

# TOWN OF DUMFRIES

## FY 15 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 15 BUDGET

TOWN MANAGER'S COMMENTS ON THE  
FY 15 BUDGET

## **Town Manager's Comments on the FY 15 Budget**

Dear Residents, Property Owners, and Business Owners:

The FY 15 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 significant staff and Council efforts in a process that sought input from all of you in finalizing a budget that finances the plan of what Town government hopes to accomplish during the fiscal year. The budget becomes the blueprint of where our efforts will be focused in achieving the outcomes planned for FY 15. The Town Council, after holding work sessions and a public hearing, passed the FY 15 Budget contained herein.

The Town Council continued its efforts at reducing taxes and fees in the Town. As a result, this budget reflects our best efforts at providing quality services to the Town's citizens and businesses without increasing their tax burden, while taking into consideration the \$250,000+ revenue shortfall between the Town Departments' original budget requests and the available revenues. Staff worked closely with Town Council to construct a budget that includes a four cent reduction in the Real Estate Tax rate, a \$1.00 decrease in vehicle decals fees, a five cent reduction in Cigarette Tax, a one cent reduction in BPOL, and a \$2.00 reduction in storm water management fees. I would like to thank staff and the Town Council for their commitment to continuing to provide quality service within the limits of the Town's financial resources.

Transportation and Economic Development remain the two most important issues that will shape the ability of the Town of Dumfries to grow and prosper over the next several decades. Residents must realize that there are factors involved in those issues that are beyond the control of the Town staff and elected officials alone. We will continue to work with state and federal authorities, as well as residents and local businesses, to move these issues forward.

In order to move the Town forward, controlled growth of government is a factor that Town staff and elected officials will have to address in future budget years. As our infrastructure continues to age, costs associated with effective storm water management and the replacement of deficient system components will require more expenditures that will put a drain on limited resources. An unpredictable economy adds difficulty to projecting future revenue streams.

I am proud of my staff and their commitment to doing the right thing and accomplishing the maximum results possible within the limits that are placed upon them. Town residents and our business community must get more involved in the workings of government and provide staff and elected officials input on issues that are important to them. An involved community is an effective community.

I have adopted a phrase that I believe sums up the spirit of what we are trying to accomplish in the Town of Dumfries. It simply states "proud of our historical past, excited for our future." Together we can build a positive future for the Town of Dumfries.

A handwritten signature in black ink, appearing to read "D. Taber". The signature is fluid and cursive, with a large initial "D" and a stylized "T".

Daniel E. Taber

Town Manager

# FY 15 BUDGET

## MAYOR'S COMMENTS ON THE FY 15 BUDGET



DUMFRIES, VIRGINIA  
Virginia's Oldest Continuously Chartered Town  
CHARTERED 1749 INCORPORATED 1961

17755 Main Street  
Dumfries, Virginia 22026-2386  
Tel: 703-221-3400 / Fax: 703-221-3544  
www.dumfriesva.gov

### *Mayor's Comments on the FY 15 Budget*

1 August 2014

Dear Residents, Property Owners & Business Owners,

In accordance with the Town Charter, I am hereby presenting the Town Council's approved Fiscal Year 2015 (FY15) Operating Budget for the Town of Dumfries.

As our nation continues its slow path to economic recovery from a global recession, our town government must make increasingly shrewd, strategic choices about our spending priorities. The Town of Dumfries has been fortunate in its ability to weather this economic storm. Dumfries is at a crossroads, we need to work harder than ever to develop a balanced, strong economy that serves everyone while cautiously managing the fiscal constraints that dictates our path forward.

I have continued to pledge that I will do my utmost to eliminate unnecessary expenses wherever and however we can and make the most effective possible use of tax-payer dollars. The town of Dumfries must fairly and critically assess where expenditures are occurring by department, additionally our town has a revenue problem. While property taxes are being collected, there are categories such as vehicle decal tags and business licenses & taxes that are not being appropriately accounted for. This lack of collection has placed an undue burden on those taxpayers and business owners that are properly paying their fees. The challenge in FY15 will be for the Town government to aggressively pursue collection accountability.

In 2009 the then Mayor and Town Council passed an equalization initiative that raised FY10 fees and taxes in the following categories:

- Property tax rate increase from \$0.18 to approx \$0.35 per \$100 assessed value,
- BPOL rates increased 10% across the board (every category),
- Vehicle tag fees increased by \$3.00 per vehicle (from \$24.00 to \$27.00),
- Cigarette taxes increased by \$.30 per pack (from \$.30 to \$.60 per pack),
- Stormwater Management fees increased \$12.00 per residence (from \$10.00 to \$12.00 a resident).

The focus in FY15 is to continue to posture the operating budget to roll back these initiatives:

- Property tax rate of approx \$0.23 per \$100 assessed value,
- BPOL lowered by \$.01 across all categories (a 4% reduction),
- Vehicle tag fees reduced to by \$1.00 per vehicle (from \$25.00 to \$24.00),
- Cigarette Tax reduced by \$.05 per pack (from \$.60 to \$.55 per pack),
- Stormwater Management fees lowered by \$2.00 per residence (from \$12.00 to \$10.00 a resident).

The future of our town's economic development hinges on forming lasting partnerships with Prince William County, the Prince William Chamber of Commerce, the Dumfries Business Association, numerous non-profit and corporate partners across the community. With these partnerships there will be the ability to bring new jobs, improve the quality of our workforce, and do everything we can to make Dumfries more competitive and desirable. For the Town of Dumfries to succeed, we must cut spending, invest in our future and generate revenues. The Town of Dumfries must demonstrate fiscal discipline and responsibility to create a leaner, more efficient government without overburdening our residents. I am proud to say that since 2012, while neighboring towns and municipalities across the state have raised taxes, the Town of Dumfries has worked hard to lower taxes.

The Town government has an obligation to spend your tax dollars with the utmost responsibility. The Town of Dumfries should do everything in our power to ensure that your tax dollars are being used properly to invest in our collective future. Council has approved a FY15 budget of \$4,375,141 million, which is a \$10,149 increase over the FY14 Adopted Budget of \$4,364,992 million.

### **Challenges**

While there are many positive things to be excited about in the Town of Dumfries, no community is without challenges. As Mayor, it is incumbent upon me to make sure that our Council and citizens understand any potential issues or challenges that we need to properly address in the future. The following challenges are still before us:

- **Unfunded Mandates:** Unfunded mandates continue to be a significant problem with the responsibility being shared equally between the federal and state governments. These issues include enhanced environmental compliance programs such as stormwater treatment, Chesapeake Bay initiatives, mandatory line of duty insurance benefits, VRS, retirement directives, road maintenance and public safety operations that are coming at a crippling pace which forces localities to incur significant operational costs and debt service to fund these items.
- **Corporate Limits:** Our Town is approximately 1.63 sq mi (1048 acres) and a major challenge is, we are limited to no build-out of our existing corporate limits. With the exception of several residential projects (Orange St and Possum Point Rd) as well as the business development of the Town Centre Project (Main St) that are currently underway is all that is left to develop. This

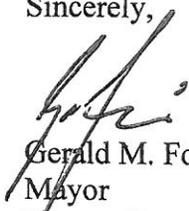
translates to a short term solution of redevelopment or reuse of existing business parcels in Town. Tax incentives for property owners/developers will translate to these projects being completed in the next eight to ten years and at that point, we will be facing a scenario unlike any other jurisdiction in Northern Virginia. This results in the Town not having additional property located within the corporate boundaries where vacant and redeveloped land will allow for new residential or commercial projects. At this point, the Town will see a significant, if not, complete decline in our availability fees, proffers, new residential and commercial assessments not attributed to renovations and other similar sources of new revenue. The Town will have to rely on creative revenue options and increased business opportunities from residential growth in Eastern Prince William County to allow us to continue to see a positive expansion in our overall revenue sources.

- Stormwater Management (SWM): The Town's SWM system is independent of Prince William Forest, MCB Quantico, Prince William County and I-95 Freeway runoff, which means elected officials at the local government level are grappling more and more with financing and managing SWM improvements within the FY operating budget. For years our Town's SWM program was neglected. The Town of Dumfries is at the bottom (low point) of Quantico Creek and its many tributaries, as such the aforementioned localities runoff into Town properties. Over the past several years the Public Works Department has made efforts to identify, repair, maintain and build a comprehensive SWM system. The biggest challenge for our Town regarding SWM is that our maintenance programs thus far have been driven by complaints rather than scheduled maintenance. Thus, a great deal of remedial maintenance needs to be done to deal with runoff problems and flooding, as well as to control water quality. Quantico Creek restoration needs to be a fully funded priority in the immediate future. Residents along Quantico Creek have dealt with water runoff and have been subject to the erosion of property and flooding of their homes for too many years, it is long overdue to properly address these taxpayers' needs.
- Transportation Infrastructure: The Town's roadway and pedestrian infrastructure is in need of repair. Tripoli Blvd Drainage Improvement, Graham Park Rd/Curtis Dr/Rte-1 Intersection, Possum Point Rd and Multi-Modal Phase II are all behind schedule which is now causing quality of life degradation. Rte-1 (Fraleley Blvd) widening must be engaged and monies set aside. Furthermore connectivity dealing with sidewalks connecting Liberty Village to Rte-234 is behind schedule and cross walks allowing citizens to move freely through Town are non-existent. Currently 54,000 vehicles per day travel through the approximately 2.01 miles (10,650 ft) of Rte-1 in Dumfries. Our transportation projects can no longer afford to be delayed.
- General Fund: The general fund is paying the debt service on the Towns' initiatives which the public supported over the last few years. In order to continue to fund these series of capital projects which has and will result in many of the transportation and pedestrian as well as infrastructure improvements, the Town must meet with financial consultants and determine that without sustained natural growth, the Town will have to generate additional funding to pay for our debt service. Our Town's debt service has grown from \$211,689 (FY12 unaudited actuals) to a projected FY15 \$388,609, this is a 54% increase in less than two years.

As Mayor, I will continue to work tirelessly to ensure that our Town receives its fair share of resources and that these resources are utilized in the most efficient and effective manner possible.

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,

A handwritten signature in black ink, appearing to read 'G. Foreman II', written over the printed name.

Gerald M. Foreman II  
Mayor  
Town of Dumfries

# FY 15 BUDGET

ORDINANCE TO APPROPRIATE FUNDS FOR  
FISCAL YEAR 2015 IN THE AMOUNT  
OF \$4,375,141.00

**AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL, HELD ON JUNE 3, 2014, IN COUNCIL CHAMBERS, 17755 MAIN STREET, DUMFRIES, VIRGINIA: ON A MOTION MADE BY MR. FOREMAN, AND SECONDED BY MS. FORRESTER, THE FOLLOWING RESOLUTION WAS ADOPTED BY THE FOLLOWING VOTE:**

Charles C. Brewer, yes;  
Gerald M. Foreman, II, yes;  
Kristin W. Forrester, yes;  
Helen D. Reynolds, absent;  
Willie J. Toney, yes;  
Gwen P. Washington, yes;  
Derrick R. Wood, yes;

**AN ORDINANCE TO ADOPT AND APPROPRIATE FUNDS FOR FISCAL YEAR 2015 IN THE AMOUNT OF \$ 4,375,141.00**

**WHEREAS**, Section 15.2-2503 of the 1950 Code of Virginia, as amended, provides that the governing body shall prepare and approve an annual budget; and

**WHEREAS**, the Town Manager has prepared and submitted to the Town Council the proposed annual budget for the fiscal year beginning July 1, 2014 and ending June 30, 2015, as required by 15.2-1541; and

**WHEREAS**, a brief synopsis of the budget was published and a public hearing was held on May 27, 2015, all as required by the provisions of Section 15.2-2506 of the State Code; and

**WHEREAS**, the Council has reviewed citizen comments, analyzed, deliberated, and made necessary revisions to create a budget; and

**WHEREAS**, Section 15.2-2506 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; and

**WHEREAS**, the adoption of the budget requires the appropriation of \$ 4,375,141.00 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 2015 (Exhibit A) after holding a duly advertised public hearing required by law; and

**NOW THEREFORE, BE IT ORDAINED** by the Council for the Town of Dumfries, Virginia meeting in regular session this 3rd day of June, 2014 does hereby make the following appropriations of Town revenues as specified and required by the adopted budget 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 2015 in the amount not to exceed \$ 4,375,141.00.

<b><u>Department</u></b>	<b><u>FY 2015</u></b>
Governing Body	\$ 58,502
Administration	931,912
Economic Development	0
Information Technology	190,144
Buildings and Grounds	81,600

Public Safety	1,264,405
Street Maintenance	240,000
Community Development	113,604
Public Works	752,118
Storm Water Management	194,568
Community Services	140,229
Boards and Commissions	19,450
Non-Departmental	0
Debt Service	388,609

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.

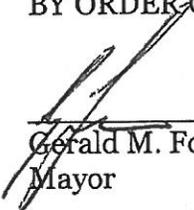
All payments from operating funds provided for in said Budget shall be made in accordance with the Charter and ordinances of the Town and with approval by Council.

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.

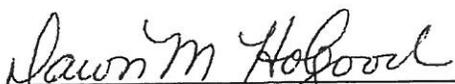
This ordinance shall be in force and effective from July 1, 2014.

Adopted this 3rd day of June, 2014.

BY ORDER OF THE COUNCIL

  
 \_\_\_\_\_  
 Gerald M. Foreman  
 Mayor

ATTEST:

  
 \_\_\_\_\_  
 Dawn Hobgood, Town Clerk

Ordinance Number O-2014-003

# FY 15 APPROVED BUDGET

ITEM	Revenue						
		FY12	FY12	FY13	FY13	FY14	FY15
Line Item	BUDGET	ACTUAL	BUDGET	UNAUDITED ACTUAL	BUDGET	BUDGET	
10-311-0101	Real Estate Taxes - Current	953,129	961,697	971,845	933,541	927,336	853,483
10-311-0102	Real Estate Taxes - Delinquent	25,000	20,199	25,000	27,505	25,000	20,500
10-311-0201	Real Estate Taxes - Public Service	27,161	27,161	27,161	25,035	25,000	23,045
10-311-0601	Real Estate Taxes - Penalty	10,000	7,047	10,000	11,333	10,000	7,600
10-311-0602	Real Estate Taxes - Interest	2,500	1,012	2,500	3,052	2,500	2,100
10-312-0101	Sales Taxes	328,016	386,818	365,000	372,413	400,000	400,000
10-312-0102	Rental Tax	47,000	67,720	70,000	73,305	70,000	67,000
10-312-0103	MVC Rolling Stock Tax	70	28	70	38	50	50
10-312-0201	Utility Taxes - Electric/Phone	155,967	150,243	156,000	163,743	160,000	180,000
10-312-0202	Right of Way Use Fee	26,059	20,188	26,000	21,994	19,000	23,000
10-312-0203	Telecommunications Tax	180,548	188,081	185,000	193,860	190,000	195,000
10-312-0301	Business License - Contractor	26,483	24,048	25,953	31,714	32,000	28,863
10-312-0302	Business License - Retail Sales	87,123	118,331	85,381	118,259	89,500	82,870
10-312-0303	Business License - Financial/Real Estate/Pr	57,788	74,862	300,000	350,199	87,000	84,100
10-312-0304	Business License - Repair/Business Svcs	148,500	139,571	145,530	140,755	155,000	146,842
10-312-0306	Business License, Wholesale, Other	44,550	23,772	43,659	17,770	23,000	15,333
10-312-0401	Franchise License	63,947	62,855	65,000	61,145	65,000	70,000
10-312-0403	Parking Lot Lease & Maintenance	27,516	27,516	27,516	25,223	27,516	27,516
10-312-0501	Vehicle Tags	55,000	58,948	55,000	59,731	53,700	51,700
10-312-0601	Bank Stock Tax	46,235	42,847	42,800	28,729	42,800	49,514
10-312-1001	Transient Tax	135,000	142,094	170,000	158,339	170,000	140,000
10-312-1101	Meals Tax	517,953	566,981	570,000	630,217	630,000	675,000
10-313-0300	Building Permits & Fees	19,000	42,922	50,000	65,532	70,000	65,000
10-313-0301	Planning-Zoning Fees	3,069	5,997	3,000	1,972	15,000	1,500
10-313-0302	Rental Inspection Fees	0	0	0	0	45,000	0
10-314-0101	Court Fines/Forfeitures	47,354	80,063	80,000	102,690	80,000	70,000
10-315-0100	Interest	960	858	500	174	500	500
10-318-9914	Miscellaneous Revenue	20,000	19,833	3,000	2,493	3,000	3,000
10-320-0100	Proceeds From Sale of Property		34,514		0		0
10-324-0406	Street/Highway Maintenance	223,730	232,025	239,486	236,461	239,486	240,000
10-324-0407	Litter Control	2,312	2,312	3,336	3,336	2,500	2,943
10-324-0408	Highway HB2313 Funding	0	0	0	0	0	80,000

ITEM	Revenue (cont)						
				FY13			
	Line Item	FY12 BUDGET	FY12 ACTUAL	FY13 BUDGET	FY13 UNAUDITED ACTUAL	FY14 BUDGET	FY15 BUDGET
10-324-0409	Sanitation Fees - Delinquent	3,000	3,169	2,000	0	0	0
10-324-0410	Blighted Property	2,500	1,087	2,377	2,377	5,000	2,500
10-324-0411	VDOT Rd Const Funds	100,000	0	0	159,982	0	0
10-324-0412	CDAR Road Construction Funds	250,000	61,120	0	0	0	0
10-324-0413	Federal Road Construction Funds	50,000	0	0	0	0	0
10-324-0414	Police Aid	134,972	147,417	134,972	134,968	134,972	134,968
10-324-0415	DCJS - LLEG	5,535	5,535	4,305	4,305	4,305	1,490
10-324-0416	Jane Byrnes Grant	0	7,190	71,250	33,202	71,250	0
10-324-0417	DMV Grants	14,000	4,119	12,000	7,595	12,000	10,000
10-324-0419	Cigarette Tax	241,362	218,791	220,000	216,334	200,000	184,000
10-324-0421	CDBG	0	0	0	0	0	0
10-324-0422	Wal-Mart Grant Community Services	5,000	0	5,500	5,500	5,500	0
10-324-0700	Community Center Fees	500	310	1,000	1,127	1,000	1,000
10-324-0805	TOWN EVENTS-parade-charter day-festival	2,365	3,685	2,500	4,971	3,000	3,000
10-324-0900	Transfer to General Funds		238,283		0		0
10-324-0901	Transfer from General Funds	0	0	57,647	57,647	169,310	184,075
10-324-0902	Transfer from SWM Funds	50,000	0	0	0	0	50,000
10-324-1201	"Christmas in Dumfries"	14,785	14,785	8,000	8,637	8,000	6,000
10-324-1206	Fire Fund Program	13,014	13,014	12,629	1,874	12,629	14,149
10-324-1300	Stormwater Management	145,000	141,338	145,000	152,154	145,000	145,000
10-324-1301	SWMP Development & Implementation Grant	0	0	0	0	0	32,500
	<b>Grand Total</b>	<b>\$3,360,874</b>	<b>\$3,428,689</b>	<b>\$4,427,917</b>	<b>\$4,651,231</b>	<b>\$4,431,854</b>	<b>\$4,375,141</b>

ITEM		Expenditures - Governing Body					
					FY13		
		FY12	FY12	FY13	UNAUDITED	FY14	FY15
	Line Item	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
10-411-0100	Town Council/Mayor	36,182	35,065	33,501	33,501	34,171	34,171
10-411-0300	Payroll Taxes	2,768	2,682	2,563	2,563	2,614	2,614
10-411-0500	Travel/Training	8,050	4,905	8,050	3,359	4,000	6,000
10-411-0800	Dues/Subscriptions	7,810	7,669	10,838	10,538	11,971	14,317
10-411-5600	Other	1,400	1,140	1,000	1,370	1,500	700
10-411-5700	Council Expense	0	0	1,750	697	1,000	700
10-411-5800	Election Costs	2,500	3,085	2,500	700	2,500	0
10-411-5900	Boys & Girls Club Member	0	0	0	0	2,500	0
	<b>Total</b>	<b>\$58,710</b>	<b>\$54,546</b>	<b>\$60,202</b>	<b>\$52,728</b>	<b>\$60,256</b>	<b>\$58,502</b>

ITEM	Expenditures - Administration						
	Line Item	FY12 BUDGET	FY12 ACTUAL	FY13 BUDGET	FY13 UNAUDITED ACTUAL	FY14 BUDGET	FY15 BUDGET
10-412-0100	Manager	111,113	111,101	110,000	110,000	110,000	111,650
10-412-0101	Admin Asst to Town Manager	48,000	47,250	25,000	14,373	58,650	59,530
10-412-0102	Treasurer	78,836	82,043	75,623	78,116	77,893	79,866
10-412-0103	Town Clerk/Executive Assistant	33,000	29,909	40,800	44,592	48,728	49,953
10-412-0104	Administrative Assistant	36,365	36,447	37,092	37,036	40,705	38,062
10-412-0105	Town Attorney	80,000	77,621	80,800	80,000	89,100	88,812
10-412-0300	Payroll Taxes	29,630	28,331	28,635	26,252	32,518	32,732
10-412-0301	Workman Comp/Liability Insurance	136,047	150,552	150,552	80,140	136,300	136,300
10-412-0302	Virginia Unemployment Tax	2,110	5,836	12,205	5,782	10,000	10,000
10-412-0400	Pensions	56,726	43,767	44,977	38,314	52,848	57,633
10-412-0401	Benefits	38,682	22,931	34,982	14,908	23,047	27,600
10-412-0500	Travel/Training	10,650	11,138	12,100	7,241	8,900	8,000
10-412-0600	Employee Drug Screening	0	0	0	0	750	750
10-412-0800	Dues/Subscriptions	5,575	4,251	5,000	3,682	6,000	5,500
10-412-1001	Legal Services	3,000	2,163	12,000	5,885	3,000	4,000
10-412-1002	Independent Auditor	24,610	27,162	25,000	54,758	25,000	30,000
10-412-2300	Equipment/Repairs	3,000	2,076	2,000	2,927	2,000	1,000
10-412-3000	Office Supplies	8,000	6,918	10,000	7,381	8,000	6,500
10-412-3001	Ads/Notices	4,500	5,472	4,500	6,075	5,500	5,500
10-412-3002	Vehicle Tags Preparation	1,073	1,409	1,073	1,413	1,500	1,075
10-412-3004	Ordinance Review	1,500	0	6,000	6,750	7,000	6,500
10-412-3006	Postage	8,000	6,774	8,000	7,839	8,000	7,000
10-412-3007	Marketing/Promotions	0	0	0	0	0	6,500
10-412-3301	Telecommunications	4,200	3,054	0	0	0	0
10-412-5300	Utilities	58,652	46,575	60,000	43,714	48,000	45,000
10-412-5400	Fire Program	12,629	13,014	12,629	0	12,629	14,149
10-412-5700	Unscheduled Expenses	3,000	3,479	3,000	2,124	2,477	2,500
10-412-5800	Capital Outlay	10,000	0	20,000	17,714	0	0
10-412-5900	Property Acquisition	0	0	0	0	0	0
10-412-6000	Maintenance Contracts	10,552	3,737	5,500	5,753	5,500	5,800
10-412-6200	Professional Contracts	12,500	7,384	7,500	6,001	100,000	90,000
10-412-6300	Jane Brynes Grant	64,826	45,729	0	0	0	0
	<b>Total</b>	<b>\$896,776</b>	<b>\$826,123</b>	<b>\$834,968</b>	<b>\$708,770</b>	<b>\$924,045</b>	<b>\$931,912</b>

ITEM	Expenditures - Economic Development						
	Line Item	FY12 BUDGET	FY12 ACTUAL	FY13 BUDGET	FY13 UNAUDITED ACTUAL	FY14 BUDGET	FY15 BUDGET
10-413-0100	Dir of Econmic Dev	72,000	71,615	73,440	30,004	0	0
10-413-0300	Payroll Taxes	5,508	5,726	5,618	2,295	0	0
10-413-0400	Pensions	13,723	13,247	18,015	5,640	0	0
10-413-0500	Travel/Training	7,427	7,254	5,400	1,647	0	0
10-413-0501	Meetings/Events	2,000	284	550	220	0	0
10-413-0600	Tradeshows/Conferences	3,857	664	2,200	664	0	0
10-413-0800	Dues/Subscriptions	2,000	1,150	1,350	50	0	0
10-413-2300	Office Equipment	1,500	0	0	0	0	0
10-413-3000	Office Supplies	68	2614	500	1,758	0	0
10-413-3007	Marketing/Promotions	25,000	6,249	17,500	6,494	0	0
10-413-6200	Professional Contracts	0	0	7,500	9,042	0	0
	<b>Total</b>	<b>\$133,083</b>	<b>\$108,803</b>	<b>\$132,073</b>	<b>\$57,814</b>	<b>\$0</b>	<b>\$0</b>

ITEM		Expenditures - Information Technology					
		FY12	FY12	FY13	FY13	FY14	FY15
Line Item		BUDGET	ACTUAL	BUDGET	UNAUDITED ACTUAL	BUDGET	BUDGET
10-414-0100	IT Manager Salary	53,001	52,734	52,837	49,752	54,433	57,851
10-414-0101	IT Specialist P/T	0	0	0	0	10,000	0
10-414-0300	Payroll Taxes	4,055	3,937	4,042	3,690	4,929	4,426
10-414-0400	Pensions	10,102	9,570	12,961	12,597	12,737	13,529
10-414-0401	Benefits	5,088	5,087	5,088	4,549	6,900	6,900
10-414-0500	Travel/Training	3,000	2,999	3,000	979	2,000	2,000
10-414-2300	Equipment/Repairs	3,000	4,276	6,000	5,506	5,600	3,500
10-414-3000	Office Supplies	0	32	500	446	600	500
10-414-3301	Telecommunications	11,800	0	17,000	16,722	20,000	22,000
10-414-5800	Capital Outlay	0	0	26,936	22,598	38,000	0
10-414-6000	Maintenance Contracts	37,007	35,353	64,028	44,047	73,500	69,438
10-414-6200	Professional Contracts	7,000	6,933	20,500	19,231	20,000	10,000
<b>Total</b>		<b>\$134,053</b>	<b>\$120,921</b>	<b>\$212,892</b>	<b>\$180,117</b>	<b>\$248,699</b>	<b>\$190,144</b>

ITEM	Expenditures - Buildings and Grounds						
	Line Item	FY12 BUDGET	FY12 ACTUAL	FY13 BUDGET	FY13 UNAUDITED ACTUAL	FY14 BUDGET	FY15 BUDGET
10-415-1100	Janitorial Supplies	1,181	991	1,759	1,759	1,750	1,500
10-415-4000	Merchant Park	3,470	3,248	1,610	1,610	2,000	2,000
10-415-4001	Garrison Park	0	0	421	421	500	1,500
10-415-4002	Lockett House	6,530	146	3,468	3,891	1,500	4,000
10-415-4003	Museum	2,000	403	1,000	176	1,000	1,000
10-415-4004	Maintenance Shop	819	819	3,000	1,850	2,000	1,600
10-415-4005	Community Center	1,500	2,187	5,000	1,250	4,000	4,500
10-415-4006	Town Hall	21,400	30,794	28,000	17,706	15,000	12,500
10-415-4007	Ginn Park	47,500	20,370	123,688	126,545	40,000	40,000
10-415-6200	Professional Contracts	7,500	4,567	5,492	3,532	6,500	13,000
	<b>Total</b>	<b>\$91,900</b>	<b>\$63,525</b>	<b>\$173,438</b>	<b>\$158,740</b>	<b>\$74,250</b>	<b>\$81,600</b>

ITEM	Expenditures - Public Safety						
	Line Item	FY12 BUDGET	FY12 ACTUAL	FY13 BUDGET	FY13 UNAUDITED ACTUAL	FY14 BUDGET	FY15 BUDGET
10-431-0100	Chief of Police	85,000	76,669	85,850	90,160	93,760	90,726
10-431-0101	Captain	43,836	43,925	76,500	78,285	70,000	69,710
10-431-0102	Executive Asst to COP	46,662	46,785	47,595	47,858	49,023	50,256
10-431-0103	Records Specialist	36,000	36,072	36,720	37,426	38,575	39,545
10-431-0104	Sgt	59,786	60,479	60,390	51,991	61,602	54,880
10-431-0105	Sgt	29,435	20,318	53,856	56,337	55,472	60,939
10-431-0106	Sr Police Officer	54,981	56,259	40,537	30,680	37,500	56,588
10-431-0107	Sr Police Officer	53,046	53,723	53,582	43,826	30,600	43,543
10-431-0108	Police Officer	32,451	30,242	44,880	47,433	46,227	46,690
10-431-0109	Police Officer	45,451	45,835	45,910	42,436	47,288	44,660
10-431-0110	Police Officer	42,505	36,954	23,000	19,189	43,399	22,500
10-431-0111	Police Officer	40,400	35,949	46,359	48,506	47,750	44,660
10-431-0112	School Resouce Officer	0	0	0	0	46,500	48,486
10-431-0200	Night Differential	0	0	9,000	3,071	11,000	9,000
10-431-0201	Overtime/86	45,000	33,971	60,000	30,106	48,000	56,000
10-431-0202	DMV Grants-salaries	14,000	6,418	14,000	6,283	9,000	10,000
10-431-0203	Retention	3,000	890	3,000	2,435	4,284	4,782
10-431-0204	Supplements	1,000	500	2,000	982	2,500	2,500
10-431-0205	Line of Duty Act	1,403	1,403	4,210	3,793	4,800	5,742
10-431-0206	DCJS-LLEG	0	0	4,305	4,305	4,305	1,490
10-431-0300	Payroll Taxes	53,130	44,915	57,197	46,253	56,800	57,793
10-431-0400	Pensions	107,443	84,669	139,656	116,978	173,740	171,150
10-431-0401	Benefits	50,880	44,866	50,880	48,179	71,347	86,250
10-431-0500	Travel/Training	12,500	8,448	19,500	15,143	16,000	14,000
10-431-0600	Physicals & Hiring Costs	10,000	4,170	4,000	4,635	5,340	2,000
10-431-0700	Uniforms/Maintenance	13,000	24,431	12,000	10,395	14,300	12,500
10-431-0800	Dues/Subscriptions	600	545	720	274	760	3,000
10-431-0900	Court Appointed Attorneys	1,680	2,040	4,000	3,796	4,000	3,500
10-431-2000	Vehicle Maint/Operations	30,000	28,264	30,000	24,556	23,000	24,000
10-431-2001	Fuel	27,500	28,444	41,000	18,675	40,000	32,500
10-431-2300	Equipment/Repairs	8,035	15,186	8,035	5,725	4,000	3,000
10-431-3000	Office Supplies	10,000	9,017	8,000	7,509	8,000	7,000
10-431-3100	Contracts	9,860	11,701	4,865	4,401	5,515	5,515
10-431-3300	Supplies	7,500	6,934	6,500	5,778	6,500	6,500
10-431-4200	"Christmas in Dumfries"	14,785	14,752	8,000	8,637	8,000	6,000
10-431-5700	Chief's Expense	1,000	975	500	235	500	500
10-431-5800	Capital Outlay	78,899	14,540	80,000	68,949	0	0
10-431-5900	Crime Prevention Program	6,500	5,231	7,450	6,696	8,500	8,500
10-431-6000	Petty Cash	100	0	0	0	0	0
10-431-7003	Rental Space	56,000	55,961	58,000	56,197	58,000	58,000
	<b>Total</b>	<b>\$1,133,368</b>	<b>\$991,481</b>	<b>\$1,251,997</b>	<b>\$1,098,113</b>	<b>\$1,255,887</b>	<b>1,264,405</b>

ITEM		Expenditures - Street Maintenance					
Line Item		FY12 BUDGET	FY12 ACTUAL	FY13 BUDGET	FY13 UNAUDITED ACTUAL	FY14 BUDGET	FY15 BUDGET
10-441-0100	General Eng Administrative Salaries	45,164	38,215	0	0	0	0
10-441-0300	Payroll Taxes	3,455	2,923	0	0	0	0
10-441-0400	Pensions	8,608	8,608	0	0	0	0
10-441-1400	Maintenance Contracts	146,911	106,720	195,994	186,855	195,486	190,200
10-441-1500	Professional Services	14,507	0	7,323	0	18,000	18,500
10-441-2001	Fuel	0	18	0	0	0	0
10-441-2301	Equipment Rental	0	1,884	0	0	0	0
10-441-3300	Materials	6,172	39,440	9,800	9,800	14,000	14,500
10-441-4500	Snow Removal & Other	5,828	483	8,500	931	8,500	13,200
10-441-5600	Miscellaneous	3,000	2,940	7,706	7,706	3,500	3,600
<b>Total</b>		<b>\$188,481</b>	<b>\$163,016</b>	<b>\$229,323</b>	<b>\$205,292</b>	<b>\$239,486</b>	<b>\$240,000</b>

ITEM		Expenditures - Department of Community Development					
		FY12	FY12	FY13	FY13	FY14	FY15
Line Item		BUDGET	ACTUAL	BUDGET	UNAUDITED ACTUAL	BUDGET	BUDGET
10-442-0100	Director of Community Dev	8,423	8,423	0	0	0	0
10-442-0101	Property Maint Official	38,000	30,260	20,000	0	0	0
10-442-0102	Planner/Zoning Admin	65,000	62,843	68,750	65,399	68,750	69,781
10-442-0300	Payroll Taxes	6,215	5,524	6,789	4,405	5,259	5,338
10-442-0400	Pensions	13,423	14,644	16,858	14,101	16,088	14,235
10-442-0401	Benefits	6,545	6,633	9,921	5,036	6,900	6,900
10-442-0500	Travel/Training	4,000	3,453	4,000	671	3,000	1,000
10-442-0501	Codes & Standards	1,000	0	0	0	0	1,000
10-442-0800	Dues/Subscriptions	1,000	590	750	50	400	250
10-442-2001	Fuel	41	41	0	0	0	0
10-442-3000	Office Supplies	219	413	500	555	500	600
10-442-3001	Ads/Notices	3,881	6,355	3,500	2,984	4,500	3,000
10-442-6200	Professional Contracts	10,000	436	15,000	10,400	20,000	9,000
10-442-6300	Blighted Property	0	209	3,376	388	2,500	2,500
<b>Total</b>		<b>\$157,747</b>	<b>\$139,824</b>	<b>\$149,444</b>	<b>\$103,989</b>	<b>\$127,897</b>	<b>\$113,604</b>

ITEM	Expenditures - Public Works						
	Line Item	FY12 BUDGET	FY12 ACTUAL	FY13 BUDGET	FY13 UNAUDITED ACTUAL	FY14 BUDGET	FY15 BUDGET
10-443-0100	Director of Public Works	18,065	25,014	92,134	103,943	80,000	81,954
10-443-0101	Overtime	17,000	4,802	7,500	2,464	1,000	2,000
10-443-0102	Asst Dir of Public Works	16,800	14,296	59,160	59,115	30,947	60,900
10-443-0103	Zoning Program Administrator	30,687	30,468	37,889	34,272	46,358	43,137
10-443-0104	Maint Worker	31,950	0	0	0	0	0
10-443-0105	Maint Worker P/T	32,903	32,449	32,584	36,972	15,600	15,834
10-443-0106	Maint Worker	28,840	28,558	28,560	28,441	31,923	32,726
10-443-0107	Maint Worker P/T	0	0	0	0	15,600	15,834
10-443-0108	Inspector P/T	0	0	0	0	0	25,375
10-443-0300	Payroll Taxes	11,038	10,315	19,533	19,326	16,939	21,249
10-443-0400	Pensions	24,262	23,168	62,622	55,864	44,513	47,812
10-443-0401	Benefits	7,632	9,803	10,176	8,799	24,221	27,600
10-443-0500	Travel/Training	7,500	5,852	4,000	2,259	3,000	2,000
10-443-0700	Uniforms/Maintenance	475	596	750	273	500	250
10-443-0800	Dues/Subs				0	0	310
10-443-1000	Professional Services	12,700	22,166	102,647	107,300	12,500	9,000
10-443-1100	Inspection Services	0	0	0	0	50,000	19,000
10-443-1101	Rental Inspections	0	0	0	0	45,000	0
10-443-1200	Outside Plan Review	0	0	0	0	20,000	15,000
10-443-1300	Contract Labor	8,960	19,840	30,000	21,934	20,000	6,000
10-443-1400	Solid Waste Contract	208,950	198,884	215,219	204,851	221,675	217,552
10-443-2000	Vehicle Maint/Operations	3,000	933	3,000	4,401	3,000	2,600
10-443-2001	Fuel	4,000	4,222	6,200	4,816	5,500	5,000
10-443-2300	Equipment/Repairs	2,000	1,727	2,500	3,196	2,000	1,750
10-443-2301	Equipment Rental	3,000	450	1,250	138	1,250	750
10-443-2302	Unscheduled Repairs	0	0	0	1,088	1,000	500
10-443-2400	Tools/Equipment	10,000	8,284	10,000	566	4,000	3,000
10-443-2600	Contractor Services	10,433	58,469	5,000	22,881	5,000	4,000
10-443-3000	Office Supplies	2,125	1,493	1,500	2,850	2,000	1,485
10-443-3001	Ads/Notices	6,000	0	5,000	3,078	2,000	1,250
10-443-3200	Office Supplies & Printing		1921	0	0		0
10-443-3300	Shop Supplies	500	784	1,000	211	750	750
10-443-4800	Litter Control	0	0	0	0	0	0
10-443-4801	Quantico Creek Clean Up	0	0	1,500	1,171	1,500	0
10-443-9100	CDAR Road Const-Tripoli Blvd	236,500	105,205	0	56,048	0	0
10-443-9102	MultiModel Phase 2	50,000	4,681	0	0	0	0
10-443-9103	Route 1 Widening Project	100,000	101,344	0	3,041	0	7,000
10-443-9200	Facility Supplies/Matls/Equipment	700	1,029	1,500	250	1,000	500
10-443-9300	Highway HB2313 Funding						80,000
	<b>Total</b>	<b>\$886,020</b>	<b>\$716,753</b>	<b>\$741,224</b>	<b>\$789,548</b>	<b>\$708,776</b>	<b>\$752,118</b>

ITEM		Expenditures - Stormwater Management					
Line Item		FY12 BUDGET	FY12 ACTUAL	FY13 BUDGET	FY13 UNAUDITED ACTUAL	FY14 BUDGET	FY15 BUDGET
10-444-0100	Salaries	27,098	27,098	0	0	0	0
10-444-0102	Asst Dir of Public Works	39,200	33,358	0	0	30,000	0
10-444-0300	Payroll Taxes	5,072	4,500	0	0	2,295	0
10-444-0400	Pensions	12,636	11,280	0	0	7,020	0
10-444-0500	Travel/Training	1,732	1,308	2,500	971	2,500	2,500
10-444-0801	Annual Permit Maint Fee	3,000	0	4,500	7,000	4,500	3,000
10-444-2000	Vehicle Maint/Operations	1,500	0	3,000	11,424	3,000	2,500
10-444-2001	Fuel	500	418	600	766	600	625
10-444-2300	Equipment/Repairs	1,000	125	0	0	0	0
10-444-2600	Professional Contracts	89,025	99,288	120,950	125,672	88,635	45,000
10-444-3001	Ads/Outreach	0	0	800	0	800	500
10-444-3300	Equipment & Materials	2,000	3,035	0	3,045	0	2,000
10-444-4800	Litter Control	2,650	10,752	2,650	0	2,650	2,943
10-444-4801	Quantico Creek Clean Up	0	0	0	0	0	1,500
10-444-5600	Miscellaneous	9,587	3,312	10,000	3,405	3,000	1,500
10-444-5700	Contract Services	0	0	0	0	0	100,000
10-444-5800	SWMP Dev/Imp Grant	0	0	0	0	0	32,500
<b>Total</b>		<b>\$128,702</b>	<b>\$134,018</b>	<b>\$145,000</b>	<b>\$152,283</b>	<b>\$145,000</b>	<b>\$194,568</b>

ITEM	Expenditures - Community Services						
	Line Item	FY12 BUDGET	FY12 ACTUAL	FY13 BUDGET	FY13 UNAUDITED ACTUAL	FY14 BUDGET	FY15 BUDGET
10-472-0100	Director of Comm Services - Salary	52,200	52,078	61,200	61,154	67,048	57,500
10-472-0101	Farmers Market Dir P/T	0	0	0	0	1,750	0
10-472-0300	Payroll Taxes	3,993	3,975	4,682	5,952	5,646	4,399
10-472-0400	Pensions	9,949	7,624	15,012	14,590	15,689	11,730
10-472-0401	Benefits	5,088	6,243	5,088	5,179	8,074	6,900
10-472-0500	Travel/Education	95	687	3,800	3,734	1,000	1,000
10-472-2300	Equipment/Furnishings	1,500	1,371	2,500	1,667	1,000	0
10-472-2400	Newsletter	0	0	5,500	5,090	5,750	500
10-472-2800	Programs	27,209	23,679	0	0	0	0
10-472-2800	Easter Egg Hunt	0	0	1,000	918	1,000	1,200
10-472-2801	Black History Month	0	0	1,500	1,462	1,500	1,500
10-472-2802	Multi-Cultural Festival	0	0	5,000	4,668	6,000	5,000
10-472-2803	Fall Festival	0	0	3,919	3,918	5,000	4,200
10-472-2804	Volunteer Program	0	0	2,348	1,797	1,500	1,000
10-472-2805	Summer Employment Program	0	0	3,652	3,651	5,000	3,500
10-472-2806	Senior Luncheons	0	0	2,400	2,802	2,400	2,800
10-472-2807	Misc. Community Programs	0	0	3,500	2,843	0	0
10-472-2808	Parks & Rec Programs	0	0	0	0	25,000	25,000
10-472-3000	Office Supplies	5,852	4,582	1,500	1,418	1,500	500
10-472-3001	Ads/Notices	11,405	6,190	11,000	10,984	8,000	7,000
10-472-6000	Christmas Parade	469	951	4,581	4,322	5,000	3,000
10-472-6100	Charter Day	500	500	500	500	500	500
10-472-6101	Special Events	0	106	0	0	0	0
10-472-6500	Mil/Civ Meeting	0	0	1,500	1,500	0	3,000
10-472-7001	Quantico Creek Clean Up	1,500	218	0	0	0	0
10-472-7002	Jane Byrnes Grant	0	0	71,250	23,065	71,250	0
10-472-7003	Wal Mart Grant	0	0	5500	1,839	5,500	0
	<b>Total</b>	<b>\$119,760</b>	<b>\$108,204</b>	<b>\$216,932</b>	<b>\$163,053</b>	<b>\$245,107</b>	<b>\$140,229</b>

ITEM		Expenditures - Boards & Commissions					
Line Item		FY12 BUDGET	FY12 ACTUAL	FY13 BUDGET	FY13 UNAUDITED ACTUAL	FY14 BUDGET	FY15 BUDGET
10-481-0500	Travel/Training	5,000	0	4,000	2,975	3,000	3,000
10-481-1001	Legal Services	0	0	0	0	0	0
10-481-4100	Planning	5,000	4,000	6,000	2,750	6,300	6,300
10-481-4300	ARB	3,350	850	3,350	1,200	3,700	3,700
10-481-4400	BOZA	1,650	1,200	1,650	500	1,650	1,650
10-481-4500	Parks & Rec Committee	0	0	0	0	0	4,800
<b>Total</b>		<b>\$10,000</b>	<b>\$6,050</b>	<b>\$15,000</b>	<b>\$7,425</b>	<b>\$14,650</b>	<b>\$19,450</b>

ITEM	Expenditures - Non-Departmental						
	Line Item	FY12 BUDGET	FY12 ACTUAL	FY13 BUDGET	FY13 UNAUDITED ACTUAL	FY14 BUDGET	FY15 BUDGET
10-491-5600	Other Unbudgeted Transfer back to LGIP	189,642	0	52,173	52,173	0	0
	<b>Total</b>	<b>\$189,642</b>	<b>\$0</b>	<b>\$52,173</b>	<b>\$52,173</b>	<b>\$0</b>	<b>\$0</b>

ITEM	Expenditures - Debt Service						
	Line Item	FY12 BUDGET	FY12 ACTUAL	FY13 BUDGET	FY13 UNAUDITED ACTUAL	FY14 BUDGET	FY15 BUDGET
10-495-8000	Debt Service	69,299	86,701	213,251	211,689	387,801	388,609
10-495-9000	Depreciation		170,955				
	<b>Total</b>	<b>\$69,299</b>	<b>\$257,656</b>	<b>\$213,251</b>	<b>\$211,689</b>	<b>\$387,801</b>	<b>\$388,609</b>

ITEM	Revenues	FY13					
		FY12 BUDGET	FY12 ACTUAL	FY13 BUDGET	UNAUDITED ACTUAL	FY14 BUDGET	FY15 BUDGET
	<b>Total Revenue, Gen'l</b>	<b>\$4,314,003</b>	<b>\$4,390,381</b>	<b>\$4,427,917</b>	<b>\$4,651,231</b>	<b>\$4,431,854</b>	<b>\$4,375,141</b>
	<b>Expenditures, Gen'l</b>						
1	Governing Body	58,710	54,546	60,202	52,728	60,256	58,502
2	Administration	896,776	826,122	834,968	708,770	924,045	931,912
3	Economic Development	133,083	108,804	132,073	57,814	0	0
3	Information Technology	134,053	120,921	212,892	180,117	248,699	190,144
4	Buildings & Grounds	91,900	63,525	173,438	158,740	74,250	81,600
5	Public Safety	1,133,368	991,481	1,251,997	1,098,113	1,255,887	1,264,405
6	Street Maintenance	233,645	201,233	229,323	205,292	239,486	240,000
7	Community Development	157,747	139,827	149,444	103,989	127,897	113,604
8	Public Works	886,020	716,753	741,224	789,548	708,776	752,118
9	Stormwater Management	195,000	194,475	145,000	152,283	145,000	194,568
10	Director Community Svc	119,760	108,203	216,932	163,053	245,107	140,229
11	Boards/Commissions	15,000	6,050	15,000	7,425	14,650	19,450
12	Non Departmental	189,642	0	52,173	52,173	0	0
13	Debt Svc	69,299	257,656	213,251	211,689	387,801	388,609
	<b>Total</b>	<b>\$4,314,003</b>	<b>\$3,789,596</b>	<b>\$4,427,917</b>	<b>\$3,941,734</b>	<b>\$4,431,854</b>	<b>\$4,375,141</b>

# FY 15 BUDGET

## BUDGET NARRATIVE

## **Overview of Expenditures**

The FY15 Budget recommended expenditures represent our continued best effort to provide the same level of services to the Town's citizens and businesses without increasing their tax burden, while taking into consideration the \$250,000+ revenue shortfall between the Town Departments' original budget requests and the available revenues. Staff worked together to compile this budget, which includes a Real Estate Tax rate decrease of four cents, a \$1.00 decrease in vehicle decals fees, a five cent reduction in Cigarette Tax, a one cent reduction in BPOL, and a \$2.00 reduction in storm water management fees. 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 and a 1.5% COLA.

## **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, a 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.

## **Vehicles**

There are no new vehicle purchases funded in this budget.

## **Capital Outlay**

This line item is has nothing budgeted for FY15.

## **New Positions**

There are no new full time positions proposed for this fiscal year.

## Discussion of FY15 Revenues

Staff utilized the best available information in making revenue projections. Mid-year and estimated final 6 month expenditures among other things were considered in making the revenue projections.

### **10-311-0101 Real Property—Current**

Property values have increased with initial assessment values increasing by \$26,519,900 subject to any appeals adjustments. The estimated 2014 total, per the County, is \$365,830,500. This compares to \$339,310,600 in 2013, an increase of 8%. This budget proposes that the Real Estate tax rate be reduced from .2733 to .2333 cents per \$100 of assessed value for FY15. According to the Town's Auditors, real estate taxes should be calculated at a 100% collection rate. In the past because the Town collected approximately 96% to 97%, 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.

### **10-311-0102 Real Property—Delinquent**

The Town is currently owed \$49,076 in delinquent taxes. Projected revenue from this source will reduce to \$20,500 in FY15.

### **10-311-0201 Real Property—Public Service Corporations**

The State Corporation Commission provided assessed value for 2013 of \$7,857,018. These revenues are based on a 100% collection rate.

### **10-311-0601 Real Property—Penalty**

This projected revenue was reduced slightly in FY15.

### **10-311-0602 Real Property—Interest**

This amount is based on what has actually been received in FY14 with projections through the end of the year.

### **10-312-0101 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 FY15 distributions.

**10-312-0102 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.

**10-312-0103 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 FY15, I estimate that we will receive \$50 for this item.

**10-312-0201 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 FY14 projected and actual numbers.

**10-312-0202 Right-Of-Way Use Fees**

Each telecommunications company that utilizes Town owned rights-of-way pays the Town a fee established by the Commonwealth for the privilege of such usage. At present, this includes Verizon and several small companies. The budgeted amount for FY15 is consistent with current budget numbers.

**10-312-0203 Telecommunications Tax**

The Commonwealth began a process of uniform billing and collection of this tax, with redistribution to the localities, starting in January 2007. We are projecting a slight increase based on FY14 projected and actual numbers.

**Business Licenses**

The Town of Dumfries has a business license ordinance that conforms to the Code of Virginia. The FY15 tax rates for each class of business is listed below:

<b>10-312-0301</b>	Contractors	\$30.00 or \$ .092 per \$100 of gross receipts
<b>10-312-0302</b>	Retail sales	\$30.00 or \$ .125 per \$100 of gross receipts

<b>10-312-0303</b>	Real estate, prof. services and financial services	\$30.00 or \$ .29 per \$100 of gross receipts
<b>10-312-0304</b>	Repair, personal, business, Services	\$30.00 or \$ .18 per \$100 of gross receipts
<b>10-312-0306</b>	Wholesale/Other	\$ .02 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

In FY15 the Town will 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.

**10-312-0401 Franchise License**

This is based on FY14 projected and actual numbers.

**10-312-0403 Parking Lot Lease & Maintenance Fee**

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

**10-312-0501 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 charge a 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. The FY15 budget will reduce the vehicle tag fee to \$24.00. This is a fairly constant number, changing only through the increase or decrease in the number of residents and vehicles registered.

**10-312-0601 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.

**10-312-1001 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.

**10-312-1101 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 continues to be 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. This amount is projected to increase slightly based on FY14 projected and actual numbers.

**10-313-0300 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 FY14 projected numbers and assumptions for an increase in permits issued for FY15.

**10-313-0301 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 FY14 projected and actual numbers and consideration for potential projects that are expected to proceed in FY15.

**10-314-0101 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. The FY15 amount is based on FY14 projected and actual numbers.

**10-315-0100 Interest**

Interest rates continue to bottom out. This amount is based on FY14 projected and actual numbers. The Town Manager and Treasurer will continue to watch this situation carefully to make investment decisions to maximize the return on investment to the Town.

- 10-318-9914 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.
- 10-324-0406 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 the most current information available.
- 10-324-0407 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 FY15 are based on the most current information available.
- 10-324-0408 Highway HB2313 Funding**  
This is the projected amount the Town of Dumfries will receive for town transportation projects based on HB2313 allocations.
- 10-324-0410 Blighted Property**  
This is the projected amount to be collected for repairs to blighted properties. This amount is based on FY14 projected and actual numbers and anticipated spending needed to bring blighted properties into compliance in FY15.
- 10-324-0414 Police Aid (599 Funds)**  
The Commonwealth provides a supplement to those jurisdictions that provide police services. With the state budget yet to be passed, the amount budgeted is an estimate only. This amount has declined over the past few years but we are anticipating FY15 revenues to remain stable.
- 10-324-0415 DCJS/LLEG**  
This is a State sponsored grant for Law Enforcement and we anticipate receiving \$1,490 in FY15.
- 10-324-0416 Byrnes/JAG Grant**  
The Byrnes/JAG Grant will expire in FY14 and has been used to finance “Dumfries Cares” programs. There is no projected revenue from this grant in FY15.

- 10-324-0417 DMV Grants**  
This is a projected grant amount. Funds are typically used to reimburse overtime costs for highway safety enforcement.
- 10-324-0419 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 on projected FY14 numbers and a five cent reduction in the cigarette tax rate.
- 10-324-0421 CDBG**  
No grant funds were awarded for FY14, but we will continue efforts in applying for future CDBG Grants.
- 10-324-0700 Community Center Fees**  
The Town adopted a Community Center Use Policy in FY14 and the amount budgeted as revenue in FY15 is based on a general estimate.
- 10-324-0805 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 FY14 actual and projected numbers.
- 10-324-0901 Transfer from General Funds**  
\$184,075 is recommended to be transferred for professional contracts and completion of unfinished initiatives from FY14. Most of this is a “carry over” from projected unspent funding that was budgeted in FY14.
- 10-324-0902 Transfer from SWM Funds**  
This amount is needed to supplement FY15 collected amounts for planned Storm water Management projects in FY15.
- 10-324-1201 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 FY14 YTD numbers, which shows a decrease in FY15.

**10-324-1206 Fire Fund Program**

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.

**10-324-1300 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 FY14 collected amount and a recommended \$2.00 rate reduction in FY15.

**10-324-1301 Storm Water Management Program Development and Implementation Grant**

This line item funds the provision of proper tools, training and staff to operate the newly developed storm water management program for the Town. It is the Town's match for the \$32,500 SWMP Development and Implementation Grant from DEQ.

**Expenditures by Department**

**10-411 Governing Body**

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

This line item includes salaries for the vice-mayor and five council members.

Mayor	0
Vice Mayor	\$6,700.00
Council members	\$26,802.00

**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 \$6,000 for all seven Council members to attend the annual VML Conference.

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

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

Prince William Chamber of Commerce	\$410.00
Virginia Institute of Government	\$500.00
Boys & Girls Club	\$2,500.00
Virginia Municipal League	\$3,684.00
Northern Virginia Regional Commission	\$7,223.00

**10-411-5600 Other**

This line item provides \$100 per Council Member for any other Council approved activity that may not be budgeted elsewhere.

**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. There is \$100.00 per Council member budgeted for this line item.

**10-411-5800 Election Costs**

There are no budgeted election costs FY15.

**10-411-5900 Boys & Girls Club Member**

This line item was moved to **Dues/Subscriptions** for FY15.

## **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

### **FY15 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 Zoning Ordinance and make additional recommendations based on citizen and business input.
3. Attract new business, investment and economic development 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 and utilize the criminal court system when necessary.
12. Maximize vehicle decal sales through enforcement activities.
13. Increase the use of grant funding, and utilize grant funding in a timely manner.

14. Complete an update to the Town's Emergency Response Plan.
15. Continue to review and organize old existing Town records.
16. Achieve resolution to all pending litigation.
17. Conduct internal process studies to improve employee performance and response to citizens.
18. Improve customer service to citizens and provide training to all employees whose jobs requires frequent interaction with citizens.

**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.

**10-412-0300 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.

**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 employees within the department. 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**

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)
- VML Annual Meeting
- VML/VACo Legislative Day

Treasurer and Administrative Assistant

- Virginia Government Finance Officers Association conferences (2 meetings)
- VGFOA classes (4 classes)
- Treasurer's Association of Virginia (TAV) Annual Meeting
- TAV – 3 Classes

Town Clerk

- VMCA Annual Conference
- International Institute of Municipal Clerks (IIMC) Academy
- TAV (3 classes)

Town Attorney  
Local Gov't Attorney's Conference (2)  
VML/VACo Legislative Day

**10-412-0600 Employee Drug Screening**

This line item includes the testing costs for random drug screening under the Substance Abuse Policy as indicated in the Town's Personnel Policy.

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

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

Virginia Governmental Finance Officers Association (Town Treasurer)	\$35.00
Virginia Municipal Clerk's Association (Town Clerk)	\$45.00
Treasurer's Association of Virginia (Town Treasurer)	\$100.00
International Institute of Municipal Clerks (Town Clerk)	\$145.00
Virginia Emergency Management Association (Dir. of Public Works)	\$150.00
PWC Bar Association Dues (Town Attorney)	\$185.00
LGA Membership (Town Attorney)	\$240.00
Virginia Local Government Management Association (Town Manager)	\$275.00
International City/County Management Association (Town Manager)	\$880.00
Virginia Bar Dues (Town Attorney)	\$800.00
LexisNexis (various costs) (Town Attorney)	\$2,645.00

**10-412-1001 Legal Services**

This is the estimated cost of legal services for 20 hours at \$200.00 per hour. This would be utilized when the Town Attorney is on leave or unavailable and for special expert counsel as needed.

**10-412-1002 Independent Auditor**

This is the anticipated cost for auditing services, 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/Promotions**  
This line item covers the costs associated with publications and items purchased to market and promote the Town of Dumfries.
- 10-412-5300 Utilities**  
This line item covers the cost of telephone, electricity, natural gas, and propane for all Town owned and leased 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 unscheduled expenses not otherwise budgeted for.

**10-412-6000 Maintenance Contracts**

This line item includes the cost of maintenance contracts on the copier, system printer and postage meter.

Cannon Solutions	\$541.00 estimated cost (varies monthly)
Pitney Bowes	\$57.00 monthly
Municipal Code Crop.	\$550.00 annually
Essential Enterprise Solutions	\$100.00 annually

**10-412-6200 Professional Contracts**

This line item includes funds for additional contract work, legal services, and other consulting services that the Town Council or Staff might request related to special projects.

Accurint LexisNexis	\$75.00 monthly
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**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.

**FY15 Goals**

1. Grounding camera system in the Council Chambers and in the server room.
2. Creating better communications for the Town's website by increasing available information.
3. Maintain accuracy of website data through daily reviews and updates.
4. Maintaining the current Town equipment.

**Overview of Expenses**

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

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

**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 employees within the department. 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.

**10-414-0500 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.

Southern Software Conference	Exact cost is unknown at this time
KnowledgeNet (IT courses)	Exact Cost is unknown at this time

**10-414-2300 Equipment and Repairs**

This line item includes funds for repair or replacement of general office equipment, such as external drives, printers, office supplies, furniture, cell phones, and other computer equipment.

**10-414-3000 Office Expense**

This line item includes all office supplies including paper, pads, envelopes, pens, toner, ink cartridges, tape and other expendable supplies.

**10-414-3301 Telecommunications**

This line item covers all Town issued cell phones and air cards.

Verizon Wireless	\$22,000 (annually)
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**10-414-5800 Capital Outlay**

This line item has no funds budgeted for FY15.

**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 listed below. Maintenance of all Town software and hardware contracts have been added to this line item – they were formally in individual department budgets. The maintenance agreement for the camera system in the Council Chambers and the Granicus maintenance agreement (agenda and video on website) are also included.

<b>Glink</b> – VCIN, Police Department	\$50.00 (1 year contract)
<b>Dot.gov</b> – Town’s Dumfriesva.gov	\$125.00 (annually)
<b>Logmein</b> – Telecommuting	\$229.00 (1 year contract)
<b>Godaddy</b> – Town’s Dumfriesvirginia.org	\$845.00 (5 year contract)
<b>Symantec</b> (CDWG) – Town Hall and Police Department, Antivirus Software	\$900.00 (annually)
<b>Permit Manager</b> (CS-Graphx) – Software for Public Works	\$2,000.00 (1 year contract)
<b>BlackBoard Connect</b> - Outreach Message Board	\$4,204.00 (annually)

<b>Google Business</b> – Town’s email	\$4,449.00 (annually)
<b>Dell</b> – Warranties for Town Hall and Police Department	\$4,558.00 (3 year contract)
<b>L-3 System</b> – Camera system in Police Cars	\$4,854.00 (2 year contract)
<b>Fortran</b> – Phones systems Town Hall and Police Department	\$5,172.00 (1 year contract)
<b>Productive AV</b> – Software and service for Cameras in Council Chambers	\$6,000.00 (annually)
<b>Granicus</b> – Agenda and video for website	\$6,588.00 (annually)
<b>Southern Software</b> – Software and Hardware for Town Hall and Police Departments	\$24,152.00 (annually)

**10-414-6200 Professional Contracts**

This line item includes funds for contract work such as installing equipment for grounding cameras in Council Chambers and in the server room. In an emergency situation, contract will be awarded by following the Town’s Procurement Process.

Emergency	\$4,000.00
Production Av	\$6,000.00

**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.

**FY15 Goals**

**Town Hall**

1. Enhance the landscaping and provide planters
2. Painting and minor facade improvements

**Community Center**

1. Provide landscaping and planters.
2. Install shelving in basement.

**Locket House and Museum and Merchants Park**

1. Support maintenance of the Weems Botts Museum and Lockett House.
2. Maintain Park grounds to include tree trimming, fertilization and mulching.
3. Remediate mold issue.

**Maintenance Shop**

Maintain Shop and Grounds. Extra mowing required as field in rear was graded and seeded.

**Garrison Park**

1. Provide ongoing maintenance as required.
2. The Chesapeake Preservation Act has requirements for Resource Protected Areas and Resource Preventative Maintenance areas.

**Ginn Memorial Park**

Provide ongoing maintenance to facilities and grounds and additional improvements as approved by Town Council.

**10-415-1100 – Janitorial Supplies**

This line item is used to purchase items such as toilet paper, paper towels, toilet bowl cleaner, air freshener, dusting supplies, furniture polish, glass cleaner, and other cleaning supplies for all facilities. The increase is due to vendor cost increases.

**10-415-4000 – Merchant Park**

Budgeted amount includes Painting/Coatings for roofs of Gazebo, shelter, and well house. This should provide a few years of service before replacing roofs is needed. Budgeted amount also includes ongoing property maintenance of the buildings and grounds.

**10-415-4001 – Garrison Park**

Budgeted amount includes ongoing property maintenance.

**10-415-4002 – Lockett House**

Budgeting for maintenance of Lockett House and the grounds immediately attached to it. Mold and Mildew was found at Lockett House where the addition was put on the house years ago. Funding was added to this line item to at least start the remediation as exact costs cannot be determined prior to the removal of drywall, etc.

**10-415-4003 – Weems/Botts Museum**

Budgeted line item is for maintenance to the Museum building and its immediate grounds.

**10-415-4004 – Maintenance Shop**

Budgeted items for Maintenance Shop are used for preventative maintenance and maintenance to buildings and grounds.

**10-415-4005 – Community Center**

Budgeted amount includes shelving for storage of old Town records for Clerk, Treasure, Public Works, IT, Police, and Community Services. Budget also includes funding for maintenance items for the building.

**10-415-4006 – Town Hall**

Budgeted amount includes flower plantings and landscaping maintenance for the “Welcome to Dumfries” signage located at the north and south entrances to Town on Jefferson Davis Highway. Preventative maintenance agreement for Town Hall generator and trim and touch up painting of Town Hall and building maintenance. In most cases, the specific contractor will be determined by a Request for Bids or will come under the general contractor Olde Towne Landscaping based on labor and equipment set out in the contract.

Generator Contract – To be awarded.

**10-415-4007 – Ginn Memorial Park Budget**

Funding for ongoing capital improvements to the park as approved by Town Council and preventative maintenance and general maintenance to park grounds. Protective rubber pads under Swing set swings and bottom rail added to the bottom of the chain link fencing for the basketball court.

**10-415-6200 – Professional Services**

Budget line includes funding for professional services necessary for Town Properties. Pest control services for all facilities and for our fire extinguisher preventative maintenance program. Repairs to Police Departments existing HVAC Unit, as well as preventative maintenance for all HVAC units. Some of these expenditures will be contracted as needed through the Town’s Procurement Process.

Perma Treat (pest control services)                      \$390 annually

**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.

**FY15 Goals**

**1. Continue to improve neighborhood and business relationships with the police department.**

Objective 1: Continue foot patrol and non-enforcement contact within the residential and business communities.

Objective 2: Expand the department's community outreach initiative.

Objective 3: Distribute safety tips and information to citizens and businesses.

**2. Improve pedestrian and motorist safety.**

Objective 1: Increase enforcement of traffic laws to decrease unsafe driving behavior.

Objective 2: Continue directed patrols to address community concerns and identified traffic issues.

Objective 3: Continue to apply for safety and enforcement grants.

**3. Maintain a professional and effective police department.**

Objective 1: Increase the percentage of calls for service handled by the police department.

Objective 2: Continue to provide staff training improve services to the Town's diverse neighborhoods and businesses.

Objective 3: Design and implement programs that address identified community needs.

**Overview of Expenses**

**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.
- 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 is funded for six months in FY15.
- 10-431-0111 Police Officer**  
Salary for a Police Officer.
- 10-431-0112 Police Officer/School Resource Officer**  
Salary for a Police Officer/School Resource Officer

**10-431-0200 Night Differential**

Officers receive \$1 per hour for night differential 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 \$10,000 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 with the ranks of Officer and 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, two sergeants, and the captain 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. The police department strives to have one officer on each squad who is certified as a CST.

**10-431-0205 Line of Duty Act**  
This covers Line of Duty Act benefits. 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 FY15 and is used for minor police department purchases.

**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 and 20% of dependent health insurance cost. Increases in FY15 due to full staff levels.

**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).

PWCCJA Member Training Fee	\$11,000.00
Virginia Association of Chiefs of Police Conference	\$800.00
Leadership Training	\$750.00
Southern Software Conference (1 Attendee)	\$600.00
Supervisory Training	\$500.00
Miscellaneous	\$350.00

**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. FY15 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. An increase of \$2,500 is based upon a subscription fee that will be implemented in FY15 for the police department to continue participation in the LinX (Law Enforcement Information Exchange) system. Approximately 1,300 law enforcement agencies in different parts of the United States participate in regional systems of LinX, the Department of Navy has funded the majority of LinX through NCIS; however, the plan is to begin to share the funding more equitably with user agencies beginning in FY15.

Virginia FBI National Academy Associates	\$90.00
Various subscriptions	\$115.00
International Chiefs of Police Association	\$120.00
Virginia Chiefs of Police Association	\$175.00
LinX	\$2,500.00

**10-431-0900 Court Appointed Attorneys**

This line item includes the initial cost to the Town for defendant's attorney fees for court appointed attorneys. If the defendant is convicted these costs are eventually returned 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. This estimated cost has slightly increased as the majority of the fleet is continuing to age. Most of the estimated costs for FY15 are related to the repair and maintenance costs for the fleet's five older Dodge Chargers.

**10-431-2001 Fuel**

Fuel costs have remained very unpredictable in recent years and 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.

Shredder Maintenance Fee	\$267.00
C.B. Lucas – HVAC	\$600.00
Virginia Information Technologies (Juniper for VCIN)	\$648.60
Copier Lease	\$4,000.00

**10-431-3300 Supplies**

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

**10-431-4200 “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.

**10-431-5700 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.

**10-431-5900 Crime Prevention Program**

There is an increase in this budget line item due to the expansion of community based crime prevention programs, to include the School Resource Officer’s need for books, training aids, and material for programs implemented in Dumfries Elementary School. Additional costs will fund our ability to continue to maintain positive relationships the Department first 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 FY15 programs such as National Night Out, Kid's Academy, Women's Self-Defense Training Program, Community Programs, and the purchase of Crime Prevention materials.

**10-431-7003 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.

Insurance Charge	\$26.33 (could vary monthly)
Property Tax Charge	\$346.29 (could vary monthly)
Common Area Maintenance	\$659.31 (could vary monthly)
Commercial Rent	\$3,747.41 (could vary monthly)

**10-441 Street Maintenance**

**Department Mission**

To maintain and improve the Town's infrastructure needs in a proactive way to provide safe and adequate public streets and right of way.

**FY15 Goals:**

Upgrade signage in multiple areas within the Town's corporate limits.

To provide ice and snow removal services expediently and professionally.

Maintain Town infrastructure within all applicable Town's Ordinances, Codes, Policies, and Procedures.

**Overview of Expenses**

The Budget was adjusted to account for needed and ongoing sidewalk, street repaving, and curb and gutter programs. As much as possible will be funded annually to provide for capital improvements to the Town Streets system. This includes costs associated with the Orange Street Drainage Improvement Plan.

**10-441-1400 Maintenance Contracts**

Budgeted line item is for Contracted Services. Those services could be sidewalk installation and replacement, asphalt repairs and overlays, surveying, paint striping, disposal of debris from street construction, renovation, maintenance and repair services. The recommended Orange Street improvements funds are within this line item. Contracts for these are generally awarded by following the Town's Procurement Process.

**10-441-1500 Professional Services**

Budgeted amount includes professional fees and services for engineering of street and right of way construction, maintenance, and improvements. Contracts for these are generally awarded by following the Town's Procurement Process.

**10-441-3300 Materials**

Budgeted amount would include materials which may include: No. 21A stone, No. 57 stone, sand, and rip rap to be used for the repairs of roads and right of way. Materials are acquired on an as needed basis.

**10-441-4500 Snow Removal & Other**

This line item is for materials, equipment, equipment rental, and other miscellaneous products needed for fighting snow and ice (E.g. sidewalk ice melt). Snow plow blades and parts for spreaders would be purchased through this account.

**10-441-5600 Miscellaneous**

This line item includes costs for the maintenance and preventative maintenance of the Town's street inventory (e.g. traffic signs, sign posts, and sign hardware).

**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 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.

**FY15 Goals**

1. Continue to update the Zoning Ordinance to reflect the updates to the Comprehensive Plan.
2. Improving the organizational system of Planning and Zoning applications to provide greater accessibility for Town staff and the general public.
3. Continue to update the technical sections of the Zoning Ordinances to better align with the Comprehensive Plan.
4. Continue to improve code enforcement activities in the Town as staff resources allow.
5. Develop a survey card to gather feedback from customers as to the quality of service provided by staff.
6. Provide exceptional customer service to the Town's residents and businesses.
7. Continue to respond to residential and business concerns in a timely and courteous manner.
8. 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 includes the cost of health insurance, including dental, for the employees within the department. 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.

**10-442-0500 Travel/Training**

The travel/education line item supports the education of the Planner/Zoning Administrator to include:

- |  |                         |
|--|-------------------------|
| 1. Virginia Association of Zoning Officials Certification (VAZO)                     | \$500.00 estimated cost |
| 2. Training seminars as required by the Virginia Department of Housing and Community | \$500.00 estimated cost |

**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**

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.VAZO membership       | \$50.00         |
| 2.Industry publications | (various costs) |
| 3.Trade magazines       | (various costs) |

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 general office supplies, small office equipment, supplies for digital photos, and other miscellaneous costs.

**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 as well as other activities and functions that cannot otherwise be handled by in-house staff. No set contracts. Services will be contracted by following the Town's Procurement Process.

**10-442-6300 Blighted Property**

This line item includes the cost of bringing blighted properties into compliance when property owners fail to voluntarily comply with notices of violation.

**10-443 Public Works**

**Department Mission**

The mission of the Public Works Department is to provide services which include but are not limited to:

- Street Maintenance
- Long Range Transportation Planning
- Maintaining of Public Buildings, Property, and Grounds.

**FY15 Goals**

1. Provide consistent, quality service; maintain clean neighborhoods and safe streets and sidewalks for pedestrians, motorists, and visitors.
2. Use a proactive approach to provide services in order, which is sustainable to maintain the quality of life our residents, businesses and visitors to our Town.
3. Operate and maintain clean and accessible public facilities.
4. To instill a sense of pride and a strong commitment to excellence in the delivery of service to our community.

**Overview of Expenses**

The line items contained in these accounts covers the diversity of the Public Works Departments funding needs. Additionally; burdens are now being placed upon the Budget Line Item because the State of Virginia Department of Transportation (VDOT) laced Ice and Snow fighting chemical inventories solely upon the Town. This means the Town can no longer purchase road salt or chemicals from the VDOT facility and must procure and store them ourselves.

**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 Zoning Program Administrator**  
Zoning Program Administrator Salary
- 10-443-0105 Maintenance Worker**  
Part Time Maintenance Worker Salary
- 10-443-0106 Maintenance Worker**  
Maintenance Worker Salary
- 10-443-0107 Maintenance Worker**  
Part Time Maintenance Worker Salary
- 10-443-0108 Inspector Part Time**  
It is estimated that this part time position will reduce overall inspection costs and increase the timeliness and effectiveness of inspections.
- 10-443-0300 Payroll Taxes**  
Payroll taxes represent 7.65% of salaries.
- 10-443-0400 Pensions**  
Pensions include the cost of retirement, group life insurance and the retiree health insurance credit. For FY15, the Town's employer rate will increase to 24.53%.
- 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. Training through American Public Works Association, International Code Council (building codes), Travel to and from, and other related ongoing educational issues could be funded with this account. Attending conferences and meetings provide peer networking essential to understanding and developing means and methods to respond to changing regulatory requirements.

CBO Certification Test	\$110.00
CBO Training	\$250.00
APWA Lunch and Learn	\$300.00 (12 @ \$25.00/ea)
Certified Playground Safety Inspector CPSI Certification	\$500.00
2012 Virginia Uniform Standard Building Code Books	\$850.00

**10-443-0700 Uniforms**

The crew is provided a small allowance for Shirts, Tee Shirts, and logos on shirts. Additionally; gloves for working outside would come from this line item along with any appropriate and necessary clothing.

**10-443-0800 Dues/Subs**

This line item covers the cost of professional membership to APWA.

American Public Works Association	\$310.00
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**10-443-1000 Professional Services**

These services would normally be provided by professional architects, engineers, or surveyors, or other professionals. Services are procured through the Town's on-call contractors or through a request for proposals.

On-Call Contractors –
Rinker Design Associates (RDA)
The Berkley Group

**10-443-1100 Inspection Services**

This line item is used for cost associated outside Building Inspection and Code Enforcement contractors. When we must use a third party contractor for inspections service for code compliance inspections we cannot do in-house.

**10-443-1200 Outside Plan Reviews**

This account would cover Professional Services for the cost of outside plan review for major projects that cannot be reviewed in-house.

**10-443-1300 Contracted Services**

This line item encompass the anticipated costs of contracted assistance with miscellaneous events and storm clean ups. We have an "On Call Contractor" who responds to our needs where we do not have sufficient in-house labor. These issues could be general maintenance or an emergency response related. As these expenditures are not specifically known and result from unanticipated events that cannot be predicted until the event or issue occurs, the specific costs are not available at this time.

On-Call Contractors –  
Olde Towne Landscaping  
Bransome Paving  
Portugal Construction

**10-443-1400 Solid Waste Contract**

This line item represents costs of our waste disposal services and includes an annual increase as provided for in our solid waste contract.

American Disposal      \$217,552.00

**10-443-2000 Vehicle Maintenance**

This line item represents the cost of maintaining the Public Works fleet of vehicles and equipment. It covers expenses which might include oil changes, tires, tire repair, parts, tune-ups and other maintenance related vehicle and equipment service and repair expenditures.

**10-443-2001 Fuel**

This line item represents the cost fuel for vehicles and the budget must compensate for fluctuation in fuel prices. The account covers all Town vehicles with exception of Police Department vehicles.

**10-443-2300 Repairs**

This line item estimates cost for the preventative maintenance of all vehicles and equipment. This includes trucks, cars, mowers, generators, spreaders, weed eaters, chain saws, small engines, blowers, and other equipment repair. The repairs could be made in-house or use an outside provider.

- 10-443-2301 Equipment Rental**  
This represents the costs to rent supplemental equipment which might be required to complete Public Works tasks (E.g. a gas powered vibrator for compacting stone).
- 10-443-2302 Unscheduled Repairs**  
This line item would provide support for a repair outside of something unforeseen and unscheduled.
- 10-443-2400 Tools/Equipment**  
This line item is used for the purchase of a sweeper brooms, hand tools, safety equipment as well as other tools. It is also use for new small equipment, small equipment upgrades, and other needed items.
- 10-443-2600 Contract Services**  
This line item represents the costs dealing with the services Public Works covers outside of normal maintenance contracts. These services are contracted via a request for proposal, or if there is an emergency, the Town follows its Procurement Process.
- 10-443-3000 Office Supplies**  
This line item will be used to purchase office supplies not covered in 10-412-3000.
- 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
- 10-443-9103 Route 1 Widening Project**  
This item is for funding of the Town portion of the Route 1 Widening project.
- 10-443-9200 Facility Supplies/Materials/Equipment**  
This line item is used to support supplies and equipment needed to support primarily for Town events such as portable bathroom facilities, tents, barricades and other materials as part of events for the Town (E.g. Multicultural Festival, Easter Egg Hunt, and Christmas Parade).

**10-443-9300 Highway HB2313 Funding**

The amount budgeted for this line item is speculative at best and despite staff efforts at confirming the amount that will be available we are left with an estimate of \$80,000. Should revenues collected exceed that estimate, they would be accounted for in this line item. It is staff's recommendation that this line item be used to construct the sidewalk along Possum Point Road up to the intersection of Route 1.

## 10-444 Storm Water Management

### Department Mission

The Storm water 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."*

### FY15 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 STORM WATER 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 STORM WATER 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 STORM WATER 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 FY15. 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."<sup>1</sup>

**Overview of Expenses**

**10-444-0500**

**Travel/Training**

These funds support continuing education requirements for storm water management, as well as conferences and meetings and memberships. The Director of Public Works holds Combined Administrator Certificates for erosion and sediment control. He attends conferences and meetings provide peer networking essential to understanding and developing means and methods to respond to changing regulatory requirements pertinent to storm water management. Memberships in select organizations provide access to widespread information at an affordable cost. There will be additional training/education courses throughout the year for which the costs are not yet ascertainable.

SWM Inspector	\$100.00
Storm water Basics	\$160.00
SWM Plan Reviewer	\$100.00

(This will require 3-4 overnight stays which will require additional costs.)

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

**10-444-0801**

**Annual Permit Fees**

These funds support the annual fee the Town must pay to maintain our state-mandated annual storm water permits.

**10-444-2000**

**Vehicle Maintenance**

These funds support operation of the street sweeper. Street sweeping is an element of the MS4 program. Sweeping of Town Streets removes debris which would otherwise find its way into our streams and rivers.

**10-444-2001**

**Fuel**

This account is used to pay for street sweeping fuel. Street Sweeping is an integral part of Storm Water Management.

**10-444-2600**

**Professional Contracts**

These funds will support the department's professional contracts. Professional services (engineers) are utilized to develop responses to regulatory mandates and to perform studies as necessary for various aspects of storm water management. These include designs for repair/replacement of failing or inadequate storm water systems, retrofitting existing Best Management Practices (BMPs), and determining the adequacy of proposed storm water management facilities for new developments. Services are procured through the Town's on-call contractors or through a request for proposal as needed.

On-Call Contractors –  
Rinker Design Associates (RDA)  
The Berkley Group

**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 Storm water Education Campaign was initiated in 2003 to assist localities in leveraging funds to achieve common goals regarding storm water 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 storm water 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 FY15.
- 10-444-4801**      **Quantico Creek Clean Up**  
This line item is used for expenses related to the Town’s annual Quantico Creek Clean Up.
- 10-444-5600**      **Miscellaneous**  
This line item includes costs for the maintenance and preventative maintenance of the Town’s Storm Water systems. The items funded by this line item are things which do not fit within the normal storm related needs yet must be funded.
- 10-444-5700**      **Contracted Services**  
This line item encompasses the anticipated costs of contracted assistance with miscellaneous Storm Water Management issues. Contractors respond to our needs where we do not have sufficient in-house labor or professional support. These issues could be general maintenance or an emergency response related. These services are procured through the Town’s on-call contractor, or the Town will follow the Procurement Process.
- On-Call Contractor –  
Olde Towne Landscaping
- 10-444-5800**      **Storm Water Management Program Development and Implementation Grant**  
This line item funds the provision of proper tools, training and staff to operate the newly developed storm water management program for the Town. It is the Town's match for the \$32,500 SWMP Development and Implementation Grant from DEQ.

**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.

**FY15 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 Director of Community Services - 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**

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 employees within the department. 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 availability, 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 of the quarterly newsletter.
- 10-472-2800 Easter Egg Hunt**
- 10-472-2801 Black History Month**
- 10-472-2802 Multi-Cultural Festival**
- 10-472-2803 Fall Festival**
- 10-472-2804 Volunteer Program**  
This line item funds the purchase of volunteer shirts, recognition events and other associated costs.
- 10-472-2805 Summer Employment Program**
- 10-472-2806 Seniors Luncheon Program**
- 10-472-2808 Parks and Rec Programs**  
This line item funds a variety of unspecified programs coordinated by the Parks & Rec Commission. The budget funds \$25,000 for a variety of Parks and Recreation programs to include four concerts, a family fun walk, basketball tournament, community day, and the community gardens. Funding for each event must be approved by 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.
- 10-472-3001 Ads/Notices**  
This line item represents the associated costs for printing and advertising for all of the Town's events.
- 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.

**10-481        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 ARB. Generally, this line item covers the cost of initial training for newly appointed members and participation in other continuing education programs that may be offered throughout the fiscal year.

**10-481-1001    Legal Services**

This line item was added for FY15.

**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.

**10-481-4500    Parks & Rec Commission**

This line item represents the salary of the Parks & Rec Commission 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.

**10-495-8000 Debt Service**

The Town is presently paying on three different bonds, issued in 2003 and 2010. The payment schedule for FY15 is as follows:

	<b>Payment Date</b>	<b>Amount</b>
<b>Series 2003</b>	<b>10/1/2014</b>	<b>\$ 35,659.38</b>
	<b>4/1/2015</b>	<b>\$ 10,268.75</b>
<b>Series 2010</b>	<b>10/1/2014</b>	<b>\$110,177.50</b>
	<b>4/1/2015</b>	<b>\$ 29,172.50</b>
<b>Series 2010K</b>	<b>8/1/2014</b>	<b>\$ 74,165.63</b>
	<b>2/1/2015</b>	<b>\$129,165.63</b>
<b>Total Payments</b>		<b>\$388,609.39</b>

# FY 15 BUDGET

## EXPENDITURE BREAKDOWN BY DEPARTMENT

**Town of Dumfries**  
**FY 2015 Budget: Departmental Breakdown**

<u>Department</u>	<u>Amount Budgeted</u>	<u>Percent of Budget</u>
Governing Body	\$58,502	1.34%
Administration	\$931,912	21.30%
Information Technology	\$190,144	4.35%
Buildings and Grounds	\$81,600	1.87%
Public Safety	\$1,264,405	28.90%
Street Maintenance	\$240,000	5.49%
Community Development	\$113,604	2.60%
Public Works	\$752,118	17.19%
Stormwater Management	\$194,568	4.45%
Community Services	\$140,229	3.21%
Boards and Commissions	\$19,450	0.44%
Debt Service	\$388,609	8.88%
Total	\$4,375,141	100.00%

