



TOWN OF DUMFRIES FISCAL YEAR 2019 BUDGET

Adopted
July 1, 2018

Prepared by:
Robert G. Ritter Jr.
Town Manager



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

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

Mayors Comments on FY19 Budget

July 5, 2018

Dear Residents, Property Owners, and Business Owners,

In accordance with our Town Charter, here is a presentation of the approved budget. The process of presenting a balanced budget is by its nature an exercise in conflict resolution and compromise because of all the players involved in the process – elected officials, town manager, department heads, and you the citizens. Each player has a list of priorities that are most important to them. Therefore, a natural tension may arise in preparing the budget and the presented budget is generally a compromise of what was negotiated between all the players.

We as a council have the responsibility of constantly evaluating the performance of this budget to ensure we are giving our citizens the types and levels of services to maximize their tax dollars.

Our town manager has listed all the highlights of the budget to include a pie chart to show all the income and expenses. Our top priorities in this budget are in our infrastructure and public safety.

We as an elected body ask that you take time to review this budget and contact us with questions and/or recommendations.

Respectfully submitted,

Derrick Wood
Mayor
Town of Dumfries



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Fiscal Year 2019 Budget Comment's from the Office of the Town Manager

Dear Residents, Property Owners, and Business Owners:

This budget reflects how we are building a great Community in the Town of Dumfries by being a responsible and accountable government that is making Dumfries a great place to live, work and raise a family. It funds critical service areas with a decrease in excise tax (Transient Occupancy) from 13.7% to 7%, Increase to the cigarette tax rate from \$0.55 to \$0.75 per pack, the BPOL tax minimum will be increase from fee \$35 to \$50 and no change to real estate taxes or fees. We continue to look for ways to make the Town of Dumfries government a streamlined, efficient, and effective organization that improves ways to enhance our services.

The objective of the Town budget is to ensure compliance with legal provisions embodied in the annual appropriated budget approved by Town Council. A final budget is required no later than the close of the fiscal year (June 30th). The level of budgetary control that is, the level at which expenditures cannot legally exceed the appropriated amount is established at the department level and functions within an individual fund. The requisitions encumbrances are converted to either purchase orders or contract encumbrances when a third party obligation is incurred.

On July 1st of each year, the adopted fiscal year budget is implemented. Concurrently, an analysis of the previous year's actual expenditures is conducted. During this analysis, financial issues impacting budgetary decision making are identified and reconciled.

The Town's method of a mid-year review is to track the first six-month's expenditures and revenues and then project expenses and revenues for each department for the final six months of the fiscal year.

The Capital Improvement Program (CIP) is the plan for the Towns Capital Improvement Budget where three projects were selected, and funds will be used to allocate the acquisition or construction of major capital facilities, which ultimately become Town fixed assets. The three projects for this year are Prince William Estates Drainage Project, the new Town Municipal Building build-out, and Tripoli Boulevard Storm Water Management. The following CIP projects are carried over from the previous fiscal year, the Phase 1 of the Quantico Creek Restoration, and Phase 1 of the Route 1 Intersection Improvements. Sources of these funds include but are not limited to, State funds (Virginia Department of Transportation), Town storm water funds, VDOT 50/50 revenue sharing, and DEQ Storm Local Assistance Grant (SLAF).

In the budget process, Department heads submit a detailed review of the status of their current budgets and look at the Comprehensive Plan and Capital Improvement Program to assist them in estimating costs and needs for the coming fiscal year. Several work sessions and a public hearing

are held and the Town Council, after careful consideration, passed the FY 2019 Budget contained herein. This approved budget, along with the narrative provided for each department, becomes the blueprint that will guide our efforts in achieving goals and completing projects as outlined in the budget documents.

I appreciate the support provided by the Town Council and I am proud of staff and their commitment to doing the right thing and insuring maximum results with the resources available to them. In addition, together we will make a difference as we continue to move our great Town of Dumfries forward.

Sincerely,

A handwritten signature in blue ink, appearing to read "Robert G. Ritter Jr.", with a stylized flourish at the end.

Robert G. Ritter Jr.



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HIGHLIGHT OF FISCAL YEAR 2019

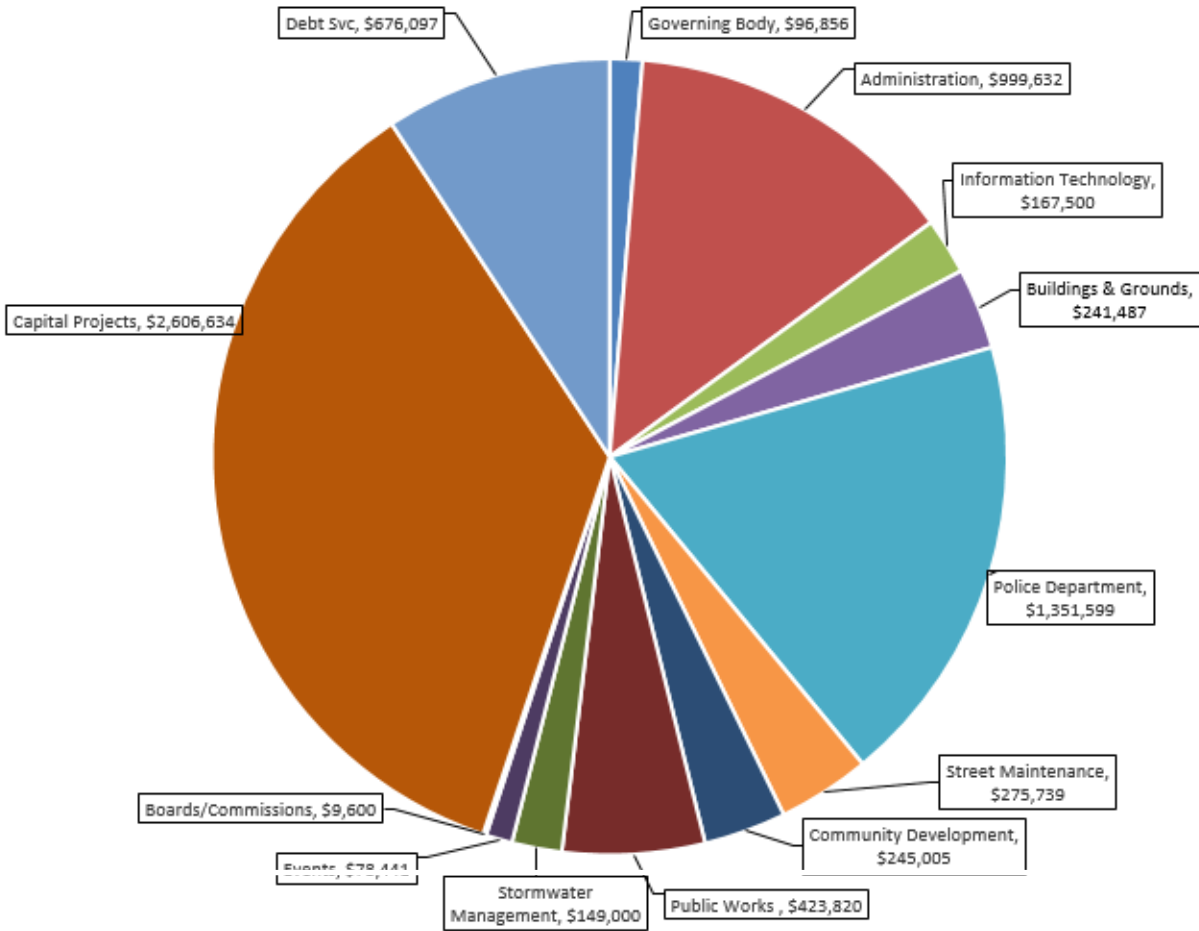
- Total Budget = \$7,321,410
- No Real Estate Tax Increase (\$0.1899/ \$100)
- No proposed increase to excise tax for meals. (Meals 4%)
- Proposed decrease to excise tax for transient occupancy. (Transient 13.7% to 7%)
- No increase in the Stormwater Management Fee
- Proposed increase in Business, Professional, Occupational, License minimum fee \$35 to \$50.
- Proposed increase to the cigarette tax rate from \$0.55 to \$0.75 per pack.
- Transfer from general funds to Capital Improvement Budget = \$963,196
- Police Department will purchase six in-car computers budgeted = \$72,029.
- Events and programs = \$16,300
- Donations = \$20,000
- Use existing fee schedule adopted for the FY 2018 budget.
- We are offering two different Health Insurance plans to employees, Blue Cross Blue Shield Key advantage 250, and a Kaiser PPO plan.

Capital Improvement Budget consisting of three new projects and two carried over from FY 2018:

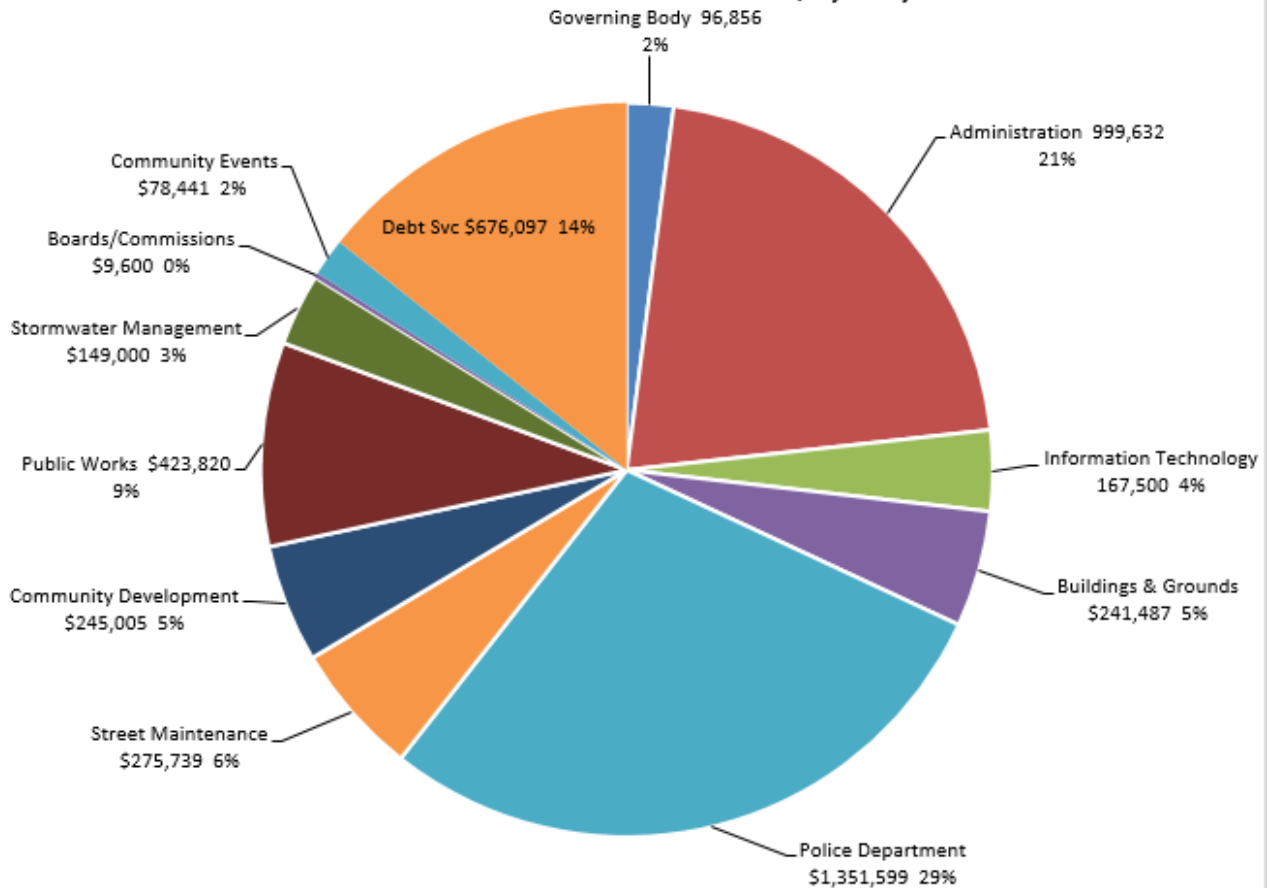
- Carry over - Phase 1 of the Quantico Creek Restoration = \$800,000, source of funding = Storm Local Assistance Fund (SLAF) 50/50 grant = \$400,000 grant and General Fund = \$400,000.
- Carry over - Phase 1 of the Route 1 Intersection Improvements = \$1,188,196, source of funding = Highway HB2313 Funding = \$469,000, Urban Construction Initiative Funds = \$595,278, and General Fund = \$123,918.
- Prince William Estates Drainage Project = \$150,000, source of funding = General Fund
- Town Municipal Building Build-out = \$295,000, source of funding = General Fund
- Tripoli Boulevard Storm Water Management = \$656,300, source of funding = VDOT revenue sharing 50/50 or \$328,150 VDOT revenue sharing and \$328,150 General Fund

See graphs next page

Expenditures Total \$7,321,410



GENERAL OPERATIONS EXPENSE \$4,714,776



ITEM	General Fund Revenue			
			FY18	FY19
			AMENDED	DRAFT
	Line Item	BUDGET	BUDGET	
10-311-0101	Real Estate Taxes - Current	\$794,367	\$841,446	
10-311-0102	Real Estate Taxes - Delinquent	\$22,000	\$22,000	
10-311-0201	Real Estate Taxes - Public Service	\$18,600	\$18,945	
10-311-0601	Real Estate Taxes - Penalty	\$8,000	\$8,000	
10-311-0602	Real Estate Taxes - Interest	\$550	\$550	
10-312-0101	Sales Taxes	\$350,000	\$395,000	
10-312-0102	Rental Tax	\$80,000	\$84,000	
10-312-0103	MVC Rolling Stock Tax	\$6	\$6	
10-312-0201	Utility Taxes - Electric/Phone	\$176,000	\$176,000	
10-312-0202	Right of Way Use Fee	\$39,455	\$39,455	
10-312-0203	Telecommunications Tax	\$183,000	\$183,000	
10-312-0301	Business License - Contractor	\$28,863	\$28,863	
10-312-0302	Business License - Retail Sales	\$133,327	\$133,327	
10-312-0303	Business License - Financial/Real Estate/Prof	\$84,100	\$84,100	
10-312-0304	Business License - Repair/Business Svcs	\$100,000	\$100,000	
10-312-0306	Business License, Wholesale, Other	\$25,157	\$25,157	
10-312-0307	Business License, Non-Profit, Tax Exempt	\$700	\$700	
10-312-0401	Franchise License	\$72,000	\$20,000	
10-312-0403	Parking Lot Lease & Maintenance	\$27,516	\$0	
10-312-0501	Vehicle Tags	\$70,000	\$0	
10-312-0601	Bank Stock Tax	\$41,419	\$41,419	
10-312-1001	Transient Tax at 7%	\$300,000	\$140,000	
10-312-1002	2% Regional Transient Occupancy Tax	\$40,700	\$40,700	
10-312-1101	Meals Tax	\$686,000	\$695,000	
10-313-0300	Building Permits & Fees	\$80,000	\$50,000	
10-313-0301	Planning-Zoning Fees	\$3,000	\$3,000	
10-314-0101	Court Fines/Forfeitures (Police Department)	\$83,000	\$70,000	
10-314-0102	Court Fines/Forfeitures (Community Develop)	\$0	\$13,000	

ITEM	General Fund Revenue			
			FY18	FY19
			AMENDED	DRAFT
	Line Item	BUDGET	BUDGET	
10-314-0103	Court Fines/Forfeitures (Public Works)	\$0	\$2,000	
10-315-0100	Interest	\$3,000	\$3,500	
10-316-0100	Landfill Host Fees	\$101,921	\$109,500	
10-318-9914	Miscellaneous Revenue	\$2,500	\$2,500	
10-320-0100	Proceeds from sale of property	\$66,400	\$0	
10-320-0150	Tenant Lease	\$0	\$517,835	
10-324-0406	Street/Highway Maintenance	\$271,191	\$275,739	
10-324-0407	Litter Control	\$2,863	\$2,792	
10-324-0408	Highway HB2313 Funding (CIP)	\$469,000	\$0	
10-324-0411	VDOT Rd Const Funds	\$350,831	\$0	
10-324-0414	Police Aid	\$139,312	\$144,467	
10-324-0415	DCJS - LLEG	\$567	\$567	
10-324-0416	DEQ Litter Grant	\$3,000	\$3,000	
10-324-0417	DMV Grants	\$0	\$10,000	
10-324-0419	Cigarette Tax	\$192,000	\$251,808	
10-324-0420	K-9 Unit	\$16,921	\$0	
10-324-0425	VML Risk Management Grant	\$2,000	\$2,000	
10-324-0431	SLAF Grant (CIP)	\$400,000	\$0	
10-324-0432	Department of Justice Vest Grant	\$5,665	\$0	
10-324-0433	Firehouse Subs Public Grant	\$8,263	\$0	
10-324-0434	BB&T Loan Capital Equipment	\$252,550	\$0	
10-324-0700	Community Center Fees	\$1,000	\$1,400	
10-324-0805	TOWN EVENTS-parade-charter day-festival	\$1,000	\$1,000	
10-324-0901	Transfer from General Funds Reserve (CIP)	\$446,397	\$0	
10-324-0903	Transfer from Urban Const Initiative Funds	\$595,278	\$0	
10-324-1201	Police Donations	\$1,685	\$5,000	
10-324-1206	Fire Fund Program	\$19,000	\$19,000	
10-324-1300	Stormwater Management	\$149,000	\$149,000	

ITEM	General Fund Revenue		
		FY18	FY19
		AMENDED	DRAFT
	Line Item	BUDGET	BUDGET
	Total General Fund Revenue	\$6,949,104	\$4,714,776
	CIB Revenue		
10-334-0408	Highway HB2313 Funding (CIB)	\$0	\$469,000
10-334-0431	SLAF Grant (CIB)	\$0	\$400,000
10-334-0903	Transfer from Urban Const Initiative Funds	\$148,990	\$446,288
10-334-0904	VDOT 50/50 Revenue Sharing Program	\$0	\$328,150
10-334-0901	Transfer from General Funds (CB)	\$0	\$963,196
	Total CIB Revenue	\$148,990	\$2,606,634
	Grand Total	\$6,949,104	\$7,321,410

Discussion of FY19 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 - \$841,446

Property taxes are collected in December and June of each year. Property values have increased with initial assessment values increasing by \$17,881,000 subject to any appeals adjustments. The estimated 2018 total, per the County, is \$451,531,700. This compares to \$433,650,700 per \$100 of assessed value for FY17.

10-311-0102 Real Estate Taxes – Delinquent - \$22,000

The Town is currently owed \$50,530 in delinquent taxes going back to 2007. Estimated revenue from this source in FY19 is projected to be \$22,000.

10-311-0201 Real Estate Taxes - Public Service - \$18,945

The State Corporation Commission provided assessed value for 2017 of \$9,975,333. The projected revenues for FY19 based on this evaluation are \$18,945.

10-311-0601 Real Estate Taxes – Penalty - \$8,000

Projected revenue for FY19.

10-311-0602 Real Estate Taxes – Interest - \$550

This amount is based on considerations given to what actually has been received in FY18 with projections through the end of the current FY.

10-312-0101 Sales Tax - \$395,000

The sales tax the Town receives is a share of the State sales tax received by the County and distributed to all towns within the County based upon the proportion of school-aged children within the town as compared to the total number of school-aged children in the entire County. This method of distribution is stipulated in §58.1-605.H., Code of Virginia, 1950, as amended. We are estimating a slight increase in the FY19 distributions.

10-312-0102 Rental Tax - \$84,000

The Town receives a portion of the use tax placed upon the rental of motor vehicles by the Commonwealth of Virginia and distributed back to jurisdictions based upon the rental agencies within the jurisdiction.

10-312-0103 MVC Rolling Stock Tax - \$6

The MVC 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 tracks within the Town and our total portion of roadways is small compared with the total mileage in the State, our share of the MVC rolling stock tax is quite small.

10-312-0201 Utility Taxes – Electric/Phone - \$176,000

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 mean higher collections) and occasionally because of extreme weather patterns that would maximize consumption. The FY19 estimated amount is based on the FY18 projected numbers.

10-312-0202 Right of Way Use Fee - \$39,455

Each telecommunications company that utilizes Town owned right of way pays the Town a fee established by the Commonwealth of Virginia for the privilege of such usage. At present, this includes Verizon and several small companies. The budgeted amount for FY19 is consistent with current budget numbers.

10-312-0203 Telecommunications Tax - \$183,000

The Commonwealth of Virginia began a process of uniform billing and collection of this tax, with redistribution to the localities, starting in January 2007. The budgeted amount for FY19 is consistent with current budget numbers.

10-312- Business License

The Town of Dumfries has a business license ordinance that conforms to the Code of Virginia. The FY19 tax rates for each class of business are listed below.

10-312-0301 Contractor Business License - \$28,863

\$50.00 or \$.092 per \$100 of gross receipts; whichever is greater

10-312-0302 Retail Sales Business License - \$133,327

\$50.00 or \$.125 per \$100 of gross receipts; whichever is greater

10-312-0303 Financial/Real estate/ Prof Business License - \$84,100

\$50.00 or \$.29 per \$100 of gross receipts; whichever is greater and financial services

10-312-0304 Repair/Business Svcs Business License - \$100,000

\$50.00 or \$.18 per \$100 of gross receipts; whichever is greater

10-312-0306 Wholesale, Other Business License \$.02 per \$100 of gross receipts; whichever is greater

Telephone businesses .5% of gross receipts

Water, heat, light, power .5% of gross receipts

Savings institutions \$50.00

Total **\$25,157**

10-312-0307 Non-Profit, Tax Exempt Business License

Total **\$700**

10-312-0401 Franchise License - \$20,000

This line item amount represents a five-year Tower commitment.

10-312-0403 Parking Lot Lease & Maintenance - \$0

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

10-312-0501 Vehicle Tags - \$0

This line item has no revenue for FY19. The Town plans to do away with the town decal and have the fee placed on Prince William County personal property tax bill. The revenues from that fee will not be received until FY20. The Town Code will be revised to reflect this change.

10-312-0601 Bank Stock Tax - \$41,419

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 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 Tax - \$140,000

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.

10-312-1002 2% Regional Transient Occupancy Tax - \$40,700

This line item represents the State mandate to collect an additional 2% Transient Occupancy Tax.

10-312-1101 Meals Tax - \$695,000

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.

10-313-0300 Building Permits and Fees - \$50,000

Permits and fees include such things as the fees charged for building, electrical, plumbing, and mechanical permits, and other miscellaneous fees. In FY18 the Town adopted the Prince William County fee schedule.

10-313-0301 Planning-Zoning Fees - \$3,000

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. The budgeted amount for FY19 is consistent with current budget numbers.

10-314-0101 Court Fines/Forfeitures (Police Department) - \$70,000

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 FY19 amount is estimated to increase slightly due to the Police Department being fully staffed.

10-314-0102 Court Fines/Forfeitures (Community Development) - \$13,000

This revenue source is not very predictable as it is dependent upon the commission of illegal activities by the public, the effectiveness of Code Enforcement and general enforcement, and the success in the legal system to produce the revenues.

10-314-0102 Court Fines/Forfeitures (Public Works) - \$2,000

This revenue source is not very predictable as it is dependent upon the commission of illegal activities by the public, the effectiveness of Code Enforcement and general enforcement, and the success in the legal system to produce the revenues.

10-315-0100 Interest - \$3,500

This line item has increased greatly due to the Town's general fund account becoming an interest-bearing account.

10-316-0100 Landfill Host Fees - \$109,500

This line item is based on FY18 projected and actual numbers.

10-318-9914 Miscellaneous Revenue - \$2,500

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.

10-320-0150 Tenant Lease - \$517,835

Revenue received from existing leases at the Town Municipal Building

10-324-0406 Street/Highway Maintenance - \$275,739

The Commonwealth of Virginia, through the Virginia Department of Transportation (VDOT), 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 - \$2,792

The Commonwealth of Virginia provides a small amount of funds to localities to address litter control. Funds are distributed based on 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.

10-324-0414 Police Aid - \$144,467

The Commonwealth of Virginia provides a supplement to those jurisdictions that provide police services. It is anticipated that the funding available in FY19 will remain consistent with FY18 numbers.

10-324-0415 DCJS – LLEG - \$567

This is a State sponsored grant for Law Enforcement and the Town anticipates the FY19 funds will remain consistent with the FY18 numbers.

10-324-0416 DEQ Litter Grant - \$3,000

This grant is used for litter prevention and recycling. Fiscal Year 2018 was the first year the Town applied for this grant.

10-324-0417 DMV Grants - \$10,000

This grant is typically used to reimburse overtime costs for highway safety enforcement.

10-324-0419 Cigarette Tax - \$251,808

The cigarette tax that is imposed by the Town and administered by the Northern Virginia Cigarette Tax Board has been in effect since FY04. The Cigarette Tax rate remains consistent in FY19.

10-324-0425 VML Risk Management - \$2,000

Small grant from VML for equipment

10-324-0700 Community Center Fees - \$1,400

The amount budgeted in this line item is based on actual FY18 YTD numbers and projected fees for remaining FY18.

10-324-0805 Town Events – parade-charter day -festival - \$1,000

The Town receives “rental” payments from vendors for several of the events that it sponsors. These funds are shown in this line item. The Town anticipates the FY19 funds will remain consistent with the FY18 numbers.

10-324-1201 Police Donations - \$5,000

This line item was previously known as “Christmas in Dumfries.” The Police Department collects donations from businesses and individuals each year to provide gifts and needed items to children from low-income families in the Dumfries community. Funds collected are placed in this line item. Funds not spent in a preceding year are re-appropriated for this purpose.

10-324-1206 Fire Fund Program - \$19,000

The Commonwealth of Virginia 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 - \$149,000

The Town has an established fee schedule for stormwater management that is collected from property owners at the same time as real estate taxes. This amount budgeted for FY19 is consistent with the prior year's fees.

Total Operations Revenue - \$4,714,776

Capital Investment Budget Revenues

10-334-0408 Highway HB2313 Funding (CIB) - \$469,000

The HB2313 money will go toward Capital Improvement Project T-2 Route 1 Intersection. The estimated revenue is \$469,000.00. (FY15-17 \$351,000 + FY18 \$118,000). The Town estimates \$118,000 will be received annually.

10-334-0431 SLAF Grant (CIB) - \$400,000

This is a new revenue line item. The Stormwater Local Assistance Fund (SLAF) grant comes from the Department of Environmental Quality and will go toward Capital Improvement Project SW-5 Quantico Creek Restoration.

10-324-0903 Transfer from Urban Construction Initiative Funds (CIB) - \$446,288

This line item represents funds going toward Capital Project T-2 Route 1 Intersection.

10-324-0901 VDOT Revenue Sharing Program (CIB) - \$328,150 for Tripoli Boulevard Storm Water Management

10-324-0901 Transfer from General Funds (CIB) - \$963,196

A total of \$963,196 is recommended to be transferred for new budgeted Capital Improvement Projects, professional contracts and other one-time expenses to fund ongoing and unfinished initiatives from FY17. 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 Capital Improvement Fund.

The money being transferred to the Capital Improvement Fund are for the following projects:

T-2 Route 1 Intersection - \$333,872 (+ 118,000 from HB2313)

This project consists of an additional lane on Graham Park Road between Fraley Boulevard and Main Street increasing its width to four (4) traffic lanes. It also includes an addition of a northbound lane between Tebbs Lane and the Curtis Drive/Graham Park Road Intersection, replacement of existing traffic signals with synchronized traffic signals to improve traffic flow, provisions for pedestrian accessibility, and the construction of a new Triangle Shopping Plaza entrance from

Main Street. The project is being funded by SAFETEA-LU Funds, RSTP, Urban Construction Initiative Funds, NVTA 30% Funds (HB 2313), VDOT Revenue Sharing Match funds, Local Revenue Sharing Match, and Local General Funds.

SW-5 Quantico Creek Restoration 400,000 (+ 400,000 from SLAF Grant)

This Project includes improvements starting at the west Town Limit going approximately 800' in an eastward direction. This project is funded through the Capital Budget and SLAF grant. The scope will be expanded in future years to include restoration of Quantico Creek within the Town Limits.

Prince William Estates Drainage Project \$150,000

This Project consists of replacing the two 36-inch pipes going under Dominion Drive with a larger box culvert

Town Complex Build-out \$315,000

This project consists of the necessary construction in the new town complex for administration.

VDOT 50/50 Revenue Sharing Program \$328,150

Tripoli Boulevard has an open ditch along the north side of the street. An enclosed stormwater system was designed to eliminate the ditch.

Total CIB Revenue - \$2,606,634

Grand Total of Operations and CIB Revenue - \$7,321,410

ITEM	Expenditures -		
	Governing Body		
		FY18	FY19
		AMENDED	DRAFT
	Line Item	BUDGET	BUDGET
10-411-0100	Town Council/Mayor	\$33,501	\$41,541
10-411-0300	Payroll Taxes	\$2,563	\$3,178
10-411-0500	Travel/Training	\$1,375	\$10,000
10-411-0501	Retreat	\$0	\$10,000
10-411-0800	Dues/Subscriptions	\$10,737	\$10,737
10-411-5600	Other	\$700	\$700
10-411-5700	Council Expense	\$400	\$700
10-411-5800	Election Costs	\$1,129	\$0
10-411-5900	Gen Heiser Boys & Girls Club	\$10,000	\$10,000
10-411-6000	Historic Dumfries Virginia	\$10,000	\$10,000
	Total	\$70,405	\$96,856

10-411 Governing Body

Overview of Expenses

10-411-0100 Town Council/Mayor - \$41,541

This line item includes salaries for the Mayor, Vice-Mayor and five Council members.

Mayor	\$ 8,040
Vice Mayor	\$ 6,700
Council members	\$ 26,801

10-411-0300 Payroll Taxes - \$3,178

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

10-411-0500 Travel/Training -\$10,000

This line item includes the cost 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, the Council has budgeted for the Mayor and Council Members to attend the annual VML Conference and \$1,500 for three Council members to go to the first time Council Member Course.

10-411-0501 Retreat \$10,000 – This line item includes the cost of having a professional facilitator, place to rent, food and supplies for a retreat with Council and staff.

10-411-0800 Dues/Subscriptions - \$10,737

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

NVRC	\$5,855
Virginia Municipal League	\$3,857
Prince William Chamber of Commerce	\$ 525
Virginia Institute of Government	\$ 500
NLC	\$ 0

10-411-5600 Other - \$700

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 - \$700

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 per Council member budgeted for this line item.

10-411-5800 Election Costs

There are no funds budgeted for this line item for FY19.

10-411-5900 Gen Heiser Boys & Girls Club - \$10,000

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

Judith Moore, Branch Director, General Heiser Branch provided the following information. We used most of last year's funds to install new LED lights in our gym. We found that this was the most pressing need for our club once we received the funds. More than half of our gym lights were out at that time. We also fixed the divider in our gym to allow us to have better control and supervision of our members.

We would like to use a portion of the funds to upgrade our doors to include a buzzer system for entrance into the building. This is a step we are taking to provide a more secure environment for our members and guests. We are in the process of getting quotes for this at this time, with someone scheduled to be here tomorrow. Going along with safety concerns here at the club we would have our outdoor lighting repaired to allow our lights to work on a light sensor and thus save us some funds on our electric bill. We would then upgrade our Teen Room to make it more Teen Friendly as we are focusing on growing our teen population.

10-411-6000 Historic Dumfries Virginia - \$10,000

This line item reflects a yearly donation to Historic Dumfries Virginia to be utilized for programming and maintaining the Visitors Center for the Town of Dumfries where information on the Town of Dumfries and its programs will be distributed.

Total Governing Body - \$96,856

ITEM	Expenditures - Administration	FY18	FY19
		AMENDED	DRAFT
		BUDGET	BUDGET
Line Item			
10-412-0100	Manager	\$130,000	\$133,900
10-412-0102	Treasurer	\$86,500	\$89,095
10-412-0103	Town Clerk/Executive Assistant	\$63,000	\$68,128
10-412-0104	Administrative Assistant	\$36,379	\$38,970
10-412-0105	Town Attorney	\$120,000	\$127,720
10-412-0106	Administrative Specialist	\$0	\$39,141
10-412-0300	Payroll Taxes	\$33,345	\$38,400
10-412-0301	Workman Comp/Liability Insurance	\$97,191	\$110,000
10-412-0302	Virginia Unemployment Tax	\$4,000	\$4,000
10-412-0303	Performance Management	\$10,000	\$5,000
10-412-0400	Pensions	\$65,738	\$52,153
10-412-0401	Benefits	\$82,000	\$90,000
10-412-0500	Travel/Training	\$13,000	\$16,000
10-412-0550	Tuition Reimbursement	\$0	\$3,500
10-412-0800	Dues/Subscriptions	\$5,600	\$5,600
10-412-1001	Legal Services	\$4,000	\$3,000
10-412-1002	Independent Auditor	\$28,875	\$29,575
10-412-2300	Equipment/Repairs	\$500	\$500
10-412-3000	Office Supplies	\$10,000	\$10,000
10-412-3001	Ads/Notices	\$10,000	\$10,500
10-412-3002	Vehicle Tags Preparation	\$1,200	\$0
10-412-3004	Ordinance Review	\$4,000	\$3,000
10-412-3006	Postage	\$6,000	\$6,000
10-412-5300	Utilities	\$37,000	\$37,000
10-412-5400	Fire Program	\$15,717	\$19,000
10-412-5500	2% Regional Transient Occupancy Tax	\$40,700	\$40,700
10-412-5700	Unscheduled Expenses	\$2,750	\$2,750
10-412-6000	Maintenance Contracts	\$6,000	\$6,000
10-412-6200	Professional Contracts	\$30,000	\$10,000
	Total	\$943,495	\$999,632

10-412 Administration

Department Mission

The mission of the Office of Administration 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 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

Overview of Expenses

10-412-0100 Manager - \$133,900

This line item represents the estimated salary of the Town Manager.

10-412-0102 Treasurer - \$89,095

This line item represents the estimated salary for the Town Treasurer.

10-412-0103 Town Clerk/Executive Assistant - \$68,128

This line item represents the estimated salary for the Town Clerk/Executive Assistant.

10-412-0104 Administrative Assistant - \$38,970

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

10-412-0105 Town Attorney - \$127,720

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

10-412-0106 Administrative Specialist - \$39,141

The line item represents the estimated salary for the Administrative Specialist.

10-412-0300 Payroll Taxes - \$38,400

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

10-412-0301 Workman Comp/Liability Insurance - \$110,000

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. Line item represents an increase for the new Town Complex.

10-412-0302 Virginia Unemployment Tax - \$4,000

This is the amount required to fund the Virginia Unemployment Trust Fund, calculated by the Commonwealth of Virginia and reflective of the Town's experience rating. All department costs for unemployment are drawn into this line item.

10-412-0303 Performance Management & COLA - \$5,000

This item represents a performance increase at the midyear review. The Town Manager is tasked with ensuring performance appraisals of all Town employees are conducted annually and will have the sole authority to accept or reject any recommendations made for salary increases per para 7.2. The performance appraisal shall be the basis for determining any merit increase in salary. Salary increases within budget constraints may be given based on satisfactory performance and contributions to the organization. Pay increases are not automatic or guaranteed. This line item provides the Town Manager, through his duties and responsibilities as per para 5.2(G), the ability to provide salary increases for any employee regardless of what department they fall under within the fiscal budget years. This line item allows funds to be appropriately provided to Staff based on the annual evaluations/merit increase recommendations.

10-412-0400 Pensions - \$52,153

Includes retirement, group life insurance and the retiree health insurance credit costs.

10-412-0401 Benefits - \$90,000

Includes the cost of health and dental insurance for participating employees. 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 - \$16,000

This line item includes the estimated costs for attendance at various meetings 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

ICMA Annual Conference

Virginia Local Government Management Association (VLGMA) (2 meetings)

Treasurer and Administrative Assistant

VGFOA Conference

Town Clerk

IIMC Conference

Record Specialist Certification

Town Attorney

Local Gov't Attorney's Conference (2)

10-412-0550 Tuition Reimbursement - \$3,500

The purpose of this incentive policy is to aid employees in their pursuit of a higher education.

10-412-0800 Dues and Subscriptions - \$5,600

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
ARMA International	175.00
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)	2,470.00

10-412-1001 Legal Services - \$3,000

This is the estimated cost of legal services for 15 hours at \$200.00 per hour. This would be utilized when the Town Attorney is on leave or unavailable and for special expert counsel as needed.

10-412-1002 Independent Auditor - \$29,575

This is the cost for auditing services, adjusted annually to reflect changes in the consumer price index.

10-412-2300 Equipment/Repairs - \$500

This line item includes funds for the repair or replacement of general office equipment. Equipment covered includes calculators, printers, miscellaneous small office furniture, and other office equipment.

10-412-3000 Office Supplies - \$10,000

This line item was changed in FY18 to include office supplies for every department. This line item includes general office supplies such as paper, pads, envelopes, pens, toner, ink cartridges, tape, and other expendable supplies.

10-412-3001 Ads/Notices - \$10,500

This line item was changed for FY18 to include advertisement and notices for every department. This line item provides funding for the cost of advertising for public hearings, procurement of goods and services, advertisements for personnel, budget advertisements, and any other notice that the Town places.

10-412-3002 Vehicle Tags Preparation - \$0

This line item has no funds budgeted for FY19. The Town plans to do away with the town decal and have the fee placed on Prince William County personal property tax bill.

10-412-3004 Ordinance Review - \$3,000

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 - \$6,000

This item covers postage. Postage meter funds are added in June each year.

10-412-5300 Utilities - \$37,000

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 - \$19,000

This is funded by a grant and passed on to the Fire Department.

10-412-5500 2% Regional Transient Occupancy Tax - \$40,700

This line item represents the State mandate to collect 2% transient occupancy tax, which is submitted to the State upon receipt.

10-412-5700 Unscheduled Expenses - \$2,750

This covers unscheduled expenses in all departments not otherwise budgeted for.

10-412-6000 Maintenance Contracts - \$6,000

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

Virginia Business Systems (copier/printer)	\$5,400
Pitney Bowes (postage meter)	\$600

10-412-6200 Professional Contracts - \$10,000

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 and needs, including the development of a Strategic Plan for the Town and continued update of Town Records Management.

Total Administration Expenses - \$999,632

ITEM	Expenditures -		
	Information Technology		
		FY18	FY19
		AMENDED	DRAFT
	Line Item	BUDGET	BUDGET
10-414-0500	Travel/Training	\$5,000	\$0
10-414-2300	Equipment/Repairs	\$6,000	\$4,000
10-414-3301	Telecommunications	\$15,000	\$15,500
10-414-6000	Maintenance Contracts	\$67,100	\$57,000
10-414-6200	Professional Contracts	\$122,300	\$91,000
	Total	\$215,400	\$167,500

10-414 Information Technology

Mission Statement:

To provide hardware, software, information systems, and other technologies that enable all Town Departments to accomplish their tasks. To provide all personnel with information relative to their operations through technology.

Overview of Expenses

10-414-0500 Travel/Training - \$0

Training	Allowance of Remote Training Sessions for New Hires, classes can be used for other IT related classes as necessary.	\$0
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10-414-2300 Equipment/Repairs - \$4,000

Line item includes funds for repair or replacement of general office equipment, such as external drives, printers, cell phones, and other computer equipment (E.g. laptops) Invoicing could be expected from the following vendors:

Cell Phone Repair Replacements	5 Year Replacement Allowance - Cell Phones, 25% Each Year @ \$120 per phone, 25 phones	\$ 600
Hot Spot Repair Replacement	4 Year Replacement Allowance - Hot Spot, 25% Each Year @ \$40 per device, 14 devices	\$ 140
Computer Repair Replacement	6 Year Replacement Allowance - Computer/Monitor, 20% Each Year @ \$250 per device, 34 devices	\$ 1,416
AV Hardware	Estimated 1 Repair @ \$750	\$ 750
Accessories	Cell phone chargers, usb drives, replacement keyboards, mice	\$ 500

10-414-3301 Telecommunications - \$15,500

Line item covers all Town issued cell phones and air cards. Invoicing could be expected from the following vendors:

T Mobile (cellular phones) and (hot spots).

10-414-6000 Maintenance Contracts - \$57,000

Line item includes the cost of maintenance contracts on the servers, printers, phone systems, annual licensing, and web communications.

CS Davidson Inc. (Permit Manager) - **\$1,850.**

Comm-Works (Telephones with multiple lines, messaging, etc.) - **\$3,000.**

FORTRAN (Installation, Service, Repair, of hardwired Communications Equipment) - **\$5,500.**

Granicus (Hardware and software for Council Broadcasts and Recordings) – **\$6,600.**

L-3 Communications (Police Department Video Systems) - **\$13,500.**

Southern Software (Accounting and Recordkeeping Database) - **\$11,000.**

VOIP Phones & Service - **\$12,900**

10-414-6200 Professional Contracts - \$91,000

Line item includes funds for contract work, which might be required for the support of their products on any of the line items mentioned above.

3C Solutions, Inc. (IT Consulting and Management Services) - **\$47,800**

3C Solutions, Inc. (IT support, remote and on-site) - **\$ 22,200**

3C Solutions, Inc. (Cloud Hosting Service) - **\$ 21,000**

Total Information Technology Expenses - \$167,500

ITEM	Expenditures -		
	Buildings and Grounds	FY18	FY19
		AMENDED	DRAFT
	Line Item	BUDGET	BUDGET
10-415-1100	Janitorial Supplies	\$2,000	\$2,000
10-415-4000	Merchant Park	\$2,200	\$9,200
10-415-4001	Garrison Park	\$1,000	\$1,000
10-415-4002	Lockett House	\$4,000	\$4,000
10-415-4003	Museum	\$1,200	\$1,200
10-415-4004	Maintenance Shop	\$2,000	\$2,000
10-415-4005	Community Center	\$6,000	\$6,000
10-415-4006	Old Town Hall	\$47,000	\$10,000
10-415-4008	Ginn Park Oper & Maint	\$3,475	\$2,500
10-415-4009	Dumfries Municipal Bldg	\$43,640	\$0
10-415-6200	Contract Services	\$8,500	\$10,037
10-415-7000	Town Municipal Bldg Landscaping	\$0	\$9,000
10-415-7005	Town Municipal Bldg Maintenance	\$0	\$11,000
10-415-7010	Town Municipal Bldg HVAC	\$0	\$45,000
10-415-7015	Town Municipal Bldg Pest Control	\$0	\$1,500
10-415-7020	Town Municipal Bldg Elevator	\$0	\$7,500
10-415-7025	Town Municipal Bldg Electric Maintenance	\$0	\$5,000
10-415-7030	Town Municipal Bldg Telephone	\$0	\$3,350
10-415-7035	Town Municipal Bldg Gas	\$0	\$5,700
10-415-7040	Town Municipal Bldg Electricity	\$0	\$42,000
10-415-7045	Town Municipal Bldg Janitorial	\$0	\$56,000
10-415-7050	Town Municipal Bldg Water/Sewer	\$0	\$5,500
10-415-7055	Town Municipal Bldg Trash	\$0	\$2,000
	Total	\$121,015	\$241,487

10-415 Buildings and Grounds

Mission Statement:

To provide safe buildings, grounds and facilities for the citizens of Dumfries. This will be accomplished by providing new, renovated, and well-maintained properties.

Overview of Expenses

10-415-1100 Janitorial Supplies - \$2,000

This line item supports all Town Hall Administrative janitorial functions such as Able Industries, Grainger, & Lowes Home Improvement for cleaning supplies.

10-415-4000 Merchant Park - \$9,200

This line item provides building maintenance, repair and labor costs involved with facility upkeep. It includes \$7,000 for the playground equipment that Kiwanis will be purchasing.

Plum Tree Removal, railing for Duke Street Stairs, Bathrooms (Painting, Windows, & Exterior siding), Kitchen, Screens shutters, Kitchen Door, Breaker fuses up to Code, painting of bandstand.

10-415-4001 Garrison Park - \$1,000

This line item provides restroom building maintenance, repair and labor costs involved with facility upkeep. This is an unimproved Park with few amenities.

10-415-4002 Lockett House - \$4,000

This line item provides building maintenance, repair and labor costs involved with facility upkeep.

The amounts paid to these vendors varies year to year:

Doggie Do (animal waste products)

Grainger (maintenance materials)

Home Depot (building materials and supplies)

Inspired Electric (electrical maintenance and repair)

Lowes Home Improvements (building materials and supplies)

Olde Towne Landscape (grounds maintenance and tree services). **“On Call**

Contractor.

Stevens Enterprises (Material and Labor for various skilled trades)

A list was provided by Historic Dumfries Virginia of items they would like to see accomplished at Merchant Park. These items are listed below:

Fence along the south side of property

Plumbing and winterizing pipes in the kitchen

Bring breaker/fuse box up to code

Replace screens in kitchen

Replace kitchen door & Screen shutters

Painting of band stand, Painting of bathrooms & new windows

The amounts paid to this vendor varies year to year:

Hydro-Tech Irrigation (sprinkler system)

- 10-415-4003 Museum - \$1,200**
This line item provides building maintenance, repair and labor costs involved with facility upkeep.
The amounts paid to these vendors varies year to year:
IAQ Heat and Air (HVAC repair and service)
Inspired Electrical (electrical repairs and service)
Steven Enterprises (Material and Labor for various skilled trades)
- A list was provided by Historic Dumfries Virginia of items they would like to see accomplished at Lockett House (annex for museum).
- These items are listed below:
Fire Security
Siding, gable, exterior threshold repairs,
Floor or stairs repair or alteration
Window reproduction or repairs
HVAC,
Accessibility
- 10-415-4004 Maintenance Shop - \$2,000**
This line item provides building maintenance, repair and labor costs involved with facility upkeep.
- 10-415-4005 Community Center - \$6,000**
This line item provides building maintenance, repair and labor costs involved with facility upkeep.
- 10-415-4006 Old Town Hall - \$10,000**
This line item provides building maintenance, repair and labor costs involved with facility upkeep and preparing the building to be rented.
- 10-415-4008 Ginn Park Operations & Maintenance - \$2,500**
This line item provides maintenance, repair, and labor costs involved with minor facility upkeep.
- 10-415-4009 Dumfries Municipal Bldg. \$0.00**
This line item has no funds budgeted for FY19.
- 10-415-6200 Contract Services \$10,037**
This line item provides building maintenance, repair and labor costs involved with maintenance contracts:
- 10-415-7000 Town Municipal Building Landscaping \$9,000**
This item provides the funds to maintain rain gardens, mulch two times per year prune and maintain existing landscaping and the planting and maintenance of flowers and vegetation.

- 10-415-7005 Town Municipal Building Maintenance \$11,000**
This line item represents the anticipated costs associated with the interior maintenance such as painting, grouting, caulking, gasket repair and replacement roof and gutter maintenance.
- 10-415-7010 Town Municipal Building HVAC \$45,000**
This line item represents the total costs for the anticipated HVAC for the Town Complex Facility.
- 10-415-7015 Town Municipal Building Pest Control \$1,500**
This line item represents the anticipated cost of pest management services.
- 10-415-7020 Town Municipal Building Elevator \$7,500**
This line item represents the anticipate elevator maintenance expense.
- 10-415-7025 Town Municipal Building Electric Maintenance \$5,000**
This line item represents the anticipated costs associated with the electric maintenance for the Town Complex Facility.
- 10-415-7030 Town Municipal Building Telephone \$3,350**
This line item represents the expenses incurred with telephone system maintenance.
- 10-415-7035 Town Municipal Building Gas \$5,700**
This line item represents the total anticipated expenses for gas service for the Town Complex Facility.
- 10-415-7040 Town Municipal Building Electricity \$42,000**
This line item represents the anticipated expense for electric service for the Town Complex Facility.
- 10-415-7045 Town Municipal Building Janitorial \$56,000**
This line item represents the cost of anticipated janitorial services for the Town Municipal Building and includes cleaning the Community Center quarterly.
- 10-415-7050 Town Municipal Building Water and Sewer \$5,500**
This line item represents the cost of water and sewer services for the Town Complex Facility.
- 10-415-7055 Town Municipal Building Trash \$2,000**
This line item represents the anticipated cost for trash services for the rented units within the Town Complex Facility.

Buildings and Grounds - \$241,487

ITEM	Expenditures -		
	Police Department	FY18	FY19
		AMENDED	DRAFT
	Line Item	BUDGET	BUDGET
10-431-0100	Chief of Police	\$80,000	\$82,400
10-431-0102	Sgt (Training/Records)	\$55,000	\$56,650
10-431-0104	Sgt	\$55,000	\$56,650
10-431-0105	Sgt	\$55,000	\$58,337
10-431-0106	Police Officer	\$48,450	\$49,904
10-431-0107	Police Officer	\$48,450	\$49,904
10-431-0108	Police Officer	\$47,500	\$49,904
10-431-0109	Police Officer	\$48,450	\$49,904
10-431-0110	Police Officer	\$48,450	\$49,904
10-431-0111	Police Officer	\$48,450	\$49,904
10-431-0112	Police Officer	\$47,500	\$49,904
10-431-0113	Police Officer	\$46,500	\$49,904
10-431-0114	Police Officer	\$46,500	\$49,904
10-431-0115	Sgt	\$55,000	\$56,650
10-431-0200	Night Differential	\$6,500	\$6,500
10-431-0201	Overtime/86	\$43,000	\$40,000
10-431-0202	DMV Grants-salaries	\$0	\$10,000
10-431-0204	Supplements	\$2,500	\$2,500
10-431-0205	Line of Duty Act	\$6,000	\$9,881
10-431-0206	DCJS-LLEG	\$567	\$567
10-431-0300	Payroll Taxes	\$60,033	\$63,290
10-431-0303	Performance Management	\$0	\$21,000
10-431-0400	Pensions	\$105,646	\$85,959
10-431-0401	Benefits	\$123,816	\$135,800
10-431-0500	Travel/Training	\$17,000	\$15,000
10-431-0600	Physicals & Hiring Costs	\$1,000	\$1,000
10-431-0700	Uniforms/Maintenance	\$28,928	\$12,500
10-431-0800	Dues/Subscriptions	\$1,000	\$1,000
10-431-0900	Court Appointed Attorneys	\$3,500	\$1,000
10-431-2000	Vehicle Maint/Operations	\$15,000	\$12,000

ITEM	Expenditures -		
	Police Department	FY18	FY19
		AMENDED	DRAFT
	Line Item	BUDGET	BUDGET
10-431-2001	Fuel	\$12,000	\$14,000
10-431-2300	Equipment/Repairs	\$5,000	\$5,000
10-431-2401	Capital Equipment Payment	\$56,000	\$56,000
10-431-2402	BB&T Capital Equipment	\$252,550	\$0
10-431-3100	Contracts	\$5,000	\$5,000
10-431-3300	Supplies	\$5,000	\$5,000
10-431-4200	Community/Youth Programs	\$2,779	\$5,000
10-431-5400	K-9 Unit	\$16,921	\$2,500
10-431-5600	Police Accreditations	\$0	\$4,000
10-431-5700	Chief's Expense	\$250	\$250
10-431-5810	In Car Computers	\$0	\$72,029
10-431-5900	Crime Prevention Program	\$5,076	\$5,000
10-431-7003	Rental Space	\$98,429	\$0
	Total	\$1,603,745	\$1,351,599

10-431 Police Department

Department Mission

The mission of the Town of Dumfries Police Department is to provide competent, courteous, and professional and community-oriented police services.

The Town of Dumfries Police Department maintains a modern, highly trained, technically skilled, energetic, diverse, and well-equipped Police Department, with a current authorized strength of 14 sworn. Our staff provides courteous, efficient, and timely service to residents, visitors, and businesses in our Town.

FY19 Goals:

Goal 1: Maintain a professional and responsible Police Department.

Objective 1: Increase the types of calls the department can handle.

Objective 2: Provide staff the best possible training to remain confident in their skills and abilities.

Objective 3: Continue to respond in a timely and effective manner to citizen concerns.

Goal 2: Improve business and resident relationships within the community.

Objective 1: Increase positive contacts within the community.

Objective 2: Develop department's community outreach and civic liaison program.

Objective 3: Communicate safety, awareness, and other information to the community.

Goal 3: Improve pedestrian and motorist safety.

Objective 1: Dedicate patrol time to enforce traffic laws and increase safety throughout the Town.

Objective 2: Utilize direct patrols to address community safety issues related to traffic concerns.

Objective 3: Educate residents and visitors of the Town to increase safety awareness.

Overview of Expenses

10-431-0100 Chief of Police - \$82,400
Salary for Chief of Police.

10-431-0102 Sergeant (Training/Records) - \$56,650
Salary for Training/Records Sergeant.

10-431-0104 Sergeant - \$56,650
Salary for a Sergeant.

10-431-0105 Sergeant - \$58,337
Salary for a Sergeant.

10-431-0106 Police Officer - \$49,904
Salary for a Police Officer.

10-431-0107 Police Officer - \$49,904
Salary for a Police Officer.

10-431-0108 Police Officer - \$49,904
Salary for a Police Officer.

10-431-0109 Police Officer - \$49,904
Salary for a Police Officer.

10-431-0110 Police Officer - \$49,904
Salary for a Police Officer.

10-431-0111 Police Officer - \$49,904
Salary for a Police Officer

10-431-0112 Police Officer - \$49,904
Salary for a Police Officer

10-431-0113 Police Officer - \$49,904
Salary for a Police Officer

10-431-0114 Police Officer - \$49,904
Salary for a Police Officer

10-431-0115 Sergeant - \$56,650
Salary for a Sergeant

10-431-0200 Night Differential - \$6,500
Night differential is used to compensate Officers who work various shifts throughout the night. It covers 7 p.m. until 5 a.m. and is compensated at \$1.00 an hour. The 2 evening officers will work from 7pm until 3 am. At a cost of \$5632 total. The 1 midnight officer will be on during the 7pm to 5am timeframe. At a cost of \$3520 total.

10-431-0201 Overtime/86 - \$40,000
Overtime for Police Officers is comprised as follows:

1. Hours worked on holidays are compensated at **one and one-half** times the normal rate of pay, per the compensation policies adopted by the Town Council.
2. Hours physically worked beyond 86 hours per pay period while on normal duty and to attend court are compensated at **one and one-half** times the normal rate of pay, per compensation policies.

3. Hours physically worked beyond 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, per compensation policies.

This line item anticipates more Officers working and deployed on the streets. With more Officers, the Town should see greater coverage and the need will not arise for Officers to be held over after their shift for any late calls for service. However, during Town holidays there will be a requirement to compensate the Officers that are working as well as any special events that may arise. The Town will currently observe approximately 15 holidays during the fiscal year. If an 8-hour work day is observed for the holiday this would equal 120 total hours. For a Sergeant this equals approximately \$5,000 dollars of overtime for the year. With multiple Officers being asked to work the holidays as essential personnel. The Police Department is asked to participate in events on a weekly basis. These events help with the mindset to put the community first and to allow stronger bonds within the community. However, some of these events fall outside an officer's workweek and overtime is necessary for compensation.

10-431-0202 DMV Grant-salaries - \$10,000

The Police Department did not complete the required paperwork in February 2017 for the disbursement of this award in FY18. This item was applied for and we anticipate receiving the funds for traffic and safety enforcement.

10-431-0203 Retention - \$0

Retention is of the utmost importance across the board for the Town. This line item was awarded upon a successful annual evaluation as determined by the employee's evaluator. The retention award was given to Police Officers below the rank of Sergeant at three and five years of employment. Currently the Department will not have any eligible employees for this item.

10-431-0204 Supplements - \$2,500

This line item funds compensation to Officers who attain certification through additional training and education to improve the professionalism of the Department. This pay stipend will be given to the four officers chosen to become the Police Department's Field Training Officers (FTO). Officers are to maintain the training and FTO certification for this yearly stipend. DCJS requires each new Officer that is not currently certified by the State of Virginia to perform a minimum of 100 hours of FTO prior to being released onto the street. This is to include certified Officer's from out of state.

1. FTO will be compensated \$1000 per year on top of their base salary to train a recruit and any new Officer that comes to the Department. The Police Department currently has six Officers, who are certified as a FTO. These FTO's will assist in training all new staff and even certified Officers coming on board during the fiscal year. At this time no Officers will require field training during this fiscal year.
2. Other jurisdictions compensate at a percentage rate. Meaning they increase the FTO's salary 5% while in a training status. Other jurisdictions also offer more training to new Officers than what is required by DCJS.

3. The Department is currently has five Officers certified as either general instructors, firearms instructors, or defensive tactics instructors. By doing this we will be able to create lesson plans for approval by DCJS and become more self-sufficient by offering training in house. Less Officers will be out of patrol functions if they can attend a recertification course at the Department. It also helps as a recruiting tool to show neighboring jurisdictions that we can provide DCJS approved courses at the Department. To compensate the Officers for seeking these certifications the Department would like to offer \$250 per year with a current instructor certification and a completed and approved instructed DCJS course. The cap would be four classes a year for the Department.

10-431-0205 Line of Duty Act - \$9,881

This line item covers Line of Duty Act benefits. This act is mandated by State Legislation and the amount is set by the State.

10-431-0206 DCJS-LLEG - \$567

This line item was applied for and received for FY19. This item is awarded to agencies that submit reports via the Incident Based Reporting (IBR) system. It is calculated using population and crime statistics.

10-431-0300 Payroll Taxes - \$63,290

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

10-431-0303 Performance Management - \$21,000

This item represents a performance increase. This line item provides the Town Manager, through his duties and responsibilities as per para 5.2(G), the ability to provide salary increases for any employee in the Police department within the fiscal budget year. This line item allows funds to be appropriately provided to Staff based on the department recommendations through the Town Manager.

10-431-0400 Pensions - \$85,959

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

10-431-0401 Benefits - \$135,800

This line item includes the cost of health insurance, including dental, for employees within the department, and 20% of dependent health insurance cost.

10-431-0500 Travel/Training - \$15,000

This line item includes the cost of all police related training as well as the attendance (including travel, meals, lodging, and registration). The FY19 Budget is based on being fully staffed therefore giving us the ability to get advanced training for our Officers to include training such as criminal investigations, 1st level supervision, traffic collision, and community policing training. This will allow the Dumfries Police Department to handle its

own investigation's and major crimes within the Town limits and not pass off calls to Prince William County (PWC). This will also assist with Officer's commitment and retention to the Town.

1. This number is first factored at the cost of the Rappahannock Regional Criminal Justice Academy (RRCJA) being approximately \$377 per Officer. At a total of 14 Officers, we anticipate this cost being approximately \$5,278 to remain members of the academy and to attend training.
2. One of our Officers will attempt to be a certified criminal gang expert and attend a yearly gang conference that costs approximately \$1,350.
3. By being members of the RRCJA our Officers are authorized to attend training at Northern VA Criminal Justice Training Academy (NVCJTA), Fairfax Police Academy, and PWC Training Center.
4. In addition, the Department seeks to send all 4 supervisors to the VACP first line supervisor course. This class is approximately \$725 per Officer. Totaling \$2900.
5. Chief of Police will attend the Professional Executive Leadership School offered at the University of Richmond. It is a 3 week course at the cost of \$3300.

10-431-0600 Physicals & Hiring Costs - \$1,000

This line item represents the costs for any required Officers' physical examinations and random drug tests. It also represents the cost of background investigations, psychological examinations, polygraph examinations, physicals, and Hepatitis B shots for new hires.

10-431-0700 Uniforms/Maintenance - \$12,500

This line item includes sufficient funds 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. New Officers will be issued three short and three long sleeve class A shirts, two pants, two polo shirts, a pair of boots, This line item also will include updating and replacing our Officers duty belts, cuff cases, radio holders, Taser/OC holder, outer carrier for bullet proof vest, bullet proof vests and any other necessary duty gear to ensure all Officers are "uniform" in appearance.

10-431-0800 Dues/Subscriptions - \$1,000

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.

Virginia Association of Chiefs of Police \$175
Virginia Gang Investigators' Association \$15
Piedmont Regional Crime Prevention Association \$100
Virginia Law Enforcement Accreditation Coalition \$250
LInX

10-431-0900 Court Appointed Attorneys - \$1,000

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/Operations - \$12,000

This line item includes the continuation of maintenance for each vehicle within the 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 line item also is used to maintain the four police issued mountain bikes. These require a yearly service by the local bicycle shop.

10-431-2001 Fuel - \$14,000

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 - \$5,000

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. Currently the Department has five speed measuring devices that require biannual calibration. The department has six preliminary breath test machines requiring monthly calibration. Each vehicle the department operates requires biannual calibration for the speedometer.

10-431-2401 Capital Equipment -\$56,000

This line item covers the lease repayment for the 4 police department vehicles and the new police radios.

10-431-3100 Contracts - \$5,000

This line item covers all yearly contracts for the Police Department.

Copier Lease - Everbank Commercial- 195/month

Virginia Information Technologies (for Virginia Crime Information Network) - 50/month

Water Logic-450/year

Axon Body Cameras-3774/year

10-431-3300 Supplies - \$5,000

This line item is used for all weapon and range supplies to include ammunition, evidence supplies, portable radio batteries, emergency supplies, equipment issued to Officers, and other miscellaneous supplies. The FY19 Budget is based off the computation of the Police Department being fully staffed, which will require additional supplies; most of the cost being related to the amount of needed ammunition and updating current equipment. Department employees are required to qualify with their issued sidearm and long gun twice a year to maintain certification.

10-431-4200 Community/Youth Programs - \$5,000

This line item represents expected public donations that cover the out of pocket costs for conducting programs designated as community outreach. These programs include

Thanksgiving Turkey Dinner Meals, Christmas in Dumfries, etc. Contributions are provided from the community with no public fund involvement.

10-431-5400 K-9 Unit - \$2,500

This line item represents the cost for the food and the Veterinarian care of the K-9

10-431-5600 Police Accreditations - \$4,000

This line item represents the cost for six folks from the Police Accreditation program to have room and board for five days.

10-431-5700 Chief's Expense - \$250

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.

10-431-5810 In Car Computers - \$72,029

This line item covers the purchase of 6 replacement Panasonic Toughbook's at the cost of \$28,642 The PWC DOit costs are \$28,387. The yearly subscription is \$15,000.

10-431-5900 Crime Prevention Program - \$5,000

These funds will be used to continue and maintain positive relationships with established programs in the community, such as the annual Kids Academy. Also included in this request is funding for FY19 programs such as National Night Out, participation in School Programs, participation in Senior Luncheons, and the purchase of Crime Prevention materials.

10-431-7003 Rental Space - \$0

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

Total Police Department Expenditures - \$1,351,599

ITEM	Expenditures -		
	Street Maintenance/VDOT Urban Maintenance Fund		
		FY18	FY19
		AMENDED	DRAFT
	Line Item	BUDGET	BUDGET
10-441-0100	Director of Public Works 25%	\$0	\$23,175
10-441-0106	Maint Worker II 40% of salary	\$0	\$15,244
10-441-0300	Payroll Taxes	\$0	\$2,939
10-441-0400	Pensions	\$0	\$3,991
10-441-1400	Maintenance Contracts	\$85,000	\$45,907
10-441-1500	Professional Services	\$18,500	\$5,000
10-441-1501	Street Paving	\$145,691	\$167,223
10-441-3300	Materials	\$15,000	\$5,260
10-441-4500	Snow Removal & Other	\$6,000	\$6,000
10-441-5600	Miscellaneous	\$1,000	\$1,000
	Total	\$271,191	\$275,739

10-441 Street Maintenance/VDOT Urban Maintenance Funds

This Account is State funded exclusively for: roads, streets, sidewalks, curb and gutter maintenance, and repair.

Mission Statement:

To develop best management practices (BMP) to deliver quality infrastructure to meet expectations of citizens within the available funding.

Overview of Expenses

- 10-441-0100 Director of Public Works - \$23,175**
Line item funds partial salary of 25 percent to show actual amount of time put into the Department
- 10-441-0106 Maintenance Worker II - \$15,244**
Line item funds partial salary of 40 percent to show actual amount of time put into the Department
- 10-441-0300 Payroll Taxes - \$2,939**
This line item provides the employer's share of FICA at 7.65%.
- 10-441-0400 Pensions - \$3,992**
The cost of retirement, group life insurance and the retiree health insurance credit.
- 10-441-1400 Maintenance Contracts - \$45,907**
Budgeted line item is for Contracted Services. These services could be sidewalk installation and replacement, asphalt repairs and overlays, surveying, paint striping, disposal of debris from street construction, renovation, maintenance and repair service. The amounts paid to these vendors varies year to year:

Accubid Construction (sidewalk replacements).
Prince William County (Sign Shop – signs, signposts, hardware)
Old Towne Landscape (asphalt repair, pothole filling, installing signage).
Contractor.
R. J. Merkel (street striping).
- 10-441-1500 Professional Services - \$5,000**
Budgeted amount includes Professional Engineers and Surveyors Services Street and right of way construction, maintenance, and improvements. The amounts paid to these vendors varies year to year:

Berkley Group
Rinker Design Associates

Schools and Townsend Surveying
The Engineering Group

10-441-1501

Street Paving - \$167,223

New line item for street resurfacing in conjunction with the Paving Priority List.

Contractors to be used include:

Branscome Paving (milling and resurfacing).

R. J. Merkel (street striping).

10-441-3300

Materials \$5,260

Materials and Supplies used for the repairs of roads and right of way. The amounts paid to these vendors varies year to year:

Morton Salt Company (road salt).

Unique Paving Materials (asphalt pothole-patching material)

Vulcan Materials (21A stone, 57 stone, sand, and riprap).

10-441-4500

Snow Removal & Other - \$6,000

Other miscellaneous product and labor for when necessary.

10-441-5600

Miscellaneous - \$1,000

Unusual expense items. The amounts paid to these vendors varies year to year:

Garden State Products (delineators for roadway separation)

Prince William County (Sign Shop miscellaneous other signs, e.g. "No Trucks over 20,000 GVW)

Total Street Maintenance / VDOT Urban Maintenance Expenditures \$275,739

ITEM	Expenditures - Department of Community Development	FY18 AMENDED BUDGET	FY19 DRAFT BUDGET
	Line Item		
10-442-0102	Planner/Zoning Admin	\$72,297	\$77,250
10-442-0103	Zoning/Code Enforcement Officer	\$51,000	\$52,530
10-442-0104	Planning/Zoning Specialist	\$35,000	\$52,000
10-442-0300	Payroll Taxes	\$9,432	\$13,906
10-442-0400	Pensions	\$10,425	\$18,887
10-442-0401	Benefits	\$17,688	\$26,532
10-442-0500	Travel/Training	\$1,000	\$1,000
10-442-0800	Dues/Subscriptions	\$600	\$400
10-442-1200	Outside Plan Review	\$0	\$2,500
	Total	\$197,442	\$245,005

10-442 Community Development

Mission Statement:

The Community Development Department staffs the essential planning and zoning functions for the Town. Community Development staff implement the Town's Comprehensive Plan primarily through four business functions:

1. Administration of the Zoning Ordinance and related zoning permit reviews;
2. Zoning code enforcement;
3. Service to the Town Council, Planning Commission, Board of Zoning Appeals and Architectural Review Board; and
4. Special projects as assigned by the Town Manager.

Overview of Expenses

10-442-0102 Community Development Director - \$77,250
Planner/Zoning Administrator salary.

10-442-0103 Zoning/Code Enforcement Officer - \$52,530
Zoning/Code Enforcement Officer salary.

10-442-0104 Planning/Zoning Specialist - \$52,000
Planning/Zoning Specialist salary.

10-442-0300 Payroll Taxes - \$13,906
This line item provides the employer's share of FICA at 7.65%.

10-442-0400 Pensions - \$18,887
Pensions include the cost of retirement, group life insurance and the retiree health insurance credit.

10-442-0401 Benefits - \$26,532
This line item includes the cost of health insurance, including dental, for the employees. 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 - \$1,000
The travel/training line item supports the education/training for the Planner/Zoning Administrator and Code Enforcement Officer.

10-442-0800 Dues/Subscriptions - \$400
This line item includes membership 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.

10-442-1200 Outside Plan Review - \$2,500
This line item funds outside plan review of construction plans by third party peer review. This amount will be used for the New Town Center but will vary year to year.

Total Community Development - \$245,005

ITEM	Expenditures -		
	Public Works	FY18	FY19
		AMENDED	DRAFT
	Line Item	BUDGET	BUDGET
10-443-0100	Director of Public Works (50%)	\$76,500	\$46,350
10-443-0101	Overtime	\$2,000	\$2,000
10-443-0102	Asst Dir of Public Works	\$66,201	\$50,000
10-443-0103	Program Coordinator	\$41,500	\$0
10-443-0106	Maint Worker II 60% of salary	\$37,000	\$22,866
10-443-0107	Maint Worker 10% of salary	\$28,000	\$2,884
10-443-0108	Building Official P/T	\$6,381	\$0
10-443-0300	Payroll Taxes	\$22,383	\$9,494
10-443-0400	Pensions	\$35,358	\$12,894
10-443-0401	Benefits	\$50,470	\$26,532
10-443-0500	Travel/Training	\$1,500	\$1,500
10-443-0700	Uniforms/Maintenance	\$500	\$500
10-443-0800	Dues/Subs	\$600	\$400
10-443-1000	Professional Services	\$1,200	\$0
10-443-1100	Inspection Services	\$13,000	\$0
10-443-1102	Blighted Property	\$90,000	\$0
10-443-1200	Outside Plan Review	\$11,800	\$0
10-443-1300	Contract Services	\$4,000	\$4,000
10-443-1400	Solid Waste Contract	\$224,000	\$226,000
10-443-2000	Vehicle Maint/Operations	\$3,500	\$3,500
10-443-2001	Fuel	\$2,500	\$3,000
10-443-2300	Equipment/Repairs	\$3,000	\$3,000
10-443-2301	Equipment Rental	\$1,500	\$1,500
10-443-2302	Unscheduled Repairs	\$500	\$500
10-443-2400	Tools/Equipment	\$2,500	\$2,500
10-443-2600	Contractor Services	\$4,000	\$4,000
10-443-3300	Shop Supplies	\$200	\$200
10-443-4800	Litter Control	\$200	\$200
10-443-9202	New Vehicle (Town Manager)	\$36,500	\$0
	Total	\$766,793	\$423,820

10-443 Public Works

Mission Statement:

Provide quality infrastructure utilizing management, through standard and innovative approaches, to deliver excellence in all functions of our Public Works Department.

Overview of Expenses

10-443-0100 Director of Public Works - \$46,350

Line item funds the salary for 50 percent to show actual amount of time put into the Department

10-443-0101 Overtime - \$2,000

Line funds overtime for call out after hours (E.g. flooding, trees downed, or ice and snow)

10-443-0102 Assistant Director of Public Works - \$50,000

Line item funds salary for the Assistant Director of Public Works

10-443-0106 Maintenance Worker II - \$22,866

Line item funds the salary for 60 percent to show actual amount of time put into the Department

10-443-0107 Maintenance Worker - \$2,884

Line item funds the salary for 10 percent to show actual amount of time put into the Department

10-443-0300 Payroll Taxes - \$9,494

This line item funds all required federal, state, and local taxes

10-443-0400 Pensions - \$12,894

This line item funds the Town's retirement plan for the Public Works Department

10-443-0401 Benefits - \$26,532

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

10-443-0500 Travel/Education - \$1,500

This line item funds continuing education requirements for all Public Works Staff.

VDOT Conference, American Public Works Association (Public Works Certification & mentoring program)

Council would like the Public Works Department to look at additional training activities (E.g. MS Office training).

10-443-0700 Uniforms/Maintenance - \$500

This line item funds clothing, shoes, and safety equipment worn by Public Works staff. The amounts paid to these vendors varies year to year:

Capital Rentals (safety vests)
CINTAS (uniform company)
Mid-Atlantic Printing (shirts with logos)
Walmart (work jeans)

10-443-0800 Dues/Subs - \$400

This line item funds dues and subscriptions for professional associations. An example you might see:

American Public Works Association (dues for Town membership to the national organization).

10-443-1300 Contract Services - \$4,000

This line item provides for the maintenance, service, and repair of Town Infrastructure. It would pay for items not covered by other more defined contracted services (e.g. hauling off trash and debris collected at the Town shop or mowing Town property). The amounts paid to these vendors varies year to year:

Olde Towne Landscaping (Labor, equipment, and trucking costs) **"On Call" Contractor.**

10-443-1400 Solid Waste Contract - \$226,000

This line item is exclusively for paying for the Towns Recycling and Disposal Contractor.

10-443-2000 Vehicle Maint/Operations - \$3,500

This line item is used for the maintenance and repair of Public Works equipment and vehicles. The amounts paid to these vendors varies year to year:

Daniel's Automotive (auto repair)
Evolution Motors (auto repair)
McCarthy Tire Service (State vetted vendor of tires)
R & R Auto Service (auto repair, on site oil changes and lube)

10-443-2001 Fuel - \$3,000

This line item is used for gasoline and diesel fuel for vehicles and equipment. The vendor we use, through Prince William County Contract, is Quarles Fleet Fueling.

10-443-2300 Equipment/Repairs - \$3,000

This line item funds mostly small equipment purchases and repair. The amounts paid to these vendors varies year to year:

AutoZone (spark plug, lubricants and parts).
John Deer Financial (repairs and parts for John Deer mowers)

10-443-2301 Equipment Rental – 1,500

This line item is for miscellaneous purchase of tools and equipment for seldom occurring Town projects where there is no benefit to owning the equipment. The amounts paid to these vendors varies year to year:

Capital Rental
Sunbelt used for rentals.

10-443-2302 Unscheduled Repairs - \$500

This line item is for unforeseen purchase of goods or services. The amounts paid to these vendors varies year to year:

Croppers (towing of a broken vehicle)
Hydro-Tech (E.g. sprinkler repair or for damage by one of our projects).

10-443-2400 Tools/Equipment - \$2,500

This line funds hand tools and other equipment. The amounts paid to these vendors varies year to year:

John Deer Financial (chain saws)
Lowes Home Improvements (hand tools)
New Virginia Tractor (weed eaters)
Prince William County (Sign Shop signage for non-transportation use)

10-443-2600 Contractor Services - \$4,000

This line item could be used to pay for "ON Call" Contractor to do most anything requiring labor and equipment from mowing, changing banners on the streets to putting up information signage.

10-443-3300 Shop Supplies - \$200

This line item pays for items consumed or used by our Town Shop. The amounts paid to these vendors varies year to year:

AutoZone (miscellaneous shop supplies)
Lowes Home Improvement (shop towels, hardware and miscellaneous products and materials)

10-443-4800 Litter Control - \$200

This line item funds for the Quantico Creek and Right of Way cleanup projects. You can expect purchases from various sources for things such as gloves, safety vests, garbage bags, recycling bags, and pick up tools funded through this account.

Total Public Works Administration - \$423,820

ITEM	Expenditures -		
	Stormwater Management	FY18	FY19
		DRAFT	DRAFT
	Line Item	BUDGET	BUDGET
10-444-0100	Director of Public Works 25%	\$0	\$23,175
10-444-0107	Maint Worker 90% of salary	\$0	\$25,956
10-444-0300	Payroll Taxes	\$0	\$3,759
10-444-0400	Pensions	\$0	\$5,104
10-444-0401	Benefits	\$0	\$8,844
10-444-0500	Travel/Training	\$3,000	\$3,000
10-444-0801	Annual Permit Maint Fee	\$3,000	\$3,000
10-444-2000	Vehicle Maint/Operations	\$1,000	\$0
10-444-2300	Equipment/Repairs	\$2,500	\$0
10-444-2600	Professional Contracts	\$20,709	\$0
10-444-3300	Equipment & Materials	\$1,000	\$1,000
10-444-4801	Quantico Creek Clean Up	\$100	\$100
10-444-5600	Miscellaneous	\$1,066	\$3,463
10-444-5700	Contract Services	\$61,500	\$70,969
10-444-5801	Ginn Park SWM	\$630	\$630
10-444-5802	PW Estates SWM	\$46,125	\$0
10-444-5902	Quantico Creek Restoration	\$209	\$0
	Total	\$140,839	\$149,000

10-444 Stormwater Management

Mission Statement:

To provide management and meet the requirements of Federal, State, and Local Laws through Best Management Practices of Stormwater Systems Management.

Overview of Expenses

10-444-0100 Director of Public Works - \$23,175

Line item funds the salary for 25 percent to show actual amount of time put into the Department

10-444-0107 Maintenance Worker - \$25,956

Line item funds the salary for 90 percent to show actual amount of time put into the Department

10-443-0300 Payroll Taxes - \$3,759

This line item funds all required federal, state, and local taxes

10-444-0400 Pensions - \$5,104

This line item funds the Town's retirement plan for the stormwater Management Department

10-444-0401 Benefits - \$8,844

This line item includes the cost of health insurance, including dental, for the employees. 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 for Maintenance Worker.

10-444-0500 Travel/Training - \$3,000

This line item funds education requirements for stormwater management, as well as conferences, meetings and memberships. A new Public Works Director will need training in SWM Administration, SWM plan review and SWM inspections.

10-444-0801 Annual Permit Maintenance Fee - \$3,000

Annual fee the Town must pay to maintain State-mandated annual stormwater permits (E.g. NVRC & DEQ).

10-444-3300 Equipment & Materials - \$1,000

This line item funds equipment & materials needed for the MS4 Program and TMDL mandated requirements.

10-444-4801 Quantico Creek Clean Up - \$100

This line provides for gloves, trash bags, etc. for the Town's annual Quantico Creek clean up done in conjunction with the Alice Ferguson Foundation.

10-444-5600 Miscellaneous - \$3,463

This line provides for other miscellaneous costs for the maintenance and preventative maintenance of the Town's stormwater systems, which are not funded elsewhere within these accounts.

10-444-5700 Contract Services - \$70,969

This line item funds contingency for response to storm events or emergency repairs to the stormwater system and contract for street sweeping services. The amounts paid to these vendors varies year to year:

Olde Towne Landscaping "On Call" Contractor.
S. W. Rodgers (jet truck for cleaning basins)

10-444-5801 Ginn Park SWM - \$630

PR-1 This line item funds the installation of SWM facilities at Ginn Memorial Park. This expenditure is now showing under 10-493-9000, Transfer to Capital Projects.

Total Stormwater Management - \$149,000

ITEM	Expenditures -		
	Events Coordination	FY18	FY19
		AMENDED	DRAFT
	Line Item	BUDGET	BUDGET
10-472-0100	Events Coordinator	\$30,100	\$44,305
10-472-0300	Payroll Taxes	\$2,200	\$3,389
10-472-0400	Pensions	\$4,310	\$4,603
10-472-0401	Benefits	\$6,000	\$8,844
10-472-0500	Travel/Education	\$0	\$500
10-472-0800	Dues/Subs	\$500	\$500
10-472-2801	Black History Month	\$1,000	\$1,200
10-472-2803	Fall Festival/Food Truck Festival	\$4,000	\$4,000
10-472-2804	Volunteer Program	\$500	\$500
10-472-2805	Summer Intern Program	\$7,000	\$0
10-472-2806	Senior Luncheons	\$3,500	\$3,600
10-472-6000	Christmas Parade	\$3,000	\$3,000
10-472-6100	Dumfries Charter Day	\$6,000	\$4,000
10-472-6500	Mil/Civ Meeting	\$3,000	\$0
10-472-7002	Jane Byrnes Grant	\$0	\$0
	Total	\$71,110	\$78,441

10-472 Events Coordinator

Department Mission

The Events Coordinator 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.

Overview of Expenses

10-472-0100 Events Coordinator - \$44,305

This line item title will change in FY18 to “Events Coordinator” and represents the salary for that position.

10-472-0300 Payroll Taxes - \$3,389

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

10-472-0400 Pensions - \$4,603

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

10-472-0401 Benefits - \$8,844

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 - \$500

This line item includes the registration and travel costs associated with programs and conferences that can assist the Events Coordinator 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/Subs - \$500

This line item includes the dues and subscriptions associated with various organizations that can assist the Events Coordinator with education and program development.

- National Grants Management Association Annual Membership
- National Youth Employment Coalition

10-472-2801 Black History Month - \$1,200

This line item represents the annual Black History Month program, in partnership with Prince William NAACP and Little Union Baptist Church. Includes the cost of refreshments, event supplies, and expenses.

- Refreshments
- Supplies

10-472-2803 Fall Festival/Food Truck Festival - \$4,000

This line item represents the annual Fall Festival and includes all advertising expenses, rental fees, vendor fees, and event supplies & expenses. The festival will consist of kid's games, pumpkin painting, a kid's costume contest, face painting, bounce house, and other carnival activities.

- Bounce House
- Port a Johns
- Advertising
- Face painting
- Kids games and supplies
- Pumpkins for painting
- Door prizes for kids
- Crafts and supplies

This line item title will change to "Fall Festival/Food Truck Festival" for FY18.

10-472-2804 Volunteer Program - \$500

This line item funds the cost of a volunteer recognition dinner.

10-472-2806 Senior Luncheons - \$3,600

This line item represents the senior luncheon program sponsored by the Town and involves all costs associated with event supplies and expenses, food and beverage. Senior luncheons are held every month, with the exception of July and August and attendance is estimated to be between 30-35 people per month with a cost of approximately \$11 - \$12 per person.

10-472-6000 Christmas Parade - \$3,000

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; awards for parade participants; refreshments for the dignitary reception; banners; treats for the spectators; volunteer shirts; food for volunteers and staff assisting with the parade and other miscellaneous supplies.

10-472-6100 Dumfries Charter Day - \$4,000

This line is being added to take the place of 10-472-2802, Multi-Cultural Festival and is using the funds normally budgeted for the event.

Total Expenditures for Events Coordinator - \$78,441

ITEM	Expenditures -		
	Boards & Commissions	FY18	FY19
		AMENDED	DRAFT
	Line Item	BUDGET	BUDGET
10-481-0500	Travel/Training	\$3,000	\$3,000
10-481-4100	Planning	\$3,500	\$3,500
10-481-4300	ARB	\$1,000	\$1,500
10-481-4400	BOZA	\$500	\$1,500
10-481-4600	Misc Expense	\$100	\$100
	Total	\$8,100	\$9,600

10-481 Boards and Commissions

Overview of Expenses

10-418-0500 Travel/Training - \$3,000

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

10-481-4100 Planning - \$3,500

This line item represents the salary for the PC members.

10-481-4300 ARB - \$1,500

This line item represents the salary for the ARB members.

10-481-4400 BZA - \$1,500

This line item represents the salary of the BZA members.

10-481-4600 Miscellaneous Expense - \$100

This line item covers miscellaneous expenses, such as background checks, etc.

Total Boards and Commissions - \$9,600

ITEM	Expenditures -		
	Capital Improvement Projects	FY18	FY19
		AMENDED	DRAFT
	Line Item	BUDGET	BUDGET
10-493-9001	T-2 Main Street Intersection Project	\$1,188,196	\$705,334
10-493-9002	SW-5 Quantico Creek Stream Restoration	\$800,000	\$800,000
10-493-9003	PR-2 Ginn Memorial Park SWM	\$167,000	\$0
10-493-9004	Prince William Estates Drainage Project	\$0	\$150,000
10-493-9005	Town Municipal Building Build-out	\$0	\$295,000
10-493-9006	Tripoli Blvd Storm Water Management	\$0	\$656,300
	Transfer to Capital Projects Total	\$2,155,196	\$2,606,634

10-493 Capital Projects

Overview of Expenses for Capital Investment Budget

10-493-9000 Capital Projects

Funding for Capital Projects listed below:

- 10-493-9001 T-2 Route 1 Intersection \$705,334**
This project consists of an additional lane on Graham Park Road between Fraley Boulevard and Main Street increasing its width to four (4) traffic lanes. It also includes an addition of a northbound lane between Tebbs Lane and the Curtis Drive/Graham Park Road Intersection, replacement of existing traffic signals with synchronized traffic signals to improve traffic flow, provisions for pedestrian accessibility, and the construction of a new Triangle Shopping Plaza entrance from Main Street. The project is being funded by SAFETEA-LU Funds, RSTP, Urban Construction Initiative Funds, NVTA 30% Funds (HB 2313), VDOT Revenue Sharing Match funds, Local Revenue Sharing Match, and Local General Funds.

Current funding for this project is General Funds (\$123,918), + Urban Construction Initiative Funds (\$595,278) + 30% NVTA (HB2313) Funds (FY15-17 \$351,000 + FY18 \$118,000 = \$469,000) = \$1,188,196 project funds.
- 10-493-9003 SW-5 Quantico Creek Restoration \$400,000 (+ \$400,000 from SLAF Grant)**
This project includes restoration of Quantico Creek. The improvements start at the west Town Limit going approximately 800' in an eastward direction. This project is funded through the Capital Budget and Grants. The scope will be expanded in future years to include restoration of Quantico Creek within the Town Limits.
- 10-493-9004 Prince William Estates Drainage Project - \$150,000**
Second phase: consists of the replacement of two 36" concrete pipes under Dominion Drive with one 3' x 8' box culvert to increase the flow of storm water to approximately 155,301 gallons per minute.
- 10-493-9005 Town Municipal Building Build-out - \$295,000**
Project consists of the necessary construction in the new town municipal building for administration. The following items will need to be constructed, purchased, and installed:
Dias - \$25,000, Chairs \$25,000, Audio video system - \$150,000, Moving Company - \$10,000, Computers wired internet - \$10,000, Buildout of Offices - \$50,000, Outside sign \$15,000, Inside Seal of Town - \$10,000
- 10-493-9006 Tripoli Boulevard Storm Water Management - \$656,300**
Tripoli Boulevard has an open ditch along the north side of the street. An enclosed storm water system was designed to eliminate the ditch. Council appropriated \$55,000 in the FY17 Operation Budget line item 10-444-5803 for design drawings. This project was not funded in the FY18 Capital Improvement Budget.

A revenue sharing application requesting 50% of the funds required for this project has been submitted and is in the process of being approved for FY-19

Total Capital Investment Budget - \$2,606,634

ITEM	Expenditures -		
	Debt Service	FY18	FY19
		ADOPTED	DRAFT
	Line Item	BUDGET	BUDGET
10-495-8000	Debt Service	\$384,373	\$381,097
10-495-8010	Debt Service TMB	\$0	\$295,000
	Total	\$384,373	\$676,097
TMB = Town Municipal Building			

10-495

Debt Service

The Town is presently paying on three different bonds.

Overview of Expenses

10-495-8000 Debt Service

The payment schedule for FY19 is as follows:

	Payment Date	Amount
Series 2012B	10/1/2018	\$ 33,262.50
	4/1/2019	\$ 8,006.25
Series 2010A	10/1/2018	\$118,331.25
	4/1/2019	\$ 21,111.25
Series 2010K	8/1/2018	\$ 70,000.63
	2/1/2019	\$130,000.63
10-495-8000 Total Payments		\$381,097

Bond Series 2012B (originally 2003A) period ends 4-1-2028. Current balance \$355,000.00. Interest rates varies from 4.25% to 5.125%.

Bond Series 2010A (originally 2002A) period ends 4-1-2027. Current balance \$1,025,000.00. Interest rates varies from 3.736% to 5.20%.

Bond Series 2010K period ends 2-1-2041. Current balance \$2,595,000.00. Interest rates varies from 4% to 5.5%.

10-495-8010 Debt Service Town Municipal Building \$295,000

New debt service for the Municipal Building. VML/VACO anticipated loan based on 30 years. The loan will be based on 35% tax-exempt and 65% taxable loan, broken in two parts.

Total Debt Service - \$676,097

SUMMARY		
	FY18	FY19
	AMENDED	DRAFT
	BUDGET	BUDGET
Operation Revenue	\$6,949,104	\$4,714,776
Capital Revenue	\$0	\$2,606,634
Total Revenue	\$6,949,104	\$7,321,410
Expenditures, Gen'l		
Governing Body	\$70,405	\$96,856
Administration	\$943,495	\$999,632
Information Technology	\$215,400	\$167,500
Buildings & Grounds	\$121,015	\$241,487
Police Department	\$1,603,745	\$1,351,599
Street Maintenance	\$271,191	\$275,739
Community Development	\$197,442	\$245,005
Public Works	\$766,793	\$423,820
Stormwater Management	\$140,839	\$149,000
Events	\$71,110	\$78,441
Boards/Commissions	\$8,100	\$9,600
Debt Svc	\$384,373	\$676,097
Total Operations	\$4,793,908	\$4,714,776
Capital Projects	\$2,155,196	\$2,606,634
Total	\$6,949,104	\$7,321,410