

**DUMFRIES TOWN COUNCIL
WORK SESSION
TUESDAY, MARCH 18, 2014 @ 7:00 PM**

A copy of this agenda with supporting documents is available at www.dumfriesva.gov. Go to **Meetings & Minutes** and then select **Agendas**, click on the **Meeting Date** you are interested in.

- I. **Call To Order and Roll Call**
- II. **Moment of Silent Prayer and Reflection and Pledge of Allegiance**
- III. **Adoption of the Agenda** - Are there any amendments to the agenda?
- IV. **Citizen Comment Period** (On Any Matter) [Citizens may address Council for up to 5 minutes. A chair or representative of a board, commission, or committee may speak for up to 8 minutes.]
- V. **Presentations**
 - A. First Town Center Public Improvements – Pete Singh
- VI. **Information Item(s)**
 - A. Treasurer's Report – Retta Ladd (Please email any questions in advance)
 - B. Update on Information Technology Equipment – Teresa Young
- VII. **Discussion Item(s)**
 - A. Request for a Five-Year Extension of the Union Street Vacation and Information/Progress on Current Development Plans – Ali Hashimi, Business Owner
 - B. Healthy Eating Active Living – Marisa Jones, Assistant Program Manager, Institute for Public Health Innovation
 - C. Purchase of New Computers and Laptops – Dan Taber
 - D. Recognizing Municipal Clerks Week – Dan Taber
 - E. Fountain Gate Chapel Conditional Use Permit – Laura O'Dell
 - F. Schedule a Public Hearing on an Amendment to the Temporary Use Section 70-22, by Adding Subsection 3, Yard Sales – Laura O'Dell
 - G. Parks and Recreation Commission By-Laws – Councilman Wood
 - H. Amendment to Town Code, Section 2-83, Town Manager, by Adding to Section (b) Subsection 19 – Olaun Simmons

- I. FY15 Budget Schedule – Dan Taber
- J. Council Requests for FY15 Budget – Dan Taber

VIII. Adjournment



AGENDA ITEM FORM

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/MOU
 - By Motion Bylaws
 - Certificate

PRESENTER: Pete Singh **PRESENTER TITLE:** Developer

AGENDA ITEM:

First Town Center Proposed Public Improvements

BACKGROUND / SUMMARY:

A Conditional Use Permit application has been received to allow for four floors of residential units over first floor commercial, titled First Town Center. With this project, the developer is proposing public improvements consisting of: upgrade to Garrison Park, upgraded street lighting, install an architecture approved bus stop, and aligning Market Street to reflect a sense of integration with other planned improvements in the vicinity.

ATTACHMENTS:

Proposal letter from Dumfries Development Group

REQUESTED ACTION: NO ACTION REQUESTED

FOR MORE INFORMATION, CONTACT:

Phone#:

Name:

E-mail:

FOR USE DURING MEETING

VOTE:

PASSED

NOT PASSED

Y	N		Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Brewer	<input type="checkbox"/>	<input type="checkbox"/>	Foreman	<input type="checkbox"/>	<input type="checkbox"/>	Forrester
<input type="checkbox"/>	<input type="checkbox"/>	Reynolds	<input type="checkbox"/>	<input type="checkbox"/>	Toney	<input type="checkbox"/>	<input type="checkbox"/>	Washington
<input type="checkbox"/>	<input type="checkbox"/>	Wood						

February 5, 2014

Ms. Laura O'Dell, CZA
Zoning Administrator
Town of Dumfries
17755 Main Street
Dumfries, VA 22026

Re: First Town Center CUP application

Dear Ms. O'Dell:

Thank you for moving the First Town Center CUP application along. As you are well aware, I have had two very constructive meetings with the Planning Commission (PC) members. I certainly hope the members now have a full appreciation of the First Town Project in Dumfries – it offers a mixed use community setting “Live, Work and Play”. The project will serve as a cornerstone and set the standard for other developments in the Town.

The feedback from the PC members has been very supportive and we are incorporating the PC and staff suggestions in the plans for re-submission. In short, the updated plan will include 1) a 5-story mixed use commercial/retail/residential building (Building B) and 2) a 3-story commercial/retail building (Building A). The Building B height is 58 feet and the average height with the rooftop architectural (decorative) feature is 70 feet. The total project floor area is approximately 400,000 square feet. In the updated plan, 16,000 square feet in Building B rear ground floor is used for residential units with no direct access to street level; total of 18 units. Please note that due to Market Street elevation and no street access this space is not best suited for commercial use. See revised CUP package for details.

Laura, I am hoping that at the Monday 2/10 meeting the PC will take the next step on CUP application. Keep in mind, the 16,000 square feet is less than 4% of the project size – in the spirit the comprehensive plan the overall project is very good fit for the area. The PC may forward the CUP application for Town Council action. Any other suggestions?

I will like to take this opportunity to further talk with the Town Management about certain “public improvements” in the vicinity of the First Town Center project:

1. Upgrade Garrison Park to include:
 - a. Gathering place and small-amphitheater to host movie nights and other similar events
 - b. Tiny-tot play area
 - c. Active walking trails

2. Upgrade street lighting and landscaping along south bound Main Street side.
Note: Improvements to the street lighting and landscaping along north bound Main Street i.e. from Washington Street to ACTS as a part of the project’s roadside improvements plan.

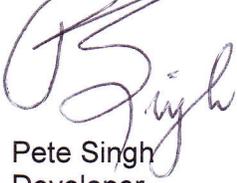
Ms. Laura O'Dell, CZA
Town of Dumfries
February 5, 2014
Page 2 of 2

3. Install an architecture approved bus stop on Main Street – exact location to be selected.
4. Align Market Street to reflect a sense of integration with other planned improvement in the vicinity.

I will be glad to support your good office in this endeavor. Let us talk.

Sincerely,

DUMFRIES DEVELOPMENT GROUP

A handwritten signature in cursive script, appearing to read "Pete Singh".

Pete Singh
Developer



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

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

SCHEDULE OF RECEIPTS AND EXPENDITURES FOR THE MONTH OF FEBRUARY 2014

RECEIPTS

Auto Decals	\$ 179.50
Permits	4,518.34
Planning/Zoning Fees	60.00
R.E. Tax - Current	7,787.00
R.E. Tax - Delinquent	849.31
R.E. Tax - Penalty	896.94
Sales Tax	41,296.53
Utility Tax	14,812.57
Rental Tax	5,806.78
Right of Way Use Fee	758.54
Cigarette Tax	15,403.31
Telecommunication Tax	15,982.23
Business License-C/C	10,279.36
Business License-Retail	50,115.45
Business License-Fin/RE/Prof	28,317.16
Business License-Repair/Bus/Per	57,360.83
Business License-Other	2,623.47
Court	3,199.07
Transient Tax	8,458.37
Meals Tax	47,577.67
Franchise Fee	510.71
Jane Byrnes Grant	3,024.84
DMV Grant	986.72
Christmas in Dumfries	160.00
Stormwater Fees	1,824.30
Misc.	67.62
	<u>\$322,856.62</u>

A/P Check Listing

Vendor Range - 1ST NATIONWIDE MORTGAGE' - 'ZWEIG & ASSOCIATES PC

Date From - 2/1/2014 Date To - 2/28/2014

Town of Dumfries
02/26/2014 03:23 PM

Page: 1 of 3

Check Number	Bank	Vendor	Date	Amount
25619	4	- ACES LLC	02/04/2014	\$90.70
25620	4	- EQUIPMENT SPECIALISTS INC	02/04/2014	\$697.12
25621	4	- GALL'S, LLC	02/04/2014	\$2,071.79
25622	4	- GFOA	02/04/2014	\$160.00
25623	4	- GRAINGER	02/04/2014	\$567.51
25624	4	- LEESBURG TODAY-MIDDLEBURG LIFE	02/04/2014	\$299.00
25625	4	- TERRY MYERS	02/04/2014	\$110.00
25626	4	- PERMA TREAT PEST CONTROL	02/04/2014	\$134.00
25627	4	- QUILL CORPORATION	02/04/2014	\$135.91
25628	4	- TD CARD SERVICES	02/04/2014	\$1,038.77
25629	4	- TIMES COMMUNITY MEDIA	02/04/2014	\$222.00
25630	4	- UNITED BANKCARD CENTER	02/04/2014	\$259.64
25631	4	- VML	02/04/2014	\$90.00
25632	4	- AMERICAN UNIFORM SALES INC	02/11/2014	\$3,662.79
25633	4	- AUTOZONE	02/11/2014	\$190.55
25634	4	- BERKLEY GROUP	02/11/2014	\$3,817.11
25635	4	- CENTRAL ELECTRONICS	02/11/2014	\$58.00
25636	4	- COLUMBIA GAS OF VIRGINIA	02/11/2014	\$1,254.85
25637	4	- COSTELLO PLUMBING & HEATING	02/11/2014	\$218.59
25638	4	- DON'S JOHNS INC	02/11/2014	\$122.00
25639	4	- EDWARD JONES	02/11/2014	\$50.00
25640	4	- INTERNAL REVENUE SERVICE	02/11/2014	\$195.00
25641	4	- LEESBURG TODAY-MIDDLEBURG LIFE	02/11/2014	\$164.00
25642	4	- MILLER'S OFFICE PRODUCTS INC	02/11/2014	\$122.58
25643	4	- PITNEY BOWES INC	02/11/2014	\$39.83
25644	4	- PT ARMOR INC	02/11/2014	\$662.17
25645	4	- PWC EMPLOYEE CREDIT UNION	02/11/2014	\$368.00
25646	4	- QUARLES FLEET FUELING	02/11/2014	\$531.92
25647	4	- SOIL CONSULTANTS ENGINEERING INC	02/11/2014	\$675.00
25648	4	- TREAS OF VIRGINIA - DIVISION	02/11/2014	\$405.17

A/P Check Listing

Vendor Range - 1ST NATIONWIDE MORTGAGE' - 'ZWEIG & ASSOCIATES PC

Date From - 2/1/2014 Date To - 2/28/2014

Town of Dumfries
02/26/2014 03:23 PM

Page: 2 of 3

Check Number	Bank	Vendor	Date	Amount
25649	4	NATIONWIDE RETIREMENT SOLUTION	02/11/2014	<u>\$1,528.00</u>
25650	4	VA INFORMATION TECHNOLOGIES AGENCY	02/11/2014	<u>\$52.57</u>
25651	4	VERIZON COMMUNICATIONS	02/11/2014	<u>\$109.99</u>
25652	4	VERIZON	02/11/2014	<u>\$427.22</u>
25653	4	LEXISNEXIS	02/11/2014	<u>\$75.00</u>
25654	4	AFLAC	02/11/2014	<u>\$25.62</u>
25655	4	ANTHEM BLUE CROSS BLUE SHIELD	02/11/2014	<u>\$1,639.00</u>
25656	4	CANON SOLUTIONS AMERICA INC	02/11/2014	<u>\$289.37</u>
25657	4	LEXISNEXIS, A DIVISION OF REED ELSEVIER INC	02/11/2014	<u>\$89.00</u>
25658	4	LOWES	02/11/2014	<u>\$19.35</u>
25659	4	MUNICIPAL CODE CORP	02/11/2014	<u>\$1,345.34</u>
25660	4	POTOMAC LANDFILL INC.	02/11/2014	<u>\$476.64</u>
25661	4	QUILL CORPORATION	02/11/2014	<u>\$19.95</u>
25662	4	THE SIGN SHOP, LLC	02/11/2014	<u>\$715.75</u>
25663	4	TREAS OF VIRGINIA VRS	02/11/2014	<u>\$24,663.82</u>
25664	4	VERIZON WIRELESS	02/11/2014	<u>\$1,430.13</u>
25665	4	AMERICAN DISPOSAL SERVICE INC	02/19/2014	<u>\$17,601.30</u>
25666	4	ANTHEM BLUE CROSS BLUE SHIELD	02/19/2014	<u>\$15,987.00</u>
25667	4	ANTHEM BLUE CROSS AND BLUE	02/19/2014	<u>\$1,553.00</u>
25668	4	GARDEN STATE HIGHWAY PRODUCTS INC	02/19/2014	<u>\$298.75</u>
25669	4	GRANICUS, INC	02/19/2014	<u>\$549.00</u>
25670	4	PITNEY BOWES	02/19/2014	<u>\$57.00</u>
25671	4	QUARLES FLEET FUELING	02/19/2014	<u>\$543.89</u>
25672	4	QUILL CORPORATION	02/19/2014	<u>\$35.58</u>
25673	4	SCHOOLS & TOWNSEND, P.C.	02/19/2014	<u>\$3,300.00</u>
25674	4	THE SIGN SHOP, LLC	02/19/2014	<u>\$84.50</u>
25675	4	AFLAC	02/25/2014	<u>\$25.62</u>
25676	4	BERKLEY GROUP	02/25/2014	<u>\$4,850.00</u>
25677	4	CURTIS PROPERTY MANAGEMENT	02/25/2014	<u>\$4,808.01</u>
25678	4	DELL MARKETING LP	02/25/2014	<u>\$396.96</u>

A/P Check Listing

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Date From - 2/1/2014 Date To - 2/28/2014

Town of Dumfries
02/26/2014 03:23 PM

Page: 3 of 3

Check Number	Bank	Vendor	Date	Amount
25679	4	EDWARD JONES	02/25/2014	\$50.00
25680	4	LAW OFFICE OF AMY HERMANSEN, PLLC	02/25/2014	\$120.00
25681	4	INTERNAL REVENUE SERVICE	02/25/2014	\$195.00
25682	4	LAW ENFORCEMENT SUPPLY INC	02/25/2014	\$105.35
25683	4	MILLER'S OFFICE PRODUCTS INC	02/25/2014	\$208.78
25684	4	NORTHEAST WISCONSIN TECHNICAL COLLEGE	02/25/2014	\$175.00
25685	4	PR WM CO SERVICE AUTHORITY	02/25/2014	\$11.75
25686	4	PWC EMPLOYEE CREDIT UNION	02/25/2014	\$368.00
25687	4	QUARLES FLEET FUELING	02/25/2014	\$448.95
25688	4	QUILL CORPORATION	02/25/2014	\$28.99
25689	4	RDS COMMUNICATIONS	02/25/2014	\$1,210.00
25690	4	SOUTHERN SOFTWARE INC.	02/25/2014	\$2,850.00
25691	4	TREAS OF VIRGINIA - DIVISION	02/25/2014	\$405.17
25692	4	NATIONWIDE RETIREMENT SOLUTION	02/25/2014	\$1,528.00
25693	4	VERIZON COMMUNICATIONS	02/25/2014	\$91.99
75		Checks Totaling -		\$109,208.34

Totals By Fund

Fund	Checks	Voids	Total
10	\$109,208.34		\$109,208.34
Totals:	\$109,208.34		\$109,208.34

SCHEDULE OF RECEIPTS AND EXPENDITURES
FOR THE MONTH OF FEBRUARY 2014

OLD BALANCE	\$2,151,042.90
PLUS RECEIPTS	322,856.62
MINUS TRANSFER OF FUNDS FROM GENERAL CHECKING TO PAYROLL FOR FEBRUARY 2014	89,847.63
MINUS ELECT TRANSFER	
- FICA	19,485.37
- FWT	14,066.78
MINUS ELECT TRANSFER	
- VWT	5,464.00
MINUS EXPENDITURES	109,208.34
NEW BALANCE	\$2,235,827.40

Budget vs Actual

Town of Dumfries
3/12/2014 4:32:11 PM

Page 1 Of 20

Period Ending 2/28/2014

10 GENERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
Revenues					
10-311-0101 R E TAXES - CURRENT	927,336	7,787.00	470,257.69	(457,078.31)	51%
10-311-0102 R E TAXES - DELINQUENT	25,000	849.31	10,319.73	(14,680.27)	41%
10-311-0201 R E TAXES - PUB SVC - CURRENT	25,000	0.00	23,044.64	(1,955.36)	92%
10-311-0202 R E TAXES - PUB SVC - DELQ	0	0.00	0.00	0.00	
10-311-0601 R E TAXES - PENALTY	10,000	896.94	4,986.67	(5,013.33)	50%
10-311-0602 R E TAXES - INTEREST	2,500	0.00	897.68	(1,602.32)	36%
10-312-0101 SALES TAXES	400,000	41,296.53	322,810.50	(77,189.50)	81%
10-312-0102 RENTAL TAX	70,000	5,806.78	40,918.59	(29,081.41)	59%
10-312-0103 MVC ROLLING STOCK TAX	50	0.00	24.41	(25.59)	49%
10-312-0201 UTIL TAX - ELEC/PHONE/GAS	160,000	14,812.57	109,437.02	(50,562.98)	68%
10-312-0202 RIGHT OF WAY USE FEE	19,000	758.54	12,994.28	(6,005.72)	68%
10-312-0203 TELECOMM PHONE TAX	190,000	15,982.23	125,087.85	(64,912.15)	66%
10-312-0301 BUS LIC - CONTRACTOR	32,000	10,279.36	10,916.92	(21,083.08)	34%
10-312-0302 BUS LIC - RETAIL SALES	89,500	50,115.45	55,741.65	(33,758.35)	62%
10-312-0303 BUS LIC - FIN/RE/PROFESSIONAL	87,000	28,317.16	12,393.58	(74,606.42)	14%
10-312-0304 BUS LIC - REPAIR/BUS/PERSONAL	155,000	57,360.83	63,624.03	(91,375.97)	41%
10-312-0305 BUS LIC - WHOLESALE	0	0.00	0.00	0.00	
10-312-0306 BUS LIC - OTHER	23,000	2,623.47	2,654.97	(20,345.03)	12%
10-312-0401 FRANCHISE LIC	65,000	510.71	52,934.08	(12,065.92)	81%
10-312-0403 PARKING LOT LEASE & MAINT	27,516	0.00	20,631.00	(6,885.00)	75%
10-312-0501 VEHICLE TAGS	53,700	179.50	6,873.50	(46,826.50)	13%
10-312-0601 BANK STOCK TAX	42,800	0.00	0.00	(42,800.00)	
10-312-1001 TRANSIENT TAX	170,000	(1,261.00)	81,626.53	(88,373.47)	48%
10-312-1101 MEALS TAX	630,000	47,577.67	434,522.82	(195,477.18)	69%
10-313-0300 BLDG PERMITS & FEES	70,000	4,518.34	37,839.73	(32,160.27)	54%
10-313-0301 PLANNING-ZONING FEES	15,000	60.00	1,160.00	(13,840.00)	8%
10-313-0302 RENTAL INSPECTION FEES	45,000	0.00	0.00	(45,000.00)	
10-314-0101 COURT FINES & FORFEITURES	80,000	3,199.07	33,216.16	(46,783.84)	42%
10-315-0100 INTEREST	500	0.00	407.65	(92.35)	82%
10-318-9914 MISC REVENUE	3,000	67.62	9,400.14	6,400.14	313%
10-320-0100 PROCEEDS FROM SALE OF PROPERTY	0	0.00	0.00	0.00	
10-324-0406 STREET & HWY MAINT	239,486	0.00	121,716.98	(117,769.02)	51%
10-324-0407 LITTER CONTROL	2,500	0.00	2,943.00	443.00	118%
10-324-0408 SANITATION FEES	0	0.00	0.00	0.00	

Budget vs Actual

Town of Dumfries
3/12/2014 4:32:11 PM

Page 2 Of 20

Period Ending 2/28/2014

10 GENERAL FUND					
Description	Budget	MTD	YTD	Variance	Percent
10-324-0409 SANITATION FEES DEL	0	0.00	150.00	150.00	
10-324-0410 BLIGHTED PROPERTY	5,000	0.00	1,184.00	(3,816.00)	24%
10-324-0411 VDOT RD CONST FUNDS	0	0.00	133,195.17	133,195.17	
10-324-0412 CDAR RD CONST FUNDS	0	0.00	0.00	0.00	
10-324-0413 FED RD CONST FUNDS	0	0.00	0.00	0.00	
10-324-0414 POLICE AID	134,972	0.00	67,484.00	(67,488.00)	50%
10-324-0415 DCJS - LLEG	4,305	0.00	3,438.00	(867.00)	80%
10-324-0416 JANE BYRNES GRANT	71,250	3,024.84	3,024.84	(68,225.16)	4%
10-324-0417 DMV GRANTS	12,000	986.72	4,122.15	(7,877.85)	34%
10-324-0418 WAL-MART GRANT	0	0.00	0.00	0.00	
10-324-0419 CIGARETTE TAX	200,000	15,403.31	142,919.20	(57,080.80)	72%
10-324-0420 AUXILIARY POLICE	0	0.00	0.00	0.00	
10-324-0421 CDBG	0	0.00	0.00	0.00	
10-324-0422 WALMART GRANT COMM SERVICES	5,500	0.00	0.00	(5,500.00)	
10-324-0700 COMM CENTER FEES	1,000	0.00	850.00	(150.00)	85%
10-324-0800 REC PROGRAM FEES	0	0.00	0.00	0.00	
10-324-0805 TOWN EVENTS	3,000	0.00	1,630.00	(1,370.00)	54%
10-324-0900 TRANSFER TO GENERAL FUND	0	0.00	0.00	0.00	
10-324-0901 TRANSFER FROM GEN FUND	169,310	0.00	0.00	(169,310.00)	
10-324-0902 TRANSFER FROM SWM FUND	0	0.00	0.00	0.00	
10-324-0903 REDEMPTION OF CD's	0	0.00	0.00	0.00	
10-324-0904 VRA LOAN PROCEEDS	0	0.00	0.00	0.00	
10-324-1200 CHRISTMAS PARADE	0	0.00	0.00	0.00	
10-324-1201 CHRISTMAS IN DUMFRIES	8,000	160.00	4,510.00	(3,490.00)	56%
10-324-1206 FIRE FUND PROGRAM	12,629	0.00	14,149.00	1,520.00	112%
10-324-1300 STORMWATER MNGT FEE	145,000	1,824.30	76,319.25	(68,680.75)	53%
Revenues Totals	4,431,854	313,137.25	2,522,357.41	(1,909,496.59)	57%

Budget vs Actual

Town of Dumfries
3/12/2014 4:32:11 PM

Page 3 Of 20

Period Ending 2/28/2014

10 GENERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
Expenses					
10-411-0000 GOVERNING BODY	0	0.00	0.00	0.00	
10-411-0100 TOWN COUNCIL / MAYOR	34,171	2,791.78	22,334.24	11,836.76	65%
10-411-0300 PAYROLL TAXES	2,614	213.57	1,708.56	905.44	65%
10-411-0500 TRAVEL/TRAINING	4,000	90.00	5,280.14	(1,280.14)	132%
10-411-0800 DUES & SUBS	11,971	0.00	11,817.00	154.00	99%
10-411-5600 OTHER	1,500	83.53	83.53	1,416.47	6%
10-411-5700 COUNCIL EXPENSE	1,000	0.00	0.00	1,000.00	
10-411-5800 ELECTION COSTS	2,500	0.00	0.00	2,500.00	
10-411-5900 BOYS AND GIRLS CLUB MEMBER	2,500	0.00	2,500.00	0.00	100%
GOVERNING BODY Totals	60,256	3,178.88	43,723.47	16,532.53	73%

Budget vs Actual

Town of Dumfries
3/12/2014 4:32:11 PM

Page 4 Of 20

Period Ending 2/28/2014

10 GENERAL FUND					
Description	Budget	MTD	YTD	Variance	Percent
10-412-0000 ADMINISTRATION	0	0.00	0.00	0.00	
10-412-0100 TOWN MANAGER	110,000	8,461.54	76,153.86	33,846.14	69%
10-412-0101 ADMIN ASST TO TOWN MANAGER	58,650	4,512.00	40,563.20	18,086.80	69%
10-412-0102 TREASURER/DEP CLERK	77,893	5,993.60	53,854.40	24,038.60	69%
10-412-0103 TOWN CLERK	48,728	3,924.52	35,657.68	13,070.32	73%
10-412-0104 ADMINISTRATIVE ASST	40,705	2,884.80	17,744.21	22,960.79	44%
10-412-0105 TOWN ATTORNEY	89,100	6,730.78	69,755.05	19,344.95	78%
10-412-0106 ECONOMIC DEV	0	0.00	0.00	0.00	
10-412-0300 PAYROLL TAXES	32,518	2,456.87	21,122.85	11,395.15	65%
10-412-0301 WC & LIAB INSUR	136,300	0.00	88,647.25	47,652.75	65%
10-412-0302 VA UNEMPLY TAX	10,000	0.00	1,286.27	8,713.73	13%
10-412-0400 PENSIONS	52,848	4,103.87	30,563.88	22,284.12	58%
10-412-0401 BENEFITS	23,047	1,822.80	16,485.10	6,561.90	72%
10-412-0500 TRAVEL/TRAINING	8,900	0.00	2,844.74	6,055.26	32%
10-412-0501 VEHICLE ALLOWANCE	0	0.00	0.00	0.00	
10-412-0600 EMPLOYEE DRUG SCREENING	750	0.00	0.00	750.00	
10-412-0800 DUES/ SUBS	6,000	249.00	4,021.81	1,978.19	67%
10-412-1001 LEGAL SVCS	3,000	0.00	5,412.50	(2,412.50)	180%
10-412-1002 INDEPENDENT AUDITOR	25,000	0.00	25,000.00	0.00	100%
10-412-2300 EQUIP & REPAIRS	2,000	0.00	13.00	1,987.00	1%
10-412-3000 OFFICE EXPENSE	8,000	247.16	2,564.08	5,435.92	32%
10-412-3001 ADS/NOTICES	5,500	0.00	4,140.96	1,359.04	75%
10-412-3002 VEHICLES TAGS PREP	1,500	0.00	1,075.00	425.00	72%
10-412-3004 ORD REVIEW	7,000	1,345.34	1,345.34	5,654.66	19%
10-412-3005 COMP PLAN	0	0.00	0.00	0.00	
10-412-3006 POSTAGE	8,000	11.66	64.02	7,935.98	1%
10-412-3007 MARKETING	0	0.00	0.00	0.00	
10-412-3301 TELECOMMUNICATIONS	0	0.00	0.00	0.00	
10-412-5300 UTILITIES	48,000	1,895.80	25,741.85	22,258.15	54%
10-412-5400 FIRE PROGRAM FUND	12,629	0.00	0.00	12,629.00	
10-412-5500 BANK CHARGES	0	0.00	0.00	0.00	
10-412-5700 UNSCHEDULED EXPENSES	2,477	76.29	1,507.69	969.31	61%
10-412-5701 CHARRETTE	0	0.00	0.00	0.00	
10-412-5800 CAPITAL OUTLAY	0	0.00	0.00	0.00	
10-412-5900 PROPERTY ACQUISITION	0	0.00	0.00	0.00	
10-412-6000 MAINTENANCE CONTRACTS	5,500	346.37	4,273.99	1,226.01	78%
10-412-6200 PROFESSIONAL CONTRACTS	100,000	75.00	600.00	99,400.00	1%
10-412-6300 JANE BYRNES GRANT	0	0.00	0.00	0.00	
ADMINISTRATION Totals	924,045	45,137.40	530,438.73	393,606.27	57%

Budget vs Actual

Town of Dumfries
3/12/2014 4:32:11 PM

Page 5 Of 20

Period Ending 2/28/2014

10 GENERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
10-413-0100 DIRECTOR SALARY	0	0.00	0.00		0.00
10-413-0300 PAYROLL TAXES	0	0.00	0.00		0.00
10-413-0400 PENSIONS	0	0.00	0.00		0.00
10-413-0500 TRAVEL/TRAINING	0	0.00	0.00		0.00
10-413-0501 MEETINGS/EVENTS	0	0.00	0.00		0.00
10-413-0600 TRADESHOWS/CONFERENCES	0	0.00	0.00		0.00
10-413-0800 DUES/PUB/BOOKS/SUBS	0	0.00	0.00		0.00
10-413-2300 OFFICE EQUIPMENT	0	0.00	0.00		0.00
10-413-3000 OFFICE EXPENSE	0	0.00	0.00		0.00
10-413-3007 MARKETING/PROMOTIONS	0	0.00	0.00		0.00
10-413-3301 TELECOMMUNICATIONS	0	0.00	0.00		0.00
10-413-6200 PROFESSIONAL CONTRACTS	0	0.00	0.00		0.00
10-413-6300 LAND ACQUISITION	0	0.00	0.00		0.00
ECONOMIC Totals DEVELOPMENT	0	0.00	0.00		0.00

Budget vs Actual

Town of Dumfries
3/12/2014 4:32:11 PM

Page 6 Of 20

Period Ending 2/28/2014

10 GENERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
10-414-0100 IT MANAGER SALARY	54,433	4,340.94	39,007.11	15,425.89	72%
10-414-0101 IT SPECIALIST P/T	10,000	0.00	0.00	10,000.00	
10-414-0300 PAYROLL TAXES	4,929	332.08	2,929.74	1,999.26	59%
10-414-0400 PENSIONS	12,737	1,103.78	8,647.42	4,089.58	68%
10-414-0401 BENEFITS	6,900	575.00	5,122.10	1,777.90	74%
10-414-0500 TRAVEL/TRAINING	2,000	0.00	1,239.98	760.02	62%
10-414-0800 DUES/SUBS	0	0.00	0.00	0.00	
10-414-2300 EQUIPMENT/REPAIRS	6,000	0.00	1,635.29	4,364.71	27%
10-414-3000 OFFICE EXPENSE	200	74.76	253.22	(53.22)	127%
10-414-3301 TELECOMMUNICATIONS	20,000	1,430.13	11,671.10	8,328.90	58%
10-414-5800 CAPITAL OUTLAY	38,000	0.00	21,306.82	16,693.18	56%
10-414-6000 MAINTENANCE CONTRACTS	73,500	3,498.00	48,739.17	24,760.83	66%
10-414-6200 PROFESSIONAL CONTRACTS	20,000	0.00	695.85	19,304.15	4%
INFORMATION Totals TECHNOLOGY	248,699	11,354.69	141,247.80	107,451.20	57%

Budget vs Actual

Town of Dumfries
3/12/2014 4:32:11 PM

Page 7 Of 20

Period Ending 2/28/2014

10 GENERAL FUND						
Description	Budget	MTD	YTD	Variance	Percent	
10-415-1100 JANITORIAL SUPPLIES	1,750	0.00	989.80	760.20	57%	
10-415-4000 MERCHANT PARK	2,000	0.00	1,093.61	906.39	55%	
10-415-4001 GARRISON PARK	500	0.00	546.13	(46.13)	109%	
10-415-4002 LOCKETT HOUSE	1,500	0.00	0.00	1,500.00		
10-415-4003 MUSEUM	1,000	0.00	0.00	1,000.00		
10-415-4004 MAINTENANCE SHOP	2,000	0.00	1,205.04	794.96	60%	
10-415-4005 COMMUNITY CENTER	4,000	0.00	616.68	3,383.32	15%	
10-415-4006 TOWN HALL	15,000	19.35	8,855.90	6,144.10	59%	
10-415-4007 GINN PARK	40,000	122.00	32,962.05	7,037.95	82%	
10-415-6200 PROFESSIONAL CONTRACTS	6,500	352.59	5,482.51	1,017.49	84%	
BUILDINGS & GROUNDS Totals	74,250	493.94	51,751.72	22,498.28	70%	

Budget vs Actual

Town of Dumfries
3/12/2014 4:32:11 PM

Page 8 Of 20

Period Ending 2/28/2014

10 GENERAL FUND					
Description	Budget	MTD	YTD	Variance	Percent
10-431-0000 PUBLIC SAFETY	0	0.00	0.00	0.00	
10-431-0100 CHIEF OF POLICE	93,760	6,807.70	61,134.68	32,625.32	65%
10-431-0101 CAPTAIN	70,000	5,480.64	14,157.46	55,842.54	20%
10-431-0102 EXECUTIVE ASST TO COP	49,023	3,772.80	33,899.20	15,123.80	69%
10-431-0103 RECORDS SPECIALIST	38,575	2,968.00	26,668.00	11,907.00	69%
10-431-0104 SGT	61,602	4,364.56	45,190.63	16,411.37	73%
10-431-0105 SGT	55,472	4,319.70	40,420.36	15,051.64	73%
10-431-0106 SR POLICE OFFICER	37,500	4,070.08	8,178.08	29,321.92	22%
10-431-0107 POLICE OFFICER	30,600	3,153.83	35,930.39	(5,330.39)	117%
10-431-0108 POLICE OFFICER	46,227	3,153.83	11,058.74	35,168.26	24%
10-431-0109 POLICE OFFICER	47,288	3,561.51	31,941.21	15,346.79	68%
10-431-0110 POLICE OFFICER	43,399	4,080.60	19,277.07	24,121.93	44%
10-431-0111 POLICE OFFICER	47,750	3,627.00	33,332.14	14,417.86	70%
10-431-0112 SCHOOL RESOURCEOFFICER	46,500	3,909.63	29,782.50	16,717.50	64%
10-431-0200 NIGHT DIFFERENTIAL	11,000	293.25	1,923.25	9,076.75	18%
10-431-0201 OVERTIME /86	48,000	2,946.32	28,243.25	19,756.75	59%
10-431-0202 DMV GRANT-SALARIES	9,000	829.81	4,078.77	4,921.23	45%
10-431-0203 RETENTION	4,284	0.00	6,344.02	(2,060.02)	148%
10-431-0204 SUPPLEMENTS	2,500	354.75	1,809.89	690.11	72%
10-431-0205 LINE OF DUTY ACT	4,800	0.00	4,175.76	624.24	87%
10-431-0206 DCJS-LLEG	4,305	0.00	3,437.19	867.81	80%
10-431-0300 PAYROLL TAXES	56,800	4,323.80	30,950.61	25,849.39	55%
10-431-0400 PENSIONS	173,740	9,933.29	77,616.77	96,123.23	45%
10-431-0401 BENEFITS	71,347	9,810.40	46,109.90	25,237.10	65%
10-431-0500 TRAVEL/TRAINING	16,000	350.00	12,408.06	3,591.94	78%
10-431-0600 PHYSICALS/HIRING COSTS	5,340	0.00	4,130.00	1,210.00	77%
10-431-0700 UNIFORMS & MAINT.	14,300	4,324.96	8,622.96	5,677.04	60%
10-431-0800 DUES/SUBS	760	90.00	400.00	360.00	53%
10-431-0900 COURT APPOINTED ATTORNEYS	4,000	120.00	1,800.00	2,200.00	45%
10-431-2000 VEHICLE MAINT & OPERATIONS	23,000	0.00	14,149.80	8,850.20	62%
10-431-2001 FUEL	40,000	1,140.27	10,996.85	29,003.15	28%
10-431-2300 EQUIP & REPAIRS	4,000	58.00	1,121.08	2,878.92	28%
10-431-3000 OFFICE EXPENSE	8,000	602.07	3,720.00	4,280.00	47%
10-431-3100 CONTRACTS	5,515	52.57	2,615.27	2,899.73	47%
10-431-3300 SUPPLIES	6,500	3,477.84	6,497.67	2.33	100%
10-431-3301 TELECOMMUNICATIONS	0	0.00	0.00	0.00	
10-431-4200 CHRISTMAS IN DUMFRIES	8,000	0.00	900.00	7,100.00	11%
10-431-5100 GENERAL ORDERS	0	0.00	0.00	0.00	
10-431-5600 JUSTICE DEPT EXP	0	0.00	0.00	0.00	
10-431-5700 CHIEF'S EXPENSE	500	75.28	170.28	329.72	34%

Budget vs Actual

Town of Dumfries
3/12/2014 4:32:11 PM

Page 9 Of 20

Period Ending 2/28/2014

10 GENERAL FUND						
Description	Budget	MTD	YTD	Variance	Percent	
10-431-5800 CAPITAL OUTLAY	0	0.00	0.00	0.00		
10-431-5900 CRIME PREVENTION PROGRAM	8,500	0.00	562.22	7,937.78	7%	
10-431-6000 PETTY CASH - P.D.	0	0.00	0.00	0.00		
10-431-7000 VEHICLE LEASE CONTRACT	0	0.00	0.00	0.00		
10-431-7002 TRAINING	0	0.00	0.00	0.00		
10-431-7003 RENTAL SPACE	58,000	4,808.01	42,846.20	15,153.80	74%	
PUBLIC SAFETY Totals	1,255,887	96,860.50	706,600.26	549,286.74	56%	

Budget vs Actual

Town of Dumfries
3/12/2014 4:32:11 PM

Page 10 Of 20

Period Ending 2/28/2014

10 GENERAL FUND					
Description	Budget	MTD	YTD	Variance	Percent
10-441-0000 STREETS	0	0.00	0.00	0.00	
10-441-0100 GEN ENG ADMIN SALARIES	0	0.00	0.00	0.00	
10-441-0300 PAYROLL TAXES	0	0.00	0.00	0.00	
10-441-0400 PENSIONS	0	0.00	0.00	0.00	
10-441-0401 BENEFITS	0	0.00	0.00	0.00	
10-441-0500 MERIT/GRADE INCREASE	0	0.00	0.00	0.00	
10-441-1400 MAINTENANCE CONTRACTS	195,486	0.00	38,494.66	156,991.34	20%
10-441-1500 ENGINEERING	18,000	3,300.00	3,300.00	14,700.00	18%
10-441-2000 VEHICLE MAINT & OPERATIONS	0	0.00	0.00	0.00	
10-441-2001 FUEL	0	0.00	0.00	0.00	
10-441-2300 EQUIP & REPAIRS	0	0.00	0.00	0.00	
10-441-2301 EQUIP RENTAL	0	0.00	0.00	0.00	
10-441-3300 MATERIALS	14,000	0.00	2,853.50	11,146.50	20%
10-441-4500 SNOW REMOVAL & OTHERS	8,500	0.00	404.07	8,095.93	5%
10-441-5600 MISC	3,500	298.75	4,493.90	(993.90)	128%
10-441-5700 VEHICLE LEASE CONTRACT	0	0.00	0.00	0.00	
STREET MAINT Totals	239,486	3,598.75	49,546.13	189,939.87	21%

Budget vs Actual

Town of Dumfries
3/12/2014 4:32:11 PM

Page 11 Of 20

Period Ending 2/28/2014

10 GENERAL FUND					
Description	Budget	MTD	YTD	Variance	Percent
10-442-0100 DIRECTOR	0	0.00	0.00	0.00	
10-442-0101 PROPERTY MAINT OFFICIAL	0	0.00	0.00	0.00	
10-442-0102 PLANNER/ZONING ADMIN	68,750	5,292.80	46,864.80	21,885.20	68%
10-442-0103 SUMMER INTERN	0	0.00	0.00	0.00	
10-442-0300 PAYROLL TAXES	5,259	404.90	3,421.02	1,837.98	65%
10-442-0400 PENSIONS	16,088	1,116.68	8,820.11	7,267.89	55%
10-442-0401 BENEFITS	6,900	575.00	5,122.10	1,777.90	74%
10-442-0500 TRAVEL/TRAINING	3,000	0.00	748.30	2,251.70	25%
10-442-0501 CODES & STANDARDS	0	0.00	0.00	0.00	
10-442-0600 INSPECTIONS	0	0.00	0.00	0.00	
10-442-0700 UNIFORMS	0	0.00	0.00	0.00	
10-442-0800 DUES-SUBSCRIPTIONS	400	50.00	50.00	350.00	13%
10-442-1000 PROFESSIONAL SERVICES	0	0.00	0.00	0.00	
10-442-1400 CONTRACTOR SERVICES	0	0.00	0.00	0.00	
10-442-2000 VEHICLE MAINT & OPERATIONS	0	0.00	0.00	0.00	
10-442-2001 FUEL	0	0.00	0.00	0.00	
10-442-2300 EQUIP & REPAIRS	0	0.00	0.00	0.00	
10-442-2400 TOOLS & EQUIPMENT	0	0.00	0.00	0.00	
10-442-3000 OFFICE EXPENSE	500	0.00	801.02	(301.02)	160%
10-442-3001 ADS-NOTICES	4,500	222.00	222.00	4,278.00	5%
10-442-3301 TELECOMMUNICATIONS	0	0.00	0.00	0.00	
10-442-6200 PROFESSIONAL CONTRACTS	20,000	4,850.00	17,008.00	2,992.00	85%
10-442-6300 BLIGHTED PROPERTY FUND	2,500	0.00	0.00	2,500.00	
10-442-6400 COMM ENHANCEMENT PROGRAM	0	0.00	0.00	0.00	
COMMUNITY Totals DEVELOPMENT	127,897	12,511.38	83,057.35	44,839.65	65%

Budget vs Actual

Town of Dumfries
3/12/2014 4:32:11 PM

Page 12 Of 20

Period Ending 2/28/2014

10 GENERAL FUND					
Description	Budget	MTD	YTD	Variance	Percent
10-443-0000 PUBLIC BLDGS	0	0.00	0.00	0.00	
10-443-0100 DIRECTOR OF PUBLIC WORKS	80,000	6,149.54	56,489.17	23,510.83	71%
10-443-0101 OVERTIME	1,000	391.51	1,842.12	(842.12)	184%
10-443-0102 ASST DIR OF PUBLIC WORKS	30,947	2,307.70	20,736.98	10,210.02	67%
10-443-0103 PROGRAMS ADMINISTRATOR	46,358	3,270.40	18,029.41	28,328.59	39%
10-443-0104 MAINT WORKER	0	0.00	0.00	0.00	
10-443-0105 MAINT WORKER PART TIME	15,600	1,701.00	10,624.50	4,975.50	68%
10-443-0106 MAINT WORKER	31,923	2,456.00	22,132.85	9,790.15	69%
10-443-0107 MAINTENANCE WORKER P/T	15,600	570.00	4,240.00	11,360.00	27%
10-443-0300 PAYROLL TAXES	16,939	1,213.92	9,571.72	7,367.28	57%
10-443-0400 PENSIONS	44,513	3,982.56	28,492.99	16,020.01	64%
10-443-0401 BENEFITS	24,221	2,593.40	18,310.20	5,910.80	76%
10-443-0500 TRAVEL/TRAINING	3,000	110.00	1,329.58	1,670.42	44%
10-443-0700 UNIFORMS & MAINTENANCE	500	0.00	25.25	474.75	5%
10-443-0800 DUES/SUBSCRIPTIONS	0	0.00	304.00	(304.00)	
10-443-1000 PROFESSIONAL SVCS	12,500	0.00	6,220.42	6,279.58	50%
10-443-1100 INSPECTIONS	50,000	675.00	20,943.75	29,056.25	42%
10-443-1101 RENTAL INSPECTIONS	45,000	0.00	0.00	45,000.00	
10-443-1200 REVIEWS	20,000	0.00	0.00	20,000.00	
10-443-1300 CONTRACT LABOR	20,000	0.00	2,220.00	17,780.00	11%
10-443-1400 SOLID WASTE CONTRACT	221,675	17,601.30	140,737.36	80,937.64	64%
10-443-2000 VEHICLE MAINT & OPERATIONS	3,000	0.00	1,697.63	1,302.37	57%
10-443-2001 FUEL	5,500	384.49	3,843.64	1,656.36	70%
10-443-2300 EQUIP & REPAIRS	2,000	100.56	1,123.31	876.69	56%
10-443-2301 EQUIP RENTAL	1,250	0.00	0.00	1,250.00	
10-443-2302 UNSCHEDULED REPAIRS	1,000	787.11	787.11	212.89	79%
10-443-2400 TOOLS & EQUIPMENT	4,000	567.51	2,120.31	1,879.69	53%
10-443-2600 CONTRACTOR SERVICES	5,000	0.00	2,742.00	2,258.00	55%
10-443-3000 OFFICE EXPENSE	2,000	284.40	1,669.61	330.39	84%
10-443-3001 ADS/NOTICES	2,000	0.00	0.00	2,000.00	
10-443-3200 OFFICE SUPPLIES/PRINTING	0	0.00	0.00	0.00	
10-443-3300 SHOP SUPPLIES	750	0.00	0.00	750.00	
10-443-3301 TELECOMMUNICATIONS	0	0.00	0.00	0.00	
10-443-4800 LITTER CONTROL	0	0.00	66.05	(66.05)	
10-443-4801 QUANTICO CREEK CLEAN UP	1,500	0.00	0.00	1,500.00	
10-443-9100 ROAD CONST TRIPLOLI	0	0.00	0.00	0.00	

Budget vs Actual

Town of Dumfries
3/12/2014 4:32:11 PM

Page 13 Of 20

Period Ending 2/28/2014

10 GENERAL FUND						
Description	Budget	MTD	YTD	Variance	Percent	
BLVD						
10-443-9102 MULTIMODEL PHASE 2	0	0.00	0.00	0.00	0.00	
10-443-9103 VDOT RD CONST	0	0.00	0.00	0.00	0.00	
PROJECTS						
10-443-9200 FACILITY	1,000	0.00	0.00	1,000.00		
SUPPLIES/MATERIALS/EQ						
10-443-9400 COMP/EQUIP/SOFTWARE	0	0.00	0.00	0.00	0.00	
10-443-9502 VEHICLE REPLACEMENT	0	0.00	0.00	0.00	0.00	
10-443-9600 TOWN HALL	0	0.00	0.00	0.00	0.00	
MAINTENANCE						
10-443-9700 MUSEUM/LOCKETT	0	0.00	0.00	0.00	0.00	
HOUSE						
PERMITS/FACILITIES OPER Totals	708,776	45,146.40	376,299.96	332,476.04	53%	

Budget vs Actual

Town of Dumfries
3/12/2014 4:32:11 PM

Page 14 Of 20

Period Ending 2/28/2014

10 GENERAL FUND					
Description	Budget	MTD	YTD	Variance	Percent
10-444-0100 DIRECTOR OF PUBLIC WORKS	0	0.00	0.00	0.00	
10-444-0102 ASST DIR OF PUBLIC WORKS	30,000	2,307.70	18,634.68	11,365.32	62%
10-444-0300 PAYROLL TAXES	2,295	161.58	1,272.49	1,022.51	55%
10-444-0400 PENSIONS	7,020	0.00	0.00	7,020.00	
10-444-0401 BENEFITS	0	0.00	0.00	0.00	
10-444-0500 TRAVEL/TRAINING	2,500	0.00	689.72	1,810.28	28%
10-444-0801 ANNUAL PERMIT MAINT FEE	4,500	0.00	3,300.00	1,200.00	73%
10-444-2000 VEHICLE MAINTENANCE	3,000	0.00	0.00	3,000.00	
10-444-2001 FUEL	600	0.00	449.12	150.88	75%
10-444-2300 EQUIPMENT & REPAIRS	0	0.00	0.00	0.00	
10-444-2301 EQUIPMENT RENTAL	0	0.00	0.00	0.00	
10-444-2600 PROFESSIONAL CONTRACTS	88,635	4,293.75	32,813.47	55,821.53	37%
10-444-3001 ADS/NOTICES	800	0.00	0.00	800.00	
10-444-3100 ADVERTISING & OUTREACH	0	0.00	0.00	0.00	
10-444-3300 EQUIPMENT & MATERIALS	0	0.00	1,976.02	(1,976.02)	
10-444-4800 LITTER CONTROL	2,650	0.00	0.00	2,650.00	
10-444-5600 MISCELLANEOUS	3,000	0.00	36.30	2,963.70	1%
10-444-5700 VEHICLE LEASES	0	0.00	0.00	0.00	
10-444-5800 CAPITAL OUTLAY	0	0.00	0.00	0.00	
10-444-5900 SWM FEE REFUNDS	0	0.00	0.00	0.00	
STORM WATER MGNMT Totals	145,000	6,763.03	59,171.80	85,828.20	41%

Budget vs Actual

Town of Dumfries
3/12/2014 4:32:11 PM

Page 15 Of 20

Period Ending 2/28/2014

10 GENERAL FUND						
Description	Budget	MTD	YTD	Variance	Percent	
10-472-0100 SALARIES	67,048	5,157.54	46,192.93	20,855.07	69%	
10-472-0101 MERIT/GRADE INCREASE	1,750	0.00	0.00	1,750.00		
10-472-0300 PAYROLL TAXES	5,646	635.97	5,193.73	452.27	92%	
10-472-0400 PENSIONS	15,689	1,307.43	10,310.15	5,378.85	66%	
10-472-0401 BENEFITS	8,074	672.80	6,409.10	1,664.90	79%	
10-472-0500 TRAVEL/EDUCATION	1,000	0.00	821.06	178.94	82%	
10-472-2300 EQUIP/FURNISHINGS	1,000	0.00	367.88	632.12	37%	
10-472-2400 NEWSLETTER	5,750	0.00	2,852.68	2,897.32	50%	
10-472-2600 GARRISON PARK - CDBG	0	0.00	0.00	0.00		
10-472-2700 MAINT - COMM CENTER	0	0.00	0.00	0.00		
10-472-2800 EASTER EGG HUNT	1,000	0.00	0.00	1,000.00		
10-472-2801 BLACK HISTORY MONTH	1,500	375.50	1,190.32	309.68	79%	
10-472-2802 MULTI-CULTURAL FESTIVAL	6,000	0.00	0.00	6,000.00		
10-472-2803 FALL FESTIVAL	5,000	0.00	5,063.72	(63.72)	101%	
10-472-2804 VOLUNTEER PROGRAM	1,500	340.25	340.25	1,159.75	23%	
10-472-2805 SUMMER EMPLOYMENT PROGRAM	5,000	0.00	2,594.04	2,405.96	52%	
10-472-2806 SENIOR LUNCHEONS	2,400	300.00	1,352.36	1,047.64	56%	
10-472-2807 MISC COMMUNITY PROGRAMS	0	0.00	918.00	(918.00)		
10-472-2808 PARKS AND REC PROGRAMS	25,000	0.00	9,025.99	15,974.01	36%	
10-472-3000 OFFICE EXPENSE	1,500	40.86	229.81	1,270.19	15%	
10-472-3001 ADS/NOTICES	8,000	463.00	5,776.50	2,223.50	72%	
10-472-3100 ADVERTISING	0	0.00	0.00	0.00		
10-472-5600 OTHER	0	0.00	0.00	0.00		
10-472-5700 PR WM CHAMBER OF COMMERCE	0	0.00	0.00	0.00		
10-472-5800 COMM CENTER MAINT	0	0.00	0.00	0.00		
10-472-6000 CHRISTMAS PARADE	5,000	119.23	2,843.09	2,156.91	57%	
10-472-6100 CHARTER DAY	500	0.00	0.00	500.00		
10-472-6101 SPECIAL EVENTS	0	0.00	0.00	0.00		
10-472-6500 MIL/CIV MEETING	0	0.00	0.00	0.00		
10-472-6900 COMMUNITY SER GRANTS	0	0.00	0.00	0.00		
10-472-7001 QUANTICO CREEK CLEAN UP	0	0.00	0.00	0.00		
10-472-7002 JANE BYRNES GRANT	71,250	3,588.96	24,355.62	46,894.38	34%	
10-472-7003 WALMARTGRANT	5,500	0.00	0.00	5,500.00		
COMMUNITY SERVICES Totals	245,107	13,001.54	125,837.23	119,269.77	51%	

Budget vs Actual

Town of Dumfries
3/12/2014 4:32:11 PM

Page 16 Of 20

Period Ending 2/28/2014

10 GENERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
10-481-0000 COMMUNITY DEVELOPMENT	0	0.00	0.00	0.00	
10-481-0500 TRAVEL & EDUCATION	3,000	0.00	0.00	3,000.00	
10-481-4100 PLANNING	6,300	0.00	4,200.00	2,100.00	67%
10-481-4300 ARB	3,700	0.00	1,100.00	2,600.00	30%
10-481-4400 BOZA	1,650	0.00	200.00	1,450.00	12%
10-481-4500 REC/CIV BOARD	0	0.00	0.00	0.00	
BOARDS & COMMISSIONS Totals	14,650	0.00	5,500.00	9,150.00	38%

Budget vs Actual

Town of Dumfries
3/12/2014 4:32:11 PM

Page 17 Of 20

Period Ending 2/28/2014

10 GENERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
10-491-0000 NON DEPARTMENTAL	0	0.00	0.00		0.00
10-491-5600 OTHER UNBUDGETED	0	0.00	0.00		0.00
NON DEPARTMENTAL Totals	0	0.00	0.00		0.00

Budget vs Actual

Town of Dumfries
3/12/2014 4:32:11 PM

Page 18 Of 20

Period Ending 2/28/2014

10 GENERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
10-495-8000 DEBT SVC	387,801	0.00	347,291.89	40,509.11	90%
10-495-9000 DEPRECIATION	0	0.00	0.00	0.00	
DEBT SERVICE Totals	387,801	0.00	347,291.89	40,509.11	90%

Budget vs Actual

Town of Dumfries
3/12/2014 4:32:11 PM

Page 19 Of 20

Period Ending 2/28/2014

Expenses Totals	4,431,854	238,046.51	2,520,466.34	1,911,387.66	57%
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Budget vs Actual

Period Ending 2/28/2014

10 GENERAL FUND Totals	75,090.74	1,891.07
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Town of Dumfries
Council Meeting

Meeting Date: March 18, 2014

Agenda Item# VI-B

AGENDA ITEM FORM

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/MOU
 - By Motion Bylaws
 - Certificate

PRESENTER: Teresa Young

PRESENTER TITLE: IT Manager

AGENDA ITEM:

Update on new equipment installed

BACKGROUND / SUMMARY:

The Information Technology Department purchased new cameras for better clarity for the residents of the Town viewing the meetings via the website or television broadcast. A new switcher was installed so the Council meetings can be broadcast 7 days a week. The switcher saves time on having to come back to the camera station and switching it to play the meeting then switching it back to the slideshow. A new audio mixer and amplifier was installed for better sound. When Council convenes into a Closed Session, a slide appears on the television instead of having to drag out a dry erase board.

A new television was purchased for the Community Center along with a DVD player that allows presentations to be viewed through the television.

A program called Granicus was purchased that allows citizens to view the Council meetings on the website live or at a later date. The recordings are archived and indexed after the meeting, which allows a citizen to view a particular item on the agenda. Videos for Council meetings for the current year are available on the website. As time permits videos from 2012 back to when Council started broadcasting will be uploaded to the website.

Hard drives were purchased and installed in the Server to add additional backup space.

An internet connection was installed in the Community Center for programs and events that take place in the Community Center.

ATTACHMENTS:

None

REQUESTED ACTION:

NO ACTION REQUESTED

FOR MORE INFORMATION, CONTACT:

Phone#: 703-221-1622

Name:

Teresa Young

E-mail:

tyoung@dumfriesva.gov

FOR USE DURING MEETING

VOTE:

PASSED

NOT PASSED

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Brewer	<input type="checkbox"/>	<input type="checkbox"/>	Foreman
<input type="checkbox"/>	<input type="checkbox"/>	Reynolds	<input type="checkbox"/>	<input type="checkbox"/>	Toney
<input type="checkbox"/>	<input type="checkbox"/>	Wood			

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Forrester
<input type="checkbox"/>	<input type="checkbox"/>	Washington



AGENDA ITEM FORM

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/MOU
 - By Motion Bylaws
 - Certificate

PRESENTER: Ali Hashimi

PRESENTER TITLE: Business Owner

AGENDA ITEM:

Request for a 5-Year Extension on the expired Union Street Vacation and Information on Current Development Plans and Progress Towards the Development Plans Since the Original Vacation of Union Street

BACKGROUND / SUMMARY:

On April 3, 2012, the Town of Dumfries conveyed by deed to Hamidullah Hashimi and Parwin Hasini all of Union Street subject to the condition that they initiate development on that property by August 18, 2013. If that was not done, the property would revert back to the Town of Dumfries. It appeared that no development had occurred, resulting in the property reverting back to the Town of Dumfries.

ATTACHMENTS:

Copy of the April 3, 2012 Deed
Hashimi Letter December 28, 2013

REQUESTED ACTION:

NO ACTION REQUESTED

FOR MORE INFORMATION, CONTACT:

Name: Daniel E. Taber

Phone#: (703) 221-3400

E-mail: dtaber@dumfriesva.gov

FOR USE DURING MEETING

VOTE:

PASSED

NOT PASSED

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Brewer
<input type="checkbox"/>	<input type="checkbox"/>	Reynolds
<input type="checkbox"/>	<input type="checkbox"/>	Wood

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Foreman
<input type="checkbox"/>	<input type="checkbox"/>	Toney

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Forrester
<input type="checkbox"/>	<input type="checkbox"/>	Washington



201204190036698

Prince William County, VA Pgs: 2

04/19/2012 12:17:44PM

Michèle B. McQuigg, Clerk

Prepared by:
Christine R. Sanders, Esq., Town Attorney
Town of Dumfries
17755 Main Street
Dumfries, Virginia 22026

PLAT IS RECORDED AS

INSTR. #2012 04190036698

Tax Map # None
Consideration: \$500.00
Property Address: Union Street
Dumfries, Virginia 22026
Grantee Address:

~~1775 Washington St.~~
~~Dumfries VA~~
15565 Wiggon way
woodbridge, VA
22191

Tax Exempt Pursuant to Va. Code Section 58.1-811(C)(4)

DEED

THIS DEED is made this 3 day of April, 2012, by and

between THE TOWN OF DUMFRIES, VIRGINIA, Grantor; and HAMIDULLAH

HASHIMI AND PARWIN H. HASHIMI, Grantees;

WITNESSETH:

That for and in consideration of the sum of Ten Dollars (\$10.00), cash in hand paid, and other good and valuable consideration, receipt of which is hereby acknowledged, the Grantor does hereby grant, bargain, sell and convey, in fee simple, with Special Warranty of Title, unto the Grantees, all that certain lot or parcel of land together with improvements thereon, situate, lying and being in the Town of Dumfries, County of Prince William, Commonwealth of Virginia (the "Property"), and being more particularly described as follows::

All of Union Street from beginning to end and containing approximately 7500 square feet (0.1722 acres), more or less, located in the Town of Dumfries of Prince William County, Virginia, as shown and designated on the attached plat, prepared by John E. Krobath of Sanie Consulting Group, LLC, dated March 8, 2012.

THIS CONVEYANCE IS MADE SUBJECT HOWEVER, THAT IN THE EVENT THE GRANTEE FAILS TO INITIATE DEVELOPMENT OF THE PROPERTY HEREIN DESCRIBED BY AUGUST 18, 2013, THEN THE HEREIN DESCRIBED PROPERTY SHALL REVERT BACK TO THE TOWN OF DUMFRIES, OR ITS ASSIGNS FREE AND CLEAR OF ANY CLAIMS OF THE GRANTEE.

X 
Signed - receipt of original 7-16-12
Date

This conveyance is further subject to any conditions, rights-of-way, restrictions, easements and other rights legally affecting the herein described property.

WITNESS the following signatures and seals:

TOWN OF DUMFRIES:

By: Nancy H. West (SEAL)
Nancy H. West, Mayor

By: Daniel E. Taber (SEAL)
Daniel E. Taber, Town Manager

COMMONWEALTH OF VIRGINIA
COUNTY OF PRINCE WILLIAM, to-wit:

I, the undersigned Notary Public in and for the above jurisdiction, do hereby certify that NANCY H. WEST, MAYOR, signed the this deed on this 3 day of April, 2012.

Given under my hand this 3 day of April, 2012.

CHRISTINE R. SANDERS
REGISTRATION #103341
NOTARY PUBLIC
COMMONWEALTH OF VIRGINIA
MY COMM. EXPIRES 09/30/12

Christine R. Sanders
Print Name: Christine R. Sanders

My commission expires: _____.

COMMONWEALTH OF VIRGINIA
COUNTY OF PRINCE WILLIAM, to-wit:

I, the undersigned Notary Public in and for the above jurisdiction, do hereby certify that DANIEL E. TABER, TOWN MANAGER, signed the this deed on this 3 day of April, 2012.

Given under my hand this 3 day of April, 2012.

CHRISTINE R. SANDERS
REGISTRATION #103341
NOTARY PUBLIC
COMMONWEALTH OF VIRGINIA
MY COMM. EXPIRES 09/30/12

Christine R. Sanders
Print Name: Christine R. Sanders

My commission expires: _____.

December 28, 2013

Mr. Daniel Taber
Town of Dumfries
17755 Main Street
Dumfries, VA 22026

Dear Mr. Taber,

I am requesting a 5-year extension on the vacation of Union Street. We have made great strides in the development of our land since the original vacation and intend to continue with development.

Our current development plans include a mixed-use complex encompassing commercial retail/office at ground level and residential units above.

We would like the opportunity to meet with staff and council to present on the progress we have made towards development since the original vacation of Union Street.

Thank you for your time.

Sincerely,

Ali Hashimi



Town of Dumfries
Council Meeting

Meeting Date: March 18, 2014

Agenda Item# VII-B

AGENDA ITEM FORM

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/MOU
 - By Motion Bylaws
 - Certificate

PRESENTER: Marisa Jones **PRESENTER TITLE:** Asst. Program Mgr, Institute for Public Health Innovation

AGENDA ITEM:
Healthy Eating Active Living Resolution

BACKGROUND / SUMMARY:

The Town of Dumfries has an interest in preserving, promoting, and improving the health of its citizens by taking active steps to increase healthy eating and active living within its boundaries. The Town can help promote a healthy lifestyle through adoption of this Healthy Eating and Active Living Community Resolution by encouraging the development and implementation of policies and practices that support and promote healthy eating and active living among its citizens.

ATTACHMENTS:

Resolution Healthy Eating and Active Living Community

REQUESTED ACTION:

Move the Resolution to the Consent Agenda for the April 1, 2014 Council meeting

FOR MORE INFORMATION, CONTACT:

Phone#: (202) 407-7089 ext 1026

Name: Marisa Jones
E-mail: mjones@institutephi.org

FOR USE DURING MEETING

VOTE:

PASSED

NOT PASSED

Y	N		Y	N	Y	N
<input type="checkbox"/>	<input type="checkbox"/>	Brewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Reynolds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Wood				
						Forrester
						Washington

AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL HELD ON TUESDAY, APRIL 1, 2014, IN COUNCIL CHAMBERS, 17755 MAIN STREET, DUMFRIES, VIRGINIA: ON A MOTION DULY MADE BY _____, AND SECONDED BY _____, THE FOLLOWING RESOLUTION WAS ADOPTED BY THE FOLLOWING VOTE:

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

RESOLUTION TO SUPPORT HEALTHY EATING ACTIVE LIVING

WHEREAS, the Town of Dumfries has the ability to affect the health of its residents; and

WHEREAS, the Town of Dumfries has an interest to preserve, promote and improve the health of its citizens by taking active steps to increase healthy eating and active living within its boundaries and Southeastern Prince William County; and

WHEREAS, improving existing infrastructure and planning constructions that encourage walking, biking, and other forms of physical activity can promote health; and

WHEREAS, polling and ranking organizations are consistently using health as a metric for determining desirability for healthier communities are more desirable locations to visit, own or operate a business, raise a family; and

WHEREAS, more than half of Virginia's adults are overweight or obese and therefore at risk for many chronic conditions including diabetes, heart disease, cancer, arthritis, stroke, and, hypertension; and

WHEREAS, one in three youth in Virginia is overweight or obese; and

WHEREAS, obesity takes a tremendous toll on the health, productivity of all Virginians; and

WHEREAS, supporting the health of residents and the local workforce would decrease chronic disease and health care costs and increase productivity.

NOW, THEREFORE, BE IT RESOLVED that the Town of Dumfries hereby declares that the Council and Staff shall seek opportunities and establish mechanisms to support individual, community and environmental efforts to improve the public's health by encouraging the development and implementation of policies and practices that support and promote healthy eating and active living among citizens in the Town of Dumfries; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Council and Staff, working in cooperation with citizens and businesses, will make efforts to support and promote healthy eating and active living among its citizens through adoption of this Healthy Eating Active Living resolution and the policies and practices described herein; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Town of Dumfries hereby recognizes that obesity is a serious public health threat to the health and wellbeing of adults, children and families in the Town of Dumfries, and a commitment is needed to put healthy choices within reach of all residents. To that end, the Town of Dumfries adopts this Healthy Eating Active Living resolution; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Dumfries Town Council and Staff shall be responsible for the design and construction of parks, neighborhoods, streets, and business areas, and shall make every effort to:

- Prioritize capital improvements projects to increase the opportunities for physical activity;
- Plan and construct a built environment that encourages walking, biking and other forms of physical activity;
- Address walking and biking connectivity between residential neighborhoods and schools, parks, recreational resources, and retail;
- Revise comprehensive plans and zoning ordinances to increase opportunities for physical activity wherever and whenever possible, including complete streets policies, compact, mixed-use and transit-oriented development;
- Include or consider adjacent dedicated green space in all new housing and business developments;
- Support recreation programs that encourage active living;
- Ensure that physical activity facilities (park facilities, playgrounds, trails, and the Jefferson Simpson Community and Cultural Arts Center, etc.) are accessible and affordable.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Town of Dumfries shall work with Healthy Eating Active Living Cities & Towns Campaign Staff to explore Healthy Eating Active Living policies and to identify those policies that are suitable for the Town’s unique local circumstances; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Town of Dumfries shall work with Regional, State, and Federal agencies to identify those programs and policies that are suitable for the Town’s unique local circumstances.

By Order of Council:

Gerald M. Foreman, Mayor

Attest: _____
Dawn Hobgood, Town Clerk



Town of Dumfries
Council Meeting

Meeting Date: March 18, 2014

Agenda Item# VII-C

AGENDA ITEM FORM

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/MOU
 - By Motion Bylaws
 - Certificate

PRESENTER: Daniel Taber

PRESENTER TITLE: Town Manager

AGENDA ITEM: Purchase of Computer Hardware

BACKGROUND / SUMMARY:

There is an opportunity to purchase computer hardware now that would otherwise require budgeting funds in the FY 15 Budget. The attached staff report provides specific details. It is requested that Council approve the purchase.

ATTACHMENTS:

Staff Report
Resolution

REQUESTED ACTION:

Move the resolution to the Consent Agenda for approval

FOR MORE INFORMATION, CONTACT:

Name: Daniel Taber

Phone#: 703-221-3400 Ext 113

E-mail: dtaber@dumfriesva.gov

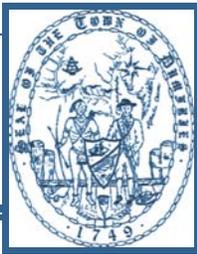
FOR USE DURING MEETING

VOTE:

PASSED

NOT PASSED

Y	N		Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Brewer	<input type="checkbox"/>	<input type="checkbox"/>	Foreman	<input type="checkbox"/>	<input type="checkbox"/>	Forrester
<input type="checkbox"/>	<input type="checkbox"/>	Reynolds	<input type="checkbox"/>	<input type="checkbox"/>	Toney	<input type="checkbox"/>	<input type="checkbox"/>	Washington
<input type="checkbox"/>	<input type="checkbox"/>	Wood						



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

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

March 11, 2014

TO: Dumfries Town Council

FROM: Daniel E. Taber
Town Manager

RE: Staff Report – Information Technology Hardware Purchase

The Town has a five-year hardware replacement cycle that requires the replacement of 20 CPUs in FY 15 beginning July 1, 2014. The estimated cost involved is \$24,362. In addition, the Commonwealth of Virginia has made mandatory security changes for police department access to their computerized system that will require the replacement of 6 police laptops at an estimated cost of \$13,844. These costs would normally be placed in the FY 15 budget that I will be submitting for approval in a few weeks.

There is currently a surplus in the FY 14 Information Technology budget that would allow the purchase of the above listed hardware at this time. The surplus resulted from the following:

- (1). The decision to go with Google Business Apps instead of purchasing a separate Server for the management of the Town email function.
- (2). The need to purchase only three and not four replacement cameras for Council Chambers as was budgeted.
- (3). A budgeting error that resulted in budgeting twice for computer service maintenance contracts.

If Council will approve the purchase of the hardware as requested, the proposed FY 15 budget for Information Technology will be reduced by the total amount spent providing the ability to use those funds elsewhere in the FY 15 budget.

Should Council agree with this request, a resolution authorizing the Mayor to sign the purchase orders will be placed on the consent agenda for the next Council Meeting.

AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL HELD ON TUESDAY, APRIL 1, 2014, IN COUNCIL CHAMBERS, 17755 MAIN STREET, DUMFRIES, VIRGINIA: ON A MOTION DULY MADE BY _____, AND SECONDED BY _____, THE FOLLOWING RESOLUTION WAS ADOPTED BY THE FOLLOWING VOTE:

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

RESOLUTION TO AUTHORIZE THE PURCHASE OF LAPTOPS FOR POLICE DEPARTMENT AND COMPUTERS

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, the Police Department is required to have third level security on laptops for VCIN searches which also requires a Windows 7 operating system requiring the purchase of six new laptops that have the required security level; and

WHEREAS, the total expenditure to purchase those six laptops will be \$13,844; and

WHEREAS, the Town’s maintenance contract expires July 1, 2014 on all of the existing CPU’s; and

WHEREAS, the CPU’s are over five years old and need to be replaced according to the current CPU replacement policy; and

WHEREAS, the total expenditure to purchase 20 CPU’s will be \$24,361.80; and

WHEREAS, funding is available in the FY 14 Budget for these purchases.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Dumfries does hereby authorize the Mayor to sign two purchase orders totaling \$38,205.80.

By Order of Council:

Gerald M. Foreman, Mayor

Attest:

Dawn Hobgood, Town Clerk



Town of Dumfries
Council Meeting

Meeting Date: March 18, 2014

Agenda Item# VII-D

AGENDA ITEM FORM

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/MOU
 - By Motion Bylaws
 - Certificate

PRESENTER: Dan Taber

PRESENTER TITLE: Town Manager

AGENDA ITEM:

Resolution Recognizing Municipal Clerks Week

BACKGROUND / SUMMARY:

Municipal Clerks throughout the United States, Canada and 15 other countries will celebrate Municipal Clerks Week on May 4 through May 10, 2014. In 1984 and in 1994, Presidents Ronald Reagan and Bill Clinton, respectively, signed a Proclamation officially declaring Municipal Clerks Week the first full week of May and recognizing the essential role Municipal Clerks play in local government.

Although it is one of the oldest positions in local government, few people realize the vital services Municipal and Deputy Clerks perform for their community. Primarily, they act as the cornerstone of their council. They also prepare the council agendas, record and index minutes and maintain the council's ordinance and resolutions files. Other responsibilities may include keeping the official records of the city, conducting local elections, and processing permits. Many serve as financial officers or treasurers and, in some municipalities, may act as chief administrative officers.

The International Institute of Municipal Clerks (IIMC) sponsors Municipal Clerks Week. Founded in 1947, IIMC is the professional association of 9,500 City, Town, Township, Village, Borough, Deputy, and County Clerks. IIMC is dedicated to improving the professionalism of the Clerk and increasing the productivity of local government.

ATTACHMENTS:

Resolution

REQUESTED ACTION:

NO ACTION REQUESTED

Make a motion to move the resolution to the consent agenda for adoption on April 1, 2014

FOR MORE INFORMATION, CONTACT:

Phone#: 703-221-3400

Name: Dan Taber

E-mail: dtaber@dumfriesva.gov

FOR USE DURING MEETING

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Brewer
<input type="checkbox"/>	<input type="checkbox"/>	Reynolds
<input type="checkbox"/>	<input type="checkbox"/>	Wood

VOTE:

Y	N
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Foreman
Toney

PASSED

Y	N
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

NOT PASSED

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Forrester
Washington

AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL, HELD ON APRIL 1, 2014, IN COUNCIL CHAMBERS, 17755 MAIN STREET, DUMFRIES, VIRGINIA: ON A MOTION MADE BY _____, AND SECONDED BY _____, THE FOLLOWING RESOLUTION WAS ADOPTED BY THE FOLLOWING VOTE:

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

**RESOLUTION PROCLAIMING MAY 4 – 10, 2014
MUNICIPAL CLERKS WEEK**

WHEREAS, the Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world; and

WHEREAS, the Office of the Municipal Clerk is the oldest among public servants; and

WHEREAS, the Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and

WHEREAS, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

WHEREAS, the Municipal Clerk serves as the information center on functions of local government and community; and

WHEREAS, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, province, county and international professional organizations; and

WHEREAS, it is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

NOW THEREFORE BE IT RESOLVED by the Town Council of the Town of Dumfries that May 4 through May 10, 2014, be recognized as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk, Dawn Hobgood and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

By Order of Council:

Gerald M. Foreman, Mayor

ATTEST: _____
Dawn Hobgood, Town Clerk



AGENDA ITEM FORM

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/MOU
 - By Motion Bylaws
 - Certificate

PRESENTER: Laura O'Dell

PRESENTER TITLE: Town Planner/Zoning Administrator

AGENDA ITEM:

Fountain Gate Chapel Conditional Use Permit

BACKGROUND / SUMMARY:

Fountain Gate Chapel (FGC) is requesting a conditional use permit for a place of worship to be located in the Dumfries Shopping Plaza per requirements of section 70-247(B)(5) of Town Code.

The subject site is located at 18037 Dumfries Shopping Plaza in the Dumfries Shopping Plaza near the corner of Graham Park Road and South Fraley Boulevard, with GPIN# 8188-79-7450. The site is 4,300 square feet in area; the entire shopping center has a total of 70,000 square feet of retail space. The proposed chapel will sit at the southern end of the shopping plaza between the Rite Aid and Padrino's Pizza.

FGC is a nondenominational church that seeks to operate from Dumfries Shopping Plaza. The Church plans to meet Sundays and Fridays from 10 am to 1 pm and 7:30 pm to 9:30 pm. The Planning Commission held a duly advertised public hearing and voted to move the application to Town Council with the recommendation to approve.

ATTACHMENTS:

Staff Report, Resolution to Authorize Town Manger Advertise a Public Hearing, Public Hearing Notice

REQUESTED ACTION:

NO ACTION REQUESTED

Provide comments and direction for staff

FOR MORE INFORMATION, CONTACT:

Phone#: 703-221-3400

Name: Laura O'Dell

E-mail: lodell@dumfriesva.gov

FOR USE DURING MEETING

VOTE:

PASSED

NOT PASSED

Y	N		Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Brewer	<input type="checkbox"/>	<input type="checkbox"/>	Foreman	<input type="checkbox"/>	<input type="checkbox"/>	Forrester
<input type="checkbox"/>	<input type="checkbox"/>	Reynolds	<input type="checkbox"/>	<input type="checkbox"/>	Toney	<input type="checkbox"/>	<input type="checkbox"/>	Washington
<input type="checkbox"/>	<input type="checkbox"/>	Wood						



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town

CHARTERED 1749 INCORPORATED 1961

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

To: Town Council

From: Laura O'Dell, Town Planner/Zoning Administrator

Date: March 18, 2014

RE: Conditional Use Permit to allow for a place of worship in the Dumfries Shopping Plaza.

STAFF REPORT

Request: Fountain Gate Chapel (FGC) is requesting a conditional use permit for a place of worship to be located in the Dumfries Shopping Plaza per requirements of section 70-247(B)(5) of Code of Town of Dumfries, Virginia.

Location: The subject site is located at 18037 Dumfries Shopping Plaza, Dumfries, Virginia 22026, in the Dumfries Shopping Plaza near the corner of Graham Park Road and South Fraley Boulevard, with GPIN# 8188-79-7450. The site is 4,300 square feet in area, the entire shopping center has a total of 70,000 square feet in area of retail space. The proposed chapel will sit at the Southern end of the shopping plaza between the Rite Aid and Padrino's Pizza.

Comprehensive Plan Designation: The subject site is identified as retail service/general business in the existing land use map of Town of Dumfries comprehensive plan.

Zoning / Acreage: The subject site is approximately 11.7 acres and currently zoned B-1.

Surrounding Land Uses & Zoning: This site is bordered by the following zoning district and use in each direction:

Direction	Type of Zoning	Existing Use
North	B-1 General Business	Office and Retail
South	B-1 General Business	Office and Retail
East	R-3 Condominium Residential	Townhomes
West	B-1 General Business B-2 Neighborhood Business	Mix of automobile uses, office space, fast food, and two churches.

Overview

FGC is a nondenominational church that seeks to operate from Dumfries Shopping Plaza. The church plans to meet Sundays and Fridays from 10am to 1 pm, and 7:30pm to 9:30pm.

Approximately 35 members attend each service. Through this conditional use permit, FGC wishes to hold religious services.

Church Program

FGC plans to be active in the Dumfries and Triangle communities. FGC plans to offer the following benefits to the community: annual health fair, annual food and clothing drives, annual toy/gift drives for children, sponsoring of local schools, and wishes to partner with local government institutions to promote and support common goals.

Current Use of Property

The site is currently vacant. Previously the site was used for Dollar Mall, a retail establishment.

Anticipated Facility Operation:

The church will be used two days a week, Fridays and Sundays, with both a morning and evening service with approximately 35 members attending each service.

Parking and Traffic

The site meets the parking requirements of Town Code, as only 9 stalls are required for church services. The shopping center also meets Town Code requirements for retail parking. Approximately 314 striped parking spaces are in the shopping plaza in front of 18037 Dumfries Shopping Plaza, and an additional 37 striped parking spaces are on the Southern side of the parking lot adjacent to Rite Aid and Graham Park Road. Parking requirements are as follows:

- Church – One space for every four seats – There are 35 seats max. = 9 parking spaces
- Retail - 1 space per 200 square feet of retail floor area - there is 70,000 square feet of retail floor area = 350 parking spaces required.

GRAND TOTAL of approximately 351 spaces available.

Proposed Conditions:

Staff proposes that church members park in the parking spaces adjacent to Rite Aid and Graham Park Road. The spaces in this location are typically unused, while the majority of the traffic to the shopping center parks in the 314 spaces in front of the shopping center.

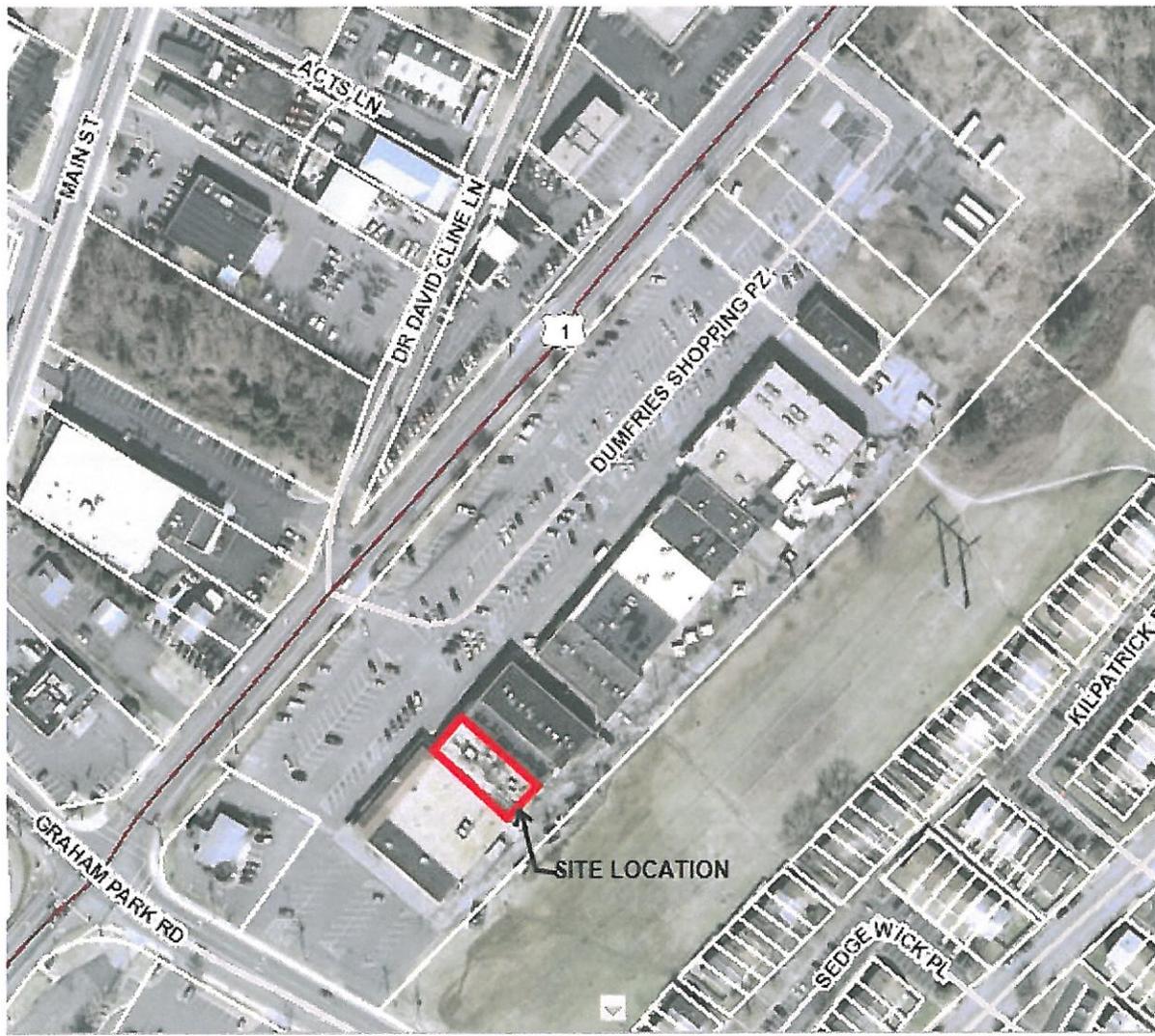
Staff Recommendation:

There are a few churches within the general vicinity of the proposed site, and therefore is consistent with surrounding uses. The church will also support residents of the community in nearby neighborhoods.

Attachments:

1. Application Packet from applicant
2. Floor Plan
3. Site Location Map
4. Photographs of Site Location

SITE LOCATION MAP:



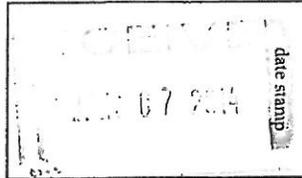
Aerial Imagery and mapping courtesy of the Commonwealth of Virginia. Data taken from Prince William County Mapper 2/30/2014.



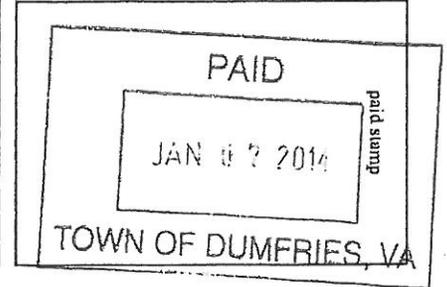
DUMFRIES, VIRGINIA

17755 Main Street
Dumfries, Virginia 22026-2386
703-221-3400

www.dumfriesva.gov



Taxes current Yes No



APPLICATION FOR A CONDITIONAL USE PERMIT

Please refer to the fee schedule for applicable application fee
The applicant is responsible for costs of public hearing advertisements (determined later)

Name of Business or Organization: FOUNTAIN GATE CHAPEL INC.
If organization is a non-profit, please provide a copy of your 501(c)3

Site address in Town: 18037 Dumfries Shopping Plaza, Dumfries VA 22026

I hereby submit this request for a Conditional Use Permit in accordance with Section 70-247(B)(5) of the Town of Dumfries Zoning Ordinance, to:

Allow For Place of Worship

State specifically all activities and materials required by this proposed use, attach additional pages if necessary.

Type of business or use

- | | | | |
|----------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Use with a drive-through window | <input type="checkbox"/> | Child care or adult day care center | <input type="checkbox"/> |
| Automobile sales or service | <input type="checkbox"/> | Convenience store | <input type="checkbox"/> |
| Church or charitable institution | <input checked="" type="checkbox"/> | Other | <input type="checkbox"/> |

- | | | |
|---|---|--|
| Can customers or the public visit the site? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the building contain assembly area (church, auditorium, or movie theater)? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Is equipment brought to the site? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does the business contain any equipment beyond desktop computers? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Are vehicles larger than an SUV parked onsite? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

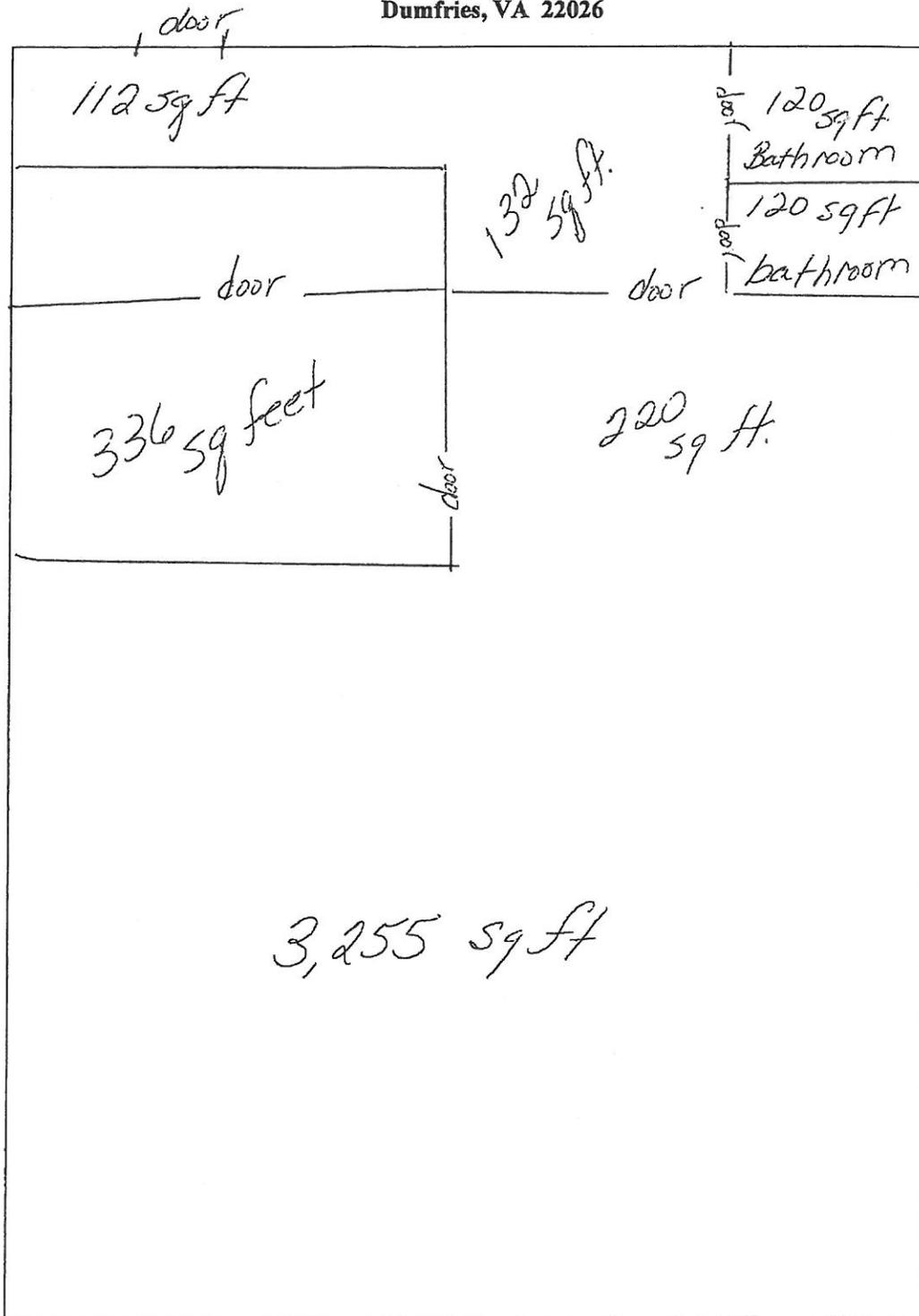
I hereby certify that I have the authority to make the foregoing application on behalf of the named business or organization, that the information given is correct, that I have read and I understand the applicable zoning ordinances for the zoning district, and that this project will comply with all applicable Codes and Ordinances of the Town of Dumfries and the State of Virginia.

Name ALEX FREDUA-AGYEMANG
Please Print
Address 1306 Kings Crest Dr.
Stafford VA 22514

Applicant
Signature [Signature]
Phone 5407601234
Email hajylex@yahoo.com

Form updated August 2012 by MB

Dumfries Shopping Center
18037 Dumfries Shopping Plaza
Dumfries, VA 22026



Store Front 4,300 sq ft
Shopping Center 70,000 sq ft

AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL HELD ON TUESDAY, APRIL 1, 2014, IN COUNCIL CHAMBERS, 17755 MAIN STREET, DUMFRIES, VIRGINIA: ON A MOTION DULY MADE BY _____, AND SECONDED BY _____, THE FOLLOWING RESOLUTION WAS ADOPTED BY THE FOLLOWING VOTE:

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

RESOLUTION AUTHORIZING THE TOWN MANAGER TO ADVERTISE A PUBLIC HEARING FOR A CONDITIONAL USE PERMIT TO ALLOW FOR FOUNTAIN GATE CHAPEL TO OPERATE AT 18037 DUMFRIES SHOPPING PLAZA

WHEREAS, the Town of Dumfries has received a conditional use permit application to allow for a place of worship, namely Fountain Gate Chapel, to operate in the B-1 General Business Zoning District located at 18037 Dumfries Shopping Plaza; and

WHEREAS, the Planning Commission reviewed the application February 10, 2014 and on March 10, 2014 the Planning Commission held a duly advertised public hearing and voted to move the application forward to Town Council for review; and

WHEREAS, the Town Council reviewed the application at the March 18, 2014 work session where Town Council directed staff to move forward with scheduling a public hearing on the conditional use permit.

NOW, THEREFORE, BE IT RESOLVED by Town Council that the Town Manager is authorized to advertise for a public hearing to be held on May 7, 2014 to consider the conditional use permit for Fountain Gate Chapel to be located at 18037 Dumfries Shopping Plaza.

By Order of Council:

Gerald M. Foreman, Mayor

ATTEST: _____
Dawn Hobgood, Town Clerk

NOTICE OF PUBLIC HEARING

**BY THE TOWN COUNCIL
OF THE TOWN OF DUMFRIES, VIRGINIA ON**

**May 7, 2014 at 7:00 PM
or as soon thereafter as may be heard
Located at 17755 Main Street, Dumfries, VA 22026**

The Planning Commission of the Town of Dumfries hereby gives notice of a public hearing on a Conditional Use Permit application to allow for Fountain Gate Chapel to operate from 18037 Dumfries Shopping Plaza. This property is located in the B-1 General Business District which only allows a place of worship to operate by Conditional Use Permit.

All supporting material is available for public inspection at the Office of the Town Clerk at 17755 Main Street, Dumfries, Virginia 22026 between the hours of 8:30 AM and 5:00 PM; M-F. The public hearing is being held in a public facility believed to be accessible to persons with disabilities. Any person with questions on the accessibility of the facility or needing to discuss accommodation of a disability should contact the Town Clerk at 703-221-3400 or dhobgood@dumfriesva.gov during normal working hours.

Please post on April 23, 2014 and April 30, 2014.



AGENDA ITEM FORM

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
PRESENTATION
ACTION ITEM
TOWN MANAGER & STAFF COMMENTS
PUBLIC HEARING
Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
DISCUSSION ONLY
DISCUSSION AND/OR DECISION
Introduction
Resolution
Ordinance
Grant/MOU
By Motion
Bylaws
Certificate

PRESENTER: Laura O'Dell

PRESENTER TITLE: Town Planner/Zoning Administrator

AGENDA ITEM:

Amendment to the Temporary Use Section 70-22, by Adding Subsection 3, Yard Sales

BACKGROUND / SUMMARY:

In recent months, it has been noticed that yard sales have been held in Town and that there is no clear ordinance regulating the use of yard sales. A majority of these yard sales have occurred along Rt. 1 and has created a concern for public safety. In the past residents who have come to the Town Hall requesting a permit for a yard sale have been requested to fill out a Temporary Use Permit application for their event, however there is no supporting language in the Town Code requiring residents to do so. There is also no language to regulate the use, frequency, and location of yard sales in Town.

Language has been proposed to be added to Temporary Uses Section 70-22 regulating the use of yard sales and requiring residents obtain an approved Temporary Use Permit prior to the event. The yard sale ordinance has been presented, reviewed, and discussed by the Planning Commission on June 10, July 15, and August 12, 2013. On September 9, 2013, the Planning Commission passed a resolution to move the amendments to Town Council for review. On September 17, 2013, Town Council reviewed the proposed amendment and requested a definition for yard sales, and requested that yard sales be prohibited on major thoroughfares.

Because the decision was made to no longer hold joint public hearings, the ordinance had to go back to the Planning Commission so they could hold their own public hearing. The public hearing was held on March 10, 2014, and the Planning Commission voted to move the ordinance forward to Town Council. Attached you will find a proposed ordinance. Please review so staff can move forward with scheduling a public hearing, provided Council is satisfied with the proposed ordinance to date.

ATTACHMENTS:

Proposed Amendment, Resolution Authorizing the Town Manager Advertise a Public Hearing, Public Hearing Notice

REQUESTED ACTION:

NO ACTION REQUESTED

Provide comments and direction for Staff

FOR MORE INFORMATION, CONTACT:

Phone#: 703-221-3400

Name: Laura O'Dell

E-mail: lodell@dumfriesva.gov

FOR USE DURING MEETING

Y N

- Brewer
Reynolds
Wood

Y N

- Foreman
Toney

VOTE:

PASSED

Y N

- Forrester
Washington

NOT PASSED

AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL, HELD ON MAY 7, 2014, IN COUNCIL CHAMBERS, 17755 MAIN STREET, DUMFRIES, VIRGINIA: ON A MOTION MADE BY _____, AND SECONDED BY _____, THE FOLLOWING ORDINANCE ADOPTED BY THE FOLLOWING VOTE:

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

ORDINANCE TO AMEND THE CODE OF THE TOWN OF DUMFRIES, VIRGINIA, AS AMENDED, BY AMENDING CHAPTER 70 ZONING, ARTICLE I IN GENERAL, SECTION 70-22 TEMPORARY USES BY ADDING SUBSECTION 3, YARD SALE

WHEREAS, it has been noted that yard sales have been held in the Town along Route 1 that creates a concern for public safety; and

WHEREAS, pursuant to the public necessity, convenience, general welfare, and in the interest of good zoning practice the Planning Commission discussed proposed language to regulate the use, frequency, and location of yard sales; and

WHEREAS, the Planning Commission held a duly advertised public hearing on March 10, 2014 and voted to forward the proposed ordinance amendment to Council for review; and

WHEREAS, Town Council discussed the matter at their March 18, 2014 meeting and directed staff to move forward with scheduling a public hearing on an ordinance to adopt the amendment to Article I, Chapter 70, Section 70-22 by adding subsection (3) yard sale: and

WHEREAS, Town Council held a duly advertised public hearing on May 7, 2014.

NOW, THEREFORE BE IT ORDAINED by the Council of the Town of Dumfries on this the 7th day of May, 2014, that the Code of Ordinances, Town of Dumfries, Virginia, as amended, is further amended by amending and adding Section 70-22(3) to Chapter 70, Article I and is enacted as follows:

Article I of Chapter 70, Sect. 70-22 Temporary Uses

(3) Yard sale: the sale of used or unwanted household goods being personal items, held on private property. The temporary sale of goods will be allowed provided that they shall not be held on: Rt. 1, Main Street, Fraley Boulevard, Graham Park Road, and Rt. 234. Yard sales may be held, provided that: _____

_____ a. A permit is obtained from the town prior to the event, and will be issued free of charge.

_____ b. Permits shall only be issued to property owner/s or to a tenant with written permission by the property owner/s.

_____ c. No more than three permits will be issued per lot in a 12 month period.

_____ d. All yard sale permits are temporary in nature and shall be valid for no longer than two days.

_____ e. All merchandise and staging equipment must be removed at the conclusion of the sale.

_____ f. A setback of 10' must be maintained from any street, front, side, or rear yard.

_____ g. Temporary signs may be allowed in accordance with Sec. 70-14 of the Zoning Ordinance, however signs for yard sales may not be displayed longer than 5 days prior to the event, and must be removed once the sale is over.

This ordinance shall become effective on May 7, 2014.

By Order of Council:

Gerald M. Foreman, Mayor

Attest: _____
Dawn Hobgood, Town Clerk

AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL HELD ON TUESDAY, APRIL 1, 2014, IN COUNCIL CHAMBERS, 17755 MAIN STREET, DUMFRIES, VIRGINIA: ON A MOTION DULY MADE BY _____, AND SECONDED BY _____, THE FOLLOWING RESOLUTION WAS ADOPTED BY THE FOLLOWING VOTE:

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

RESOLUTION TO AUTHORIZE THE TOWN MANAGER ADVERTISE A PUBLIC HEARING FOR AMENDMENTS TO TEMPORARY USES SECTION. 70-22(3)

Whereas, the Town of Dumfries Town Council (the “Council”) has been reviewing, studying and deliberating Town Code Sect. 70-22 Temporary Uses for the past several months; and

Whereas, the Council has concluded that the Town does not have clear language regulating the use of yard sales under Temporary Uses in Town Code Sect. 70-22; and

Whereas, the Council has further concluded that by adding a third paragraph to Sect. 70-22 Temporary Uses, language can be added to allow the use of yard sales and regulation of yard sales in Town; and

WHEREAS, the Town Council most recently reviewed the application at the March 18, 2014 work session where Town Council directed staff to move forward with scheduling a public hearing on the conditional use permit.

NOW, THEREFORE, BE IT RESOLVED by Town Council that the Town Manager is authorized to advertise for a public hearing to be held on May 7, 2014 to consider the zoning text amendment to Town Code Section 70-22 Temporary Uses.

By Order of Town Council :

Gerald Foreman
Mayor

Attest: _____
Dawn Hobgood, Town Clerk

NOTICE OF PUBLIC HEARING

**BY THE TOWN COUNCIL
OF THE TOWN OF DUMFRIES, VIRGINIA ON**

**May 7, 2014 at 7:00 PM
or as soon thereafter as may be heard
Located at 17755 Main Street, Dumfries, VA 22026**

The Town Council of the Town of Dumfries hereby give notice of a public hearing on proposed language amending Temporary Uses Section 70-22 by adding Subsection 3, Yard Sales, that will regulate the use, frequency, and location of yard sales in the Town and require residents obtain an approved Temporary Use Permit prior to the event.

All supporting material is available for public inspection at the Office of the Town Clerk at 17755 Main Street, Dumfries, Virginia 22026 between the hours of 8:30 AM and 5:00 PM; M-F. The public hearing is being held in a public facility believed to be accessible to persons with disabilities. Any person with questions on the accessibility of the facility or needing to discuss accommodation of a disability should contact the Town Clerk at 703-221-3400 or dhobgood@dumfriesva.gov during normal working hours.

Please post on April 23, 2014 and April 30, 2014.



Town of Dumfries
Council Meeting

Meeting Date: March 18, 2014

Agenda Item# VII-G

AGENDA ITEM FORM

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/MOU
 - By Motion Bylaws
 - Certificate

PRESENTER: Derrick Wood **PRESENTER TITLE:** Councilman

AGENDA ITEM: Parks and Recreation Commission By-laws

BACKGROUND/SUMMARY:

Town Council approved the formation of a Parks and Recreation Commission for FY14. The Commission has discussed its by-laws at previous commission meetings. The members of the Parks and Recreation Commission presented Staff with a draft of its by-laws and received feedback on the same. The Commission made changes to the by-laws and presented them to Council on February 18. Changes were recommended and brought back to the Parks and Recreation Commission on March 11, 2014 for consideration.

ATTACHMENTS:

Parks and Recreation By-Laws

REQUESTED ACTION:

Review, recommend changes, further discuss, or move to the April 1, 2014 Consent Agenda

FOR MORE INFORMATION, CONTACT:

Phone#:

Name:

Derrick Wood

E-mail:

hondwood@dumfriesva.gov

FOR USE DURING MEETING

VOTE:

PASSED

NOT PASSED

Y	N		Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Brewer	<input type="checkbox"/>	<input type="checkbox"/>	Foreman	<input type="checkbox"/>	<input type="checkbox"/>	Forrester
<input type="checkbox"/>	<input type="checkbox"/>	Reynolds	<input type="checkbox"/>	<input type="checkbox"/>	Toney	<input type="checkbox"/>	<input type="checkbox"/>	Washington
<input type="checkbox"/>	<input type="checkbox"/>	Wood						

**PARKS AND RECREATION COMMISSION BY-LAWS
TOWN OF DUMFRIES**

Parks and Recreation Commission Approved 3-11-14
Town Council Review and Approved

Deleted: al
Deleted: al Pending

Article I: Creation

The Parks and Recreation Commission (“Commission”) was created on July 1, 2013 and is comprised of one Council member acting as a chairperson, one member of Town Staff, and at least five residents of the Town of Dumfries (“the Town”).

Article II: Purpose of Parks and Recreation Commission

1. The Commission shall serve as an advisory body the Town Council
2. Commission Focus: To offer recreation and programs designed to meet the needs and interest of patrons of all ages to include but not limited to the following; outdoor festivals, live performances, fitness and sport programs, trips, youth and senior activities
3. Commission Mission: The Commission will provide workable recreational programs and services which respond to changing needs and interests of the citizens of the Town.
4. Commission Vision: We see the Commission promoting healthy development and play for all ages.

Article III: Meetings

1. The number of meetings per month and a schedule of meeting dates shall be approved on a yearly basis no later than December 31st of the preceding year and may be altered or changed at any regularly scheduled meeting.
2. One regular meeting will be held in the Council Chambers the next Tuesday following the Town Council's regularly scheduled business meeting, unless otherwise agreed upon by a majority of the commission members. Meetings may be rescheduled as necessary.
3. Additional meetings may be held at any time upon the call of the Chairperson or by two members of the Commission or upon the request of the Town Council following at least 3 days notice to each member of the Commission and publication of the meeting to the public.
4. Each member will be compensated for meetings requiring attendance by Commission members, regardless if a quorum is present for transaction of business.
5. Items to be voted on for recommendation to the Town Council shall be done by a quorum. A quorum shall consist of a majority of the appointed commission members. In the absence of a quorum, a work session may take place to discuss any agenda items, but no votes may be taken.

Article IV: Membership

1. The Commission shall consist of no less than five (5) and no more than seven (7) members appointed by the Town Council for staggered two (2) year terms. Each appointee shall be a resident residing within the Town's limits.
2. The Commission will allow up to two (2) non-voting positions, which may be filled by non-residents members by council.

Article V: Terms of members; filling vacancies.

1. The term of a member of the Commission shall be two years, from July 1 through June 30 of the respective years or as determined by Town Council. Any vacancy in membership shall be appointed by the Town Council. Such appointment, in the case of a member appointed to fill an unexpired term, shall be for the unexpired term only.
2. The Town Council may appoint any member for successive terms.
3. To fill a vacancy of an appointed member, the Town Council may follow this procedure or any part thereof. The Town Clerk shall notify the Town Council ninety (90) days prior to the end of the term or terms to expire. The Town Council shall fill any vacancies it may choose to fill, provided the Commission shall never have less than five (5) members.
4. In reviewing the qualifications of currently appointed members who wish to be reappointed to the Commission, the Town Council shall consider the following:
 - a) Attendance and participation at meetings of the Commission or its committees;
 - b) A witnessed knowledge of and experience in dealing with questions of community growth and development.

Article VI: Election of Officers

1. ~~The Commission at its first regular meeting in June of each year shall elect a Vice-Chairperson, whose term shall be for two year, beginning 1 July.~~
2. No member may serve more than two full consecutive terms in the same capacity as an officer.
3. A Recording Secretary shall be elected and will be a member of the Commission.
4. The duties and powers of the Officers of the Commission shall be as follows:
 - a. **Chairperson:**
 - 1) Preside at all meetings of the Commission.
 - 2) Call special meetings of the Commission in accordance with the By-Laws.

Deleted: <#>The Commission at its first regular meeting in June of each year shall elect a Chairperson, whose terms shall be for one year, beginning 1 July.¶

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Deleted: 4

Deleted: 5

- 3) Certify and submit all minutes, and other documents as necessary, as true and correct copies to the Town Clerk by required date.
 - 4) Carry out other duties as assigned by the Town Council.
- b. **Vice Chairperson:**
- 1) During the absence, disability, or disqualification of the Chairperson the Vice-Chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the Chairperson.
- c. **Recording Secretary:**
- 1) Shall keep the minutes of all meetings of the Commission in an appropriate minute book.
 - 2) Inform the Commission of correspondence relating to business of the Commission and attend to such correspondence.
- d. **Town Representative as directed by the Town Manager:**
- 1) Act as liason between the Commission and the Town Manager when action are requested.
 - 2) Receive and respond to questions from the Commission.
 - 3) Shall act as agent to ensure that the actions and recommendations of the Commission are properly and appropriately transmitted to the requisite person, body, or agency.
- e. **Chair Pro Tem** – In situations in which both the Chairperson and the Vice-Chairperson are absent from meeting, the remaining members of the Commission shall elect a Chair Pro Tem from among themselves by a majority vote.

Article VII: Conduct of the Members

1. Members of the Commission shall take such time as necessary to prepare themselves for meetings and events.

If any Commission member has any questions concerning their duties or obligations under this section, they should discuss the issues with the Town Attorney.

Article VIII: Absence from Meetings

1. Each member of the Commission who has knowledge of the fact that he/she will not be able to attend a scheduled meeting of the Commission shall notify the Chairperson and or the Vice-Chairperson at the earliest possible opportunity and, in any event prior to 12:00 P.M. on the date of the meeting.
2. A member of the Commission may be removed from office by the Town Council in the event that the member is absent from any three (3) consecutive meetings of the Commission, or is absent from any six (6) meetings of the Commission within any twelve (12) month period. A

successor may then be appointed by Town Council for the unexpired portion of the term of the member who has been removed.

Article IX: Reporting

The Commission shall make monthly report to include agendas and minutes must be submitted to the Town Clerk no later than 5:00 pm on the Monday of the week before the Town Council meeting, unless otherwise stated by the Town Clerk.

Article X: Town Council

Matters referred to the Commission by the Town Council shall be placed on the Commission agenda for consideration and action at the first meeting of the Commission after such reference.

Article XI: Financial Duties and Responsibilities

1. The Commission shall have no authority to enter into any contract or incur any obligation binding the governing body of the Town.
2. Budget submissions will be coordinated with the Town Manager to be presented to Council for FY Budget build discussions.
3. By the February work session of each year, the Commission shall discuss with the Town Council an annual budget sufficient to finance the programs and services the Commission feels is necessary for the welfare of the residents of the Town for the following Fiscal Year.
4. The Commission shall provide to the Town Council a recommended list of capital improvements in accordance with the vision of the Comprehensive Plan.
5. The Commission shall make recommendations to the Town Council on community use, maintenance and physical planning of the town parks.

Article XII: Amendments to By-laws

1. The Town Council must approve any amendments to the Commission by-laws. Requests for by-law changes may be initiated by the Town Council or may be submitted by the Commission as an agenda item for discussion at any Town Council work session. Before such vote may be taken by the Commission, five days notice prior to the vote must be given to each member of the Commission. In addition, notice of any proposed amendments must be given to each Commission member in writing at least two weeks prior the meeting during which such vote shall take place.
2. These rules shall be reviewed bi-annually by the appointed Commission members.

Respectfully Submitted:
Parks and Recreation Commission



Town of Dumfries
Council Meeting

Meeting Date: March 18, 2014

Agenda Item# VII-H

AGENDA ITEM FORM

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/MOU
 - By Motion Bylaws
 - Certificate

PRESENTER: Olaun A. Simmons

PRESENTER TITLE: Town Attorney

AGENDA ITEM:

Discussion Regarding Amending Town Code, Part II, Chapter 2, Article III, Division 2, Section 2-83, Town Manager, by Adding to Section (b) Subsection 19

BACKGROUND / SUMMARY:

Below is the proposed language for your consideration:

(19) *Town Manager Designation.* In the event that the Town Manager is unable to perform his duties in accordance with the provisions of the Dumfries Town Code and/or his written employment contract due to absence, illness or disability as determined by the Town Manager or the Town Council, the Town Manager shall designate a qualified individual to be the chief administrative officer of the Town to serve and perform as the Town Manager on a temporary basis notwithstanding other provisions of this title.

ATTACHMENTS:

No attachments

REQUESTED ACTION:

No Action Being Requested

Discuss and recommend changes

FOR MORE INFORMATION, CONTACT:

Phone#: (703) 221-3400

Name:

Olaun A. Simmons, Town Attorney

E-mail:

osimmons@dumfriesva.gov

FOR USE DURING MEETING

VOTE:

PASSED

NOT PASSED

Y	N		Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Brewer	<input type="checkbox"/>	<input type="checkbox"/>	Foreman	<input type="checkbox"/>	<input type="checkbox"/>	Forrester
<input type="checkbox"/>	<input type="checkbox"/>	Reynolds	<input type="checkbox"/>	<input type="checkbox"/>	Toney	<input type="checkbox"/>	<input type="checkbox"/>	Washington
<input type="checkbox"/>	<input type="checkbox"/>	Wood						



Town of Dumfries
Council Meeting

Meeting Date: March 18, 2014

Agenda Item# VII-I

AGENDA ITEM FORM

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
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 - By Motion Bylaws
 - Certificate

PRESENTER: Daniel Taber **PRESENTER TITLE:** Town Manager

AGENDA ITEM: Discussion regarding the FY15 Budget Schedule

BACKGROUND / SUMMARY:

Attached is a resolution for the Proposed FY15 Budget Meeting Schedule that Town Council will need to adopt to allow for the introduction and work sessions for discussion prior to holding a public hearing and adoption of the final budget.

March 25, 2014	Special called meeting/Meeting with HOAs	7:00pm
April 1, 2014	Reg. meeting/meeting with DBA and HDV	7:00pm
April 15, 2014	Reg. work session/Introduction of the budget by TM	7:00pm
April 22, 2014	Special Meeting/Budget Work Session	7:00pm
April 29, 2014	Special Meeting/Budget Work Session	7:00pm
May 7, 2014	Reg. meeting/Authorize TM to advertise for PH	7:00pm
May 27, 2014	Special Meeting/Public Hearing for budget	7:00pm
June 3, 2014	Reg. meeting/Adoption of budget	7:00pm

ATTACHMENTS:

Resolution

REQUESTED ACTION:

No Action Being Requested

Discussion and move to the April 1, 2014 Consent Agenda for adoption

FOR MORE INFORMATION, CONTACT:

Phone#: (703) 245-3795

Name: Daniel E. Taber, Town Manager

E-mail: dtaber@dumfriesva.gov

FOR USE DURING MEETING

VOTE:

PASSED

NOT PASSED

Y	N		Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Brewer	<input type="checkbox"/>	<input type="checkbox"/>	Foreman	<input type="checkbox"/>	<input type="checkbox"/>	Forrester
<input type="checkbox"/>	<input type="checkbox"/>	Reynolds	<input type="checkbox"/>	<input type="checkbox"/>	Toney	<input type="checkbox"/>	<input type="checkbox"/>	Washington
<input type="checkbox"/>	<input type="checkbox"/>	Wood						

AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL HELD ON TUESDAY, APRIL 1, 2014, IN COUNCIL CHAMBERS, 17755 MAIN STREET, DUMFRIES, VIRGINIA: ON A MOTION DULY MADE BY _____, AND SECONDED BY _____, THE FOLLOWING RESOLUTION WAS ADOPTED BY THE FOLLOWING VOTE:

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

RESOLUTION ADOPTING THE FY15 BUDGET SCHEDULE

WHEREAS, the Town of Dumfries Town Council must schedule its meetings for the presentation, discussion, public hearing and adoption of the FY15 Budget; and

WHEREAS, a presentation and general overview will be given on the Proposed FY15 Budget to Town Council on April 15, 2014; and

WHEREAS, Town Council will hold on April 22, 2014 and April 29, 2014 a work session to analyze, discuss and put forward changes desired to the budget prior to holding a public hearing and adopting the FY15 Budget; and

WHEREAS, the public hearing will be scheduled for May 27, 2014 for citizen input on the FY15 proposed budget, and adoption is scheduled for the June 3, 2014, regular meeting.

NOW THEREFORE BE IT RESOLVED, that the Town Council does hereby approve and adopt the following FY15 Budget schedule:

April 22, 2014	Special Meeting/Budget Work Session	7:00 pm
April 29, 2014	Special Meeting/Budget Work Session	7:00 pm
May 27, 2014	Special Meeting/Public Hearing for budget	7:00 pm

By Order of Council:

Gerald M. Foreman, Mayor

Attest:

Dawn Hobgood, Town Clerk



Town of Dumfries
Council Meeting

Meeting Date: March 18, 2014

Agenda Item# VII-J

AGENDA ITEM FORM

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
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 - By Motion Bylaws
 - Certificate

PRESENTER: Dan Taber

PRESENTER TITLE: Town Manager

AGENDA ITEM:

Discussion and Requests from Council for the FY15 Budget

BACKGROUND / SUMMARY:

In accordance with Section 6.02 of the Town Code, the Town Manager shall be responsible for the annual preparation of the proposed Town budget and budget message to the Town Council by April 15 and publication thereof. As the proposed FY15 budget is being prepared it is helpful to know ahead of time if there are any requests that Council would like to see. At the April 15 meeting, Council will be presented with the initial Proposed FY15 Budget with an overview of any major issues involved.

ATTACHMENTS:

None

REQUESTED ACTION:

NO ACTION REQUESTED

FOR MORE INFORMATION, CONTACT:

Name: Dan Taber

Phone#: 703-221-3400

E-mail: dtaber@dumfriesva.gov

FOR USE DURING MEETING

Y		N		Y		N		VOTE:		<input type="checkbox"/> PASSED		<input type="checkbox"/> NOT PASSED	
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Brewer		<input type="checkbox"/>	<input type="checkbox"/>	Foreman		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Reynolds		<input type="checkbox"/>	<input type="checkbox"/>	Toney		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Wood											