

### **Overview of Expenditures**

The recommended expenditures represent our best effort to provide the same level of services to the Town's citizens without increasing their fee or tax burden, while taking into consideration the \$200,000+ revenue shortfall between the Town Departments' original budget requests and the available revenues. This was not an easy task, however it did **not** require a reduction in force as last year's budget did. This is a fiscally conservative budget, which includes a **Real Estate Tax rate decrease of XXXX and BPOL tax rate decreases of XXXXX**. Further, the budget **does** include the transfer of **\$XXXXXX** in funds back into an interest earning account, in order to keep building the Town's reserves back up. In a time when many localities still have to dip into their general fund to produce balanced budgets, this is a commendable achievement. The Town Manager would like to thank Staff for their commitment to preserving the Town's resources.

### **Salary Adjustments**

The proposed budget does not include any cost of living adjustment (COLA) or bonuses, however it does include an **up to 3% merit/performance increase for each employee whose salary less than \$60,000**.

### **Retirement**

The contribution rate for employee retirement has been kept at the same level - 19.89%. We do not yet know if this rate will change. This includes the employee share of retirement.

### **Benefits**

The Town sponsors a health insurance program for employees. The program is the Local Choice program, a program administered by the Commonwealth on behalf of political subdivisions. The town pays 80% of the cost of the insurance coverage for the employee and 20% of the cost of insurance for dependents of employees. There is no increase in the cost of this program for FY 2012.

### **Vehicles**

There are no new vehicle purchases funded in this budget.

### **Capital Outlay**

Capital outlay expenses include upgrades to the camera system in Council Chambers, computer equipment, and some improvements to Town owned buildings and grounds.

### **Reduction in Force / Restructuring**

There is no reduction in force proposed for this fiscal year, however, this budget does provide for restructuring which will affect existing employees. This budget proposes placing the Community Development Staff under the Director of Economic Development. This will likely prove more effective than our current structure, particularly given the need for future "fast track" permitting. There would still be two Staff Members in the Community Development Department who would handle the workload. These two positions would be 1) Building and Property

Maintenance Official and 2) Planner/Zoning Administrator. This is not going to be an easy change to make, however we believe strongly that it is in the best interest of the organization.

**New Positions**

There are no new positions proposed for this fiscal year.

### **Discussion of FY 12 Revenues**

As previously stated, this is a fiscally conservative budget, and the projected revenues are no exception. Given the financial crisis the Town began experiencing in the fall of 2009, the Town Manager felt it necessary to err on the side of caution when projecting revenues. If actual numbers or reasonable calculations were not available, the proposed budget (in most cases) uses the lesser of either the FY 11 budgeted amount or the FY 11 6 month actual + FY 11 6 month estimate. Again, these projections are very conservative, and should the Town come in under budget at the end of FY 2012, any surplus would be transferred into the LGIP or other investment account.

### **Real Property—Current**

Property values have increased. Although the final property values will not be complete for at least 6 to 8 more weeks, the values provided by Prince William County are presumed to be close to the actual number. Given the market, there has not been any provision for new construction figured into this calculation. The estimated 2011 total, per the County, is \$297,886,700. This compares to \$274,574,400 in 2010, an increase of 8.49% or \$23,312,300. This budget proposes that the Real Estate tax rate be decreased to XXXX per \$100 of assessed value. According to the Town's Auditors, real estate taxes should be calculated at a 100% collection rate. Because the Town only collects approximately 96% to 97% historically, I have directed the Treasurer to use a 96% calculation rate. If Council wishes this changed, please advise. Using the 100% collection rate would increase the revenues by \$42,098.

### **Real Property—Delinquent**

The Town is currently owed \$61,764 in delinquent taxes. Projected revenue from this source was reduced to \$37,000. This is based on FY 11 6 month actual multiplied by 2.

### **Real Property—Public Service Corporations**

Prince William County provided an estimated assessed value of \$7,823,419. These revenues are based on a 100% collection rate.

### **Real Property—Penalty**

This amount remains at the FY11 projected amount.

### **Real Property—Interest**

This amount is based on what has actually been received in FY 11 year to date.

### **Sales Tax**

The sales tax that the Town receives is a share of the state sales tax received by the County and distributed to all towns within the County based upon the proportion of school aged children within the town as compared to the total number of school aged children in the entire County. This method of distribution is stipulated in §58.1-605.H., code of Virginia, 1950, as amended. The state is forecasting that overall sales tax collections will decline by 2.2%.

**Rental Tax**

The Town receives a portion of the use tax placed upon the rental of motor vehicles by the Commonwealth and distributed back to jurisdictions based upon the rental agencies within the jurisdiction. This revenue has been relatively consistent over the past several years. We are estimating a 3% reduction based on FY 11 actual numbers.

**Rolling Stock Tax**

The rolling stock tax is imposed by the Commonwealth of Virginia upon railroads and motor vehicle carriers pursuant to §58.1-2652 through §58.1-2659, Code of Virginia, 1950, as amended. One half of the collection is distributed to local governments in such percentage as the fair market value of roadway and track located within the jurisdiction bears to the total market value of roads and track in the Commonwealth. As we have no railroad track within the Town and our total portion of roadways is small compared with the total mileage in the state, our share of the rolling stock tax is quite small. For FY 12, I estimate that we will receive \$70 for this item. This is based on the FY 11 projected amount.

**Consumer Utility Taxes**

The Town imposes a tax on consumers of natural gas and electricity. This takes the form of a consumption tax. These sources are fairly consistent, with increases coming primarily from growth and development (more connections means higher collections) and occasionally as a result of extreme weather patterns that would maximize consumption. This amount is based on the FY 11 projected amount.

**Right-Of-Way Use Fees**

Each telecommunications company that utilizes Town owned rights-of-way pays the Town a fee established by the Commonwealth for the privilege of such usage. At present, this includes Verizon and several small companies. The state projects a 9.2% increase in these fees.

**Telecommunications Tax**

The Commonwealth began a process of uniform billing and collection of the tax, with redistribution to the localities, starting in January 2007. We are projecting a 5% decrease based on FY 11 actual and projected numbers.

**Business Licenses**

The Town of Dumfries has a business license ordinance that conforms to the Code of Virginia. The ordinance currently establishes a tax rate for each class of business as follows:

Contractors	\$30.00 or \$ .132 per \$100 of gross receipts
Financial services	\$30.00 or \$ .33 per \$100 of gross receipts
Real estate, prof. services	\$30.00 or \$ .33 per \$100 of gross receipts
Repair, Personal, Business	
Service	\$30.00 or \$ .22 per \$100 of gross receipts

Retail sales	\$30.00 or \$ .165 per \$100 of gross receipts
Wholesale	\$ .05 per \$100 of gross receipts
Telephone businesses	.5% of gross receipts
Telegraph businesses	.5% of gross receipts
Water, heat, light, power	.5% of gross receipts
Savings institutions	\$50.00

**This budget proposes lowering BPOL taxes in the following categories by one cent – contractors, financial services, real estate/professional services, repair/personal/business services, and retail sales.** The licenses are due and payable by March 1 of each year; however, businesses locating or starting within the Town must acquire a business license for the year in which business commences and payments are due for the license prior to commencement.

During the FY 10 license year, the Town issued licenses as follows (accurate FY 11 numbers not yet available):

<b>Category</b>	<b>License Fee Collected</b>
Contractors	\$23,700
Retail Sales	92,346
Real Estate, Professional Services	82,136
Repair, Personal Services	135,487
Wholesale, Other	23,683

The Town continues to be very aggressive in seeking out those businesses that have not obtained licenses and requiring that a license be acquired. This has resulted in greater collections.

Calculations for these revenues are as follows:

Contractors— This amount was calculated based off of the FY 11 projected amount, with a one cent reduction.

Retail Sales— This amount was calculated based off of the FY 11 projected amount, with a one cent reduction.

Financial, real estate, professional— This amount was reduced by 25% based on FY 11 projections, with a one cent reduction.

Repair, business services— Increased to \$150,000 based on FY 11 projections and BRAC migration, with a one cent reduction.

Wholesale, other— This amount was increased to \$45,000 based on FY 11 projected and actual numbers, with a one cent reduction.

**Franchise License**

This is based on FY 11 projected and actual numbers.

**Parking Lot Lease & Maintenance Fee**

This amount is based on actual numbers per the Town's contract/lease agreement with Mr. Singh.

**Vehicle Tags**

That Town requires that each motor vehicle be licensed through the Town by the purchase of a motor vehicle sticker. This includes cars, trucks, motorcycles, scooters, motor homes, buses and the like. Although many other jurisdictions have eliminated the sticker and just charge the fee, this is typically done when payment for the personal property tax is due. Because the Town does not have a personal property tax, it must continue to use the sticker method for collecting the fee. The license year runs from April 15 to April 14. Approximately 3,000 tags are sold each year, at the current rate of \$27.00. This is a fairly constant number, changing only through the increase or decrease in the number of residents and businesses. To date in FY 11, the Town has already sold 2,647 decals. I am estimating that in FY 12, the number of tags sold will be approximately 2,778, for a total fee collection of \$75,000.

**Bank Stock Tax**

The Town has a bank franchise tax that conforms to the Code of Virginia. The tax is imposed at a rate of 80% of the state imposed rate. The current rate that the Town imposes (which is the maximum permitted by law) is \$ .80 per \$100 of net capital as defined by §58.1-1205, Code of Virginia, 1950, as amended, with the net capital being prorated among the various branches owned or held by each bank. The amount generated in this line item only changes when there is a substantial change in net capital or when a new bank is located within the jurisdiction. The Town has one bank that pays this tax, Bank of America. This number is ACTUAL.

**Transient Occupancy Tax**

The Town charges a tax on the rental of rooms for temporary occupancy. The primary contributors to this revenue are the two chain motels on Rt. 1. Many of these rooms are rented to construction workers on a regular basis with tourist and other business occupancy representing the remainder. This amount shows a 21% reduction in revenue based on FY 11 projected and actual numbers.

**Meals Tax**

The Town charges a tax on the sale of foods prepared for immediate consumption, on or off premises, as allowed by law. Next only to real property taxes, this is the second largest source of revenue to the Town. Traditionally, the largest portion of this revenue has been received from the restaurants located on Rt. 234 at the northern edge of the Town where highway travelers pull in for easy access to a quick meal. While other revenues continue to decline, meals taxes throughout the state have actually increased. This amount is projected to increase by 6% based on FY 11 projected and actual numbers.

**Permits and Fees**

Permits and fees include such things as the fees charged for building permits, dance permits, and other miscellaneous fees not including those fees charged for zoning and subdivision activities. This amount is based on FY 11 projected and actual numbers.

**Planning/Zoning Fees**

This line item represents the estimated fees that will be received by the Town for zoning permits, site plan reviews, subdivision applications, requests for zoning amendments and the like. This amount is based on FY 11 projected and actual numbers.

**Court Fines/Forfeitures**

This revenue source is not very predictable as it is dependent upon the commission of illegal activities by the public, the effectiveness of law enforcement and general enforcement, and the success in the legal system to produce the revenues. Due to restructuring and retraining efforts within the Police Department, this number has been decreased. This amount is based on FY 11 projected and actual numbers.

**Interest**

Interest rates have declined significantly. This amount is based on FY 11 projected and actual numbers. The Town Manager and Treasurer will be watching this situation carefully to make investment decisions to maximize the return on investment to the Town.

**Miscellaneous Revenue**

This line item includes all other local revenue not classified in other areas, including revenue from the sale of property, refunds and rebates, and miscellaneous fees. This amount is based on FY 11 projected and actual numbers.

**Street/Highway Maintenance**

The Commonwealth, through the Virginia Department of Transportation, pays jurisdictions that maintain the public highways the amount that is calculated to be the average VDOT cost of maintenance per lane mile. This revenue figure is based on actual numbers provided by the Public Works Director.

**Litter Control**

The Commonwealth provides a small amount of funds to localities to address litter control. Funds are distributed on the basis of population and come from a special state tax on manufacturers, distributors, and wholesalers of certain packaging and products. The funds are available on a discretionary basis and must be used for litter prevention activities. Available funds for FY 11 are based on actual numbers provided by the Public Works Director.

**Sanitation Fees—Delinquent**

There are still outstanding delinquent sanitation fees due to the Town from prior years. Although the Town no longer charges a separate sanitation fee, it does collect some of these fees as real property ownership is transferred and through other legal action on the part of the Town. Although with time these delinquent collections drop off, the Town has become more aggressive in the collection of these fees. This amount is based on FY 11 projected and actual numbers.

**Blighted Property**

This is the projected amount to be collected for repairs to blighted properties. This amount is equivalent to the blighted properties expenditure line item under Community Development. This amount is based on FY 11 projected and actual numbers.

**VDOT Road Construction Funds**

Available funds for FY 12 are based on actual numbers provided by the Public Works Director.

**CDAR Road Construction Funds**

Available funds for FY 12 are based on actual numbers provided by the Public Works Director for expenditures on the Tripoli Blvd. project.

**Federal Road Construction Funds**

Available funds for FY 12 are based on actual numbers provided by the Public Works Director for Phase 2 of the Multi-Modal Program.

**Police Aid (599 Funds)**

The Commonwealth provides a supplement to those jurisdictions that provide police services. Available funds for FY 12 are based on actual numbers provided by the state, with an anticipated 3.5% decrease. This amount continues to decline each year.

**DCJS/LLEG**

This is a projected grant amount.

**Byrnes/JAG Grant**

This is a projected grant amount.

**DMV Grants**

This is a projected grant amount. Funds are typically used to fund overtime and to acquire certain pieces of equipment.

**Walmart Grant**

This is a projected grant amount.

**Cigarette Tax**

The cigarette tax that is imposed by the Town and administered by the Northern Virginia Cigarette Tax Board has been in effect since FY 04. This amount was calculated using a 5% reduction based on FY 11 actual and projected numbers.

**Auxiliary Police**

No funds have been budgeted.

**CDBG**

No grant funds have been budgeted for FY 12, as the application was not approved.

**Community Center Fees**

The Town does not charge a fee for the usage of the community center as it did when the center was available for rental to the general public. There are certain activities that occur within the center for which the Town receives a contribution, including art classes and the occasional use by authorized Town officials or staff. This amount is projected to remain the same as the FY11 budgeted amount.

**Parks & Recreation Fees**

No funds have been budgeted. However, the Town Manager has added this line item in anticipation of eventually establishing a Parks & Rec program within the Town.

**Town Events**

The Town receives “rental” payments from vendors for several of the events that it sponsors. These funds are shown in this line item. This amount is based on FY 11 actual numbers.

**Transfer from General Funds**

No funds have been budgeted.

**Transfer from SWM Funds**

No funds have been budgeted.

**Transfer from LGIP**

No funds have been budgeted.

**Christmas in Dumfries**

The police department solicits funds from businesses and individuals each year to take children from low-income families in the Dumfries community on a shopping trip on a day prior to Christmas. Funds collected are placed in this line item. Funds not spent in a preceding year are re-appropriated for this purpose. This amount is based on FY 11 actual and projected numbers.

**Fire Programs Fund**

The Commonwealth places a surcharge on property insurance premiums paid by individuals and utilizes the funds collected to help offset the cost of providing local fire protection programs. Funds received by the Town are provided to the fire department for use in acquiring additional equipment. This number is based on the actual grant award received in FY 11, as the FY 12 numbers are not yet available.

**Storm Water Management**

The Town has an established fee schedule for storm water management that is collected from property owners at the same time as real property taxes. This amount is based on a 96% collection of the projected FY 11 collected amount.

**10-411 Governing Body**

**10-411-0100 Town Council/Mayor Salaries**

This line item includes salaries for the mayor, vice-mayor and four council members. One council member has notified us that he will not be accepting a salary.

Council members	\$21,442
Vice Mayor	\$6,700
Mayor	\$8,040

**10-411-0300 Payroll Taxes**

This line item provides the employer's share of FICA at 5.65% of the total salary line item.

**10-411-0500 Travel/Training**

This line item includes the costs for travel (meals, lodging, direct travel cost), and registration fees for courses, conferences, and other programs that Council members and the Mayor attend during the year. For this fiscal year, we have included \$5,600 for all seven Council members to attend the annual VML Conference, \$350 for all seven Council members to attend the VML/VaCO Legislative Day, and \$2,100 for each Council member to have an additional \$300 to put towards the training of their choice.

**10-411-0800 Dues and Subscriptions**

All dues and subscriptions held in the Town's name are included in this line item. They are:

Northern Virginia Regional Commission	\$4,161
Virginia Municipal League	2,474
Prince William Chamber of Commerce	550
Virginia Institute of Government	500
Virginia Downtown Development Association	125

**10-411-0900 Promotional Expense**

Funds included in this line item are for such things as lapel pins, pocket calendars, Christmas cards, mugs and other items that may be used by the Council and Mayor for the purpose of promoting the Town or presentations at ceremonies.

**10-411-5600 Other**

This line item provides funds for any other Council approved activity that may not be budgeted elsewhere. This could include additional programs, memberships, participation in activities sponsored by others, small studies or small appropriations to other organizations. This is budgeted at \$200 per Council member.

**10-411-5700 Council Expense**

This line item provides funds for miscellaneous Council cost including meal cost incurred during the conduct of official Town business. This has not been funded, as the line item should be incorporated into Travel and Training.

**10-411-5800 Election Costs**

This line item covers the May 2012 Town election costs.

## **10-412 Administration**

### **Department Mission**

The mission of the Office of Administration (Town Manager's Office) is to provide leadership, promote community spirit, elevate the citizens' quality of life, maintain the fiscal health of the community, and carry out the policies put in place by the Town Council. This will be achieved by:

- Providing for the safety and well-being of Town residents and businesses
- Providing our residents, guests and businesses with quality and reliable public services
- Sustaining the public trust through open and responsive government
- Advising Council on the affairs of the Town
- Addressing citizens' comments in a timely manner
- Maintaining the long-term vitality of the town through sound planning and prudent financial management
- Maintaining appropriate fund balances, capital contribution levels, and debt payment amount
- Monitor and control spending in accordance with the adopted budget

### **FY12 Goals**

1. Improve Public Safety by increasing police presence in the community, as well as encouraging active community policing efforts.
2. Improving inter-governmental relationships, particularly with County, State, and Federal leaders.
3. Increase Town presence in Richmond during the Legislative Session to ensure that our legislative priorities are not overshadowed by larger municipalities' agendas. Where possible, we should identify other communities with similar legislative priorities and package our legislative agendas together.
4. Enhance Staff, Council, and Citizen use of technology, and improve our technology infrastructure.
5. Improve Staff customer service skills and response times to both Council and constituents.
6. Consider Staff and/or departmental restructuring to ensure the most efficient, cost-effective service delivery in all areas of Town government.
7. Maximize the Town's receipt of earned-interest income by identifying alternative banking solutions.
8. Maximize use of grant funding, and utilize grant funding in a timely manner.
9. Pursue additional funding for various projects, including Streetscape, Graham Park Road Park, Garrison Park (to be discussed at later date), Farmer's Market, and Trails.
10. Develop a comprehensive Succession Planning document.
11. Achieve resolution to the Fairfax Street/Hedgeman Street Issue.

- 12. Achieve resolution to all pending litigation.
- 13. Pursue Town Center concept and start planning for new Town Hall/Police Department building(s).
- 14. Continue to improve employee morale while demanding a high level of employee performance.
- 15. Support enhanced Staff, Council, and community training and education efforts.
- 16. Enhance community engagement and participation in Public Meetings, Public Hearings, and Public Events.

**Overview of Expenses**

- 10-412-0100 Town Manager**  
This line item represents the estimated salary cost for the Town Manager.
- 10-412-0101 Assistant Town Manager**  
This line item represents the estimated salary cost for the Assistant Town Manager.
- 10-412-0102 Treasurer**  
This line item represents the estimated salary cost for the Treasurer.
- 10-412-0103 Town Clerk/Executive Assistant**  
This line item represents the estimated salary cost for the Town Clerk/Executive Assistant, including a merit increase of up to 3%.
- 10-412-0104 Administrative Assistant**  
This line item represents the estimated salary cost for the Administrative Assistant to the Treasurer, including a merit increase of up to 3%.
- 10-412-0105 Town Attorney**  
The line item represents the estimated salary cost for the Town Attorney.
- 10-412-0106 Economic Development**  
In the FY12 proposed budget, Economic Development has its own department.
- 10-412-0300 Payroll Taxes**  
This line item provides the employer’s share of FICA at 5.65% of the total salary line item.

**10-412-0301 Worker's Compensation/Liability Insurance**

This line item represents the total cost for all employees of the Town for the Worker's Compensation Self-Insurance program administered by VML Insurance Programs and the cost of Property and Casualty Insurance, also administered by VML Insurance Programs, as follows:

Worker's Compensation	
Property and Casualty Insurance	\$136,047

**10-412-0302 Virginia Unemployment Tax**

This is the amount required to fund the Virginia Unemployment Trust Fund, calculated by the Commonwealth and reflective of the Town's experience rating. All department costs for unemployment are drawn into this line item. For the current year, the rate is .0077 on the first \$8,000 of each salary. This represents an increase from FY 11.

**10-412-0400 Pensions**

This line item represents the cost of retirement, group life insurance and the retiree health insurance credit. The Town also pays the employee contribution. For FY 12 the Town's contribution rate will stay the same as FY11; 18.63% for retirement, 0.28% for group life insurance and .15% for retiree health insurance credit, bringing the total percentage to 19.06% of the salary line item.

**10-412-0401 Benefits**

This line item includes the cost of health insurance, including dental, for the employees within the department. With the exception of the Town Manager (whose terms differ under an employment contract), the Town pays 80% of the cost of employee coverage and 20% of the cost of dependent coverage to meet the minimum requirements of the Local Choice program.

**10-412-0500 Travel/Training**

This line item includes the estimated costs for attendance at various meetings, conferences, and job related educational programs, including registration, mileage or public carrier expense, meals, lodging and miscellaneous costs as permitted by the adopted travel policies of the Town. Included in this line item are the following anticipated programs:

Town Manager	
Virginia Local Government Management Association (VLGMA) (2 meetings)	\$1,500
International City/County Management Association (ICMA) Annual Meeting	\$1,700
VML Annual Meeting	\$800
VML/VACo Legislative Day	\$50

Assistant Town Manager

Senior Executive Institute (SEI) (Cathy will attend this year, TM will attend next year) \$5,200  
ICMA Annual Meeting \$1,700  
VLGMA DAO Meetings \$300

Treasurer and Administrative Assistant

Virginia Government Finance Officers Association conferences (2 meetings) \$600  
VGFOA classes (4 classes) \$900  
Treasurer's Association of Virginia (TAV) Annual Meeting \$550  
Citipak Annual Conference \$750

Town Clerk

Virginia Municipal Clerks Association (VMCA) Institute \$1,600  
VMCA Annual Conference \$800  
International Institute of Municipal Clerks (IIMC) \$350  
TAV (3 classes) \$1,400

Town Attorney

VML Annual Meeting \$800  
VML/VACo Legislative Day \$50

General – ALL STAFF TO PARTICIPATE

ICMA Webinars (2 webinars) \$800

**10-412-0800 Dues and Subscriptions**

This line item includes a subscription to the News & Messenger, as well as dues for the following organizations:

International City/County Management Association  
Virginia Local Government Management Association  
Virginia Municipal Clerk's Association  
International Institute of Municipal Clerks  
Treasurer's Association of Virginia  
Virginia Governmental Finance Officers Association

- 10-412-1001 Legal Services**  
This is the estimated cost of legal services for 15 hours at \$200.00 per hour. This would be utilized when the Town Attorney is on leave or unavailable.
- 10-412-1002 Independent Auditor**  
This is the contract amount with Johnson CPA, PLLC & Consulting, adjusted annually to reflect changes in the consumer price index.
- 10-412-2300 Equipment and Repairs**  
This line item includes funds for the repair or replacement of general office equipment, not including computer replacements budgeted for elsewhere. Equipment covered includes calculators, printers, miscellaneous small office furniture and other office equipment.
- 10-412-3000 Office Expense**  
This line item includes all office supplies including paper, pads, envelopes, pens, toner, ink cartridges, tape and other expendable supplies.
- 10-412-3001 Advertisements/Notices**  
This line item provides funding for the cost of advertising for public hearings, procurement of goods and services, advertisements for personnel, budget advertisements, and any other notice that the Town places.
- 10-412-3002 Vehicle Tag Preparation**  
This line item funds the cost of printing the motor vehicle stickers.
- 10-412-3004 Ordinance Review**  
This line item funds the preparation of Code supplements in order to keep the Town code current. This includes the preparation and hosting of the Code online in addition to printed copies.
- 10-412-3006 Postage**  
This item covers postage.
- 10-412-3007 Marketing**  
This line item moved to new department "Economic Development."

- 10-412-3301 Telecommunications**  
This line item moved to Information Technology Department.
- 10-412-5300 Utilities**  
This line item covers the cost of telephone, electricity, natural gas, and propane for all Town owned facilities.
- 10-412-5400 Fire Program**  
This is funded by a grant and passed on to the Fire Department.
- 10-412-5700 Unscheduled Expenses**  
This covers expenses not otherwise budgeted for.
- 10-412-5800 Capital Outlay**  
This line item includes funds for the ongoing update and replacement of computer systems and maintaining a standard software package.
- 10-412-6000 Maintenance Contracts**  
This line item includes the cost of maintenance contracts on the copier, system printer, postage meter, web site, and software support.
- 10-412-6200 Professional Contracts**  
This line item includes funds for additional contract work and other consulting services that the Town Council or Staff might request related to special projects.
- 10-412-6300 Byrnes/JAG Grant**  
These are DCJS Grant funds that the Town anticipates receiving for at-risk youth prevention services.

**10-413 Department of Economic Development & Marketing**

**Department Mission**

To attract new businesses; retain and encourage expansion of existing businesses; create new jobs; promote new development and redevelopment opportunities; recommend sound land use planning policies that advances development; improve the quality of life for residents and businesses; and foster collaborative partnerships to further the future growth of the Town of Dumfries.

**FY12 Goals**

1. Complete a Strategic Plan for Economic Development
2. Promote and market the Town to increase the visibility and advantages of the community.
3. Increase business attraction efforts.
4. Identify and develop relationships with defense and technology companies that have contracts with the federal government and Quantico Marine Corps Base.
5. Build alliances in the brokerage and development community.
6. Leverage existing relationships with key partners to increase the awareness of the Town's positive business climate.
7. Start developing and establishing policies to support the Town's goals of creating a self sustaining, economically viable community.
8. Encourage the revitalization of existing sites and properties located throughout the Town through comprehensive and sound land-use planning.
9. Promote development and redevelopment opportunities to developers.
10. Be the lead staff person on development and redevelopment projects that have the opportunity to have a long-term impact on the community.
11. Reinforce existing business outreach efforts.
12. Rebrand the Town's image from a place people pass through to a place people want to do business, live and work.
13. Drive more traffic to the Town's newly redesigned website.

**Overview of Expenses**

**10-413-0100 Director Salary**

This line item includes the salary for the Director of Economic Development and Marketing, and the estimated commission bonus based on 20% of \$20,000 additional revenue per her employment contract (totaling \$4,000).

**10-413-0300 Payroll Taxes**

This line item provides the employer's share of FICA at 5.65% of the total salary line item.

**10-413-0400 Pension**

This line item is determined by a percentage of total salary.

**10-413-0500 Travel/Training**

This line item includes the costs for travel (meals, lodging, direct travel cost), and registration for professional development courses, training, conferences and other professional related programs the Town Manager may request the Director attend during the FY12 budget year. This includes such programs as:

1. The Economic Development Institutes (EDI) Certification prep courses. EDI is a nationally and internationally known provider of education to economic development professionals. EDI's curriculum provides participants with practical tools that can be used to establish initiatives and strategies to attract new investment to their community; retain existing businesses; and developing policies to improve the process involved in locating, expanding or developing a project in the community. \$1,600
2. The EDI certification exam and prep work. \$1,500
3. American Planning Associations educational workshops/seminars to learn about current trends, best practices, and identifying and implementing policies that will encourage development in a community. \$1,500
4. Travel expenses to all tradeshow and conferences \$5,400

**10-413-0501 Meeting/Event Expenses**

The funds from this line item are intended for the Director to attend meetings and events that have a fee, such as events hosted by the Prince William Chamber of Commerce; take a prospective business or client to lunch or dinner; to cover meeting expenses for committee meetings or other expenses related to meetings.

**10-413-0600 Tradeshow/Conferences**

The purpose of the funds for this line item are to participate in industry related tradeshow/conference/marketing missions to promote and market the Town of Dumfries to a regional and national market; and increase the visibility of the Town as a place to locate or expand a business. These funds cover registration fees, booth set up, and materials only. Travel expenses appear under Travel and Training.

1. NAIOP Annual conference both national and regional
2. APA National Conference

3. Brownfield/Redevelopment Conference
4. VEDA Fall/Spring Conference
5. Marketing mission with VEDP Project Managers
6. Other professional conferences that Council or the Town Manager may want the Director to attend.

**10-413- 0800 Dues and Subscriptions/books/publications**

Dues for the Department of Economic Development and Marketing included in this line item are:

**Virginia Economic Development Association (VEDA)** The Virginia Economic Developers Association is the voice in Virginia for shaping economic development public policy and a primary source of strong and effective education and networking for economic development professionals. VEDA provides opportunities to network and market your community to the states' Economic Development Project Managers and Department Heads. This is one of the few associations the Virginia Economic Development Partnership's (VEDP's) Project Managers belong to and actively participate in.

**NAIOP** is one of the leading Commercial Real Estate Development Associations for developers, owners and related professionals in office, industrial and mixed-use real estate. NAIOP provides industry networking and education opportunities to develop and strengthen relationships with leading real estate decision makers on a regional and national level.

**Prince William Chamber of Commerce** The Prince William Chamber of Commerce is one of the lead business development organizations in the Greater Prince William County area. They are advocates for the needs of existing businesses as well as marketing the county to attract businesses to the area. The Chamber is a great resource and an extension of local economic development organizations. They assist communities in identifying and establishing realistic initiatives to assist in attracting new businesses and helping existing businesses grow and prosper.

**American Planners Association (APA)** is an association comprised of various professions and industries, developers, planners and economic development professionals involved in the future development of communities. Participation in APA keeps members up to date on local, regional and national issues, the latest trends, and best practices. APA is a resource members can take advantage of in identifying and implementing sound policies that will help chart the future growth of their community. Members can tap into the wealth and experience of seasoned and knowledgeable professionals that can provide guidance and direction in developing the type of policies that are a right fit for their community. Members can also take advantage of various learning forums held throughout the year.

**ICMA** develops and fosters professional local government management worldwide. The organization provides technical and management assistance, training, and information resources in the areas of performance measurement, ethics education and

training, community and economic development, environmental management, technology, and other topics to its members and the broader local government community.

#### Books/Publications/Subscriptions

The types of books/publications/subscription under this line item includes, but not limited to:

1. Certification manuals to sit for the EDI Certified Economic Development Professional exam.
2. Professional books to further the knowledge base in helping to develop sustainable communities, developing best practices, and positioning a community for success.
3. Subscriptions to professional magazines.
4. Claritas Basic Demographic reports package, to include aerials – Claritas is a subscriber service that provides various types of reports for subscribers. The basic package includes: demographic quick fast reports, demographic snapshot reports, household quick facts, and population characteristics.
5. APA basic research package – allows subscribers to request research assistance from APA’s research department, on a limited basis, to include, researching fast-track site planning/permitting processes used in other communities.

#### **10-413-2300 Office Equipment**

This line item is intended for the purchase of any equipment or software that may be needed for the Department of Economic Development and Marketing.

#### **10-413-3000 Office Supplies**

This line item is used for all basic office expenditures for the Department of Economic Development and Marketing.

#### **10-413-3007 Marketing & Promotional Expenses**

The purpose of the funds in this line item are to market and promote the Town of Dumfries to attract new business and investment; enhance the visibility of the Town as a place to expand or locate a business; retaining and growing existing businesses; and promoting the advantages of locating a business in the Town of Dumfries.

The use of these funds will include, but not be limited to such initiatives as:

1. The development of general information brochures.
2. The development of an incentives brochure.

3. The development of an opportunities brochure highlighting prime development or redevelopment areas of the Town.
4. Sponsorship of key business attraction events, such as the Chambers Virtual Bus Tour (placing of a full page ad to make sure the development community is aware of the opportunities the Town of Dumfries has to offer) and other similar opportunities.
5. Development of posters to use at conferences and tradeshow or other venues that is appropriate.

Funds from this line item will also be used to purchase promotional items such as tote bags, pens, note pads, and other promotional items that can be used for the purpose of promoting the Town.

**10-413-3301 Telecommunications**

This line item moved to Information Technology Department.

**10-413-6200 Professional Contracts/Consultants**

The limited funds in this line item are intended to be used as seed money to put toward either the branding process for the Town, development of design guidelines for the Historic District or other project(s) identified by the Town Manager and Council.

**10-413-6300 Land Acquisition**

Currently there are no funds budgeted for this line item. The purpose of incorporating this unfunded line item in the budget is for Council to consider the value of acquiring land for the future growth of the Town as well as provide council with some control over the type of development that takes place within the Town limits.

**10-414 Department of Information Technology**

**Department Mission**

The mission of the Information Technology department is to provide hardware and software information systems and other technologies that enable Town Hall and the Police Department to accomplish their respective missions and to provide department personnel with information relative to their operations, and to support strategic planning.

**FY12 Goals**

1. Enhance the camera system in the council chambers.
2. Install more phone and cat5 cable lines in council chambers and the community center.
3. Maintaining the current equipment the Town has now.
4. Creating better communications for the Town's new website.

**Overview of Expenses**

**10-414-0100 IT Manager Salary**

This line item represents the estimated salary cost for the Technology Manager position, including a merit increase of up to 3%..

**10-414-0300 Payroll Taxes**

This line item provides the employer's share of FICA at 5.65% of the total salary line item.

**10-414-0400 Pensions**

This line item represents the cost of retirement, group life insurance and the retiree health insurance credit. The Town pays the employee contribution.

**10-414-0401 Benefits**

This line item includes the cost of health insurance, including dental for the employee.

**10-414-0500 Travel/Education**

This line item includes the estimated costs for attendance at various meetings, conferences, and job related educational programs. Included in this line item are online classes for Server 2008 certification such as networking, programming, and web technology classes with Ed2go (\$2,200). Also funded is the annual Southern Software Conference (\$800).

- 10-414-0800 Dues and Subscriptions**  
This is not funded. No needs have been identified at this time.
- 10-414-2300 Equipment and Repairs**  
This line item includes funds for repair or replacement of general office equipment, such as external drives, printers, office supplies, furniture, cell phones, and other computer equipment.
- 10-414-3000 Office Expense**  
This line item includes all office supplies including paper, pads, envelopes, pens, toner, ink cartridges, tape and other expendable supplies.
- 10-414-3300 Telecommunications**  
This line item covers all Town issued cell phones and air cards. The IT Manager has requested that the Telecommunications line items from departments 412, 431, 442, and 443, go into her budget. It will save time and money to have one person looking at the invoice instead of having each department head review it.
- 10-414-5800 Capital Outlay**  
This line item is for improvements to the audio/visual system in Council Chambers, to help facilitate better citizen communications. This includes funding to replace four (4) old cameras with four (4) new ones for better clarity, as well as funding for the purchase & installation of a projector and screen for power point presentations, go to meetings, and webinar classes.
- 10-414-6000 Maintenance Contracts**  
This line item includes the cost of maintenance contracts on the servers, printers, phone systems, and web communications such as Blackboard. Maintenance of all Town software and hardware contracts have been added to this line item – they were formerly in individual department budgets.
- 10-414-6200 Professional Contracts**  
This line item includes funds for contract work such as running extra phone and internet cables in the Community Center which will allow the space to be used for training and possible future expansion of personnel.

**10-415 BUILDING AND GROUNDS**

**Department Mission**

The mission of Buildings and Grounds is to improve all Town buildings, facilities, and land, and to maintain Town property at or above the standard that we expect from private property owners.

**FY12 Goals**

1. Complete demolition on Graham Park Road property.
2. Support improvements to the Weems Botts Museum and Lockett House.
3. Improve the Community Center roof and facade.
4. Maintain all buildings at an acceptable level.
5. Begin considering alternative uses for Garrison Park.

**Overview of Expenses**

- 10-415-1100 Janitorial Supplies**  
This line item covers all janitorial supplies for Town facilities.
- 10-415-4000 Merchant Park**  
Improvements to Merchant Park.
- 10-415-4001 Garrison Park**  
Improvements to Garrison Park.
- 10-415-4002 Lockett House**  
Improvements to Lockett House.
- 10-415-4003 Museum**  
Improvements to the Weems-Botts Museum.
- 10-415-4004 Maintenance Shop**  
Maintenance Shop improvements.

**10-415-4005 Community Center**

This line item represent costs for repairs to the Community Center building, including installation of a security system camera, interior and exterior painting, and façade repairs.

**10-415-4006 Town Hall**

This line item covers seeding, mulch, interior and exterior painting, A/C filters, and other maintenance.

**10-415-4007 Graham Park Road**

This line item covers demolition and improvements to the Graham Park Road property.

**10-415-6200 Professional Contracts**

This line item covers Perma Treat Pest Control and Virginia Sprinkler System (fire extinguishers).

**10-431 Public Safety**

**Department Mission**

**TO BE PROVIDED**

**FY12 Goals**

**1. TO BE PROVIDED**

**Overview of Expenses**

**10-431-0100 Salaries**

Current authorized strength for the Police Department is 9 sworn positions and 3 civilian positions. With salary adjustments made in the FY 11 budget, department salaries remain competitive with local jurisdictions.

**10-431-0100 Chief of Police**

Salary for Chief of Police.

**10-431-0101 Administrative Manager**

Salary for Administrative Manager.

**10-431-0102 Executive Assistant to C.O.P.**

Salary for Executive Assistant to the Chief of Police, including a merit increase of up to 3%.

**10-431-0103 Records Specialist**

Salary for the Records Specialist, including a merit increase of up to 3%.

**10-431-0104 Sergeant**

Salary for the Sergeant, including a merit increase of up to 3%.

**10-431-0105 Senior Police Officer**

Salary for a Senior Police Officer, including a merit increase of up to 3%.

- 10-431-0106 Senior Police Officer**  
Salary for a Senior Police Officer, including a merit increase of up to 3%.
- 10-431-0107 Police Officer**  
Salary for a Police Officer, including a merit increase of up to 3%.
- 10-431-0108 Police Officer**  
Salary for a Police Officer, including a merit increase of up to 3%.
- 10-431-0109 Police Officer**  
Salary for a Police Officer, including a merit increase of up to 3%.
- 10-431-0110 Police Officer**  
Salary for a Police Officer, including a merit increase of up to 3%. This will likely be filled as a Sergeants position.
- 10-431-0111 Police Officer**  
Salary for a Police Officer, including a merit increase of up to 3%.

**10-431-0201 Overtime/86**

Overtime for police officers is comprised of four distinct types, as follows:

1. Hours worked on holidays are compensated at **twice** the normal rate of pay, per the compensation policies adopted by the Town Council.
2. Hours worked beyond the normal 86 hours per pay period on normal duty are compensated at **one and one-half** times the normal rate of pay, per compensation policies.
3. Hours worked beyond the normal 86 hours per pay period in order to attend court are compensated at **one and one-half** times the normal rate of pay.
4. Hours worked beyond the normal 86 hours per pay period to provide law enforcement assistance at special events are compensated at **one and one-half** times the normal rate of pay.

Estimated overtime costs are as follows:

Holiday Cost	24,000.00
Court Cost	5,000.00
Special Events	5,000.00
Normal Overtime	<u>6,000.00</u>

Total Overtime /86 40,000.00

**10-431-0202 DMV Grant Salaries**

The DMV grant is not a guaranteed amount each year. Due to staffing shortages in FY 11, we were not able to fully utilize this grant last year and as a result, we are only eligible for a significantly reduced amount in FY 12. We anticipate \$12,000 to be used for overtime during special traffic details, fully reimbursed by the grant.

**10-431-0203 Retention**

This program was designed as an incentive to retain police officers below the rank of Sergeant by providing them a stipend to stay with the Department after they gain several years of experience. With experience they become more marketable to other agencies and the retention stipend encourages them to remain with the Department.

**10-431-0204 Supplements**

This line item was included to acknowledge additional training and education to improve the professionalism of the department. This program does the following:

Degree supplement:

The department would provide a supplement of 1,000.00 per year for any patrol officer who holds a bachelor's degree or higher in a criminal justice or related area.

Certification supplement:

The provision of a supplement of 500.00 per year to each officer certified and/or providing departmental training and oversight for departmental initiatives. We currently have two officers who are certified as field training officers.

**10-431-0205 Line of Duty Act**

This covers Line of Duty Act benefits. This was enabled by new GA Legislation.

**10-431-0300 Payroll Taxes**

This line item provides the employer's share of FICA at 5.65% of the total salary line item.

**10-431-0400 Pensions**

This line item is determined by a percentage of total salaries.

**10-431-0401 Benefits**

This line item includes the cost of health insurance, including dental for employees within the department.

**10-431-0500 Travel / Training**

This line item includes the cost of all police related training as well as the attendance (including travel, meals, lodging and registration) for the listed meetings.

Prince William County Criminal Justice Academy Membership Fee \$9,000

Virginia Association of Police Chiefs Conference \$1,500

3 attendees at the Southern Software conference \$1,200

Virginia FBI National Academy Associates Conference \$1,000

Misc. meetings and conferences \$1,300

**10-431-0600 Physicals & Hiring Costs**

This is the cost for yearly Officer's physical examinations and random drug tests, as well as physicals, background investigations, psychological exams, and polygraphs for new hires.

**10-431-0700 Uniforms / Maintenance**

This line item includes sufficient funds to pay for uniform cleaning and maintenance at a level of \$135.00 per quarter for 8 sworn officers. FY 12 marks the implementation of a planned uniform replacement cycle based on normal wear and damage to issued uniforms.

**10-431-0800 Dues / Subscriptions**

This line item includes sufficient funds for membership in the Virginia and International Chiefs of Police Associations and the Virginia FBI National Academy Associates. Additional funds are included for subscriptions to professional police publications.

**10-431-2000 Vehicle Maint / Ops**

This line item includes the maintenance for each vehicle within the police fleet based on a newly implemented preventive maintenance schedule designed to keep the fleet in line with vehicle manufacturer's maintenance schedules and safety requirements, to include the purchase of tires. By spending more on preventive maintenance, we can delay the necessity of purchasing new vehicles in the immediate future. By properly managing and maintaining the existing fleet, the need to purchase replacement vehicles should be delayed at least until FY 14.

**10-431-2001 Fuel**

The amount allocated for fuel is based on the best estimate possible given the uncertainty of the global oil market and the impact that will have on actual fuel costs for the Department.

**10-431-2300 Equipment / Repairs**

This line item is used for the purchase, repair, and required periodic calibration of equipment to include radar units, portable radios and other such equipment. There is always the possibility of an unexpected repair.

**10-431-3000 Office Expense**

This line item is used for all office expenditures, to include filing supplies for each case. The department handles 3,000 to 4,000 cases each year. Each case can require a separate file, which includes labels for each file. This endeavor is quite costly. This line item also includes every administrative supply utilized by the department, to include ink for printers, fax machine, paper, etc. The items purchased are necessary to keep the agency operating in a professional manner.

**10-431-3100 Contracts**

This line item covers all yearly contracts for the police department, as follows:

Copier Lease	4,000.00
Shredder Maintenance Fee	265.00
CB Lucas – HVAC Contract	600.00

**10-431-3300 Supplies**

This line item is used for all weapon and range supplies, to include ammunition, evidence and other miscellaneous supplies.

**10-431-3301 Telecommunications**

This line item moved to Information Technology Department.

**10-431-4200 “Christmas in Dumfries”**

This line item represents expected public donations that cover the out of pocket costs for conducting the program whereby children from lower income families in Dumfries participate in a shopping trip in the weeks before Christmas. Contributions are provided from the community with no public fund involvement. If there are remaining funds in this line item it is the police department’s request to have said funds rolled over to the next fiscal year.

- 10-431-5100 General Orders**  
No new expenses projected for FY 12.
- 10-431-5200 Special Police**  
Program eliminated.
- 10-431-5300 DMV Grants**  
Not funded.
- 10-431-5400 K-9 Unit**  
This line item has been eliminated.
- 10-431-5500 ICAC**  
This line item has been eliminated.
- 10-431-5501 HIDTA**  
This line item has been eliminated.
- 10-431-5600 Justice Dept Expense**  
This line item has not been funded.
- 10-431-5700 Chief's Expense**  
This line item covers the cost of the Chief's participation in various activities and programs of a reciprocal nature such as attendance at retirement events, ceremonial functions and the like.
- 10-431-5800 Capital Outlay**  
This line item allows for the continued replacement of our in-car MDC (Mobile Data Computers) units and replacement of the emergency light systems on older cruisers that will be remaining in the fleet for several years to come.
- 10-431-5900 Crime Prevention Program**  
There is a considerable increase in this budget line item due to the expansion of community based crime prevention programs. Included in this request is funding for National Night Out, Kid's Academy, Police Explorer Post, Women's Self-Defense Training Program, Community Programs, and the purchase of Crime Prevention materials.

**10-431-6000 Petty Cash**

This line item has remained at the same level for several years. The department requests that it remain at \$100.00.

**10-431-7000 Vehicle Lease Contract**

There are no projected costs for vehicle leasing in FY 12.

**10-431-7002 Training**

Under the direction of the Town Manager, this line item has been combined with Travel / Training, line item # 10-431-0500

**10-431-7003 Rental Space**

This line item includes funding for the yearly rent, insurance, property tax, and Common Area Maintenance fees associated with providing operating space for the Police Department.

**10-441 Street Maintenance**

**Department Mission**

**TO BE PROVIDED**

**FY12 Goals**

**1. TO BE PROVIDED**

**Overview of Expenses**

**10-441-0100 General Engineering Administrative Salaries**  
Line item zeroed out.

**10-441-0100 Director of Public Works**  
This represents 50% of the Director’s salary, which is \$90,327.

**10-441-0300 Payroll Taxes**  
Payroll taxes represents 5.65% of salary.

**10-441-0400 Pensions**  
Pensions represents 19.06% of salary.

**10-441-0401 Benefits**  
Line item zeroed out.

**10-441-1400 Maintenance Contracts**  
This line item is used for maintenance contracting – Public Works intends on using these funds for Tripoli Blvd Drainage improvement project and various other projects throughout Town.

**10-441-1500 Engineering**  
This line item is going to be used for unexpected projects that may arise during the year.

- 10-441-2000 Vehicle Maintenance**  
Line item zeroed out.
- 10-441-2001 Fuel**  
Line item zeroed out.
- 10-441-2300 Equipment and Repairs**  
Line item zeroed out.
- 10-441-2301 Equipment Rental**  
For equipment rental that may be needed.
- 10-441-3300 Materials**  
Materials include all shoulder stone, base stone, Rip Rap, and patching asphalt. We are requesting the same amount to fully stock our supplies
- 10-441-4500 Snow Removal & Other**  
This line item includes the cost of sand and chemical treatment of the roadways during storm events. We are requesting the same amount in the event of multiple snow storms or a large unexpected storm
- 10-441-5600 Miscellaneous**  
This line item includes any other costs due to the maintenance of the streets.

**10-442 Community Development**

**Department Mission**

TO BE PROVIDED.

**FY12 Goals**

1. TO BE PROVIDED

**Overview of Expenses**

**10-442-0100 Director**

This line item provides for the salary compensation of the Department Director. Due to FY 2012 restructuring, this will be used to fund consolidation of the Department under the Director of Economic Development.

**10-442-0101 Property Maintenance/Building Official**

This line item provides for the salary compensation of the Property Maintenance/Building Official. This position has been restructured from the Property Maintenance Official.

**10-442-0102 Planner/Zoning Administrator**

This line item provides for the salary compensation of the Planner/Zoning Administrator. This position has been restructured from the Director/Building Official/Zoning Administrator position.

**10-442-0103 Summer Intern**

This position has not been funded. The Town Manager encourages unpaid internships.

**10-442-0300 Payroll Taxes**

5.65% of salaries

**10-442-0400 Pensions**

19.06 % of salaries

- 10-442-0401 Benefits**  
This line item provides the health insurance for full time employees within the department who carry health insurance through the Town.
- 10-442-0500 Travel/Training**  
The travel/education line Item supports the education of the Community Development Staff. It includes Codes and ICC training and travel expenses (\$4,140) and LEAD Institute and VAZO training and travel expenses (\$2,700).
- 10-442-501 Codes and Standards**  
This line item covers for new International Code Council code books and standards adopted by Virginia Uniform Statewide Building Code every three years of the code development process.
- 10-442-6000 Inspections**  
This line item covers any specialized inspections required per the state code.
- 10-442-0700 Uniforms**  
This line item covers for all uniforms needed to include pants, shirts, jackets, steel toe boots and rain gear.
- 10-442-0800 Dues and Subscriptions**  
This line item includes the costs for memberships in the American Planning Association, the Virginia Association of Zoning Officials, the Virginia Citizens Planning Association and the Virginia Building code Officials Association. These professional memberships permit staff to remain up to date with industry changes, professional networking and discounted or free continuing education opportunities.
- 10-442-2000 Vehicle Maintenance and Operations**  
This line item represents the cost of operation for two vehicles that are designated for the use by the department. Based upon the age of the vehicles and the experience of the current year, this amount has been increased by 25%.
- 10-442-2001 Fuel**  
This line item provides the funds to fuel the two vehicles assigned to the department.
- 10-442-2300 Equipment/Repairs**  
This line item covers the cost of replacement and repairs of all equipment within the department except for computers and motor vehicles. The line item also includes equipment such as cameras, flashlights, GFCI testers, measuring tape, thermometers, and printers but not computers.

- 10-442-3000 Office Expense**  
This line item covers the cost of general office supplies, small office equipment, supplies for digital photos, cartridges for printers, and other miscellaneous costs. Other typical expenses, and the software or annual contract computer needs.
- 10-442-3001 Advertising/Notices**  
The State Code requires that certain legislative actions must be properly advertised in the local newspaper. This line item represents the estimated cost of placing notices for rezoning, conditional use permits, amendments to land use and development ordinances, notices of meetings and the like. The amount has increased due to these Advertisements /Notice bills being paid from department line item rather than administration line item.
- 10-442-3301 Telecommunications**  
This line item has been requested to be moved to the IT Department Budget.
- 10-442-6200 Professional Contracts**  
This line item provides funds for the procurement of professional services for the review of site plans, ordinance reviews, and updates to the Comprehensive Plan, as well as other activities and functions that cannot otherwise be handled by in-house staff. The line item has been increased in FY12 in order to do the major update of the Comprehensive Plan.
- 10-442-6300 Blighted Property Fund**  
The purpose of this fund is to provide funds for emergency stabilization of buildings or structures where an owner cannot be identified and where the continued presence of a deficiency is having a detrimental effect upon the community or funds for the demolition of structures identified and approved by Town Council where the structures have detrimental effects upon the community. This line item also includes money required to abate tall grass violations as well as boarding up of insecure structures and buildings where an owner cannot be identified.
- 10-442-6400 Community Enhancement Program**  
This new line item will fund the Community Enhancement Awards Program.

**10-443 Public Works**

**Department Mission**

**TO BE PROVIDED.**

**FY12 Goals**

**1. TO BE PROVIDED**

**Overview of Expenses**

**10-443-0100 General Administration and Operations Salaries**

This line item is no longer being used.

**10-443-0100 Director of Public Works**

Represents 20% of the Director of Public Works salary, which is \$90,327.

**10-443-0101 Overtime**

This line item represents projected total overtime amounts to be paid out based on snow storms, Town sponsored events, or training.

**10-443-0102 Asst Director of Public Works**

Represents 30% of the Assistant Director of Public Works Salary (which is \$43,000), including a merit increase of up to 3%.

**10-443-0103 Administrative Assistant**

Represents 100% of the Administrative Assistant Salary, including a merit increase of up to 3%.

**10-443-0104 Crew Leader**

Represents 100% of the Crew Leader Salary, including a merit increase of up to 3%.

**10-443-0105 Maintenance Worker**

Represents 100% of Maintenance Worker Salary, including a merit increase of up to 3%.

- 10-443-0106 Maintenance Worker**  
Represents 100% of Maintenance Worker Salary, including a merit increase of up to 3%.
- 10-443-0300 Payroll Taxes**  
Payroll taxes represent 5.65% of salaries.
- 10-443-0400 Pensions**  
Pensions represent 19.06% of salaries.
- 10-443-0401 Benefits**  
This line item represents the cost of health insurance and dental insurance.
- 10-443-0500 Travel/Education**  
This line item includes the cost for ongoing training for the Crew and the Director and Assistant Director as well as some specialized computer training.
- 10-443-00700 Uniforms**  
The crew is provided with uniforms to wear when on duty. We are decreasing our funding request this year and only anticipate using it in the event that the uniform gets lost or stolen, we will determine if funding will be needed for next year based on the results of this year.
- 10-443-1000 Professional Services**  
Public Works is requesting an increase for FY12 in the event of any unexpected needs which may arise.
- 10-443-1300 Contract Labor**  
Public Works requests funding for this line item for any unexpected contract labor needs.
- 10-443-1400 Solid Waste Contract**  
Represents the solid waste contract.
- 10-443-2000 Vehicle Maintenance**  
This cost represents the total cost of maintaining the Public Works fleet consisting of 3- F250 pickup trucks 1 - F350 3.5 ton dump truck and 1 GMC 5 ton dump truck.

- 10-443-2001 Fuel**  
This line item represents the cost of operating all public works equipment except for our sweeper truck.
- 10-443-2300 Repairs**  
This request of public works includes the cost for the preventative maintenance of all their equipment. This includes trucks, mowers, tools, spreaders and the like.
- 10-443-2301 Equipment Rental**  
This cost represents the costs to rent supplemental equipment such as front end loaders, bobcats, signs and other equipment required to complete Public Works tasks.
- 10-443-2302 Unscheduled Repairs**  
Line item zeroed out.
- 10-443-2400 Tools/Equipment**  
This will provide for the purchase of attachments and other equipment replacement needs that will arise in FY12.
- 10-443-2600 Contractor Services**  
This line item has a minimal amount for contractor services.
- 10-443-3000 Ads/Notices**  
This line item will be used to cover the cost of advertising and providing notices to citizens regarding any major construction project.
- 10-443-3200 Office Supplies**  
This line item will be used to cover the cost of office supplies.
- 10-443-3300 Shop Supplies**  
Supplies for the maintenance shop.
- 10-443-3301 Telecommunications**  
Transferred to Information Technology budget.

- 10-443-4800 Litter Control**  
This line item has been moved to the Storm Water Management budget.
- 10-443-9100 CDAR Road Construction – Tripoli Blvd.**  
Improvements to Tripoli Blvd.
- 10-443-9102 MULTI MODEL Phase 2**  
Improvements for Phase 2 of the Town’s Multi-Modal Program.
- 10-443-9103 VDOT Road Construction Projects**  
Funding for VDOT road construction projects.
- 10-443-9200 Facility Supplies/Materials/Equipment**  
Funding for facility supplies, etc.
- 10-443-9400 Computer Equipment**  
Not funded.
- 10-443-9600 Town Hall Renovation**  
Line item moved to Buildings & Grounds.
- 10-443-9700 Museum/Lockett House**  
Line item moved to Buildings & Grounds.

**10-444 Stormwater Management**

**Department Mission**

**TO BE PROVIDED.**

**FY12 Goals**

**1. TO BE PROVIDED**

**Overview of Expenses**

- 10-444-0100 Salaries**  
Line item zeroed out.
- 10-444-0100 Director of Public Works**  
This line item represents 30% of the Directors total salary, which is \$90,327.
- 10-444-0102 Assistant Director of Public Works**  
This line item represents 70% of the Assistant Director of Public Works salary, which is \$43,000.
- 10-444-0300 Payroll Taxes**  
Payroll taxes represent 5.65% of salaries.
- 10-444-0400 Pensions**  
Pensions represent 19.06% of salaries.
- 10-444-0401 Benefits**  
This line item represents the cost of health insurance and dental insurance.
- 10-444-0500 Travel/Training**  
These funds support the annual training needs of the department.

<b>10-444-0800</b>	<b>Annual Permit Fee</b> These funds support the annual fee the Town must pay to maintain our annual permit status.
<b>10-444-2000</b>	<b>Vehicle Maintenance</b> The funding request will cover the cost of maintaining our aging fleet of vehicles.
<b>10-444-2001</b>	<b>Fuel</b> FY12 fuel funding request reflects and increase due to anticipated rising fuel costs.
<b>10-444-2300</b>	<b>Equipment/Repairs</b> These funds will support the department's equipment and repair costs.
<b>10-444-2301</b>	<b>Equipment Rentals</b> No funding requested for FY12.
<b>10-444-2600</b>	<b>Professional Contracts</b> These funds will support the department's professional contracts.
<b>10-444-3100</b>	<b>Advertising &amp; Outreach</b> An increase in funding is being requested because of the anticipated outreach efforts which will provide education to residents.
<b>10-444-3300</b>	<b>Equipment &amp; Material</b> These funds are used to support the equipment & material needs of the department.
<b>10-444-4800</b>	<b>Litter Control</b> This is the grant amount we anticipate to receive in FY12.
<b>10-444-5600</b>	<b>Miscellaneous</b> No funding requested for FY12.
<b>10-444-5700</b>	<b>Vehicles Leases</b> No funding requested for FY12 since we are currently not leasing any vehicles and have no plans for leasing in the next budget cycle.

**10-444-5800**

**Capital Outlay**

No plans to fund this line item for FY12.

**10-444-5900**

**SWM Fee Refunds**

We will no longer need to fund this line item.

**10-472 Community Services Department**

**Department Mission**

The Assistant Town Manager, at the direction of the Town Manager, assists with Town Administration, oversees the annual budget process, and has specific oversight of the following departments: Community Development, Planning & Zoning, Community Services, Information Technology, and Public Works; Serves as the liaison between the Town Council, Staff and the Town residents.

The Town of Dumfries is dedicated to fostering a safe, attractive, inviting place in which to work and reside. We want to preserve our rich heritage and our environmental assets while at the same time encourage improvements and development that enhances the quality of life and harmonizes with the existing community. We want to promote a government that is transparent, accessible, accountable and responsible to its citizens. We welcome diversity and acknowledge the obligation to address the needs of a multi-cultural and multi-generational community. We are flexible in our approaches to address the needs as they evolve. We are dedicated to being good stewards of the assets of the community.

**FY12 Goals**

1. Continue to provide a diverse program/event offering for the Town residents to enjoy.
2. Continue to educate and inform the community of the existing services, programs, and events through a variety of media.
3. Increase resident, Staff & Council participation and support of all Town sponsored community events and programs.
4. Continue to support the Town Manager in the areas of personnel management and procurement.
5. Develop an annual Town Staff Training program which incorporates the importance of safety, wellness, ethics & diversity.

**Overview of Expenses**

- 10-472-0100 Salary**  
Moved to Administration
- 10-472-0300 Payroll Taxes**  
Moved to Administration
- 10-472-0400 Pensions**  
Moved to Administration

- 10-472-0401 Benefits**  
Moved to Administration
- 10-472-0500 Travel/Education**  
Moved to Administration
- 10-472-2300 Equipment/Furnishings**  
This line item request would be utilized to purchase a wall mounted television w/ DVD player and the purchase of new table linen. Dry cleaning of the Town's table linen also falls under this line item.
- 10-472-2800 Programs**  
This line item reflects the associated costs to host the following programs: Black History Month Celebration, Spring Festival, Fall Festival, Monthly Seniors/Retirees Discussion Group, Summer Youth Internship Program, Multi-Cultural Festival and the Citizen's Academy.
- 10-472-3000 Office Expense**  
This line item represents the associated costs for postage, mailing costs, general office supplies, such as printer ink, yearly planner, assorted paper supply needs and the printing of the quarterly newsletter.
- 10-472-3100 Advertising**  
This line item represents the associated costs for print advertising for all of the Town's events to include: Black History Celebration, Spring Festival, Charter Day, Fall Festival, Annual Holiday Parade, and Multicultural Festival.
- 10-472-5800 Community Center Maintenance**  
This line item was moved to the Buildings and Grounds Budget under Public Works 10-415-4005.
- 10-472-6000 Christmas Parade**  
This line item represents all costs associated with hosting the Town's Annual Holiday Parade to include trophy awards, refreshments for the dignitary reception prior to the parade, banners, treats for the spectators, Council float decorations and pizza lunch for all parade volunteers and public safety personnel following the parade.
- 10-472-6100 Charter Day**  
This line item represents a donation of funds to Historic Dumfries, Virginia to be used for food purchases for this event. It is my recommendation that HDV continues to solely host this event as a fundraising effort for their organization.

**10-472-6101 Special Events**

This line item covers the cost of Town Staff/Seniors Socials and any other unplanned event that may arise as directed by the Town Manager, Mayor and Town Council. This line item will also include funding for an Employee Recognition Program.

**10-472-6500 Mil/Civ Meeting**

The Town is NOT scheduled to host the Quarterly Civilian-Military Evening Social this year.

**10-472-6900 Community Service Grants**

This line item represents available grant funding for Town non-profit organizations. This is unfunded for FY12.

**10-472-7001 Quantico Creek Clean Up**

This line item represents the costs of t-shirts, food & beverages, as well as all cleaning supplies to host a Town-wide clean-up effort.

**10-481 Boards and Commissions**

**10-418-0500 Travel/Training**

This line item includes travel and training funds for the planning commission, board of zoning appeals, and ARB.

**10-481-4100 Planning**

This line item represents the salary for Planning Commissioners.

**10-481-4300 ARB**

This line item represents the salary for the ARB members.

**10-481-4400 BOZA**

This line item represents the salary of the Board of Zoning Appeal members.

**10-491 Non-Departmental**

**10-491-8000 Other Unbudgeted**

This line item represents the amount of funding that could be placed back into an interest earning account.

**10-495 Debt Service**

**10-495-8000 Debt Service**

The Town is presently paying on two different bonds, issued in 2003 and 2010. The payment schedule is as follows:

	Payment Date	Amount
Series 2003	10/1/2011	\$12,416.25
	4/1/2012	\$49,832.25
Series 2010	10/1/2011	\$113,012.50
	4/1/2012	\$31,882.50
Total Payments		\$207,143.75