

**AT A WORK SESSION OF THE DUMFRIES TOWN COUNCIL, HELD ON APRIL 15, 2014, AT 7:00 P.M., IN COUNCIL CHAMBERS, 17755 MAIN STREET, DUMFRIES, VIRGINIA:**

**THERE WERE PRESENT:** Mayor Gerald Foreman  
Vice-Mayor Willie Toney  
Charles Brewer  
Kristin Forrester  
Helen Reynolds  
Gwen Washington  
Derrick Wood  
Daniel Taber, Town Manager  
Olaun Simmons, Town Attorney

**THERE WERE ABSENT:** None

**IN RE: CALL TO ORDER AND ROLL CALL**

Mayor Foreman called the meeting to order. Dawn Hobgood, Town Clerk, took roll call.

**IN RE: MOMENT OF SILENT PRAYER AND REFLECTION AND PLEDGE OF ALLEGIANCE**

There was a moment of silent prayer and reflection, then all in attendance recited the Pledge of Allegiance to the Flag of the United States.

**IN RE: ADOPTION OF THE AGENDA**

Mr. Foreman moved, seconded by Ms. Forrester, to approve the agenda as presented. The motion carried by the following roll call vote: Mr. Brewer, yes; Mr. Foreman, yes; Ms. Forrester, yes; Ms. Reynolds, yes; Mr. Toney, yes; Ms. Washington, yes; Mr. Wood, yes.

**IN RE: CITIZEN COMMENT PERIOD**

Chris Caldwell, representing the Dumfries Business Association (DBA), was before Council to talk about the FY15 budget. The DBA would like to thank Mr. Taber and his staff on the outstanding job done on the FY15 budget. He gave kudos to Mr. Taber for not giving himself a cost of living increase in his salary. The DBA recommends the Mayors salary be reduced from \$42,211 a year to \$33,500. The DBA recommends that all RFP's for professional and maintenance contracts be posted with the businesses in Town having the first right of refusal. Once the RFP is awarded, it should be posted publicly with who was awarded the contract for transparency in government. The money allocated to Ginn Memorial Park should be reallocated to the Weems-Botts Museum Annex for maintenance and mold remediation. The \$40,000 seems high for a park for maintenance. The DBA recommends hiring a Zoning Code Official to enforce the Town's zoning ordinances, business license compliance, and tax enforcement. The \$25,000 for Parks and Recreation programs is too excessive and the money should be moved to other projects or a reserve fund. The Easter Egg Hunt should not be funded since the eggs are donated and volunteers

administer the work. The salary and benefits of the Community Services Director of \$81,029 is excessive and should be lowered. The DBA recommends that the volunteer program not be funded; volunteers should not be needing funds. The DBA has been conducting interviews with Council members. He thanked the Mayor and Mr. Brewer for participating. The DBA has decided to move the publication of its newsletter to the first week in May. He asked that Mr. Toney and Ms. Washington reschedule their interviews before Wednesday April 30. Mr. Wood and Ms. Reynolds have not agreed to be interviewed and Ms. Forrester has declined.

**IN RE: INFORMATION ITEMS  
A. TREASURER'S REPORT**

There were no questions or comments.

**IN RE: DISCUSSION ITEMS  
A. FARMERS' MARKET – TRACY HANNIGAN, DIRECTOR RECREATIONAL SERVICES PRINCE WILLIAM COUNTY (PWC)**

Ms. Hannigan thanked Mr. Wood for coming out and meeting with them about the Parks and Recreation Commission. She was asked to provide a little bit of history, some of the current operating procedures, marketing and some of the pros and cons and the challenges they are currently facing with operating their Farmers' Market. She asked if anyone had been to the Farmers' Market at Dale Boulevard and Gideon. It is very popular and during the peak months, they can have over 3,000 people attend in five hours. A lot of publicity just because of the location is critical to a successful Farmers' Market. Part of the challenge is to find a suitable location.

**HISTORY**

- ✓ The Dale City Farmers' Market opened 27 years ago and was operated by the Cooperative Extension.
- ✓ In 1993, the Dale City Farmers' Market was transferred from the Cooperative Extension to the PWC Parks and Recreation.
- ✓ The Dale City Farmers' Market was permitted to continue using the VDOT Commuter Lot, with the stipulation that permission be requested on an annual basis.
- ✓ The PWC Board of Supervisors did not want a flea market type atmosphere and required staff to manage and oversee the event every Sunday from about 7 a.m. to 2 p.m. The employee manages the vendors, observes the patrons, handles any questions, and promotes the event.
- ✓ In August, there is the Farmers' Market National Week and during this time, the event includes face painting and balloon art to create more of a family atmosphere.
- ✓ Community education is promoted with visits from Master Gardeners and Public Works Mosquito group about mosquito control.

✓ In addition, Master Gardeners collect donations and vendors donate too, to give to the local food banks.

✓ In 2001, the demand grew for the Farmers' Market by citizens. There was enough interest from the vendors that about 20 vendors participate from December to March.

**OPERATING PROCEDURES**

- ✓ Market operates every Sunday from 8 a.m. to 1 p.m.
- ✓ Average 45 to 50 vendors – the maximum number is 50.
- ✓ Each vendor is assigned a space.
- ✓ Vendors provide their own tent, tables, insurance, and waivers.
- ✓ Vendors are in charge of their area, keeping it clean.
- ✓ It is a rain or shine event.
- ✓ There is a 60% attendance requirement for participation that has to be met each month.

**MARKETING**

- ✓ Marketing has been done mainly through word of mouth.
- ✓ Most vendors/producers have their own websites and use social media.
- ✓ Parks and Recreation promote the market as well.
- ✓ They could not pay enough money for the location that they have with the visibility that they have on Dale Boulevard.
- ✓ A banner is placed on the road every Sunday.
- ✓ There is very little advertising done through the newspapers.

**PROS**

- ✓ The customers actually gets to meet the farmers they buy from and well as being educated about the fruits and vegetables.
- ✓ There is a 100-mile radius requirement. It used to be a 200-mile radius.
- ✓ The Farmers' Market offers an opportunity for vendors to make connections with the community

**CONS**

- ✓ Outdoor market, inherent conditions such as high heat, storms, colder weather
- ✓ No electricity, some vendors bring small generators
- ✓ No bathroom facilities (have to cross the street to the shopping center)
- ✓ Enforcing producer's only rules. Vendors have to produce the products they sell
- ✓ For new markets the challenges are:
  - Marketing

- Recruiting vendors
- Attracting customers

She mentioned a list of the 50 vendors was provided to Mr. Wood. Many of the vendors go to vend five days a week at several markets in Northern Virginia. Some of the larger markets are in the City of Alexandria, Falls Church, Dale City, and the City of Manassas. She cautioned the Town to not bite off more than they can chew initially, but find a place with visibility. She suggested talking to some of the vendors to determine what it would take to draw them to Dumfries. The staff that Dale City has costs about \$16,000 annually. The charge to the vendor is \$250 per season. The Town can charge a percentage or a seasonal fee. She noted the seasonal fee is easier to administer.

Mayor Foreman thanked Chairman Stuart, Supervisor Cardigan and the PWC staff for allowing her to come out. He commended Mr. Wood for seeking her out. He stated the vendors from out of Town will bring the food you want as long as you call them beforehand. There are a lot of vendors and the selection is excellent.

Mr. Wood understood that they used the temporary banners and asked whether there was a permanent sign.

Ms. Hannigan stated there is a permanent sign.

Mr. Wood asked if they have a waiting list.

Ms. Hannigan stated they average 10 to 13 every year on the list. It is difficult to get a spot. It is critical to not saturate the market with too many of the same items.

Mr. Toney thanked her for the information. He asked if she was involved from the beginning.

Ms. Hannigan stated she was not. When the market started, there were 10 to 15 vendors and for the last 15 years, they have had 50 vendors. It is all about having a great location and patience is critical.

Mayor Foreman stated the Town attempted a farmers' market. It started very strong and then dwindled down to just a few.

#### **B. HEIGHT RESTRICTIONS – COUNCILMAN BREWER**

Mr. Brewer stated that Council discussed amending the height restrictions a few work sessions ago. He proposed the maximum height not to exceed 120 feet or 12 floors, with an additional ten feet allowed to accommodate rooftop fixtures. Under a conditional use permit (CUP) the height could go up to 150 feet or 15 floors, with an additional ten feet to accommodate rooftop fixtures. All mechanical equipment would need to be screened from sight. The only problem with the current height restriction is the setback requirements. If you do not have the appropriate amount of land, you will not be able to go up at all.

Ms. Forrester asked what the process would be for this amendment.

Mr. Taber stated it would be good to go through a public hearing process to get citizen input whether it is required or not. He was not aware of any projects pending and there would be time to work through the process.

Mr. Toney stated this is a good idea. When he served on the PC this was discussed. He felt it was time to revisit the ordinance to be more attractive to developers.

Mr. Brewer noted the current ordinance restricts the height to 55 feet or 75 feet under a CUP. For example, a hotel has a pool, lobby area, and mechanical equipment, which essentially eliminates two floors. With 12 floors, actually only about nine floors could be fully utilized.

Mayor Foreman asked if they needed a motion to move this to the PC for review and recommendation.

Mr. Taber stated a motion was not needed.

### **C. PURCHASE OF VEHICLE – CHIEF EDWARDS**

Chief Edwards was before Council to request funding to purchase a new vehicle to replace a 2004 fleet vehicle that has been deadlined due to repair costs, overall condition, and the fact that the police radio will not be able to communicate with dispatch after April. The request is for funds from the approximate \$67,000 salary surplus in the FY14 budget due to delays in filling vacancies be used to purchase a 2014 Ford Interceptor SUV AWD, which will include the purchase and installation of necessary equipment, painting, and decaling. She is asking that an emergency motion be made this evening, due to time constraints, in order to allow adequate time to order the vehicle, have it delivered, purchased, and install the equipment by the end of FY14.

Mr. Brewer asked how many vehicles the Police Department currently has.

Chief Edwards stated there are nine vehicles.

Mr. Brewer noted one is used by the Chief and one by the Captain, which leaves seven and with the one out of commission there really are six usable vehicles. He asked how many officers are on staff at one time.

Chief Edwards stated three plus the School Resource Officer (SRO) at the school. It was clarified that there are five vehicles operational.

Ms. Reynolds stated that last year a new police vehicle was purchased and a few weeks ago, a request was made to upgrade the laptops to meet State requirements.

Mr. Taber clarified that was part of the IT budget.

Chief Edwards stated the request is for a vehicle and all of the equipment that goes in it.

Ms. Reynolds indicated there are more vehicles than there are employees. She asked if the officers could share vehicles.

Chief Edwards stated the officers could not. She explained that officers need their own vehicles and often have to drive to events. The vehicles get used frequently. Once they are fully staffed they will only have one additional vehicle.

Ms. Reynolds asked if a list of all of the vehicles and their year, make and model could be provided.

Chief Edwards provided the following information on the current vehicles.

- One 2005 Charger
- Two 2007 Chargers
- Two 2008 Chargers
- One 2004 Crown Vic
- One 2011 Crown Vic
- Two 2014 SUV, AWD that were recently purchased.

Ms. Reynolds asked which vehicle is deadlined.

Chief Edwards responded, the 2004 Crown Vic.

Ms. Reynolds asked why the vehicle was out of commission.

Chief Edwards responded there are several issues, which include the suspension, transmission, air conditioner and alternator. It was the plan to replace this vehicle in 2015 but due to the surplus in funds, she felt that it would be a smart decision to replace it now.

Ms. Reynolds asked why this is an emergency.

Chief Edwards explained the car has to be received by June 30 in order to account for the expenditure in FY14. In order to physically do that, the decision would need to be made quickly.

Mr. Taber noted the vehicle would go to auction and the Town might get \$750 to \$1,000 which would go into the general fund. Due to Council deciding that action at a work session could not be done unless it was time sensitive is the reason for using the word emergency. If the decision is not made until the next meeting, it reduces the timeline to 60 days and makes it questionable as to whether the vehicle would get here on time.

Mr. Brewer was floored at the last meeting when he heard the Police Department did not provide 24-hour coverage. He asked if there was a plan to implement 24-hour coverage.

Mr. Taber noted that Ms. Washington requested a staffing review. This is scheduled to be done at the end of the year since there are no funds available to do so at this time. The Police Department is setting up interviews now and plans to get back up to full strength as soon as possible.

Mr. Brewer has always been a big supporter of public safety; however, at this time, since the Police Department is not fully staffed, he cannot support the request.

Mr. Toney asked how many miles are on the Crown Vic.

Chief Edwards did not have that information with her.

Mr. Toney believes the Town should have the best equipment available and not be handicapped. These vehicles are constantly in motion and get a lot of abuse. He feels the request is required, is timely, and supports the request.

Ms. Forrester stated that Council wants 24-hour service; however, for some reason the Town cannot get the current staffing levels fulfilled. She does not know how Council cannot support the request. She pointed out that Chief Edwards has never come forward with a frivolous request.

Ms. Forrester moved, seconded by Mr. Wood, to approve the resolution authorizing the purchase of a new vehicle for the Police Department.

Mayor Foreman asked if the vehicle involved in the accident was replaced or repaired.

Chief Edwards stated it was repaired and put back into service.

Mayor Foreman has always been an advocate for the Police Department to be the right size and the right mission. He pointed out that it does not state anywhere in the budget what the ultimate vehicle status would be. He stated this needs to be part of the budget process it needs to be fully articulated what the fleet size will be. The fleet size should be based on a specific number of officers. He asked that the number of vehicles required for a full 24-hour service be provided as well.

The motion carried and the following resolution was adopted by the following roll call vote: Mr. Brewer, no; Mr. Foreman, yes; Ms. Forrester, yes; Ms. Reynolds, yes; Mr. Toney, yes; Ms. Washington, yes; Mr. Wood, yes.

**RESOLUTION TO AUTHORIZE THE PURCHASE OF A NEW VEHICLE FOR THE POLICE DEPARTMENT**

WHEREAS, the Town of Dumfries ("Town") Code Section 2-83 (13) states the Town Manager cannot approve or execute contracts that involve a sum greater than \$5,000; and

WHEREAS, in Section B (II) of the purchasing policy the authority to sign purchase orders over \$10,000 is vested with council and delegated to the Mayor after council approval; and

WHEREAS, there is a 2004 vehicle in the police department fleet that has been dead lines due to increasing repair costs, condition of the vehicle, and a radio that will not be able to communicate with the Prince William Communications Center or other officers when a radio upgrade becomes effective around the end of April 2014; and

WHEREAS, the total expenditure to purchase a 2014 Ford Interceptor SUV AWD and equipment it with necessary emergency and security equipment will be \$56,767.45; and

WHEREAS, funding is available in the FY14 budget for this purchase; and

WHEREAS, due to generally accepted accounting principles delivery of the vehicle must be before the end of this fiscal year, June 30, 2014, which requires an emergency motion be made.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Dumfries does hereby authorize the Mayor to sign a purchase order totaling \$56,767.45.

**D. AMENDMENT TO THE FUNDRAISING AND DONATION POLICY –  
OLAUN SIMMONS**

Mr. Simmons stated the changes were made that Council requested and is before Council for consideration.

Mr. Wood moved, seconded by Ms. Forrester, to accept the language as presented, and place the fundraising and donation policy under the consent agenda for adoption at the May 7 meeting. The motion carried by the following roll call vote: Mr. Brewer, no; Mr. Foreman, yes; Ms. Forrester, yes; Ms. Reynolds, yes; Mr. Toney, yes; Ms. Washington, yes; Mr. Wood, yes.

**E. DISCUSS/RECEIVE A BRIEFING ON TOWN EVENTS APRIL THROUGH  
JULY 2014 – MAYOR FOREMAN**

Mayor Foreman explained that Council votes on the events and expenditures. Council gets the flyers, attend the events, and sometimes Council hears about an event as it is happening. He indicated Council should receive a brief from staff on the upcoming events. He recommended it be placed on the work session agenda. He mentioned the following events were coming up.

- April 19 – Annual Easter Egg Hunt and Inspirational Festival
- May 3 – 5th Annual Multicultural Festival
- May 16 – Bike to Work Day
- May 17 – 3-on-3 Basketball Tournament
- June 21 – 5k Family Walk/Run
- Active event – Community Gardening (started March 22)

If there is an event where a program or agenda is available, Council should be provided this prior to the event occurring. If there are guest speakers Council will know and approve them. Council approves the grand marshal and should be approving honorees of the Black History Month Celebration or program. This allows Council to be involved and committed. He was not aware that the gardening event was postponed until he received the blackboard message. Council should be receiving an email for the Chair or person who is coordinating the event. He asked that the Town Manager provide an update of the upcoming events.

Mr. Brewer thought the Parks and Recreation Commission was an advisory group to Council. It is the job of the Parks and Recreation Commission to plan the events and then come to Council to approve the details of the events. With that being the case, he does not recall receiving anything on the 3-on-3 basketball tournament. One thing the Town needs to be careful of is liability. What happens if someone gets hurt at one of the events? The Town could be sued. The events need to fall under the Town Manager's

purview and it should fall under his Department or a Department that he designates, not the Commission. He believes it is opening the Town up to liability. They should find out from the Community Services Department what the event entails. There are events that will require assistance from other Departments.

Mr. Taber stated that the Virginia Municipal League (VML) insurance covers events unless there is gross negligence. He must have misunderstood because he thought the Town would still operate the same existing events and the Parks and Recreation Commission would sponsor other programs. If it is Council's decision that staff take on these events it will require another staff member. In managing this concept, he was under the belief that they would provide support for contracts and paying bills, but the Parks and Recreation Commission would staff the events. Applications for the Community Services Director position closed a week ago and there seems that a lot of extra work is being requested handle. One person cannot do all of this work.

Mayor Foreman pointed out that this discussion was about briefs on the events and there is a line item in the budget for the Parks and Recreation Commission, which is where the other discussion should be had.

Mr. Taber stated that Antoine Harris, Acting Community Services Director, emailed Council the schedule of events. He has worked with the Parks and Recreation Commission on the Inspirational Festival and there will be Police Officers and staff from Public Works at the event. Staff has spent several hours in negotiating the contracts and finalizing details. As far as the events, the Parks and Recreation Commission can provide details.

Mr. Brewer understood that VML would cover the event; however, would it be necessary to have a staff member present to oversee the volunteers.

Mr. Taber would need to get an answer from VML.

Ms. Forrester suggested that volunteers sign liability waivers.

Mr. Taber would work with the Town Attorney on drafting a liability form.

Mayor Foreman asked what was budgeted for each event and whether the events are above or below what was budgeted.

Mr. Taber stated in the FY14 budget the Town events are listed separately and specific amount of money is budgeted for those events. For the events put on by the Parks and Recreation Commission, the budget was not specific; however, the Commission was given a total of \$25,000 to work with.

Mayor Foreman asked what was budgeted for the Inspiration Festival.

Mr. Wood stated \$3,000 was budgeted for that event.

Mayor Foreman felt vendors should be local businesses first and asked if the Commission was approaching local businesses.

Mr. Wood indicated the Commission starts locally.

Mayor Foreman noted the comedian was from out of state.

Mr. Wood stated the comedian is from Maryland.

Mayor Foreman asked for brief on the Inspiration Festival. He asked if the groups selected for the event were local.

Mr. Wood stated they were.

Mayor Foreman asked what the motivational speaker would speak on.

Mr. Wood responded that it would be geared towards inspiring the youth.

Mayor Foreman asked what type of comedian they were using.

Mr. Wood stated he was a positive comedian.

Ms. Washington asked what the transition period was between the Easter Egg Hunt and the Inspirational Festival. She sees a lot of down time and does not want to lose the participants.

Mr. Taber stated there would be a DJ between the two events.

Mr. Toney stated the Commission is new and has not been around for a full year. They need to keep good records to understand what their weaknesses are. He does not think it would be useful to have an update at the Council level on every event. The Council should go to the Commission meetings to get details. He believes there will be improvements in 2015 from 2014.

Mayor Foreman stated two of the four events are small and do not require a lot in terms of details. The 3-on-3 basketball tournament at Ginn Memorial Park is a big event. The Multicultural Festival is May 3 and happens right around the next Council meeting. He supposed that was a brief that Council should get. The 5K Family Walk/Run should receive a brief. We do not need to be down in the weeds. This is just an overview of where the event is at planning wise and to make sure it is on budget.

Mr. Taber asked Antoine Harris to provide a brief on the Multicultural Festival.

Mr. Harris stated he has verbal commitments for entertainment. They have a blue grass band, a folk band, an R&B singer, inspiration, a Hispanic singer, and a belly dancer. There is a wide variety of entertainment and nobody should be disappointed. He is still accepting applications for the BBQ battle and vendors. The deadline is April 21. Next week they should have a complete schedule of events.

Mayor Foreman asked if there would be any country western bands.

Mr. Harris stated there would be a blue grass band.

Ms. Reynolds asked if the vendors from last year were contacted.

Mr. Harris stated he has.

Mr. Toney reached out to several groups and they had not been forthcoming about whether or not they are coming. He suggested changing the name to Spring Festival. This is a very diverse community and this is an opportunity to participate. He reiterated that April 21 is the deadline to sign up.

Mayor Foreman asked about the Bike to Work Day.

Mr. Taber stated the Town provides a rest stop and advertising. Last year there were several positive comments and for some it was the first time they had ridden through the Town. He gave a shout out to Danny Cosner for all he is doing for the event.

Mayor Foreman asked about the 3-on-3 Basketball Tournament.

Mr. Peet, Chair of the Parks and Recreation Commission, stated the 3-on-3 Basketball Tournament would be held on May 17 at Ginn Memorial Park. The Commission is looking at getting a dunk tank for Council Members, a Doctor Seuss character and Spiderman, who will walk around handing out toothbrushes and books. The Commission wants Council to come out and participate. Safety is always first. They will have some beach music, blue grass, and DJ Angie.

Ms. Reynolds asked how the 3-on-3 basketball tournament would be broken down. It is by age, gender, etc.

Mr. Peet stated elementary school, middle school, high school, and adults break down the categories.

Ms. Reynolds asked if they would separate the categories into gender.

Mr. Peet was waiting to decide until he got feedback from both genders as to how they would like it.

Ms. Reynolds asked what the response has been from the community on the activities that the Commission has been putting on.

Mr. Peet stated the community is loving it. He was very happy about being at the beginning of the development of this. He thanked the Council for the opportunity, especially Mr. Toney for bringing the opportunity to him and Mayor Foreman for his support and guidance.

Mayor Foreman asked about the 5K Family Walk/Run.

Mr. Wood stated they have an initial concept meeting with the Chief of Police, Joann with Historic Dumfries, Robin with Action in Community Through Service (ACTS) about the history of the one that Image Church and ACTS have sponsored. The goal is to use this as an opportunity to raise funds for the scholarship program. The Commission is on the process now of drafting a letter to send to all of the businesses to get sponsorship. He found out that the 5k that was put on by Image Church and ACTS was not just a walk, but it included a family fun day in the park. The Commission would like to mirror what was done before and the direction Commission is moving toward.

Mayor Foreman mentioned the event is scheduled for June 21, so as the event gets closer, there needs to be a date that determines whether the event is going to happen or not. There needs to be goals set to determine success or failure. This event like the Christmas Parade requires planning all year long and a lot of coordination is required. He asked about the community garden project.

Mr. Wood mentioned that Commissioner O'Kelly Russell did a great job with the design. The weather has set the project back a little. The volunteer support has been great. He asked Commissioner Prince provide an overview on the volunteers.

Ms. Prince stated the Commission has had a steady flow of volunteers. Mike Lee with Lee's Home Repairs, Trey Guthrie with U.S. Lawns, and Mr. Arshad with Muslims for Peace, have helped. Surrounding residents have also participated as well.

Mr. Wood mentioned there are pictures on the website of the progress that has been made. He noted the retaining walls are complete. The Commission met with Nancy Berlin, Master Gardener, onsite last weekend. The concept is to have the gardens ready in May so that people can come out and double dig, have the first planting and educational session. The fence to the south is the basketball court fence. There are two tiers, a lower and upper level, that consist of 26 plots. The Master Gardener provided some recommendations. One was having an additional walkway. There is no water at this time. The hope is to build a shed that will hold a solar powered battery with a sump pump to allow rainwater to be collected and pumped into the garden. The plan is to keep the garden completely organic. There are grants available that would allow the hiring of an individual to educate the community on gardening and producing local food. He thanked Mr. Hashimi and Capital Rentals for donating the use of equipment.

Mayor Foreman asked for the list of volunteers from the last event and this one in order to send out thank you letters. He asked when things are being done on the weekends and for upcoming events that Council be sent an invite when projects are being worked on.

Mr. Toney indicated the garden concept shows the community's vision. He pointed out that a lot of work went into the concept and the results reflect this. He is excited and reminded everyone that this used to be a donkey farm.

Ms. Washington commended the Commission on the project and thinking ahead with the schools. This could be a real destination for field trips. People are being asked to do things and they are responding, which usually does not occur when the Town asks for volunteers.

Mr. Wood noted the information about the gardens would be on the website. It will contain the rules and provide details on how to get a plot. The Master Gardener will come out once a month to provide pointers.

Ms. Reynolds asked what would be done with the produce that is cultivated.

Mr. Wood explained that individuals who have a plot would work the plot, grow vegetables or flowers, and keep what is produced.

**F. VML POLICY COMMITTEE NOMINATIONS – DAN TABER**

Mr. Taber stated that VML, even though some of this may change with the Town elections in May, would like nominations for committee seats.

Mayor Foreman stated the Town pays VML for services, to be part of a team, and VML knows town elections are in May and should wait until after the election. There is no point in doing this now knowing that changes will have to be submitted.

Ms. Washington agreed with the Mayor. This should wait until after May 3.

It was decided the matter would be brought back after the elections.

**G. PROPOSED FY15 BUDGET – DAN TABER**

Mr. Taber mentioned the FY15 budget construction process was a challenge for staff in trying to balance providing the needed services against the finite source of revenue. In some cases, predicted revenue in this budget may change before the actual adoption of the budget as the Town is yet to be notified of actual amounts the Town will receive in certain categories of funding that is provided by the Commonwealth of Virginia. The proposed budget continues to support Council's desires across a wide spectrum of things that Council has discussed during Council meetings. The proposed budget reflects a two-cent reduction in the property tax rate to .2533 cents per 100 of assessed value for FY15. In addition, the cigarette tax has been reduced by five cents per pack, the vehicle decal fee has been reduced by \$1.00 to \$24.00, and the established fee for stormwater management has a \$2.00 rate reduction. The proposed budget does not support a tax reduction in the Business/Professional/Occupational License (BPOL) tax rate. The Town remains competitive in this area with neighboring jurisdictions when comparing BPOL tax rates. He intends to bring a work session item before Council later this year recommending that Council consider some initial BPOL tax relief incentives for new businesses coming into the Town. For example, the Town does not collect any taxes for a business that is not here. So, the question would be what harm is it to give a one, two, or three year, depending on the size of the business, waiver on BPOL taxes. He reminded Council that there was a State mandate three years ago that required localities that participate in the Virginia Retirement System (VRS) to provide a one percent salary increase to employees to cover a one percent cost of retirement over five years. A new line item under administration, 10-412-3007, for \$7,500 was included for marketing and promotions to cover costs associated with publications and items purchases to market the Town. As indicated in the Capital Improvement Program (CIP) \$40,000 has been set aside for Ginn Memorial Park for routine maintenance and repair, restroom facility rentals, and then the expansion of the Park as approved by Council. Travel and training has generally been cut in almost

every department with the exception of administration. A slight increase is recommended to cover customer service training for all employees that have routine interaction with Town residents as part of their job function. In the Public Works budget, line item 10-443-9103 was added to cover the local matching funds required for the Town for the first stage of the Route 1 widening project. That is a \$1.6 million dollar pot of money and surprisingly the matching requirement for the Town is only \$7,000. Efforts will continue in FY15 to improve Quantico Creek, it is in the CIP, and \$40,000 is included in stormwater management broken down in different line items that will be geared toward continuing to work on the Creek. Initial engineering and site work upstream will begin this fiscal year and there are funds set aside in the current budget to support that. Under line item 10-472-2808, \$25,000 has been set aside for the second year of programs sponsored by the Parks and Recreation Commission. It is anticipated the Parks and Recreation Commission will come before Council seeking approval for specific with the amount of money the Commission wants to spend on those programs and will only proceed with those programs if the money remains in the budget and gets approval. There is an added revenue item that is the result of the transportation bill that passed where the Town will get a yet to be determined amount of money. The thought is that the Town will receive around \$80,000 that will be used for transportation and transportation related projects. He proposes that the funds be utilized to complete the sidewalk project up on Possum Point Road since it does not take away from any projects that have been funded or talked about because it is new money. What was done last year, and what staff is prepared for tonight, is to provide a rundown on each departments budget.

Mayor Foreman asked Ms. Forrester to keep track of the Council's recommendations. The Clerk is also keeping track. He noted that Ms. Forrester provides a great summary at the end of the meeting. He recommended going department by department.

Ms. Reynolds recalled last year requesting sidewalks and was promised there would be funding for them. Then later on, it was stated that sidewalks were not included in the budget. She does not want to go through that again. She wanted to see where the money is for those sidewalks. She felt she was deceived and lied to last year.

Mayor Foreman indicated that it would be appropriate to start with revenue and work through each department from there and when Public Works came up the sidewalks could be addressed.

## **REVENUE**

Mayor Foreman was disappointed to hear the additional one-cent reduction in real estate taxes was not included, which is equal to approximately \$34,000. He will be a proponent to reduce the real estate taxes down to .24 cents instead of the proposed .25 cents. The projected revenue for vehicle tags is \$51,700 and asked how that works. He pointed out that in FY06, the Town received \$71,884 in vehicle tags and in

FY07 \$75,000. He read the following from the 2008 budget narrative. "The Town requires that each motor vehicle be licensed through the Town by purchase of a motor vehicle sticker. This includes cars, trucks, motorcycles, scooters, motor homes, buses, and the like. The cost of the tag is \$24.00 per year. The license year runs from April 15 to April 14. Approximately 3,000 tags are sold each year. This is a fairly constant number...". Now the number has dropped to \$51,700, which projected at that rate equals 2,154 vehicles. He asked if citizens voluntarily purchase the vehicle tag or are these people being pulled over.

Mr. Taber stated the Police Department on occasion checks for tags. If the vehicle is not registered in the Town, it is very difficult to get a sustainable charge of no Town tag when it is registered elsewhere. Many people say they are here visiting and do not live in the Town. If you go back, look from FY12 forward, \$55,000 and below is what the Town traditionally have been collecting.

Ms. Ladd explained that anyone who purchases a tag are put into the software program and notices are mailed out to those individuals. Of the 3,000 tags sold they are not all sold at the full price. After six months, the fee is reduced to half, then at nine months it reduced further, and it is only \$1.00 for military members.

Mayor Foreman asked what changed from FY08 when the figure was \$70,000 a year and now it is \$51,000, which is \$19,000 the Town is losing.

Mr. Taber was going to do some research.

Mayor Foreman would have appreciated having the 2013 unaudited numbers in the proposed budget for a comparison. He asked about the transient tax, 10-312-1001, dropping to \$126,000 from the previous amount projected of \$135,000.

Mr. Taber assumed that with the Federal Government going through sequestration, money getting tight, so people were not traveling as much, may have been factors. He really could not say why. The process used looked at where the Town was now and then project out the next four months by looking at was collected the last four months of the previous year to formulate a number.

Mayor Foreman asked about the miscellaneous revenue, 10-318-9914. He questioned the \$3,000 considering last year the Town collected \$9,400 and in FY12 \$19,833.

Mr. Taber explained the Town auctioned off vehicles and heavy equipment. The only thing to be auctioned is the deadlined police vehicle and anticipate getting \$1,000 to \$1,500. The fleet does not have a lot of old vehicles sitting around for a long period time.

Mayor Foreman stated this answered Ms. Reynolds question about where the funding went for the old fleet vehicles.

Mr. Toney asked if it was a typo on the planning and zoning fees, 10-313-0301, for FY14 in the amount of \$15,000.

Mr. Taber stated that a developer was expected to submit a project and pay a substantial fee, but it did not happen.

Mr. Toney noticed in several places there are areas that are lower than projected and other areas that are higher than projected. He mentioned the rental inspection fees, 10-313-0302, were eliminated.

Mr. Taber explained that several years ago a rental inspection program was developed that was never funded. The Town anticipated receiving fees from the property owner for inspections. His understanding is the program is still in limbo. There was a brief discussion while he was out about whether the maintenance code would replace that program or not and will be discussed at a future meeting. No money has been received for that program in previous years.

Mr. Toney noted that under business license, wholesale, other, 10-312-0306, the current budget is for \$23,000 and year to date the Town has only collected \$2,655. He asked if a large revenue increase was anticipated in the next couple of months.

Ms. Ladd stated that business license fees are due March 1.

Mr. Taber explained that some funds come in quarterly, others come in twice a year, and the projected amounts are calculated by what was received in previous year's collections during the same period of time.

Mr. Toney stated that only 50 percent of the Town's budget has been spent.

Mr. Taber explained that large amounts are spent on maintenance after the winter months. In discussion with staff it has been determined that those gaps will quickly go away.

Mr. Toney asked if 10-324-0414, Police Aid, was funding for the project Chief Edwards spoke about.

Mr. Taber stated no. He advised Council that the line item is not exact and depends on how much the State provides.

Mr. Brewer asked if the Town was anticipating a surge of money from the Department of Criminal Justice Services (DCJS) in 599 funds.

Mr. Taber explained that the amount received thus far is exactly half of what was projected. The funds are paid quarterly.

Mr. Brewer asked about the projected amount this year of \$10,000 for the DMV grant, 10-324-0417, noting that only \$4,100 was received last year and asked if the Town applying for more funding.

Mr. Taber explained a blanket amount is given to the Town to be used as overtime. The first half of this FY staffing was really low and not all the money could be spent. He asked Chief Edwards to talk about how the remaining funds are expected to be spent.

Chief Edwards stated the Police Department was awarded \$10,000. DMV bases the amount of funding on what was used in the prior year. The DMV wants the bulk of the funding to be used for speeding enforcement. The Police Department anticipates using the money for enforcement.

Mr. Brewer asked what the transient tax rate was.

Ms. Ladd stated that it is 5 percent plus \$1.00. The State puts an additional 2 percent on that, which is reimbursed back to the State.

Mr. Brewer asked about the real estate tax only being able to be reduced by two cents.

Mr. Taber stated if Council could find \$34,000, the real estate tax rate could be reduced further.

Mr. Brewer reminded Council that he requested a six-cent reduction.

Mr. Taber advised the only way that could go any lower would be to eliminate a Police Officer's position.

Mr. Brewer noted it could come from the sidewalk fund.

Mr. Taber reminded Council that this is their budget and ultimately they decide.

Ms. Reynolds wanted it on the record that she requested sidewalks in FY14 and there will be some sidewalks in the FY15 budget.

Mr. Wood asked if a revenue line item was needed for donations.

Mr. Taber explained that if it is in the revenue side there has to be an expenditure side too.

Mr. Wood asked about the Walmart grant.

Mr. Taber noted the new Community Services Director will be asked to participate in grant writing.

Mayor Foreman pointed out the narrative for Real Property – Current, 10-311-0101, states that the property values have increased by \$29,114,200 subject to any appeals, which is the same wording used for the FY14 budget. A comment was made about travel earlier. In the FY14 budget, a total of \$40,400 was budgeted and to date only \$25,362 has been used. In the FY15 budget \$38,900 is proposed. He is an advocate for travel and training; however, every year there is a large amount that rolls over. He felt the travel and training budget should be looked at and possibly reduced if it is not going to be used. Professional services and contracts was budgeted for FY14 in the amount of \$271,150 and only \$68,735 has been spent. The Council knows what \$100,000 of that is for. In FY12 \$161,092 was budgeted, in FY14 \$271,150, and the proposed FY15 budget is \$311,000, so it appears that the amount is being upped.

**GOVERNING BODY**

Mayor Foreman stated the FY14 budget for travel and training was \$4,000. He recalled an email was sent to Council asking what travel and training do you want. This year there was no email to Council. Last year Council was asked and so far, \$5,280 has been spent. He asked Council to submit their travel requests to the Town Manager.

Mr. Taber explained the issue is not knowing the exact cost for things like the room rates.

Mayor Foreman reiterated that Council should submit their requests to the Town Manager.

Ms. Reynolds asked if Town could pay for an additional day at the Virginia Municipal League (VML) conference since there are activities in the evening.

Mr. Taber explained that this year a majority of Council wanted to go and the room rates were very high.

Ms. Reynolds asked if there could be some contingency funds set aside for things like unfunded mandates in the budget.

Mr. Taber noted the line item 10-324-0901, transfer from the general fund. He explained the request would have to come before Council in order to move the funds into the budget.

Mr. Wood asked if there would be any expenses for the election.

Mr. Taber stated there are expenses for a special election.

Ms. Forrester reminded Council that she voted against the Boys and Girls Club membership because she feels that the group has fundraising opportunities and she had volunteered to contribute to the amount to cover the cost. She did not think it was wise for the Council to spend citizens money to sponsor any nonprofits because if you sponsor one why not another one. She just thought it was a dangerous area to get into. Council voted to do that and she accepts that. She is concerned because she thought the fundraising money was going to offset the expense and she sees that the full \$2,500 was spent last year and it is being budgeted for the same amount again this year. She knows of at least one fundraiser, because she bought tickets that should have offset the amount. She asked if those funds were going to be reimbursed.

Mr. Taber would talk to the Boys and Girls Club to verify whether the Town would be reimbursed. Originally, it was indicated that there were two ways to go. The Council member that was selected to serve on the Boys and Girls Club Board would have to guarantee to raise that amount of money or Council could just donate the amount of money.

Ms. Reynolds stated the Boys and Girls Club does a lot of things for this community and the \$2,500 the Town gives is not nearly enough for all the activities. She noted there are fundraisers and she participated and helped with them. She suggested the money be kept in the line item. The dividends the Town is getting from the funds does not compare to the \$2,500.

Ms. Forrester made clear that she was not arguing the value of the Boys and Girls Club or any nonprofit. Her issue is there is to be a \$2,500 contribution that can be donated either by the Town or it can be raised by the Board member. She pointed out that if the Board member is raising the money the Town

should not be paying the \$2,500. She asked if the Council member on the Board raises \$2,000, why the Town should pay the full amount. She understood that the Town would pay what was not raised.

Ms. Reynolds stated that maybe she was not being clear. The Boys and Girls Club needs more money. The money she raises goes to the organization as well. She is trying to help them.

Ms. Forrester advised she would have voted no either way; however, she did not believe that Council understood that was how the funding was working.

**ADMINISTRATION**

Mayor Foreman noted \$9,900 is being requested for travel and training. In FY14, \$8,900 was budgeted and only \$2,845 has been spent.

Mr. Taber stated most of the money has been spent; however, it has not been billed yet. There are some mandatory certifications coming up.

Ms. Ladd agreed. She mentioned that in April and May the Town Clerk and Treasurer have conferences to attend and the Town Attorney has one in June.

Mayor Foreman asked about the \$6,500 budgeted for ordinance review. He asked if the Town has ever spent over \$5,000 on ordinance review.

Mr. Hobgood clarified that the ordinance review is for Municode. Depending on the number of ordinances passed throughout the year depends on how much will be spent.

Mayor Foreman asked if the \$100,000 in professional contracts for FY14 will roll over into FY15.

Mr. Taber noted that the funds would go to the general fund at the end of the fiscal year. To get the funding back into the FY15 budget it would be shown as a transfer from the general fund.

Ms. Forrester asked about the employee drug screening line item. She pointed out that it was budgeted for last year and nothing was spent.

Mr. Taber explained the random drug testing occurs toward the end of the fiscal year.

Ms. Washington asked about the possibility of having someone come in and do some economic development for the Town.

Mayor Foreman noted that would be the next departmental budget discussed.

Mr. Wood asked about the \$64.00 spent so far for FY14 for postage and whether there was outstanding, postage to pay for out of the \$8,000 budgeted.

Ms. Ladd explained the postage meter was just reloaded with \$5,000. She noted that the meter is usually loaded once a year. She advised that the real estate tax bills go out twice a year, business license renewals, and vehicle tags.

**ECONOMIC DEVELOPMENT**

Mayor Foreman wants an economic development strategic plan for the Town developed. He noted that just because the Town does not have an economic developer or an economic development department that does not mean that money cannot be put into economic development.

The Town needs to continue to modernize and develop the community. The summary of the budget should include a vision of economic development.

Mr. Taber stated the \$7,500 for marketing the Town would address this. Originally, there was \$20,000 in the budget for an economic development consultant, which had to be cut.

Mayor Foreman stated the Town needs to take the next step and it does not require spending a lot of money.

Mr. Taber stated that once the Route 1 project is completed it would assist with driving economic development. His original plan was to get a professional video completed to market the Town but he was directed to cut taxes.

Ms. Forrester noted this is a policy discussion and not a budget discussion. A special work session in June should be held to discuss these things.

Mr. Brewer pointed out this is called a retreat and that is why a retreat should be held every year.

### **INFORMATION TECHNOLOGY**

Mayor Foreman noted the narrative for maintenance contracts is the same as the FY14 narrative other than the increase of \$40,000.

Teresa Johnson, IT Manager, stated the narrative changed to include the following in parenthesis, “this is for minutes connected to agenda and video on website”. This year they are talking about adding minutes to the page.

Mayor Foreman asked about the over \$71,000 in maintenance contracts since the Town has never spent more than \$40,000.

Ms. Johnson noted that in previous years, the Town did not have maintenance agreements on the camera equipment, the computers, and now the Town has an electronic board.

Mayor Foreman asked if \$71,000 is going to be the norm for maintenance contracts every year.

Ms. Johnson indicated it would.

Mayor Foreman thought this was excessive by about \$30,000. He asked that staff study what other communities were doing and how much they are paying for contract services.

Mr. Taber was going to break that down by the individual contracts for Council.

Ms. Johnson stated that last year the total was \$73,500 and the projection for FY15 is \$71,383.

Mr. Brewer asked about the \$22,000 budgeted for cell phones.

Ms. Johnson explained that the line item includes cell phones, the iPad, and air cards.

Mr. Brewer felt that needed to be looked at. He asked what the \$10,000 under professional contracts was for.

Ms. Johnson stated that covers the installation of equipment and grounding the cameras.

Ms. Forrester would like to see in the future an estimated cost for maintenance of new equipment. She indicated that normally you have a warranty and it typically you save money over time and it does not get more expensive. She did not see how the whole system works that great and certainly does not see the advantage over what used to be used. If Council had known how much it was going to cost up front and thereafter the expenditure would not have been made.

Mr. Taber asked if what was being requested was the initial cost and then the expenses related to that five years out.

Mayor Foreman did ask those questions when the Council started this two years ago.

### **BUILDING AND GROUNDS**

Mayor Foreman asked why the Town is paying for HVAC repairs for the Police Department. He felt the property owner should be paying for the HVAC repairs. He asked if the Town has ever paid over \$8,000 a year.

Mr. Taber stated the Town has never had an HVAC go. He noted that compressors have been replaced. This was the way the original contract was written for the Police Department that was extended. In this case, the property owner does not cover HVAC on the exterior of the building.

Mayor Foreman cannot believe that the Town signed a lease that required paying for an HVAC system that when the Police Department leaves will stay. There is inherent maintenance of the building that the property owner should be responsible for.

Mr. Taber noted the original lease was written and when it came up for renewal, and as the Police Chief at the time, he negotiated the extension going back to the original cost of the lease. In other words, there was an escalation clause in the contract. He neglected to look at the HVAC part of the lease.

Mr. Brewer asked why another \$40,000 is being put into Ginn Memorial Park. He asked if the Park was completely built out.

Mr. West stated that, in part, is up to the Parks and Recreation Commission. He thought the Commission has plans to do some additional work.

Mr. Wood stated the Commission is looking at Phase III. He noted the final concept in the Capital Improvement Program shows a pavilion, amphitheater, drinking fountains, and other items.

Mr. Brewer noted it would cost \$30,000 to tap in to the water lines alone.

### **PUBLIC SAFETY**

Mayor Foreman noted the night differential started in FY13, the Town has never paid \$3,000, yet the proposed budget has \$10,000. He noted with the overtime that the Town has never paid over \$38,000, yet the proposed budget has \$62,000. He asked why the amount \$40,000? That \$26,000 can be put back into the budget.

Chief Edwards stated it deals with staffing levels. The Police Department has two vacant positions. She noted that the numbers are based on being fully staffed. She pointed out that the Police Officers are paid overtime when they go to court and assist with special events.

Mayor Foreman asked the Chief to go back and consider lowering the amount.

Mr. Brewer asked if the Police Department is being used for an event whether the overtime should be charged to that event.

Mr. Taber noted that this would need to be discussed by Council.

Chief Edwards could provide data on overtime paid per event.

Ms. Forrester asked if the Town pays for training a staff member and that staff member leaves, whether that staff member has to reimburse the Town for the training.

Mr. Taber indicated that if the staff member left on their own volition there is something in place for expenses incurred for the academy; however, he would have to talk to the Town Attorney about cases that would involve asking someone to leave.

### **STREET MAINTENANCE**

Ms. Reynolds wanted to see the sidewalks highlighted in neon green in the budget.

Mayor Foreman stated the sidewalks are in the Public Works Budget.

Mr. Brewer asked about the maintenance contacts being proposed in the amount of \$190,200 and last year's being only \$38,000.

Mayor Foreman corrected him and stated that they have only spent \$38,000 of the \$195,000 currently budgeted.

Mr. West stated the remaining funds are for design and construction of Cameron Street in front of Dumfries Elementary School down to Mine Road.

Mr. Taber stated the money comes directly from the State to be used in this category. These projects are put on hold until this time of year because the winter takes its toll on the roads. Potholes, resurfacing and other repairs need to be done too.

Mr. Wood asked about the remaining balance in snow removal.

Mr. West noted there are some outstanding bills to be paid. He explained that the State stopped selling salt and sand to the Town at a reduced price. The Town had a hard time finding salt and sand to purchase and will be paying a much higher amount.

**COMMUNITY DEVELOPMENT**

There were no questions.

**PUBLIC WORKS**

Mr. West pointed out that the sidewalk funding is the last item on the page.

Mr. Taber noted the funding is to construct the sidewalk along Possum Point Road up to the intersection of Route 1.

Ms. Reynolds wanted the sidewalks along Route 1.

Mayor Foreman stated that any sidewalks along Route 1 would not be approved by VDOT. The sidewalks can go on Possum Point Road and connect to the bus stop.

Mr. West stated the plan is to extend the sidewalk along Possum Point Road around the curve to the bus stop. He noted the Multimodal Phase II will begin and that will include sidewalks on the opposite side of Route 1 from Route 234 down to where Main Street splits. At the same time Virginia Department of Transportation (VDOT) will be working on a crosswalk from the west side of Route 1 over to the east side that will connect to that sidewalk at Possum Point Road.

Mr. Taber noted there would be additional discussions about Multimodal Phase III as the project progresses.

Mr. Toney asked about money being designated for the Multimodal Phase III project.

Mr. West stated the CIP refers to Multimodal Phase III and calls for a sidewalk along Old Triangle Road south of Graham Park Road. Multimodal Phase III will be funded with State and Federal money and no funding will come from the Town.

**STORMWATER MANAGEMENT**

Mayor Foreman asked what the proposed \$100,000 was for under contract services.

Mr. West stated it is to cover unfunded mandates that the Town has to follow that will include things like stormwater management inspections and repairs, pond maintenance and agreements, and some of the creek restoration.

Mayor Foreman noted the narrative for professional contracts states the funds are for repair/replacement of failing or inadequate stormwater systems, retrofitting existing best management practices (BMPs) and determining the adequacy of proposed stormwater management facilities for new development. The contract services narrative states this line item encompasses the anticipated costs of contracted assistance with miscellaneous stormwater management issues. Contractors respond to our needs where we do not have sufficient in-house labor or professional support. These issues could be general maintenance or emergency response related. He mentioned that when developers build homes stormwater management facilities are built. It is unique that the Town is building one next to Tripoli

Heights; however, there are homeowner associations that have their own ponds and are maintaining them. When the ordinance was done it made sure that those homeowner associations get some sort of rebate. He hopes that these facilities are not being included in the cost, because they have the money to maintain their ponds.

Mr. Taber stated that staff is consistently uncovering the result of work that was done decades ago that was done improperly and it is showing its ugly head where the Town is having to go in and rebuild culvert boxes and replace pipes.

**COMMUNITY SERVICES**

Mr. Brewer asked about the \$25,000 for the Parks and Recreation programs. He pointed out that \$40,000 was already funded.

Mr. Taber stated the \$40,000 is for Ginn Memorial Park and part of that money is for maintenance. The labor comes out of the Public Works budget. The bathroom rentals, broken grill, and trail maintenance comes out of the \$40,000. The program expenses are taken from the \$25,000. Costs for the garden and other events have not been removed from the budget and there is about \$10,000 left in this year's budget.

Mr. Brewer asked how much is being spent on entertainment.

Mr. Taber stated that it depends. The Parks and Recreation Commission spent \$325 for one band and \$500 for another. A couple hundred was spent on the bounce house.

Ms. Forrester felt the \$500 for travel and education could be removed from the proposed budget. She stated the newsletter was talked about last year and never acted on. The newsletter needs to be electronic and the last paper newsletter should state if anyone wants this in a paper format to contact Town Hall. She thinks the amount can be dropped from \$5,000 to \$500. In regards to the Multicultural and Fall Festival, senior luncheons and the Christmas Parade, she wanted to see about getting sponsorship from local businesses to cover these costs. She offered to look into this further.

Mayor Foreman does not want to be the one that says to not budget for the senior luncheons. Council should budget for it and then try to get sponsorship. He asked if Parks and Recreation submitted a budget.

Mr. Wood indicated that the Parks and Recreation Commission is still working on the budget.

Mr. Taber stated the events for the Parks and Recreation Commission can be broken down in the narrative.

Mayor Foreman stated this is a quarterly newsletter and it does not come out quarterly. It does not line up to anything fiscal or calendar quarterly and needs to get on track so that it is released on time. It should be provided electronically and the citizens who request a paper version.

Mr. Wood asked what the direction was for the Farmers' Market in the FY15 budget.

Mr. Taber did not want to do something and not do it right. There is new staff coming in to the position, take time to catch our breath, and then decide what to do with it next year.

Ms. Forrester agreed the Parks and Recreation Commission should plan their budget. It is easier to plan things out once they have been done once, which is why last year that was done as a set aside; however, each time they planned an event the budget was brought to Council for approval. It will not be as accurate for the first year because they have not planned the events yet. She would like to do what they did last year and just approve an overall budget.

Mayor Foreman recalled the Commission coming to Council and presenting the events that they wanted to do. He does not recall the Commission ever saying this event will cost x amount and this one x amount. He noted the Parks and Recreation Commission was created from the Ginn Park Committee to continue the phasing of the Park and should brief Council on the next phase and the \$40,000 that has been budgeted. He mentioned that recommendations should be made on all the parks. He noted a department is justifying their budget so the Commission needs to justify its budget too. Next year an effort needs to be made by the Commission to discuss their budget and submit a proposal.

**BOARDS AND COMMISSIONS**

Mayor Foreman suggested that when Mr. Wood goes back and talks to the Parks and Recreation Commission about the budget and the total does not come to the \$25,000 for the events that the budget for the Parks and Recreation Commission here be funded from the \$25,000.

**NON-DEPARTMENTAL**

There was nothing proposed.

**DEBT SERVICE**

Mr. Taber stated that was what the Town is obligated to pay.

Mayor Foreman asked what the anticipated date for the next budget meeting is.

Mr. Taber stated there is an anticipated date of the 29th; however, the discussion can go to the 7th.

Mayor Foreman asked if the meeting was needed on the 29th.

Mr. Taber noted it would help him to have the extra week. He needed further information on the unknown amount for a consultant for an economic development blueprint.

Mayor Foreman stated Council never voted on that and discussed the Town Manager coming up with a plan for economic development and how it may or may not impact the schedule.

Mr. Taber stated the only thing he has for sure is the one-cent reduction on the real estate tax rate. He asked Council if there were any other requests.

Mayor Foreman did request the additional one-cent reduction bringing the rate to .24 cents.

Mr. Brewer asked what the overall increase in revenue would be from the increase in real estate values compared to last year.

Mr. Taber stated that last year's budget was based on \$927,336.

Mr. Brewer wanted to know what the increase in revenue was from last year to what the Town will be getting this year based on the increase of property assessments. He pointed out that last year the budget was based on \$4,431,854 and this year is being based on \$4,433,724, which increased the budget by \$2M. The reduction of one-cent is \$33,900.

Mr. Taber explained that is partly because of the State money for highway transportation.

Mr. Brewer wanted the budget reduced by three cents or reduce the BPOL by half.

Mr. Taber recommended against reducing BPOL.

Mr. Brewer stated the reduction could be done in increments.

Mr. Brewer moved, seconded by Mr. Foreman, to reduce BPOL by 30 percent.

Mayor Foreman recommended Council state the things they want the Town Manager work on and then BPOL can be discussed.

Ms. Forrester suggested having a more informed discussion about BPOL and have Ms. Ladd remind Council what the rates are for each BPOL category. In the past, Council eliminated categories that would have the least amount of impact on the budget. From the perspective of eliminating BPOL, that does not really make sense to eliminate categories if no one is paying anyways. It is not an advantage to the business owners. Council has talked about the categories with the most overhead. BPOL is based on income and not profit. She wants to look at this strategically on how to phase it out while helping the businesses that need the help the most. Council discusses a lot of things and never act on them.

Mayor Foreman pointed out the BPOL categories are as follows. Business Licenses - Contractor, Retail Sales, Financial/Real Estate/Professional, Repair/Business Services, and Wholesale/Other.

Ms. Forrester already knew what the categories were. She wants the rates.

Mr. Taber noted the rates are in the narrative.

Ms. Forrester noted there is only one that is broken down by percentage. She asked what the percentages were for all of the categories.

Ms. Ladd stated Business Licenses – Contractor is \$30 or .102 cents per \$100 in gross receipts, Retail Sales is \$30 or .135 cent per \$100 of gross receipts. She explained the rates are calculated this way for all of the categories.

Ms. Forrester asked which categories have the highest expenses related to a business's revenue.

Ms. Ladd did not know this information.

Mayor Foreman reminded Council that over the last four years Council has eliminated the low hanging fruit. The first one he would recommend eliminating would be the Wholesale/Other because it is only \$23,000.

It was clarified that the license fee is the higher of the \$30 or .19 cents per \$100 of gross receipts.

Mayor Foreman asked if the Town knows how many businesses fall into each category.

Ms. Ladd responded yes.

The motion on the floor is to reduce BPOL by 30 percent. The motion failed by the following roll call vote: Mr. Brewer, yes; Mr. Foreman, no; Ms. Forrester, no; Ms. Reynolds, no; Mr. Toney, abstain; Ms. Washington, yes; Mr. Wood, no.

Mayor Foreman asked that a BPOL discussion be placed on the next agenda with the budget.

Mr. Taber noted all he needed was the amount of money Council wanted cut from the budget.

Mr. Toney, for the record, stated he meant to vote no.

Mayor Foreman explained that in order to finish the BPOL discussion the budget will come back with the unaudited actuals.

Ms. Reynolds asked how much it would cost the Town to provide a 10 percent discount on vehicle tags for senior citizens.

Ms. Ladd explained that seniors could apply to be exempt through the County. If they qualify with the County, they qualify with the Town.

Ms. Forrester stated it would be helpful if Council provided guidance on how much to cut in BPOL and then secondarily where does that come from so that it best benefits the businesses that pay the most in BPOL taxes. The Town Manager cannot tackle the budget appropriately if he does not understand how much Council is looking to decrease the budget.

Mayor Foreman asked Mr. Taber if he had a pretty good idea of the low hanging fruit categories versus the high use categories.

Mr. Taber stated that once he starts making cuts he would have a number in his head pretty quickly in addition to the one-cent reduction. How much more money do you have without a blood bath. He will provide his opinion and Council can decide where to cut from.

Ms. Forrester asked what happens to anything that is rolled over from the prior year.

Mr. Taber stated remaining money goes back into the general fund.

Ms. Forrester wanted to see money that rolls over to be placed back into budget in the same department's budget.

Mr. Taber would not have that number until after Council has to pass this budget.

Ms. Forrester asked what a possible solution would be. At the end of the year, the money rolls into the general fund and then Council never discusses or sees the money again.

Mr. Taber explained that money in the general fund cannot be used without a resolution being passed by Council or by a transfer from the general fund during the budget process.

Mr. Toney would not support reducing the BPOL tax without showing how those funds will be replaced.

Mr. Taber stated that either taxes would have to be increased in other areas or cutting expenditures.

Mayor Foreman clarified that Mr. Taber will come back to Council with a proposal and a reduction can be proposed for the BPOL or the reductions can be applied somewhere else.

Ms. Reynolds noted that when looking at making cuts that the sidewalk funding should not be cut. She has been asking for sidewalks for two years.

Mr. Brewer wants an additional reduction of two cents.

Mayor Foreman asked that a one-cent and a two-cent reduction be presented to Council.

Ms. Washington asked why Council is not asking for a specific reduction in BPOL.

Mayor Foreman was doing this for expediency since it is now 11:00 p.m.

**IN RE: CLOSED SESSION**

Mr. Wood moved, seconded by Ms. Forrester, to convene into closed session. The motion carried and the following resolution was adopted by the following roll call vote: Mr. Brewer, yes; Mr. Foreman, yes; Ms. Forrester, yes; Ms. Reynolds, yes; Mr. Toney, yes; Ms. Washington, yes; Mr. Wood, yes.

**WHEREAS, the Dumfries Town Council desires to discuss a particular subject in Closed Session during the course of its meeting of April 15, 2014; and**

**WHEREAS, the nature of the subject is the discussion and consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. The discussion of same in Closed Session is expressly permitted by Section 2.2-3711(A)(7) of the Code of Virginia, 1950, as amended.**

**NOW, THEREFORE, BE IT RESOLVED that the Town Council of Dumfries does hereby convene in Closed Session for the purpose(s) herein expressed pursuant to the legal authorities herein recited.**

Mr. Wood moved, seconded by Mr. Foreman, to reconvene into open session. The motion carried and the following resolution was adopted by the following roll call vote: Mr. Brewer, yes; Mr. Foreman, yes; Ms. Forrester, yes; Ms. Reynolds, yes; Mr. Toney, yes; Ms. Washington, yes; Mr. Wood, yes.

WHEREAS, the Town Council of Dumfries has completed its discussion in Closed Session, and now desires to continue its meeting in Open Session; and

WHEREAS, each and every member of this said Council who votes affirmatively for the adoption of this Resolution does thereby certify that, to the best of his/her knowledge, only public business matters lawfully exempted from Open Session were heard, discussed, or considered during the Closed Session, and that the only subjects heard, discussed, or considered in said Closed Session were the matters identified in the Resolution by which it was convened.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of Dumfries does hereby reconvene in Open Session at its meeting of April 15, 2014 and certifies the matters set forth in Section 2.2-3712(D) of the Code of Virginia, 1950, as amended.

Ms. Forrester moved, seconded by Mr. Toney, to rescind zoning ordinance 0-2011-013 that was adopted on July 9, 2013. The motion carried by the following voice vote: Mr. Brewer, yes; Mr. Foreman, yes; Ms. Forrester, yes; Ms. Reynolds, yes; Mr. Toney, yes; Ms. Washington, yes; Mr. Wood, yes.

**IN RE: ADJOURNMENT**

Mr. Foreman moved, seconded by Mr. Wood, to adjourn the meeting. The motion carried by the following voice vote: Mr. Brewer, no; Mr. Foreman, yes; Ms. Forrester, yes; Ms. Reynolds, yes; Mr. Toney, yes; Ms. Washington, yes; Mr. Wood, yes.

Minutes submitted by

Approved by

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

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Gerald M. Foreman  
Mayor