - On July 6, 2023, the Town received 14 competitive proposals.
 - **The Town has shortlisted 5 of the competitive proposals and conducted formal interviews during the week of August 28th.**
 - **The Town has scheduled negotiation meetings with the top two offerors during the week of September 18th.**
- Comprehensive Plan Review and Update. Proposals were due to be received by the Town on July 17, 2023, at 2:00 p.m.
 - On July 17, 2023, the Town received 4 competitive proposals.
 - The Town has shortlisted 3 of the competitive proposals and we are conducting formal interviews during the week of August 14, 2023.
 - **The Town has conducted negotiation meetings with the top two offerors during the week of August 21st and requested Best and Final Offers which are due to be received the week of September 18th.**

Public Works

- Architectural and Engineering Design Services for the adaptive reuse of an existing rescue squad facility.
 - Scope of work being finalized the Town anticipates advertisement by September 25th.

- Dumfries Fall Clean Up will be held on Saturday, October 21, 2023 from 8:30am until 12:00pm. The event will be held at the Dumfries Community Building, 17757 Main Street. Volunteers may register by emailing rnickerson@dumfriesva.gov.

Respectfully submitted,

Tangela Innis

Town Manager



THE CHARTER

TOP NEWS

FOX5 ZIP Trip

State of the Town Address

Dumfries Welcomes New Staff

Dumfries Town Council Spotlight

National Night Out

Dumfries Youth Summer Interns

Back to School Bash

Upcoming Events in Dumfries



Exploring Dumfries: FOX5 Zip Trip

The FOX5 Team visited the Town of Dumfries on Friday, July 7, 2023. "It's a place to come to, not drive through for ZIP Trip, for work, for recreation, for food. We're just making it one of those destination places," commented Mayor Wood.

The FOX5 Team highlighted all things Dumfries, including chatting with local business owners. One local, Ashley Frazier, explained her reason starting up her business in Dumfries. "I wanted to create a space that was not only fun, but promoted wellness here in the community. We focus on emotional and mental wellness," commented Frazier.

Dumfries police officers also were recognized for their work protecting and serving the community. "We're here to support the community. The community cannot survive without the Town Police Department and the Town Police Department can't survive without the community," said Chief Vernon Galyen.

As the oldest continuous chartered Town in the Commonwealth of Virginia, locals pride themselves on the rich history their community was founded on. The Town of Dumfries is becoming one of the fastest growing areas of the Greater-Washington Metropolitan Region.

Thanks to the tireless work of Town Council and Staff, Dumfries is becoming a destination for small businesses to grow and support the local community. The Town of Dumfries will continue to grow with its unique charm, exceptional people, and growth of small, local businesses.



State of the Town Address 2023

Mayor Derrick Wood provided the 2023 State of the Town Address to a packed audience on Thursday, June 22, 2023. Community leaders and business partners of the Town of Dumfries and local government leaders of neighboring communities were present and had an active role at the meeting. The video recording of the State of the Town Address is available for viewing on the Town of Dumfries YouTube channel at <https://www.youtube.com/watch?v=H9Kkhp42GWw>.



Council Spotlight

Mayor Derrick Wood

Mayor Derrick R. Wood has served our Country, Prince William County and Dumfries communities for over 22 years. He began his service as a United States Marine. In 2001 the Derrick was transferred to Quantico Marine Corps Base. His political career started with the 2012 special election to fill a vacant council seat, in which he won as a write in candidate for Council.

His vision for the Town of Dumfries continues to focus on building a thriving downtown community where people from all around DC, Maryland, and Virginia want to visit over and over again.

In a 2014 regular election, he was re-elected once again as Councilman. Then in 2018, he ran for the office of Mayor and won the election. He was reelected as Mayor in 2022. Mayor Derrick R. Wood, a driving force in our town, is dedicated not only locally but also extends his influence on the state and national levels. His unwavering commitment has left an indelible mark on our community's growth and unity.



At the grassroots level, Mayor Wood has initiated an array of programs that have significantly elevated our town to a place people don't just drive through but a place to drive to. His visionary leadership has steered us towards enhancing infrastructure and nurturing a thriving business environment. By maintaining open channels of communication with community members, he has nurtured a strong bond between residents and their elected representatives, cultivating a sense of shared responsibility.

Beyond our town's boundaries, Mayor Wood's impact resonates throughout the state. Serving as the Vice President of the Virginia Municipal League, he effectively amplifies our town's voice in state-wide dialogues. His active involvement ensures that our community's distinct needs are thoughtfully considered in shaping policies that impact the entire state.

On the national platform, Mayor Wood's influence stretches even further. As the 2nd Vice President of the National League of Cities National Black Caucus of Local Elected Officials, he is a potent advocate for equitable representation. His dedication to promoting diversity and inclusion serves as an inspiration to leaders across the nation.

Mayor Wood's commitment to service knows no bounds. As a board member of the Boys and Girls Club of Greater Washington, he invests in the development and future of our youth. His role as a representative on the Northern Virginia Transportation Authority guarantees that our town's voice resonates in vital regional transportation decisions.

His involvement spans diverse policy committees, both on a statewide and national scale, underscoring his dedication to well-informed decision-making. In addition to his public service, he is a successful business owner, accomplished author, and sought-after speaker, adding layers to his impactful contributions.

Yet, amidst these myriad roles, Mayor Wood remains grounded as a devoted husband and father. His ability to harmonize his multifaceted responsibilities while placing his family at the core showcases his character and leadership. As we turn the Council Spotlight on Mayor Derrick Wood, we joyfully celebrate his extraordinary achievements and the profound difference he continues to affect. His role as a catalyst for positive change, an advocate for representation, and an esteemed community figure mirrors the spirit of leadership that enriches our town.

Vice Mayor Monaé Nickerson

Vice Mayor Monaé Nickerson has served the Prince William County and Dumfries communities for over 17 years. She is an elected official and continues to volunteer across the County and serve on numerous Boards and Commissions. She was elected in 2018 and appointed as the first Black Female Vice Mayor in Dumfries.

In 2022, she was re-elected and appointed once again to serve as Vice Mayor. Monaé has worked with local and state leaders on infrastructure improvements, community engagement, and economic development.

Vice Mayor Nickerson serves on the National League of Cities Public Safety and Crime Prevention Committee. She and Chair Pro Tem Selonia Miles are the hosts and coordinators for the annual Expungement Clinic in Dumfries. Recently, Vice Mayor Nickerson received the President's Volunteer Service Award.

Vice Mayor Nickerson lives by and engages her community with her motto, "Don't just complain, contribute," encouraging civic involvement.

She is actively engaged in community leadership as the Regional Three Director for the National Black Caucus of Local Elected Officials (NBC-LEO) while also serving as a member of the Small Cities Council and the Municipal Reentry Leaders Network.



Town of Dumfries Welcomes New Employees

Dumfries Appoints Tangela Innis as New Town Manager

The Town Council of Dumfries is pleased to announce the appointment of Tangela Innis as its new Town Manager on a unanimous vote. Mrs. Innis was carefully selected after a thorough recruitment process that evaluated her experience, fortitude, emotional intelligence, and dedication to public service.

As Mayor Derrick Wood noted, "The Town of Dumfries is at an exciting juncture, poised to become a destination. We were meticulous in our search for the right mix of skills and experience that would continue to move our Town forward. Mrs. Innis stood out during the recruitment process, and we believe she brings the critical skill set needed to guide us through the implementation of our strategic vision for Dumfries while creating a more transparent and accessible town administration."

With over 18 years of experience in local government management, Mrs. Innis brings a wealth of knowledge and expertise to her new role. Prior to joining the Town of Dumfries, she served as the Deputy City Manager for the City of Petersburg, VA, where she oversaw the implementation of key projects and fiscal accountability.

Mrs. Innis expressed her enthusiasm to work with the Town Council and the community to move Dumfries forward. "I am excited to serve the dynamic Dumfries community and to work with the Town Council towards our shared vision for the town. My years of hands-on local government experience will be a perfect complement to their visionary leadership. I am committed to promoting transparent government, implementing key projects, and ensuring fiscal accountability to build a high performing organization."

Mrs. Innis holds a Bachelor of Science degree in psychology from The College of New Rochelle and a Master of Business Administration degree from Strayer University.



Stacey Jordan is the New Chief Financial Officer



As Chief Financial Officer, Stacey Jordan will be responsible for all of the town's financial functions, including accounting, procurement, payroll, audit, treasury, and finance. Her career spans more than 20 years of varied experience in financial management, business leadership, process improvement, and corporate strategy.

Prior to joining the Town of Dumfries, Mrs. Jordan served as the CFO for the City of Petersburg, overseeing the following departments: finance, utility billing, collections, budget, procurement, and information technology.

While in Petersburg, Stacey was integral in establishing financial stability within the City. During her tenure, the City received three credit rating increases, from a BBB+ to an A1, and received its first rating with Moody's after ten years.

For three years in a row, Mrs. Jordan helped the City increase its fund balance by over \$10M. Mrs. Jordan holds an ISO 9001 Lead Auditor Certification, ISO 9001 Internal Auditor Certification, as well as Six Sigma Green Belt Certification. She is able to effectively and efficiently identify and resolve complex accounting issues and develop innovative solutions for achieving a wide range of business development strategies and financial objectives.

Stacey is a member of Sigma Gamma Rho Sorority, Incorporated, Governmental Financial Officers Association, the Virginia Governmental Financial Officers Association, and the International City/County Management Association. Stacey holds a Master of Accountancy from the University of Phoenix and a Bachelor of Science in Accounting from Strayer University.

Town of Dumfries Appoints Kiran Uppal as Town Treasurer

The Town of Dumfries is happy to announce the appointment of Kiran Uppal as the Town Treasurer. Kiran Uppal has been with the Town for four years. Mrs. Uppal is a United States Army Veteran spouse and United States Army mother. Kiran is responsible for all Town revenue collections, real estate, business license, meals tax, gaming tax, and all other fees and taxes.

Kiran also directly oversees the collection of all public funds and money payable to the Town. She is responsible for all DMV revenue and audits, supervise the customer service center, and manage the appointment system according to the need of Town Customer Service Center/DMV-Select.

Mrs. Uppal expressed her gratitude and continued commitment to the Town of Dumfries. "As Town Treasurer, I am committed and accept the responsibility of the Town Treasurer and take care of the town financials."



"As Town Treasurer, I am committed and accept the responsibility of the Town Treasurer and take care of the town's financials to help and support the Town manager to achieve Town Goals, Purpose, Mission, and Vision for the Town Destination Dumfries and making our community the best place possible "

"I am committed to provide excellent customer service to our citizens and find ways how I can better serve our community. I am an extremely focused, driven and results-oriented leader with extensive skills in the areas of revenue acceleration, market analysis and financial planning. Thank you for confidence and appointing me your Town Treasurer." Kiran has over twenty years of experience in management."

Kiran has a Bachelor in Economics from India, and received a Certificate of Professional Development from the Government Finance Officers Association (GFOA) in accounting, finance, business management, and information technology.

Dumfries Welcomes Director of Planning, Community, and Economic Development



The Town of Dumfries is excited to announce Reginald Tabor as its new Director of Planning, Community, and Economic Development. Reginald worked previously as the Director of Planning and Community Development in the City of Petersburg. His previous experience includes serving as Planning Manager, Economic Development Manager, and Economic Development Project Manager. He taught a Planning Studio and was a critic for several Planning Studios at the University of Virginia. He also served as an advisor for Planning Student thesis projects at Virginia Commonwealth University. Reginald worked as a City Planner in Wilmington, Delaware; in Compton, California, he served as an Assistant to the City Manager; and in Macon, Georgia, as an Assistant Director of the Parks and Recreation Department.

He has a Master's degree in Architecture, a Master's degree in Urban Design from the Georgia Institute of Technology, a Master's Degree in Public Administration from the University of Delaware, and an undergraduate degree in Urban Studies from Morehouse College.

Reginald is a member of several professional organizations, including the American Planning Association, the American Institute of Architects, and the Congress for the New Urbanism.

Mr. Tabor has previously served as a Board member of the Virginia Society, AIA, a Trustee at the Virginia Center for Architecture, as a Vestry Member at St. Stephen's Episcopal Church in Petersburg, and as a volunteer at the Downtown Churches United (DCU) Hope Center, Feed the Hungry Program and Walk for Hunger in Petersburg. Mr. Tabor's interests include domestic and international travel and tennis.

Dumfries Selects Amanda Carballo as Deputy Town Clerk

As Deputy Town Clerk, Amanda Carballo will be responsible for preparing Town Council agendas and related information, provide administrative support to the Town Manager, Mayor, and Town Council, and prepare town communications.

In addition to the responsibilities of Deputy Town Clerk, Amanda serves as the Open Data Analyst for the Town of Dumfries Open Data Portal and Permit Technician for the Department of Planning and Community Development and the Department of Public Works.

Prior to joining the Town of Dumfries, Ms. Carballo served as an OFAC Liaison for Price Benowitz, LLP, overseeing all cases pertaining to the Office of Foreign Assets Control. Amanda holds a Bachelor's in Political Science from Radford University.



Town of Dumfries Employment Opportunities

The Town of Dumfries is growing! We are thrilled to announce that we are expanding our team. If you have a passion for innovation, a drive for excellence, and a desire to make a difference, apply today!

Our team consists of diverse, talented individuals who collaborate to create groundbreaking solutions that impact lives.

The Town of Dumfries prohibits discrimination against any person in any practice or procedure relating to hiring, promotion, discharge, pay, training, fringe benefits, and other aspects of employment based on race, color, sex, gender identity, or sexual orientation, national origin, marital status, age, religion, political affiliation, disability

which is unrelated to a person's occupational qualifications, or any other non-merit factor which is not a bona fide occupational qualification.

Reasonable accommodations which do not impose an undue hardship are available to qualified applicants and employees with disabilities, as defined in the Americans with Disabilities Act, during the recruitment process and employment. The Town of Dumfries is an equal opportunity employer.

Submit your application to employment@dumfriesva.gov.

Current Vacancies:

- Police Officers
- Town Attorney

For more detailed information about our vacancies go to <https://www.dumfriesva.gov/residents/employment.php> or scan the QR code.



Bus Shelter Ribbon Cutting

The Bus Shelter Beautification Ribbon Cutting was held on Thursday, June 29, 2023, at 11:00 am in Dumfries, Virginia.

The beautification project featured work by different artists at each bus shelter location under the theme of environmental stewardship. The artists were selected through an open call for proposals by Keep Prince William Beautiful earlier this year, where they were encouraged to visit their selected shelter locations to see the neighborhood, surrounding community, and its cultural influences to inspire them to create their works.

“Our Town is thrilled to announce a remarkable transformation of a few of our bus shelters into captivating public art spaces, made possible through an incredible partnership that fills our community with pride”, says Mayor Derrick Wood. “This exciting project celebrates the unique talents of local artists and showcases their creativity, while fostering a sense of unity and belonging among residents. Let’s embrace this extraordinary collaboration and take pride in the vibrant and culturally rich tapestry of art that will adorn our bus shelters, making our community a beacon of creativity and inspiration.”

The project aims to use public art combined with a litter removal program to transform designated bus shelters into public art spaces, to beautify neighborhoods, bring awareness to the importance of protecting our natural environment, and ultimately, improve the ridership experience among residents.



National Night Out

On Tuesday, August 1st neighborhoods throughout the Town of Dumfries were invited to join forces with thousands of communities nationwide for the “40th Annual National Night Out” (NNO) crime and drug prevention event. National Night Out, which is sponsored by the National Association of Town Watch (NATW) and co-sponsored locally by the Town of Dumfries Police Department.

NNO is designed to heighten crime and drug prevention awareness; generate support for, and participation in local anticrime efforts; strengthen neighborhoods spirit and police community partnerships and send messages to criminals letting them know neighborhoods are organized and fighting back.



The Town of Dumfries Police Department facilitated fun activities for kids such as moon bounces, rock climbing, face painting and balloon animals. Chief Vernon Galyen even posed with a child dressed as a police officer (see photo on the left).

National Night Out seeks to enhance the relationship between neighbors and law enforcement while bringing back a true sense of community. The Town of Dumfries Police Department thanked everyone for participating and making National Night Out another successful year for everyone involved.

Youth Summer Interns

The Town of Dumfries hired Youth Interns for the summer to provide local high school students with paid opportunities to explore potential career interests and pathways in government. The interns: Lyriq Howard, Kemiya Om, Charles Berryman, and Jaylen Waddell engaged in learning experiences that developed their professional skills. All Staff members were incredibly impressed with the youths' eagerness to learn and polite and professional demeanor. Even at a young age, they demonstrated their ability to work in a team and all agree they have a promising future.



"It was an honor to have the summer interns work with the Town. Their work ethic and attention to detail was very impressive. I hope that they found their time with the town enjoyable and educational. I wish them the best of luck in their future endeavors and hope this won't be the last we see of them. They can count on us for a positive reference as they move forward in life," said Tangela Innis, the Town Manager.

"My experience with the interns was an amazing refreshing experience. I learned a lot from them about the evolutions of this world changing every single day. Youth are everyone's future. Can't do without 'em," said Yvette Ragland, the Civic Engagement Coordinator.

"The summer interns were passionate to learn, showed interest to know how our office operates. They were not afraid to ask questions, helped us greeting customers and with some clerical duties. They were extremely friendly and easy to work with. They definitely gained valuable knowledge and experience working in different departments," said Kiran Uppal, the Town Treasurer.

"There's nothing better than receiving a "hands-on approach" of leaning in the real world," said Krystal Campbell, the Staff Accountant.

The Youth Intern participated in diverse worksites and were trained on work readiness, career exploration and counseling, financial literacy, and education/learning and development.



Back to School Event



The Town of Dumfries hosted a back to school bash giving out free school supplies to local children. Over 100 backpacks with school supplies were given away and in addition, the Town offered free food and music. Police officers assisted by grilling hot dogs, burgers, and ensuring safety, coordination, and cooperation.

Our youth interns gained valuable experience in civic engagement and what it truly means to serve one's community. One intern, Lyriq Howard, volunteered during the event by packing the bookbags for the event gaining firsthand the impact of meaningful civic engagement. "Back to school season always brings up so many emotions. The parents and kids were very appreciative of everything," said Yvette Ragland, the Civic Engagement Coordinator.

Upcoming Events: Fall Festival

The Town of Dumfries is hosting plenty of activities this winter. The Fall Festival this year will include live music, food, a car/bike show, a watermelon eating contest, and much more! Signing up is easy. Scan the QR code on your device to register today! If you're a vendor and want to get ahead, sign up for the Fall Festival before spots run out!



Dumfries Town Clean Up

The Town of Dumfries will host a Town Clean Up on October 21, 2023, from 8:30 Am until 12:00 PM. The Clean-Up will start at the Dumfries Community Center at 17757 Main Street.

Volunteers can sign up using the QR Code. Together, we can make the Town of Dumfries a greener place for residents to live, work, and play. If you would like more detailed information, you can contact rnickerson@dumfriesva.gov.

Let's Keep Dumfries Clean and Beautiful!



Holiday Movie Magic in Dumfries

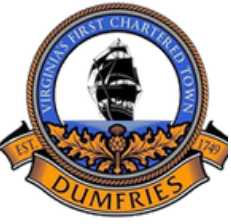
The most wonderful time of the year is coming back! The Town of Dumfries Christmas Parade is a family-friendly event for all ages! This year's theme is "Holiday Movie Magic."

The Town of Dumfries Christmas Parade will take place on Saturday, December 9, 2023 at 10:00 am. The annual tree lighting will take place the Friday before, on December 1st.

The Town welcomes all participants to design costumes, develop floats, and perform their favorite Christmas songs.

Participating is as easy as scanning the QR code. For more detailed information, contact events@dumfriesva.gov.





THE CHARTER

SUMMER 2023

17739 Main Street, Suite 200
Dumfries, VA 22026



2023 Town Council Meeting Schedule

7PM in Council Chambers

SEPTEMBER 5th & 19th

OCTOBER 3rd & 17th

NOVEMBER 8th & 21st

DECEMBER 5TH

2023 Town Holiday Schedule

SEPTEMBER 4th

LABOR DAY

OCTOBER 9th

INDIGENOUS PEOPLE'S DAY

NOVEMBER 7th

ELECTION DAY

NOVEMBER 11th

VETERAN'S DAY

DECEMBER 25th

CHRISTMAS DAY OBSERVED



How would you like to receive your future newsletter?

The Town of Dumfries would like to know if you wish to receive future newsletters electronically, or in the mail. Please complete the information below and return this form to the Director of Civic Engagement.

I would like to receive my newsletter electronically, my email address is:

I would like to receive the newsletter in the mail. My address is:

Return this section to: 17739 Main Street, Dumfries, VA 22026, or via email at pio@dumfriesva.gov

AN ORDINANCE MAKING AMENDED
APPROPRIATIONS IN THE ALL FUNDS BUDGET
FOR THE FISCAL YEAR COMMENCING ON
JULY 1, 2023 AND ENDING JUNE 30, 2024.

BE IT ORDAINED by the Town Council of the Town of Dumfries, Virginia:

- I. That appropriations for the fiscal year commencing July 1, 2023 and ending June 30, 2024, in the All Funds Budget are made from the following resources and revenues of the Town, for the fiscal year ending June 30, 2024.

Revenue

General Fund Revenue	\$9,468,843
General Property Taxes	\$1,380,000
Other Local Taxes	\$3,784,081
Licenses, Permits and Fees	\$200,000
Fines and Forfeitures	\$195,000
Revenue from Use of Money and Property	\$748,811
Miscellaneous Revenues	\$500
Revenue from Commonwealth	\$160,451
Revenue from Federal Government	\$3,000,000
Grants Fund	\$49,600
Streets Fund	\$354,714
Stormwater	\$199,130
Total Revenue	\$10,072,287

- II. That there shall be appropriated from the resources and revenues of the Town of Dumfries for the fiscal year commencing on July 1, 2023 and ending June 30, 2024 the following sums for the purposes mentioned:

Expenses

General Fund Expenditures	
General Government	\$3,867,927
Public Safety	\$2,688,230
Public Works	\$1,551,036
Planning/Boards & Commissions	\$381,688
Debt Service	\$673,963
Non-Departmental	\$306,000
Grants Fund	\$49,600
Streets Fund	\$354,714
Stormwater	\$199,130
Total Expenses	\$10,072,287

No change to any tax rate for FY2023-2024

TOWN OF DUMFRIES

FY 24 AMENDED FISCAL BUDGET



DESTINATION DUMFRIES

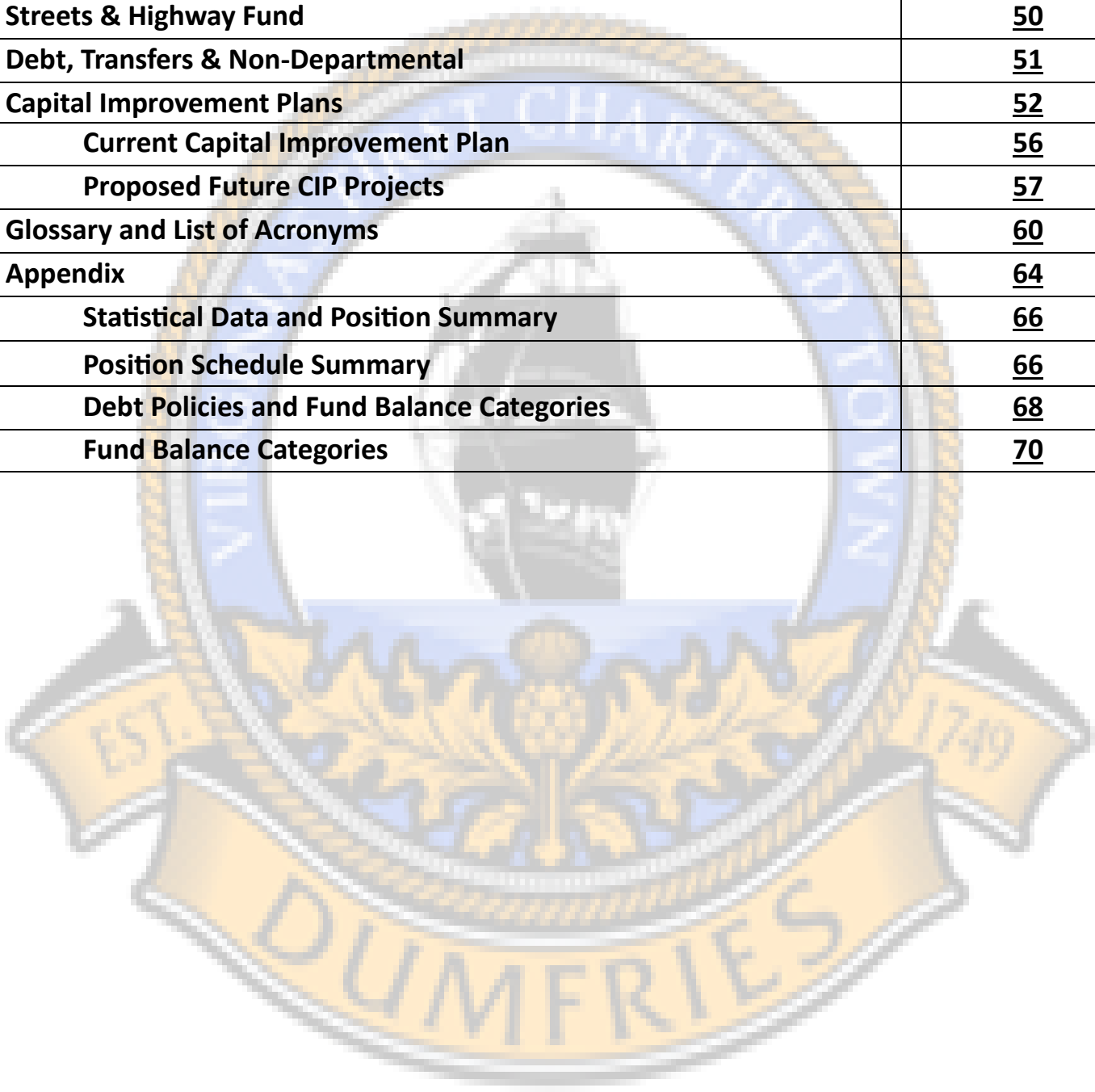


TABLE OF CONTENTS

	PAGE
Department Heads	<u>4</u>
Introduction and Overview	<u>5</u>
Town Managers Letter	<u>6</u>
History and Demographics	<u>9</u>
Mayor and Town Council	<u>13</u>
Financial Policies	<u>14</u>
Organizational Chart	<u>16</u>
Budget Process and Calendar	<u>17</u>
Fund Balance	<u>21</u>
Debt Service	<u>22</u>
Amortization Schedule	<u>24</u>
Fee Schedule	<u>27</u>
Budget Summary	<u>28</u>
Revenues	<u>29</u>
Expenditures	<u>32</u>
Department Budgets	<u>33</u>
Departmental Summary	<u>34</u>
Town Council	<u>35</u>
Town Manager	<u>36</u>
Finance	<u>37</u>
Treasurer	<u>38</u>
Economic/Planning & Community Development & Board Commissions	<u>39</u>
Town Attorney	<u>41</u>
Office of Civic Engagement	<u>42</u>
Police	<u>43</u>
Public Works	<u>46</u>
Stormwater Fund	<u>48</u>
Grants Fund	<u>49</u>

TABLE OF CONTENTS

	PAGE
Streets & Highway Fund	<u>50</u>
Debt, Transfers & Non-Departmental	<u>51</u>
Capital Improvement Plans	<u>52</u>
Current Capital Improvement Plan	<u>56</u>
Proposed Future CIP Projects	<u>57</u>
Glossary and List of Acronyms	<u>60</u>
Appendix	<u>64</u>
Statistical Data and Position Summary	<u>66</u>
Position Schedule Summary	<u>66</u>
Debt Policies and Fund Balance Categories	<u>68</u>
Fund Balance Categories	<u>70</u>



TOWN OF DUMFRIES



Tangela Innis
Town Manager

Stacey Jordan
Chief Financial Officer

Kiran Uppal
Treasurer

Tangi Hill
**Director of Civic
Engagement/Town Clerk**

Vernon Gaylen
Police Chief

Jonet Prevost-White
Director of Public of Works

Reginald Tabor
**Director of Planning &
Community Development**

**AMENDED FISCAL PLAN
FOR FY 2024**

INTRODUCTION

Understanding Your Fiscal Plan Document

The 2024 Fiscal Plan document for the Town of Dumfries is designed to serve as a resource to ensure that residents and stakeholders gain a better understanding of the Town's strategic objectives and the ways in which public finances are used to support these objectives. This document is divided into major sections to allow the reader to flow smoothly through the document.

Town Manager's Letter

In this section the Town Manager provides an overview of the entire budget including key changes from the previous fiscal year. Additionally, the Town Manager highlights investments made in response to the needs of the community and the policy direction of the Mayor and the Town Council.

Budget Overview

This section utilizes tables and charts to paint an overall picture of the Town's budget.

Financial Policies

This section describes the basis of budgeting for all funds and details the long-term financial policies for the Town. This section also provides an overview of the Town's budget process.

Department Budgets

This section details the budget for each department/agency of the Town.

Capital Improvement Plan (CIP)

Presented as a separate budget document, the CIP includes funding for all major capital projects. Detailed project descriptions including historical funding allocations and funding sources are provided in this section.

Glossary

This section contains an alphabetical listing of unique and/or specialized terms including within the Fiscal Plan document.

Appendix

This section contains additional referential information.

TOWN MANAGER'S LETTER



Honorable Mayor and Members of Council:

Following an unprecedented and challenging year, the dedication and commitment of the Town of Dumfries workforce has allowed us to navigate our way through this uncharted territory. The flexibility and perseverance of our staff has allowed the Town to continue to safely conduct business and provide the critical services necessary to the residents of Dumfries with an extremely conservative approach to finances.

The FY 2023-24 Amended Operating Budget provides information regarding the focus areas and objectives for each department. The budget guides the operations, values and decisions for each department while serving as a way of communicating to the residents of Dumfries how their tax money is being spent. The budget document has evolved and the Amended FY 2023-24 version represents the desires and requests of Council to become the best stewards of the Town's finances with transparency by department and funding sources. Such desires and requests include clarity of the programmatic and operational functions within the Town of Dumfries.

I am proud to present the structurally and fundamentally balanced Amended FY 2023-24 Operating Budget. Upon my arrival, the budget was given to me with a \$3 million gap due to the expected revenues to be received from The Rose Gaming Emporium, my first assignment was to amend the budget to address the \$3 million shortfall without a clear opening date and conservative revenue expectations. In order to present Council with a balanced budget, the CFO and I assessed the Town's operations and organizational structure. As part of this assessment, meetings were conducted with all departments to ensure alignment with the Council's Focus Area's. During these meetings, departments justified their operational and staffing needs and gave recommendations as to how the current resources could be better utilized moving forward. This six-week process resulted in the General Fund being balanced at \$9,468,843 with a total Amended Operating budget of \$10,072,287.

The theme selected for this year's budget is "Destination Dumfries". The theme is representative of the path the Town continues to travel with the adoption of the Council's Focus Area's. The Focus Area's are intended to provide direction in future policy implementation and decision-making, provide Town staff with the necessary guidance to achieve its goals, and create a shared vision and commitment of Council, Staff and residents.

The FY23-24 Amended budget removes the Pay-Go funding to Capital and now provides designated funding sources. Realistic revenue projections based on a 3 year comparison removing the expected gaming revenues and relying on Federal funding to compensate Revenues until its opening. Streamlined expenditures broken down by department for transparency. Without an increase to taxes and fees for the residents and business owners, while still provided uninterrupted services to the community.

TOWN MANAGER'S LETTER

Investments In Our Community

With a new Civic Engagement Department we will begin to fulfill the need for public services throughout more community events, free vaccination clinics, a new Farmer's Market offering local fresh produce and meats, and partnerships with the Prince William Department of Parks & Recreations to provide for after school activities. In addition, we are excited to include one time funding to plan for the Town's 275th anniversary.

We prioritize creating multi-functional indoor and outdoor spaces for residents. Renovating existing neighborhood buildings provides safe areas for leisure and recreation within town limits. This year's Capital Improvement Plan proposes a new project to upgrade the rescue squad building into a community center that meets code requirements with new computers and audio-visual equipment. Due to the Fraley Blvd./Route 1 widening project, Main Street will become a town-maintained road. In this critical transformation step, we will incentivize businesses to add landscaping to their storefronts to enhance the pedestrian experience.

Investment In Our Organization

The Amended budget includes recruitment for an Internal Town Attorney and Information Technology position including additional administrative roles to support existing staff and improve customer service. We added five new officer positions to strengthen the police presence in our community, providing ample coverage during planned events. Lastly, funding has been allocated to support the summer youth employment program for this year. This program will enable our future leaders to acquire valuable skills

Capital Improvement Plan

The Amended Proposed Capital Improvement Plan (CIP) for FY2024-2028 aims to finish ongoing projects and secure funding for one new project. The CIP funding for FY24 totaled \$2,135,000, and all current capital projects are fully funded. Our proposed project will upgrade the rescue squad building to provide space for various activities, group recreation, and a learning lab. Additional funding has been allocated for park improvements, including drinking fountains, a covered pavilion, and accessible play equipment, in conjunction with a new fitness court. There is also funding for purchasing additional Police and Public Works vehicles. The Proposed CIP also includes funding for unfinished stormwater projects and the second phase of Quantico Creek.

Economic Vitality

Priorities in the Economic Vitality Focus Area improve key development activities. The FY24 Amended Fiscal Plan allocates funding for Economic/Community Development with a Strategic & Comprehensive Plan update. Local jurisdictions in the Commonwealth of Virginia are required to create and adopt a comprehensive plan, which must be reviewed at least once every five years. By updating the comprehensive plan, the Town will have a clear plan for future land use changes, providing predictability and stability for businesses and developers. This information will also be valuable for companies making location decisions. The Strategic Plan will set goals and create a blueprint for the Town's future.

TOWN MANAGER'S LETTER

Public Safety

Public Safety encompasses law enforcement and emergency management. The police department has several accomplishments over the last year. The team adopted the Lexipol public safety manual to create comprehensive and defensible department policies and achieved Department of Justice certifications. Additionally, the department has created a community policing engagement team, provided crisis intervention training, and launched a new special needs awareness program.

Also, the Police Department was awarded the Law Enforcement Block Grant to enhance public safety and reduce crime. This grant will be utilized to set up cameras in neighborhoods to detect gunfire in real-time. Additionally, the department has acquired advanced use-of-force simulators to assist officers in practicing their responses to various situations.

Sustainability & Infrastructure

Sustainability & Infrastructure incorporates transportation, stormwater, and the natural environment. The Route 1 Widening Project continues to be an infrastructure priority. The proposed budget plan will allocate funds for Phase II of the Quantico Creek Restoration and other upgrades to stormwater control structures, outfall screening, and public outreach. These improvements will help us comply with permits for our Municipal Separate Storm Sewer System (MS4).

Well-Managed Government

Priorities in Well-Managed Government seek to strengthen internal controls, ensure sound fiscal management, and invest in our capital needs. The FY24 Amended Fiscal Plan includes funding for a Deputy Town Clerk, Human Resource Administrator, Town Attorney, Information Technology Specialist, Procurement & Grant Writer and Sr. Accountant. This will improve PIO functions, civic engagement duties, VRS and healthcare updates, staff onboarding experience, office support, customer service, accounting and procurement as well as inhouse legal and IT services.

Overall, I am proud to present to FY23-24 Amended Budget and would like to acknowledge the tireless work of our new CFO, the support of the Council and department heads for their partnerships, collaboration, patience, and time that has allowed us to effectively prepare the Amended FY 2023-24 Amended Budget.

Sincerely,



Mrs. Tangela Innis
Town Manager

HISTORY

Virginian Settlers

By 1749, many second and third generation Virginians settled in Prince William County.

Although many continued to identify as British, few North American born Virginians traveled to Europe, and so began to view themselves as unique people within the British Empire.

While most native-born Virginians never left North America, many travelled throughout the continent. The first Virginian settlers of Prince William County came from older sections of the colony around the Chesapeake looking for cheaper land to farm. Soon many native-born Prince William farmers moved West, looking for new land and opportunities. Wealthy Virginians also travelled far for their education. William Grayson attended the College of Philadelphia while "Lighthouse" Harry Lee attended to Princeton. After graduation, Grayson traveled to England for future studies before returning to Virginia and establishing a law office in Dumfries.

Black Virginians also settled in Dumfries. Many Black Virginians continued to be enslaved, but some had the opportunity to obtain their freedom. Some Free Black Virginians were mixed race and were freed by their biological parents. During the American Revolution both sides recruited Black

Virginians. In 1775, Black loyalists travelled to Portsmouth to join Governor Dunmore's Ethiopian Regiment, seeking freedom in return for military service. Some Black Virginians joined local Patriot military units. Aaron Brister, a Free Black resident of Dumfries enlisted in the 3rd Virginia Regiment and served with the Continental Army during the 1776 campaign around New York City.



Henry Lee II
Henry Lee II (1730-1797) was a member of the affluent Lee family that originated in Northern Virginia from the Northern Neck during the early 1700s. Living nearby Dumfries, at Leesylvania, before the Revolution Lee served in the Virginia House of Burgesses, in the Virginia Convention, and as a Lieutenant on the Prince William County Militia.
Courtesy Virginia Historical Society



Dumfries Courthouse
After Dumfries County broke off from Prince William in 1799, a new county seat was needed. One of the most prominent sources in Northern Virginia at the time, Dumfries was quickly selected and new public buildings, like the Courthouse were built.
Courtesy Prince William County



Cultivating Tobacco, Virginia 1798
This was made by Benjamin Henry Linder from a scene near Fredericksburg. Virginia highlights tobacco growing techniques beyond soil details. A White Virginian farmer watches non-enslaved Black Virginians plant tobacco.
Courtesy Maryland Historical Society



Thriving Dumfries

From 1749 to the 1810s, Dumfries was a bustling, diverse community founded on tobacco.

Local land was cleared for farmland, worked by increasing numbers of free and enslaved laborers. To ensure quality control for tobacco grown in the area, inspection warehouses were established throughout the colony. Before tobacco could be shipped to Europe, the leaves had to be inspected and approved. The warehouse in Dumfries funneled much of the tobacco grown in Stafford, Prince William, and Fauquier counties to the town, and soon other industries grew to support the tobacco trade. After inspection, the hogheads of tobacco was transported down a canal leading from Dumfries down to the mouth of Quantico Creek to wharves, until picked up by ocean-going vessels in the Potomac River. Dumfries' wharves connected it with the larger Atlantic world of Europe, Africa, the Caribbean, and North America.

with free and enslaved Black Virginians. More enslaved people arrived at the Dumfries port from both Africa and the Caribbean. Transformed into an important area during the Revolutionary War, numerous European soldiers passed through the town in the 1770s and 1780s.

Fifty years after the Revolution and new restrictions trading with the dominant tobacco traders in the United Kingdom, Dumfries' economy slowly spiraled. Attempts to revive the town failed and many residents left the town transforming Dumfries into yet another small, rural Southern town.

A 150 years after the first European explorers arrived in the area, few if any members of the Dogue tribe remained by 1749. By the time of the American Revolution, Dumfries' connection to the Atlantic world was showcased in the diversity of people who lived and worked here. Recent immigrants from Scotland, Ireland, and England met second and third generation White Virginians along



Glasgow Engraving
By the time Dumfries was formed the city of Glasgow, Scotland dominated the Virginia tobacco trade.
Courtesy British Museum



Thomas Jeffersons Chart
Dumfries was part of the larger Atlantic world. Virginia tobacco grown mainly by enslaved Africans was sold in Europe in exchange for manufactured goods.
Courtesy Library of Congress



Tobacco Warehouse
Dumfries formed around this building, the tobacco inspection warehouse. Before any tobacco could be shipped overseas, it had to be inspected here.
Courtesy Library of Congress



Tobacco Label, Virginia
In the 200 years of Virginia's existence, tobacco farming was the primary economic driver. This tobacco label from the 1790s clearly shows that enslaved Africans were integral in tobacco growth.
Courtesy Colonial Williamsburg Foundation

HISTORY

Revolutionary Soldiers

The American Revolution transformed Dumfries into an important crossroads.

It exposed the residents to a large and assorted body of soldiers during the war time years. Dumfries became an important waystation for Virginia recruits travelling north to join the main Continental Army. In 1777, George Washington ordered that all arriving recruits needed to be inoculated with smallpox before joining the army. Authorities established the main inoculation center for Virginia soldiers at Dumfries, without consulting with the residents.

Large numbers of German Prisoners of War found themselves in Dumfries during the war. After the Battle of Trenton many German soldiers serving in the British Army, known as Hessians, were captured and sent to Virginia. Before being sent to Charlottesville, most of the prisoners spent considerable time in a Prisoner of War camp in Dumfries.

In 1781 Dumfries witnessed more European soldiers arriving. Intending to trap the British army at Yorktown, Washington ordered both his Continental Army and allied French Army south from New York to Virginia. The wagons for both armies, including the important siege cannons, marched overland to Yorktown. Travelling slowly on the King's Highway, the hundreds of wagons, horses, and soldiers marched through Dumfries to Yorktown.



American Soldiers
The row of soldiers on the left, drawn in 1781 by French Sublieutenant Jean-Baptiste-Anne de Kiger, Royal Deux-Ponts Regiment, are a portion of the Black Legion Regiment, and a soldier of Hessian Cavalry Regiments. The row to the right depicts a Virginia militia, which the last man is a Continental soldier.



Courts de Rochambeau - French general of the land forces in America reviewing the French troops.
The British political cartoon depicts the French contribution to the Revolutionary War. After marching past Dumfries from Yorktown, these same soldiers effectively captured the last British army in North America.



Camp at Dumfries
In 1781 the combined American-French army marched from New-England to Yorktown. A portion of those Prisoners of War spent time in a POW camp in Dumfries before being marched in different camps scattered throughout the colonies.

Courtesy of Prince William County Department of Parks, Recreation & Tourism

"God forsaken" Dumfries

After the American Revolution new trade restrictions with Great Britain impacted trade.

American merchants could now trade directly with other European countries but could not trade directly with any of Britain's North American colonies. American trade to Canada or the Caribbean was required to cross the Atlantic to Great Britain to be sold to British middlemen.

Adding to Virginia farmer's misery was a problem of their creation. Attempting to take advantage of tobacco prices, farmers grew more tobacco to make more money. More production soon glutted the market and drove down prices. Decreasing prices, coupled with tobacco's tendency to exhaust farm fields spurred Virginians to diversify the crops grown for market.

Declining tobacco farming hurt Dumfries which built its entire economy on the leaf. Trade in Northern Virginia cemented in Alexandria. Unlike Dumfries in which products had to be shipped down Quantico Creek from the town to the wharves along the Potomac, Alexandria's merchants and docks were all concentrated in one place.

The final blow fell in 1820 when the county seat moved from Dumfries to the new community of Brentsville. By the time the Civil War occurred in the 1860s, on soldier described Dumfries as "old, God-forsaken town."



Tabbs House Photograph
By the time American photographers first visited Dumfries in the 1830s, it was beyond repair. A few weeks after the photograph was taken, the house was demolished.



Smith Family Portrait
Captain James Smith was a Scottish sea captain who settled in Dumfries with his family. A boat fire, coupled with the earthquake made in 1806, forced the family to move to Richmond, Virginia in 1806.



Dumfries in the Civil War
The house was torn down in 1862 immediately following the Battle of Dumfries. Many buildings were destroyed or damaged during the Civil War, adding to a sense of decay in the town.



Tabbs House Elevation
Labeled on the left already built, the Williams' family used a private house named after the family that once ruled it. Identified as appearing in the Dictionary of the Old-Home-Association of the war in 1860, the house was torn down in 1862.

CURRENT DEMOGRAPHICS

	DUMFRIES	PRINCE WILLIAM COUNTY
TOAL POPULATION	5,679	482,204
PERSONS UNDER AGE 5	7.1%	6.8%
PERSONS UNDER 18	39.6%	26.6%
PERSONS AGE 65+	8.5%	10.8%
HISPAIC OR LATINO	38.9%	25.4%
BLACK OR AFRICAN AMERICAN	34.2%	22.1%
WHITE ALONE, NOT HISPANIC OR LATINO	21.3%	39.9%
OWNER OCCUPIED HOUSING	76.0%	73.9%
MEDIAN VALUE OF WONER-OCCUPIED HOUSING	\$226,100	\$408,900
HOUSEHOLDS WITH AN COMPUTER	99.2%	98.1%
HOUSEHOLDS WITH AN INTERNET SUBSCRIPTION	96.4%	95.8%
HIGH SCHOOL GRADUATE OR HIGHER	76.5%	89.6%
BACHELOR'S DEGREE OR HIGHER	23.1%	42.6%
MEDIAN HOUSEHOLD INCOME	\$71,784	\$113,831
PERSONS IN POVERTY	14.1%	6.4%



TOWN COUNCIL



Derrick R. Wood
Mayor



Monaé S. Nickerson
Vice Mayor



Selonia B. Miles
Chair Pro Tem



Tyrone A. Brown



Brian K. Fields



Shaun R. Peet



Caetrina A. Peterson



FINANCIAL POLICIES & GOALS

BASIS OF BUDGETING, ACCOUNTING & FUND STRUCTURE

The Town of Dumfries utilizes a modified accrual basis of accounting, meaning that revenues are recognized when they become measurable and available during the year. Expenditures are generally recorded when the liability is incurred. Interest and principal on long-term debt are recognized when due. The annual operating budget and Capital Improvement Plan are adopted on an annual basis. The Town's budget is proposed and adopted in a manner consistent with Generally Accepted Accounting Principles (GAAP), legal mandates, and in accordance with Town of Dumfries financial policies adopted by Town Council on September 20, 2022.

Governments use fund accounting to demonstrate transparency in the allocation of resources. The Town's General Fund revenues are sourced from but are not limited to real estate taxes, local sales taxes license and permits fees, Town-owned property, and intergovernmental aid. General fund revenues are used to operate general government operations through Town departments. It also funds debt service requirements and capital improvement projects.

The Town believes that sound financial management principles require that sufficient funds be retained by the Town to provide a stable financial base at all times. To retain this stable financial base, the Town maintains reserves in an Unassigned Fund Balance and a Budget Stabilization Fund. The Town uses the following categories outlined in GAAP to classify use and restrictions: Restricted, Committed, Assigned, and Unassigned. Funds should be used in the same order, please see the appendix for definitions.

Structurally Balanced Budget

By law, the Town must adopt a balanced budget meaning that the total proposed expenditures shall not exceed the total estimated available funds. Further, it is a goal of the Town to approve a structurally balanced budget in which one-time revenues are only utilized for one-time expenditures.

FINANCIAL POLICIES & GOALS

Fund Balance

The Fiscal Year 2024 Budget does not seek to finance current operations with General Fund equity (transfers from Unassigned Fund Balance).

Capital Improvement Plan Budgeting & Debt Policy

The Town of Dumfries will adhere to Capital Improvement Plan guidelines and debt issuance metrics outlined in the Town financial policies. The Town will annually prepare and adopt a minimum five-year Capital Improvement Plan to prepare and plan for upcoming capital needs and improve capital infrastructure. Please see separate Capital Improvement Plan document for a detailed list of capital improvement projects, project descriptions, and funding sources. The Town has two metrics that govern debt financing for capital improvements and equipment purchases, please see appendix.

Budgetary Control

Once adopted by Council, the budget may be amended at any time during the fiscal year. The Town Manager has the authority to make transfers within individual departments during the fiscal year. Transfers between agencies and appropriations of additional revenue require Council approval. Per Town Charter, a 'Mid-Year' budget review is presented to the Council in February, each year.

Debt Policy

Considerations for the Town Debt Policy include but are not limited to; Pay-As-You-Go (cash) CIP funding, total debt to assessed taxable valuation, debt service as a percentage of total revenue, debt terms and debt payout. The Town may obtain debt through a variety of methods including, but not limited to: stand-alone issuance via the public markets, state pooled loan programs, loans obtained directly from banks, U.S.D.A. or other funding mechanism as they may be available to local governments.

TOWN OF DUMFRIES ORGANIZATIONAL CHART

RESIDENTS OF THE TOWN

MAYOR & TOWN COUNCIL

VACANT
TOWN ATTORNEY
(COUNCIL APPOINTED)

TOWN MANAGER
(COUNCIL APPOINTED)

(Direct Reports to Town Manager)

Administration

Development Services

Public Safety

Community Affairs

Operations

Finance-
Budget
Procurement

Economic/Planning
& Community
Development

Police

Civic
Engagement/
Town Clerk

Public Works

Treasurer/
DMV Select

Building
Inspections

Information
Technology

Stormwater

Human
Resources

BUDGET PROCESS

Strategic Management and Performance Based Budgeting

Throughout the country, performance-based budget models have proven successful in improving local governance. This process begins with local leaders identifying the outcomes which the community values the most and prioritizing funding to achieve them. Performance metrics are established and used to measure success to ensure that organizations make the best use of finite resources. Community engagement is a critical aspect of this cyclical process.

To establish a foundation for performance-based budgeting, in 2018, the Town Manager and the Executive Team reviewed the Town's 2030 Vision Plan, the 2014 Comprehensive Plan and all legal mandates to establish areas of focus. Significant public engagement has occurred as various projects and development has been completed. The public feedback reinforced the themes of the Town's existing Focus Areas. All budgetary considerations for Fiscal Year 2024 were developed in alignment with the established Focus Areas.

Economic Vitality

Inclusive of Planning and Zoning services, economic and community development, parks and green space, arts and culture, tourism, historic, cultural and natural resources, and inclusive communities.

Public Safety

Inclusive of law enforcement, emergency management, public right-of-way, and public facilities.

Sustainability & Infrastructure

Inclusive of transportation services, stormwater management, and natural environment.

Well-Managed Government

Inclusive of sound fiscal management, internal controls, human capital investments, policies and procedures, transparency, and leadership.

Long Range Financial Outlook

Looking forward the town continues to target strategic development projects that will strengthen and diversify existing revenue streams while also creating new opportunities for revenue growth. The town is currently working with financial advisors to pursue municipal bond ratings.

BUDGET PROCESS

TOWN WIDE PERFORMANCE MEASURES

GOALS BY DEPARTMENT

	<u>FY21</u> <u>RESULT</u>	<u>FY22</u> <u>RESULT</u>	<u>FY23</u> <u>RESULT</u>	<u>FY24</u> <u>RESULT</u>
<u>FINANCE</u>				
ANNUAL COMPREHENSIVE FINANCIAL REPORT/EXTERNAL AUDIT COMPLETED BY DECEMBER 15TH	YES	NO	NO	TBD
GFOA DISTINGUISHED BUDGET PRESENTATION AWARD	YES	YES	YES	TBD
POPULAR ANNUAL FINANCIAL REPORTING AWARD	N/A	N/A	N/A	TBD
TRIPLE CROWN AWARD	N/A	N/A	N/A	TBD
MUNICIPAL BOND RATING	N/A	N/A	N/A	TBD
FINANCIAL POLICIES (ADOPTED BY MARCH 30 EACH FY)	NO	NO	YES	TBD
ACCOUNTS PAYABLE PROCESSING TIME (21 DAYS)	N/A	NO	YES	TBD
<u>TREASURER</u>				
98% REAL ESTATE COLLECTION RATE	NO - 87.67%	YES - 98.62%	NO	TBD
CUSTOMER TRANSACTION TIME (7 MIN)	N/A	YES	YES	TBD
ACCOUNTS PAYABLE PROCESSING TIME (21 DAYS)	N/A	NO	YES	TBD
<u>PLANNING & COMMUNITY DEVELOPMENT</u>				
AVERAGE ZONING APPLICATION REVIEW TIME (14 DAYS)	YES	YES	YES	TBD
AVERAGE LAND AND USE APPLICATION REVIEW TIME (14 DAYS)	YES	YES	YES	TBD
<u>POLICE</u>				
COMMUNITY EDUCATIONAL WORKSHOP (1 PER MONTH)	N/A	YES	YES	YES
REDUCTION OF PROPERTY CRIME RATE (5% ANNUALLY)	N/A	TBD	TBD	TBD
REDUCTION OF VIOLENT CRIME RATE (5% ANNUALLY)	N/A	TBD	TBD	TBD
POLICY MANUAL	N/A	N/A	N/A	TBD
ACHIEVE FULL ACCREDIATION	N/A	N/A	N/A	TBD
<u>PUBLIC WORKS</u>				
AVERAGE PERMIT APPROVAL TIME (14 DAYS)	N/A	YES	YES	TBD
INCREASE INSPECTIONS ON PUBLIC BMPs (100% ANNUALLY)	N/A	YES	YES	TBD

BUDGET PROCESS

BUDGET CALENDAR

ACTION	STATUE	TIMELINE	DETAILS
Time for preparation and approval of budget; contents	Va. Code § 15.2-2506	JANUARY-APRIL	All officers and heads of departments, offices, divisions, boards, commissions, and agencies of every locality shall, on or before the first day of April of each year, prepare and submit to the governing body an estimate of the amount of money needed during the ensuing fiscal year for his department, office, division, board, commission or agency.
Submission of balanced budget to Council by Town Manager	Town Charter Section 6:02	APRIL 1ST	The Town Manager shall be responsible for the annual preparation of the proposed Town budget and budget message to the Town Council by April 15 and publication thereof.
Budget Message	Town Charter Section 6:03	APRIL 1ST	Shall explain the budget both in fiscal terms and in terms of the work programs. It shall outline the proposed financial policies of the town for the ensuing fiscal year, describe the important features of the budget, indicate any major changes from the current year in financial policies, expenditures, and revenues together with the reasons for such changes, summarize the town's debt position and include such other material as is desirable.
Publication of Budget and Financial Information	Va. Code § 15.2-2506	APRIL	A brief synopsis of the budget which, except in the case of the school division budget, shall before informative and fiscal planning purposes only, shall be published once in a newspaper having general circulation in the locality affected, and notice given of one or more public hearings, at least seven days prior to the date set for hearing, at which any citizen of the locality shall have the right to attend and state his views thereon.

BUDGET PROCESS

BUDGET CALENDAR

ACTION	STATUE	TIMELINE	DETAILS
Introduction of Budget Ordinances	Va. Code §15.2-1427	APRIL-MAY	Furthermore, a descriptive notice of the intention to adopt the budget ordinance must be published at least once a week for two successive weeks prior to the public hearing and with at least seven days elapsing between the advertisements.
Tax Rates Deliberation	VA Code Section 58.1-3007	APRIL-MAY	Before any local tax levy shall be increased in any county, city, town, or district, such proposed increase shall be published in a newspaper having general circulation in the locality affected at least seven days before the increased levy is made and the citizens of the locality shall be given an opportunity to appear before, and be heard by, the local governing body on the subject of such increase
Council action on budget	Town Charter Section 6:05	APRIL-JUNE	<p>Notice and hearing. The council shall publish in one or more local newspapers the general summary of the budget and a notice stating: (1) The times and places where copies of the message and budget are available for inspection by the public, and</p> <p>(2) The time and place, not less than two weeks after such publication, for a public hearing on the budget.</p> <p>(a) Amendment before adoption. After the public hearing, the council may adopt the budget with or without amendment. In amending the budget, it may add or increase programs or amounts and may delete or decrease any programs or amounts, except expenditures required by law or for debt service or for estimated cash deficit, provided that no amendment to the budget shall increase the authorized expenditures to an amount greater than the total of estimated available funds.</p> <p>(b) Adoption. The council shall adopt the budget before the first day of the fiscal year for which adopted. Adoption of the budget shall constitute appropriations of the amounts specified therein as expenditures from the funds indicated and shall constitute a levy of the property tax therein proposed.</p>

FUND BALANCE

FUND BALANCE FY21

Condensed Balance Sheet

as of June 30, 2021	General Fund	Capital Projects	Total
Assets	8,588,842	454,866	9,043,708
Liabilities	2,961,230	50,812	3,012,042
Deferred Inflows of Resources	1,396,092		1,396,092
	4,357,322	50,812	4,408,134
Fund Balance	4,231,520	404,054	4,635,574
Total Fund Balance			
as of June 30, 2021	General Fund	Capital Projects	Total
Nonspendable	16,409		16,409
Assigned		404,054	404,054
Restricted	390,470		390,470
Unassigned	3,824,641		3,824,641
Total Fund Balance	4,231,520	404,054	4,635,574

FUND BALANCE FY22

Condensed Balance Sheet

as of June 30, 2022	General Fund	Capital Projects	Total
Assets	10,400,091	226,573	10,626,664
Liabilities	1,528,260		1,528,260
Deferred Inflows of Resources	3,537,031		3,537,031
Fund Balance	5,334,800	226,573	5,561,373
Total Fund Balance			
as of June 30, 2022	General Fund	Capital Projects	Total
Nonspendable	57,766		57,766
Assigned		226,573	226,573
Restricted	390,702		390,702
Unassigned	4,886,332		4,886,332
Total Fund Balance	5,334,800	226,573	5,561,373

DEBT SERVICE

From time to time, the Town borrows money to support certain investments through the issuance of bonds. This agency reflects the General Fund payments used as the primary funding source for long-term debt payments. The Town’s legal debt limit is governed by Article VII, Section 10 of the Virginia Constitution, which states in part, that the Town’s General Obligation indebtedness shall not exceed 10% of the Assessed Valuation of Taxable Real Property. Based on assessed values, the Town’s legal debt limit is \$48.2 million. The Town's outstanding debt is 7.7 million dollars. The Town does not currently have a bond rating.

Revenue Bonds

\$1,615,000 in Revenue Refunding Bonds (2010 VRA) were issued in May 2010, maturing annually in installments ranging from \$15,000 to \$135,000 and interest ranging from 2.2% to 4.7% through October 1, 2026; payable semi-annually.

\$2,875,400 in IDA Revenue Bonds (VML 2010K (2020 Refunded)) were refunding in May 2020, due in annual installments ranging from \$27,000 to \$170,000 and an interest rate of 2.8% through June 30, 2041; payable semi-annually.

\$485,000 in Revenue Refunding Bonds (2012 Refunding of 2003A) were issued in July 2012, maturing annually in installments ranging from \$5,000 to \$45,000 and interest ranging from 3% to 5.0% through October 1, 2027; payable semi-annually.

General Obligation Bonds

A General Obligation Public Improvement Bond in the amount of \$1,850,000 was issued in April 2018, maturing annually in installments ranging from \$30,000 to \$100,000 and interest ranging from 3.625% to 5.125% through April 1, 2048; payable semi-annually.

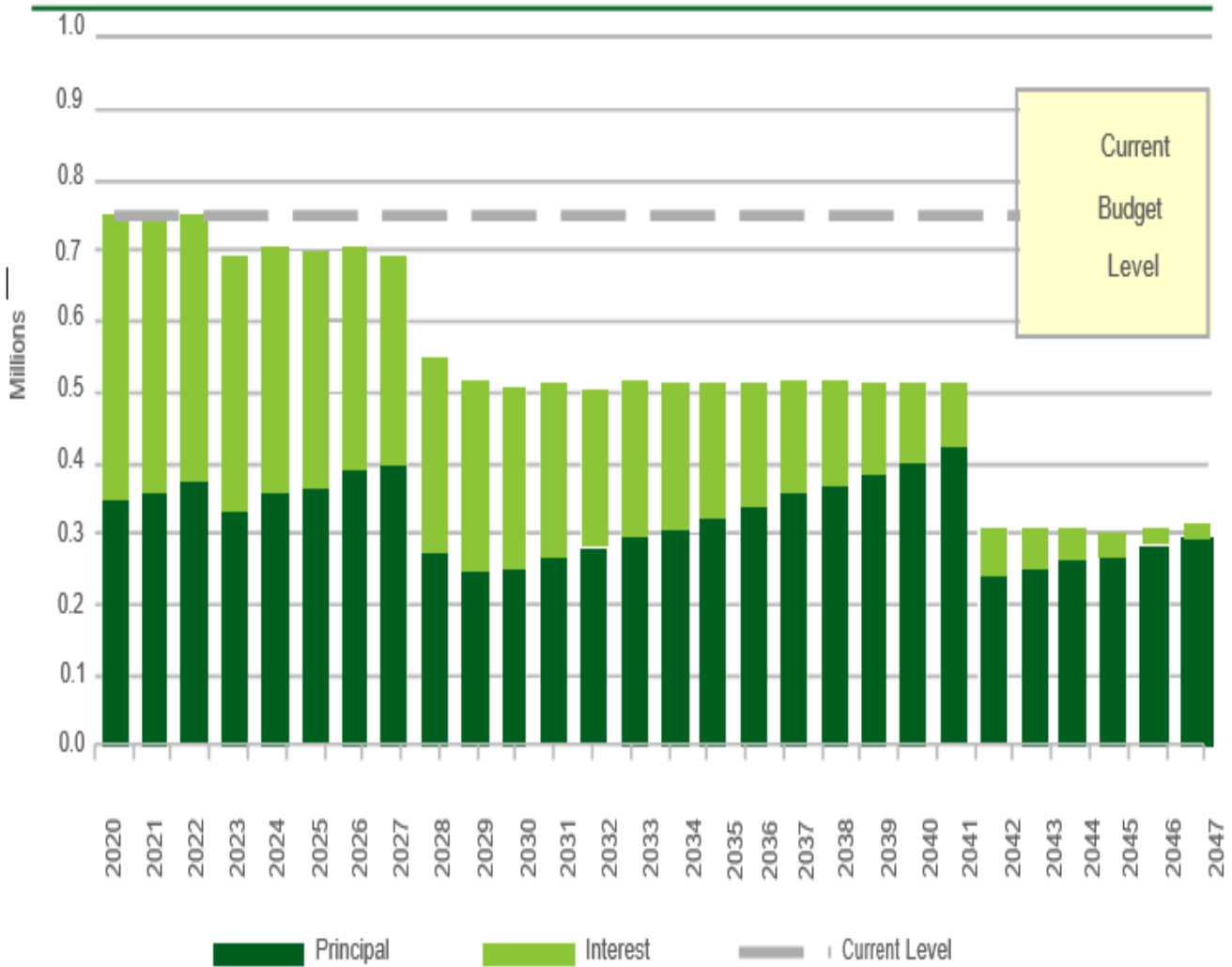
A General Obligation Public Improvement Bond in the amount of \$3,610,000 was issued in April 2018, maturing annually in installments ranging from \$70,000 to \$205,000 and interest ranging from 2.3% to 4.19% through April 1, 2048; payable semi-annually.

The aforementioned General Obligation bonds were issued to acquire the Town Municipal Building.

DEBT SERVICE				
	FY21 ACTUAL	FY22 ACTUAL	FY23 PRELIMINARY	FY24 AMENDED
DEBT	\$ 349,942	\$ 354,432	\$ 323,608	\$ 358,454
MUNICIPAL BUILDING	\$ 312,347	\$ 313,424	\$ 306,789	\$ 314,854
TOTAL	\$ 662,289	\$ 667,856	\$ 630,397	\$ 673,308

DEBT SERVICE

Total Existing Debt Service



AMORTIZATION

VRA 2003A (*2012 B Refunded)

FISCAL YEAR	PRINCIPAL \$	INTEREST \$	TOTAL DEBT SERVICES \$
2024	40,000	8,581	48,581
2025	40,000	6,606	46,606
2026	45,000	4,578	49,578
2027	40,000	2,600	42,600
2028	40,000	850	40,850

VML Series 2010K (*2020 Refunded)

FISCAL YEAR	PRINCIPAL \$	INTEREST \$	TOTAL DEBT SERVICES \$
2024	107,000	67,592	174,592
2025	106,000	64,596	170,596
2026	110,000	61,628	171,628
2027	114,000	58,548	172,548
2028	117,000	55,356	172,356
2029	121,000	52,080	173,080
2030	124,000	48,692	172,692
2031	126,000	45,220	171,220
2032	129,000	41,692	170,692
2033	136,000	38,080	174,080
2034	138,000	34,272	172,272
2035	145,000	30,408	175,408
2036	146,000	26,348	172,348
2037	152,000	22,260	174,260
2038	157,000	18,004	175,004
2039	157,000	13,608	170,608
2040	162,000	9,212	171,212
2041	167,000	4,676	171,676

AMORTIZATION

2002 A (VRA 2010 Refunded)

FISCAL YEAR	PRINCIPAL \$	INTEREST \$	TOTAL DEBT SERVICES \$
2024	115,000	20,281	135,281
2025	125,000	14,959	139,959
2026	130,000	9,250	139,250
2027	135,000	3,122	138,122

VRA 2018A-TAXABLE

FISCAL YEAR	PRINCIPAL \$	INTEREST \$	TOTAL DEBT SERVICES \$
2024	80,000	128,923	208,923
2025	80,000	126,246	206,246
2026	85,000	123,419	208,419
2027	85,000	120,445	205,445
2028	90,000	117,319	207,319
2029	95,000	113,923	208,923
2030	95,000	110,343	205,343
2031	100,000	106,567	206,567
2032	105,000	102,520	207,520
2033	110,000	98,221	208,221
2034	115,000	93,664	208,664
2035	120,000	88,867	208,867
2036	125,000	83,859	208,859
2037	130,000	78,649	208,649

VRA 2018A GO– Tax-Exempt

FISCAL YEAR	PRINCIPAL \$	INTEREST \$	TOTAL DEBT SERVICES \$
2024	40,000	65,931	105,931
2025	40,000	63,881	103,881
2026	45,000	61,703	106,703
2027	45,000	59,397	104,397
2028	50,000	56,963	106,963
2029	50,000	54,400	104,400
2030	50,000	51,888	101,888
2031	55,000	49,297	104,297
2032	55,000	47,078	102,078
2033	60,000	45,056	105,056
2034	60,000	42,919	102,919
2035	60,000	35,772	95,772
2036	65,000	38,316	103,316
2037	65,000	35,766	100,766
2038	70,000	33,131	103,131
2039	75,000	30,278	105,278
2040	75,000	27,447	102,447
2041	80,000	24,650	104,650
2042	80,000	21,750	101,750
2043	85,000	18,759	103,759
2044	90,000	15,588	105,588
2045	90,000	12,325	102,325
2046	95,000	8,972	103,972
2047	100,000	5,438	105,438
2048	100,000	1,813	101,813

TOWN OF DUMFRIES, VA FISCAL PLAN 2024

FEE SCHEDULE

<u>TAXES AND FEES</u>	<u>FY23 BUDGET</u>	<u>FY24 BUDGET</u>
Real Estate Taxes	0.1899, per \$100 of assessed value	0.1899, per \$100 of assessed value
Business License – Contractor/ Construction	\$50.00 or .092 per \$100, whichever is greater	\$50.00 or .092 per \$100, whichever is greater
Business License – Retail Sales/ Restaurant	\$50.00 or .125 per \$100, whichever is greater	\$50.00 or .125 per \$100, whichever is greater
Business License -Financial/ Real Estate/Professional Services	\$50.00 or .29 per \$100, whichever is greater	\$50.00 or .29 per \$100, whichever is greater
Business License– Repair/ Personal/ Business Service	\$50.00 or .18 per \$100, whichever is greater	\$50.00 or .18 per \$100, whichever is greater
Business License – Government Contractor receiving identifiable Federal Appropriations for R&D as defined in FAR 31.205-18(a)	\$100.00 or .03 per \$100, whichever is greater	\$100.00 or .03 per \$100, whichever is greater
Cigarette Tax	0.75 per (20 cigarette) pack	0.75 per (20 cigarette) pack
Communications Sales Tax (State rate; locality only received allocated share)	5.0% of gross receipts	5.0% of gross receipts
Meals Tax	4.0% of gross receipts	4.0% of gross receipts

Codified Schedule of Fees

FY24 BUDGET SUMMARY

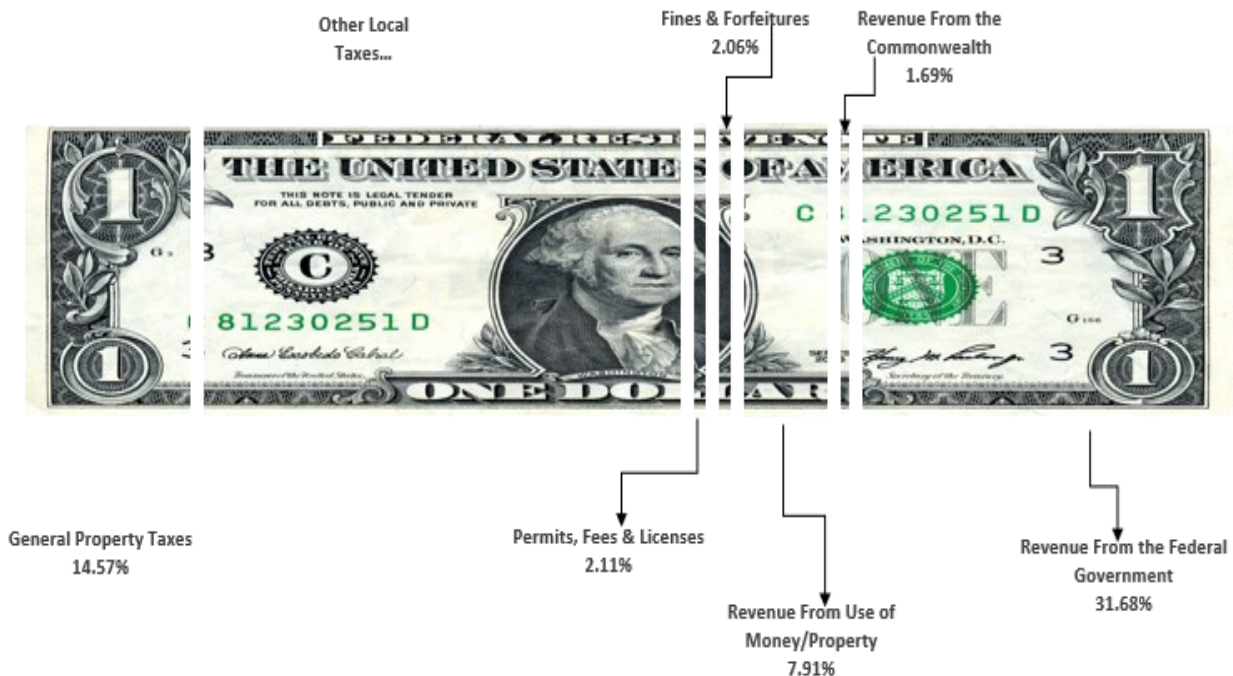
REVENUES

FUND	2023-2024 ADOPTED	2023-2024 AMENDED
General Fund	10,205,337	9,468,843
Grants Fund	44,600	49,600
Streets Fund	282,933	354,714
Stormwater Fund	199,130	199,130
TOTAL	10,732,000	10,072,287

EXPENDITURES

FUND	2023-2024 ADOPTED	2023-2024 AMENDED
General Fund	10,732,000	9,468,844
Grants Fund	-	49,600
Streets Fund	-	354,714
Stormwater Fund	-	199,130
TOTAL	10,732,000	10,072,287

FY24 GENERAL FUND REVENUE



REVENUES

GENERAL FUND REVENUE

GENERAL PROPERTY TAXES	2023-2024 ADOPTED	2023-2024 AMENDED
Real Property Taxes		
Real Estate Taxes - Current	1,300,000	1,300,000
Real Estate Taxes Prior Year	50,000	50,000
Total Real Property Taxes	1,350,000	1,350,000
Public Service Corporation Taxes		
PSC RE Current	30,000	30,000
Total Public Service Corporation Taxes	30,000	30,000
Total General Property Taxes	1,380,000	1,380,000

OTHER LOCAL TAXES	2023-2024 ADOPTED	2023-2024 AMENDED
Local Sales & Use Taxes		
Local Sales & Use Taxes	725,000	575,000
Total Local Sales & Use Taxes	725,000	575,000
Consumer Utility Taxes		
Consumer Utility Taxes	195,000	175,000
Total Consumer Utility Taxes	195,000	175,000
Business License Taxes		
Business License - Current	365,000	557,365
Total Business License Taxes	365,000	557,365
Bank Stock Taxes		
Bank Stock	64,576	64,576
Total Bank Stock Taxes	64,576	64,576
Gaming Tax		
Gaming Tax	3,600,000	1,000,000
Total Gaming Tax	3,600,000	1,000,000

REVENUES

OTHER LOCAL TAXES	2023-2024 ADOPTED	2023-2024 AMENDED
Cigarette Taxes		
Cigarette Taxes - Current	190,000	150,000
Total Cigarette Taxes	190,000	150,000
Telecommunications Tax		
Telecommunications Tax	142,140	142,140
Total Telecommunications Tax	142,140	142,140
Lodging/Transient Taxes		
Lodging/Transient Taxes	120,000	120,000
Total Lodging/Transient Taxes	120,000	120,000
Rental Tax		
Rental Tax	125,000	125,000
Total Rental Taxes	125,000	125,000
Meals Taxes		
Meals Taxes	2,000,000	875,000
Total Meals Taxes	2,000,000	875,000
Total Other Local Taxes	7,526,716	3,784,081

PERMITS, FEES & LICENSES	2023-2024 ADOPTED	2023-2024 AMENDED
Permits & Other Licenses		
Zoning and Planning Permits	70,000	17,000
Building Permits	150,000	150,000
Special Use Permits	11,000	3,000
Right of Way Permits	39,000	30,000
Total Permits & Other Licenses	270,000	200,000
Total Permits, Fees & Licenses	270,000	200,000

FINES & FORFEITURES	2023-2024 ADOPTED	2023-2024 AMENDED
Fines & Forfeitures		
Court Fines and Forfeitures	45,000	45,000
DMV Select	125,000	150,000
Total Fines & Forfeitures	170,000	195,000
Total Fines & Forfeitures	170,000	195,000

REVENUES

REVENUE FROM USE OF MONEY/PROPERTY	2023-2024 ADOPTED	2023-2024 AMENDED
Revenue From Use of Money		
Interest Earned	8,000	20,000
Total Revenue From Use of Money	8,000	20,000
Revenue From Use of Property		
Municipal Complex	700,000	728,811
Total Revenue From Use of Property	700,000	728,811
Total Revenue From Use of Money/Property	708,000	748,811
GENERAL FUND REVENUE		
MISCELLANEOUS REVENUE	2023-2024 ADOPTED	2023-2024 AMENDED
Miscellaneous		
FOIA	500	500
Total Miscellaneous	500	500
Total Miscellaneous Revenue	500	500
GENERAL FUND REVENUE		
REVENUE FROM THE COMMONWEALTH	2023-2024 ADOPTED	2023-2024 AMENDED
Other Categorical Aid State		
MVC Rolling Stock	20	200
HB599 Police State Aid	150,101	160,251
Total Other Commonwealth	150,121	160,451
GENERAL FUND REVENUE		
REVENUE FROM THE FEDERAL GOV.	2023-2024 ADOPTED	2023-2024 AMENDED
Other Categorical Aid State		
American Rescue Plan Act	-	3,000,000.00
Total Other Categorical Aid State	-	3,000,000
Total Revenue From the Federal Gov't	-	3,000,000
TOTAL GENERAL FUND REVENUE	10,205,337	9,468,843

EXPENDITURES

FY24 General Fund Expenditures

GENERAL FUND EXPENDITURE SUMMARY		
FUND	2023-2024 ADOPTED	2023-2024 AMENDED
General Government	4,991,338	3,867,927
Public Safety	2,602,487	2,688,230
Public Works	1,488,649	1,551,036
Economic/Planning & Community Development	567,806	381,688
Debt Service	673,308	673,963
Transfers	-	-
Non-Departmental	408,412	306,000
TOTAL	10,732,000	9,468,844





DEPARTMENT BUDGETS



DEPARTMENTAL SUMMARY

	2023-2024 ADOPTED	2023-2024 AMENDED
GENERAL GOVERNMENT		
Town Council	213,636	214,818
Town Manager	-	1,172,392
Finance	-	623,591
Treasurer	-	480,173
Economic/Planning & Community Development/ Boards & Commissions	-	381,688
Town Attorney	-	290,772
Office of Civic Engagement/ Town Clerk	-	704,493
Administration	4,783,703	-
TOTAL GENERAL GOVERNMENT	4,997,339	3,867,927

Department Description

This agency includes the senior level-management staff with broad oversight and management functions, including the Town Manager, Town Attorney and Chief Financial Officer. Key functions include financial services, legal services, customer service and management services.

Mission

To establish and maintain an environment that is representative of well-managed government.

Budget Highlights

- ◆ Funding to support 3% Market Rate adjustments for certain personnel and does not include the Town Manager or new hires.
- ◆ Funding to support 100% employer funded healthcare for employees and families (except stormwater)
- ◆ Funding to support additional administrative positions: Deputy Town Clerk, Human Resource Administrator, Executive Assistant, Chief Financial Officer, Town Attorney, Senior Accountant, Procurement Specialist/Grants Writer, Special Events Coordinator and Maintenance Technician. As well as two Police Sergeants and four Police Officers.

TOWN COUNCIL

TOWN COUNCIL		
PERSONNEL SUMMARY		
MAYOR	\$19,000	
VICE-MAYOR	\$18,000	
TOWN COUNCIL (5)	\$75,000	
TOTAL POSITIONS (7)	\$112,000	
TOWN COUNCIL	2023-2024 ADOPTED	2023-2024 AMENDED
Part Time Regular	119,186	112,000
FICA	8,950	8,568
Other Contractual Services		8,000
Conference Travel & Training	65,000	65,000
Council Expenses	8,000	8,750
Dues and Association Memberships	12,500	12,500
TOTAL TOWN COUNCIL	213,636	214,818

Department Description

The Town of Dumfries is governed by a Town Council elected at-large in non-partisan elections. Led by the Mayor and comprised of six other members including a Vice-Mayor, the Town Council serves as the legislative body responsible for approving the budget, adopting laws, and making policy decisions.

The Town of Dumfries utilizes the Council Manager form of government in which the Council is responsible for hiring a professional manager to oversee the day-to-day operations of the Town.

Budget Highlights

- ◆ Additional funding to support Annual Retreat



TOWN MANAGER

TOWN MANAGER		
PERSONNEL SUMMARY		
TOWN MANAGER	\$180,000	
IT SPECIALIST (VACANT) (POSITION WILL BE FUNDED IN OCTOBER 2023)	\$66,667	
EXECUTIVE ASSISTANT (VACANT) (POSITION WILL BE FUNDED IN OCTOBER 2023)	\$53,333	
HUMAN RESOURCE ADMINISTRATOR (PT)	\$58,500	
TOTAL POSITIONS (4)	\$358,500	
TOWN MANAGER	2023-2024 ADOPTED	2023-2024 AMENDED
Salaries & Wages Regular	-	300,000
Part Time Regular	-	58,500
FICA	-	23,246
VRS	-	46,623
Health Insurance	-	46,752
VRS Group Life	-	46,752
Class Comp Study	-	60,640
Lobbying Services	-	32,500
Strategic Planning	-	73,740
Workman's Comp Insurance/Risk Management	-	125,000
VA Unemployment tax	-	16,000
Performance Management	-	50,000
HR Consultant & Executive Recruitment	-	22,000
Registration & Training	-	10,000
Dues and Association Memberships	-	5,000
Office Supplies	-	2,462
Contingency	-	15,158
IT Contracts	-	238,019
TOTAL TOWN MANAGER	-	1,172,392

Department Description

The mission of the Town Manager's office is to implement Town Council policies; to oversee all departmental activities, enabling and supporting the departments as they work in the best interest of our community; to instill the Town's vision statement among our employees and to foster an outstanding level of service at a reasonable cost.



Budget Highlights

- ◆ In sourcing the following: Information Technology and Human Resources by creating internal positions

FINANCE

FINANCE		
PERSONNEL SUMMARY		
CHIEF FINANCIAL OFFICER	\$142,000	
STAFF ACCOUNTANT	\$85,000	
SENIOR ACCOUNTANT (PARTIALLY FUNDED; NEW HIRE FOR SEPTEMBER 2023)	\$79,167	
PROCUREMENT SPECIALIST/ GRANTS WRITER (PARTIALLY FUNDED; NEW HIRE FOR OCTOBER 2023)	\$56,250	
TOTAL POSITIONS (4)	\$362,417	
FINANCE	2023-2024 ADOPTED	2023-2024 AMENDED
Salaries & Wages Regular	-	362,417
FICA	-	25,640
VRS	-	48,464
Health Insurance	-	69,463
VRS Group Life	-	3,607
Accounting and Auditing Services	-	95,000
Registration & Training	-	8,000
Dues and Association Memberships	-	5,000
Postage	-	3,000
Office Supplies	-	3,000
TOTAL FINANCE	-	623,591

Department Description

The Town of Dumfries Finance Department safeguards and accurately account for Town assets, bill and collect funds due to the Town, process payment of payroll and other expenses owed by the Town, collect business receipt taxes, completes reconciliations in preparation for the annual Town Comprehensive Annual Financial Report, complete special financial projects, such as bond issuance, ensure compliance with municipal finance and taxation regulations defined by Virginia Statute and provide timely and financial data to management, Council and Dumfries citizens.

The Department also ensures that the Town's financial resources are protected through sound financial management, including allocation of resources consistent with community goals and providing timely, accurate, and reliable information that will assist in making informed decisions. The Finance Department maintains an accounting system designed to monitor the Town's assets by recording and reporting transactions in accordance with Government Accounting Standards, generally accepted accounting principles and Dumfries Town Council ordinances.

Budget Highlights

- ◆ Creating the Senior Accountant and Procurement Specialist/Grants Writer positions to assist with internal controls and segregation of duties

TREASURER

TOWN TREASURER PERSONNEL SUMMARY

TREASURER	\$125,000	
ASST CUSTOMER SERVICE MANAGER	\$72,000	
ADMIN ASSISTANT	\$55,226	
SR. CUSTOMER CARE SPECIALIST	\$49,996	
TOTAL POSITIONS (4)	\$302,222	
TOWN TREASURER	2023-2024 ADOPTED	2023-2024 AMENDED
Salaries and Wages, Regular	-	302,222
FICA	-	23,120
VRS	-	43,701
Health Insurance	-	73,620
VRS Group Life	-	4,050
3% Regional Transient Occupancy Tax	-	17,500
Registration & Training	-	8,000
Conference Travel & Training Dues & Subscriptions	-	2,460
Office Supplies	-	3,000
DMV Numbering System	-	2,500
TOTAL TOWN TREASURER	-	480,173

Department Description

The Treasurer's office also operates DMV Select. The Treasurer manages the cash flow and reconciles daily operations. DMV select offers mostly vehicle- related transactions; Title and Registrations, Special and personalized license plates, handicapped parking placards, transcripts, EZ-pass and DGIF transactions. DMV Select also helps and supports local and out of state dealers.

Budget Highlights

- ◆ Additional funding for Treasury training



ECONOMIC/PLANNING & COMMUNITY DEVELOPMENT

ECONOMIC/PLANNING & COMMUNITY DEVELOPMENT

PERSONNEL SUMMARY

DIRECTOR OF ECONOMIC/PLANNING & COMMUNITY DEVELOPMENT (NEW)	\$109,375	
PLANNING AND ZONING ADMINISTRATOR- VACANT	\$63,750	
TOTAL POSITIONS (2)	\$173,125	
ECONOMIC/PLANNING & COMMUNITY DEVELOPMENT	2023-2024 ADOPTED	2023-2024 AMENDED
Salaries & Wages Regular	222,850	173,125
FICA	27,856	10,979
VRS	15,600	20,752
Health Insurance	-	17,409
VRS Group Life	-	1,923
Comprehensive Planning Study	100,000	100,000
Conference Travel & Training	15,000	11,000
Ads/Notices	5,000	5,000
Dues and Association Memberships	3,000	3,000
Outside plan Review	5,000	5,000
Affordable Housing Policy	15,000	15,000
Strategic Planning	80,000	-
Planning legal Services	60,000	-
TOTAL ECONOMIC/PLANNING & COMMUNITY DEVELOPMENT	549,306	363,188

Department Description

The Department of Economic/Planning & Community Development is responsible for serving residents and businesses in fulfilling the goals of the Town's Comprehensive Plan through sustainable community development. Key organizational units include municipal planning and zoning administration.

Mission

To promote livable communities through effective urban planning practices

Budget Highlights

- ◆ Funding to support Comprehensive Plan Updates
- ◆ Funding to support urban improvement of Main Street

PLANNING/BOARD OF COMMISSION

BOARDS & COMMISSIONS	2023-2024 ADOPTED	2023-2024 AMENDED
Planning	6,000	6,000
ARB	3,000	3,000
BOZA	6,000	6,000
Travel/Training	3,500	3,500
TOTAL BOARDS & COMMISSIONS	18,500	18,500
TOTAL ECONOMIC/PLANNING & COMMUNITY DEVELOPMENT AND BOARDS & COMMISSIONS	567,806	381,688

Department Description

Boards and Commissions include the Planning Commission (PC), Board of Zoning Appeals (BZA) and the Architectural Review Board (ARB).

The Planning Commission advises the Town Council regarding the orderly development of the Town and its environs. They are responsible for preparing the Comprehensive Plan and the Capital Improvement Plan for the Town to be adopted by the Council. The BZA hears and decides on applications for variances and appeals from any order, requirement, decision, or determination made by the Zoning Administrator in the administration or enforcement of the Town Zoning Code. The ARB is responsible for overseeing the developmental changes and improvements within the Historic District of the Town. The ARB reviews applications for Certificates of Appropriateness regarding improvements or changes within the historic district or districts of the Town.

Budget Highlights

- ◆ Funding to support training for existing and newly appointed board members.

TOWN ATTORNEY

TOWN ATTORNEY		
PERSONNEL SUMMARY		
TOWN ATTORNEY (VACANTPARTIALLY FUNDED; NEW HIRE FOR NOVEMBER 2023)	\$113,333	
TOTAL POSITIONS (1)	\$113,333	
TOWN ATTORNEY	2023-2024 ADOPTED	2023-2024 AMENDED
Salaries & Wages Regular	-	113,333
FICA	-	6,503
VRS	-	17,291
Health Insurance	-	7,461
VRS Group Life	-	1,139
Office Supplies	-	1,231
Conference Travel & Training	-	5,000
Dues and Association Memberships	-	2,500
Contracted Legal Services	-	136,314
TOTAL TOWN ATTORNEY	-	290,772

Department Description

The Town Attorney’s Office provides legal counsel and representation to the Town’s Administration and its employees on matters pertaining to Town business. The Town Attorney defends legal actions instituted against the Town and/or its officers and employees for acts and incidents arising during the ordinary course of their work for the Town and prosecutes all civil matters on behalf of the Town. This may include the management and monitoring of outside counsel either retained by the Town’s insurer, or directly by the Town; or it may involve direct representation by the Town Attorney in Court and/or administrative proceedings. These matters may include but are not limited to Land Use and Zoning matters, Taxation, Torts, Procurement Disputes, Contracts, Employment Matters, and other issues arising during local governmental operations.



Budget Highlights

- ◆ This is a newly created position and department for the Town of Dumfries

OFFICE OF CIVIC ENGAGEMENT

OFFICE OF CIVIC ENGAGEMENT

PERSONNEL SUMMARY

TOWN CLERK/DIRECTOR OF CIVIC ENGAGEMENT	\$131,250
DEPUTY TOWN CLERK	\$68,000
EVENT COORDINATOR	\$58,140
TOTAL POSITIONS (3)	\$257,390

OFFICE OF CIVIC ENGAGEMENT	2023-2024 ADOPTED	2023-2024 AMENDED
Salaries & Wages Regular	-	257,390
FICA	-	19,690
VRS	-	37,219
Health Insurance	-	46,752
VRS Group Life	-	3,449
Advertising	-	15,000
Printing/Binding/Newsletters	-	30,000
Summer Youth Intern's	-	20,000
Destination Dumfries	-	50,000
Special Events	-	192,500
Registration & Training	-	8,000
Marketing Materials/SWAG	-	10,000
Dues and Association Memberships	-	800
Office Supplies	-	3,693
Food Supplies	-	10,000
TOTAL OFFICE OF CIVIC ENGAGEMENT	-	704,493

Department Description

The Office of Civic Engagement involves creating a work environment in which your business addresses issues of public concern. This can include encouraging employees to vote, offering local volunteer opportunities, and more.

Budget Highlights

- ◆ Funding for Town Special Events and creation of the Deputy Town Clerk.



TOWN OF DUMFRIES

PUBLIC SAFETY



POLICE

POLICE PERSONNEL SUMMARY

POLICE CHIEF	\$128,750	
CAPTAIN	\$102,600	
ADMINISTRATIVE ASSISTANT	\$59,400	
SERGEANT (4)- 2 VACANT- 1 (PARTIALLY FUNDED; NEW HIRE FOR JANUARY 2024)	\$298,200	
POLICE OFFICER (15)- 4 VACANT 2- (PARTIALLY FUNDED; NEW HIRE FOR JANUARY 2024)	\$886,392	
TOTAL POLICE (22)	\$1,475,342	
POLICE	2023-2024 ADOPTED	2023-2024 AMENDED
Salaries & Wages Regular	1,668,190	1,475,342
Night Differential	8,500	10,000
Salaries & Wages Overtime	150,000	130,000
Sal & Wages - DMV Overtime	25,000	-
Line of Duty	13,000	13,000
FICA	208,524	108,082
VRS	116,773	204,297
Health Insurance	-	313,842
VRS Group Life	-	19,167
Recruitment	5,000	5,000
Regional Academy Membership	7,000	7,000
Doctors & Phys Exam Fees	2,000	2,000
Other Contractual Services	5,000	47,000
Conference Travel & Training	50,000	50,000
K-9	10,000	10,000
Chief's Expense	800	800
Crime Prevention	15,000	15,000
Vehicle and Powered Equipment Fuels	76,200	76,200
Ammunition	40,000	40,000
Uniforms & Wearing Apparel	50,000	40,000
Legal aid	4,500	4,500
Quarterly Uniform	15,000	10,000
Computer Software under \$5,000	7,000	7,000
Machinery & Equipment over \$5,000	60,000	50,000
Vehicles Maintenance	60,000	50,000
Car Program	5,000	-
TOTAL POLICE	2,602,487	2,688,230

POLICE

Description

The Police Department serves as the Town's primary public safety agency and is responsible for enforcing applicable laws.

Mission

To ensure the safety and wellbeing of residents and visitors through responsible law enforcement and a community-oriented practices.

Budget Highlights

- ◆ Funding to support 3% Market Rate Adjustment for certain personnel and does not include new personnel.
- ◆ Funding to support five additional police officer positions.



TOWN OF DUMFRIES

PUBLIC WORKS

COMMUNITY CLEANUP IMPACT TOWN OF DUMFRIES

→ WASTE COLLECTED: 704 LBS.
& 8 TIRES

→ PARTICIPANTS: 36



PUBLIC WORKS

PUBLIC WORKS

PERSONNEL SUMMARY

DIRECTOR OF PUBLIC WORKS (70% FUNDED BY PUBLIC WORKS)	\$98,610
DEPUTY DIRECTOR PUBLIC WORKS (70% FUNDED BY PUBLIC WORKS)	\$70,000
BUILDING INSPECTOR	\$95,000
MAINTENANCE SUPERVISOR	\$66,000
MAINTENANCE TECHNICIAN (2) 1 VACANT PARTIALLY FUNDED; NEW HIRE FOR OCTOBER 2023)	\$89,775
TOTAL POSITIONS (6)	\$419,385

PUBLIC WORKS/STORMWATER	2023-2024 ADOPTED	2023-2024 AMENDED
Salaries and Wages - Regular	316,839	455,385
FICA	55,594	39,180
VRS	22,179	74,058
Hospitalization/Medical Plans	-	95,000
Group Insurance	-	6,863
Healthcare	-	103,452
Other Contractual Services	110,000	120,783
Repairs - Vehicles	7,000	7,000
Repairs - Equipment	50,000	50,000
Registration & Training	21,051	20,000
Dues and Association Memberships	12,000	12,000
Vehicle and Powered Equipment Fuels	7,000	7,000
Facility Maintenance	110,000	110,000
Utilities	-	53,000
Town Hall repairs & Upgrades	-	60,000
Solid Waste Contract	266,603	266,000
Park Vegetation	6,700	6,700
Retirement	-	11,615
Uniforms & Wearing Apparel	3,000	3,000
Town Beautification and Grass Cutting	-	50,000
TOTAL PUBLIC WORKS/STORMWATER	987,966	1,551,036

Department Description

The Department of Public Works is responsible for ensuring a safe and clean public right-of-way. This includes the management of major capital infrastructure projects, administering solid waste programs and maintaining public parks.

Mission

To support and enhance the quality of life for residents, visitors and businesses by providing well-planning, efficient, environmentally responsible services to promote the health safety, and maintenance of community assets.

Budget Highlights

- ◆ Funding to support 3% Market Rate Adjustment for Personnel and does not include new personnel.
- ◆ Funding to support increased park and facility maintenance
- ◆ Town Beautification & Grass Cutting

STORMWATER UTILITY FUND

STORMWATER FUND		
PERSONNEL SUMMARY		
MAINTENANCE WORKER	\$36,000	
TOTAL POSITION (1)	\$36,000	
REVENUES	2023-2024 ADOPTED	2023-2024 AMENDED
Litter Grant	24,130	24,130
Stormwater Fee Charges	175,000	175,000
TOTAL STORMWATER UTILITY REVENUE	199,130	199,130

EXPENDITURES	2023-2024 ADOPTED	2023-2024 AMENDED
Salaries & Wages Regular	36,000	36,000
FICA	4,500	2,754
VRS	2,520	5,206
Health Insurance	10,000	9,948
VRS Group Life	-	482
Transfer to CIP	75,000	-
Stormwater Management	41,000	116,456
Litter Control	24,130	24,130
Retirement	-	4,154
TOTAL STORMWATER UTILITY EXPENDITURES	193,150	199,130

Department Description

Stormwater Management is a specific program administered by the Department of Public Works. Stormwater projects are designed to ensure adequate storm drainage systems and safe surface waters.



Mission

*See Public Works Mission Page

Budget Highlights:

- ◆ Funding to support 3% Market Rate Adjustment for certain personnel and does not include new personnel.

Performance Measures

*See Public Works performance measures.



GRANTS FUND

GRANTS FUND		
REVENUES	2023-2024 ADOPTED	2023-2024 AMENDED
Fire Program Fund Aid State	22,600	22,600
VML Risk Management Grant	2,000	2,000
DMV	20,000	25,000
TOTAL GRANTS REVENUES	44,600	49,600

GRANTS FUND EXPENDITURES

DMV SELECTIVE ENFORCEMENT	2023-2024 ADOPTED	2023-2024 AMENDED
DMV Overtime - Police	-	25,000
Total DMV SELECTIVE ENFORCEMENT	-	25,000
FIRE PROGRAMS FUND AID GRANT	2023-2024 ADOPTED	2023-2024 AMENDED
Other Contractual Services	24,600	24,600
TOTAL DEPT OF MINES MINERALS & ENERGY GRANT	44,600	49,600
Total Grants Fund Expenditures	24,600	49,600



STREETS & HIGHWAY FUND

STREETS

PERSONNEL SUMMARY

DIRECTOR OF PUBLIC WORKS (30% FUNDED BY STREETS)	\$40,500	
DEPUTY DIRECTOR OF PUBLIC WORKS (30% FUNDED BY STREETS)	\$30,000	
	\$70,500	
VDOT STREET AND ROADWAY MAINTENANCE REVENUES	2023-2024 ADOPTED	2023-2024 AMENDED
VDOT	282,933	354,714
TOTAL STREET & HIGHWAY REVENUE	282,933	354,714

VDOT STREET AND ROADWAY MAINTENANCE EXPENDITURES	2023-2024 ADOPTED	2023-2024 AMENDED
Salary	-	70,500
Other Contractual Services	282,933.00	284,214
TOTAL STREETS& HIGHWAY EXPENDITURES	282,933	354,714



DEBT, TRANSFER & NON-DEPARTMENTAL

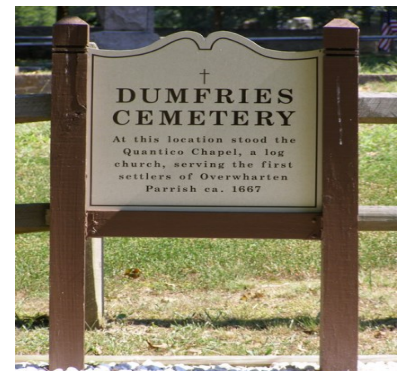
DEBT SERVICE	2023-2024 ADOPTED	2023-2024 AMENDED
Bonded Debt/Notes Interest		291,963
Bonded Debt/Notes Principal	358,454	382,000
Other Debt Expenses	314,854	
TOTAL DEBT SERVICE	673,308	673,963

TRANSFERS	2023-2024 ADOPTED	2023-2024 AMENDED
Transfer to Capital Projects Fund	795,000	-
TOTAL TRANSFERS	795,000	-

NON-DEPARTMENTAL	2023-2024 ADOPTED	2023-2024 AMENDED
Community/Partner Grant Program	32,000	32,000
Historic Dumfries	23,000	23,000
Dumfries Cemetery	1,000	1,000
General Heiser Boys & Girls Club	10,000	10,000
Municipal Building	292,412	240,000
Destination Dumfries	50,000	
TOTAL NON-DEPARTMENTAL	408,412	306,000



The Non-Departmental budget encompasses expenditures and initiatives that are not specifically related to any department.





CAPITAL IMPROVEMENT PLAN

FY2024-2028



CAPITAL IMPROVEMENT PLAN

WHAT IS A CAPITAL IMPROVEMENT PLAN (CIP)?

A Capital Improvement Plan (CIP) is a planning tool for public facilities, infrastructure improvements, major maintenance requirements, and acquisition of land. The recommended Capital Improvement Program represents the Town Manager's recommendations to the Town Council, as a proposal.

When developing a CIP, a locality should consider the priorities of the Comprehensive Plan. Each project should adequately reference, and be supported by, the Comprehensive Plan.

DEFINITION

Capital improvements are major construction or acquisition efforts, which are non-recurring in nature. Generally, capital improvement projects are defined as:

- ◆ Studies pertaining to capital improvements that require the employment of outside professional consultants
- ◆ Construction of buildings or facilities; including design, engineering, and other preconstruction costs
- ◆ Major acquisition of land or other property

The Town's CIP serves as a planning guide for expenditures toward capital infrastructure. It helps in the development of large-scale projects for which costs exceed the amount normally available in the annual budgeting process. Examples include transportation improvements, park infrastructure, or government buildings. The CIP helps to ensure projects are within fiscal reach for the Town.

CAPITAL IMPROVEMENT PLAN

LEGAL AUTHORITY FOR THE CAPITAL IMPROVEMENT PLAN (CIP)

The Town of Dumfries prepares a five-year CIP pursuant to Section 15.2-2239 of the Code of Virginia.

- ◆ The local planning commission may, and at the direction of the governing body shall, prepare and/or revise annually a capital improvement program based on the comprehensive plan of the locality for a period not to exceed the ensuing five years.
- ◆ The commission shall submit the program annually to the governing body, or to the chief administrative officer or other official charged with preparation of the budget for the locality, at such time as it or he shall direct.
- ◆ The capital improvement program shall include recommendations, and estimates of cost of the facilities, including any road improvement and any transportation improvement to include in its capital improvement plan and as provided for in the comprehensive plan, and the means of financing them, to be undertaken in the ensuing fiscal year and with a recommended period, as the basis of the capital budget for the locality
- ◆ In the preparation of its capital budget recommendations, the commission shall consult with the chief administrative officer or other executive head of the government of the locality, the heads of departments and interested citizens and organizations and shall hold such public hearings as it deems necessary.

BENEFITS OF A CAPITAL IMPROVEMENT PLAN

Capital Improvement Programming requires the Town to address the challenge of balancing capital improvements with available financing. This process contributes to a responsible fiscal policy. Other benefits of Capital Improvement Programming include:

- ◆ Fostering a sound, stable financial program for a five-year period given a set revenue and expenditure assumptions based on current economic trends Coordinating various town improvements so that informed decisions can be made, and joint programs initiated among town departments in an effort to avoid duplication.
- ◆ Enabling private businesses and citizens to have some assurances as to when certain public improvements will be undertaken so they can plan more efficiently and effectively.
- ◆ Assisting in the implementation of the Comprehensive Plan over an extended period of time.

CAPITAL IMPROVEMENT PLAN

- ◆ Focusing on the goals and needs of the community through the provision of new facilities and infrastructure improvements.
- ◆ Evaluating annually the infrastructure needs of the Town to provide for the public health and safety of the citizens.
- ◆ Providing a logical process for assigning priorities to the various projects based on their overall importance to the Town.

FUTURE PROCESS TIMELINE

September	Departments recommended CIP due
October	Departments recommended CIP distributed, TM meets with Department Directors
November	Planning Commission CIP review
December	Planning Commission CIP action taken
January	Planning Commission recommendation to Town Council
February	Town Council shortlist for the upcoming fiscal year, to be included in the capital improvement budget and finalize CIP
March	Adopt CIP
April	CIP and fiscal budget review
May	Schedule Public Hearing
June	Adopt CIP and Fiscal Year Budget

PROCESS FOR CIP SUBMISSION

Each year the CFO at the direction of the Town Manager distributes instructions to Department Heads requesting projects for consideration for the next five-year CIP period. Each Department Head is responsible for reviewing the most recent CIP to determine the funding necessary for projects that are currently programmed in the CIP and the Action Strategies identified in the Comprehensive Plan. Based on this review and a review of new requirements for capital improvements for the next five - year period, the Department Head completes a Project Request Form that includes a project description and justification, projected operational costs, and relationship to the Comprehensive Plan.

CAPITAL IMPROVEMENT PLAN

CURRENT FY2024 CAPITAL IMPROVEMENT PROJECTS

FUNDING SOURCES

AMERICAN RESCUE PLAN STORMWATER GRANT (ARPA SW)

STORMWATER LOCAL ASSISTANCE FUND GRANT (SLAF)

BOND ANTICIPATION NOTE (BAN)

FUNDING SOURCES	AMOUNT
ARPA SW	\$3,000,000
SLAF GRANT	\$400,000
BAN	\$1,135,000
UNFUNDED	\$1,315,000
TOTAL REVENUE RESOURCES	\$5,850,000

CAPITAL IMPROVEMENT PLAN

CURRENT FY2024 CAPITAL IMPROVEMENT PROJECTS

PROJECT	DESCRIPTION	FY 2024 AMOUNT	FUNDING SOURCE
ADAPTIVE REUSE OF RESCUE SQUAD	This project will provide improvements to the building to allow for occupancy as a community center and provided recreational and educational activities for residents.	\$450,000	BAN
TOWNWIDE MASTER PLAN	The Town of Dumfries, Virginia is experiencing a resurgence and revitalization. The associated growth requires planning that includes public engagement and input. The contracted firm will develop a masterplan for the town. This plan should be inspired by an inclusive, community-driven process to set the Town's vision for realizing our highest potential.	\$40,000	BAN
FORENSIC AUDIT	The Town of Dumfries has recently hired a new Town Manager and Financial Team. It is the intent of this project to have all auditing services performed by a contractor; The auditing firm shall perform a forensic audit involving a factual investigation deemed necessary to identify and quantify any abnormal activity during previous fiscal years.	\$150,000	BAN
FLEET MANAGEMENT	This project provides a means for ongoing resources to be allocated to be allocated to a fleet replacement schedule. FY24 funding will allow for the purchase of 5 vehicles for the Town fleet. FY25 will fund 5 cars, and FY26 will fund 2 cars, 12 vehicles in total.	\$295,000	BAN
MAJOR PARK RENOVATIONS	This is project provides for major renovations to Ginn Memorial to include new drinking fountain, a pavilion, and updated inclusive play equipment.	\$200,000	BAN
QUANTICO CREEK PHASE II	This is Phase II of a multi phased Quantico Creek Restoration Project. Phase I improvements restored approximately 800' of creek bed. Phase II will make further restorations to reduce sediment and erosion in compliance with our MS4 Permit.	\$400,000	ARPA SW GRANT/ SLAF GRANT
VARIOUS SW PROJECTS	These projects include study, engineer and reconstruction of a ew culvert to alleviate the increased stormwater back up in the sediment deposition in Quantico Creek. This project will also include redesigning and reconstruction of the spillway.	\$600,000	ARPA SW GRANT
IT SUBTOTAL		\$2,135,000	



TOWN OF DUMFRIES, VA FISCAL PLAN 2024

PROPOSED FUTURE CIP PROJECTS



CAPITAL IMPROVEMENT PLAN

PROPOSED FUTURE 4 YEAR CAPITAL IMPROVEMENT PLAN

#	PROJECT	FY 2025	FY 2026	FY 2027	FY 2028	FUNDING SOURCES			
						ARPA SW Grant	SLAF Grant	Unfunded	Total
1	Adaptive Reuse of Rescue Squad	\$200,000	\$300,000					\$500,000	\$500,000
2	Townwide Master Plan	\$210,000						\$210,000	\$250,000
4	Fleet Management	\$250,000	\$155,000					\$110,000	\$110,000
5	Major Park Renovations	\$200,000						\$200,000	\$200,000
6	Quantico Creek Phase II	\$400,000				\$400,000	\$400,000		\$800,000
8	Various SW Projects	\$500,000	\$500,000	\$500,000	\$500,000	\$2,000,000			\$2,000,000
TOTAL		\$1,760,000	\$955,000	\$500,000	\$500,000	\$2,400,000	\$400,000	\$1,020,000	\$3,860,000



GLOSSARY AND ACRONYMS



GLOSSARY

<u>TERM</u>	<u>DEFINITION</u>
Accounting Basis	The Town operates on a modified accrual basis where most revenue is recognized when it is earned or billed, and expenditures are recognized when the liability is incurred.
Accruals	Records of Town revenues and expenses in the period(s) in which they are incurred.
Adopted Budget	The budget ordained by Town Council for the fiscal year.
Appropriation	An authorization made by Town Council to expend funds for a certain purpose within a specific time frame.
Assessed Value	The fair market value set on real and other property as a basis for levying taxes.
Balanced Budget	Available revenues are equal to or greater than total expenditures
Bond	An instrument of indebtedness of the bond issuer to the holders.
Budget	A financial plan showing estimated costs, revenues, and service levels over a certain time period (fiscal year).
Capital Asset	Tangible property of significant value with a useful life longer than one year
Capital Expenditure	The costs of goods and/ or services for capital assets
Capital Improvement Plan (CIP)	A five-year financial plan or budget that outlines spending for Capital projects such as buildings, parks, streets, etc., and their financing sources.
Capital Projects	Projects for the purchase or construction of capital assets. Typically, a capital asset encompasses a purchase of land and/or the construction of a building or facility.
Debt Service	The amount necessary to pay principal and interest on outstanding bonds and notes.
Delinquent Taxes	Taxes remaining unpaid on or after the date, in which a penalty for nonpayment is incurred.
Expenditure	Where accounts are kept on the accrual or modified accrual basis of accounting (see accounting basis), the cost of goods received or services rendered, whether cash payment has been made or not. Where accounts are kept on a cash basis, expenditures are recognized only when the cash payment is made

GLOSSARY

Financial Management	Budget, payroll, procurement, accounts payable, accounts receivable, grants, and other financial functions.
Fiscal Year	The twelve-month period of the budgetary year. The fiscal year for the Town’s operating budget begins on July 1st and ends the following June 30th.
Fund	An independent fiscal and accounting entity with a self-balancing set of accounts recording its assets, liabilities, fund balances, retained earnings, revenues, and expenditures.
Fund Balance	The accumulated revenues and other financing sources in excess of expenditures and other uses.
General Fund	The primary operating fund which accounts for all revenues and expenditures that are not accounted for in specific purpose funds. It finances the regular day-to-day operations of the Town.
Operating Budget	The Town’s annual financial plan of the operating expenditures of the general fund, enterprise funds, and internal service funds, as well as the proposed means of financing them. This document is the primary tool by which most financing, acquisition, spending and service delivery activities of a government are planned and controlled.
Proposed Budget	The budget formally submitted by the Town Manager to the Town Council for its consideration.
Revenue	The yield from various sources of income, such as taxes, that the Town collects and receives into the treasury for public use.

LIST OF ACRONYMS

BMP- Best Management Practice

FEMA - Federal Emergency Management Agency - Independent Agency with a mission to reduce the loss of life and property and to protect infrastructure from hazards through a risk-based emergency management program of mitigation preparedness response and recovery.

FLSA - Fair Labor Standards Act - Legislation that establishes minimum wage, overtime pay, recordkeeping, and youth employment standards.

FOIA – Freedom of Information Act - A law enacted in 1966 requiring that government records except those relating to national security, confidential financial data, and law enforcement is made available to the public on request.

FTE - Full-Time Equivalent - An employment indicator that translates the total number of hours worked in a year by all employees to an equivalent number of work years, based upon a work year of 2,080 hours equaling one Full-Time Equivalent (FTE).

FY - Fiscal Year - The twelve-month period of the budgetary year. The fiscal year for the City's operating budget begins on July 1st and ends the following June 30th.

GAAP – Generally Accepted Accounting Principles - Standards framework of guidelines for financial accounting used in any given jurisdiction.

GASB - The GASB standards are recognized as authoritative by state and local governments, state Boards of Accountancy, and the American Institute of CPAs (AICPA). The GASB develops and issues accounting standards through a transparent and inclusive process intended to promote financial reporting that provides useful information to taxpayers, public officials, investors, and others who use financial reports.

ICMA - International City/County Management Association - Creating excellence in local governance by developing and fostering professional A five year financial plan or budget that outlines spending for Capital projects such as buildings, parks, streets, etc., and their financing sources.

PIO - Public Information Officer - Responsible for providing the public information about services, programs and other information.

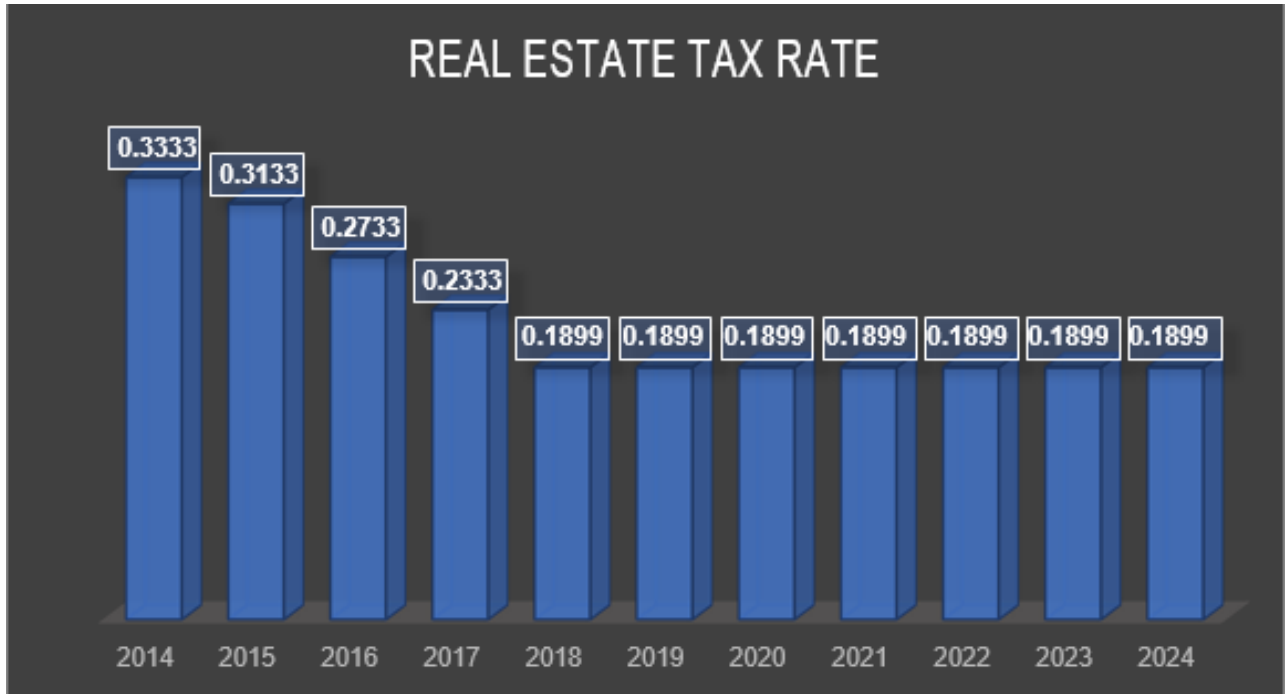
RDF - Rainy Day Fund/Unassigned Fund Balance - The fund has no specific or designated use.

VRS - Virginia Retirement Systems - A state system for public employees that provides its members with benefits at retirement or upon disability or death.

APPENDIX



STATISTICAL DATA



0.2733	0.2333	0.1899	0.1899	0.1899	0.1899	0.1899	0.1899	0.1899	0.1899	0.1899
2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024

POSITION SUMMARY SCHEDULE

POSITION SUMMARY SCHEDULE	FY21 ACTUAL	FY22 ACTUAL	FY23 ACTUAL	FY24 ADOPTED	FY24 AMENDED
TOWN COUNCIL					
MAYOR	1	1	1	1	1
VICE MAYOR	1	1	1	1	1
TOWN COUNCIL MEMBER	5	5	5	5	5
Total Town Council	7	7	7	7	7
ADMINISTRATION					
TOWN MANAGER	1	1	1	1	1
DEPUTY TOWN MANAGER	0	0	0	1	0
TOWN ATTORNEY	0	0	0	0	1
DIRECTOR OF CIVIC ENGAGEMENT/TOWN CLERK	1	1	1	1	1
DIRECTOR OF ADMINISTRATION	1	1	1	1	0
DEPUTY TOWN CLERK	0	0	0	1	1
HUMAN RESOURCE ADMINISTRATOR (PT)	0	0	0	1	1
DIRECTOR OF STRATEGIC PLANNING & DATA ANALYSIS	1	1	1	1	0
ADMINISTRATIVE ANALYST	0	1	1	1	0
EXECUTIVE ASSISTANT	0	0	0	1	1
IT SPECIALIST (NEW)	0	0	0	0	1
EVENTS COORDINATOR	1	1	1	0	1
Total Town Manager	5	6	6	9	8
FINANCE					
CHIEF FINANCE OFFICER (NEW)	0	0	0	0	1
DIRECTOR OF FINANCE	1	1	1	1	0
PROCUREMENT SPECIALIST (NEW)	0	0	0	0	1
SENIOR ACCOUNTANT	0	0	0	1	1
STAFF ACCOUNTANT	0	0	1	1	1
TREASURER (PREVIOUSLY DIR OF ADMIN)	0	0	0	0	1
CUSTOMER SERVICE MANAGER	2	2	2	1	0
ASSISTANT CUSTOMER SERVICE MANAGER	1	1	1	1	1
SENIOR CUSTOMER SERVICE SPECIALIST	1	1	1	1	1
ADMINISTRATIVE ASSISTANT	1	1	1	1	1
Total Finance	6	6	7	7	8

POSITION SUMMARY SCHEDULE

POSITION SUMMARY SCHEDULE	FY21 AC-TUAL	FY22 AC-TUAL	FY23 AC-TUAL	FY24 ADOPTED	FY24 AMENDED
DEPARTMENT OF PUBLIC WORKS					
DIRECTOR OF PUBLIC WORKS (NEW)	1	1	1	0	1
DEPUTY DIRECTOR OF PUBLIC WORKS	1	1	1	1	1
MAINTENANCE TECHNICIAN (1NEW)	0	0	0	1	2
MAINTENANCE SUPERVISOR	1	1	1	1	1
BUILDING INSPECTOR	0	0	1	1	1
STORMWATER MAINTENANCE TECHNICIAN	1	1	2	1	1
Total Department of Public Works	4	4	6	5	7
ECONOMIC/PLANNING & COMMUNITY DEVELOPMENT					
DIRECTOR OF ECONOMIC/PLANNING & COMMUNITY DEVELOPMENT	0	0	0	1	1
PRINCIPAL PLANNER	1	1	1	1	0
PLANNING AND ZONING ADMINISTRATOR (NEW)	0	0	0	0	1
Total ECONOMIC/PLANNING & COMMUNITY DEVELOPMENT	1	1	1	2	2
PUBLIC SAFETY					
CHIEF OF POLICE	1	1	1	1	1
CAPTAIN	1	1	1	1	1
SERGEANT	3	3	3	4	4
OFFICER	9	9	14	18	16
ADMINISTRATIVE ASSISTANT	1	1	1	1	1
Total Public Safety	15	15	20	25	23
Total Personnel	38	39	47	55	55

Increase in personnel stems from, 4 additional police officers and 1 Sergeant, IT Specialist, Director of Planning - 2 officer positions unfunded until FY25

DEBT POLICIES

DEBT POLICIES

Net tax-supported debt as a percentage of the total taxable assessed value of Dumfries Town real estate will not exceed 10% in accordance with The Constitution of Virginia Article VII, Section 10.

Policy 1:

Tax Supported Debt as a Percentage of Total Taxable Assessed Value shall be targeted at 3.0%-4.0%.

This ratio indicates the relationship between the Town's debt and the Total Taxable value of real property, personal property, public service property and any other taxable property in the Town on which a tax is levied. It is an important indicator of the Town's ability to repay debt because property taxes are the primary source of the Town's revenues used to repay debt. A small ratio is an indication that the Town will be better able to withstand possible future economic downturns and continue to meet its debt obligations.

The above policy shall not include debt that is fully or partially self-supporting from a user fee revenue stream (i.e., Business-type / Enterprise Fund indebtedness), although such debt will be taken into consideration in the evaluation of the Town's overall debt burden. A user fee revenue stream is defined as a revenue stream that provides partial or full coverage of all debt service obligations with minimal or no general fund support (i.e., Business-type / Enterprise Funds, which have revenues derived from charges for services and used to support related debt).

Policy 2:

Net tax-supported general obligation and subject to appropriation (i.e., moral obligation) debt service payments (principal and interest) shall not exceed 15% - 20% of Total Expenditures for any fiscal year. Total General Fund expenditures shall be the applicable based to measure Net tax-supported debt service. This ratio is a measure of the Town's ability to repay debt without hampering other Town services. A smaller ratio indicates a lesser burden on the Operating Budget that is supported by general tax revenues. The Operating Budget shall consist of ongoing or recurring Town General Fund Expenditures, net of local

interfund transfers. One-time expenditures (i.e. Capital/Special Projects) will not be included in the calculation Note: Any long-term debt financing or lease obligations which may be subject to annual appropriation by the Town or have the Town's Moral Obligation pledge will also be included in the calculations of tax-supported debt and debt service in the above policies.

The above policies shall not include debt that is fully or partially self-supporting from a user fee revenue stream, although such debt will be taken into consideration in the evaluation of the Town's overall debt burden. A user fee revenue stream is defined as a revenue stream that provides partial or full coverage of all debt service obligations with minimal or no general fund support (i.e. Business-type / Enterprise Funds, etc., which have revenues derived from charges for services and used to support related debt).

DEBT POLICIES

Compliance with the above debt policy ratios will be calculated each fiscal year in conjunction with the budget development process and provided to the Town Council with the proposed annual budget.

Tax-supported obligations are those that are expected to be repaid from the General Fund tax revenue of the Town of Dumfries. These include general obligation bonds (except fully or partially self-supporting bonds) and capital leases. General obligation bonds issued for self-supporting enterprise funds are not included in calculations of tax-supported bonds.

- ◆ The Town will not use long-term debt to fund current operations.
- ◆ The Town will not use short-term borrowing to fund current operations, unless extraordinary circumstances arise affecting the timing of receipt of revenues in the course of the fiscal year requires the borrowing of money to support expenditures within the adopted budget the Town may issue promissory notes pursuant to Town Council authorization.
- ◆ Whenever the Town finds it necessary to issue tax-supported bonds, the following policy will be adhered to:
 1. The Town will never borrow more than it has the capacity to repay.
 2. The term of any bond issue will not exceed the useful life of the capital project/facility or equipment for which the borrowing is intended.

FUND BALANCE CATEGORIES

For documentation of the Town's fund balance position, communication with interested parties and general understanding, a clear and consistent system of classification of the components of the Town's fund balances is necessary. The Town's reporting and communication with respect to General Fund Balance will utilize the classifications outlined in generally accepted accounting principles (GAAP). GAAP dictates the following hierarchical fund balance classification structure based primarily on the extent to which the Town is restricted in its use of resources.

- A. Non-spendable Fund Balance: amounts that are not in a spendable form, such as land or prepayments, or trust or endowment funds where the balance must remain intact.
- B. Restricted Fund Balance: amounts that have constraints placed on their use for a specific purpose by external sources such as creditors, or legal or constitutional provisions.
- C. Committed Fund Balance: amounts that have been designated for a specific purpose or which have constraints placed by the Town Council. Committed fund balance may also include contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements. Amounts within this category require Town Council action to commit or to release the funds from their commitment.
- D. Assigned Fund Balance: amounts set aside with the intent that they be used for specific purposes. The expression of intent can be made by the Town Council or Town Manager and does not necessarily require Town Council action to remove the constraint on the resources. Fund Balance may be assigned either through the encumbrance process as a result of normal purchasing activity (which includes the issuance of a purchase order).
- E. Unassigned Fund Balance: amounts not included in the previously defined categories that are available for any purpose. The Town's General Fund should report a positive Unassigned Fund Balance. Amounts in this classification represent balances available for appropriation at the discretion of the Town Council. However, the Town Council recognizes that the Unassigned Fund Balance needs to be comprised of liquid cash and investments to meet the Town's cyclical cash flow requirements and be at a level sufficient to allow the Town to avoid the need for short-term tax anticipation borrowing. The Unassigned Fund Balance should also allow for a margin of safety against unforeseen expenditures that could include, but not be limited to, natural disasters, severe economic downturns, and economic development opportunities. Unassigned Fund Balance shall not be used for annual recurring expenditures, except for unforeseen emergency circumstances.



AGENDA ITEM REQUEST FORM

Item Type

Award Proclamation Resolution/Ordinance Motion Discussion

Statement of Purpose

A request to hold a Public Hearing on September 19, 2023 to discuss and consider the Amended FY23-24 Budget.

Background/References

Staff was tasked to analyze the revenues and expenditures for the Town for the current fiscal year. It was found that revenues for the Emporium was included in the Adopted budget. The Emporium has a opening date of the 3rd QTR of the calendar year of 2024. Revenues for the Town would not be realized until FY24-25 and should be included in the Budget Development process during that time.

Fiscal Impact

The FY23-24 Budget was previously adopted with Revenues and Expenditures in the amount of \$10,732,000. The Amended budget Revenues and Expenditures amount to \$10,072,287.

Suggested Motion

Recommended that Town Council approve the Amended FY23-24 Budget at the September 19, 2023 Council meeting following the Public hearing.

Requested Meeting Date

September 19, 2023

Submitter's Name

Stacey Jordan

Attachments:

- For awards and proclamations, please attach desired language

AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL, HELD ON October 3, 2023 ON A MOTION DULY MADE BY _____, AND SECONDED BY _____, THE FOLLOWING RESOLUTION WAS ADOPTED BY THE TOWN COUNCIL WITH THE FOLLOWING VOTE:

Tyrone A. Brown, _____;
Brian K. Fields, _____;
Selonia B. Miles, _____;
Monae S. Nickerson, _____;
Shaun R. Peet, _____.
Caetrina A. Peterson, _____;;
Derrick R. Wood, _____;

RESOLUTION INITIATING AMENDMENTS TO CHAPTER 70 (ZONING), ARTICLE I AND V, OF THE CODE OF THE TOWN OF DUMFRIES TO UPDATE THE NONCONFORMING SIGNS AND HIGHWAY REALIGNMENT OR CONDEMNATION SECTIONS TO COMPLY WITH CODE OF VIRGINIA §33.2-1230.

WHEREAS, at its October 3, 2023, meeting, the Town Council discussed Chapter 70 (Zoning), Article I and V, of the Town Code, regarding whether to update the nonconforming signs and highway realignment or condemnation to sections to comply with Code of Virginia §33.2-1230; and

WHEREAS, the Town Council wants to consider this proposed amendment; and

WHEREAS, Sec. 70-646 (a) of the Town Code gives Town Council the authority to adopt amendments to the Zoning Ordinance by ordinance whenever the public necessity, convenience, general welfare, or good zoning practice require; and

WHEREAS, the Town Council desires the Planning Commission to review and make recommendations on these proposed amendments to Chapter 70, Article I and V, of the Town Code.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Dumfries does hereby initiate the appended amendments to Chapter 70, Article I and V, of the Town Code that would:

1. Allow a legal nonconforming, lawfully erected billboard sign which is impacted by the use of the power of eminent domain may be relocated by its owner to another location as close as practicable to the same property.

AND BE IT FURTHER RESOLVED that the foregoing proposed amendments are hereby referred to the Town of Dumfries Planning Commission for its review, conduct of a public hearing, and recommendation, and thereafter for scheduling of a public hearing and action by the Town Council.

By Order of Council:

Derrick R. Wood, Mayor

Attest:

Tangi Hill, Town Clerk

Exhibit A

PROPOSED AMENDMENTS TO ZONING ORDINANCE

Sec. 70-14. – Signs

* * * *

(k) *Nonconforming signs.*

1. Signs, other than outdoor advertising signs, which do not conform to the regulations and restrictions prescribed for the zoning district in which they are situated, but which were erected in accordance with all applicable regulations in effect at the time of their erection may remain erected only so long as the then existing use which they advertise or identify remains.
2. No nonconforming sign shall be worded so as to advertise or identify any use other than that in effect at the time it became a nonconforming sign; however, signs designed for and used to display changeable messages may continue to be used for that purpose.
3. No nonconforming sign shall be moved on the same lot nor to another lot unless the moving will relocate the sign into a zoning district or an area in which it will conform.
4. No nonconforming sign shall be altered except in conformity with the provisions of this section. If damaged to an extent greater than 50 percent of its replacement value, it shall not be rebuilt.
5. Any sign which is not in conformity with the provisions of this section, and which is not or ceases to be a lawful, nonconforming sign, shall be subject to removal under the provisions of subsection (m) of this section.

[New]

6. Notwithstanding the foregoing nonconforming signs provisions, pursuant to Code of Virginia §33.2-1230, a legal nonconforming, lawfully erected billboard sign which is impacted by the use of the power of eminent domain may be relocated by its owner to another location as close as practicable to the same property and in accordance with the provisions of said statute. The owner shall make application for Town approval in this regard. Said relocated billboard sign will remain nonconforming notwithstanding a new location.

* * * *

Sec. 70-582. - Highway realignment or condemnation.

(a) Any lot which, by reason of realignment of a public street or highway or by reason of condemnation proceedings, has been reduced in size to an area less than that required by law or ordinance, shall be considered a nonconforming lot of record subject to the provisions set forth in this section; and any lawful use or structure existing at the time of such highway realignment or condemnation proceedings which would thereafter no longer be permitted under the terms of this chapter shall be considered a nonconforming use or structure as that term is used in this chapter.

(b) Pursuant to Code of Virginia §33.2-1230 and Sec. 70-14(k) of this ordinance, a legal nonconforming, lawfully erected billboard sign which is impacted by the use of the power of eminent domain may be relocated by its owner to another location as close as practicable to the same property and in accordance with the provisions of said statute. The owner shall make application for Town approval in this regard. Said relocated billboard sign will remain nonconforming notwithstanding a new location.

**AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL HELD ON
SEPTEMBER ____, 2023: ON A MOTION DULY MADE BY
_____, AND SECONDED BY _____, THE
FOLLOWING RESOLUTION WAS ADOPTED BY THE FOLLOWING VOTE:**

**Tyrone A. Brown, ____;
Brian K. Fields, ____;
Selonia B. Miles, ____;
Monae S. Nickerson, ____;
Shaun R. Peet, ____;
Caetrina A. Peterson, ____;
Derrick R. Wood, ____;**

**AUTHORIZE PUBLIC HEARING ON AMENDMENTS TO TOWN CODE TO
REQUIRE CRIMINAL BACKGROUND CHECKS OF APPLICANTS FOR
TOWN EMPLOYMENT**

WHEREAS, as permitted by Va. Code §§ 15.2-1505.1, 15.2-1505.3, 19.2-389, and other relevant statutes, the Town may adopt an ordinance which requires applicants upon an offer of Town employment to submit to a criminal history background check through the authorized state and federal entities, including but not limited to the Virginia State Police Central Criminal Record Exchange, which will report to the Town Manager or her designees;

WHEREAS, the Council desires to consider adoption of the proposed ordinance;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Dumfries hereby approves the scheduling of a public hearing for October 3, 2023 to consider the attached proposed amendments to the Town Code.

By Order of Council:

Derrick R. Wood, Mayor

ATTEST: _____
Tangi Hill, Town Clerk

Attachment: as stated

Sec. 2-58. Background checks.

(a) Pursuant to Code of Virginia §§ 15.2-1505.1, 15.2-1505.3, 19.2-389 and other relevant statutes, the Town Council adopts this ordinance to enable the Town Manager or designee, in the interest of public welfare and safety, to require fingerprinting and access state and national criminal history record information regarding applicants for Town employment and volunteers, when permitted by law, as set forth in this section. The Town Manager or designee shall determine the type and scope of the criminal history record checks and any other background checks required for the affected positions.

(b) The Town Manager or designee shall require a criminal history record information investigation on all applicants for positions in the Police Department. Applicants shall include those for initial hire and those current employees who laterally transfer, promote, or demote to such a position, and volunteers as permitted by law.

(c) In addition to subsection (b) applicants, the Town Manager or designee shall require a criminal history record information investigation for finalists identified in the personnel selection process for all applicants, including volunteers as permitted by law, in all departments that report to the Town Manager and for all positions that report to the Town Council. Applicants shall include finalists for initial hire and those current employees who laterally transfer, promote, or demote to such a position, and volunteers as permitted by law.

(d) The Town Manager or designee may require a periodic criminal history record information investigation and other background checks, and determine their type and scope, for current employees and volunteers when authorized by federal or state law.

(e) Any applicant, employee, or volunteer described in this ordinance shall, if required, submit to fingerprinting, and provide personal descriptive information and any other necessary paperwork to be forwarded along with the fingerprints through the Virginia State Police Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining state and national criminal history record information regarding such applicant, employee, or volunteer.

AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL HELD ON SEPTEMBER 19, 2023: ON A MOTION DULY MADE BY _____, AND SECONDED BY _____, THE FOLLOWING RESOLUTION WAS ADOPTED BY THE FOLLOWING VOTE:

Tyrone A. Brown, ;
Brian K. Fields, ;
Selonia B. Miles, ;
Monae S. Nickerson, ;
Shaun R. Peet, ;
Caetrina A. Peterson, ;
Derrick R. Wood, ;

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF DUMFRIES, VIRGINIA DECLARING ITS INTENTION TO REIMBURSE ITSELF FROM THE PROCEEDS OF ONE OR MORE TAX-EXEMPT FINANCINGS FOR CERTAIN EXPENDITURES MADE AND/OR TO BE MADE IN CONNECTION WITH CAPITAL IMPROVEMENT PROJECTS FOR THE TOWN

WHEREAS, the Town of Dumfries, Virginia (**the "Town"**) is a political subdivision organized and existing under the laws of the Commonwealth of Virginia; and

WHEREAS, the Town has paid, beginning no earlier than (60 days prior to adoption of this resolution), or will pay, on and after the date hereof, certain expenditures (**the "Expenditures"**) in connection with various capital projects identified in the Town's fiscal year 2023 operating budget, plus the acquisition of land for public use project (**the "Projects"**); and

WHEREAS, the Town Council of the Town (**the "Council"**) has determined that those moneys previously advanced no more than 60 days prior to the date hereof and to be advanced on and after the date hereof to pay the Expenditures are available only for a temporary period and it is may be necessary to reimburse the Town for the Expenditures from the proceeds of one or more issues of tax-exempt bonds (**the "Bonds"**); and

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DUMFRIES, VIRGINIA, AS FOLLOWS:

Section 1. The Council hereby declares, in accordance with U.S. Treasury Regulation Section 1.150-2, as amended from time to time, the Council's intent to reimburse the Town with the proceeds of the Bonds for Expenditures with respect to the Projects made on and after the date which is no more than 60 days prior to the date hereof. The Town reasonably expects on the date hereof that it will reimburse itself for the Expenditures with the proceeds of the Bonds.

Section 2. Each Expenditure was and will be either (a) of a type properly chargeable to a capital account under general federal income tax principles (determined in each case as of the date of the Expenditures), (b) a cost of issuance with respect to the Bonds, (c) a nonrecurring item that is not customarily payable from current revenues, or

(d) a grant to a party that is not related to or an agent of the Town so long as such grant does not impose any obligation or condition (directly or indirectly) to repay any amount to or for the benefit of the Town.

Section 3. The maximum principal amount of the Bonds expected to be issued for the Projects is \$6,500,000.

Section 4. The Town will make a reimbursement allocation, which is a written allocation by the Town that evidences the Town's use of proceeds of the Bonds to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Projects are placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The Town recognizes that exceptions are available for certain "preliminary expenditures," costs of issuance, certain de minimis amounts, expenditures by "small issuers" (based on the year of issuance and not the year of expenditure) and expenditures for construction projects of at least 5 years.

Section 5. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED THIS 19th day of September, 2023.

By Order of Council:

Derrick R. Wood, Mayor

ATTEST: _____
Tangi R. Hill, Town Clerk

The Clerk of the Town Council of the Town of Dumfries, Virginia hereby certifies that the above-referenced resolution was adopted by a majority vote of the Town Council at a regular meeting of the Town Council, duly called and held on September 19, 2023, during an open meeting, as follows:

AYES:

NAYS:

ABSTENTIONS

Attested to:

Clerk, Town Council of the Town of
Dumfries, Virginia



AGENDA ITEM REQUEST FORM

Item Type

Award Proclamation Resolution/Ordinance Motion Discussion

Statement of Purpose

Reimbursement Resolution for Council consideration

Background/References

After our discussions with Davenport & Co. the Town's financial advisors, a proposed Reimbursement Resolution for consideration by the Town Council at its September 19, 2023 meeting. Both we and Davenport & Co., as Financial Advisors suggest that the Council adopt a Reimbursement Resolution which permits, under IRS rules, the Town to reimburse the Town's general funds with monies from a later tax-exempt financing for the projects identified.

Fiscal Impact

\$0.00

Suggested Motion

Recommended that Town Council approve the Reimburement Resolution

Requested Meeting Date

September 19, 2023

Submitter's Name

Stacey Jordan

Attachments:

- For awards and proclamations, please attach desired language

**AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL HELD ON
SEPTEMBER 19, 2023: ON A MOTION DULY MADE
AND SECONDED BY _____, THE FOLLOWING RESOLUTION WAS
ADOPTED BY THE FOLLOWING VOTE:**

Tyrone A. Brown, ;
Brian K. Fields, ;
Selonia B. Miles, ;
Monae S. Nickerson,;
Shaun R. Peet, ;
Caetrina A. Peterson,;
Derrick R. Wood, ;

**RESOLUTION TO ADOPT THE REVISED NAMING AND RENAMING OF TOWN
FACILITIES, PARKS AND STREETS POLICY AND GUIDELINES**

WHEREAS, the Town of Dumfries Town Council adopted the Naming and Renaming of Town Facilities, Parks and Streets Policy and Guidelines policy on April 4, 2023 to establish a policy and procedures for the naming and renaming of Town facilities; and

WHEREAS, the Town Council instructed the Town Manager to revise the Naming policy suitable with a process clearly outlined for both Town staff, Town Council and any persons wishing to submit request to new name or rename a Town owned park or building; and

WHEREAS, this revised policy omits naming streets as this is a separate more involved process that requires a fee to be established; and

WHEREAS, this revised policy now reflects a simple process clearly defined for all persons;

NOW, THEREFORE, BE IT by the Council of the Town of Dumfries on this 19th day of September 2023, the revised Naming of Town Facilities & Parks Policy & Procedures for the Town of Dumfries as proposed is approved.

By Order of Council:

Derrick R. Wood, Mayor

ATTEST: _____

Naming of Town Facilities and Parks Policy and Procedures

Town of Dumfries, Virginia



**Adopted April 4, 2023
Revised September 19, 2023**

Naming of Town Facilities and Parks Policy and Procedures

TABLE OF CONTENTS¹

<u>Section</u>	<u>Title</u>	<u>Page #</u>
1.0	Policy Purpose	3
2.0	Eligibility	3
3.0	Criteria	3
4.0	Process	3
5.0	Renaming	4
6.0	Implementation	4

¹ Review again once policy is adopted.

Town of Dumfries, Virginia

1.0 Policy Purpose

The purpose of this policy is to establish a consistent, transparent, and meaningful process for naming and renaming Town buildings, Town parks, and Town streets (herein “Town facility(ies)”) in the Town of Dumfries. This policy aims to recognize the contribution of individuals or organizations who have made a significant positive impact on the community or have contributed to the growth and development of our town.

2.0 Eligibility

Any Town building or Town park in the Town of Dumfries may be considered for naming or renaming, including newly constructed or existing Town facilities. However, Town facilities that have already been named or renamed will not be considered unless there is a compelling reason to do so.

3.0 Policy

All naming or renaming of Town facilities shall be in accordance with the following policies and considerations:

- 3.1 The Town Council shall at its sole discretion, approve or disapprove by resolution any and all proposals for naming or renaming Town facilities.
- 3.2 Interested persons, especially parties affected by the naming or renaming, shall have the opportunity to participate in a public hearing on the naming or renaming resolution.
- 3.3 Once selected by the Town Council for a Town facility, a name shall be bestowed with the intention that it will be permanent for that Town facility.
- 3.4 The names bestowed by the Town Council shall be consistent with the values and character of the community served by the Town facility.

4.0 Criteria

The process for naming or renaming Town facilities in the Town of Dumfries shall be as follows:

- 4.1 In all cases, Town Council shall have the prerogative of accepting or rejecting a naming or renaming proposal.
- 4.2 Once the name of a Town facility has been changed by Town Council, renaming should be strongly resisted.
- 4.3 Names which could be construed as advertising a particular business shall be avoided.
- 4.4 Cumbersome, corrupted, or modified names and discriminatory or derogatory names from the point of view of race, sex, color, creed, political affiliation, or other social factors shall be avoided.
- 4.5 Proposed names shall be based upon a relationship to:
 - 4.5.a. Individuals who have made major and distinct social, cultural, historical, or civic contributions;
 - 4.5.b. Neighborhood or geographic identification;
 - 4.5.c. Historical figures, places, events, or other instances of cultural significance; and
 - 4.5.d. Natural or geological features.
- 4.6 Town facilities shall be named after individuals only and not after multiple persons, groups or organizations.

Town of Dumfries, Virginia

- 4.7 Preference shall be given to the names of persons who are natives of the Town or who resided in the Town during the time of their contributions.
- 4.8 The naming of multiple facilities after the same individual shall be avoided.
- 4.9 Only surnames should be used unless additional identification is necessary to prevent duplication.
- 4.10 Historical names placed on designated landmarks listed on Town, State or National Registers of Historic Places shall not be changed.

5.0 Procedures

The submission, evaluation, approval, and implementation of proposals for naming or renaming Town facilities shall comply with the procedures set forth below:

- 5.1 All requests for naming or renaming a Town facility shall be made in writing and indicate the specific Town facility proposed for naming or name changes. Such written requests, together with all other documentation required by this section, shall be submitted to the Town Manager.
- 5.2 Within 45 days of the introduction of a naming resolution, the Town Manager or their designee shall prepare and submit to the Town Council a staff report that evaluates whether or not the proposal is consistent with the policies and criteria herein, and that indicates the financial impact of implementing the proposed naming or renaming.
- 5.3 The Town Council, upon receipt of the staff report, shall conduct a public hearing to review recommendations, suggestions and obtain public comments from interested and affected parties prior to any final action on a naming resolution.
- 5.4 The Town Council may, at its sole discretion, approve or disapprove any and all proposals for naming or renaming a Town facility.
- 5.5 The Town Manager shall notify those who requested the name or name change as well as appropriate offices, departments, and agencies of the Council's action on a proposed resolution. Upon the approval of a resolution, the Town Manager shall take all actions to implement the naming or name changes of Town facilities, including, but not limited to, changing stationery and signs and the recovery of the costs thereof.

Once a name or renaming has been approved for a Town facility, the Town of Dumfries will notify the public of the new name or renaming through local media and on the Town's website. The Town will also work with the appropriate agencies to update any necessary signage, maps, or other relevant materials.



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

John Wilmer Porter Municipal Building
17739 Main Street, Suite 200
Dumfries, Virginia 22026
Tel: 703-221-3400 / Fax: 703-221-3544
www.dumfriesva.gov

MEMORANDUM

DATE: September 13, 2023

TO: Tangela Innis, Town Manager

FROM: Jonet Prevost-White, Director of Public Works

SUBJECT: Staff Report for Renaming of the Dumfries-Triangle Rescue Squad Request

In October of 2021 the Town purchased an existing building with the intent to transition the space into a Community Center. The 15,000 square foot building was built in 1978 and includes office space and a large assembly space.

Staff have received two applications to rename this building now known as the Dumfries-Triangle Rescue Squad located at 3800 Graham Park Road.

The first request is from Ms. Carrol E. Keys Morgan to rename the building in honor of her father William Francis Keys *"in recognition of his previous ownership of that property and the previous dedication of that building to him as a founder of the Dumfries-Triangle Rescue Squad who volunteered thousands of hours as a fireman and rescue squad EMT for the benefit of his beloved Dumfries community. He and his wife Caroline C. Keys were long-time supporters of the volunteer rescue squad and also served as volunteers in other organizations including the Potomac Hospital Auxiliary as volunteer EMTs."* Ms. Keys Morgan also states that he acquired the Graham Park Road property in 1943 after his Keys' family farm on Joplin Road was confiscated by the U.S. Government for expansion of the Quantico Marine Corps Base. Ms. Keys Morgan requests that if the building cannot be named after him, the open space next to the building be renamed in his honor. No map was provided to show the specific area in question.

The second request is from Mrs. Gwen Washington. Mrs. Washington states that her husband, *"...was a remarkable man who wore many hats, leaving an indelible mark in various aspects of Dumfries' fabric. For an incredible 28 years, Clyde served the citizens of the Town of Dumfries that he loved. His years of serving made him the longest serving Councilmember in the history of our beloved town. His dedication to public service and his love for our community were unparalleled, making him an exceptional leader and a role model for all."* In addition to being a part of Town government, he was also a teacher and a sports coach who dedicated his life to nurturing young minds. Mrs. Washington request that the building be renamed the Clyde Washington Jr. Community and Recreation Center.

Since the building will no longer be used to host the volunteer rescue squad, staff believes the name should be fitting of the future use of the building. With Mr. Washington's proven dedication to the Town and the young citizens for whom the center will serve, staff recommends the building be named the Clyde Washington Jr. Community and Recreation Center.

From: [Tangela Innis](#)
To: [Jonet Prevost-White](#)
Subject: FW: Renaming of Dumfries Volunteer Rescue Squad building/land
Date: Tuesday, September 12, 2023 11:18:15 AM
Attachments: [image001.png](#)

***Tangela Innis, CPPB, MBA, VCO, VCA
Town Manager
Town of Dumfries
17739 Main Street, Suite 200
Dumfries, VA 22026
Telephone: (703) 221-3400, ext. 113
Mobile: (703) 656-0929***



From: Derrick Wood <hondwood@dumfriesva.gov>
Sent: Tuesday, August 8, 2023 5:11 PM
To: Tangela Innis <tinnis@dumfriesva.gov>; Tangi Hill <thill@dumfriesva.gov>
Subject: Fw: Renaming of Dumfries Volunteer Rescue Squad building/land

Please print and provide for council as an additional submission.

From: James morgan <xmorgan@hotmail.com>
Sent: Tuesday, August 8, 2023 3:08 PM
To: Derrick Wood <hondwood@dumfriesva.gov>
Subject: Renaming of Dumfries Volunteer Rescue Squad building/land

August 8, 2023

Dear Mayor Wood,

I heard that the Dumfries City Council is planning to rename the former Dumfries Volunteer Rescue Squad Building located on Graham Park Road as it transitions to a community center. Please consider naming the building to honor my father the late Wm. Francis Keys in recognition of his previous ownership of that property and the previous dedication of that building to him as a founder of the Dumfries-Triangle Rescue Squad who volunteered

thousands of hours as a fireman and rescue squad EMT for the benefit of his beloved Dumfries community. He and his wife Caroline C. Keys were long-time supporters of the volunteer rescue squad and also served as volunteers in other organizations including the Potomac Hospital Auxiliary as volunteer EMTs.

If renaming the building in his honor is not possible, perhaps you would consider naming the adjacent open space be named the Wm. Francis Keys Park, as our former neighbor Blair Ginn's adjacent land is named Ginn Park.

My father acquired the Graham Park Road property in 1943 after his Keys' family farm on Joplin Road was confiscated by the U.S. Government for expansion of the Quantico Marine Corps Base. The Keys' family farm had been in his family for generations since his Scottish ancestors were forced to immigrate to the colonies in the mid 1700's after being dispossessed of their lands. Members of the Keys family continued to reside in the Dumfries area since that time.

I respectfully ask that you consider renaming the Dumfries Volunteer Rescue Squad building or the open space as a park in honor of my father Wm. Francis Keys and his contributions to the Dumfries community. I would be happy to provide additional family history if requested.

Sincerely,

Ms. Carrol E. Keys Morgan

9305 Indiantown Road
King George, VA 22485
Phone: 540-760-6928
Email: xmorgan@hotmail.com

Subject: Honoring the Legacy of Clyde Washington Jr. - The Longest-Serving Councilmember, eight-year Vice Mayor, Beloved Coach, and Esteemed Teacher

Dear Town of Dumfries,

I hope this message finds you well and thriving. Today, I write with a heart filled with immense love and admiration for my late husband, Clyde Washington Jr. In remembrance of his incredible life and lasting impact on our community, I humbly request your consideration to honor his memory in a special and meaningful way.

Clyde Washington Jr. was a remarkable man who wore many hats, leaving an indelible mark in various aspects of Dumfries' fabric. For an incredible 28 years, Clyde served the citizens of the Town of Dumfries that he loved. His years of serving made him the longest serving Councilmember in the history of our beloved town. His dedication to public service and his love for our community were unparalleled, making him an exceptional leader and a role model for all.

Beyond his council duties, Clyde devoted himself to the noble professions of coaching and teaching. For 25 years in Prince William County, he passionately shared his knowledge and wisdom as an esteemed educator. Overall, Clyde was an educator for over 35 years. Teaching vocational education and coaching football at Gar-Field High School, Clyde touched the lives of countless students, shaping their minds and inspiring them to reach their fullest potential.

Clyde's impact as a mentor and coach, extended far beyond the sports field. He believed in the power of guidance and encouragement, which led him to support aspiring leaders like Councilman Willie Toney, helping them realize their dreams and ambitions. Clyde's nurturing and supportive nature played a vital role in shaping future leaders and fostering a sense of community within our town.

As we honor Clyde's legacy, it is only fitting to commemorate his life's work by naming the Old Rescue building after him. Renaming it the Clyde Washington Jr. Community and Recreation Center would be a beautiful tribute to his unwavering commitment to public service, his profound influence as an educator, and his dedication to nurturing young minds.

The Town of Dumfries holds a special place in Clyde's heart, and he always strived to make it a better place for all its residents. The Clyde Washington Jr. Community and Recreation Center would stand as a symbol of his selfless service, inspiring

future generations to continue his legacy of compassion, mentorship, and community building.

I understand that the decision rests with the Town Council, and I humbly request your thoughtful consideration of this proposal. Clyde's tireless dedication to Dumfries and his profound impact on its citizens make him truly deserving of this honor.

In the spirit of cherishing his memory, let us unite to create a lasting tribute to a man who devoted his life to the growth and prosperity of our town. The Clyde Washington Jr. Community and Recreation Center would be a beacon of inspiration, a testament to his enduring contributions, and a symbol of our town's gratitude.

Thank you for taking the time to read my heartfelt request. May Clyde's memory continue to shine brightly in the hearts of all who knew him, and may his legacy forever guide us towards building a stronger, more united Town of Dumfries.

With heartfelt gratitude and warm regards,

Gwen Washington And Family



AGENDA ITEM REQUEST FORM

Item Type

Award Proclamation Resolution/Ordinance Motion Discussion

Statement of Purpose

Request to Revise the Naming and Renaming of Town Facilities, Parks and Street Policy & Guidelines

Background/References

The policy has been revised to include defined procedures for Town staff.

Fiscal Impact

None

Suggested Motion

Approved

Requested Meeting Date

September 19, 2023

Attachments: Revised Naming Policy

**AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL HELD ON
SEPTEMBER 19, 2023: ON A MOTION DULY MADE
AND SECONDED BY _____, THE FOLLOWING RESOLUTION WAS
ADOPTED BY THE FOLLOWING VOTE:**

Tyrone A. Brown, ;
Brian K. Fields, ;
Selonia B. Miles, ;
Monae S. Nickerson, ;
Shaun R. Peet, ;
Caetrina A. Peterson, ;
Derrick R. Wood, ;

**AUTHORIZE PUBLIC HEARING TO RENAME
THE DUMFRIES-TRIANGLE RESCUE SQUAD**

WHEREAS, the Town of Dumfries Town Council adopted the Naming and Renaming of Town Facilities, Parks and Streets Policy and Guidelines policy on April 4, 2023 to establish a policy and procedures for the naming and renaming of Town facilities; and

WHEREAS, staff has received two request to rename the Dumfries-Triangle Rescue Squad located at 3800 Graham Park Road; and

WHEREAS, Mrs. Gwen Washington has requested the building renamed in honor of her late husband Clyde Washington Jr. to the Clyde Washington Jr. Community and Recreation Center; and

WHEREAS, Mrs. Carrol Keys Morgan has also requested the building be renamed in honor of her father Wm. Fracis Key; and

WHEREAS, Staff has reviewed the requests and made a recommendation to the Town Manager;

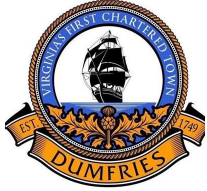
NOW, THEREFORE, BE IT by the Town Council of the Town of Dumfries does hereby approve the notice and scheduling of public hearing to rename the Dumfries-Triangle Rescue Squad.

By Order of Council:

Derrick R. Wood, Mayor

ATTEST:

Tangi R. Hill, Town Clerk



AGENDA ITEM REQUEST FORM

Item Type

Award Proclamation Resolution/Ordinance Motion Discussion

Statement of Purpose

Request for Public Hearing to Rename the Town owned facility known as the Dumfries-Triangle Rescue Squad

Background/References

There are two requests before the council to rename the Rescue Squad. The first from a Mrs. Gwen Washington who has requested that the Dumfries-Triangle rescue squad be renamed the Clyde Washington Jr., the Longest-Serving Town of Dumfries Councilmember, eight-year Vice Mayor, Beloved Coach, and Esteemed Teacher.

The second request is from a Mrs. Carrol E. Keys Morgan to rename the building to honor her father the late Wm. Francis Keys in recognition of his previous ownership of that property and the previous dedication of that building to him as a founder of the Dumfries-Triangle Rescue Squad who volunteered thousands of hours as a fireman and rescue squad EMT for the benefit of his beloved Dumfries community.

A public hearing is required per the Town policy to rename the building.

Fiscal Impact

Cost to erect a sign on the building. This cost will be incorporated into the cost to renovate the building.

Suggested Motion

Approve the public hearing date for October 3rd, 2023

Requested Meeting Date

September 19, 2023

Attachments: Staff Recommendation, Letter from Mrs. Washington, Email from Mrs. Keys Morgan

AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL HELD ON SEPTEMBER 19, 2023: ON A MOTION DULY MADE BY _____, AND SECONDED BY _____, THE FOLLOWING RESOLUTION WAS ADOPTED BY THE FOLLOWING VOTE:

Tyrone A. Brown, ;
Brian K. Fields, ;
Selonia B. Miles, ;
Monae S. Nickerson, ;
Shaun R. Peet, ;
Caetrina A. Peterson, ;
Derrick R. Wood, ;

RESOLUTION TO ESTABLISH THE TOWN OF DUMFRIES YOUTH COUNCIL

WHEREAS, many municipalities use youth councils to inject fresh ideas and youth perspectives into local decision making; and

WHEREAS, youth councils can promote community service and foster a better understanding among people of how municipal government works; and

WHEREAS, youth councils are an excellent means of promoting regular and active civic engagement among young people, which is vitally important to provide the knowledge, skills, and abilities to the next generation of local leaders; and

WHEREAS, as such, the Dumfries Town Council desires to establish a Youth Council; and

WHEREAS, the Dumfries Town Council finds that this Resolution is in the best interest and welfare of the residents of the Town of Dumfries.

NOW, THEREFORE, BE IT RESOLVED BY THE DUMFRIES TOWN COUNCIL, AS FOLLOWS:

Section 1. Recitals. The above recitals are true, correct, and incorporated herein by reference.

Section 2. Creation of the Youth Council. The Dumfries Town Council hereby creates a citizen committee, to be known as the Dumfries Youth Council, to advise and make recommendations to the Dumfries Town Council regarding issues of special interest to youth within the Town of Dumfries. A member of the Dumfries Town Council shall be appointed as the Council Liaison and shall report to the Dumfries Town Council as to the activities of the Dumfries Youth Council's activities on a regular basis. The Staff Liaison to the Dumfries Youth Council shall be assigned by the Town Manager to assist the Dumfries Youth Council as needed with the coordination of events, guidance, and supervision.

Section 3. Composition of Youth Council. The Dumfries Youth Council shall consist of 7 members engaged in studies in the grades of 9 through 12. A minimum of 5 students of the Dumfries Youth Council must reside within the Town of Dumfries.

The Dumfries Youth Council members shall be representative of the town's feeder schools from within Prince William County School District (Potomac High School, Forest Park High School, Freedom High School, Garfield High School, and CD Hylton High School), as well as charter schools, private schools, and home schools.

Section 4. Term of Office. Dumfries Youth Council shall serve a term of two (2) years, with appointments and reappointments to be made in September or as vacancies arise. A Dumfries Youth Council member's final term of office shall end in August following completion of his or her senior year of high school.

Section 5. Jurisdiction. The following matters shall be within the advisory jurisdiction of the Dumfries Youth Council:

- (1) To make recommendations to the Town Council on matters affecting youth in the community.
- (2) To increase youth participation and involvement in local government.
- (3) To seek and recommend ways to improve communication with students in the area schools.
- (4) To organize and perform service projects or functions that benefit the Dumfries community.
- (5) To recommend the creation of recognition programs for youth.
- (6) Research, review, plan and recommend to the Director of Civic Engagement the establishment and implementation of general family, social and recreational programs to be made available to the teen aged youth of Dumfries.
- (7) Volunteer to plan, support, attend, and encourage youth participation in the youth activities recommended by the Dumfries Town Council.
- (8) Any other matters assigned by the Council or Town Manager.

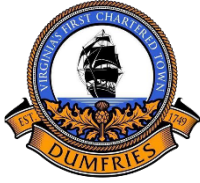
Section 6. Meetings. The Dumfries Youth Council shall meet a minimum of one (1) time per month.

Section 7. Dissolving the Dumfries Youth Council. The Dumfries Youth Council shall automatically dissolve upon delivery of the Dumfries Youth Council's final report to the Dumfries Town Council, unless otherwise extended by the Town Council.

By Order of Council:

Derrick R. Wood, Mayor

ATTEST: _____
Tangi R. Hill, Town Clerk



AGENDA ITEM REQUEST FORM

Item Type

Award Proclamation Resolution/Ordinance Motion Discussion

Statement of Purpose

Resolution to Establish the Town of Dumfries Youth Council

Background/References

Many legislative bodies across the country have created youth councils: formal bodies made up of youth (typically ages 16-18) who advise high-level decision makers and elected officials. The structure and role of councils vary from city to city and state to state. In some cases, they provide advice on proposed and pending legislation, budget expenditures and funding for youth programs. Youth councils give young people a meaningful role in the policy and decisionmaking process through organizing, advocacy, and community leadership. Youth Councils, however, provide the opportunity to have direct access to policy makers and increases their opportunities to service within their community.

Fiscal Impact

TBD

Suggested Motion

Requested Meeting Date

September 19, 2023

Attachments

Resolution

MOTION:

MEETING DATE: September 19, 2023

SECOND:

RE: AUTHORIZE CLOSED MEETING

WHEREAS, the Town Council of the Town of Dumfries desires to discuss in closed meeting the following matter:

1. One Personnel Matter relating to the discussion, consideration, or interview of prospective candidate for Town Attorney, pursuant to Va. Code §§2.2-3711.A.(1); and
2. One Matter Pursuant to Va. Code § 2.2-3711.A.3 for the Discussion of Acquisition of Real Property

WHEREAS, pursuant to Va. Code §§2.2-3711.A(1) discussion of such matter may occur in closed meeting.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Dumfries does hereby authorize discussion of the aforestated matter in closed meeting.

VOTE

AYES:

NAYS:

ABSTAIN:

ABSENT:

MOTION:

MEETING DATE: September 19, 2023

SECOND:

RE: CERTIFICATION OF CLOSED MEETING

WHEREAS, the Town Council of the Town of Dumfries has convened in closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Va. Code §2.2-3712 requires a certification by the Town Council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Dumfries hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Town Council.

VOTE

AYES:

NAYS:

ABSTAIN:

ABSENT: