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

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Memorandum

April 7, 2017

TO Dumfries Town Council

FROM: Daniel E. Taber
Tow Manager

RE: FY 16 Budget Proposal Presentation to Council

I am pleased to present the recommended FY 16 Budget to Council for your review, discussion, changes and final approval during future budget work sessions. You have been provided the budget spreadsheets and narrative and I would like to take this opportunity to cover a few highlights of this budget.

Revenue

The primary issue on the revenue side in the recommended FY 16 budget deals with Real Estate Taxes shown in line item 10-311-0101 . In order to continue to work toward a .1800 cents per $100 of assessed value real estate tax rate promised to the residents in 2010-2011, the FY 16 Budget reflects a reduction in the real estate tax rate from the FY 15 rate of .2333 cents per $100 of assessed value to a recommended rate of .1899 cents per $100. This represents the highest one-year reduction in real estate taxes in the Town of Dumfries to date.

Regarding line item 10-324-0414 (Police Aid), there were some initial concerns over the state funding of the "599 funds" for law enforcement in the state budget. I am pleased to advise you that we have been notified that there will not be any reduction in that funding for FY 16. As you recall, Council included a request for no decreases in that funding in our legislative agenda submitted to our state level elected officials.

Line item 10-313-0300 (Building Permits and Fees) reflects a significant increase over FY 15 predictions but this is based on taking into consideration a significant projected increase in these fees based on the Town Center Project which is scheduled to be approved and permitted during FY 16.

Line Item 10-314-0101 (Court Fines and Forfeitures) is estimated to increase by approximately 10 % based on the prediction of full Police Department staffing in FY 16.

Line Item 10-324-0406 (Street Maintenance Funds) at first glance appears to reflect a significant decrease in this funding from the state when compared with the FY 15 budgeted amount. I would remind Council that the FY 15 amount included the transfer of previously unspent street

maintenance funds from the FY 14 Budget that were transferred into the FY 15 Budget to complete work started but not finished in FY 14.

Line Item 10-324-0901 (Transfer From General Fund) is an increase of almost $362,000 from FY 15, but $336,000 of that amount is earmarked as outlined in the Capital Improvement Plan for the purchase of land for building a new police station. Additional funding was transferred for the replacement of the roof on the Community Center which was also included in the Capital Improvement Plan.

Finally, line item 10-324-1201 ("Christmas in Dumfries") reflects donations received from residents and businesses during the fiscal year. These funds are earmarked for the Police Department based program that identifies needy children in the community and provides them an opportunity to do some Christmas Shopping at no cost to them. Unfortunately the amount of donations has dropped significantly from a high of $8,637 in FY 13 to the low of $4,165 in FY 15. Staff has projected only $4,500 in the FY 16 Budget for this line item based on those continued decreases in donations.

Expenditures

This proposed FY 16 budget includes a recommended 1.5% cost of living raise across the board for all Town employees. This recommendation is based on similar projected cost of living increases being proposed in other jurisdictions at the local and state levels in Virginia.

Also included in the expenditures as a salary item is the 1% employee pay raise unfunded but state mandated several years ago each year for a five year period of time to offset retirement costs that are being passed down to the employee. FY 16 will reflect the fourth year of the yearly 1% required increases.

There are no new or replacement vehicles proposed in the FY 16 Budget.

I have recommended the addition of one full-time position in Community Development to act as a Zoning and Building Code enforcement officer. This position is essential to one of my Council-directed goals to increase Zoning Enforcement in FY 16. This addition will bring the Town work force up to a total of twenty eight full time employees and three part-time employees.

There is a scheduled roof replacement for the Community Center with estimates ranging from $30,000 - $35,000.

There is $336,000 allocated for all of the costs associated with the identification, selection, and purchase of land for the eventual construction of a new police station.

There is $30,000 allocated for a salt dome at the Town Shop. VDOT no longer allows local entities such as the Town of Dumfries to simply go to the nearest DVOT salt dome and load trucks with salt for use on the roads during ice and snow conditions to then be billed to the

jurisdiction. As a result, we must store salt on Town property in a manner that protects it from the weather elements and also meets DEQ regulations.

There is also $15,000 allocated for contract transcription services. As you know we are about one full year behind in transcribing Town Council minutes and with this contract we should be up to date in a few months and the Town Clerk will be able to then transcribe minutes within the month they are generated.

Finally I have allocated $20,000 for a full outside professional review of the records management system in the Town of Dumfries. This is a Council-mandated goal for me and the study is a necessary first step in developing a multi-year plan to initiate a professional records management system that includes handling old, dated records and bringing new records into the system in the most efficient manner possible. It is anticipated that there will be out year costs to procure equipment and software necessary to modernize the records system.

My goal tonight was to officially present the proposed FY 16 Budget to Council and the citizens and businesses of the Town. It will be posted on the Town website tomorrow for anyone interested to view. At the April 14, 2015 Special Work Session on the Budget, I will have all Department Heads present to answer Council's questions as we go through the budget Department by Department. I would ask Council that if possible, you provide me with any specific questions you might have in advance of the Special Work session. By doing so, staff can better prepare for that meeting and it should result in a more productive and efficient use of work session time.

General Overview of Expenditures

The FY 16 Budget recommended expenditures represent our continued best effort to provide the same level of services to the Town's citizens without increasing their tax burden, while taking into consideration the potential shortfall between the Town Department Head's original budget requests to the Town Manager and the available predicted revenues. Staff worked together to compile this budget, which includes a Real Estate Tax rate decrease of five cents. 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% recommended COLA. The recommended COLA is generally equal to or less than pay adjustments recommended in FY 16 budgets for state and most other local jurisdictions in the area.

Pensions
Pensions include the cost of retirement, group life insurance and the retiree health insurance credit and the rate is set by the Virginia Retirement System.

Benefits
This category funds the Town funded 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. The insurance coverage rates have increased for FY 16 and the amount budgeted reflects this increase.

Vehicles
There are no new vehicle purchases funded in the FY16 Budget.

New Positions
This budget proposes the addition of one full time position for Zoning/Building Code enforcement.

Discussion of FY 16 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 Estate Taxes - Current

Property taxes are collected in December and June of each year. Property values have increased with initial assessment values increasing by $32,422,900 subject to any appeals adjustments. The estimated 2015 total, per the County, is $398,253,400. This compares to $365,830,500 in 2014, an increase of 8.9 %. This budget proposes that the Real Estate tax rate be reduced from .2333 to .1899 cents per $100 of assessed value for FY16. This tax rate will continue to deliver on a promise made to residents and property owners in 2010-2011 to work to return the property tax rate to .18 that was in place prior to the significant property tax rate increase that was passed at that time.

10-311-0102 Real Estate Taxes—Delinquent

The Town is currently owed $80,218 in delinquent taxes going back to 2007. Projected revenue from this source is projected to be at $20,000 in FY 16.

10-311-0201 Real Estate Taxes—Public Service Corporations

The State Corporation Commission provided assessed value for 2014 of $7,857,018. The projected revenues for 2016 based on this evaluation are$23,045.

10-311-0601 Real Estate Taxes—Penalty

This projected revenue for FY 16 remains the same as projected for FY 15.

10-311-0602 Real Estate Taxes—Interest

This amount is based on considerations given to what has actually been received in FY 15 with projections through the end of the current FY.

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 decrease in the FY 16 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 FY 16, 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 FY 15 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 FY16 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 decrease based on FY 15 projected and actual numbers.

Business Licenses

The Town of Dumfries has a business license ordinance that conforms to the Code of Virginia. The FY 15 tax rates for each class of business are listed below:

10-312-0301	Contractors	$30.00 or $ .092 per $100 of gross receipts
10-312-0302	Retail sales	$30.00 or $ .125 per $100 of gross receipts
10-312-0303	Real estate, prof. services and financial services	$30.00 or $ .29 per $100 of gross receipts
10-312-0304	Repair, personal, business services	$30.00 or $ .18 per $100 of gross receipts
10-312-0306	Wholesale/Other	$ .03 per $100 of gross receipts
	Telephone businesses	.5% of gross receipts
	Telegraph businesses	.5% of gross receipts
	Water, heat, light, power	.5% of gross receipts
	Savings institutions	$50.00

In FY16 the Town will continue to prioritize seeking out those businesses that have not obtained licenses and requiring that a license be acquired and appropriate taxes, interest, and penalties be collected. This should result in greater overall collections.

10-312-0401 Franchise License

This is based on FY 15 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 the property owner.

10-312-0501 Vehicle Tags

That Town requires that each motor vehicle be licensed through the Town by the purchase of a motor vehicle tag/decal. This includes cars, trucks, motorcycles, scooters, motor homes, buses and the like. Although many other jurisdictions have eliminated the sticker and just charge the fee, this is typically done when payment for the personal property tax is due. Because the Town does not have a personal property tax, it must continue to use the tag/decal method for collecting the fee. The license year runs from April 15 to April 14. The FY16 budget maintains the vehicle tag fee at $24.00. This is a fairly constant number, changing only through the increase or decrease in the number of residents and vehicles registered. Enforcement of the requirement to purchase a Town vehicle tag/decal depends on the ability to be able to prove that a vehicle is registered at a location within the Town of Dumfries. If an individual moves to Dumfries yet fails to change the address on their vehicle registration, enforcement of the Town vehicle tag/decal is very difficult if not impossible.

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 remain consistent with what has been projected for FY 15.

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 FY 16 projected numbers and assumptions for an increase in permits issued for FY16, including approximately $200,000 for permits that will be issued for the Town Center Project.

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 FY 15 projected and actual numbers and consideration for potential projects that are expected to proceed in FY16.

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 FY 16 amount is based on FY 15 projected and actual numbers.

10-315-0100 Interest

Interest rates continue to bottom out with no increases expected in the foreseeable future. This amount is based on FY 15 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 projected 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 FY 16 are based on the most current information available for FY 15.

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. This is reimbursement funding for projects recommended to and approved by the Town Council that are then forwarded for approval to Prince William County.

10-324-0410 Blighted Property

This is the projected amount to be collected for repairs to blighted properties. This amount is based on FY 15 projected and actual numbers and anticipated spending needed to bring blighted properties into compliance in FY 16.

10-324-0414 Police Aid (599 Funds)

The Commonwealth provides a supplement to those jurisdictions that provide police services. It is anticipated that the funding available in FY 16 will remain consistent with FY 15 numbers.

10-324-0415 DCJS/LLEG

This is a State sponsored grant for Law Enforcement and we anticipate receiving $1,500 in FY 16.

10-324-0416 **Byrnes/JAG Grant** had been used to finance “Dumfries Cares” programs over the past three years. There is no projected revenue from this grant in FY16.

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. The Cigarette Tax rate remains consistent with FY 15.

10-324-0421 CDBG

No grant funds were awarded for FY 16, but we will continue efforts in applying for future CDBG Grants.

10-324-0700 Community Center Fees

The amount budgeted in this line item is based on FY 15 numbers and projected FY 16 fees.

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 FY 15 actual and projected numbers.

10-324-0901 Transfer from General Funds

A total of $555,000 is recommended to be transferred for new CIP related projects, professional contracts and other one-time expenses to fund ongoing and unfinished initiates from FY15. This funding is being transferred from monies that have been built up in the General Fund over the last several fiscal years in anticipation of transfers like this to the operational budget. $336,000 of this transfer is earmarked for funding necessary to purchase land for the construction of a new police station.

10-324-0902 Transfer from SWM Funds

$120,000 is needed to supplement FY16 collected amounts for planned Storm Water Management projects in FY16.

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 FY 15 YTD numbers, which show a marked decrease in donations from previous years.

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 Stormwater 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 budgeted for FY 16 is based on the projected FY 16 collected amount.

10-324-1301 Stormwater Management Program Development and Implementation Grant

This was a one-time grant supported revenue in the FY 15 budget that does not carry over into the FY 16 Budget.

10-411 Governing Body

10-411-0100 Town Council/Mayor Salaries

This line item includes salaries for the vice-mayor and five council members. The Mayor is not accepting a salary in FY 16.

Mayor	0
Vice Mayor	$6,700
Council members	$26,801

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:

Northern Virginia Regional Commission	$7,602
Virginia Municipal League	3,801
Prince William Chamber of Commerce	450
Virginia Institute of Government	500
Boys & Girls Club Board Dues	2,500

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 is a scheduled Town election in FY 16.

10-411-5900 General Heiser Boys & Girls Club Donation

This line item reflects a yearly donation directly to the General Heiser Boys and Girls Club in the Town of Dumfries and is earmarked for expenses for that specific club.

10-411-6000 Historic Dumfries Virginia Donation

This line item reflects a yearly donation to Historic Dumfries to be untiled for programming and the establishment of a Visitors Center for the Town of Dumfries where information on the Town or Dumfries and it programs will be distributed.

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

FY16 Goals

1. Continue to improve Public Safety by filling vacant police positions, increasing police presence in the community, as well as encouraging active community policing efforts.
2. Continue to 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. Update the Capital Improvement Program.
5. Increase code and zoning enforcement in the Town.
6. Improve inter-governmental relationships, particularly with County, State, and Federal leaders.
7. Enhance staff, council, and citizen use of technology, and improve our technology infrastructure.
8. Improve staff customer service skills and response times to both Council and constituents.

9. Consider staff and/or departmental restructuring to ensure the most efficient, cost-effective service delivery in all areas of Town government.
10. Increase the use of grant funding, and utilize grant funding in a timely manner.
11. Complete an update to the Town's Emergency Response Plan.
12. Undertake a records management audit and continue to review and organize old existing Town records.
13. Implement recommended records management policies as staff and budget allows.
14. 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 – 2 Classes

Town Clerk
VMCA Annual Conference
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 towns Personnel Policy.

10-412-0800 Dues and Subscriptions

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

International City/County Management Association	880.00
Virginia Local Government Management Association	275.00
Virginia Municipal Clerk's Association	45.00
International Institute of Municipal Clerks	145.00
Treasurer's Association of Virginia	100.00
Virginia Governmental Finance Officers Association	35.00
LGA Membership	240.00
Virginia Bar Dues	800.00
PWC Bar Association Dues	185.00
Va Emergency Management Association	150.00
LexisNexis (various costs)	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. This expense has been consolidated this year with expenses for similar services in other departments.

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.

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.

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.

FY16 Goals

1. Purchasing new L-3 Server for Police Department. This is a five year plan and the system cannot be renewed under warranty.
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.
5. Purchasing and migrating to Google Cloud to have a second backup system outside of the office.

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 has no funds budgeted for FY16.

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. We will be purchasing a new server for the L-3 Camera system. The current server has run the five year system plan and cannot be renewed under warranty.

Cost for new L-3 Camera server and to switch out system; $15,630.00

10-414-3000 Office Expense

This line item has no Funds Budgeted for FY16.

10-414-3301 Telecommunications

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

10-414-5800 Capital Outlay

This line item has no funds budgeted for FY16.

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.

BlackBoard Connect - Out reach Message Board $ 4,204.13

Dell – Warranties for Town Hall and Police Department	$ 1137.62
Dot.gov – Town's Dumfriesva.gov	$ 125.00
Fortran – Phones systems Town Hall and Police Department	$ 3410.25
Glink – VCIN, Police Department	$ 200.00
Godaddy – Town's Dumfriesvirginia.org	$ 0.00
Google Business – Town's email	$4,500.00
Granicus – Agenda and video for website	$6,588.00
L-3 System – Camera system in Police Cars	$5,635.00
Permit Manager – Software for Public Works	$2000.00
Productive AV – Software and service for Cameras in Council Chambers	$6,000.00
Southern Software – Software and Hardware for Town Hall and Police Departments	$25,000.00
Symantec – Town Hall and Police Department, Antivirus Software	$ 1,200.00

10-414-6200 **Professional Contracts**

This line item includes funds for contract work such as migrating Google Cloud to use as a second backup system.

10-415 BUILDING AND GROUNDS

Department Mission

The mission of Buildings and Grounds is to improve all Town buildings, facilities, and land, and to maintain Town property at or above the standard that we expect from private property owners. Town buildings are to be maintained in a clean neat fashion. The department is committed to continually evaluating the provision of secure, safe, clean, efficient and well maintained facilities to our external and internal customers.

FY16 Goals

Town Hall
Maintain the Town Hall to provide a safe and functional facility until it is replaced at some point in the future.

Community Center
Replace existing roof.

Locket House and Museum and Merchants Park
Repair roof and flashing
Perform mold remediation

Maintenance Shop
Provide a salt storage structure that will protect the salt from snow and rain and will be in compliance with DEQ standards.

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

Ginn Memorial Park
Establish a site plan for use in scoping future part development and costs.

Merchant Park
Paint the gazebo, shelter, and well house. Initial investigation has also revealed some potentially serious issues with some of the construction of the gazebo and rest rooms in the park that may require some substantial work. In addition, there are electrical power routing issues that must be dealt with. Funding in this line item will be utilized to identify and work on the structural issues that are of concern.

Garrison Park
Oversee the Town Center Project development associated with the park and maintain the park for passive recreation in accordance with the Chesapeake Bay Preservation Act.

Professional Contracts
Establish contracts for routine maintenance services

Overview of Expenses

10-415-1100 – Janitorial Supplies
Bathroom and cleaning supplies for all facilities.

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 and structure maintenance of the buildings and grounds.

10-415-4001 – Garrison Park
Budgeted amount includes ongoing property maintenance.

10-415-4002 – Lockett House
Routine maintenance, roofing repairs, mold and mildew remediation.

10-415-4003 – Weems/Botts Museum

Routine maintenance and replacement of chimney flashing.

10-415-4004 – Maintenance Shop

Routine maintenance and construction of a road salt storage structure 36'd X 20'w X 16' h with concreate floor and 6' side walls.

10-415-4005 – Community Center

Routine Maintenance and roof replacement.

10-415-4006 – Town Hall

Routine maintenance.

10-415-4007 – Ginn Memorial Park Budget

Routine maintenance, site plan, and approved park improvements.

10-415-6200 – Professional Services

Pest control. Fire extinguisher preventive maintenance program, Police Department HVAC, TH electrical maintenance program and preventive maintenance for Town Hall, Community Center, Lockett House, and Maintenance Shop HVAC.

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.

FY16 Goals

- **Goal 1**: **Continue to improve neighborhood and business relationships with the police department.**
  - Objective 1: Implement Bicycle Patrol, and continue foot patrol and non-enforcement contact within residential and business communities.
  - Objective 2: Continue to expand the department's community outreach initiative.
  - Objective 3: Expand the distribution of safety tips and information to citizens and businesses.

- **Goal 2**: **Improve pedestrian and motorist safety.**
  - Objective 1: Continue enforcement of traffic laws to reduce unsafe and distracted driving behavior.
  - Objective 2: Continue directed patrols to address community concerns and identified traffic issue areas.
  - Objective 3: Implement driver and pedestrian awareness and safety information distribution.

- **Goal 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 to improve services to the Town's diverse neighborhoods and businesses.
  - Objective 3: Continue to 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.

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 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 a re-occurring award each October. The amount of the award sometimes varies. The police department received $10,000 in October 2014. The police department anticipates a $10,000 award in FY16 (October 2015). The award funds are used to compensate police officers who work special traffic details.

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 as they gain several years of experience. With experience they become more marketable to other agencies and the retention stipend encourages officers to remain with the department.

10-431-0204 Supplements

This line item funds compensation to officers who attain certification through additional training and education to improve the professionalism of the department. 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 and new officer. The police department currently has two officers, 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 a minimum of 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 FY16 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).

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. It also continues to provide a planned uniform replacement cycle based on normal wear and damage to issued uniforms. Finally, this line item provides funds to uniform new hires.

10-431-0800 Dues / Subscriptions

This line item includes sufficient funds for membership in professional law enforcement organizations that provide continuing education in law enforcement related best practices, new law implementation, trends in technology, etc. Additional funds are included for subscriptions to professional police publications. Finally, a six month subscription fee of $1,250 that may be implemented in FY16 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 possibly begin to share the funding more equitably with user agencies beginning in FY16.

International Association of Chiefs of Police
Virginia Association of Chiefs of Police
Virginia FBI National Academy Associates

Virginia Gang Investigators' Association
D.A.R.E.Association
VIrginia Crime Prevention Association
Virginia Law Enforcement Accreditation Coalition
LinX

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 a 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 FY16 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 based upon fuels costs, an average of actual use from the previous year, and staffing.

10-431-2300 Equipment / Repairs

This line item is used for the purchase, repair, and required periodic calibration of equipment to include radar units, tuning forks, in-car camera systems, portable radios, emergency equipment, etc., and includes the probability of an unexpected repair need.

10-431-3000 Office Expense

This line item is used for all office expenditures, to include filing supplies for each case. The department handles approximately 3,500 cases each year. Each case requires a separate file, which includes labels for each file. This line item also includes every administrative supply utilized by the department, to include ink for printers, fax machine, paper, forms, tickets, 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.

Copier Lease
Shredder Maintenance
Virginia Information Technologies (for Virginia Crime Information Network)

10-431-3300 Supplies

This line item is used for all weapon and range supplies, to include ammunition, evidence, radio batteries, emergency supplies, equipment issued to officers, 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.

10-441 Street Maintenance

Department Mission

To maintain Town streets to a level of condition to provide safe and reliable transportation throughout the Town. Funding is passed through the VDOT Urban Maintenance Program.

FY16 Goals:
Maintain traffic signage within the Town's corporate limits in accordance with the Town Ordinances and the Manual on Uniform Traffic Control Devices.

Overview of Expenses

10-441-1400 Maintenance Contracts
Sidewalk installation and replacement, pavement maintenance, striping, etc.

10-441-1500 Professional Services
Engineering and surveying fees.

10-441-3300 Materials
Stone, sand, riprap, culvert, pipe, paving materials.

10-441-4500 Snow Removal & Other
Sand, salt, de-icer, equipment rental, snow equipment maintenance and repair

10-441-5600 Miscellaneous
Street signs and appurtenances.

10-441-5700 Orange Street Project
Orange Street Paving Improvement

10-442 Community Development

Mission

The goal for Planning and Zoning is to work on behalf of the residents and businesses to plan for the future growth of the community by, administering and enforcing the Towns Zoning Ordinances, respond to customer inquiries and concerns, identifying and putting in place sound planning and land use development practices that will enhance, preserver, 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.

FY16 Goals

1. Finalize a process flow chart and a checklist for Planning and Zoning Applications to better facilitate the application process.
2. Improve 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 by adding a code enforcement position to proactively identify violations.
5. Provide exceptional customer service to the Town's residents and businesses.
6. Continue to respond to residential and business concerns in a timely and courteous manner.
7. 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.

10-442-0103 Zoning/Code Enforcement Official
This line item provides for the salary compensation for the new position of Zoning/Code Enforcement Official. This is a reactive and proactive position that will increase the ability of staff to identify, cite, and correct code violations in the Town in a timelier manner.

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 that select health coverage through the Town. The Town pays 100% of the cost of employee coverage and 20% of the cost of dependent coverage to meet the minimum requirements of the Local Choice program.

10-442-0500 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)
2. Training seminars as required by the Virginia Department of Housing and Community Development, to maintain Advance Code Official Certification for the Virginia Maintenance Code.

VAZO is the Virginia Association of Zoning Officials (VAZO) and 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 Virginiaï¿½s zoning officials.

10-442-0800 Dues and Subscriptions

This line item includes the costs for memberships for two employees in VAZO. 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.

10-442-6200 Professional Contracts

This line item provides funds for the procurement of professional services for the review of site plans, ordinance reviews, as well as other activities and functions that cannot otherwise be handled by in-house staff.

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

To provide services which support Town initiatives and administer applicable codes, ordinances, and regulations to include:
Long-range Transportation Planning
Building Development Administration and Inspection Permits
Continuing education and training

FY16 Goals

Provide quality service; maintain clean neighborhoods and safe streets and sidewalks for pedestrians, motorists, and visitors.
Use a proactive approach to provide services that are sustainable to maintain the quality of life our residents, businesses and visitors to our Town.
Operate and maintain clean and accessible public facilities. To
Instill a sense of pride and a strong commitment to excellence in the delivery of service to our community.

Overview of Expenses

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 Assistant Director of Public Works
Assistant Director of Public Works salary

10-443-0103 Programs 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**
Part-time Inspector salary

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.

10-443-0401 **Benefits**
This line item represents the cost of health insurance and dental insurance for participating employees.

10-443-0500 **Travel/Education**
On-going safety training and professional development for Public Works staff:
International Code Council 2012 Codes ($1,500)
Lodging and Travel expenses ($2,000)

10-443-0700 **Uniforms**
Personal protective equipment (safety boots, visibility jackets and vests, hard hats, etc.) per OSHA and the American National Standards Institute.

10-443-0800 Dues/Subs

American Public Works Association	$310.00
Virginia Building Code Officials Association	$120.00
International Conference of Building Officials	$100.00
American Council of Engineering Companies of Virginia	$40.00

10-443-1000 Professional Services

Services provided by engineers, surveyors, or architects

10-443-1100 Inspection Services

Contracted Building Inspection and Code Enforcement Contractors to supplement Town Staff.

10-443-1200 Outside Plan Reviews

Plan review services for major development projects to supplement Town Staff.

10-443-1300 Contracted Services

Contingency labor and/or equipment for work of a routine or emergency nature beyond available Town resources.

10-443-1400 Solid Waste Contract

Waste disposal services.

10-443-2000 Vehicle Maintenance

Equipment maintenance for the Public Works fleet of vehicles and related equipment (oil, tires, parts, etc.).

10-443-2001 Fuel

Fuel for all Town vehicles with the exception of the Police Department vehicles.

10-443-2300 Equipment/Repairs
Equipment maintenance and repairs for trucks, cars, mowers, portable generators and other small equipment.

10-443-2301 Equipment Rental
Rental equipment that might be required to complete Public Works tasks.

10-443-2302 Unscheduled Repairs
Contingency for towing and minor repairs.

10-443-2400 Tools/Equipment
Purchase of a sweeper brooms, hand tools, safety equipment as well as other tools and small equipment.

10-443-2600 Contract Services
Contingency for contract services outside of on-call contracts.

10-443-3000 Office Supplies
Office supplies not purchased under line item 10-412-3000.

10-443-3300 Shop Supplies
Supplies such as grease, oil brackets and bolts, paints, solvents, towels, lumber, etc.

10-443-9200 Facility Supplies/Materials/Equipment
Supplies and equipment used to support Town events; portable bathroom facilities, tents, barricades, etc.

10-443-9300 Highway HB2313 Funding
NVTA funding for local Town projects, through the 30% funding portion of HB2313. The amount is estimated band is varies from year to year based on taxes collected.

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."

FY16 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.

Overview of Expenses

10-444-0500 **Travel/Training**

Supports continuing education requirements for mandated certifications:

DEQ Certified Combined Administrator for Erosion and Sediment Control
DEQ Certified Combined Administrator for Stormwater Management

10-444-0801 **Annual Permit Fees**

The annual fees the Town must pay to maintain our state-mandated annual storm water permits

NVRC Clean Water Partners	$ 300.00
DEQ	$3,000.00

10-444-2000 **Vehicle Maintenance/Operation**

Operation and Maintenance costs for the street sweeper as street sweeping is an element of the MS 4 Program.

10-444-2001 **Fuel**

Fuel for the street sweeper.

10-444-2600 **Professional Contracts**

Engineering and surveying services for repair/replacement of failing or inadequate storm water systems, retrofitting existing Best Management Practices (BMPs), and determining the adequacy of proposed stormwater management facilities for new developments.

10-444-3001 **Advertising & Outreach**

Advertising and outreach element of the town's MS4 program as well as the Clean Waters Partners 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

10-444-3300 **Equipment & Material**

Sampling and testing equipment and supplies for water quality testing to meet the MS 4 Program and TMDL requirements.

10-444-4800 **Litter Control**

Anticipated grant amount for FY16.

10-444-4801 **Quantico Creek Clean Up**

Tools, shirts, breakfast and lunch for participants of the Town's annual Quantico Creek Clean Up.

10-444-5600 **Miscellaneous**

Software and data management support for the MS4 Program.

10-444-5700 Contracted services to maintain and repair stormwater management facilities (known as Best Management Practices) within the Town, and to respond to stormwater related cleanups.

10-444-5801 **Ginn Park SWM/BMP**

Part of the construction cost for the Ginn Memorial Park Stormwater Management expected to occur in FY16 (work to begin in late FY15).

10-444-5802 **Prince William Estates SWM**

Abatement project for stormwater issue in Prince William Estates; estimated design and construction costs.

10-444-5900 **Orange Street Drainage Improvements**
Estimated design and construction on Orange Street; estimated design and construction costs.

10-444-5901 **Tripoli Court Drainage Improvement**
Abatement project for stormwater issues on Tripoli Court; estimated design and construction costs.

10-444-5902 **Old Town Drainage Improvements**
Abatement project for stormwater issues on Duke and Wellington; estimated design and construction costs.

10-472 Community Services Department

Department Mission

The Community Services Department is dedicated to fostering a safe, attractive, inviting place to work and reside by providing meaningful community services and programs for all citizens. We value our diverse community while striving to preserve our rich and vibrant history. We are flexible in our approaches to address the needs as they evolve and are dedicated to being good stewards of our community assets.

FY16 Goals

1. Continue providing a diverse program/event offering for Town residents' enjoyment.
2. Continue to educate and inform the community of the existing services, programs, and events through a variety of media.
3. Increase support of all Town sponsored community events and programs by visitors, residents, Town staff, and Council.
4. Research, apply for, and obtain grant funding to support our mission and enhance our program offerings.
5. Develop, plan, and execute an inaugural Independence Day themed event.

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 and conferences that can assist the Director of Community Services in establishing networks and maintaining quality programs and services for the community. Specific programs will be selected based on content and need.

10-472-0800 Dues/Subscriptions

This line item includes the dues and subscriptions associated with various organizations that can assist the Director of Community Services with education and program development.

- National Grants Management Association Annual Membership - $125.00
- Virginia Recreation and Park Society Organization Membership - $200.00
- National Recreation and Park Association Professional Membership - $165.00

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. The Department of Community Services is requesting funds for purchase of a new PA system to be used at all Town events.

- New PA system - $1000

10-472-2400 Newsletter

This line item represents the printing and distribution of the quarterly newsletter. The newsletter is currently in digital format, with a select number of print editions distributed each quarter. We would like to increase the print distribution to include all Town senior citizens and businesses.

- Printing and distribution of newsletter for each quarter - $750

10-472-2800 Easter Egg Hunt

This line item represents the annual Easter Egg Hunt in Ginn Memorial Park and includes all advertising & printing expenses, rental fees, vendor fees, and event supplies & expenses.

- Bounce House - $300
- Face Painting - $500
- Games and prizes for kids - $400

10-472-2801 Black History Month

This line item represents the annual Black History Month program and includes all advertising & printing expenses, rental fees, refreshments, and event supplies & expenses.

- Program printing - $150
- Advertising - $300
- Refreshments for the post event reception - $850
- Recognition awards - $200

10-472-2802 Multi-Cultural Festival

This line item represents the annual Multi-Cultural Festival and includes all advertising & printing expenses, rental fees, vendor fees, and event supplies & expenses. Beginning in FY15, the Festival will be geared toward providing festival goers with opportunities to learn more about the diversity in Dumfries and Prince William County. We will focus our efforts on attracting Festival goers will be given a passport to the festival to have stamped at each booth

- Performers - $0-$2500 (some acts will be at no charge, others will be contracted to perform)
- Face painting - $500-$700 (depending on number of painters and length of service)
- Bounce house - $300
- Port a Johns - $500
- Stage rental - $500-$1000 (based on a quote for a 16x24 open stage for performances)
- Advertising - $500-$700
- Door prizes - $200

10-472-2803 Fall Festival

This line item represents the annual Fall Festival and includes all advertising & printing expenses, rental fees, vendor fees, and event supplies & expenses. This year's Fall Festival will consist of kids games, pumpkin painting, a kids costume contest, face painting, bounce house, and other carnival activities. Kids will receive a passport type booklet; once the booklet has been stamped at 6 or more booths or games, the child will be able to enter to win door prizes.

- Bounce House - $300
- Port a Johns - $500
- Advertising - $500-$700
- Face painting - $400-$700 (depending on number of painters and length of service)
- Kids games and supplies - $1000
- Pumpkins for painting - $500
- Door prizes for kids - $200
- Crafts and supplies - $200-$300

10-472-2804 Volunteer Program

This line item funds the purchase of volunteer shirts for various town events; recognition events, to include a volunteer dinner reception recognizing the efforts of our volunteers, and other associated costs.

- Reception for volunteers including food and plaques - $1000

10-472-2805 Internship Program

This line item represents the summer employment program for 5-6 area high school students paid at a rate of $8.00 per hour based on a 15 hour work week. Students work in all departments of Town government for a duration of 6 weeks, culminating with a luncheon funded by the Town where interns make final presentations based on their experience with the Town in front of staff and parents.

- 6 students/$8 per hour x 15 hours per week x 6 weeks = $4320
- Appreciation luncheon - $680.00

10-472-2806 Seniors Luncheon Program

This line item represents the monthly senior luncheon program sponsored by the Town of Dumfries and involves all costs associated with advertising and mailing, event supplies and expenses, and food and beverage. Senior luncheon catering averages $250.00 per month based on an estimate of 20-30 seniors attending. Most caterers run from $9 - $11 per person.

- 12 months x 30 individuals x $10 per person = $3600

10-472-2808 Parks and Rec Programs

This line item funds a variety of programs coordinated by the Parks and Recreation Commission totaling $25,000.00 to include the following:

- Concert 1 - $3500
- Concert 2 - $3500
- Community Commonwealth and Fitness Day - $2500
- 3 on 3 Basketball Tournament - $2500
- Dumfries Basketball Youth League - $2500
- Community Garden Education Programs - $2500
- Concert 3 - $3500
- Concert 4 - $3500
- Scholarship Fundraiser - $1000

10-472-3000 Office Expenses

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.

- Printer toner - $40 per replacement
- Other expenses identified as needs arise

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 & Tree Lighting

This line item represents all costs associated with hosting the Town's Annual Holiday Parade & Tree Lighting to include: the Town Christmas tree and decorations; refreshments for the tree lighting ceremony; small gifts for the children; Costs for obtaining someone to serve as "Santa Claus"; awards/gifts for parade participants and judges; refreshments for the dignitary reception prior to the parade; banners for dignitaries; treats for the spectators; Council float decorations; volunteer t-shirts; and food for volunteers and staff assisting with the parade and tree lighting. This line item also includes a request for a new speaker system to be used for the parade and other town events.

- Christmas Tree - $150
- Decorations - $200
- Refreshments for tree lighting ceremony - $150
- Refreshments for dignitary reception at parade - $200
- Refreshments for volunteers at parade - $150
- Awards - $850
- T-shirts for volunteers - $500
- Candy for parade - $300

10-472-6500 Mil/Civ Meeting

This line item represents the annual rotating Military/Civilian Meeting in Prince William County.

- Invitations, food, and supplies - $3000

10-481 **Boards and Commissions**

10-418-0500 **Travel/Training**
This line item includes travel and training funds for the planning commission, board of zoning appeals, and ARB.

10-481-4100 **Planning**
This line item represents the salary for Planning Commissioners.

10-481-4300 **ARB**
This line item represents the salary for the ARB members.

10-481-4400 **BOZA**
This line item represents the salary of the Board of Zoning Appeal members.

10-481-4500 **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 FY 16 is as follows:

	Payment Date	Amount
Series 2003	**10/1/2015**	**$ 35,268.75**
	4/1/2016	**$ 9,778.13**
Series 2010	**10/1/2015**	**$114,172.50**
	4/1/2016	**$ 27,262.50**
Series 2010K	**8/1/2015**	**$ 73,313.13**
	2/1/2016	**$128,313.13**
Total Payments		**$388,108.14**

	Revenue								
ITEM	Line Item				FY14		FY15		
		FY13	FY13	FY14	UNAUDITED	FY15	BUDGET	FY16	
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	YTD 2-28-15	PROPOSED	
10-311-0101	Real Estate Taxes - Current	971,845	939,833	927,336	922,049	853,483	411,566	756,283	
10-311-0102	Real Estate Taxes - Delinquent	25,000	27,505	25,000	17,790	20,500	14,789	20,000	
10-311-0201	Real Estate Taxes - Public Service	27,161	25,035	25,000	23,045	23,045	21,220	23,045	
10-311-0601	Real Estate Taxes - Penalty	10,000	11,333	10,000	7,778	7,600	6,017	7,600	
10-311-0602	Real Estate Taxes - Interest	2,500	3,052	2,500	1,533	2,100	0	1,600	
10-312-0101	Sales Taxes	365,000	407,796	400,000	453,103	400,000	238,372	380,000	
10-312-0102	Rental Tax	70,000	73,305	70,000	55,930	67,000	48,121	70,000	
10-312-0103	MVC Rolling Stock Tax	70	38	50	24	50	9	50	
10-312-0201	Utility Taxes - Electric/Phone	156,000	174,852	160,000	167,248	180,000	112,253	175,000	
10-312-0202	Right of Way Use Fee	26,000	21,994	19,000	22,484	23,000	20,883	25,000	
10-312-0203	Telecommunications Tax	185,000	193,860	190,000	186,815	195,000	125,424	185,000	
10-312-0301	Business License - Contractor	25,953	31,714	32,000	13,016	28,863	11,520	28,863	
10-312-0302	Business License - Retail Sales	85,381	118,259	89,500	105,382	82,870	56,173	82,870	
10-312-0303	Business License - Financial/Real Estate/Prof	300,000	350,199	87,000	83,959	84,100	15,071	84,100	
10-312-0304	Business License - Repair/Business Svcs	145,530	140,755	155,000	134,881	146,842	39,536	146,842	
10-312-0306	Business License, Wholesale, Other	43,659	17,770	23,000	6,590	15,333	8,222	15,333	
10-312-0401	Franchise License	65,000	61,145	65,000	70,685	70,000	48,096	72,000	
10-312-0403	Parking Lot Lease & Maintenance	27,516	25,223	27,516	29,803	27,516	13,758	27,516	
10-312-0501	Vehicle Tags	55,000	59,731	53,700	54,684	51,700	8,627	51,700	
10-312-0601	Bank Stock Tax	42,800	28,729	42,800	49,514	49,514	0	42,800	
10-312-1001	Transient Tax	170,000	161,547	170,000	131,441	140,000	99,580	140,000	
10-312-1101	Meals Tax	570,000	634,445	630,000	647,865	675,000	442,849	675,000	
10-313-0300	Building Permits & Fees	50,000	65,532	70,000	61,432	65,000	19,284	264,000	
10-313-0301	Planning-Zoning Fees	3,000	1,972	15,000	1,280	1,500	600	1,500	
10-313-0302	Rental Inspection Fees	0	0	45,000	0	0	0	0	
10-314-0101	Court Fines/Forfeitures	80,000	102,690	80,000	62,117	70,000	66,478	83,000	
10-315-0100	Interest	500	1,031	500	1,609	500	0	500	
10-318-9914	Miscellaneous Revenue	3,000	552	3,000	9,146	3,000	1,118	1,500	
10-320-0100	Proceeds From Sale of Property	0	0	0	0	0	0	0	
10-324-0406	Street/Highway Maintenance	239,486	236,461	239,486	243,434	395,234	125,059	245,000	
10-324-0407	Litter Control	3,336	3,336	2,500	2,943	2,943	2,939	3,000	
10-324-0408	Highway HB2313 Funding	0	0	0	0	80,000	0	75,000	

ITEM	Line Item	FY13 BUDGET	FY13 ACTUAL	FY14 BUDGET	FY14 UNAUDITED ACTUAL	FY15 BUDGET	FY15 BUDGET YTD 2-28-15	FY16 PROPOSED
10-324-0409	Sanitation Fees - Delinquent	2,000	0	0	150	0	0	0
10-324-0410	Blighted Property	2,377	2,377	5,000	1,184	2,500	0	1,500
10-324-0411	VDOT Rd Const Funds	0	159,982	0	228,041	0	0	0
10-324-0414	Police Aid	134,972	134,968	134,972	134,968	134,968	67,484	134,968
10-324-0415	DCJS - LLEG	4,305	4,305	4,305	3,438	1,490	1,490	1,490
10-324-0416	Jane Byrnes Grant	71,250	33,202	71,250	3,025	0	23,031	0
10-324-0417	DMV Grants	12,000	7,595	12,000	5,682	10,000	10,769	10,000
10-324-0419	Cigarette Tax	220,000	216,334	200,000	213,881	184,000	139,852	190,000
10-324-0422	Wal-Mart Grant Community Services	5,500	5,500	5,500	0	0	0	0
10-324-0423	OAG Grant	0	0	0	9,971	6,971	0	0
10-324-0425	VML Risk Management Grant	0	0	0	3,000	0	2,000	2,000
10-324-0700	Community Center Fees	1,000	1,127	1,000	1,136	1,000	500	800
10-324-0805	TOWN EVENTS-parade-charter day-festival	2,500	4,972	3,000	2,440	3,000	1,560	2,500
10-324-0900	Transfer to General Funds	0	0	0	0	0	0	0
10-324-0901	Transfer from General Funds	57,647	0	169,310	0	184,075	0	546,000
10-324-0902	Transfer from SWM Funds	0	0	0	0	50,000	0	120,000
10-324-1201	"Christmas in Dumfries"	8,000	8,637	8,000	4,820	6,000	4,165	4,500
10-324-1206	Fire Fund Program	12,629	1,874	12,629	26,693	14,149	2,356	14,149
10-324-1300	Stormwater Management	145,000	150,999	145,000	146,741	145,000	72,282	145,000
10-324-1301	SWMP Development & Implementation Grant	0	0	0	0	32,500	0	0
	Grand Total	**$4,427,917**	**$4,651,565**	**$4,431,854**	**$4,352,750**	**$4,537,346**	**$2,283,053**	**$4,857,009**

ITEM	Expenditures - Governing Body								
					FY14		FY15		
	Line Item	FY13	FY13	FY14	UNAUDITED	FY15	BUDGET	FY16	
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	YTD 2-28-15	PROPOSED	
10-411-0100	Town Council/Mayor	33,501	33,501	34,171	33,501	34,171	19,131	33,501	
10-411-0300	Payroll Taxes	2,563	2,563	2,614	2,563	2,614	1,495	2,563	
10-411-0500	Travel/Training	8,050	3,359	5,416	5,390	6,000	1,747	6,000	
10-411-0800	Dues/Subscriptions	10,838	10,538	11,971	11,817	14,317	11,723	14,853	
10-411-5600	Other	1,000	1,370	84	84	700	205	700	
10-411-5700	Council Expense	1,750	697	1,000	170	700	412	700	
10-411-5800	Election Costs	2,500	700	2,500	2,578	0	0	2580	
10-411-5900	Gen Heiser B&G Club	0	0	2,500	2,500	0	0	2,500	
10-411-6000	Historic Dumfries Virginia	0	0	0	0	0	0	5,000	
	Total	**$60,202**	**$52,728**	**$60,256**	**$58,603**	**$58,502**	**$34,713**	**$68,397**	

	Expenditures - Administration								
					FY14		FY15		
ITEM	Line Item	FY13	FY13	FY14	UNAUDITED	FY15	BUDGET	FY16	
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	YTD 2-28-15	PROPOSED	
10-412-0100	Manager	110,000	110,000	110,000	110,000	111,650	73,002	113,325	
10-412-0101	Exec. Asst to Town Manager	25,000	14,373	58,650	58,611	59,530	33,043	60,900	
10-412-0102	Treasurer	75,623	78,116	77,893	77,829	79,866	52,526	81,875	
10-412-0103	Town Clerk/Executive Assistant	40,800	44,592	48,728	52,020	49,953	34,375	53,250	
10-412-0104	Administrative Assistant	37,092	37,036	40,705	29,283	38,062	25,739	35,000	
10-412-0105	Town Attorney	80,800	80,000	89,100	96,678	88,812	58,069	91,644	
10-412-0300	Payroll Taxes	28,635	26,252	32,518	31,001	32,732	20,947	33,230	
10-412-0301	Workman Comp/Liability Insurance	150,552	80,140	136,300	113,282	136,300	77,346	104,000	
10-412-0302	Virginia Unemployment Tax	12,205	5,782	10,000	6,983	10,000	553	10,000	
10-412-0400	Pensions	44,977	38,314	52,848	46,412	57,633	26,387	43,328	
10-412-0401	Benefits	34,982	14,908	23,047	21,562	27,600	16,796	29,774	
10-412-0500	Travel/Training	12,100	7,241	8,900	6,599	8,000	6,886	8,000	
10-412-0600	Employee Drug Screening	0	0	750	225	750	0	750	
10-412-0800	Dues/Subscriptions	5,000	3,486	6,000	4,996	5,500	4,300	5,500	
10-412-1001	Legal Services	12,000	5,885	3,000	3,913	4,000	0	4,000	
10-412-1002	Independent Auditor	25,000	54,758	25,000	25,000	30,000	15,741	25,000	
10-412-2300	Equipment/Repairs	2,000	2,927	2,000	13	1,000	170	1,000	
10-412-3000	Office Supplies	10,000	7,404	8,000	8,122	6,500	4,335	6,500	
10-412-3001	Ads/Notices	4,500	6,183	5,500	8,091	5,500	2,418	8,500	
10-412-3002	Vehicle Tags Preparation	1,073	1,413	1,500	1,075	1,075	1,106	1,200	
10-412-3004	Ordinance Review	6,000	6,750	7,000	2,845	6,500	2,083	4,000	
10-412-3006	Postage	8,000	7,839	8,000	7,469	7,000	31	6,000	
10-412-3007	Marketing/Promotions	0	0	0	0	6,500	738	6,000	
10-412-5300	Utilities	60,000	43,752	48,000	41,445	45,000	23,517	42,000	
10-412-5400	Fire Program	12,629	0	12,629	0	14,149	26,693	15,000	
10-412-5500	Bank Charges	0	1,097	0	0	0	0	0	
10-412-5700	Unscheduled Expenses	3,000	2,124	2,477	1,952	2,500	1,178	2,750	
10-412-5800	Capital Outlay	20,000	17,714	0	0	0	0	0	
10-412-5900	Property Acquisition	0	0	0	0	0	0	336,000	
10-412-6000	Maintenance Contracts	5,500	5,753	5,500	5,114	5,800	6,240	7,500	
10-412-6200	Professional Contracts	7,500	6,001	100,000	3,691	90,000	5,862	80,000	
	Total	**$834,968**	**$709,840**	**$924,045**	**$764,211**	**$931,912**	**$520,081**	**$1,216,026**	

ITEM	EXPENDITURES - INFORMATION TECHNOLOGY							
					FY14		FY15	
	Line Item	FY13	FY13	FY14	UNAUDITED	FY15	BUDGET	FY16
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	YTD 2-28-15	PROPOSED
10-414-0100	IT Manager Salary	52,837	49,752	54,433	56,371	57,851	40,051	59,306
10-414-0101	IT Specialist P/T	0	0	10,000	0	0	0	0
10-414-0300	Payroll Taxes	4,042	3,690	4,929	4,258	4,426	3,064	4,537
10-414-0400	Pensions	12,961	12,597	12,737	12,495	13,529	7,481	11,161
10-414-0401	Benefits	5,088	4,549	6,900	6,847	6,900	5,175	7,140
10-414-0500	Travel/Training	3,000	979	2,000	1,517	2,000	766	0
10-414-2300	Equipment/Repairs	6,000	5,506	5,600	4,407	3,500	640	20,000
10-414-3000	Office Supplies	500	446	600	512	500	189	0
10-414-3301	Telecommunications	17,000	16,688	20,000	17,224	22,000	12,047	21,000
10-414-5800	Capital Outlay	26,936	22,598	72,304	69,739	0	0	0
10-414-6000	Maintenance Contracts	64,028	44,047	58,500	60,562	69,438	50,291	60,000
10-414-6200	Professional Contracts	20,500	19,231	696	696	10,000	0	4,725
	Total	**$212,892**	**$180,083**	**$248,699**	**$234,628**	**$190,144**	**$119,704**	**$187,869**

ITEM	EXPENDITURES BUILDINGS AND GROUNDS								
					FY14		FY15		
	Line Item	FY13	FY13	FY14	UNAUDITED	FY15	BUDGET	FY16	
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	YTD 2-28-15	PROPOSED	
10-415-1100	Janitorial Supplies	1,759	1,759	1,750	1,861	1,500	1,534	1,650	
10-415-4000	Merchant Park	1,610	1,975	2,000	2,155	2,000	2,388	9,000	
10-415-4001	Garrison Park	421	421	500	1,213	1,500	298	500	
10-415-4002	Lockett House	3,468	3,891	1,500	1,438	4,000	3,200	3,500	
10-415-4003	Museum	1,000	176	1,000	14	1,000	986	3,500	
10-415-4004	Maintenance Shop	3,000	1,850	2,000	1,205	4,840	4,240	34,000	
10-415-4005	Community Center	5,000	1,250	4,000	6,909	6,700	5,451	34,500	
10-415-4006	Town Hall	28,000	17,706	15,000	14,434	21,940	2,307	12,500	
10-415-4007	Ginn Park	123,688	48,048	40,000	40,435	40,000	6,030	40,000	
10-415-6200	Professional Contracts	5,492	3,532	6,500	5,912	13,000	13,044	13,000	
	Total	**$173,438**	**$80,608**	**$74,250**	**$75,576**	**$96,480**	**$39,478**	**$152,150**	

ITEM	Expenditures - Public Safety								
					FY14		FY15		
	Line Item	FY13	FY13	FY14	UNAUDITED	FY15	BUDGET	FY16	
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	YTD 2-28-15	PROPOSED	
10-431-0100	Chief of Police	85,850	88,452	88,760	88,365	90,726	59,321	93,008	
10-431-0101	Captain	76,500	78,285	39,450	38,571	63,710	37,444	70,710	
10-431-0102	Executive Asst to COP	47,595	47,858	49,023	48,990	50,256	32,980	51,529	
10-431-0103	Records Specialist	36,720	37,426	38,575	38,540	39,545	25,867	40,549	
10-431-0104	Sgt	60,390	51,991	61,602	62,183	54,880	38,180	58,260	
10-431-0105	Sgt	53,856	56,337	57,492	57,858	60,939	27,753	58,260	
10-431-0106	Sr Police Officer	40,537	30,680	26,000	21,498	56,588	26,299	47,500	
10-431-0107	Sr Police Officer	53,582	43,826	49,130	49,135	43,543	32,389	47,500	
10-431-0108	Police Officer	44,880	47,433	23,677	15,519	36,690	7,538	47,500	
10-431-0109	Police Officer	45,910	42,436	47,288	45,794	44,660	32,446	47,500	
10-431-0110	Police Officer	23,000	19,189	35,399	26,452	13,260	0	47,500	
10-431-0111	Police Officer	46,359	48,506	47,750	47,357	44,660	31,549	47,500	
10-431-0112	School Resouce Offficer	0	0	46,500	44,852	48,486	32,675	50,705	
10-431-0200	Night Differential	9,000	3,071	11,000	3,066	9,000	2,133	7,000	
10-431-0201	Overtime/86	60,000	30,106	48,000	42,626	56,000	31,286	50,000	
10-431-0202	DMV Grants-salaries	14,000	6,283	9,000	7,570	10,000	7,491	10,000	
10-431-0203	Retention	3,000	2,435	4,284	6,344	4,782	3,765	2,800	
10-431-0204	Supplements	2,000	982	2,500	2,574	2,500	524	3,500	
10-431-0205	Line of Duty Act	4,210	3,793	4,800	4,176	5,742	4,670	5,000	
10-431-0206	DCJS-LLEG	4,305	4,305	4,305	3,437	1,490	1,490	1,500	
10-431-0207	OAG Grant	0	0	0	3,000	6,971	1,740	4,500	
10-431-0208	VML Risk Mgmt Grant	0	0	0	0	0	3,024	3,024	
10-431-0300	Payroll Taxes	57,197	46,122	56,800	46,957	57,793	32,194	59,771	
10-431-0400	Pensions	139,656	116,978	173,740	128,511	153,140	77,341	146,647	
10-431-0401	Benefits	50,880	48,179	71,347	57,832	86,250	59,191	96,462	
10-431-0500	Travel/Training	19,500	15,143	16,000	15,850	14,000	14,612	16,000	
10-431-0600	Physicals & Hiring Costs	4,000	4,985	5,340	5,305	2,000	400	2,750	
10-431-0700	Uniforms/Maintenance	12,000	10,394	14,300	18,648	12,500	7,974	12,500	
10-431-0800	Dues/Subscriptions	720	274	760	689	3,000	465	2,100	
10-431-0900	Court Appointed Attorneys	4,000	3,796	4,000	2,280	3,500	1,920	3,500	
10-431-2000	Vehicle Maint/Operations	30,000	25,007	23,000	20,157	24,000	25,985	28,500	
10-431-2001	Fuel	41,000	19,604	40,000	18,879	32,500	12,482	32,500	
10-431-2300	Equipment/Repairs	8,035	5,725	33,500	30,391	3,000	1,350	3,000	
10-431-3000	Office Supplies	8,000	7,509	8,000	7,824	7,000	6,186	7,000	
10-431-3100	Contracts	4,865	4,401	5,515	4,399	5,515	2,962	5,000	
10-431-3300	Supplies	6,500	5,670	6,500	8,454	6,500	1,166	6,000	
10-431-4200	"Christmas in Dumfries"	8,000	8,637	8,000	4,670	6,000	900	4,500	
10-431-5700	Chief's Expense	500	235	500	425	500	97	500	
10-431-5800	Capital Outlay	80,000	68,949	27,550	27,543	0	0	0	
10-431-5900	Crime Prevention Program	7,450	6,696	8,500	8,479	8,500	1,869	7,500	
10-431-7003	Rental Space	58,000	56,197	58,000	56,922	58,000	43,932	60,500	
	Total	**1,251,997**	**$1,097,895**	**$1,255,887**	**$1,122,122**	**$1,228,126**	**$731,590**	**$1,290,075**	

ITEM	EXPENDITURES - STREET MAINTENANCE								
					FY14		FY15		
	Line Item	FY13	FY13	FY14	UNAUDITED	FY15	BUDGET	FY16	
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	YTD 2-28-15	PROPOSED	
10-441-1400	Maintenance Contracts	195,994	186,855	195,486	54,592	345,434	190,052	153,200	
10-441-1500	Professional Services	7,323	0	18,000	21,248	18,500	850	18,500	
10-441-2001	Fuel	0	0	0	0	0	0	0	
10-441-2301	Equipment Rental	0	0	0	250	0	0	0	
10-441-2300	Equipment & Repairs	0	0	0	0	0	547	0	
10-441-3300	Materials	9,800	9,800	14,000	4,576	14,500	0	15,300	
10-441-4500	Snow Removal & Other	8,500	931	8,500	3040	13,200	10,073	14,000	
10-441-5600	Miscellaneous	7,706	7,706	3,500	4,494	3,600	4,017	4,000	
10-441-5700	Orange Street Project	0	0	0	0	0	0	40,000	
	Total	**$229,323**	**$205,292**	**$239,486**	**$88,200**	**$395,234**	**$205,539**	**$245,000**	

ITEM	EXPENDITURES - DEPARTMENT OF COMMUNITY DEVELOPMENT								
					FY14		FY15		
	Line Item	FY13	FY13	FY14	UNAUDITED	FY15	BUDGET	FY16	
		BUDGET	ACTUAL	BUDGET	BUDGET	BUDGET	YTD 2-28-15	PROPOSED	
10-442-0101	Property Maint Official	20,000	0	0	0	0	0		
10-442-0102	Planner/Zoning Admin	68,750	65,399	68,750	68,036	72,135	44,720	70,879	
10-442-0103	Zoning/Code Enfor Official	0	0	0	0	0	0	45,000	
10-442-0300	Payroll Taxes	6,789	4,405	5,259	5,041	5,338	3,421	8,857	
10-442-0400	Pensions	16,858	14,101	16,088	12,719	14,235	8,120	20,467	
10-442-0401	Benefits	9,921	5,036	6,900	6,847	6,900	5,175	7,140	
10-442-0500	Travel/Training	4,000	537	3,000	852	1,000	5,318	1,000	
10-442-0501	Codes & Standards	0	0	0	0	1,000	0	0	
10-442-0800	Dues/Subscriptions	750	50	400	50	250	0	100	
10-442-3000	Office Supplies	500	555	500	801	600	0	300	
10-442-3001	Ads/Notices	3,500	2,984	4,500	1,344	3,000	345	0	
10-442-6200	Professional Contracts	15000	10,400	20,000	18,369	35,016	27,916	2,500	
10-442-6300	Blighted Property	3,376	388	2,500	0	2,500	0	0	
	Total	**$149,444**	**$103,855**	**$127,897**	**$114,059**	**$141,974**	**$95,015**	**$156,243**	

ITEM	EXPENDITURES - PUBLIC WORKS								
					FY14		FY15		
	Line Item	FY13	FY13	FY14	UNAUDITED	FY15	BUDGET	FY16	
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	YTD 2-28-15	PROPOSED	
10-443-0100	Director of Public Works	92,134	103,943	80,000	81,087	81,954	53,585	84,015	
10-443-0101	Overtime	7,500	2,464	1,000	2,996	2,000	2,035	2,500	
10-443-0102	Asst Dir of Public Works	59,160	59,115	30,947	29,968	60,900	39,819	61,813	
10-443-0103	Programs Administrator	37,889	34,272	46,358	31,111	43,137	28,082	42,500	
10-443-0104	Maint Worker	0	0	0	0	0	0	0	
10-443-0105	Maint Worker P/T	32,584	36,972	15,600	16,132	15,834	13,422	16,072	
10-443-0106	Maint Worker	28,560	28,441	31,923	32,126	32,726	21,406	33,549	
10-443-0107	Maint Worker P/T	0	0	15,600	7,330	15,834	7,521	16,072	
10-443-0108	Inspector P/T	0	0	0	0	25,375	14,827	25,756	
10-443-0300	Payroll Taxes	19,533	19,326	16,939	14,769	21,249	13,077	21,556	
10-443-0400	Pensions	62,622	55,864	44,513	43,856	47,812	28,145	42,612	
10-443-0401	Benefits	10,176	8,799	24,221	24,917	27,600	24,514	38,213	
10-443-0500	Travel/Training	4,000	2,259	3,000	2,732	2,000	777	2,500	
10-443-0700	Uniforms/Maintenance	750	272	500	505	250	142	700	
10-443-0800	Dues/Subs	0	0	0	304	310	382	570	
10-443-1000	Professional Services	102,647	49,739	12,500	6,964	9,000	0	4,000	
10-443-1100	Inspection Services	0	1,988	50,000	36,148	19,000	8,635	10,000	
10-443-1101	Rental Inspections	0	0	45,000	0	0	0	0	
10-443-1200	Outside Plan Review	0	0	20,000	4,715	15,000	0	4,000	
10-443-1300	Contract Labor	30,000	21,934	20,000	9,508	6,000	350	1,500	
10-443-1400	Solid Waste Contract	215,219	204,851	221,675	211,216	217,552	141,254	218,500	
10-443-2000	Vehicle Maint/Operations	3,000	4,401	3,000	3,448	2,600	2,456	3,000	
10-443-2001	Fuel	6,200	4,816	5,500	5,964	5,000	2,356	4,000	
10-443-2300	Equipment/Repairs	2,500	3,196	2,000	2,419	1,750	1,305	2,000	
10-443-2301	Equipment Rental	1,250	138	1,250	0	750	250	750	
10-443-2302	Unscheduled Repairs	0	1088	1,000	787	500	0	500	
10-443-2400	Tools/Equipment	10,000	566	4,000	1,945	3,000	1,232	3,000	
10-443-2600	Contractor Services	5,000	22,881	5,000	2,996	4,000	-254	5,000	
10-443-3000	Office Supplies	1,500	2,850	2,000	2,548	1,485	2,308	2,500	
10-443-3001	Ads/Notices	5,000	3,078	2,000	0	1,250	0	0	
10-443-3300	Shop Supplies	1,000	211	750	0	750	265	750	
10-443-4800	Litter Control	0	0	0	66	0	0	0	
10-443-4801	Quantico Creek Clean Up	1,500	1,171	1,500	604	0	0	0	
10-443-9100	CDAR Road Const-Tripoli Blvd	0	56,048	0	0	0	0	0	
10-443-9102	MultiModel Phase 2	0	0	0	0	0	101	0	
10-443-9103	Route 1 Widening Project	0	3,041	0	0	7,000	0	0	
10-443-9200	Facility Supplies/Matls/Equipment	1,500	250	1,000	0	500	49	500	
10-443-9300	Highway HB2313 Funding	0	0			80,000	97,290	80,000	
	Total	**$741,224**	**$733,974**	**$708,776**	**$577,161**	**$752,118**	**$505,331**	**$728,428**	

ITEM	EXPENDITURES - STORMWATER MANAGEMENT								
					FY14		FY15		
	Line Item	FY13	FY13	FY14	UNAUDITED	FY15	BUDGET	FY16	
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	YTD 2-28-15	PROPOSED	
10-444-0102	Asst Dir of Public Works	0	0	30,000	27,865	0	0	0	
10-444-0300	Payroll Taxes	0	0	2,295	1,919	0	0	0	
10-444-0400	Pensions	0	0	7,020	0	0	0	0	
10-444-0500	Travel/Training	2,500	971	2,500	1,881	2,500	455	2,000	
10-444-0801	Annual Permit Maint Fee	4,500	7,000	4,500	3,300	3,000	3,000	3,300	
10-444-2000	Vehicle Maint/Operations	3,000	11,424	3,000	577	2,500	1,533	2,000	
10-444-2001	Fuel	600	766	600	525	625	350	550	
10-444-2300	Equipment/Repairs	0	0	0	0	0	1,927	1,500	
10-444-2600	Professional Contracts	120,950	125,672	88,635	96,961	45,000	37,266	45,000	
10-444-3001	Ads/Outreach	800	0	800	0	500	0	500	
10-444-3300	Equipment & Materials	0	4,864	0	1,976	2,000	169	300	
10-444-4800	Litter Control	2,650	0	2,650	0	2,943	0	2,950	
10-444-4801	Quantico Creek Clean Up	0	0	0	0	1,500	0	250	
10-444-5600	Miscellaneous	10,000	9,694	3,000	2,376	1,500	0	1,500	
10-444-5700	Contract Services	0	0	0	0	100,000	19,358	29,400	
10-444-5800	SWMP Dev/Imp Grant	0	0	0	0	32,500	33,290	0	
10-444-5801	Ginn Park SWM/BMP	0	0	0	0	0	0	20,000	
10-444-5802	Pr William Estates SWM	0	0	0	0	0	0	44,000	
10-444-5900	Orange St Drainage Imp	0	0	0	0	0	0	28,000	
10-444-5901	Tripoli Ct Drainage Imp	0	0	0	0	0	0	25,000	
10-444-5902	Old Town Drainage Imp	0	0	0	0	0	0	58,750	
	Total	**$145,000**	**$160,391**	**$145,000**	**$137,380**	**$194,568**	**$97,348**	**$265,000**	

ITEM	Expenditures - Community Services									
					FY14		FY15			
	Line Item	FY13	FY13	FY14	UNAUDITED	FY15	BUDGET	FY16		
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	YTD 2-28-15	PROPOSED		
10-472-0100	Director of Comm Services - Salary	61,200	61,154	66,077	52,531	57,500	36,062	55,825		
10-472-0101	Farmers Market Dir P/T	0	0	918	918	0	0	-		
10-472-0300	Payroll Taxes	4,682	5,952	6,478	6,706	4,399	5,279	4,745		
10-472-0400	Pensions	15,012	14,590	15,689	13,093	11,730	5,405	10,283		
10-472-0401	Benefits	5,088	5,179	8,074	6,213	6,900	5,175	7,140		
10-472-0500	Travel/Education	3,800	3,734	1,971	1,971	1,000	40	1,000		
10-472-0800	Dues/Subs	0	0	0	0	0	0	1,000		
10-472-2300	Equipment/Furnishings	2,500	1,667	1,000	368	0	0	1,220		
10-472-2400	Newsletter	5,500	5,090	5,750	3,776	500	104	750		
10-472-2800	Easter Egg Hunt	1,000	918	1,000	941	1,200	0	1,200		
10-472-2801	Black History Month	1,500	1,462	1,500	1,386	1,500	0	1,500		
10-472-2802	Multi-Cultural Festival	5,000	4,668	6,000	5,409	5,000	0	5,000		
10-472-2803	Fall Festival	3,919	3,918	5,000	5,064	4,200	3,902	4,000		
10-472-2804	Volunteer Program	2,348	1,797	1,500	340	1,000	0	1,000		
10-472-2805	Internship Program	3,652	3,651	5,000	2,594	3,500	4,621	5,000		
10-472-2806	Senior Luncheons	2,400	2,802	2,400	2,501	2,800	1,699	3,600		
10-472-2807	Misc. Community Programs	3,500	2,843	0	0	0	0	0		
10-472-2808	Parks & Rec Programs	0	0	25,000	22,883	25,000	5,908	25,000		
10-472-3000	Office Supplies	1,500	1,418	1,500	1,426	500	786	500		
10-472-3001	Ads/Notices	11,000	11,088	8,000	7,672	7,000	3,310	6,000		
10-472-6000	Christmas Parade	4,581	4,322	5,000	2,843	3,000	1,975	2,500		
10-472-6100	Charter Day	500	500	500	500	500	0	0		
10-472-6500	Mil/Civ Meeting	1,500	1,500	0	0	3,000	0	3,000		
10-472-7002	Jane Byrnes Grant	71,250	23,065	71,250	39,312	0	34,504	0		
10-472-7003	Wal Mart Grant	5,500	1,839	5,500	0	0	0	0		
	Total	**$216,932**	**$163,157**	**$245,107**	**$178,447**	**$140,229**	**$108,770**	**$140,263**		

ITEM	Expenditures - Boards & Commissions								
					FY14		FY15		
	Line Item	FY13	FY13	FY14	UNAUDITED	FY15	BUDGET	FY16	
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	YTD 2-28-15	PROPOSED	
10-481-0500	Travel/Training	4,000	2,975	3,000	0	3,000	0	3,000	
10-481-4100	Planning	6,000	2,750	6,300	6,300	6,300	1,150	6,300	
10-481-4300	ARB	3,350	1,200	3,700	1,450	3,700	1,050	3,700	
10-481-4400	BOZA	1,650	500	1,650	400	1,650	0	1,650	
10-481-4500	Parks & Rec Committee	0	0	0	0	4,800	0	4,800	
	Total	**$15,000**	**$7,425**	**$14,650**	**$8,150**	**$19,450**	**$2,200**	**$19,450**	

ITEM NON-DEPARTMENTAL									
					FY14		FY15		
	Line Item	FY13	FY13	FY14	UNAUDITED	FY15	BUDGET	FY16	
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	YTD 2-28-15	PROPOSED	
10-491-5600	Other Unbudgeted								
	Transfer back to LGIP	52,173	0	0	0	0	0		
	Total	**$52,173**	**$0**	**$0**	**$0**	**$0**	**$0**		

ITEM	Expenditures - Debt Service								
					FY14		FY15		
	Line Item	FY13	FY13	FY14	UNAUDITED	FY15	BUDGET	FY16	
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	YTD 2-28-15	PROPOSED	
10-495-8000	Debt Service	213,251	211,689	387,801	388,129	388,609	349,168	388,108	
10-495-9000	Depreciation				0				
	Total	$213,251	**$211,689**	**$387,801**	**$388,129**	**$388,609**	**$349,168**	**$388,108**	

ITEM	Revenues	FY13 BUDGET	FY13 ACTUAL	FY14 BUDGET	FY14 UNAUDITED ACTUAL	FY15 BUDGET	FY15 BUDGET YTD 2-28-15	FY16 PROPOSED
	Total Revenue, Gen'l	**$4,427,917**	**$4,651,565**	**$4,431,854**	**$4,352,750**	**$4,537,346**	**$2,283,053**	**$4,857,009**
	Expenditures, Gen'l							
1	Governing Body	60,202	52,728	60,256	58,603	58,502	34,713	68,397
2	Administration	834,968	709,840	924,045	764,211	931,912	520,081	1,216,026
3	Economic Development	132,073	51,499	0	0	0	0	0
3	Information Technology	212,892	180,083	248,699	234,628	190,144	119,704	187,869
4	Buildings & Grounds	173,438	80,608	74,250	75,576	96,480	39,478	152,150
5	Public Safety	1,251,997	1,097,895	1,255,887	1,122,122	1,228,126	731,590	1,290,075
6	Street Maintenance	229,323	205,292	239,486	88,200	395,234	205,539	245,000
7	Community Development	149,444	103,855	127,897	114,059	141,974	95,015	156,243
8	Public Works	741,224	733,974	708,776	577,161	752,118	505,331	728,428
9	Stormwater Management	145,000	160,391	145,000	137,380	194,568	97,348	265,000
10	Director Community Svc	216,932	163,157	245,107	178,447	140,229	108,770	140,263
11	Boards/Commissions	15,000	7,425	14,650	8,150	19,450	2,200	19,450
12	Non Departmental	52,173	0	0	0	0	0	0
13	Debt Svc	213,251	211,689	387,801	388,129	388,609	349,168	388,108
	Total	**$4,427,917**	**$3,758,436**	**$4,431,854**	**$3,746,666**	**$4,537,346**	**$2,808,937**	**$4,857,009**