

FY 2013

BUDGET

NARRATIVE

Town of Dumfries, Virginia

April 6, 2012

Overview of Expenditures

The FY 13 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 \$100,000+ 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 two cents and BPOL tax rate decreases of two cents. This budget does not, however, include any transfer of funds back into an interest earning account, keeping our reserves at FY 12 Budget levels. Considering all of this, at a time when many localities are raising tax rates and looking to their general fund to produce balanced budgets, 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

The proposed budget does include a 1.65% cost of living adjustment (COLA) but no merit/performance increase.

Retirement

The contribution rate for employee retirement has risen by 6.47% for an expenditure increase of almost \$77,000. In anticipation of the governor signing SB 497 before July 1, 2012, we have moved 5% of the current retirement costs into salary expenditure to meet the requirements of the legislation.

Benefits

The Town sponsors a health insurance program for employees. The program is the Local Choice program, a program administered by the Commonwealth on behalf of political subdivisions. The town pays 80% of the cost of the insurance coverage for the employee and 20% of the cost of insurance for dependents of employees. By altering the choice of plan, the rates remained stable for FY 13.

Vehicles

There are no new vehicle purchases funded in this budget.

Capital Outlay

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

New Positions

There are no new positions proposed for this fiscal year.

Discussion of FY 13 Revenues

As previously stated, this is a fiscally conservative budget, and the projected revenues are no exception. Staff utilized 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, Again, these projections are conservative, and should the Town come in under budget at the end of FY 2013, any surplus would be transferred into the LGIP or other investment account.

Real Property—Current

Property values have increased with initial assessment values increasing by \$12,313,800 subject to any appeals adjustments. The estimated 2012 total, per the County, is \$310,196,400. This compares to \$297,886,700 in 2011, an increase of 4.13%. This budget proposes that the Real Estate tax rate be decreased to .3133 cents per \$100 of assessed value. According to the Town's Auditors, real estate taxes should be calculated at a 100% collection rate. In the past because the Town only collects approximately 96% to 97% historically, former Town Managers have directed the Treasurer to use a 96% calculation rate. I believe that we should follow accepted governmental accounting practices and as a result I have directed the treasurer to use the 100% calculated rate,

Real Property—Delinquent

The Town is currently owed \$57,661 in delinquent taxes. Projected revenue from this source was reduced to \$25,000 at FY 12 mid-year and that number will be used for the projected FY 13 revenue projection.

Real Property—Public Service Corporations

Prince William County provided an estimated assessed value of \$8,061,350. These revenues are based on a 100% collection rate.

Real Property—Penalty

This amount remains at the FY12 projected amount.

Real Property—Interest

This amount is based on what has actually been received in FY 12 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 a slight increase in the FY 13 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 revenue increased in FY 12 by about 12% and we are forecasting a 6% increase over FY 12 collections in FY 13.

Rolling Stock Tax

The rolling stock tax is imposed by the Commonwealth of Virginia upon railroads and motor vehicle carriers pursuant to §58.1-2652 through §58.1-2659, Code of Virginia, 1950, as amended. One half of the collection is distributed to local governments in such percentage as the fair market value of roadway and track located within the jurisdiction bears to the total market value of roads and track in the Commonwealth. As we have no railroad track within the Town and our total portion of roadways is small compared with the total mileage in the state, our share of the rolling stock tax is quite small. For FY 12, I estimate that we will receive \$70 for this item. This is based on the FY 12 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 12 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 13 so the amount budgeted is consistent with FY 12 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 current established FY 12 tax rates for each class of business is as follows:

Contractors	\$30.00 or \$.122 per \$100 of gross receipts
Real estate, prof. services repair, personal, business, and financial services	\$30.00 or \$.32 per \$100 of gross receipts

Service	\$30.00 or \$.21 per \$100 of gross receipts
Retail sales	\$30.00 or \$.155 per \$100 of gross receipts
Wholesale	\$.05 per \$100 of gross receipts
Telephone businesses	.5% of gross receipts
Telegraph businesses	.5% of gross receipts
Water, heat, light, power	.5% of gross receipts
Savings institutions	\$50.00

This budget proposes lowering BPOL taxes all categories by two cents. The licenses are due and payable by March 1 of each year; however, businesses locating or starting within the Town must acquire a business license for the year in which business commences and payments are due for the license prior to commencement. The new BPOL revenues have been calculated using FY 12 numbers adjusted by the 2% recommended decrease.

During the FY 11 license year, the Town issued licenses as follows:

Category	License Fee Collected
Contractors	\$24,163
Retail Sales	\$105,029
Real Estate, Professional Services	\$42,539
Repair, Personal/Business Services	\$164,041
Wholesale, Other	\$45,915

The Town hopes to prioritize seeking out those businesses that have not obtained licenses and requiring that a license be acquired. This should result in greater collections.

Franchise License

This is based on FY 12 projected and actual numbers.

Parking Lot Lease & Maintenance Fee

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

Vehicle Tags

That Town requires that each motor vehicle be licensed through the Town by the purchase of a motor vehicle sticker. This includes cars, trucks, motorcycles, scooters, motor homes, buses and the like. Although many other jurisdictions have eliminated the sticker and just charge the fee, this is typically done when payment for the personal property tax is due. Because the Town does not have a personal property tax, it must continue to use the sticker method for collecting the fee. The license year runs from April 15 to April 14. Approximately 3,000 tags are sold each year, at the current rate of \$27.00. This is a fairly constant number, changing only through the increase or decrease in the number of residents and businesses. I am estimating that in FY 12, the number of tags sold will be approximately 2,037, for a total fee collection of \$55,000.

Bank Stock Tax

The Town has a bank franchise tax that conforms to the Code of Virginia. The tax is imposed at a rate of 80% of the state imposed rate. The current rate that the Town imposes (which is the maximum permitted by law) is \$.80 per \$100 of net capital as defined by §58.1-1205, Code of Virginia, 1950, as amended, with the net capital being prorated among the various branches owned or held by each bank. The amount generated in this line item only changes when there is a substantial change in net capital or when a new bank is located within the jurisdiction. The Town has one bank that pays this tax, Bank of America. As a result, this number is based on FY 12 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 12 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 by slightly based on FY 12 projected and actual numbers.

Permits and Fees

Permits and fees include such things as the fees charged for building permits, dance permits, and other miscellaneous fees not including those fees charged for zoning and subdivision activities. This amount is based on FY 12 projected and actual numbers and the assumption that Council will approve the suggested new permit and fee schedule effective July 1, 2012.

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 12 projected and actual numbers and charges included in the proposed fee schedule change.

Court Fines/Forfeitures

This revenue source is not very predictable as it is dependent upon the commission of illegal activities by the public, the effectiveness of law enforcement and general enforcement, and the success in the legal system to produce the revenues. Due to restructuring and retraining efforts within the Police Department, this number has been decreased. This amount is based on FY 12 projected and actual numbers.

Interest

Interest rates continue to bottom out. This amount is based on FY 12 projected and actual numbers. The Town Manager and Treasurer will be watching this situation carefully to make investment decisions to maximize the return on investment to the Town.

Miscellaneous Revenue

This line item includes all other local revenue not classified in other areas, including revenue from the sale of property, refunds and rebates, and miscellaneous fees.

Street/Highway Maintenance

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

Litter Control

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

Sanitation Fees—Delinquent

There are still outstanding delinquent sanitation fees due to the Town from prior years. Although the Town no longer charges a separate sanitation fee, it does collect some of these fees as real property ownership is transferred and through other legal action on the part of the Town. Although with time these delinquent collections drop off, the Town has become more aggressive in the collection of these fees. This amount is based on FY 12 projected and actual numbers.

Blighted Property

This is the projected amount to be collected for repairs to blighted properties. This amount is based on FY 12 projected and actual numbers.

Police Aid (599 Funds)

The Commonwealth provides a supplement to those jurisdictions that provide police services. This amount continues to decline each year but the state budget has yet to be finalized so we are anticipating a 4% reduction in this funding for FY 13.

DCJS/LLEG

We will not be awarded any FY 13 funding from this source due to cutbacks at the Federal and State funding levels.

Byrnes/JAG Grant

This is a projected grant amount based upon a pending grant allocation. Unlike last year, we have a separate expenditure item listed in Community Services for the amount of the requested grant. 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. This amount was calculated using a 16% reduction based on FY 12 actual and projected numbers.

CDBG

No grant funds have been budgeted for FY 13, as the application was not approved.

Community Center Fees

The Town does not charge a set fee for the usage of the community center as it did when the center was available for rental to the general public. There are certain activities that occur within the center for which the Town receives a contribution, including art classes and the occasional use by authorized Town officials or staff. A policy for use of the Community Center will be presented to Council for approval but should not involve any significant increase in the collection of user fees. This amount is projected to remain the same as the FY12 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 & Rec program within the Town.

Town Events

The Town receives “rental” payments from vendors for several of the events that it sponsors. These funds are shown in this line item. This amount is based on FY 12 actual and projected numbers.

Transfer from General Funds

No funds have been budgeted.

Transfer from SWM Funds

No funds have been budgeted.

Transfer from LGIP

No funds have been budgeted.

Christmas in Dumfries

The police department solicits funds from businesses and individuals each year to take children from low-income families in the Dumfries community on a shopping trip on a day prior to Christmas. Funds collected are placed in this line item. Funds not spent in a preceding year are re-appropriated for this purpose. This amount is based on FY 12 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 12.

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 12 collected amount.

10-411 Governing Body

10-411-0100 Town Council/Mayor Salaries

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

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

10-411-0300 Payroll Taxes

This line item provides the employer's share of FICA at 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 included \$5,600 for all seven Council members to attend the annual VML Conference, \$350 for all seven Council members to attend the VML/VaCO Legislative Day, and \$2,100 for each Council member to have an additional \$300 to put towards the training of their choice.

10-411-0800 Dues and Subscriptions

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

Northern Virginia Regional Commission	\$7,112
Virginia Municipal League	2,551
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 for FY 13 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. This is budgeted at \$200 per Council member.

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 cost incurred during the conduct of official Town business. These are discretionary expenditures such as attendance at the Girls and Boys Clod fundraising events, etc. There is \$250.00 per Council member budgeted for this line item.

10-411-5800 Election Costs

This line item covers the FY 13 election costs for the Town.

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

FY13 Goals

1. Continue to improve Public Safety by increasing police presence in the community, as well as encouraging active community policing efforts.
2. Review the FY 12 changes to the Zoning Ordinance and make additional recommendations based on citizen and business input.
3. Finalize an Economic Development Plan that will attract new business and investment to the Town of Dumfries.
4. Implement the rental inspection program.
5. Update the Capital Improvement Program.
6. Increase code and zoning enforcement in the Town.
7. Improve inter-governmental relationships, particularly with County, State, and Federal leaders.
8. Enhance staff, council, and citizen use of technology, and improve our technology infrastructure.
9. Improve staff customer service skills and response times to both Council and constituents.
10. Consider staff and/or departmental restructuring to ensure the most efficient, cost-effective service delivery in all areas of Town government.
11. Review BPOL tax collection processes to insure proper taxes are collected

12. Maximize vehicle decal sales through enforcement activities.
13. Maximize use of grant funding, and utilize grant funding in a timely manner.
14. Explore options for additional funding for various projects, including Streetscape, Ginn Park, Farmer’s Market, and Trails.
15. Complete an update to the Town’s Emergency Response Plan.
16. Continue to review and organized old existing Town records.
17. Achieve resolution to all pending litigation.
18. Conduct internal process studies to improve employee performance and response to citizens.
19. Enhance community engagement and participation in public meetings, public hearings, and public events.

Overview of Expenses

- 10-412-0100 Town Manager**
This line item represents the estimated salary cost for the Town Manager.
- 10-412-0101 Assistant Town Manager**
This position was eliminated in FY 12.
- 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**
Since FY 12, Economic Development has its own department.
- 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. This cost has increased in FY 13.

Worker's Compensation	
Property and Casualty Insurance	\$150,552

10-412-0302 Virginia Unemployment Tax

This is the amount required to fund the Virginia Unemployment Trust Fund, calculated by the Commonwealth and reflective of the Town's experience rating. All department costs for unemployment are drawn into this line item. For the current year, the rate is .0077 on the first \$8,000 of each salary. It is expected that this amount will continue to increase in FY 13..

10-412-0400 Pensions

This line item represents the cost of retirement, group life insurance and the retiree health insurance credit. The Town also pays the employee contribution. For FY 13 the Town's contribution rate will increase to 20.53% of the salary line item.

10-412-0401 Benefits

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

10-412-0500 Travel/Training

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

Town Manager	
Virginia Local Government Management Association (VLGMA) (2 meetings)	\$1,750
International City/County Management Association (ICMA) Annual Meeting	\$2,200

VML Annual Meeting \$800
VML/VACo Legislative Day \$50
Treasurer and Administrative Assistant
Virginia Government Finance Officers Association conferences (2 meetings) \$800
VGFOA classes (4 classes) \$1000
Treasurer's Association of Virginia (TAV) Annual Meeting \$650
Citipak Annual Conference \$850

Town Clerk

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

Town Attorney

VML Annual Meeting \$800
VML/VACo Legislative Day \$50
Miscellaneous Training Seminars \$400

General – ALL STAFF TO PARTICIPATE

ICMA Webinars (3 webinars) \$1500

10-412-0800 Dues and Subscriptions

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

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

- 10-412-1001 Legal Services**
This is the estimated cost of legal services for 10 hours at \$200.00 per hour. This would be utilized when the Town Attorney is on leave or unavailable.
- 10-412-1002 Independent Auditor**
This is the contract amount with Johnson CPA, PLLC & Consulting, adjusted annually to reflect changes in the consumer price index.
- 10-412-2300 Equipment and Repairs**
This line item includes funds for the repair or replacement of general office equipment, not including computer replacements budgeted for elsewhere. Equipment covered includes calculators, printers, miscellaneous small office furniture and other office equipment.
- 10-412-3000 Office Expense**
This line item includes all office supplies including paper, pads, envelopes, pens, toner, ink cartridges, tape and other expendable supplies.
- 10-412-3001 Advertisements/Notices**
This line item provides funding for the cost of advertising for public hearings, procurement of goods and services, advertisements for personnel, budget advertisements, and any other notice that the Town places.
- 10-412-3002 Vehicle Tag Preparation**
This line item funds the cost of printing the motor vehicle stickers.
- 10-412-3004 Ordinance Review**
This line item funds the preparation of Code supplements in order to keep the Town code current. This includes the preparation and hosting of the Code online in addition to printed copies.
- 10-412-3006 Postage**
This item covers postage.
- 10-412-3007 Marketing**
This line item moved to new department "Economic Development" in FY 12

- 10-412-3301 Telecommunications**
This line item moved to Information Technology Department in FY 12.
- 10-412-5300 Utilities**
This line item covers the cost of telephone, electricity, natural gas, and propane for all Town owned facilities.
- 10-412-5400 Fire Program**
This is funded by a grant and passed on to the Fire Department.
- 10-412-5700 Unscheduled Expenses**
This covers expenses not otherwise budgeted for.
- 10-412-5800 Capital Outlay**
This line item includes funds for the ongoing update and replacement of computer systems and maintaining a standard software package. This has been moved to the Information Technology Budget.
- 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. This amount was significantly reduced from FY 12.
- 10-412-6300 Byrnes/JAG Grant**
These are DCJS Grant funds that the Town anticipates receiving for at-risk youth prevention services.

10-413 Department of Economic Development & Marketing

Department Mission

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

FY13 Goals for Economic Development

1. Complete a Strategic Plan for Economic Development comprised of goals, objectives and strategic initiatives to attract new businesses, encourage the expansion and retention of existing businesses, and promote redevelopment and development opportunities to diversify and strengthen the Towns economy.
2. Continue to promote and market the Town to increase the visibility and advantages of the community to encourage new investment in the community.
3. Promote the expansion, retention and growth of existing businesses, small businesses and entrepreneurship.
4. Reinforce existing business outreach efforts.
5. Develop events to engage the existing business community.
6. Plan, coordinate and host the 2nd Annual Job Expo.
7. Continue to establish and foster relationships with community and regional business organizations, to include the Prince William Chamber of Commerce, the PWC Department of Economic Development and the Dumfries Business Association.
8. Continue to actively engage with business prospects, site selection consultants, brokers, etc., to increase the visibility of the Town as a “Choice Place” to do business.
9. Continue to develop relationships with defense, technology and service related businesses that have contracts with the federal government and Quantico Marine Corps Base or support contractors working for the federal government or Quantico.
10. Leverage existing relationships with key partners to increase the awareness of the Town’s positive business climate.
11. Encourage the revitalization of existing sites and properties located throughout the Town through comprehensive and sound land-use planning.
12. Promote development and redevelopment opportunities to developers.

Overview of Expenses

10-413-0100 Director Salary

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

10-413-0300 Payroll Taxes

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

10-413-0400 Pension

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

10-413-0500 Travel/Training (\$6,000 budgeted)

This line item includes the costs for travel (meals, lodging, direct travel cost), and registration for professional development courses, training, conferences and other professional related programs the Town Manager may request the Director attend during the FY13 budget year. This includes programs such as:

1. The EDI certification exam and prep work.
2. American Planning Associations educational workshops/seminars to learn about current trends, best practices, and identifying and implementing policies that will encourage development in a community.
3. International Economic Development Council's Leadership summit.
4. Economic Development education workshops.
5. Travel expenses to all tradeshow, conferences

10-413-0501 Meeting/Event Expenses (\$1,500)

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

10-413-0600 Tradeshow/Conferences (\$2,400 budgeted)

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

1. Site Selection Conference
2. VEDA Fall/Spring Conference
3. VML Conference

Site Selections Consultant Conference is a conference that provides networking, training, and information sharing platform where economic development agencies and site selection consultants have the opportunity to exchange information and build business relationships.

10-413- 0800 Dues and Subscriptions/books/publications (\$1,350)

Dues for Economic Development included in this line item are for:

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

NAIOP is one of the leading Commercial Real Estate Development Associations for developers, owners and related professionals in office, industrial and mixed-use real estate. NAIOP provides industry networking and education opportunities to develop and strengthen relationships with leading real estate decision makers on a regional and national level (during the FY12 budget year, the Director received a scholarship to attend NAIOP's Development 101 class, a \$450 value).

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

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

ICMA develops and fosters professional local government management worldwide. The organization provides technical and management assistance, training, and information resources in the areas of performance measurement, ethics education and training, community and economic development, environmental management, technology, and other topics to its members and the broader local government community.

Publications/Subscriptions

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

1. Certification manuals to sit for the EDI Certified Economic Development Professional exam.
2. Professional books to further the knowledge base in helping to develop sustainable communities, developing best practices, and positioning a community for success.
3. Subscriptions to professional magazines.

10-413-2300 Office Equipment

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

10-413-3000 Office Supplies

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

10-413-3007 Marketing & Promotional Expenses (\$20,000)

The purpose of the funds in this line item are to market and promote the Town of Dumfries to attract new business and investment; enhance the visibility of the Town as a place to expand or locate a business; retaining and growing existing businesses; and promoting the advantages of 1) doing business in the Town, 2) working in the Town, and 3) living in and visiting the Town of Dumfries.

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

1. Development of a "Visitor" brochure.
2. The development of an incentives brochure.
3. The development of an opportunities brochure highlighting prime development or redevelopment areas of the Town.

4. Planning and coordinating existing business events, such as a “Meet the Town Manager” event, a “Business Appreciation” reception, etc.
5. Planning and coordinating the 2nd Annual Defense/Technology Job Expo.
6. Planning and coordinating the logistics of a “Business Resource Summit” to bring various business assistance agencies together to meet with existing businesses to discuss the various programs they have to offer to help small and new businesses.
7. Sponsorship of key business attraction events, such as the Chambers Virtual Bus Tour (placing of a full page ad to make sure the development community is aware of the opportunities the Town of Dumfries has to offer) and other similar opportunities.
8. Development of promotional literature to use at conferences and tradeshows or other venues that is appropriate.
9. To create, market and communicate the Town of Dumfries economic message to the appropriate audiences using a diverse array of media and communication vehicles.

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

10-413-6200 Professional Contracts/Consultants

This line item provides funds for the procurement of professional services for areas such as a Retail Gap Study (there are no funds in this budget line item).

10-413-6300 Land Acquisition

Currently there are no funds budgeted for this line item in FY 13. The purpose of incorporating this unfunded line item in the budget is for Council to consider the value of acquiring land for the future growth as future budgets are proposed.

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.

FY13 Goals

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

Overview of Expenses

10-414-0100 IT Manager Salary

This line item represents the estimated salary cost for the Technology Manager position, including a proposed 1.65% salary adjustment.

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

This line item is determined by a percentage rate of total salaries. There is a significant increase in this line item due an increase in the total percentage rate of 20.53% for FY13.

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 the 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 the TV in the Community Center with an internet ready one for use during presentations and meetings. Also included is a wall-mount projection screen for Council Chambers, Adobe Pro 10 software, and a ceiling projector for Council Chambers.
- 10-414-3000 Office Expense**
This line item includes all office supplies including paper, pads, envelopes, pens, toner, ink cartridges, tape and other expendable supplies.
- 10-414-3300 Telecommunications**
This line item covers all Town issued cell phones and air cards. The IT Manager has requested that the Telecommunications line items from departments 412, 431, 442, and 443, go into her budget. It will save time and money to have one person looking at the invoice instead of having each department head review it.
- 10-414-5800 Capital Outlay**
This line item is for improvements to the audio/visual system in Council Chambers, to include funding to replace four (4) old cameras with four (4) new ones for better clarity, as well as funding for the purchase & installation of a projector and screen for power point presentations, go to meetings, and webinar classes.
- 10-414-6000 Maintenance Contracts**
This line item includes the cost of maintenance contracts on the servers, printers, phone systems, and web communications such as Blackboard. 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.
- 10-414-6200 Professional Contracts**
This line item includes funds for contract work such as installing equipment for a new television in the Community Center which will allow the space to be used for training presentations.

10-415 BUILDING AND GROUNDS

Department Mission

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

FY13 Goals

Town Hall

1. Install voting boards in council chambers
2. Replace and upgrade lighting fixtures throughout the building
3. Install electronic locks
4. Create positive drainage away from the Town Hall building
5. Enhance the landscaping and provide planters
6. Construct ADA access improvements outside of Town Hall
7. Provide minor facade improvements and enhancements

Community Center

1. Install event information sign in front of the Community Center
2. Install electronic locks
3. Provide landscaping and planters
4. Paint trim
5. Provide minor interior enhancements to allow for new electronic in the assembly area

Locket House and Museum and Merchants Park

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

Maintenance Shop

1. Construct an environmentally friendly receiving area for roadway debris

Garrison Park

1. Begin stream bank stabilization adjacent to park property
2. Reestablish and properly maintain the existing rain gardens

Ginn Memorial Park

1. Identify funding sources to advance the construction of park phasing
2. Construct perimeter fencing
3. Install lighting conduit for future lighting amenities
4. Purchase and install playground equipment

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 and the like

10-415-4000 Merchant Park

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

10-415-4001 Garrison Park

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

10-415-4002 Lockett House

This line items provides the required funds for anticipated expenses for the Lockett House

10-415-4003 Museum

This line items provides the required funds for anticipated expenses for the Museum

10-415-4004 Maintenance Shop

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

10-415-4005 Community Center

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

10-415-4006 Town Hall

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

10-415-4007 Graham Park Road

This line items provides the required funds to achieve the stated goals for the advancement of the Ginn Park phasing

10-415-6200 Contracts

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

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.

FY13 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 implementing a more structured process to increase internal accountability.

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 10 uniform positions and 2 civilian positions. Department salaries remain competitive with local jurisdictions.

10-431-0100 Chief of Police

Salary for Chief of Police.

10-431-0101 Captain

Salary for Captain.

10-431-0102 Executive Assistant to Chief of Police

Salary for Executive Assistant to the Chief of Police, including a 1% pay adjustment

10-431-0103 Records Specialist

Salary for the Records Specialist.

10-431-0104 Sergeant

Salary for a Sergeant.

10-431-0105 Sergeant

Salary for a Sergeant.

10-431-0106 Senior Police Officer

Salary for a Senior Police Officer.

10-431-0107 Senior Police Officer

Salary for a Senior Police Officer.

10-431-0108 Police Officer

Salary for a Police Officer.

10-431-0109 Police Officer
Salary for a Police Officer.

10-431-0110 Police Officer
Salary for a Police Officer.

10-431-0111 Police Officer
Salary for a Police Officer.

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.

Estimated overtime costs are as follows:

Holiday Cost	\$24,229.00
Court/Normal Cost	\$28,716.00
Special Events	<u>\$8,375.00</u>
Total Overtime /86	\$61,320.00

10-431-0202 DMV Grant Salaries

The DMV grant is not a guaranteed amount each year. We anticipate \$14,000 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: filed 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 two officers and one sergeant 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 will have two officers who are certified as CST in FY13.

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 FY13.

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

This line item is determined by a percentage rate of total salaries. There is a significant increase in this line item due an increase in the total percentage rate of 20.53% for FY13.

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 FY13.

10-431-0500 Travel / Training

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

Prince William County Criminal Justice Academy Membership Fee	\$10,000
Virginia Association of Police Chiefs Conference	\$1,300
Virginia FBI National Academy Associates Conference	\$1,300
Westpoint Supervisory Training	\$800
New Supervisor Training	\$600
2 attendees at the Southern Software conference	\$1,000

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, and polygraphs for new hires. This expenditure has a significant decrease from FY12 due to the Department being fully staffed.

10-431-0700 Uniforms / Maintenance

This line item includes sufficient funds to pay for uniform cleaning and maintenance at a level of \$135.00 per quarter for 8 sworn officers. FY13 continues the FY12 implementation of a planned uniform replacement cycle based on normal wear and damage to issued uniforms.

10-431-0800 Dues / Subscriptions

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

10-431-2000 Vehicle Maint / Ops

This line item includes the 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. By spending more on preventive maintenance, we can delay the necessity of purchasing new vehicles in the immediate future. By properly managing and maintaining the existing fleet, the need to purchase replacement vehicles should be delayed at least until FY14.

10-431-2001 Fuel

This line item is the amount allocated for fuel based on the best estimate possible. This line item increased significantly given the uncertainty of the global oil market and the impact it will have on actual fuel costs for the Police Department. The increase in staffing levels in FY13 will result in more officers on duty was also considered in the estimate.

10-431-2300 Equipment / Repairs

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

10-431-3000 Office Expense

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

10-431-3100 Contracts

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

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

10-431-3300 Supplies

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

10-431-3301 Telecommunications

This line item moved to Information Technology Department.

10-431-4200 “Christmas in Dumfries”

This line item represents expected public donations that cover the out of pocket costs for conducting the program whereby children from 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. If there are remaining funds in this line item it is the police department’s request to have said funds rolled over to the next fiscal year.

- 10-431-5100 General Orders**
No new expenses projected for FY13. It is anticipated all general orders will be issued in FY12.
- 10-431-5200 Special Police**
Program eliminated.
- 10-431-5300 DMV Grants**
Not funded.
- 10-431-5400 K-9 Unit**
This line item has been eliminated.
- 10-431-5500 ICAC**
This line item has been eliminated.
- 10-431-5501 HIDTA**
This line item has been eliminated.
- 10-431-5600 Justice Dept Expense**
This line item has not been funded.
- 10-431-5700 Chief's Expense**
This line item covers the cost of the Chief's participation in various activities and programs of a reciprocal nature such as attendance at retirement events, ceremonial functions and the like. This expenditure was reduced based upon FY12 actual expenditure.
- 10-431-5800 Capital Outlay**
Due to FY12 mid-year funding availability, radio replacements and a vehicle purchase that would have been funded in FY13 is no longer necessary. As a result, the Department expects no Capital Outlay expenditure in FY13. Beginning in FY14, the Department does expect to begin replacing vehicles in the fleet.

10-431-5900 Crime Prevention Program

There is a slight increase in this budget line item due to the expansion of community based crime prevention programs. 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 FY13 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 FY12.

10-431-7000 Vehicle Lease Contract

With the FY12 mid-year purchase of a vehicle, there is no need to fund this line item for FY13.

10-431-7002 Training

In FY 12, 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.

FY13 Goals

Accomplishing all of the goals listed below will depend on the materials utilized that are constantly fuel and price adjusted so an increase in costs may limit what will actually be accomplished.

- Pave multiple streets within the Old Town neighborhood
- Pave Nichols Court, Lyda Lane and Eby Drive
- Replace substandard guardrail on Possum Point Road
- Upgrade signage within the town in multiple areas
- To provide snow removal services expediently, in an environmentally friendly fashion

Overview of Expenses

- 10-441-0100 General Engineering Administrative Salaries**
Line item zeroed out.
- 10-441-0100 Director of Public Works**
This item has been moved to budget 443
- 10-441-0300 Payroll Taxes**
This item has been moved to budget 443
- 10-441-0400 Pensions**
This item has been moved to budget 443

- 10-441-0401 Benefits**
This item has been moved to budget 443
- 10-441-1400 Maintenance Contracts**
This line item is to be used to support the departmental goals stated
- 10-441-1500 Engineering**
Engineering costs represent approximately 5% of the total anticipated project costs
- 10-441-2000 Vehicle Maintenance**
This item has been moved to budget 443
- 10-441-2001 Fuel**
This item has been moved to budget 443
- 10-441-2300 Equipment and Repairs**
This item has been to moved budget 443
- 10-441-2301 Equipment Rental**
This item has been moved to budget 443
- 10-441-3300 Materials**
Anticipated 200 tons of 21B stone at \$25 a ton used primarily for shoulder maintenance
Anticipated 80 tons of No. 57 stone at \$23 a ton used for base needs
Anticipated 30 tons of Dry Rip Rap at \$30 a ton used for outfall upgrades
- 10-441-4500 Snow Removal & Other**
Anticipated salt at \$85 per ton, 4 tons per storm x 8 storms
Anticipated sand at \$18 per ton, 20 tons per storm x 8 storms
- 10-441-5600 Miscellaneous**
This line item includes any other costs due to the maintenance of the streets.

10-442 Community Development

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 Towns 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.

FY13 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. Improving the organizational system of Planning and Zoning applications 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. To 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. This position has been restructured from the Director/Building Official/Zoning Administrator position.

10-442-0300 Payroll Taxes

7.65% of salaries

10-442-0400 Pensions

20.53 % of salaries

10-442-0401 Benefits

This line item provides the health insurance for full time employees within the department who carry health insurance through the Town.

10-442-0500 Travel/Training (\$4,000)

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
4. APA Continuing Education classes

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.

10-442-501 Codes and Standards

This line item covers for new International Code Council code books and standards adopted by Virginia Uniform Statewide Building Code every three years of the code development process (There are currently no funds budgeted in this line item).

10-442-0800 Dues and Subscriptions (\$750)

This line item includes the costs for memberships, subscriptions and books for industry associations, trade publications and professional books to help with keeping staff update to date 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 (\$500 budgeted)

This line item covers the cost of general office supplies, small office equipment, supplies for digital photos, and other miscellaneous costs.

10-442-3001 Advertising/Notices (\$3,500 budgeted)

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. (There are currently no professional contracts budgeted for in the FY13 budget).

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

FY13 Goals

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

- 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.
- Operate and maintain clean, accessible, vibrant public spaces.
- 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 General Administration and Operations Salaries

This line item is no longer being used.

10-443-0100 Director of Public Works

Director of Public Works salary.

10-443-0101 Overtime

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

- 10-443-0102 Asst Director of Public Works**
Assistant Director of Public Works Salary
- 10-443-0103 Administrative Assistant**
Administrative Assistant Salary
- 10-443-0104 Crew Leader**
This position is not funded this year
- 10-443-0105 Maintenance Worker**
Maintenance Worker Salary
- 10-443-0106 Maintenance Worker**
Maintenance Worker Salary
- 10-443-0300 Payroll Taxes**
Payroll taxes represent 7.65% of salaries.
- 10-443-0400 Pensions**
Pensions represent 20.53% of salaries.
- 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. The total budgeted has been reduced significantly from FY 12 and information on the specific training programs we will participate in and their exact costs will not be available until July 2012.
- 10-443-00700 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 cover the cost of outside plan review for projects that cannot be reviewed in house and miscellaneous projects such as comp plan updates, surveys and the like.
- 10-443-1300 Contract Labor**
Public Works is currently efficiently working with just two laborers. This line item encompass the anticipated costs of hired assistance with town events and storm clean ups.
- 10-443-1400 Solid Waste Contract**
Represents an anticipated 3% increase of costs associated with or our solid waste contract
- 10-443-2000 Vehicle Maintenance**
This cost 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**
Fuel costs are unpredictable as they are expected to continue to rise during FY 13. This line item represents the estimated fuel costs broken down as follows:
Director – 150 miles a week = 7,800 miles a year / 20 miles per gallon = 260 gallons x 5.00 = \$ 1,950.00
Crew – 200 miles a week = 10,400 miles a year / 12 miles per gallon = 867 gallons x 5.00 = \$ 4,300.00
- 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 and the like.
- 10-443-2301 Equipment Rental**
This cost represents the costs to rent supplemental equipment such as front end loaders, bobcats, signs and other equipment required to complete Public Works tasks.
- 10-443-2302 Unscheduled Repairs**
Line item zeroed out.

- 10-443-2400 Tools/Equipment**
This line item is to be used for the purchase of a tractor broom and attachments as well as other needed tools and equipment upgrades
- 10-443-2600 Contract Services**
This line item represents the costs associated with the Public Works IWORKS tracking system
- 10-443-3000 Ads/Notices**
This line item will be used to cover the cost of advertising and providing notices to citizens for projects and contracts
- 10-443-3200 Office Supplies**
Includes but is not limited to permits, certificates, paper pens, ink, folders notebooks and the like
- 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
- 10-443-3301 Telecommunications**
Transferred to Information Technology budget.
- 10-443-4800 Litter Control**
This line item has been moved to the Storm Water Management budget.
- 10-443-9100 CDAR Road Construction – Tripoli Blvd.**
This item is removed transfers for payments will be made from the Towns road bond.
- 10-443-9102 MULTI MODEL Phase 2**
This item is removed, transfers for payment will be made from the Towns CDAR account, Federal reimbursements will be transferred to the Towns CDAR account.
- 10-443-9103 VDOT Road Construction Projects**
This item is removed, transfers for payment will be made from the Towns CDAR account, Federal reimbursements will be transferred to the Towns CDAR account.

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.

10-443-9400 Computer Equipment

Not funded.

10-443-9600 Town Hall Renovation

Line item moved to Buildings & Grounds.

10-443-9700 Museum/Lockett House

Line item moved to Buildings & Grounds.

10-444

Stormwater Management

Department Mission

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."

FY13 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 cleanup, 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 is being implemented in the spring of 2012. The one-year program will continue into FY 13. 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

10-444-0100	Salaries Item deleted.
10-444-0100	Director of Public Works To be fully funded under 10-443-0100 for FY 13.
10-444-0102	Assistant Director of Public Works To be fully funded under 10-443-0102 for FY 13.
10-444-0300	Payroll Taxes To be fully funded under 10-443-0300 for FY 13.
10-444-0400	Pensions To be fully funded under 10-443-0400 for FY 13.

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

- 10-444-0401** **Benefits**
To be fully funded under 10-443-0401 for FY 13.
- 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.
- 10-444-0800** **Annual Permit Fee**
These funds support the annual fee the Town must pay to maintain our state-mandated annual storm water 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**
FY13 fuel funding request reflects an increase due to anticipated rising fuel costs. Fuel is for the street sweeper.
- 10-444-2300** **Equipment/Repairs**
These funds will support the department's equipment and repair costs.
- 10-444-2301** **Equipment Rentals**
No funding requested for FY13.
- 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.

- 10-444-3100 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.
- 10-444-3300 Equipment & Material**
These funds are used to support the equipment & material needs of the MS4 Program and TMDL requirements. Included are sampling and testing equipment and supplies for water quality testing.
- 10-444-4800 Litter Control**
This is the grant amount we anticipate to receive in FY13.
- 10-444-5600 Miscellaneous**
No funding requested for FY13.
- 10-444-5700 Vehicles Leases**
No funding requested for FY13 since we are currently not leasing any vehicles and have no plans for leasing in the next budget cycle.
- 10-444-5800 Capital Outlay**
No plans to fund this line item for FY12.
- 10-444-5900 SWM Fee Refunds**
This was a one-time line item to be deleted for FY 13.

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.

FY13 Goals

1. Continue to provide a diverse program/event offering for the Town residents to enjoy.
2. Continue to educate and inform the community of the existing services, programs, and events through a variety of media.
3. Increase resident, Staff & Council participation and support of all Town sponsored community events and programs.
4. 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.

10-472-0300 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

This line item represents the cost of retirement, group life insurance and the retiree health insurance credit. The Town also pays the employee contribution. For FY 13 the Town's contribution rate will increase to 20.53% of the salary line item.

10-472-0401 Benefits

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

- 10-472-0500 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 maintain 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.
- 10-472-2800 Programs**
In FY 12, this was one line item and all programs were grouped together. This made it difficult to track individual program expenses and limit specific spending. The FY 13 budget breaks those programs down as indicated below.
- 10-472-2800 Easter Egg Hunt**
- 10-472-2801 Black History Month**
- 10-471-2802 Multi-Cultural Festival**
- 10-472-2803 Fall Festival**
- 10-472-2804 Volunteer Program**
- 10-472-2804 Summer Employment Program**
- 10-472-2806 Seniors Luncheon Program**
- 10-472-2807 Miscellaneous Community Programs**
- 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.
- 10-472-6100 Charter Day**
This line item represents a donation of funds to Historic Dumfries, Virginia to be used for food purchases for this event. 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 has been incorporated into the Public Works expenditures for FY 13.
- 10-472-7002 Jane Byrnes Grant**
This line item represents the "Dumfries Cares" grant request that if awarded will support additional youth-centered programs in the Town of Dumfries. It is unknown at this time if we will be awarded the grant.

10-481 Boards and Commissions

10-418-0500 Travel/Training

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

10-481-4100 Planning

This line item represents the salary for Planning Commissioners.

10-481-4300 ARB

This line item represents the salary for the ARB members.

10-481-4400 BOZA

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

10-491 Non-Departmental

10-491-5600 Non-Departmental

This line item represents the amount of funding that could be placed back into an interest earning account. There is no funding budgeted at this time but should funds become available at the mid-year FY 13 budget review, consideration should be given to applying them to this line item.

10-495-8000 Debt Service

The Town is presently paying on three different bonds, issued in 2003 and 2010. The payment schedule for FY 13 is as follows:

	Payment Date	Amount
Series 2003	10/1/2012	\$11,981.88
	4/1/2013	\$36,981.88
Series 2010	10/1/2012	\$106,882.50
	4/1/2013	\$31,057.50
Series 2010K	2/1/13	\$22,560.24
Total Payments		\$209,464.00