

TOWN OF DUMFRIES
FY 14 BUDGET

DUMFRIES TOWN COUNCIL

Gerald M. Foreman II – Mayor

Willie J. Toney – Vice Mayor

Cliff Brewer – Council Member

Kristen W. Forrester – Council Member

Helen Reynolds – Council Member

Gwen P. Washington – Council Member

Derrick Wood – Council Member

TOWN MANAGER

Daniel E. Taber

FY 14 BUDGET

TOWN MANAGER'S COMMENT'S ON THE
FY 14 BUDGET

Town Manager's Comments on the FY 14 Budget

Dear Residents, Property Owners, and Business Owners:

The FY 14 budget for the Town of Dumfries is based on a review and analysis of past budget histories and currently available information and projections. It is the end result of an on-going process that seeks input from the Town Council and citizens to finalize a budget that finances the plan of what Town government hopes to achieve in the next fiscal year. The Town Council, after holding work sessions and a public hearing, passed the FY 14 Budget contained herein.

As in any budget cycle, there were several challenges that staff faced in compiling the FY 14 Budget that the Town Council ultimately approved. Town Council wanted to continue to reduce property tax rates and increase fiscal accountability in FY 14. This budget reflects a 4 cent decrease in the property tax rate compared to FY 13 along with a \$2.00 reduction in the cost of Town decals for vehicles. Three positions that were either created or reclassified during the last FY using mid-year funding had to be fully funded in the FY 14 Budget. Funding in the amount of \$25,000 was also included in the FY 14 Budget for programs under the newly created Parks and Recreation Commission.

This budget funds a continuation of existing services generally at current levels, while allowing us to focus on key areas of transportation, storm water management, infrastructure maintenance and zoning ordinance enforcement. Staff will be following recent changes on the state and federal levels governing storm water management requirements and determining the fiscal impact those requirements will have on the Town budget in FY 14 and beyond. During FY 13, staff focused on stabilization and the development of a system of uniform procedures that were applied to zoning enforcement and permit processing. We will continue that focus during

FY 14, and staff will work closely with the Town Council to develop policies and initiatives that will assist us as we navigate through this critical period of continuing to move the Town forward. In that context, moving forward will, among other things, include a review of the Comprehensive Plan, continued review of our Zoning Ordinances, and an update to the 5 year Capital Improvement Program. In FY 14, we will be moving ahead with projects financed by the 2010 Bond but those costs will be charged directly against the bond and will not appear in the Public Works line items as expenses. The major projects that are involved include the Tripoli Heights road improvement project and the redesign and improvements to the Main Street/Curtis Drive intersection. The next phase of the multi-modal project involving the completion of sidewalks along Main Street will be completed in FY 14 and preliminary work will be done regarding the installation of sidewalks along Fraley Boulevard. Most importantly, staff will continue to work with state and county officials to move the Route 1 widening project forward in a timely fashion.

Property Assessment values continue to rise at a rate higher than the national average and are generally consistent with those of neighboring jurisdictions. Revenue estimates are based on historical trends and an analysis of current economic conditions and projections on the local, state, and federal levels. Staff will continue their efforts in making certain that all existing and new businesses are in compliance with zoning and business license requirements.

Town government does not operate in a vacuum and input from its citizens is essential. I encourage all Town residents and business owners to review the detailed information contained in the budget documents and to ask questions and make suggestions to assist us as we continue to move the Town forward.

A handwritten signature in black ink, appearing to read "Daniel E. Taber". The signature is stylized and cursive.

Daniel E. Taber – Town Manager

FY 14 BUDGET

MAYOR'S COMMENT'S ON THE
FY 14 BUDGET

Mayor's Comments on the FY 14 Budget

Dear Residents, Property Owners & Business Owners,

In accordance with the Town Charter, I am hereby presenting the Town Council's approved Fiscal Year 2014 Operating Budget for the Town of Dumfries.

In 2008 the then Mayor and Town Council passed an equalization initiative that, amongst other things, raised the Business, Professional and Occupational License (BPOL) tax in all categories and Property taxes from \$.18 to \$.35 per \$100 of assessed value. The FY14 budget has allowed for a \$0.04 reduction in property taxes, bringing property taxes to a \$.27 per \$100 of assessed value mark. Additionally the FY14 budget lowered vehicle decals to \$25.00.

Council has made investing in the Town's infrastructure a priority. The Council continues to focus our efforts on street paving, roadway improvements, sidewalk replacements, parks improvements and beautification projects that will provide for recreational opportunities. These improvements will increase the Town's sustainability and attractiveness as we entice tourism and business development.

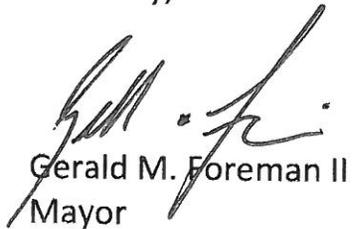
Some capital projects should move forward, even in a climate of restricted resources, due to safety concerns, contractual obligations, the need to preserve and protect public assets, opportunities to see a favorable return on investment, or the chance to address strategic deficiencies that have minimal impact should be addressed. Likewise, neglecting essential repair and maintenance is a false bargain; it simply increases costs down the road.

We know our work will not be completed with this budget. We continue to face challenges with the Prince William County budget not encompassing Town requirements.

Upon reviewing this budget, if there are recommended changes for consideration, please contact the Town Manager, the Council, or myself. All recommendations will be considered at the Mid-Year Budget Review.

This is your budget, this is your Town and we are your elected officials. Hold us fiscally responsible.

Sincerely,



Gerald M. Foreman II
Mayor
Town of Dumfries

FY 14 BUDGET

ORDINANCE TO APPROPRIATE FUNDS FOR
FISCAL YEAR 2014 IN THE AMOUNT
OF \$4,431,854.00

AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL HELD ON TUESDAY, JUNE 18, 2013, IN COUNCIL CHAMBERS, 17755 MAIN STREET, DUMFRIES, VIRGINIA: ON A MOTION DULY MADE BY MS. FORRESTER, AND SECONDED BY MR. TONEY, THE FOLLOWING ORDINANCE WAS ADOPTED BY THE FOLLOWING VOTE:

Charles C. Brewer, no;
Gerald M. Foreman, II, no;
Kristin W. Forrester, yes;
Helen D. Reynolds, yes;
Willie J. Toney, yes;
Gwen P. Washington, yes;
Derrick R. Wood, yes;

AN ORDINANCE TO APPROPRIATE FUNDS FOR FISCAL YEAR 2014 IN THE AMOUNT OF \$4,431,854.00

WHEREAS, the Town Manager and Town Council has prepared and submitted the budget for the Fiscal Year 2014, beginning July 1, 2013 and ending June 30, 2014, requiring the appropriation of \$4,431,854.00 or so much thereof as may be necessary to provide the operation and management of the Town; and

WHEREAS, this Council has adopted the attached Budget for Fiscal Year 2014 (Exhibit A) after public hearing required by law; and

WHEREAS, Section 15.2-2506 of the Code of Virginia (1950), as amended, provides that no money shall be paid out or become available to be paid out for any contemplated expenditure unless and until there has been made an appropriation for such contemplated expenditure.

NOW THEREFORE, BE IT ORDAINED by the Council for the Town of Dumfries, Virginia meeting in regular session this 18th day of June 2013 does hereby make appropriations of Town revenues as specified and required by the adopted budget (Exhibit A) attached hereto and made a part hereof, or so much thereof as may be necessary for the purposes specified and in the amounts identified therein for Fiscal Year 2014 in the amount not to exceed \$4,431,854.00.

The salaries, wages, and allowances set out in said Budget are hereby authorized as per the terms of the Town's classification and merit system as approved compensation for officers and employees for services rendered, unless hereafter otherwise provided by ordinance; provided however, that the Town Manager is authorized to make such rearrangement of positions in the several departments named in the Budget, in respect to officers and employees appointed by him, as may best meet the needs and interests of the Town and after approval by Council.

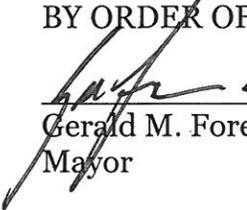
All payments from operating funds provided for in said Budget shall be made in accordance with the Charter and ordinances of the Town and with approval by Council.

The amounts appropriated by this Ordinance shall be expended for the purposes designated under the several groups as shown in said Budget, and with the exception of the items, the payment of which is fixed by law or ordinance, in such proportions as may be authorized by the Town Manager from time to time and with approval by Council.

This ordinance shall be in force and effective from July 1, 2013.

Adopted this 18th day of June 2013.

BY ORDER OF THE COUNCIL



Gerald M. Foreman
Mayor

ATTEST:



Dawn Hobgood, Town Clerk

Ordinance Number O-2013-007

FY 14 APPROVED BUDGET

ITEM	Line Item	Revenue							
					FY12		FY13		
		FY11	FY11	FY12	UNAUDITED	FY13	AMENDED	FY14	
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	BUDGET	
								4 cent reduction	
								real estate tax rate	
10-311-0101	Real Estate Taxes - Current	940,969	973,489	953,129	955,319	971,845	971,845	927,336	
10-311-0102	Real Estate Taxes - Delinquent	50,000	36,917	25,000	22,938	25,000	25,000	25,000	
10-311-0201	Real Estate Taxes - Public Service	24,507	25,833	27,161	27,161	27,161	27,161	25,000	
10-311-0601	Real Estate Taxes - Penalty	10,000	8,734	10,000	7,794	10,000	10,000	10,000	
10-311-0602	Real Estate Taxes - Interest	2,383	3,259	2,500	1,835	2,500	2,500	2,500	
10-312-0101	Sales Taxes	335,395	365,322	328,016	384,351	365,000	365,000	400,000	
10-312-0102	Rental Tax	50,000	55,314	47,000	67,720	50,000	70,000	70,000	
10-312-0103	MVC Rolling Stock Tax	70	64	70	28	70	70	50	
10-312-0201	Utility Taxes - Electric/Phone	155,967	167,828	155,967	161,486	156,000	156,000	160,000	
10-312-0202	Right of Way Use Fee	23,864	17,010	26,059	25,197	26,000	26,000	19,000	
10-312-0203	Telecommunications Tax	190,050	198,357	180,548	188,081	185,000	185,000	190,000	
10-312-0301	Business License - Contractor	26,751	24,163	26,483	28,017	25,953	25,953	32,000	
10-312-0302	Business License - Retail Sales	88,003	105,029	87,123	118,331	85,381	85,381	89,500	
10-312-0303	Business License - Financial/Real Estate/Prof	77,830	42,539	57,788	74,862	56,632	300,000	87,000	
10-312-0304	Business License - Repair/Business Svcs	79,015	164,041	148,500	139,571	145,530	145,530	155,000	
10-312-0306	Business License, Wholesale, Other	20,825	45,915	44,550	23,772	43,659	43,659	23,000	
10-312-0401	Franchise License	42,096	64,336	63,947	62,855	65,000	65,000	65,000	
10-312-0403	Parking Lot Lease & Maintenance	27,516	29,809	27,516	25,223	27,516	27,516	27,516	
10-312-0501	Vehicle Tags	81,000	52,701	55,000	61,789	55,000	55,000	53,700	
10-312-0601	Bank Stock Tax	22,591	46,235	46,235	42,847	42,800	42,800	42,800	
10-312-1001	Transient Tax	123,453	102,884	135,000	148,816	137,000	170,000	170,000	
10-312-1101	Meals Tax	488,635	523,201	517,953	556,536	535,000	570,000	630,000	
10-313-0300	Building Permits & Fees	16,395	34,408	19,000	42,911	50,000	50,000	70,000	
10-313-0301	Planning-Zoning Fees	3,069	4,236	3,069	1,340	3,000	3,000	15,000	
10-313-0302	Rental Inspection Fees	0	0	0	0	0	0	45,000	
10-314-0101	Court Fines/Forfeitures	70,000	47,077	47,354	71,480	60,000	80,000	80,000	
10-315-0100	Interest	4,929	626	960	515	500	500	500	
10-318-9914	Miscellaneous Revenue	5,000	2,782	20,000	18,839	3,000	3,000	3,000	
10-324-0406	Street/Highway Maintenance	223,730	223,730	223,730	232,025	239,486	239,486	239,486	
10-324-0407	Litter Control	2,650	2,650	2,312	2,312	2,300	3,336	2,500	

ITEM	Expenditures - Governing Body							
	Line Item	FY11 BUDGET	FY11 ACTUAL	FY12 BUDGET	FY12 UNAUDITED ACTUAL	FY13 BUDGET	FY13 AMENDED BUDGET	FY14 BUDGET
10-411-0100	Town Council/Mayor	36,182	36,182	36,182	35,065	33,501	33,501	34,171
10-411-0300	Payroll Taxes	2,768	2,768	2,768	2,682	2,563	2,563	2,614
10-411-0500	Travel/Training	8,000	9,968	8,050	4,905	8,050	8,050	4,000
10-411-0800	Dues/Subscriptions	5,942	5,137	7,810	7,669	10,838	10,838	11,971
10-411-0900	Promotional Expense	500	0	0	0	0	0	0
10-411-5600	Other	1,000	588	1,400	972	1,000	1,000	1,500
10-411-5700	Council Expense	500	299	0	0	1,750	1,750	1,000
10-411-5800	Election Costs	2,500	0	2,500	3,085	2,500	2,500	2,500
10-411-5900	Boys & Girls Club Member	0	0	0	0	0	0	2,500
	Total	\$57,392	\$54,942	\$58,710	\$54,378	\$60,202	\$60,202	\$60,256

Expenditures - Administration								
ITEM	Line Item	FY11	FY11	FY12	FY12	FY13	FY13	FY14
		BUDGET	ACTUAL	BUDGET	UNAUDITED ACTUAL	BUDGET	AMENDED BUDGET	BUDGET
10-412-0100	Manager	114,079	114,078	111,113	111,101	110,000	110,000	110,000
10-412-0101	Admin Asst to Town Manager	82,279	82,279	48,000	47,250	0	25,000	58,650
10-412-0102	Treasurer	80,476	82,038	78,836	82,043	75,623	75,623	77,893
10-412-0103	Town Clerk/Executive Assistant	44,159	44,930	33,000	29,909	40,800	40,800	48,728
10-412-0104	Administrative Assistant	35,306	35,552	36,365	36,447	37,092	37,092	40,705
10-412-0105	Town Attorney	80,576	81,058	80,000	77,621	80,800	80,800	89,100
10-412-0106	Economic Dev	48,885	48,885	0	0	0	0	0
10-412-0300	Payroll Taxes	32,313	37,029	29,630	28,331	26,340	28,635	32,518
10-412-0301	Workman Comp/Liability Insurance	136,047	136,047	136,047	150,552	150,552	150,552	136,300
10-412-0302	Virginia Unemployment Tax	2,110	2,117	2,110	5,836	12,205	12,205	10,000
10-412-0400	Pensions	81,557	74,148	56,726	43,767	37,657	44,977	52,848
10-412-0401	Benefits	40,183	31,745	38,682	22,931	29,904	34,982	23,047
10-412-0500	Travel/Training	17,000	16,578	10,650	11,103	12,100	12,100	8,900
10-412-0600	Employee Drug Screening	0	0	0	0	0	0	750
10-412-0800	Dues/Subscriptions	5,000	4,581	5,575	4,055	5,000	5,000	6,000
10-412-1001	Legal Services	1,200	2,155	3,000	687	2,000	12,000	3,000
10-412-1002	Independent Auditor	14,826	16,915	24,610	27,162	25,000	25,000	25,000
10-412-2300	Equipment/Repairs	10,239	9,442	3,000	1,193	2,000	2,000	2,000
10-412-3000	Office Supplies	7,000	9,643	8,000	6,883	8,000	10,000	8,000
10-412-3001	Ads/Notices	3,645	6,430	4,500	4,165	4,500	4,500	5,500
10-412-3002	Vehicle Tags Preparation	1,073	1,073	1,073	1,059	1,073	1,073	1,500
10-412-3004	Ordinance Review	1,500	4,694	1,500	0	6,000	6,000	7,000
10-412-3006	Postage	8,000	6,772	8,000	6,774	8,000	8,000	8,000
10-412-3007	Marketing	24,000	9,900	0	0	0	0	0
10-412-3301	Telecommunications	1,704	2,286	4,200	3,054	0	0	0
10-412-5300	Utilities	58,652	53,024	58,652	46,575	60,000	60,000	48,000
10-412-5400	Fire Program	12,629	12,629	12,629	13,014	12,629	12,629	12,629
10-412-5700	Unscheduled Expenses	3,000	2,733	3,000	3,479	3,000	3,000	2,477
10-412-5800	Capital Outlay	17,139	13,150	10,000	8,891	0	20,000	0
10-412-5900	Property Acquisition	0	71,727	0	0	0	0	0
10-412-6000	Maintenance Contracts	18,613	10,169	10,552	3,737	5,500	5,500	5,500
10-412-6200	Professional Contracts	9,500	8,769	12,500	7,589	2,500	7,500	100,000
10-412-6300	Jane Brynes Grant	71,250	25,580	64,826	65,251	0	0	0
	Total	\$1,063,940	\$1,058,156	\$896,776	\$850,459	\$758,275	\$834,968	\$924,045

EXPENDITURES - ECONOMIC DEVELOPMENT								
				FY12		FY13		
Line Item	FY11	FY11	FY12	UNAUDITED	FY13	AMENDED	FY14	
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	BUDGET	
10-413-0100	Dir of Econmic Dev	0	0	72,000	71,615	73,440	73,440	0
10-413-0300	Payroll Taxes	0	0	5,508	5,726	5,618	5,618	0
10-413-0400	Pensions	0	0	13,723	13,247	18,015	18,015	0
10-413-0500	Travel/Training	0	0	7,427	7,254	5,400	5,400	0
10-413-0501	Meetings/Events	0	0	2,000	267	550	550	0
10-413-0600	Tradeshows/Conferences	0	0	3,857	0	2,200	2,200	0
10-413-0800	Dues/Subscriptions	0	0	2,000	1,150	1,350	1,350	0
10-413-2300	Office Equipment	0	0	1,500	0	0	0	0
10-413-3000	Office Supplies	0	0	68	105	500	500	0
10-413-3007	Marketing/Promotions	0	0	25,000	17,737	17,500	17,500	0
10-413-6200	Professional Contracts	0	0	0	0	7,500	7,500	0
	Total	0	0	\$133,083	\$117,101	\$132,073	\$132,073	\$0

ITEM	EXPENDITURES - INFORMATION TECHNOLOGY							
	Line Item	FY11 BUDGET	FY11 ACTUAL	FY12 BUDGET	FY12 UNAUDITED ACTUAL	FY13 BUDGET	FY13 AMENDED BUDGET	FY14 BUDGET
10-414-0100	IT Manager Salary	45,438	48,180	53,001	52,734	52,837	52,837	54,433
10-414-0101	IT Specialist P/T	0	0	0	0	0	0	10,000
10-414-0300	Payroll Taxes	3,476	3,588	4,055	3,937	4,042	4,042	4,929
10-414-0400	Pensions	9,038	8,614	10,102	9,570	12,961	12,961	12,737
10-414-0401	Benefits	5,088	5,088	5,088	5,087	5,088	5,088	6,900
10-414-0500	Travel/Training	2,455	353	3,000	2,999	3,000	3,000	2,000
10-414-0800	Dues/Subscriptions	0	0	0	0	0	0	0
10-414-2300	Equipment/Repairs	1,000	579	3,000	4,250	6,000	6,000	6,000
10-414-3000	Office Supplies	500	10	0	32	500	500	200
10-414-3301	Telecommunications	1,681	1,758	11,800	11,699	17,000	17,000	20,000
10-414-5800	Capital Outlay	2,500	2,500	0	0	16,936	19,436	38,000
10-414-6000	Maintenance Contracts	12,200	8,111	37,007	36,254	64,028	64,028	73,500
10-414-6200	Professional Contracts	2,000	2,000	7,000	6,933	8,000	28,000	20,000
	Total	\$85,376	\$80,781	\$134,053	\$133,495	\$190,392	\$212,892	\$248,699

ITEM	EXPENDITURES BUILDINGS AND GROUNDS								
					FY12		FY13		
	Line Item	FY11	FY11	FY12	UNAUDITED	FY13	AMENDED	FY14	
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	BUDGET	
10-415-1100	Janitorial Supplies	1,196	1,645	1,181	991	1,500	1,500	1,750	
10-415-4000	Merchant Park	1,300	1,333	3,470	3,271	1,000	1,000	2,000	
10-415-4001	Garrison Park	0	483	0	0	0	0	500	
10-415-4002	Lockett House	14,000	13,858	6,530	1,762	750	2,750	1,500	
10-415-4003	Museum	3,550	1,283	2,000	403	1,000	1,000	1,000	
10-415-4004	Maintenance Shop	1,340	1,340	819	819	3,000	3,000	2,000	
10-415-4005	Community Center	15,000	8,274	1,500	2,663	5,000	5,000	4,000	
10-415-4006	Town Hall	19,569	19,872	21,400	30,794	20,000	28,000	15,000	
10-415-4007	Ginn Park	305,000	0	47,500	27,553	37,500	123,688	40,000	
10-415-6200	Professional Contracts	2,735	2,964	7,500	4,567	7,500	7,500	6,500	
	Total	\$363,690	\$51,052	\$91,900	\$72,823	\$77,250	\$173,438	\$74,250	

ITEM	Expenditures - Public Safety							
	Line Item	FY11	FY11	FY12	FY12	FY13	FY13	FY14
		BUDGET	ACTUAL	BUDGET	UNAUDITED ACTUAL	BUDGET	AMENDED BUDGET	BUDGET
10-431-0100	Chief of Police	669,946	609,041	85,000	84,723	85,850	85,850	93,760
10-431-0101	Captain	0	0	43,836	43,925	76,500	76,500	70,000
10-431-0102	Executive Asst to COP	0	0	46,662	46,785	47,595	47,595	49,023
10-431-0103	Records Specialist	0	0	36,000	36,072	36,720	36,720	38,575
10-431-0104	Sgt	0	0	59,786	60,479	60,390	60,390	61,602
10-431-0105	Sgt	0	0	29,435	20,318	53,856	53,856	55,472
10-431-0106	Sr Police Officer	0	0	54,981	56,259	55,537	40,537	37,500
10-431-0107	Sr Police Officer	0	0	53,046	53,723	53,582	53,582	30,600
10-431-0108	Police Officer	0	0	32,451	30,242	44,880	44,880	46,227
10-431-0109	Police Officer	0	0	45,451	45,835	45,910	45,910	47,288
10-431-0110	Police Officer	0	0	42,505	36,954	48,000	23,000	43,399
10-431-0111	Police Officer	0	0	40,400	35,949	46,359	46,359	47,750
10-431-0112	School Resouce Officer	0	0	0	0	0	0	46,500
10-431-0200	Night Differential	0	0	0	0	13,500	9,000	11,000
10-431-0201	Overtime/86	40,000	22,982	45,000	33,971	60,000	60,000	48,000
10-431-0202	DMV Grants-salaries	25,000	1,704	14,000	6,418	14,000	14,000	9,000
10-431-0203	Retention	6,340	2,604	3,000	890	3,000	3,000	4,284
10-431-0204	Supplements	4,000	1,211	1,000	500	2,000	2,000	2,500
10-431-0205	Line of Duty Act	0	0	1,403	1,403	4,210	4,210	4,800
10-431-0206	DCJS-LLEG	0	0	0	0	4,305	4,305	4,305
10-431-0300	Payroll Taxes	56,223	50,001	53,130	44,345	57,197	57,197	56,800
10-431-0400	Pensions	101,351	84,903	107,443	84,669	139,656	139,656	173,740
10-431-0401	Benefits	50,879	38,393	50,880	44,866	50,880	50,880	71,347
10-431-0500	Travel/Training	13,367	11,110	12,500	8,908	15,000	19,500	16,000
10-431-0600	Physicals & Hiring Costs	6,635	5,999	10,000	4,170	4,000	4,000	5,340
10-431-0700	Uniforms/Maintenance	5,400	4,356	13,000	11,608	12,000	12,000	14,300
10-431-0800	Dues/Subscriptions	770	207	600	545	720	720	760
10-431-0900	Court Appointed Attorneys	0	0	1,680	2,040	0	4,000	4,000
10-431-2000	Vehicle Maint/Operations	29,183	28,733	30,000	28,972	30,000	30,000	23,000
10-431-2001	Fuel	18,500	18,790	27,500	28,444	45,000	41,000	40,000
10-431-2300	Equipment/Repairs	7,500	7,895	8,035	7,718	8,035	8,035	4,000
10-431-3000	Office Supplies	10,000	9,377	10,000	9,981	8,000	8,000	8,000
10-431-3100	Contracts	26,134	27,409	9,860	9,422	4,865	4,865	5,515
10-431-3300	Supplies	7,500	6,484	7,500	6,177	6,500	6,500	6,500
10-431-3301	Telecommunications	7,048	8,775	0	0	0	0	0
10-431-4200	"Christmas in Dumfries"	8,771	5,456	14,785	14,752	8,000	8,000	8,000
10-431-5100	General Orders	30,000	29,430	0	0	0	0	0
10-431-5200	Special Police	12	0	0	0	0	0	0
10-431-5700	Chief's Expense	200	191	1,000	962	500	500	500
10-431-5800	Capital Outlay	55,917	55,917	78,899	75,553	0	80,000	0
10-431-5900	Crime Prevention Program	3,500	2,305	6,500	5,751	7,450	7,450	8,500
10-431-6000	Petty Cash	100	100	100	0	0	0	0
10-431-7000	Vehicle Lease Contract	17,951	15,341	0	0	0	0	0
10-431-7003	Rental Space	70,500	61,274	56,000	55,961	58,000	58,000	58,000
	Total	\$1,272,727	\$1,109,988	\$1,133,368	\$1,039,290	1,211,997	\$1,251,997	\$1,255,887

ITEM	EXPENDITURES - STREET MAINTENANCE							
	Line Item	FY11	FY11	FY12	FY12	FY13	FY13	FY14
		BUDGET	ACTUAL	BUDGET	UNAUDITED ACTUAL	BUDGET	AMENDED BUDGET	BUDGET
10-441-0100	General Eng Administrative Salaries	29,188	27,973	45,164	38,215	0	0	0
10-441-0300	Payroll Taxes	1,982	2,114	3,455	2,923	0	0	0
10-441-0400	Pensions	3,872	3,442	8,608	8,608	0	0	0
10-441-1400	Maintenance Contracts	163,277	177,059	146,911	140,214	205,000	205,000	195,486
10-441-1500	Engineering	10,600	8,513	14,507	0	7,323	7,323	18,000
10-441-2000	Vehicle Maintenance	733	0	0	0	0	0	0
10-441-2001	Fuel	0	0	0	18	0	0	0
10-441-2300	Equipment/Repairs	0	0	0	0	0	0	0
10-441-2301	Equipment Rental	0	0	0	1,884	0	0	0
10-441-3300	Materials	4,500	3,474	6,172	39,440	5,000	5,000	14,000
10-441-4500	Snow Removal & Other	7,500	8,184	5,828	483	8,500	8,500	8,500
10-441-5600	Miscellaneous	2,078	414	3,000	2,885	3,500	3,500	3,500
	Total	\$223,730	\$231,173	\$233,645	\$234,670	\$229,323	\$229,323	\$239,486

ITEM	EXPENDITURES - DEPARTMENT OF COMMUNITY DEVELOPMENT							
					FY12		FY13	
	Line Item	FY11	FY11	FY12	UNAUDITED	FY13	AMENDED	FY14
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	BUDGET
10-442-0100	Director of Community Dev	61,045	61,045	8,423	8,423	0	0	0
10-442-0101	Property Maint Official	39,664	44,613	38,000	30,260	0	20,000	0
10-442-0102	Planner/Zoning Admin	0	0	65,000	62843	63,750	68,750	68,750
10-442-0300	Payroll Taxes	7,704	6,892	6,215	5,524	4,877	6,789	5,259
10-442-0400	Pensions	19,195	19,073	13,423	14,644	15,638	16,858	16,088
10-442-0401	Benefits	15,516	16,345	6,545	6,633	9,921	9,921	6,900
10-442-0500	Travel/Training	2,500	680	4,000	2,936	4,000	4,000	3,000
10-442-0501	Codes & Standards	0	0	1,000	0	0	0	0
10-442-0600	Inspections	5,000	0	0	0	0	0	0
10-442-0700	Uniforms/Maintenance	0	720	0	0	0	0	0
10-442-0800	Dues/Subscriptions	1,000	728	1,000	590	750	750	400
10-442-2000	Vehicle Maint/Operations	1,300	594	0	3	0	0	0
10-442-2001	Fuel	757	533	41	41	0	0	0
10-442-2300	Equipment/Repairs	500	296	0	0	0	0	0
10-442-3000	Office Supplies	4,000	4,035	219	394	500	500	500
10-442-3001	Ads/Notices	4,100	3,794	3,881	3,920	3,500	3,500	4,500
10-442-3301	Telecommunications	1,438	1,019	0	0	0	0	0
10-442-6200	Professional Contracts	16,027	8,355	10,000	8,712	0	15,000	20,000
10-442-6300	Blighted Property	10,000	1,993	0	209	2,000	3,376	2,500
	Total	\$189,746	\$170,715	\$157,747	\$145,132	\$104,936	\$149,444	\$127,897

ITEM	EXPENDITURES - PUBLIC WORKS							
	Line Item	FY11	FY11	FY12	FY12	FY13	FY13	FY14
		BUDGET	ACTUAL	BUDGET	UNAUDITED ACTUAL	BUDGET	AMENDED BUDGET	BUDGET
10-443-0100	Director of Public Works	220,077	216,725	18,065	25,014	92,134	92,134	80,000
10-443-0101	Overtime	11,211	5,606	17,000	4,802	7,500	7,500	1,000
10-443-0102	Asst Dir of Public Works	0	0	16,800	14,296	59,160	59,160	30,947
10-443-0103	Programs Administrator	0	0	30,687	30,468	30,389	37,889	46,358
10-443-0104	Maint Worker	0	0	31,950	0	0	0	0
10-443-0105	Maint Worker P/T	0	0	32,903	32,449	32,584	32,584	15,600
10-443-0106	Maint Worker	0	0	28,840	28,558	28,560	28,560	31,923
10-443-0107	Maint Worker P/T	0	0	0	0	0	0	15,600
10-443-0300	Payroll Taxes	14,949	16,565	11,038	10,315	18,959	19,533	16,939
10-443-0400	Pensions	40,385	42,932	24,262	23,168	60,792	62,622	44,513
10-443-0401	Benefits	18,593	15,725	7,632	9,803	10,176	10,176	24,221
10-443-0500	Travel/Training	1,957	2,450	7,500	5,852	3,000	4,000	3,000
10-443-0700	Uniforms/Maintenance	2,956	3,640	475	596	750	750	500
10-443-1000	Professional Services	1,500	4,409	12,700	21,225	10,000	102,647	12,500
10-443-1100	Inspections	0	0	0	0	0	0	50,000
10-443-1101	Rental Inspections	0	0	0	0	0	0	45,000
10-443-1200	Reviews	0	0	0	0	0	0	20,000
10-443-1300	Contract Labor	0	0	8,960	6,420	30,000	30,000	20,000
10-443-1400	Solid Waste Contract	193,050	193,050	208,950	198,884	215,219	215,219	221,675
10-443-2000	Vehicle Maint/Operations	5,000	512	3,000	933	3,000	3,000	3,000
10-443-2001	Fuel	5,000	4,231	4,000	4,222	6,200	6,200	5,500
10-443-2300	Equipment/Repairs	3,762	4,450	2,000	1,727	2,500	2,500	2,000
10-443-2301	Equipment Rental	3,000	999	3,000	450	1,250	1,250	1,250
10-443-2302	Unscheduled Repairs	0	0	0	0	0	0	1,000
10-443-2400	Tools/Equipment	14,172	6,527	10,000	1,917	10,000	10,000	4,000
10-443-2600	Contractor Services	325	756	10,433	26,143	5,000	5,000	5,000
10-443-3000	Office Supplies	2,667	2,929	2,125	1,921	1,500	1,500	2,000
10-443-3001	Ads/Notices	2,077	2237	6,000	1,493	5,000	5,000	2,000
10-443-3300	Shop Supplies	938	365	500	784	1,000	1,000	750
10-443-3301	Telecommunications	1,466	2,125	0	0	0	0	0
10-443-4800	Litter Control	0	753	0	0	0	0	0
10-443-4801	Quantico Creek Clean Up	0	0	0	0	1,500	1,500	1,500
10-443-9100	CDAR Road Const-Tripoli Blvd	100,000	51,486	236,500	105,205	0	0	0
10-443-9102	MultiModel Phase 2	0	0	50,000	4,681	0	0	0
10-443-9103	VDOT Rd Const Projects	0	0	100,000	45,296	0	0	0
10-443-9200	Facility Supplies/Matls/Equipment	0	0	700	1,029	1,500	1,500	1,000
10-443-9400	Computer Equipment	640	640	0	0	0	0	0
	Total	\$643,725	\$579,112	\$886,020	\$607,651	\$637,673	\$741,224	\$708,776

ITEM	EXPENDITURES - STORMWATER MANAGEMENT							
	Line Item	FY11	FY11	FY12	FY12	FY13	FY13	FY14
		BUDGET	ACTUAL	BUDGET	UNAUDITED ACTUAL	BUDGET	AMENDED BUDGET	BUDGET
10-444-0100	Salaries	37,980	27,675	27,098	27,098	0	0	0
10-444-0102	Asst Dir of Public Works	0	0	39,200	33,358	0	0	30,000
10-444-0300	Payroll Taxes	2,351	2,106	5,072	4,500	0	0	2,295
10-444-0400	Pensions	7,847	5,162	12,636	11,280	0	0	7,020
10-444-0500	Travel/Training	2,020	520	1,732	1,308	2,500	2,500	2,500
10-444-0801	Annual Permit Maint Fee	3,000	3,000	3,000	3,000	4,500	4,500	4,500
10-444-2000	Vehicle Maint/Operations	1,800	1,410	1,500	0	3,000	3,000	3,000
10-444-2001	Fuel	438	275	500	418	600	600	600
10-444-2300	Equipment/Repairs	479	0	1,000	125	0	0	0
10-444-2600	Professional Contracts	45,826	57,262	89,025	85,782	120,950	120,950	88,635
10-444-3001	Ads/Notices	500	0	-	0	800	800	800
10-444-3300	Equipment & Materials	335	94	2,000	3,035	0	0	0
10-444-4800	Litter Control	2,650	1,602	2,650	212	2,650	2,650	2,650
10-444-5600	Miscellaneous	0	0	9,587	7,221	10,000	10,000	3,000
10-444-5700	Vehicle Leases	2,994	2,994	0	0	0	0	0
10-444-5800	Capital Outlay	0	0	0	0	0	0	0
10-444-5900	SWM Fee Refunds	31,521	31,521	0	0	0	0	0
	Total	\$139,741	\$133,621	\$195,000	\$177,337	\$145,000	\$145,000	\$145,000

ITEM	Expenditures - Community Services							
	Line Item	FY11	FY11	FY12	FY12	FY13	FY13	FY14
		BUDGET	ACTUAL	BUDGET	UNAUDITED ACTUAL	BUDGET	AMENDED BUDGET	BUDGET
10-472-0100	Director of Comm Services - Salary	0	0	52,200	52,078	61,200	61,200	67,048
10-472-0101	Farmers Market Dir P/T	0	0	0	0	0	0	1,750
10-472-0300	Payroll Taxes	0	0	3,993	3,975	4,682	4,682	5,646
10-472-0400	Pensions	0	0	9,949	7,624	15,012	15,012	15,689
10-472-0401	Benefits	0	0	5,088	6,243	5,088	5,088	8,074
10-472-0500	Travel/Education	0	0	95	687	2,500	3,800	1,000
10-472-2300	Equipment/Furnishings	1,000	0	1,500	1,371	2,500	2,500	1,000
10-472-2400	Newsletter	0	0	0	0	5,500	5,500	5,750
10-472-2800	Programs	18,000	14,967	27,209	15,813	0	0	0
10-472-2800	Easter Egg Hunt	0	0	0	0	1,000	1,000	1,000
10-472-2801	Black History Month	0	0	0	0	1,500	1,500	1,500
10-472-2802	Multi-Cultural Festival	0	0	0	0	5,000	5,000	6,000
10-472-2803	Fall Festival	0	0	0	0	5,000	3,919	5,000
10-472-2804	Volunteer Program	0	0	0	0	1,500	2,348	1,500
10-472-2805	Summer Employment Program	0	0	0	0	8,000	3,652	5,000
10-472-2806	Senior Luncheons	0	0	0	0	2,400	2,400	2,400
10-472-2807	Misc. Community Programs	0	0	0	0	3,000	3,500	0
10-472-2808	Parks & Rec Programs	0	0	0	0	0	0	25,000
10-472-3000	Office Supplies	1,500	1,109	5,852	4,582	1,500	1,500	1,500
10-472-3001	Ads/Notices	21,897	18,449	11,405	10,560	10,000	11,000	8,000
10-472-6000	Christmas Parade	2,000	1,963	469	951	2,000	4,581	5,000
10-472-6100	Charter Day	500	500	500	500	500	500	500
10-472-6101	Special Events	3,000	2,004	0	106	0	0	0
10-472-6500	Mil/Civ Meeting	1,103	1,103	0	0	1,500	1,500	0
10-472-6900	Community Service Grants	0	0	0	0	0	0	0
10-472-7001	Quantico Creek Clean Up	1,500	941	1,500	218	0	0	0
10-472-7002	Jane Byrnes Grant	0	0	0	0	71,250	71,250	71,250
10-472-7003	Wal Mart Grant	0	0	0	0	0	5,500	5,500
	Total	\$50,500	\$41,036	\$119,760	\$104,708	\$210,632	\$216,932	\$245,107

ITEM	Expenditures - Boards & Commissions								
					FY12		FY13		
		Line Item	FY11 BUDGET	FY11 ACTUAL	FY12 BUDGET	FY12 UNAUDITED ACTUAL	FY13 BUDGET	FY13 AMENDED BUDGET	FY14 BUDGET
10-481-0500	Travel/Training	1,000	0	5,000	0	4,000	4,000	3,000	
10-481-4100	Planning	5,000	4,000	5,000	4,000	6,000	6,000	6,300	
10-481-4300	ARB	2,100	600	3,350	1,850	3,350	3,350	3,700	
10-481-4400	BOZA	750	250	1,650	1,200	1,650	1,650	1,650	
	Total	\$7,850	\$4,850	\$10,000	\$7,050	\$15,000	\$15,000	\$14,650	

ITEM NON-DEPARTMENTAL									
	Line Item	FY11 BUDGET	FY11 ACTUAL	FY12 BUDGET	FY12 UNAUDITED ACTUAL	FY13 BUDGET	FY13 AMENDED BUDGET	FY14 BUDGET	
10-491-5600	Other Unbudgeted	0	0						
	Transfer back to LGIP	42,743	58,877	189,642	189,642	9,985	52,173	0	
	Total	\$42,743	\$58,877	\$189,642	\$189,642	\$9,985	\$52,173	\$0	

ITEM	Expenditures - Debt Service								
	Line Item	FY11 BUDGET	FY11 ACTUAL	FY12 BUDGET	FY12 UNAUDITED ACTUAL	FY13 BUDGET	FY13 AMENDED BUDGET	FY14 BUDGET	
10-495-8000	Debt Service	125,938	191,349	69,299	65,662	213,251	213,251	387,801	
	Total	\$125,938	\$191,349	\$69,299	\$65,662	\$213,251	\$213,251	\$387,801	

FY 14 BUDGET

EXPENDITURE BREAKDOWN BY DEPARTMENT

**Town of Dumfries
FY 2014 Budget
Departmental Breakdown**

Department	Amount Budgeted	Percent of Budget
Governing Body	\$60,256	1.36%
Administration	\$924,045	20.85%
Economic Development	\$0	0.00%
Information Technology	\$248,699	5.61%
Buildings and Grounds	\$74,250	1.68%
Public Safety	\$1,255,887	28.34%
Street Maintenance	\$239,486	5.40%
Community Development	\$127,897	2.89%
Public Works	\$708,776	15.99%
Stormwater Management	\$145,000	3.27%
Community Services	\$245,107	5.53%
Boards and Commissions	\$14,650	0.33%
Non-Departmental	\$0	0.00%
Debt Service	\$387,801	8.75%
Total Budget	\$4,431,854	100.00%

FY 14 BUDGET

BUDGET NARRATIVE

Overview of Expenditures

The FY 14 Budget recommended expenditures represent our best effort to provide the same level of services to the Town's citizens without increasing their tax burden, while taking into consideration the \$150,000+ revenue shortfall between the Town Departments' original budget requests and the available revenues. Staff worked together to compile this fiscally conservative budget, which includes a Real Estate Tax rate decrease of four cents and a \$2.00 per decal decrease in the cost of the required vehicle decal. Considering all of this, at a time when almost all neighboring localities are raising tax rates, this is a solid, defensible plan. The Town Manager would like to thank Staff for their commitment to continuing to provide quality service within the limits of the Town's financial resources.

Salary Adjustments

Due to state requirements that mandate employee raises of 1% a year for five years to cover increased Virginia Retirement System (VRS) costs to the employees, this budget includes a 1% increase for that unfunded state mandate. In addition, there is also a recommended 2% COLA for all employees to offset another increase in health care coverage costs and other increases in the costs of goods and services.

Pensions

Pensions include the cost of retirement, group life insurance and the retiree health insurance credit.

Benefits

The Town sponsors a health insurance program for employees. The program is the Local Choice program, administered by the Commonwealth on behalf of political subdivisions. The Town pays 100% of the cost of the insurance coverage for the employee and 20% of the cost of insurance for dependents of employees. By altering the choice of plan, the rates remained stable for FY 13 but employee co-pays, etc. increased.

Vehicles

There are no new vehicle purchases funded in the FY 14 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.

New Positions

There are no new full-time positions proposed for this fiscal year but one full-time public works crew position will be separated into two separate part-time positions.

Discussion of FY 14 Revenues

Every attempt has been made to accurately project all revenue for FY 14 utilizing the best available information in making these revenue estimates. Mid-year and estimated final 6 month expenditures among other things were considered in making the revenue projections.

Real Property—Current

Property values have increased with initial assessment values increasing by \$29,114,200 subject to any appeals adjustments. The estimated 2013 total, per the County, is \$339,310,600. This compares to \$310,196,400 in 2012, an increase of approximately 9.385%. This budget proposes that the Real Estate tax rate be decreased to .2733 cents per \$100 of assessed value. According to the Town's Auditors, real estate taxes should be calculated at a 100% collection rate.

Real Property—Delinquent

The Town is currently owed \$53,737 in delinquent taxes. Projected revenue from this source for FY 13 was utilized for this estimate.

Real Property—Public Service Corporations

Commonwealth of Virginia – Public Service Taxation Division provided an estimated 2012 assessed value of \$7,990,831. These revenues are based on a 100% collection rate.

Real Property—Penalty

This amount remains at the FY 13 projected amount.

Real Property—Interest

This amount is based on what has actually been received in FY 13 with projections through the end of the year.

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. We are estimating an increase in the FY 14 distributions.

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 amount is based on year-to-date collection totals.

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 13, I estimate that we will receive \$70 for this item. This is based on the FY 13 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 13 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. No projections are available for FY 14 so the amount budgeted is consistent with FY 13 numbers.

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 no 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 approved FY 14 tax rates for each class of business are as follows:

Contractors	\$30.00 or \$.102 per \$100 of gross receipts
Real estate, prof. services and financial services	\$30.00 or \$.30 per \$100 of gross receipts
Repair/Personal/Business services	\$30.00 or \$.19 per \$100 of gross receipts
Retail sales	\$30.00 or \$.135 per \$100 of gross receipts
Wholesale	\$.03 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

The Town hopes to continue to prioritize seeking out those businesses that have not obtained licenses and requiring that a license be acquired and appropriate taxes, interest, and penalties be collected. This should result in greater overall collections.

Franchise License

This is based on FY 13 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

The 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 2500 tags are sold each year and the current rate is \$25.00 per vehicle. This is a fairly constant number, changing only through the increase or decrease in the number of residents and businesses.

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. As a result, this number is based on FY 13 totals.

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 is based on FY 13 year-to-date and end- of-FY projections.

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 significantly based largely on the addition of a second McDonald's restaurant within the town limits.

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 13 projected and actual numbers and the application of the new permit and fee schedule.

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 13 projected and actual numbers and charges included in the fee schedule.

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 increased in the FY 14 Budget.

Interest

Interest rates continue to bottom out. This amount is based on FY 13 projected and actual numbers.

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.

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 14 are based on actual numbers provided by the Public Works Director.

Sanitation Fees—Delinquent

The Town no longer charges a separate sanitation fee and we do not anticipate collecting any significant fees that had been delinquent in previous years.

Blighted Property

This is the projected amount to be collected for repairs to blighted properties. This amount is based on FY 13 projected and actual numbers.

Police Aid (599 Funds)

The Commonwealth provides a supplement to those jurisdictions that provide police services. This amount has declined over the past few years but we are anticipating FY 14 revenues to remain stable from FY 13.

DCJS/LLEG

We anticipate receiving \$4,305 in FY 14, the same as received in FY 13.

Byrnes/JAG Grant

This is a projected grant amount based upon a pending grant allocation. Should we not get the grant, the revenue and expenditure items will be zeroed out.

DMV Grants

This is a projected grant amount. Funds are typically used to reimburse overtime costs for highway safety enforcement.

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. Based on trend analysis, we are predicting an approximate 10% decrease in this revenue stream.

CDBG

No grant funds were received for FY 13, but a new application will be submitted for FY 14.

Community Center Fees

A policy for use of the Community Center was presented to Council in FY 13 for approval. The FY 14 amount is projected to remain the same as the FY 13 budgeted amount.

Parks & Recreation Fees

No funds have been budgeted. However, this line item was added in FY 12 in anticipation of eventually establishing a Parks & Recreation 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 13 actual and projected numbers.

Transfer from General Funds

\$169,310 has been allocated for computer and technology improvements, professional contracts, salary adjustments and the addition of a Council member to the Boys and Girls Club Board of Directors in FY 14.

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 13 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 budgeted in FY 13.

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 the projected FY 13 collected amount.

10-411 Governing Body

10-411-0100 Town Council/Mayor Salaries

This line item includes salaries for the vice-mayor and five council members. The mayor has advised that he will not be accepting a salary.

10-411-0300 Payroll Taxes

This line item provides the employer's share of FICA at 7.65% 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 reviewed past yearly expenditures in this line item to predict FY 14 costs.

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	\$7,112
Virginia Municipal League	3,684
Prince William Chamber of Commerce	550
Virginia Institute of Government	500
Virginia Downtown Development Association	125

10-411-0900 Promotional Expense

No funds have been budgeted since FY12 in this area.

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.

10-411-5700 Council Expense

This line item provides funds for miscellaneous costs incurred by individual Council members as they participate in official activities that provide for networking opportunities and the exchange of information in other than official meeting type settings, including meal costs incurred during the conduct of official Town business. These are discretionary expenditures.

10-411-5800 Election Costs

This represents the estimated FY 14 election costs.

10-411-5900 Boys & Girls Club Board Member

This line item provides funds for costs incurred by Council member serving on Boys and Girls Club Board of Directors.

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
- Monitoring and controlling spending in accordance with the adopted budget

FY14 Goals

1. Continue to improve Public Safety by increasing police presence in the schools and community, as well as encouraging active community policing efforts.
2. Review Comprehensive Plan.
3. Review the Rental Inspection Program.
4. Review the Capital Improvement Program.
5. Increase code and zoning enforcement in the Town.
6. Improve inter-governmental relationships, particularly with County, State, and Federal leaders.
7. Enhance staff, council, and citizen use of technology, and improve our technology infrastructure.
8. Improve staff customer service skills and response times to both Council and constituents.
9. Consider staff and/or departmental restructuring to ensure the most efficient, cost-effective service delivery in all areas of Town government.
10. Review BPOL tax collection processes to insure proper taxes are collected
11. Increase grant funding.
12. Explore options for additional funding for various projects, including Streetscape, Ginn Park, Farmer's Market, and Trails.
13. Complete an update to the Town's Emergency Response Plan.

14. 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 Administrative Assistant to the Town Manager

This line item represents the estimated salary cost for the Administrative Assistant to the 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.

10-412-0104 Administrative Assistant

This line item represents the estimated salary cost for the Administrative Assistant to the Treasurer.

10-412-0105 Town Attorney

The line item represents the estimated salary cost for the Town Attorney.

10-412-0106 Economic Development

This department has been eliminated.

10-412-0300 Payroll Taxes

This line item provides the employer's share of FICA at 7.65% 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

\$136,300

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.

10-412-0400 Pensions

Pensions include the cost of retirement, group life insurance and the retiree health insurance credit.

10-412-0401 Benefits

This line item includes the cost of health insurance, including dental, for the Town employees who participate in the health insurance program within the department. With the exception of the Town Manager (who does not carry health coverage with the Town), the Town pays 100% 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 \$8,900

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 (\$2,350)

Virginia Local Government Management Association (VLGMA) (2 meetings) \$1,000

Various Seminars \$500

VML Annual Meeting \$800

VML/VACo Legislative Day \$50

Treasurer and Administrative Assistant (\$2,400)

Virginia Government Finance Officers Association conferences \$500

VGFOA classes (3 classes) \$750

Treasurer's Association of Virginia (TAV) Annual Meeting \$650

TAV – 2 Classes \$500

Town Clerk (\$1,300)

International Institute of Municipal Clerks (IIMC) Academy \$1300

Town Attorney (\$1,850)
Local Gov't Attorney's Conference \$1,000
VML/VACo Legislative Day \$50
Bar Association Training \$250
Mileage (Court, etc.) \$550

General – ALL STAFF TO PARTICIPATE (\$1,000)
ICMA Webinars (2 webinars)

10-412-0600 Employee Drug Screening

This line item includes the testing costs under the Substance Abuse Program.

10-412-0800 Dues and Subscriptions \$5,000

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
Town Attorney's Bar Association
LGA Membership
VA Bar Dues
PWC Bar Association Dues

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 for required court appearances.

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 (except for the Police Department) 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.
- 10-412-5300 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.

10-412-6000 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 grant funds have been moved to the Department of Community Services.

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.

FY14 Goals

1. Enhance the camera system in the council chambers.
2. Maintaining the current equipment the Town has now.
3. Creating better communications for the Town's website.
4. Maintain accuracy of website data through daily reviews and updates.

Overview of Expenses

10-414-0100 IT Manager Salary

This line item represents the estimated salary cost for the Technology Manager position.

10-414-0101 On-Call Part-Time IT Specialist

This line represents funding for an on-call IT Specialist. The current work load of the IT Manager has become excessive. The current items being maintained are as follows; 31 computers, 15 laptops, 5 servers, 2 camera systems, 2 landline phone systems, 2 main copiers, 9 individual copiers, air cards and cell phone, slide show for TV, Black Board Connect, Website and 20 software and maintenance contracts. In addition, we hope to purchase and install a new on-site server to handle all Town computing needs.

10-414-0300 Payroll Taxes

This line item provides the employer's share of FICA at 7.65% of the total salary line item.

10-414-0400 Pensions

Pensions include the cost of retirement, group life insurance and the retiree health insurance credit.

- 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 on-line classes and the Southern Software Conference.
- 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 as well as replacing IT Manager's computer and MDC in one police cruiser. This line item includes funds to purchase a DVD-DL burner to make DVDs of meetings and a DVD player for the Community Center TV.
- 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.
- 10-414-3301 Telecommunications**
This line item covers all Town issued cell phones and air cards.
- 10-414-5800 Capital Outlay**
This line item is for continued improvements to the audio/visual system in Council Chambers, to include funding to replace four (4) old cameras with four (4) new ones for better clarity, purchasing of Granius software that will allow the agenda to have video to be placed on the Town's website for people to view. They will pull up the agenda and be able to click on the part of the agenda they want to view on video. Purchasing of an exchange server to host and maintain the Town's email and website in-house is also included.
- 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. A specific list is available if needed. Maintenance of all Town software and hardware contracts have been added to this line item – they were formerly in individual department budgets. The maintenance agreement for the camera system in Council Chambers and the Granius maintenance agreement (this is for video connected to agendas on website) are also included.

10-414-6200 Professional Contracts

This line item includes funds for contract work such as installing equipment for cameras, switcher for video and PowerPoint.
This line item also includes funds for installation of exchange server.

10-415 BUILDINGS 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. Town buildings are to be maintained in a clean neat fashion. The department is committed to continually evaluating the provision of secure, safe, clean, efficient and well maintained facilities to our external and internal customers

FY14 Goals

Town Hall

1. Remove encroachments along the Town Hall property line
2. Create positive drainage away from the Town Hall building
3. Construct ADA access improvements outside of Town Hall
4. Provide minor facade improvements and enhancements

Community Center

1. Provide minor façade improvements and enhancements
2. Provide landscaping
3. Paint trim

Locket House and Museum and Merchants Park

1. Support maintenance of the Weems Botts Museum and Locket House
2. Maintain Park grounds to include, grass cutting, tree trimming, fertilization and mulching

Maintenance Shop

1. Re-grade driveway and parking area with 21A material

Garrison Park

1. Maintain Garrison Park

Ginn Memorial Park

1. The Council has appropriated funding for Ginn Memorial Park. These funds will be used in support of Council's requests.

Overview of Expenses

10-415-1100 Janitorial Supplies

This line item includes the required janitorial supplies for Town facilities to include cleaning supplies, soaps, towels, etc.

10-415-4000 Merchant Park

This line item provides the required funds to achieve the stated goals for Merchant Park.

10-415-4001 Garrison Park

This line item provides the required funds to achieve the stated goals for Garrison Park.

10-415-4002 Lockett House

This line item provides the required funds for anticipated expenses for the Lockett House.

10-415-4003 Museum

This line item provides the required funds for anticipated expenses for the Museum.

10-415-4004 Maintenance Shop

This line item provides the required funds to achieve the stated goals for the maintenance shop.

10-415-4005 Community Center

This line item provides the required funds to achieve the stated goals for the Community Center.

10-415-4006 Town Hall

This line item provides the required funds to achieve the stated goals for the Town Hall.

10-415-4007 Ginn Memorial Park

This line item provides the allocated funds to achieve the goals for the Ginn Memorial Park as outlined in the Town's Capital Improvement Plan and Council's direction.

10-415-6200 Contracts

This line item includes all ongoing service contracts such as Pest Control, etc.

10-431 Public Safety

Department Mission

The Dumfries Police Department is committed to providing professional, effective, and courteous public service by working in partnership with the community under the rule of law to create a safe environment and improve the quality of life for all of our citizens in an atmosphere of mutual understanding, cooperation, respect, and integrity. We will strive for excellence in all we do and make every effort possible to earn and maintain the confidence and trust of the community we proudly serve.

FY14 Goals

- **Goal 1: BUILD STRONGER NEIGHBORHOOD AND BUSINESS PROGRAMS WITH EMPHASIS ON PARTICIPATION AND COOPERATION BETWEEN CITIZENS AND COMMUNITY GROUPS**
 - Objective 1: Increase foot patrol activity and non-enforcement contact within the residential and business communities.
 - Objective 2: Expand the Department's Community Policing initiative by including a primary focus on designing and implementing programs that address identified community needs.
 - Objective 3: Create informative safety pamphlets for distribution to the citizens regarding personal, residential and business tips.

- **Goal 2: INCREASE THE SAFETY OF MOTORISTS AND PEDESTRIANS WITHIN THE TOWN**
 - Objective 1: Increase enforcement of traffic laws to decrease traffic crashes and unsafe driving behavior.
 - Objective 2: Continue efforts to work within the community to identify concerns and establish directed patrols to address these issues.
 - Objective 3: Apply for State and Federal traffic safety and enforcement grants.

- **Goal 3: MAINTAIN A PROFESSIONAL AND EFFECTIVE POLICE DEPARTMENT RESPONSIVE TO THE NEEDS OF THE PUBLIC**
 - Objective 1: Increase the percentage of calls for service handled by the police department.
 - Objective 2: Establish new and continuing current mentoring programs targeting juveniles within the Town through positive interactions.
 - Objective 3: Provide staff with training opportunities that will result in better services to the community and maintain a professional department responsive to a diverse community.

Overview of Expenses

- 10-431-0100 Salaries**
Current authorized strength for the Police Department is 11 uniform positions and 2 civilian positions. Department salaries remain competitive with local jurisdictions.
- 10-431-0100 Chief of Police**
This line item provides for the salary compensation of the Chief of Police.
- 10-431-0101 Captain**
This line item provides for the salary compensation of the Captain.
- 10-431-0102 Executive Assistant to Chief of Police**
This line item provides for the salary compensation of the Executive Assistant to the Chief of Police.
- 10-431-0103 Records Specialist**
This line item provides for the salary compensation of the Records Specialist.
- 10-431-0104 Sergeant**
This line item provides for the salary compensation of a Sergeant.
- 10-431-0105 Sergeant**
This line item provides for the salary compensation of a Sergeant.
- 10-431-0106 Senior Police Officer**
This line item provides for the salary compensation of a Senior Police Officer.
- 10-431-0107 Senior Police Officer**
This line item provides for the salary compensation of a Senior Police Officer.
- 10-431-0108 Police Officer**
This line item provides for the salary compensation of a Police Officer.

- 10-431-0109 Police Officer**
This line item provides for the salary compensation of a Police Officer.
- 10-431-0110 Police Officer**
This line item provides for the salary compensation of a Police Officer.
- 10-431-0111 Police Officer**
This line item provides for the salary compensation of a Police Officer.
- 10-431-0112 Police Officer/School Resource Officer**
This line item provides for the salary compensation of a Police Officer/School Resource Officer.
- 10-431-0200 Night Differential**
Officers receive \$1 per hour for each hour physically worked between the hours of 7:00 p.m. and 5:00 a.m.
- 10-431-0201 Overtime**
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 while on normal duty and in order to attend court 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 to provide law enforcement assistance at special events are compensated at **one and one-half** times the normal rate of pay.
- 10-431-0202 DMV Grant Salaries**
The DMV grant is not a guaranteed amount each year. We anticipate \$9,000 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:

Certification supplement:

There are two certifications where supplements are provided: field training officer and crime scene technician.

Field Training Officers are compensated \$1 per hour during times they actively train a recruit officer. We currently have one officer and two sergeants who are certified as a field training officer.

Crime Scene Technicians are provided a supplement of \$500 per year. These officers are trained in advanced knowledge and skills that provide them the ability to collect and preserve evidence beyond a skill level of most officers. We currently have two officers who are certified as a CST.

10-431-0205 Line of Duty Act

This covers Line of Duty Act benefits. This amount has increased significantly from FY12. This act is mandated by State Legislation and the amount is set by the State.

10-431-0206 Byrne Grant

This line item reflects the amount of grant awarded for FY14.

10-431-0300 Payroll Taxes

This line item provides the employer's share of FICA at 7.65% of the total salary line item.

10-431-0400 Pensions

Pensions include the cost of retirement, group life insurance and the retiree health insurance credit.

10-431-0401 Benefits

This line item includes the cost of health insurance, including dental for employees within the department. This line item remains steady for FY14.

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).

- 10-431-0600 Physicals & Hiring Costs**
This line item represents the costs for any required officer's physical examinations and random drug tests; as well as physicals, background investigations, psychological exams, polygraphs, and Hepatitis B shots 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 11 sworn officers. FY14 continues the implementation of a planned uniform replacement cycle that was instituted in FY 12 and is 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.
- 10-431-0900 Court Appointed Attorneys**
This line item includes the initial costs to the Town for attorney's fees for defendants that qualify for a court appointed attorney. If convicted, these costs are eventually reimbursed to the Town.
- 10-431-2000 Vehicle Maint / Ops**
This line item includes the continuation of maintenance for each vehicle within the police fleet based on the FY12 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.
- 10-431-2001 Fuel**
This line item is the amount allocated for fuel based on the best estimate possible.
- 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.
- 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 eligible families in Dumfries participate in a shopping trip in the weeks before Christmas. Contributions are provided from the community with no public fund involvement.
- 10-431-5100 General Orders**
No new expenses projected for FY14.
- 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.

10-431-5700 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

At this time there are no funds budgeted in FY 14 for vehicle replacement. However, should funds become available at mid-year review, every effort possible should be made to replace a 2004 vehicle that has high mileage and a consistently high yearly maintenance expense.

10-431-5900 Crime Prevention Program

There is an increase in this budget line item due to the expansion of community based crime prevention programs, and with the implementation of the School Resource Officer's need for books, training aids, and materials for programs implemented in Dumfries Elementary School. Additional costs will fund our ability to continue to maintain positive relationships the Department has established with programs implemented in FY12. An example is the continued relationships with youth who graduated from the Kid's Academy through semi-annual gatherings with officers. Also included in this request is funding for FY14 programs such as National Night Out, Kid's Academy, Women's Self-Defense Training Program, Community Programs, and the purchase of Crime Prevention materials.

10-431-6000 Petty Cash

This line item has been zeroed out as it served no useful purpose in FY13.

10-431-7000 Vehicle Lease Contract

Vehicles have been purchased in the past two fiscal years so there is no need to fund this line item.

10-431-7002 Training

In FY12, this line item was 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

The mission of the Street Maintenance Department is to efficiently utilize funding and resources available to proactively maintain our Town's roadway and walkway assets to provide safe transferable routes for our motoring and walking public. The total amount budgeted equals the amount of funding provided by the state.

FY14 Goals

1. Construct curb, gutter and enclosed storm drainage on Cameron Street
2. Minor street widening within the Old Town neighborhood
3. Provide minor storm drainage improvements
4. Pavement overlay within the Old Town community and Prince William Estates neighborhood
5. Upgrade signage within the Town in multiple areas
6. To provide snow removal services expediently, in an environmentally friendly fashion

Overview of Expenses

10-441-1400 Maintenance Contracts

This line item is to be used to support the departmental goals stated.

10-441-1500 Engineering

Engineering costs for storm drainage design

10-441-3300 Materials

Materials to include 21A, No. 57 stone and dry rip rap to be used to achieve stated goals.

10-441-4500 Snow Removal & Other

Materials and equipment needed for snow removal purposes.

10-441-5600 Miscellaneous

This line item includes any other costs expended for the maintenance of the streets.

10-442 Community Development

Department Mission

The goal for Planning and Zoning is to work on behalf of the residents and businesses to plan for the future growth of the community by, administering and enforcing the Town’s Zoning Ordinances, respond to customer inquiries and concerns, identifying and putting in place sound planning and land use development practices that will enhance, preserve, conserve, and improve the livability of the Town of Dumfries; and to promote awareness of the vital role short and long-term planning has in shaping the future growth of the community.

FY14 Goals

1. Continue to update the Comprehensive Plan.
2. Develop a process flow chart and a checklist for Planning and Zoning applications to better facilitate the application process.
3. Continue to update the Zoning Ordinance to reflect the updates to the Comprehensive Plan.
4. Continue the organizational system of Planning and Zoning applications and records to provide greater accessibility for Town staff and the general public.
5. Continue to update the technical sections of the Zoning Ordinances to better align with the Comprehensive Plan.
6. Continue to improve code enforcement activities in the Town.
7. Develop a survey card to gather feedback from customers as to the quality of service provided by staff.
8. Provide exceptional customer service to the Town’s residents and businesses.
9. Continue to respond to residential and business concerns in a timely and courteous manner.
10. Identify areas where we can streamline processes to be more efficient and effective.

Overview of Expenses

10-442-0102 Planner/Zoning Administrator

This line item provides for the salary compensation of the Planner/Zoning Administrator.

10-442-0300 Payroll Taxes

This line item provides the employer’s share of FICA at 7.65% of the total salary line item.

10-442-0400 Pensions

Pensions include the cost of retirement, group life insurance and the retiree health insurance credit.

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 (\$3,000)

The travel/education line Item supports the education of the Community Development Staff to include:

1. Virginia Association of Zoning Officials Certification (VAZO)
2. AICP Certification (Certification of Planners through the American Planning Association (APA))
3. APA National Conference/Continuing Education Programs

VAZO is the Virginia Association of Zoning Officials (VAZO) is a professional association for Zoning Officials that provides professional support for active Zoning Officials in the state of Virginia. Their objective is to:

1. Expand the awareness of professional administrators concerning the authority with which their positions are empowered.
2. Provide a reliable communication network for the use of administrators to develop solutions to various zoning problems.
3. Increase the visibility of the organization and develop an identity as a legitimate member of the public administration organizational community.
4. Provide high quality programs to members of the organization with consistently high standards of excellence.
5. Continue to improve member development.
6. Instill on the part of all members a desire to make VAZO the model for future organizations.
7. Develop a mentoring program among Virginia's zoning officials.

10-442-0501 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 (There are currently no funds budgeted in this line item).

10-442-0800 Dues and Subscriptions

This line item includes the costs for memberships, subscriptions and books for industry associations, trade publications and professional books to help with keeping staff updated on trends, new techniques, etc. that will enhance the planning and zoning efforts of the Town to include but not limited to:

1. APA membership
2. VAZO membership

3. Industry publications

4. Trade magazines

These professional memberships permit staff to remain up to date with industry changes, professional networking and discounted or free continuing education opportunities.

10-442-3000 Office Expense

This line item covers the cost of specialized office supplies needed to store maps, plans, and other oversized documents.

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.

10-442-6200 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. Funds budgeted in this line item are earmarked for Phase II updating of the Comprehensive Plan.

10-442-6300 Blighted Property

This line item includes the cost of bringing blighted properties into compliance.

10-443 Public Works

Department Mission

The mission of the Public Works Department is to maintain and enhance the quality of life for residents, businesses and visitors by providing a wide range of services and programs to include but not limited to:

- Street Maintenance
- Stormwater Management
- Long Range Transportation Planning
- Maintaining Public Buildings and Grounds

FY14 Goals

Provide consistent, quality service; maintain clean neighborhoods and safe streets and sidewalks for pedestrians, motorists, and visitors.

1. Use a sustainable and proactive approach to provide services in order to maintain the quality of life our residents, businesses and visitors have come to expect.
2. Operate and maintain clean, accessible, vibrant public spaces.
3. To always instill a sense of pride in our work and to uphold a strong commitment to excellence in the method and delivery of service to our customers.

Overview of Expenses

10-443-0100 Director of Public Works

This line item provides for the salary compensation of the Director of Public Works.

10-443-0101 Overtime

This line item provides for overtime.

10-443-0102 Asst Director of Public Works

This line item provides for the salary compensation of the Assistant Director of Public Works.

- 10-443-0103 Programs Administrator**
This line item provides for the salary compensation of the Programs Administrator.
- 10-443-0105 Hourly Maintenance Worker**
This line item provides for the salary compensation of the Hourly Maintenance Worker.
- 10-443-0106 Maintenance Worker**
This line item provides for the salary compensation of the Maintenance Worker.
- 10-443-0107 Hourly Maintenance Worker**
This line item provides for the salary compensation of the Hourly Maintenance Worker.
- 10-443-0300 Payroll Taxes**
This line item provides the employer's share of FICA at 7.65% of the total salary line item.
- 10-443-0400 Pensions**
Pensions include the cost of retirement, group life insurance and the retiree health insurance credit.
- 10-443-0401 Benefits**
This line item represents the cost of health insurance and dental insurance for participating employees.
- 10-443-0500 Travel/Education**
This line item includes the cost for ongoing safety training for Public Works staff as well as some specialized computer training.
- 10-443-0700 Uniforms**
The crew is provided with uniforms to wear while working. This item represents the yearly costs of replacements and upgrades of uniforms.
- 10-443-1000 Professional Services**
Professional Services covers miscellaneous projects such as studies, comp plan amendments and surveys.
- 10-443-1100 Inspections**
These are the costs associated with required inspections of construction projects in the Town. The Town collects fees from building permit applications and uses the revenue to pay these inspection costs.

- 10-443-1101 Rental Inspections**
These are costs associated with property inspections pertaining to the Rental Inspection Program. The Town collects fees from building permit applications and uses the revenue to pay these inspection costs.
- 10-443-1200 Reviews**
These are costs associated with plan approvals. The Town collects fees from building permit applications and uses the revenue to pay these inspection costs.
- 10-443-1300 Contract Labor**
This line item encompasses the anticipated costs of additional labor hired for emergency situations and similar instances.
- 10-443-1400 Solid Waste Contract**
This increase represents an anticipated 3% increase of costs associated with our solid waste contract.
- 10-443-2000 Vehicle Maintenance**
This line item represents the total cost of maintaining the Public Works vehicles to include oil changes, tires, tune-ups and other maintenance as required.
- 10-443-2001 Fuel**
This line item represents the cost for fuel for all Town vehicles and equipment, excluding the Police Department.
- 10-443-2300 Repairs**
This request of Public Works includes the estimated cost for the preventative maintenance of all equipment. This includes trucks, mowers, tools, spreaders, etc.
- 10-443-2301 Equipment Rental**
This line item 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**
This line item represents an estimate of unscheduled repairs on equipment.
- 10-443-2400 Tools/Equipment**
This line item is to be used for the purchase of a new lawn tractor as well as other needed tools and equipment upgrades.

- 10-443-2600 Contract Services**
This line item represents the estimated costs associated with new contract services that are unplanned.
- 10-443-3000 Office Expenses**
This line item includes all office supplies not otherwise included in line item 10-412-3000, including paper, pads, tape and other expendable supplies.
- 10-443-3001 Ads/Notices**
This line item will be used to cover the cost of advertising and providing notices to citizens for projects and contracts.
- 10-443-3300 Shop Supplies**
Supplies for the maintenance shop to include but is not limited to grease, oil brackets and bolts, paints, solvents, towels, miscellaneous chemicals and lumber.
- 10-443-8100 Quantico Creek Clean Up**
This item is used for expenses related to the Town's annual Quantico Creek Clean Up Activity.
- 10-443-9200 Facility Supplies/Materials/Equipment**
This line item is used to support supplies and equipment needed to support the Public Works requirements primarily for Town events such as portable bathroom facilities, tents, barricades and other materials as required.

10-444 Stormwater Management

Department Mission

The Stormwater Management Mission supports the Department of Public Works' vision of

"Public Stewardship – Protecting the health, safety and well-being of citizens and the environment through the ethical and responsible management of the human, natural, cultural and financial resources of the Town."

FY14 Goals

1. MS4 Program

- a. Continue to develop and implement the Municipal Separate Storm Sewer System (MS4) Program in compliance with Virginia Department of Conservation and Recreation regulations.
 - i. *PUBLIC EDUCATION AND OUTREACH ON STORMWATER PROJECTS*
 - 1. Continue with Northern Virginia Clean Water Partners for radio spots and web advertisements
 - 2. Continue to publish articles in the *Dumfries Charter* newsletter
 - ii. *PUBLIC INVOLVEMENT AND PARTICIPATION*
 - 1. Participate in the annual Alice Ferguson Creek clean up, inviting civic groups and individuals to participate
 - 2. Post the annual MS4 report on the town website
 - iii. *ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDDE)*
 - 1. Develop and implement an IDDE program
 - iv. *CONSTRUCTION SITE STORMWATER RUNOFF CONTROL*
 - 1. Maintain the erosion and sediment control program consistent with Virginia regulations
 - 2. Maintain Certified Combined Administrator status for the Director and Assistant Director of Public Works
 - v. *POST-CONSTRUCTION STORMWATER MANAGEMENT*
 - 1. Update the log of all known permanent Best Management Practices (BMPs)
 - 2. Inspect all known BMPs and implement corrective measures for defective BMPs
 - vi. *POLLUTION PREVENTION AND GOOD HOUSEKEEPING*
 - 1. Continue and update the street sweeping program; provide a waste container to quantify the amount of street debris removed
 - 2. Evaluate Public Works chemical uses and develop procedures to reduce chemical usage

2. Virginia Chesapeake Bay Phase II WIP (Watershed Implementation Plan)

- a. Work with the Northern Virginia Regional Commission, Planning District Commissions (PDCs), Soil and Water Conservation Districts, watershed organizations and other stakeholders to identify specific practices to reduce water pollution in Quantico Creek and its tributaries within town limits.

3. Quantico Creek Restoration

- a. Impaired status: The Virginia Department of Environmental Quality has determined that Quantico Creek water quality is impaired by bacteria. Working with students from the nearby Rippon Middle School, a sampling and analysis program for bacteria was implemented in the spring of 2012. The program will continue into FY 14. Results of the sampling and analysis will be used to determine potential sources of bacteria pollution in the creek. This information will be used to develop an implementation plan for reducing bacteria pollution.
- b. A team of three senior Municipal Engineering students from Virginia Polytechnic Institute and State University (Virginia Tech) have chosen restoration of Quantico Creek as their term research project. They will study the existing creek condition, research restoration methods, and propose possible courses of action for restoring the creek. "Stream restoration describes a set of activities that help improve the environmental health of a river or stream. Improved health may be indicated by expanded habitat for diverse species (e.g. fish, aquatic insects, and other wildlife) and reduced stream bank erosion."¹

Overview of Expenses – All expenditures are funded through Stormwater Management Fees billed with the Real Estate taxes.

10-444-0102 Salary

This line item provides for partial salary for the Assistant Director of Public Works

10-444-0300 Payroll Taxes

This line item provides the employer's share of FICA at 7.65% of the total salary line item.

10-444-0400 Pensions

Pensions include the cost of retirement, group life insurance and the retiree health insurance credit.

¹ Montgomery County Department of Environmental Protection (MCDEP), Rockville, MD. "Benefits of Stream Restoration" 2010-04-13. From Wikipedia

- 10-444-0500 Travel/Training**
These funds support continuing education requirements for stormwater management, as well as conferences and meetings and memberships. Both the Director of Public Works and the Assistant Director of Public Works hold Combined Administrator certificates for erosion and sediment control. Conferences and meetings provide peer networking essential to understanding and developing means and methods to respond to changing regulatory requirements pertinent to stormwater management. Memberships in select organizations provide access to widespread information at an affordable cost.
- 10-444-0801 Annual Permit Fee**
These funds support the annual fee the Town must pay to maintain our state-mandated annual stormwater permit.
- 10-444-2000 Vehicle Maintenance**
These funds support operation of the street sweeper. Street sweeping is an element of the MS4 program.
- 10-444-2001 Fuel**
This line item represents fuel for the street sweeper.
- 10-444-2600 Professional Contracts**
These funds will support the department's professional contracts. Professional services are utilized to develop responses to regulatory mandates and to perform studies as necessary for various aspects of stormwater management. These include designs for repair/replacement of failing or inadequate stormwater systems, retrofitting existing Best Management Practices (BMPs), and determining the adequacy of proposed stormwater management facilities for new developments.
- 10-444-3001 Advertising & Outreach**
This line item supports the advertising and outreach element of the Town's MS4 program. The primary expense is participation in the Clean Waters Partners (CWP) program of the Northern Virginia Regional Commission. The Regional Stormwater Education Campaign was initiated in 2003 to assist localities in leveraging funds to achieve common goals regarding stormwater education and outreach and promote consistent messages for fertilizer and pesticide use, pet waste disposal, and motor oil recycling. The campaign satisfies MS4 (Municipal Separate Storm Sewer System) Phase I and Phase II permit requirements for stormwater education and documenting changes in behavior.
- 10-444-4800 Litter Control**
This is the grant amount we anticipate to receive in FY14.

10-444-5600 **Miscellaneous**

This line item represents unanticipated needs that support program goals.

10-472 Community Services Department

Department Mission

The Community Services Department is dedicated to fostering a safe, attractive, inviting place in which to work and reside by providing meaningful community services and programs for our citizens, young and old alike. We want to preserve our rich and vibrant history and we value our multi-cultural and multi-generational community. We are flexible in our approaches to address the needs as they evolve and are dedicated to being good stewards of the assets of the community.

FY14 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 in and support of all Town sponsored community events and programs.
4. Research, apply for, and obtain grant funding to support our mission and enhance the number and variety of programs that we offer.
5. Encourage community participation in the development and presentation of a wide variety of programs and events.

Overview of Expenses

10-472-0100 Salary

This item represents the salary of the Director of Community Services.

10-472-0101 Farmers Market Director – P/T

This line item represents the salary costs associated with providing a Town-sponsored Farmers Market.

10-472-0300 Payroll Taxes

This line item provides the employer’s share of FICA at 7.65% of the total salary line item.

10-472-0400 Pensions

Pensions include the cost of retirement, group life insurance and the retiree health insurance credit.

- 10-472-0401 Benefits**
This line item includes the cost of health insurance, including dental, for the Director of Community Development. The Town pays 100% of the cost of employee coverage and 20% of the cost of dependent coverage to meet the minimum requirements of the Local Choice program.
- 10-472-0500 Travel/Education**
This line item includes the registration and travel costs associated with programs that can assist the Director of Community Services in establishing and maintaining quality programs and services for the community. Specific programs will be selected based on content and need.
- 10-472-2300 Equipment/Furnishings**
This line item request would be utilized to purchase furniture and equipment needed to present specific programs to the public and would include items such as chairs, tables, display racks, etc.
- 10-472-2400 Newsletter**
This line item represents the printing and mailing costs for the quarterly newsletter.
- 10-472-2800 Easter Egg Hunt**
This line item is funded at the FY 13 level.
- 10-472-2801 Black History Month**
This line item is funded at the FY 13 level.
- 10-472-2802 Multi-Cultural Festival**
This line item funding has been increased \$1000 over the FY 13 funding level.
- 10-472-2803 Fall Festival**
This line item is funded at the FY 13 funding level.
- 10-472-2804 Volunteer Program**
This line item is funded at the FY 13 funding level.
- 10-472-2805 Summer Employment Program**
This line item funding has been reduced based on actual FY 13 expenditures.

- 10-472-2806 Seniors Luncheon Program**
This line item covers the cost of monthly luncheons held for senior citizens.
- 10-472-2808 Parks and Recreation**
This line item represents estimated costs for programming of activities for Parks and Receptions within the Town of Dumfries. Approval of specific activities and expenditures will come from the Town Council.
- 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, and assorted paper supply needs.
- 10-472-3100 Advertising**
This line item represents the associated costs for printing and advertising for all of the Town's events.
- 10-472-5800 Community Center Maintenance**
This item has been removed from the Community Services Department budget.
- 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. As the scope of the parade has grown, so have the costs involved and this line item has been increased by \$3,000 this fiscal year.
- 10-472-6100 Charter Day**
This line item represents a donation of funds to Historic Dumfries, Virginia to be used for advertising for this event. The Town should continue to support this event that is hosted by Historic Dumfries Virginia (HDV) as a fundraising effort for their organization.
- 10-472-6101 Special Events**
This line item has been absorbed into 10-472-2807.
- 10-472-6500 Mil/Civ Meeting**
The Town is NOT scheduled to host the Quarterly Civilian-Military Evening Social this year.

10-472-7001 Quantico Creek Clean Up

This line item was incorporated into the Public Works expenditures in FY 14.

10-472-7002 Jane Byrnes Grant

This line item represents the “Dumfries Cares” grant request that if renewed will support the Dumfries Cares program in the Town of Dumfries. It is unknown at this time if we will be awarded the grant.

10-472-7003 Wal-mart Grant

The Town is seeking a follow-up grant from last year’s successful grant effort and if awarded, the funds received will support the Town’s established programs.

10-481 Boards and Commissions

10-481-0500 Travel/Training

This line item includes travel and training funds for the Planning Commission, Board of Zoning Appeals, and Architectural Review Board.

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 Architectural Review Board members.

10-481-4400 BOZA

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

10-491 Non-Departmental

10-491-5600 Non-Departmental

This line item represents the amount of funding that could be placed back into an interest earning account. Currently, nothing is budgeted but should funds become available at the mid-year FY 14 budget review, consideration should be given to applying them to this line item.

10-495 Debt Services

10-495-8000 Debt Service

The Town is presently paying on three different bonds, issued in 2010 and 2012. The payment schedule for FY 14 is as follows:

	Payment Date	Amount
Series 2003	10/1/2013	\$ 36,025.00
	4/1/2014	\$ 10,659.38
Series 2010	10/1/2013	\$111,057.50
	4/1/2014	\$ 30,177.50
Series 2010K	8/1/2013	\$ 74,940.63
	2/1/2014	\$124,940.63
Total Payments		\$387,800.64