



# TOWN OF DUMFRIES

PROPOSED CAPITAL IMPROVEMENT PLAN  
FY2024 - FY2028



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Tangela Innis  
Town Manager

Jonét Prévost-White  
Interim Town Manager  
(Deputy Town Manager)

Kimberly Goodwin  
Director of Finance/Treasurer

Tangi Hill  
Town Clerk

Vernon Galyen  
Police Chief

Sharon Pandak  
Town Attorney

Lorena Haros  
Director of Strategic Planning  
& Data Analysis

# CAPITAL IMPROVEMENT PLAN FY2024-2028

## TOWN OF DUMFRIES

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# TABLE OF CONTENTS

<b>Section</b>	<b>Page</b>
Town Manager's Letter	1
Introduction and Overview of Capital Improvement Plan	5
Proposed Project	9
Rescue Squad Improvements	11
Active Projects	13
Fleet Management: Vehicle Acquisition	15
Major Park Renovations	17
Quantico Creek Restoration – Phase II	19
Stormwater Dry Pond Maintenance	21

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# TOWN MANAGER'S LETTER

March 31, 2023

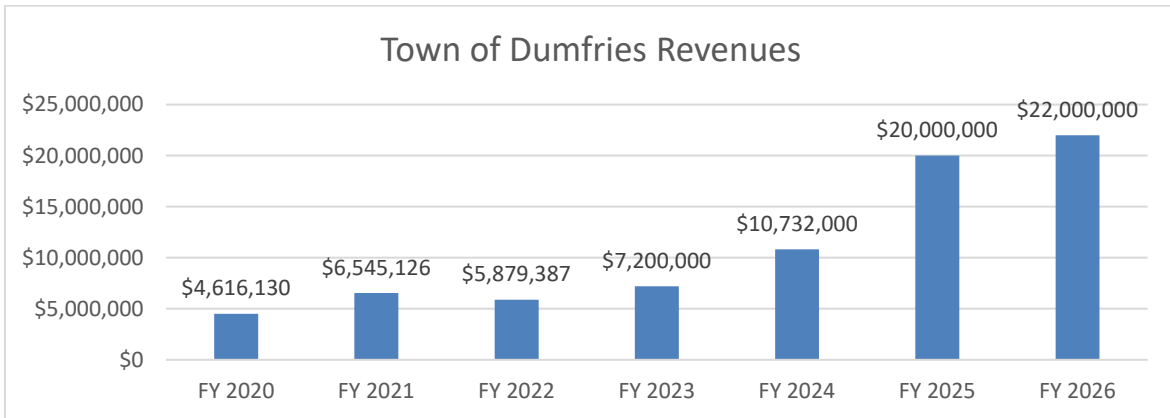
Honorable Mayor, Vice Mayor, Members of Council, residents, and visitors,

Presented herein is the proposed Fiscal Plan for Fiscal Year (FY) 2024 and the Proposed Capital Improvement Plan (CIP) for FY2024-2028. The enclosed documents detail our investment in the community by focusing on improving the quality of life of our residents with improved services and our continued investment in our buildings, infrastructure, and employees to achieve our goals.

The pandemic tested the local government's operations and emergency preparedness nationwide, and the Town has proved resilient. The Town managed to adapt to new digital trends and adopt new policies to continue to deliver on the promise of operating a well-managed form of government, all with limited staffing and budget constraints.

Last September, the financial policies adopted by the town council established clear guidelines and measures for sound fiscal operations. To sustain long-range planning that supports the Town's vision, we have budgeted for an update to the strategic and comprehensive plan and human capital to achieve goals.

Our expansion has become apparent to our surrounding neighbors with new residential and commercial development. Growth is also evident in our financial planning. Over the past five years, from FY2019 to FY2023, overall revenues have increased 56%. Looking further to FY2024, revenues are projected to increase an additional 49%.



We continue to experience a growth rate that exceeds our peer communities in the highly competitive Northern Virginia region. Our commitment to fiscal responsibility, strategic planning, and government innovation has been foundational to our successful expansion. For localities, our primary strategic planning tool is our budget. Utilizing feedback from the community, staff have worked diligently to put together a plan that aligns with the Town's strategic priorities and adheres to best practices. These efforts are evidenced by the Town being awarded the Distinguished Budget Presentation Award by the Government Financial Officers Association (GFOA) for the fourth time for our FY2023 Fiscal Plan. The enclosed Proposed FY2024 Fiscal Plan aligns with GFOA guiding principles, and we look forward to being awarded again.



# TOWN MANAGER'S LETTER CON'T

The total Proposed FY2024 General Fund budget is \$10.7M, a 49% increase from FY23. The change in revenue is attributed to an increase in local tax revenue without increasing local tax rates. We expect a 260% increase in Gaming tax and a 129% increase in meals tax. In addition, due to increased new contract work, DMV Select revenue will increase by 74%. This increase will allow us to strategically allocate resources to fund public safety, public services, and economic development projects to support the evolution of Downtown Main Street. Our financial outlook is bright as we continue to invest in the community without any need to tap into the Unassigned Fund Balance to balance the budget and without raising taxes and fees.

## **Investments In Our Community**

We look forward to enjoying our public space as a community with planned events. Our Civic Engagement team led the celebration of opening a new Farmer's Market in Town. It enables local small businesses to participate and offer local fresh produce and meats.

We continue to fulfill the need for public services through free vaccination clinics, a Youth Empowerment Summit, and partnerships with the Prince William Department of Parks & Recreation 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**

To remain competitive in our region, most positions will receive a 3% Market Rate Adjustment. Furthermore, the budget includes additional administrative roles to support existing staff and improve customer service. With new recreational activities, ensuring the safety of citizens and visitors is a top priority for the Town. We will continue to recruit new officers to strengthen the police presence in our community. To achieve this, the Proposed FY2024 Budget will fund five new police officer positions, 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 young people to acquire valuable skills while contributing to planned town events.

## Capital Improvement Plan

The 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 \$2,370,000, and all current capital projects are fully funded by grants and Pay-As-You-Go cash, which means no impact on our debt capacity. 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 vehicles. The Proposed CIP also includes funding for unfinished stormwater projects and the second phase of Quantico Creek.



# TOWN MANAGER'S LETTER CON'T

Please note the following additional Proposed FY2024 highlights by Focus Area:

## Economic Vitality

Priorities in the Economic Vitality Focus Area improve key development activities. The FY24 Proposed Fiscal Plan allocates funding for 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.

## Public Safety

The Public Safety Focus Area 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

The Sustainability & Infrastructure Focus Area 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 human capital needs. The FY24 Proposed Fiscal Plan includes funding for a Deputy Town Clerk, Human Resource Coordinator, Executive Assistant, and Accountant. This will improve PIO functions, civic engagement duties, VRS and healthcare updates, staff onboarding experience, office support, customer service, accounting, and procurement.

# TOWN MANAGER'S LETTER CON'T

I would personally like to give thanks to the entire staff but with a special mention to Lorena Haros, who serves as our Director of Strategic Planning and Data Analysis; Tangi Hill, our Town Clerk & Director of Civic Engagement; Raya Nickerson, our Deputy Director of Public Works; and Kimberly Goodwin, our Finance Director. These outstanding individuals, who are leaders in their own right, have worked tirelessly to ensure that the Town's daily operations run smoothly, projects are executed and completed, the budget remains balanced, and we remain financially responsible during this transition period as we prepare for new leadership.

It is an honor and a privilege to serve this great community.

Respectfully submitted,

A handwritten signature in black ink that reads "Jonét Prevest-White". The signature is written in a cursive, flowing style.

Jonét Prevest-White

Interim Town Manager

# CAPITAL IMPROVEMENT PLAN

## WHAT IS A CAPITAL IMPROVEMENT PLAN (CIP)?

A Capital Improvement Plan 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-reoccurring 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.
- 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.

# CAPITAL IMPROVEMENT PLAN

## 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	CIB and fiscal budget review
May	Schedule Public Hearing
June	Adopt CIP and Fiscal Year Budget

## PROCESS FOR CIP SUBMISSION

Each year 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

<i>Proposed Capital Improvement Five-Year Funding Plan</i>							
<b>Project</b>	<b>Pg.</b>	<b>FY24 Planned</b>	<b>FY25 Planned</b>	<b>FY26 Planned</b>	<b>FY27 Planned</b>	<b>FY28 Planned</b>	<b>Five-Year Total</b>
New Community Center Improvements	11	\$300,000	\$200,000	300,000	-	-	\$800,000
Fleet Management: Vehicle Acquisition	15	\$295,000	\$250,000	\$155,000	-	-	\$700,000
Major Park Renovations	17	\$200,000	\$200,000	-	-	-	\$400,000
Quantico Creek Phase II	19	\$1,500,000	-	-	-	-	\$1,500,000
Stormwater Pond Maintenance	21	\$75,000	\$75,000	-	-	-	\$150,000
<b>Projects Total</b>	<b>5</b>	<b>\$2,370,000</b>	<b>\$725,000</b>	<b>\$455,000</b>			<b>\$3,550,000</b>
<b>Source of Funds Summary</b>							
Pay-As-You-Go (Transfer from General Fund – Cash)	11 15 17	\$795,000	\$650,000	\$455,000	-	-	\$1,900,000
Pay-As-You-Go (Transfer from Stormwater Maintenance – Cash)	21	\$75,000	\$75,000	-	-	-	\$150,000
SLAF Grant	19	\$1,500,000	-	-	-	-	\$1,500,000
<b>Source of Funds Total</b>	<b>3</b>	<b>\$2,370,000</b>	<b>\$725,000</b>	<b>\$455,000</b>	<b>-</b>	<b>-</b>	<b>\$3,550,000</b>

# PROPOSED PROJECT





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# CAPITAL IMPROVEMENT PLAN

## Rescue Squad Improvements



### PROJECT DESCRIPTION:

This project will provide improvements to the building to allow for occupancy as a community center and provided recreational and educational activities for residents.

### FINANCIAL SUMMARY

	FY2024	FY2025	FY2026	FY2027	FY2028	TOTAL FY2024- 2028
<b>FY2024 PROPOSED</b>	\$300,000	\$200,000	\$300,000	-	-	\$800,000

### OPERATING IMPACT

	FY2024	FY2025	FY2026	FY2027	FY2028	TOTAL FY2024- 2028
<b>AMOUNT</b>	-	-	-	-	-	-
<b>DESCRIPTION</b>	Improvements to the facility for accessibility, fire safety, and exterior improvements.					

**TOTAL PROJECT COST: \$800,000**

**ESTIMATED COMPLETION DATE: 2026**

**PRIOR YEAR AVAILABLE FUNDING: N/A**

**FY24 PROPOSED: \$300,000**

**FUNDING SOURCE(S): General Fund Transfer: Pay-As-You-Go Cash**



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# ACTIVE PROJECTS

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# CAPITAL IMPROVEMENT PLAN

## Fleet Management: Vehicle Acquisition



### PROJECT DESCRIPTION:

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.

### FINANCIAL SUMMARY

	FY2024	FY2025	FY2026	FY2027	FY2028	TOTAL FY2024- 2028
<b>FY2024 PROPOSED</b>	\$295,000	\$250,000	\$155,000			\$700,000

### OPERATING IMPACT

	FY2024	FY2025	FY2026	FY2027	FY2028	TOTAL FY2024 -2028
<b>AMOUNT</b>	-	-	-	-	-	-
<b>DESCRIPTION</b>	This project establishes a regular vehicle replacement schedule that will reduce repair and maintenance costs over time.					

**TOTAL PROJECT COST: \$700,000**

**SCHEDULED COMPLETION DATE: 2026**

**PRIOR YEAR FUNDING: \$125,000**

**FY24 PROPOSED: \$295,000**

**FUNDING SOURCE(S): General Fund Transfer - Pay-As-You-Go Cash**



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# CAPITAL IMPROVEMENT PLAN

## Major Park Renovations



### PROJECT DESCRIPTION:

This project provides for major renovations to Ginn Memorial to include new drinking fountain, a pavilion, and updated inclusive play equipment.

### FINANCIAL SUMMARY

	FY2024	FY2025	FY2026	FY2027	FY2028	TOTAL FY2024- 2028
<b>FY2024 PROPOSED</b>	\$200,000	\$200,000	-	-		\$400,000

### OPERATING IMPACT

	FY2024	FY2025	FY2026	FY2027	FY2028	TOTAL FY2024- 2028
<b>AMOUNT</b>	-	-	-	-	-	-
<b>DESCRIPTION</b>	Establishes dedicated fund for major park renovations. Reductions in operating maintenance costs are anticipated over time.					

**TOTAL PROJECT COST: \$400,000**

**ESTIMATED COMPLETION DATE: 2025**

**PRIOR YEAR AVAILABLE FUNDING: \$25,000**

**FY24 PROPOSED: \$200,000**

**FUNDING SOURCE(S): General Fund Transfer: Pay-As-You-Go Cash**



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# CAPITAL IMPROVEMENT PLAN

## Quantico Creek Stream Restoration Phase II



### PROJECT DESCRIPTION

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.

### FINANCIAL SUMMARY

	FY2024	FY2025	FY2026	FY2027	FY2028	TOTAL FY2024- 2028
<b>FY2024 PROPOSED</b>	\$1,500,000	-	-	-		\$1,500,000

### OPERATING IMPACT

	FY2024	FY2025	FY2026	FY2027	FY2028	TOTAL FY2024- 2028
<b>AMOUNT</b>	-	-	-	-		
<b>DESCRIPTION</b>	Ensures continual compliance with MS4 Permit and may reduce routine maintenance over time.					

**TOTAL PROJECT COST: \$3,000,000**

**SCHEDULED COMPLETION DATE: Fall 2024**

**PRIOR YEAR FUNDING: \$1,500,000**

**FY24 PROPOSED: \$1,500,000**

**FUNDING SOURCE(S): Department of Environmental Quality Stormwater Local Assistance Fund (SLAF) Grant**



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# CAPITAL IMPROVEMENT PLAN

## Stormwater Dry Pond Maintenance



### PROJECT DESCRIPTION:

This project supports restoration of two Town managed stormwater ponds. Planned engineering work is required to ensure pond will function as built.

### FINANCIAL SUMMARY

	FY2024	FY2025	FY2026	FY2027	FY2028	TOTAL FY2024- 2028
<b>FY2024 ADOPTED</b>	\$75,000	\$75,000	-	-	-	\$150,000

### OPERATING IMPACT

	FY2022	FY2023	FY2024	FY2025	FY2026	TOTAL FY2022- 2026
<b>AMOUNT</b>	-	-	-	-	-	-
<b>DESCRIPTION</b>	This project helps to ensure compliance with the Town's MS4 Permit. Operating impacts will be determined once final engineering is completed.					

**TOTAL PROJECT COST: \$150,000**

**SCHEDULED COMPLETION DATE: 2025**

**PRIOR YEAR FUNDING: N/A**

**FY24 PROPOSED: \$75,000**

**FUNDING SOURCE(S): Transfer From Stormwater Maintenance Funds - Pay-As-You-Go Cash**

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