

PROPOSED FY 17 BUDGET

Presented
April 5, 2016

FY 17 BUDGET

REVENUES

		Revenue					FY16		
		FY14	FY14	FY15	FY15	FY16	YTD	FY17	
ITEM	LINE ITEM	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	2/29/2016	PROPOSED	
10-311-0101	Real Estate Taxes - Current	927,336	1,066,594	853,483	873,428	756,283	382,712	840,000	
10-311-0102	Real Estate Taxes - Delinquent	25,000	14,062	20,500	22,057	20,000	7,641	20,000	
10-311-0201	Real Estate Taxes - Public Service	25,000	23,045	23,045	24,200	23,045	8,965	17,930	
10-311-0601	Real Estate Taxes - Penalty	10,000	7,778	7,600	10,353	7,600	5,165	8,000	
10-311-0602	Real Estate Taxes - Interest	2,500	1,533	2,100	176	1,600	220	1,000	
10-312-0101	Sales Taxes	400,000	457,623	400,000	394,252	380,000	266,695	400,000	
10-312-0102	Rental Tax	70,000	55,930	67,000	69,696	70,000	47,026	70,000	
10-312-0103	MVC Rolling Stock Tax	50	24	50	9	50	6	50	
10-312-0201	Utility Taxes - Electric/Phone	160,000	167,187	180,000	171,077	175,000	113,401	175,000	
10-312-0202	Right of Way Use Fee	19,000	22,484	23,000	33,657	25,000	21,750	30,000	
10-312-0203	Telecommunications Tax	190,000	186,815	195,000	187,704	185,000	121,455	185,000	
10-312-0301	Business License - Contractor	32,000	13,016	28,863	43,081	28,863	10,360	30,000	
10-312-0302	Business License - Retail Sales	89,500	105,382	82,870	121,136	82,870	84,046	110,000	
10-312-0303	Business License - Financial/Real Estate/Prof	87,000	83,959	84,100	82,441	84,100	13,201	84,100	
10-312-0304	Business License - Repair/Business Svcs	155,000	134,881	146,842	96,400	146,842	70,386	130,000	
10-312-0306	Business License, Wholesale, Other	23,000	6,590	15,333	31,517	15,333	19,281	32,000	
10-312-0401	Franchise License	65,000	70,685	70,000	62,477	72,000	54,112	72,000	
10-312-0403	Parking Lot Lease & Maintenance	27,516	29,803	27,516	25,223	27,516	20,637	27,516	
10-312-0501	Vehicle Tags	53,700	54,683	51,700	58,251	51,700	8,625	51,700	
10-312-0601	Bank Stock Tax	42,800	49,514	49,514	36,040	42,800	1,267	41,419	
10-312-1001	Transient Tax	170,000	136,298	140,000	134,260	140,000	96,530	135,000	
10-312-1002	2% Regional Transient Occupancy Tax	0	0	0	0	0	0	40,700	
10-312-1101	Meals Tax	630,000	644,394	675,000	645,127	675,000	422,231	682,500	
10-313-0300	Building Permits & Fees	70,000	61,432	65,000	53,513	264,000	34,019	250,000	
10-313-0301	Planning-Zoning Fees	15,000	1,280	1,500	600	1,500	556	1,000	
10-313-0302	Rental Inspection Fees	45,000	0	0	0	0	0	0	
10-314-0101	Court Fines/Forfeitures	80,000	62,117	70,000	113,968	83,000	48,522	83,000	
10-315-0100	Interest	500	1609	500	958	500	0	0	
10-316-0100	Landfill Host Fees	0	0	0	0	0	0	57,500	
10-318-9914	Miscellaneous Revenue	3,000	(2,991)	3,000	3,700	1,500	7,517	2,500	
10-320-0100	Proceeds From Sale of Property	0	0	0	0	0	0	0	
10-324-0406	Street/Highway Maintenance	239,486	243,434	395,234	250,118	245,000	130,071	245,000	
10-324-0407	Litter Control	2,500	2,943	2,943	2,939	3,000	2,972	2,972	
10-324-0408	Highway HB2313 Funding	0	0	80,000	97,290	75,000	0	0	

Revenue (cont)								
		FY14	FY14	FY15	FY15	FY16	FY16	FY17
ITEM	LINE ITEM	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	YTD 2/29/2016	PROPOSED
10-324-0409	Sanitation Fees - Delinquent	0	150	0	0	0	390	0
10-324-0410	Blighted Property	5,000	1,184	2,500	0	1,500	0	0
10-324-0411	VDOT Rd Const Funds	0	228041	0	275,950	0	641,094	0
10-324-0414	Police Aid	134,972	134,968	134,968	134,968	134,968	67,484	134,968
10-324-0415	DCJS - LLEG	4,305	3,438	1,490	1,490	1,490	0	600
10-324-0416	Jane Byrnes Grant	71,250	3,025	0	23,031	0	0	0
10-324-0417	DMV Grants	12,000	5,682	10,000	11,811	10,000	3,567	10,000
10-324-0419	Cigarette Tax	200,000	213,881	184,000	205,105	190,000	132,599	190,000
10-324-0422	Wal-Mart Grant Community Services	5,500	0	0	0	0	0	0
10-324-0423	OAG Grant	0	9,970	6,971	0	0	0	0
10-324-0424	Citizen's Monitoring Grant-Quantico Creek	0	3,000	0	3,000	0	0	0
10-324-0425	VML Risk Management Grant	0	0	0	2,000	2,000	0	0
10-324-0426	DEQ Grant Land Use Ord Revisions	0	0	0	0	0	3,414	0
10-324-0427	DEQ Historical BMP Grant	0	0	0	0	0	15,000	0
10-324-0700	Community Center Fees	1,000	1,136	1,000	1,300	800	225	800
10-324-0805	TOWN EVENTS-parade-charter day-festival	3,000	2,440	3,000	2,005	2,500	650	1,000
10-324-0900	Transfer to General Funds	0	0	0	0	0	0	0
10-324-0901	Transfer from General Funds	169,310	0	184,075	0	542,000	0	403,668
10-324-0902	Transfer from SWM Funds	0	0	50,000	0	120,000	0	0
10-324-1201	"Christmas in Dumfries"	8,000	4,820	6,000	4,325	4,500	4,615	4,700
10-324-1206	Fire Fund Program	12,629	26,693	14,149	18,073	14,149	0	19,000
10-324-1300	Stormwater Management	145,000	150,813	145,000	140,130	145,000	77,989	148,000
10-324-1301	SWMP Development & Implementation Grant	0	0	32,500	28,088	0	0	0
10-324-1302	DEQ Stormwater Share Permit Fees	0	0	0	7,776	0	0	0
	Grand Total	\$4,431,854	\$4,491,346	\$4,537,346	\$4,504,700	\$4,853,009	\$2,988,825	\$4,738,623

Discussion of FY17 Revenues

Staff utilized the best available information in making revenue projections. Mid-year and estimated final 3 month expenditures among other things were considered in making the revenue projections.

10-311-0101 Real Estate Taxes - Current

Property taxes are collected in December and June of each year. Property values have increased with initial assessment values increasing by \$16,073,700 subject to any appeals adjustments. The estimated 2016 total, per the County, is \$413,912,600. This compares to \$397,838,900 in 2015, an increase of 4 %. This budget proposes that the Real Estate tax rate be increased from .1899 to .1999 cents per \$100 of assessed value for FY17.

10-311-0102 Real Estate Taxes—Delinquent

The Town is currently owed \$48,099 in delinquent taxes going back to 2010. Projected revenue from this source is projected to be at \$20,000 in FY17.

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

The State Corporation Commission provided assessed value for 2015 of \$9,442,070. The projected revenues for 2017 based on this evaluation are \$17,930.

10-311-0601 Real Estate Taxes—Penalty

Projected revenue for FY17.

10-311-0602 Real Estate Taxes—Interest

This amount is based on considerations given to what has actually been received in FY16 with projections through the end of the current FY.

10-312-0101 Sales Tax

The sales tax that the Town receives is a share of the state sales tax received by the County and distributed to all towns within the County based upon the proportion of school aged children within the town as compared to the total number of school aged children in the entire County. This method of distribution is stipulated in §58.1-605.H., code of Virginia, 1950, as amended. We are estimating a slight increase in the FY17 distributions.

10-312-0102 Rental Tax

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

10-312-0103 Rolling Stock Tax

The rolling stock tax is imposed by the Commonwealth of Virginia upon railroads and motor vehicle carriers pursuant to §58.1-2652 through §58.1-2659, Code of Virginia, 1950, as amended. One half of the collection is distributed to local governments in such percentage as the fair market value of roadway and track located within the jurisdiction bears to the total market value of roads and track in the Commonwealth. As we have no railroad track within the Town and our total portion of roadways is small compared with the total mileage in the state, our share of the rolling stock tax is quite small.

10-312-0201 Consumer Utility Taxes

The Town imposes a tax on consumers of natural gas and electricity. This takes the form of a consumption tax. These sources are fairly consistent, with increases coming primarily from growth and development (more connections means higher collections) and occasionally as a result of extreme weather patterns that would maximize consumption. This amount is based on the FY16 projected and actual numbers.

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

Each telecommunications company that utilizes Town owned rights-of-way pays the Town a fee established by the Commonwealth for the privilege of such usage. At present, this includes Verizon and several small companies. The budgeted amount for FY17 is consistent with current budget numbers.

10-312-0203 Telecommunications Tax

The Commonwealth began a process of uniform billing and collection of this tax, with redistribution to the localities, starting in January 2007. We are projecting no change based on FY 16 projected and actual numbers.

Business Licenses

The Town of Dumfries has a business license ordinance that conforms to the Code of Virginia. The FY 17 tax rates for each class of business are listed below:

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

10-312-0303	Real estate, prof. services and financial services	\$30.00 or \$.29 per \$100 of gross receipts
10-312-0304	Repair, personal, business services	\$30.00 or \$.18 per \$100 of gross receipts
10-312-0306	Wholesale/Other	\$.02 per \$100 of gross receipts
	Telephone businesses	.5% of gross receipts
	Telegraph businesses	.5% of gross receipts
	Water, heat, light, power	.5% of gross receipts
	Savings institutions	\$50.00

In FY17, the Town will continue to prioritize seeking out those businesses that have not obtained licenses and requiring that a license be acquired and appropriate taxes, interest, and penalties be collected. This should result in greater overall collections.

10-312-0401 Franchise License
This is based on FY 16 projected and actual numbers.

10-312-0403 Parking Lot Lease & Maintenance Fee
This amount is based on actual numbers per the Town's contract/lease agreement with the property owner.

10-312-0501 Vehicle Tags
That Town requires that each motor vehicle be licensed through the Town by the purchase of a motor vehicle tag/decal. This includes cars, trucks, motorcycles, scooters, motor homes, buses and the like. Although many other jurisdictions have eliminated the sticker and just charge the fee, this is typically done when payment for the personal property tax is due. Because the Town does not have a personal property tax, it must continue to use the tag/decal method for collecting the fee. The license year runs from April 15 to April 14. The FY17 budget maintains the vehicle tag fee at \$24.00. This is a fairly constant number, changing only through the increase or decrease in the number of residents and vehicles registered. Enforcement of the requirement to purchase a Town vehicle tag/decal depends on the ability to be able to prove that a vehicle is registered at a location within the Town of Dumfries. If an individual moves to Dumfries yet fails to change the address on their vehicle registration, enforcement of the Town vehicle tag/decal is very difficult if not impossible.

10-312-0601 Bank Stock Tax

The Town has a bank franchise tax that conforms to the Code of Virginia. The tax is imposed at a rate of 80% of the state imposed rate. The current rate that the Town imposes (which is the maximum permitted by law) is \$.80 per \$100 of net capital as defined by §58.1-1205, Code of Virginia, 1950, as amended, with the net capital being prorated among the various branches owned or held by each bank. The amount generated in this line item only changes when there is a substantial change in net capital or when a new bank is located within the jurisdiction. The Town has one bank that pays this tax, Bank of America.

10-312-1001 Transient Occupancy Tax

The Town charges a tax on the rental of rooms for temporary occupancy. The primary contributors to this revenue are the two chain motels on Rt. 1. Many of these rooms are rented to construction workers on a regular basis with tourist and other business occupancy representing the remainder. A slight decrease is expected in this area based on FY16 projections.

10-312-1002 2% Regional Transient Occupancy Tax

This line item represents the State mandate to collect 2% transient occupancy tax.

10-312-1101 Meals Tax

The Town charges a tax on the sale of foods prepared for immediate consumption, on or off premises, as allowed by law. Next only to real property taxes, this is the second largest source of revenue to the Town. Traditionally, the largest portion of this revenue continues to be received from the restaurants located on Rt. 234 at the northern edge of the Town where highway travelers pull in for easy access to a quick meal. The FY17 Budget includes a .5% increase raising the Meals Tax Rate to 4.5%.

10-313-0300 Permits and Fees

Permits and fees include such things as the fees charged for building permits, and other miscellaneous fees not including those fees charged for zoning and subdivision activities. This amount is based on FY 16 projected numbers and assumptions for an increase in permits issued for FY17, including approximately \$200,000 for permits that will be issued for the Town Center Project.

10-313-0301 Planning/Zoning Fees

This line item represents the estimated fees that will be received by the Town for zoning permits, site plan reviews, subdivision applications, requests for zoning amendments and the like. This amount is based on FY 16 projected and actual numbers and consideration for potential projects that are expected to proceed in FY17.

- 10-314-0101 Court Fines/Forfeitures**
This revenue source is not very predictable as it is dependent upon the commission of illegal activities by the public, the effectiveness of law enforcement, general enforcement and the success in the legal system to produce the revenues. The FY 17 amount is based on FY 16 projected and actual numbers.
- 10-315-0100 Interest**
Interest rates continue to bottom out with no increases expected in the foreseeable future. This amount is based on FY 16 projected and actual numbers. The Town Manager and Treasurer will continue to watch this situation carefully to make investment decisions to maximize the return on investment to the Town.
- 10-318-0100 Landfill Host Fees**
This line item represents Host Fee payments made to the Town by Potomac Landfill pursuant to a Host Fee Agreement. The amount listed is a projection based on the estimated number of tons of debris that will be taken in by the Landfill in FY17.
- 10-318-9914 Miscellaneous Revenue**
This line item includes all other local revenue not classified in other areas, including revenue from the sale of property, refunds and rebates, and miscellaneous fees.
- 10-324-0406 Street/Highway Maintenance**
The Commonwealth, through the Virginia Department of Transportation, pays jurisdictions that maintain the public highways the amount that is calculated to be the average VDOT cost of maintenance per lane mile. This projected revenue figure is based on the most current information available.
- 10-324-0407 Litter Control**
The Commonwealth provides a small amount of funds to localities to address litter control. Funds are distributed on the basis of population and come from a special state tax on manufacturers, distributors, and wholesalers of certain packaging and products. The funds are available on a discretionary basis and must be used for litter prevention activities. Available funds for FY 17 are based on the most current information available in FY 16.
- 10-324-0408 Highway HB2313 Funding**
No Highway HB2313 Funding will be identified as a revenue source for FY17 as no specific projects are anticipated.
- 10-324-0414 Police Aid (599 Funds)**
The Commonwealth provides a supplement to those jurisdictions that provide police services. It is anticipated that the funding available in FY 17 will remain consistent with FY 16 numbers.

- 10-324-0415 DCJS/LLEG**
This is a State sponsored grant for Law Enforcement and we anticipate receiving \$600 in FY 17.
- 10-324-0417 DMV Grants**
This is a projected grant amount. Funds are typically used to reimburse overtime costs for highway safety enforcement.
- 10-324-0419 Cigarette Tax**
The cigarette tax that is imposed by the Town and administered by the Northern Virginia Cigarette Tax Board has been in effect since FY 04. The Cigarette Tax rate remains consistent with FY 16.
- 10-324-0700 Community Center Fees**
The amount budgeted in this line item is based on FY 16 numbers and projected FY 17 fees.
- 10-324-0805 Town Events**
The Town receives “rental” payments from vendors for several of the events that it sponsors. These funds are shown in this line item. This amount is based on FY 16 actual and projected numbers.
- 10-324-0901 Transfer from General Funds**
A total of \$403,668 is recommended to be transferred for CIP related projects, professional contracts and other one-time expenses to fund ongoing and unfinished initiatives from FY16. This funding is being transferred from monies that have been built up in the General Fund over the last several fiscal years in anticipation of transfers like this to the operational budget.
- 10-324-1201 Christmas in Dumfries**
The Police Department solicits funds from businesses and individuals each year to provide children from low-income families in the Dumfries community with gifts for Christmas. Funds collected are placed in this line item. Funds not spent in a preceding year are re-appropriated for this purpose. This amount is based on FY 16 total donations.
- 10-324-1206 Fire Fund Program**
The Commonwealth places a surcharge on property insurance premiums paid by individuals and utilizes the funds collected to help offset the cost of providing local fire protection programs. Funds received by the Town are provided to the fire department for use in acquiring additional equipment.
- 10-324-1300 Stormwater Management**
The Town has an established fee schedule for stormwater management that is collected from property owners at the same time as real estate taxes. This amount budgeted for FY 17 is based on the projected FY 16 collected amount and a \$2.00 increase for FY17.

FY 17 BUDGET

GOVERNING BODY

Expenditures - Governing Body								
		FY14	FY14	FY15	FY15	FY16	FY16	FY17
ITEM	LINE ITEM	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	YTD 2/29/2016	PROPOSED
10-411-0100	Town Council/Mayor	34,171	33,501	34,171	33,090	33,501	22,334	33,501
10-411-0300	Payroll Taxes	2,614	2,563	2,614	2,563	2,563	1,709	2,563
10-411-0500	Travel/Training	4,000	5,390	6,000	1,983	6,000	3,955	6,000
10-411-0800	Dues/Subscriptions	11,971	11,817	14,317	14,223	14,853	12,298	15,124
10-411-5600	Other	1,500	84	700	656	700	50	700
10-411-5700	Council Expense	1,000	170	700	412	700	38	700
10-411-5800	Election Costs	2,500	2,578	0	0	2,580	0	0
10-411-5900	Gen Heiser Boys & Girls Club	2,500	2,500	0	0	10,000	0	10,000
10-411-6000	Historic Dumfries Virginia	0	0	0	0	10,000	10,000	10,000
	Total	\$60,256	\$58,603	\$58,502	\$52,927	\$80,897	\$50,384	\$78,588

10-411 Governing Body

10-411-0100 Town Council/Mayor Salaries

This line item includes salaries for the vice-mayor and five council members. The Mayor is not accepting a salary in FY 17.

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

10-411-0300 Payroll Taxes

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

10-411-0500 Travel/Training

This line item includes the costs for travel (meals, lodging, direct travel cost), and registration fees for courses, conferences, and other programs that Council members and the Mayor attend during the year. For this fiscal year, we have included \$6,000 for all seven Council members to attend the annual VML Conference.

10-411-0800 Dues and Subscriptions

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

Northern Virginia Regional Commission	\$7,991
Virginia Municipal League	\$3,683
Prince William Chamber of Commerce	\$450
Virginia Institute of Government	\$500
Boys & Girls Club Board Dues	\$2,500

10-411-5600 Other

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

10-411-5700 Council Expense

This line item provides funds for miscellaneous costs incurred by individual Council members as they participate in official activities that provide for networking opportunities and the exchange of information in other than official meeting type settings. There is \$100.00 per Council member budgeted for this line item.

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

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

10-411-6000 Historic Dumfries Virginia Donation

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

FY 17 BUDGET

ADMINISTRATION

Expenditures - Administration								
		FY14	FY14	FY15	FY15	FY16	FY16	FY17
ITEM	LINE ITEM	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	YTD 2/29/2016	PROPOSED
10-412-0100	Manager	110,000	110,000	111,650	111,587	113,325	78,391	115,591
10-412-0101	Executive Asst to Town Manager	58,650	58,611	59,530	46,810	60,900	43,794	62,117
10-412-0102	Treasurer	77,893	77,829	79,866	80,099	81,875	62,914	84,348
10-412-0103	Town Clerk/Executive Assistant	48,728	52,020	49,953	53,030	53,250	39,937	54,858
10-412-0104	Administrative Assistant	40,705	29,283	38,062	35,425	35,000	24,187	35,666
10-412-0105	Town Attorney	89,100	96,678	88,812	88,762	89,144	62,356	91,947
10-412-0300	Payroll Taxes	32,518	31,001	32,732	31,443	33,080	23,589	34,006
10-412-0301	Workman Comp/Liability Insurance	136,300	113,282	136,300	122,730	104,000	39,957	88,559
10-412-0302	Virginia Unemployment Tax	10,000	6,983	10,000	5,668	10,000	1,284	6,500
10-412-0400	Pensions	52,848	46,412	57,633	36,981	43,328	27,508	62,830
10-412-0401	Benefits	23,047	21,562	27,600	22,449	29,774	24,766	36,427
10-412-0402	Accrued Leave Payout	0	0	0	0	0	0	42,500
10-412-0500	Travel/Training	8,900	9,276	8,000	8,521	8,000	3,635	11,400
10-412-0600	Employee Drug Screening	750	225	750	0	750	0	0
10-412-0800	Dues/Subscriptions	6,000	4,996	5,500	5,255	5,500	4,023	5,600
10-412-1001	Legal Services	3,000	3,912	4,000	0	4,000	6,460	4,000
10-412-1002	Independent Auditor	25,000	25,000	30,000	25,741	25,000	2,524	28,175
10-412-2300	Equipment/Repairs	2,000	13	1,000	1,525	1,000	0	1,000
10-412-3000	Office Supplies	8,000	8,381	6,500	6,479	6,500	5,682	7,500
10-412-3001	Ads/Notices	5,500	8,349	5,500	5,129	8,500	2,673	6,000
10-412-3002	Vehicle Tags Preparation	1,500	1,075	1,075	1,106	1,200	1,191	1,200
10-412-3004	Ordinance Review	7,000	2,845	6,500	4,028	4,000	1,116	4,000
10-412-3006	Postage	8,000	7,469	7,000	6,995	6,000	128	6,500
10-412-3007	Marketing/Promotions	0	0	6,500	5,665	6,000	3,186	0
10-412-5300	Utilities	48,000	41,935	45,000	37,300	42,000	23,060	37,000
10-412-5400	Fire Program	12,629	0	14,149	26,693	15,000	0	15,717
10-412-5500	2% Regional Transient Occupancy Tax	0	0	0	0	0	0	40,700
10-412-5700	Unscheduled Expenses	2,477	1,952	2,500	2,659	2,750	1,326	2,750
10-412-5800	Capital Outlay	0	329,694	0	0	0	0	0
10-412-5900	Property Acquisition	0	0	0	0	336,000	0	0
10-412-6000	Maintenance Contracts	5,500	5,114	5,800	8,014	7,500	3,720	6,500
10-412-6200	Professional Contracts	100,000	3,766	90,000	13,052	80,000	5,381	75,000
	Total	\$924,045	\$1,097,663	\$931,912	\$793,146	\$1,213,376	\$492,788	\$968,391

10-412 Administration

Department Mission

The mission of the Office of Administration (Town Manager's Office) is to provide leadership, promote community spirit, elevate the citizens' quality of life, maintain the fiscal health of the community, and carry out the policies put in place by the Town Council. This will be achieved by:

- Providing for the safety and well-being of Town residents and businesses
- Providing our residents, guests and businesses with quality and reliable public services
- Sustaining the public trust through open and responsive government
- Advising Council on the affairs of the Town
- Addressing citizens' comments in a timely manner
- Maintaining the long-term vitality of the Town through sound planning and prudent financial management
- Maintaining appropriate fund balances, capital contribution levels, and debt payment amount
- Monitoring and controlling spending in accordance with the adopted budget

FY17 Goals

1. Continue to improve Public Safety by maintaining current staffing, increasing police presence in the community, and encouraging active community policing efforts.
2. Continue to review the Zoning Ordinance and make additional recommendations based on Council, citizen and business input.
3. Attract new business, investment and economic development to the Town of Dumfries.
4. Update the Capital Improvement Program.
5. Increase code and zoning enforcement in the Town.
6. Improve inter-governmental relationships, particularly with County, State, and Federal leaders.
7. Enhance staff, council, and citizen use of technology, and improve our technology infrastructure.
8. Improve staff customer service skills and response times to both Council and constituents.
9. Consider staff and/or departmental restructuring to ensure the most efficient, cost-effective service delivery in all areas of Town government.
10. Increase the use of grant funding, and utilize grant funding in a timely manner.
11. Review the existing Emergency Response Plan for the Town.
12. Undertake a records management audit and continue to review and organize old existing Town records.
13. Implement recommended records management policies as staff and budget allows.
14. Improve customer service to citizens and provide increased training opportunities to all employees.

Overview of Expenses

10-412-0100 Town Manager

This line item represents the estimated salary cost for the Town Manager.

10-412-0101 Executive Assistant to the Town Manager

This line item represents the estimated salary cost for the Executive Assistant to the Town Manager.

10-412-0102 Treasurer

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

10-412-0103 Town Clerk/Executive Assistant

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

10-412-0104 Administrative Assistant

This line item represents the estimated salary cost for the Administrative Assistant to the Treasurer.

10-412-0105 Town Attorney

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

10-412-0300 Payroll Taxes

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

10-412-0301 Worker's Compensation/Liability Insurance

This line item represents the total cost for all employees of the Town for the Worker's Compensation Self-Insurance program administered by VML Insurance Programs and the cost of Property and Casualty Insurance, also administered by VML Insurance Programs.

10-412-0302 Virginia Unemployment Tax

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

10-412-0400 Pensions

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

10-412-0401 Benefits

Includes the cost of health and dental insurance for participating employees. The Town pays 100% of the cost of employee coverage and 20% of the cost of dependent coverage to meet the minimum requirements of the Local Choice program.

10-412-0402 Accrued Leave Payout

This line item represents employees who leave employment of the Town and are entitled to payout of annual leave and partial sick leave. The amount budgeted is an estimation of funding needed for this in FY17.

10-412-0500 Travel/Training

This line item includes the estimated costs for attendance at various meetings, conferences, and job related educational programs, including registration, mileage or public carrier expense, meals, lodging and miscellaneous costs as permitted by the adopted travel policies of the Town. Included in this line item are the following anticipated programs:

Town Manager/Executive Assistant

- Virginia Local Government Management Association (VLGMA) (2 Conferences) - \$1,200
- VML Annual Meeting - \$1,000
- VML/VACo Legislative Day - \$100
- Leadership Prince William - \$2,900
- Chamber of Commerce - \$500

Treasurer and Administrative Assistant

- Virginia Government Finance Officers Association conferences (2 meetings) - \$1,500
- VGFOA classes (4 classes) - \$600

Town Clerk

- VMCA Annual Conference - \$600
- Town Clerk Association Classes - \$350
- Library of Virginia Records - \$400

Town Attorney

- Local Gov't Attorney's Conference (2) - \$1,200
- VML/VACo Legislative Day - \$50
- Miscellaneous Specialized Training - \$1,000

10-412-0800 Dues and Subscriptions

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

International City/County Management Association	\$880
Virginia Local Government Management Association	\$275
Virginia Municipal Clerk's Association	\$45
International Institute of Municipal Clerks	\$145
Virginia Governmental Finance Officers Association	\$35
Governmental Finance Officers Association	\$200
LGA Membership	\$240
Virginia Bar Dues	\$800
PWC Bar Association Dues	\$185
VA Emergency Management Association	\$150
LexisNexis (various costs)	\$2,645

10-412-1001 Legal Services

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

10-412-1002 Independent Auditor

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

10-412-2300 Equipment and Repairs

This line item includes funds for the repair or replacement of general office equipment, not including computer replacements budgeted for elsewhere. Equipment covered includes calculators, printers, miscellaneous small office furniture and other office equipment.

10-412-3000 Office Expense

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

10-412-3001 Advertisements/Notices

This line item provides funding for the cost of advertising for public hearings, procurement of goods and services, advertisements for personnel, budget advertisements, and any other notice that the Town places.

- 10-412-3002 Vehicle Tag Preparation**
This line item funds the cost of printing the motor vehicle stickers.
- 10-412-3004 Ordinance Review**
This line item funds the preparation of Code supplements in order to keep the Town code current. This includes the preparation and hosting of the Code online in addition to printed copies.
- 10-412-3006 Postage**
This item covers postage.
- 10-412-5300 Utilities**
This line item covers the cost of telephone, electricity, natural gas, and propane for all Town owned and leased facilities.
- 10-412-5400 Fire Program**
This is funded by a grant and passed on to the Fire Department.
- 10-412-5500 2% Regional Transient Occupancy Tax**
This line item represents the State mandate to collect 2% transient occupancy tax, which is submitted to the State upon receipt.
- 10-412-5700 Unscheduled Expenses**
This covers unscheduled expenses in all departments not otherwise budgeted for.
- 10-412-6000 Maintenance Contracts**
This line item includes the cost of maintenance contracts on the copier, system printer and postage meter.
- 10-412-6200 Professional Contracts**
This line item includes funds for additional contract work, legal services, and other consulting services that the Town Council or Staff might request related to special projects and needs, including the development of a Strategic Plan for the Town.

FY 17 BUDGET

ECONOMIC DEVELOPMENT

Expenditures - Economic Development								
		FY14	FY14	FY15	FY15	FY16	FY16	FY17
ITEM	LINE ITEM	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	YTD 12/31/2015	PROPOSED
10-413-0100	Dir of Economic Dev	0	0	0	0	0	0	60,000
10-413-0300	Payroll Taxes	0	0	0	0	0	0	4,590
10-413-0400	Pensions	0	0	0	0	0	0	10,692
10-413-0401	Benefits	0	0	0	0	0	0	10,452
10-413-0500	Travel/Training	0	0	0	0	0	0	1,000
10-413-0501	Meetings/Events	0	0	0	0	0	0	2,000
10-413-0600	Tradeshows/Conferences	0	0	0	0	0	0	1,000
10-413-0800	Dues/Subscriptions	0	0	0	0	0	0	500
10-413-3000	Office Supplies	0	0	0	0	0	0	500
10-413-3007	Marketing/Promotions	0	0	0	0	0	0	2,500
10-413-6200	Professional Contracts	0	0	0	0	0	0	0
	Total	\$0	\$0	\$0	\$0	\$0	\$0	\$93,234

- 10-413 ECONOMIC DEVELOPMENT**
- 10-413-0100 Director of Economic Development**
Salary cost for the Director of Economic Development.
- 10-413-0300 Payroll Taxes**
This provided funding for the employer's share of FICA at 7.65 %.
- 10-413-0400 Pensions**
Includes retirement, group life insurance and the retiree insurance credit costs.
- 10-413-0400 Benefits**
Includes the cost of health and dental insurance for participating employees. The Town pays 100% of the cost of employee coverage and 20% of the cost of dependent coverage to meet the minimum requirements of the Local Choice program.
- 10-413-0500 Training**
This represents cost for specialized Economic Development Training.
- 10-413-0501 Meetings and Events**
Costs associated with hosting economic development related meetings and events in the Town.
- 10-413-0600 Tradeshows and Events**
Costs associated with attending local trade shows and conferences.
- 10-413-0800 Dues and Subscriptions**
Costs for joining Economic Development related groups and organizations.
- 10-413-3000 Office Supplies**
Costs associated with setting up an office for this new position.
- 10-413-3007 Marketing and Promotions**
Costs associated with advertisements and promotional materials related to Economic Development.

FY 17 BUDGET

INFORMATION TECHNOLOGY

Expenditures - Information Technology								
		FY14	FY14	FY15	FY15	FY16	FY16	FY17
ITEM	LINE ITEM	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	YTD 2/29/2016	PROPOSED
10-414-0100	IT Manager Salary	54,433	56,371	57,851	60,022	59,306	41,453	61,097
10-414-0101	IT Specialist P/T	10,000	0	0	0	0	0	0
10-414-0300	Payroll Taxes	4,929	4,258	4,426	4,591	4,537	3,171	4,736
10-414-0400	Pensions	12,737	12,495	13,529	11,303	11,161	7,071	10,887
10-414-0401	Benefits	6,900	6,847	6,900	6,900	7,140	5,355	7,800
10-414-0500	Travel/Training	2,000	1,517	2,000	766	0	0	1,000
10-414-2300	Equipment/Repairs	5,600	4,407	3,500	7,975	20,000	17,186	28,000
10-414-3000	Office Supplies	600	512	500	551	0	0	0
10-414-3301	Telecommunications	20,000	17,375	22,000	17,915	21,000	7,877	14,500
10-414-5800	Capital Outlay	72,304	69,739	0	0	0	0	0
10-414-6000	Maintenance Contracts	58,500	60,562	69,438	63,301	60,000	44,803	53,381
10-414-6200	Professional Contracts	696	696	10,000	10,000	4,725	0	28,000
	Total	\$248,699	\$234,779	\$190,144	\$183,324	\$187,869	\$126,916	\$209,401

10-414 Department of Information Technology

Department Mission

The mission of the Information Technology Department is to provide hardware and software information systems and other technologies that enable Town Hall and the Police Department to accomplish their respective missions and to provide staff with information relative to their operations, and to support strategic planning.

FY17 Goals

1. Purchasing and migrating backup appliances for Police Department and Town Hall for hard drives and the cloud.
2. Creating better communications for website users by updating the Town's website.
3. Maintain accuracy of website data through daily reviews and updates.
4. Maintaining the current Information Technology equipment for the Town.

Overview of Expenses

10-414-0100 IT Manager Salary

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

10-414-0300 Payroll Taxes

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

10-414-0400 Pensions

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

10-414-0401 Benefits

Includes the cost of health and dental insurance for participating employees. The Town pays 100% of the cost of employee coverage and 20% of the cost of dependent coverage to meet the minimum requirements of the Local Choice program.

10-414-0500 Travel/Education

This line represents the costs associated with the attendance at the Southern Software Conference.

10-414-2300 Equipment and Repairs

This line item includes funds for repair or replacement of general office equipment, such as external drives, printers, office supplies, furniture, cell phones, and other computer equipment. We will be purchasing two (2) backup appliances for data and applications we use and will also use as a back up to the cloud. This will give the Town two (2) backup systems to insure the Town data is safe and disaster recovery.

Cost for cloud backup, appliances, installation and for switching out system; \$23,112.00.

10-414-3301 Telecommunications

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

10-414-6000 Maintenance Contracts

This line item includes the cost of maintenance contracts on the servers, printers, phone systems, and web communications such as Blackboard. A specific list is listed below. The maintenance agreement for the camera system in the Council Chambers and the Granicus maintenance agreement (agenda and video on website) are also included.

Blackboard Connect - Outreach Message Board	\$4,204.13
Dell – Warranties for Town Hall and Police Department	\$1,137.62
Dot.gov – Town’s Dumfriesva.gov	\$125.00
Fortran – Phones Systems Town Hall and Police Department	\$3,410.25
Google Business – Town’s email	\$4,500.00
Granicus – Agenda and Video for Website	\$6,588.00
L-3 System – Camera System in Police Cars	\$5,635.00
Permit Manager – Software for Public Works	\$2,000.00
Productive AV – Software and Service for Cameras in Council Chambers	\$6,000.00
Sharp – Maintenance Agreement to Cloud, Antivers and Hardware	\$2,676.00
Southern Software – Software for Town Hall and Police Departments	\$18,243.00

10-414-6200 Professional Contracts

This line item includes funds for contract work such as migrating backup appliances and maintenance system and revamping of Town website.

FY 17 BUDGET

BUILDINGS AND GROUNDS

Expenditures - Buildings and Grounds								
		FY14	FY14	FY15	FY15	FY16	FY16	FY17
ITEM	LINE ITEM	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	YTD 2/29/2016	PROPOSED
10-415-1100	Janitorial Supplies	1,750	1,861	1,500	2,065	1,650	1,318	2,500
10-415-4000	Merchant Park	2,000	1,790	2,000	3,818	9,000	11,281	4,000
10-415-4001	Garrison Park	500	1,213	1,500	596	500	2,243	6,000
10-415-4002	Lockett House	1,500	1,437	4,000	7,878	3,500	7,850	2,000
10-415-4003	Museum	1,000	14	1,000	5,045	3,500	1,204	3,000
10-415-4004	Maintenance Shop	2,000	1,205	4,840	4,240	34,000	25,770	11,500
10-415-4005	Community Center	4,000	6,909	6,700	5,985	37,000	15,462	7,200
10-415-4006	Town Hall	15,000	14,434	21,940	14,503	12,500	7,062	15,500
10-415-4007	Ginn Park Capital Improv	40,000	40,557	40,000	8,674	40,000	7,557	40,000
10-415-4008	Ginn Park Oper & Maint.	0	0	0	0	0	0	2,500
10-415-6200	Contract Services	6,500	5,912	13,000	13,348	13,000	4,740	15,000
	Total	\$74,250	\$75,332	\$96,480	\$66,152	\$154,650	\$84,487	\$109,200

10-415 BUILDINGS AND GROUNDS

Department Mission

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

FY17 Goals

Town Hall

Renovate the restrooms
Replace ceiling tiles in the Council Chamber.

Community Center

Install a service window and door with lock to secure the kitchen area.

Locket House and Museum and Merchants Park

Support maintenance of the Weems-Botts Museum and Lockett House.

Maintenance Shop

Replace the overhead door, provide a door opener.

Garrison Park

Renovate restroom facility.

Ginn Memorial Park

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

Overview of Expenses

10-415-1100	Janitorial Supplies	
	Such as toilet paper, paper towels, toilet bowl cleaner, air freshener, dusting supplies, furniture polish, glass cleaner, and other cleaning supplies for all facilities \$2,500
10-415-4000	Merchant Park	
	Hazardous Tree Trimming \$800
	Trash Receptacles -1 \$1,000
	Grills -3 \$500
	Ongoing Maintenance \$1,700
10-415-4001	Garrison Park	
	Renovate Restroom Building \$6,000
10-415-4002	Lockett House	
	Install Water Shut off Valve \$1,000
	Ongoing Maintenance of Property \$1,000
10-415-4003	Weems-Botts Museum	
	Ongoing Facility Maintenance \$3,000
10-415-4004	Maintenance Shop	
	Overhead Door Replacement with Opener \$11,500
10-415-4005	Community Center	
	Install Service Window \$1,300
	Install Kitchen Door \$1,200
	Ongoing Facility Maintenance \$4,200
	Periodic Kitchen Cleaning \$500

10-415-4006	Town Hall	
	Men’s Restroom Renovation \$1,700
	Women’s Restroom Renovation \$1,200
	Ceiling Tile in Council Chambers \$7,000
	Clean Carpets \$1,000
	Paint Public Areas \$1,800
	Ongoing Maintenance \$2,800
10-415-4007	Ginn Park Capital Improvement	
	Funding for ongoing capital improvements to the park as approved by Town Council and preventive maintenance and general maintenance to park grounds. \$40,000
10-415-4008	Ginn Park Operation and Maintenance	
	Mulching, Planting, Sanitary Facility \$2,500
10-415-6200	Contract Services	
	Pest control services \$2,000
	Fire extinguisher Preventive Maintenance Program \$400
	Preventive Maintenance for Police Departments HVAC Unit \$1,950
	Preventive Maintenance for Town Hall, Community Center, Lockett House, and Town Maintenance Shop HVAC units \$9,900
	Town Hall Generator Service \$750

Parts and Labor for HVAC repairs will be paid from the 415 individual building accounts.

FY 17 BUDGET

PUBLIC SAFETY

Expenditures - Public Safety									
		FY14	FY14	FY15	FY15	FY16	FY16	FY17	
ITEM	LINE ITEM	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	YTD 2/29/2016	PROPOSED	
10-431-0100	Chief of Police	88,760	102,725	90,726	90,641	93,008	64,302	95,817	
10-431-0101	Captain	39,450	38,571	63,710	62,197	70,710	52,282	72,845	
10-431-0102	Executive Asst to COP	49,023	48,990	50,256	50,335	51,529	35,634	53,085	
10-431-0103	Records Specialist	38,575	38,540	39,545	39,524	40,549	28,042	41,774	
10-431-0104	Sgt	61,602	62,183	54,880	58,108	58,260	43,070	59,298	
10-431-0105	Sgt	57,492	57,858	60,939	38,766	58,260	42,963	59,298	
10-431-0106	Sr Police Officer	26,000	21,498	56,588	28,554	47,500	12,574	45,390	
10-431-0107	Sr Police Officer	49,130	49,135	43,543	48,849	47,500	37,269	48,450	
10-431-0108	Police Officer	23,677	15,519	36,690	7,537	47,500	33,038	48,450	
10-431-0109	Police Officer	47,288	45,794	44,660	48,871	47,500	38,046	48,450	
10-431-0110	Police Officer	35,399	26,452	13,260	3,555	47,500	2,036	48,450	
10-431-0111	Police Officer	47,750	47,357	44,660	47,952	47,500	38,614	48,450	
10-431-0112	School Resource Officer	46,500	44,852	48,486	49,878	50,705	36,838	53,055	
10-431-0200	Night Differential	11,000	3,066	9,000	3,211	5,000	2,093	5,000	
10-431-0201	Overtime/86	48,000	42,626	56,000	43,702	42,000	32,169	50,000	
10-431-0202	DMV Grants-salaries	9,000	7,570	10,000	9,155	10,000	5,790	10,000	
10-431-0203	Retention	4,284	6,344	4,782	3,765	2,800	2,181	6,278	
10-431-0204	Supplements	2,500	2,574	2,500	944	3,500	901	2,500	
10-431-0205	Line of Duty Act	4,800	4,176	5,742	4,670	5,000	4,151	5,000	
10-431-0206	DCJS-LLEG	4,305	3,437	1,490	1,490	1,500	592	600	
10-431-0207	OAG Grant	0	3,000	6,971	6,389	0	0	0	
10-431-0208	VML Risk Management Grant	0	0	0	3,024	0	0	0	
10-431-0300	Payroll Taxes	56,800	47,002	57,793	47,542	59,421	37,613	60,937	
10-431-0400	Pensions	173,740	128,511	153,140	109,100	146,647	70,019	141,947	
10-431-0401	Benefits	71,347	57,832	86,250	76,782	96,462	56,672	100,231	
10-431-0500	Travel/Training	16,000	15,850	14,000	14,992	16,000	15,343	18,500	
10-431-0600	Physicals & Hiring Costs	5,340	4,955	2,000	2,415	2,750	1,822	2,365	
10-431-0700	Uniforms/Maintenance	14,300	18,648	12,500	20,294	15,524	11,735	12,500	
10-431-0800	Dues/Subscriptions	760	689	3,000	665	2,100	515	2,165	
10-431-0900	Court Appointed Attorneys	4,000	2,280	3,500	3,480	3,500	2,040	3,750	
10-431-2000	Vehicle Maint/Operations	23,000	19,706	24,000	31,511	28,500	19,491	28,500	
10-431-2001	Fuel	40,000	18,867	32,500	17,713	32,500	8,128	18,000	
10-431-2300	Equipment/Repairs	33,500	30,391	3,000	6,327	3,000	2,668	9,000	
10-431-3000	Office Supplies	8,000	7,824	7,000	8,226	11,500	5,888	9,000	
10-431-3100	Contracts	5,515	4,399	5,515	4,435	5,000	2,895	5,150	
10-431-3300	Supplies	6,500	8,454	6,500	6,397	6,000	2,182	6,500	
10-431-4200	"Christmas in Dumfries"	8,000	4,670	6,000	4,325	4,500	0	4,500	
10-431-5700	Chief's Expense	500	425	500	499	500	0	750	
10-431-5800	Capital Outlay	27,550	27,543	0	0	0	0	0	
10-431-5900	Crime Prevention Program	8,500	8,479	8,500	8,489	7,500	4,175	9,500	
10-431-7003	Rental Space	58,000	56,922	58,000	58,871	60,500	45,143	62,500	
	Total	\$1,255,887	\$1,135,714	\$1,228,126	\$1,073,180	\$1,279,725	\$798,914	\$1,297,985	

Department Mission

The Dumfries Police Department is committed to providing professional, effective, and courteous public service by working in partnership with the community under the rule of law to create a safe environment and improve the quality of life for all of our citizens in an atmosphere of mutual understanding, cooperation, respect, and integrity. We will strive for excellence in all we do and make every effort possible to earn and maintain the confidence and trust of the community we proudly serve.

FY17 Goals

- **Goal 1: Continue to improve neighborhood and business relationships with the Police Department.**
 - Objective 1: Increase non-enforcement contact within residential and business communities.
 - Objective 2: Expand the department’s community outreach and liaison initiatives.
 - Objective 3: Expand the distribution of safety tips and information to citizens and businesses.

- **Goal 2: Improve pedestrian and motorist safety.**
 - Objective 1: Expand patrol times dedicated to enforcement of traffic laws to reduce unsafe and distracted driving behavior.
 - Objective 2: Use focused patrols to address community concerns and identified traffic issue areas.
 - Objective 3: Expand driver and pedestrian awareness and safety information distribution.

- **Goal 3: Maintain a professional and effective Police Department.**
 - Objective 1: Increase the percentage and types of calls for service handled by the Police Department.
 - Objective 2: Continue to provide staff training to improve services to the Town’s diverse neighborhoods and businesses.
 - Objective 3: Continue to design and implement programs that address identified community needs and concerns.

Overview of Expenses

- 10-431-0100 Chief of Police**
Salary for Chief of Police.
- 10-431-0101 Captain**
Salary for Captain.
- 10-431-0102 Executive Assistant to Chief of Police**
Salary for Executive Assistant to the Chief of Police.
- 10-431-0103 Records Specialist**
Salary for the Records Specialist.
- 10-431-0104 Sergeant**
Salary for a Sergeant.
- 10-431-0105 Sergeant**
Salary for a Sergeant.
- 10-431-0106 Senior Police Officer**
Salary for a Senior Police Officer.
- 10-431-0107 Senior Police Officer**
Salary for a Senior Police Officer.
- 10-431-0108 Police Officer**
Salary for a Police Officer.
- 10-431-0109 Police Officer**
Salary for a Police Officer.
- 10-431-0110 Police Officer**
Salary for a Police Officer.

10-431-0111 Police Officer

Salary for a Police Officer.

10-431-0112 Police Officer/School Resource Officer

Salary for a Police Officer/School Resource Officer.

10-431-0200 Night Differential

Officers receive \$1 per hour for night differential each hour physically worked between the hours of 7:00 p.m. and 5:00 a.m.

10-431-0201 Overtime/86

Overtime for police officers is comprised as follows:

Hours worked on holidays are compensated at one and one-half times the normal rate of pay, per compensation policies adopted by the Town Council.

Hours physically worked beyond 86 hours per pay period while on normal duty; to attend court; and to provide law enforcement assistance at special events are compensated at one and one-half times the normal rate of pay, per compensation policies adopted by the Town Council.

The increase in the FY17 Budget is due to computation based upon the police department being fully staffed.

10-431-0202 DMV Grant Salaries

The DMV grant is a re-occurring award each October. The amount of the award sometimes varies, at the discretion of DMV. The police department received \$10,000 in October 2015. The police department anticipates a \$10,000 award in FY17 (October 2016), based upon the most recent two years of activity and use of these funds. The award funds are used to compensate police officers who work special traffic details.

10-431-0203 Retention

This line item represents an incentive program designed to retain police officers with the rank of Officer and Sergeant by providing them a stipend as they gain years of experience. With experience, officers become more marketable to other agencies, so the retention stipend encourages officers to remain with the department. The increase in the FY17 Budget is due to three officers becoming eligible for retention and one officer's retention increasing, due to years of service with the police department.

10-431-0204 Supplements

This line item funds compensation to officers who attain certification through additional training and education to improve the professionalism of the department. There are two certifications where supplements are provided: field training officer and crime scene technician.

Field Training Officers are compensated \$1 per hour during times they actively train a recruit and new officer. The police department currently has two officers, two sergeants, and the captain who are certified as a field training officer.

Crime Scene Technicians are provided a supplement of \$500 per year. These officers are trained in advanced knowledge and skills that provide them the ability to collect and preserve evidence beyond a skill level of most officers. The police department strives to have three officers who are certified as a CST.

The reduction in the FY17 Budget is due to the anticipation of fewer new officers and recruits being trained.

10-431-0205 Line of Duty Act

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

10-431-0206 DCJS-LLEG (Byrne Grant)

This line item reflects the amount of grant awarded for FY16 and is used for minor police department purchases. This grant is reoccurring annually; however, the award amount changes annually and is determined by DCJS.

10-431-0300 Payroll Taxes

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

10-431-0400 Pensions

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

10-431-0401 Benefits

Includes the cost of health and dental insurance for participating employees. The Town pays 100% of the cost of employee coverage and 20% of the cost of dependent coverage to meet the minimum requirements of the Local Choice program.

10-431-0500 Travel / Training

This line item includes the cost of \$11,000 for members of the Police Department to participate in all training offered by the Prince William County Police Department's Training Academy. Also included is other police related training, including costs associated with registration, travel, meals, and lodging. The increase in the FY17 Budget is due to required certification and related training for Crime Prevention Specialists and D.A.R.E.

10-431-0600 Physicals & Hiring Costs

This line item represents the costs for any required officers' physical examinations and random drug tests. It also represents the cost of background investigations, psychological examinations, polygraphs examinations, physicals, and Hepatitis B shots for new hires. The decrease in the FY17 Budget is due to the Police Department being fully staffed and computation based upon the need for current police officers receiving the Hepatitis B series of vaccinations.

10-431-0700 Uniforms / Maintenance

This line item includes sufficient funds to pay for uniform cleaning and maintenance at a level of \$135.00 per quarter for 11 sworn officers. It also continues to provide a planned uniform replacement cycle based on normal wear and damage to issued uniforms. This line item also provides funds to outfit new hires.

10-431-0800 Dues / Subscriptions

This line item includes sufficient funds for membership in professional law enforcement organizations that provide continuing education in law enforcement related best practices, new law implementation, trends in technology, etc. Additional funds are included for subscriptions to professional police publications. Finally, a six month subscription fee of \$1,250 that may be implemented in FY17 for the police department to continue participation in the LInX (Law Enforcement Information Exchange) system. Approximately 1,300 law enforcement agencies in different parts of the United States participate in regional systems of LInX, the Department of Navy has funded the majority of LInX through NCIS. However, the plan is to possibly begin to share the funding more equitably with user agencies beginning in FY17. The remaining slight increase in the FY17 Budget is due to the addition of crime prevention and D.A.R.E. association dues.

- International Association of Chiefs of Police - \$150
- Virginia Association of Chiefs of Police (2) - \$350
- Virginia FBI National Academy Associates - \$90
- Virginia Gang Investigators' Association (4) - \$60
- Virginia D.A.R.E. Association (1) - \$15
- Piedmont Regional Crime Prevention Association - \$100
- Virginia Law Enforcement Accreditation Coalition - \$100
- LInX - \$1,250

10-431-0900 Court Appointed Attorneys

This line item includes the initial cost to the Town for defendant's attorney fees for court appointed attorneys. If the defendant is convicted these costs are eventually returned to the Town. The increase in the FY17 Budget is due to computation based upon the police department being fully staffed which will generate more cases in court.

10-431-2000 Vehicle Maintenance / Operations

This line item includes the continuation of maintenance for each vehicle within the police fleet based on a preventive maintenance schedule designed to keep the fleet in line with vehicle manufacturer's maintenance schedules and safety requirements, to include the purchase of tires. Most of the estimated costs for FY17 are related to the repair and maintenance costs for the fleet's five older Dodge Chargers.

10-431-2001 Fuel

Fuel costs have remained very unpredictable in recent years and this line item is the amount allocated for fuel based on the best estimate possible based upon fuels costs, an average of actual use from the previous year, and staffing. The reduction in the FY17 Budget is due to computation based upon lower fuel costs and historical data.

10-431-2300 Equipment / Repairs

This line item is used for the purchase, repair, and required periodic calibration of equipment to include radar units, tuning forks, in-car camera systems, portable radios, emergency equipment, etc., and includes the probability of an unexpected repair need. The increase in the FY17 Budget is due to computation based upon an increase of in-car camera repairs and the purchase of two portable, solar powered radar speed signs (\$2,500 each).

10-431-3000 Office Supplies

This line item is used for all office expenditures, to include filing supplies for each case. The department handles approximately 3,500 cases each year. Each case requires a separate file, which includes labels for each file. This line item also includes every administrative supply utilized by the department, to include ink for printers and the fax machine, paper, forms, tickets, etc. The items purchased are necessary to keep the agency operating in a professional manner. The increase in the FY17 Budget is due to computation based upon the police department being fully staffed which will result in more office supplies used.

10-431-3100 Contracts

This line item covers all yearly contracts for the police department.

Copier Lease - \$ 4,000

Virginia Information Technologies (for Virginia Crime Information Network) - \$650

Water Logic - \$500

- 10-431-3300 Supplies**
This line item is used for all weapon and range supplies to include ammunition, evidence supplies, portable radio batteries, emergency supplies, equipment issued to officers, and other miscellaneous supplies. The slight increase in the FY17 Budget is due to computation based upon the police department being fully staffed, which will require additional supplies; most of the cost being related to an increase in the amount of needed ammunition.
- 10-431-4200 “Christmas in Dumfries”**
This line item represents expected public donations that cover the out of pocket costs for conducting the program whereby gifts are provided to children from eligible families in Dumfries prior to Christmas Day. Contributions are provided from the community with no public fund involvement.
- 10-431-5700 Chief’s Expense**
This line item covers the cost of the Chief’s participation in various activities and programs of a reciprocal nature such as attendance at retirement events, ceremonial functions and the like. The increase in the FY17 Budget is due to computation based upon historical use within the last three budget cycles.
- 10-431-5900 Crime Prevention Program**
There is an increase in this budget line item due to the expansion of community based crime prevention programs, to include the School Resource Officer’s need for books, training aids, and materials for D.A.R.E. and other programs implemented in Dumfries Elementary School. Additional funds will be used to continue and maintain positive relationships with established programs in the community, such as the annual Kids Academy. Also included in this request is funding for FY17 programs such as National Night Out, Participation in School Programs, Participation in Senior Luncheons, and the purchase of Crime Prevention and D.A.R.E. materials. The increase in the FY17 Budget is due to computation based upon the increase in funds needed for the Kids Academy, D.A.R.E. and Crime Prevention materials.
- 10-431-7003 Rental Space**
This line item includes funding for the yearly rent, insurance, property tax, and Common Area Maintenance fees associated with providing operating space for the Police Department. The increase in the FY17 Budget is due to computation based upon an annual three percent increase as listed in the contract.

FY 17 BUDGET

STREET MAINTENANCE

Expenditures - Street Maintenance								
		FY14	FY14	FY15	FY15	FY16	FY16	FY17
ITEM	LINE ITEM	BUDGET	BUDGET	BUDGET	ACTUAL	BUDGET	YTD 2/29/2016	PROPOSED
10-441-1400	Maintenance Contracts	195,486	54,592	345,434	324,876	153,200	58,007	153,200
10-441-1500	Professional Services	18,000	21,248	18,500	850	18,500	0	18,500
10-441-2300	Equipment & Repairs	0	0	0	547	0	0	0
10-441-2301	Equipment Rental	0	250	0	0	0	0	0
10-441-3300	Materials	14,000	4,576	14,500	1,095	15,300	5,654	15,300
10-441-4500	Snow Removal & Other	8,500	3,040	13,200	16,179	14,000	15,353	14,000
10-441-5600	Miscellaneous	3,500	4,494	3,600	4,459	4,000	28	4,000
10-441-5700	Orange Street Project	0	0	0	0	40,000	0	40,000
	Total	\$239,486	\$88,200	\$395,234	\$348,006	\$245,000	\$79,042	\$245,000

10-441 Street Maintenance

Department Mission

Provide safe and adequate public streets and rights of way.

FY17 Goals

Maintain traffic signage within the Town’s corporate limits.

Provide ice and snow removal services to maintain safe and passable streets for Emergency Personnel and the General Public.

Maintain Town streets within all applicable Town’s Ordinances, Codes, Policies, and Procedures with VDOT supported funding.

Overview of Expenses

10-441-1400	Maintenance Contracts	
	Budgeted line item is for Contracted Services. Those services could be sidewalk installation and replacement, asphalt repairs and overlays, surveying, paint striping, disposal of debris from street construction, renovation, maintenance and repair service. \$153,200
10-441-1500	Professional Services	
	Budgeted amount includes professional fees and services for engineering of street and right of way construction, maintenance, and improvements. \$18,500
10-441-3300	Materials	
	21A stone, 57 stone, sand, and rip rap to be used for the repairs of roads and right of way. \$15,300
10-441-4500	Snow Removal & Other	
	Materials, equipment and other miscellaneous products needed for snow and ice control (e.g. sidewalk ice melt, road salt,) \$12,000
	Snow plow blades and parts for spreaders would be purchased through this account. \$2,000

10-441-5600	Miscellaneous	
	Maintenance and preventive maintenance of the Town’s street inventory (e.g. traffic signs, sign posts, and sign hardware). \$4,000
10-441-5700	Orange Street Improvements	
	Street Milling and Paving. \$40,000

FY 17 BUDGET

COMMUNITY DEVELOPMENT

Expenditures - Department of Community Development								
		FY14	FY14	FY15	FY15	FY16	FY16	FY17
ITEM	LINE ITEM	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	YTD 2/29/2016	PROPOSED
10-442-0102	Planner/Zoning Admin	68,750	68,036	72,135	68,858	70,879	49,035	91,000
10-442-0103	Zoning/Code Enforcement Officer	0	0	0	0	45,000	21,101	65,000
10-442-0300	Payroll Taxes	5,259	5,041	5,338	5,268	8,857	5,365	4,972
10-442-0400	Pensions	16,088	12,719	14,235	12,268	20,467	7,814	0
10-442-0401	Benefits	6,900	6,847	6,900	2,875	7,140	0	0
10-442-0500	Travel/Training	3,000	852	1,000	6,179	1,000	586	1,000
10-442-0501	Codes & Standards	0	0	1,000	0	0	583	0
10-442-0800	Dues/Subscriptions	400	50	250	50	100	50	150
10-442-2300	Equipment & Repairs	0	0	0	2,559	0	0	0
10-442-3000	Office Supplies	500	801	600	230	300	2,020	500
10-442-3001	Ads/Notices	4,500	1,344	3,000	345	0	0	0
10-442-6200	Professional Contracts	20,000	18,369	35,016	34,266	2,500	0	2,500
10-442-6300	Blighted Property	2,500	0	2,500	0	0	0	0
	Total	\$127,897	\$114,059	\$141,974	\$132,898	\$156,243	\$86,554	\$165,122

10-442 Community Development

Mission

The goal for Planning and Zoning is to work on behalf of the residents and businesses to plan for the future growth of the community by administering and enforcing the Towns Zoning Ordinances, responding to customer inquiries and concerns, identifying and putting in place sound planning and land use development practices that will enhance, preserve, conserve, and improve the livability of the Town of Dumfries and promoting awareness of the vital role short and long-term planning has in shaping the future growth of the community.

FY17 Goals

1. Utilize a process flow chart and a checklist for Planning and Zoning Applications to better facilitate the application process.
2. Improve the organizational system of Planning and Zoning Applications to provide greater accessibility for Town staff and the general public.
3. Continue to update the technical sections of the Zoning Ordinance as needed to better align with the Comprehensive Plan.
4. Continue to improve code enforcement activities in the Town to proactively identify violations and gain voluntary compliance.
5. Provide exceptional customer service to the Town's residents and businesses.
6. Continue to respond to residential and business concerns in a timely and courteous manner.
7. Identify areas where we can streamline processes to be more efficient and effective.
8. Expand the use of "Permit Manager" software to consolidate records and to capture all staff activities related to any specific location.

Overview of Expenses

10-442-0102 Planner/Zoning Administrator

This line item funds the cost associated with a contracted Planner/Zoning Administrator position.

10-442-0103 Zoning/Code Enforcement Official

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

10-442-0300 Payroll Taxes

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

10-442-0500 Travel/Training

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

1. Virginia Association of Zoning Officials Certification (VAZO)
2. Training seminars as required by the Virginia Department of Housing and Community Development, to maintain Advance Code Official Certification for the Virginia Maintenance Code.

VAZO is the Virginia Association of Zoning Officials (VAZO) and is a professional association for Zoning Officials that provides professional support for active Zoning Officials in the state of Virginia.

10-442-0800 Dues and Subscriptions

This line item includes the costs for memberships for two employees in VAZO. These professional memberships permit staff to remain up to date with industry changes, professional networking and discounted or free continuing education opportunities.

10-442-3000 Office Expense

This line item covers the cost of general office supplies, small office equipment, supplies for digital photos, and other miscellaneous costs.

10-442-6200 Professional Contracts

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

FY 17 BUDGET

PUBLIC WORKS

Expenditures - Public Works								
		FY14	FY14	FY15	FY15	FY16	FY16	FY17
ITEM	LINE ITEM	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	YTD 2/29/2016	PROPOSED
10-443-0100	Director of Public Works	80,000	81,087	81,954	81,877	84,015	58,086	86,553
10-443-0101	Overtime	1,000	2,996	2,000	2,833	2,500	2,996	3,000
10-443-0102	Asst Dir of Public Works	30,947	29,968	60,900	60,865	61,813	42,759	63,049
10-443-0103	Program Coordinator	46,358	31,111	43,137	44,460	40,500	29,163	38,759
10-443-0105	Maint Worker P/T	15,600	16,132	15,834	15,986	16,072	3,080	0
10-443-0106	Maint Worker	31,923	32,126	32,726	32,787	33,549	23,551	34,562
10-443-0107	Maint Worker P/T	15,600	7,330	15,834	12,904	16,072	12,071	25,000
10-443-0108	Inspector P/T	0	0	25,375	22,784	25,756	16,715	27,000
10-443-0300	Payroll Taxes	16,939	14,769	21,249	19,922	21,556	13,673	21,261
10-443-0400	Pensions	44,513	43,856	47,812	42,743	42,612	25,850	40,259
10-443-0401	Benefits	24,221	24,917	27,600	31,696	38,213	32,649	35,179
10-443-0500	Travel/Training	3,000	2,732	2,000	2,371	2,500	580	1,500
10-443-0700	Uniforms/Maintenance	500	505	250	268	700	373	700
10-443-0800	Dues/Subs	0	304	310	382	570	320	600
10-443-1000	Professional Services	12,500	6,877	9,000	0	4,000	0	4,000
10-443-1100	Inspection Services	50,000	34,160	19,000	9,585	10,000	120	7,000
10-443-1101	Rental Inspections	45,000	0	0	0	0	0	0
10-443-1200	Outside Plan Review	20,000	4,715	15,000	0	4,000	0	2,000
10-443-1300	Contract Services	20,000	9,508	6,000	4,814	1,500	1,579	2,000
10-443-1400	Solid Waste Contract	221,675	211,216	217,552	212,112	218,500	147,274	238,500
10-443-2000	Vehicle Maint/Operations	3,000	3,448	2,600	3,084	3,000	4,165	3,500
10-443-2001	Fuel	5,500	5,964	5,000	3,787	4,000	1,606	2,500
10-443-2300	Equipment/Repairs	2,000	2,419	1,750	2,485	2,000	3,123	3,000
10-443-2301	Equipment Rental	1,250	0	750	250	750	579	1,500
10-443-2302	Unscheduled Repairs	1,000	787	500	1,269	500	271	500
10-443-2400	Tools/Equipment	4,000	2,221	3,000	2,598	3,000	1,073	1,500
10-443-2600	Contractor Services	5,000	2,996	4,000	8,452	5,000	3,075	5,000
10-443-3000	Office Supplies	2,000	2,548	1,485	3,029	2,500	885	1,250
10-443-3001	Ads/Notices	2,000	0	1,250	0	0	0	0
10-443-3300	Shop Supplies	750	0	750	446	750	120	750
10-443-4800	Litter Control	0	66	0	0	0	0	2,972
10-443-4801	Quantico Creek Clean Up	1,500	604	0	0	0	0	0
10-443-9102	MultiModel Phase 2	0	0	0	101	0	0	0
10-443-9103	VDOT Rd Const Projects	0	0	7,000	0	0	1,054,554	0
10-443-9200	Facility Supplies/Matts/Equipment	1,000	0	500	49	500	0	0
10-443-9300	Highway HB2313 Funding	0	0	80,000	97,290	80,000	0	0
	Total	\$708,77	\$575,362	\$752,118	\$721,229	\$726,428	\$1,480,290	\$653,394

10-443 Public Works

Department Mission

Public Works Department provides the following:

- Street Maintenance (Department 441).
- Long Range Transportation Planning.
- Maintaining of Public Buildings, Property, and Grounds (Department 415).
- Building Department Administration, Inspections and Permits.
- Continuing Education and Training for Staff.

FY17 Goals

Provide quality service; maintain clean neighborhoods, safe streets and sidewalks for pedestrians, motorists, and visitors. Use a proactive approach to provide services which maintain the quality of life for our residents, businesses and visitors to our Town. Operate and maintain clean and accessible public facilities. To instill a sense of pride and a strong commitment to excellence in the delivery of service to our community. Expand the use of “Permit Manager” software to consolidate records and to capture all staff activities related to any specific location.

Overview of Expenses

10-443-0100 Director of Public Works
Director of Public Works Salary.

10-443-0101 Overtime
This line item represents projected total overtime amounts to be paid out based on snow storms, Town sponsored events, or training.

10-443-0102 Asst. Director of Public Works
Assistant Director of Public Works Salary

10-443-0103 Programs Administrator
Program Administrator Salary

- 10-443-0106 Maintenance Worker**
Maintenance Worker Salary

- 10-443-0107 Maintenance Worker**
Part Time Maintenance Worker Salary

- 10-443-0108 Inspector Salary**
It is estimated that this part time position will reduce overall inspection costs and increase the timeliness and effectiveness of inspections.

- 10-443-0300 Payroll Taxes**
Payroll Taxes on Salaries.

- 10-443-0400 Pensions**
Includes retirement, group life insurance and the retiree health insurance credit costs.

- 10-443-0401 Benefits**
Includes the cost of health and dental insurance for participating employees. The Town pays 100% of the cost of employee coverage and 20% of the cost of dependent coverage to meet the minimum requirements of the Local Choice program.

- 10-443-0500 Travel/Education**
This line item includes the cost for ongoing safety training for Public Works staff.

American Public Works Association. \$1,000
International Code Council Codes. \$100
Hotel and Motel overnight lodging for seminars, etc. \$400

- 10-443-0700 Uniforms**
This provides a small allowance for shirts, tee shirts, and logos on shirts. \$700
Additionally; steel toed shoes, gloves for working outside would come from this line item along with any appropriate and necessary clothing for safety purposes.

10-443-0800	Dues/Subs		
	American Public Works Association	\$320
	VBOCA	\$100
	International Conference of Building Officials	\$100
	ACEC Virginia	\$80
10-443-1000	Professional Services		
	Engineers, architects, surveyors and other professionals to support Town projects.	\$4,000
10-443-1100	Inspection Services		
	Costs associated with outside Building Inspection and Code Enforcement Contractors. When we must use a third party contractor for inspections service for code compliance inspections we cannot do in-house.	\$7,000
10-443-1200	Outside Plan Reviews		
	Professional services for the cost of outside plan review for major projects that cannot be reviewed in-house.	\$2,000
10-443-1300	Contracted Services		
	Non-professional on-call contractors to provide services throughout the year.	\$2,000
10-443-1400	Solid Waste Contract		
	This line item represents the costs of our waste disposal services.	\$238,500
10-443-2000	Vehicle Maintenance		
	This line item represents the cost of maintaining the Public Works fleet of vehicles and equipment.	\$3,500
10-443-2001	Fuel		
	Fuel for Town fleet vehicles.	\$2,500

10-443-2300	Repairs Includes repairs to trucks, cars, mowers, generators, spreaders, weed eaters, chain saws, small engines, blowers, and other equipment. \$3,000
10-443-2301	Equipment Rental This represents the costs to rent supplemental equipment which might be required to complete Public Works tasks. \$1,500
10-443-2302	Unscheduled Repairs Repairs outside of normal wear and tear. \$500
10-443-2400	Tools/Equipment This line item is used for the purchase of sweeper brooms, hand tools, safety equipment as well as other tools. \$1,500
10-443-2600	Contract Services Contract labor outside of on-call contracts. \$5,000
10-443-3000	Office Supplies Miscellaneous small office supply purchases \$1,250
10-443-3300	Shop Supplies Supplies for the maintenance shop. \$750
10-443-4800	Litter Control Grant Yearly grant provided to the Town. \$2,972
10-443-9103	VDOT Road Construction Projects Town portion of the Route 1 Widening project. This line item is a place holder for reimbursable expenses on VDOT projects, and Town portion of Revenue Sharing projects. \$0

10-443-9300

Highway HB2313 Funding

Reimbursable NVTAs 30% funding for local new road projects. Accrues at approximately \$80,000 per year. Funding does not expire. It is staff's recommendation that this line item be used for funding of Route 1 Widening.

..... \$0

FY 17 BUDGET

STORMWATER MANAGEMENT

Expenditures - Stormwater Management								
		FY14	FY14	FY15	FY15	FY16	FY16	FY17
ITEM	LINE ITEM	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	YTD 2/29/2016	PROPOSED
10-444-0102	MS4 Program Coordinator	30,000	27865	0	0	0	0	55,000
10-444-0300	Payroll Taxes	2,295	1919	0	0	0	0	4,208
10-444-0400	Pensions	7,020	0	0	0	0	0	9,801
10-444-0401	Benefits	0	0	0	0	0	0	10,608
10-444-0500	Travel/Training	2,500	1,881	2,500	1,338	2,000	388	1,500
10-444-0801	Annual Permit Maint Fee	4,500	3,300	3,000	3,000	3,300	3,000	3,400
10-444-2000	Vehicle Maint/Operations	3,000	577	2,500	2,830	2,000	0	2,000
10-444-2001	Fuel	600	525	625	444	550	0	550
10-444-2300	Equipment/Repairs	0	0	0	1,927	1,500	0	1,500
10-444-2600	Professional Contracts	88,635	96,961	45,000	72,068	45,000	82,619	30,000
10-444-3100	Ads/Outreach	800	0	500	0	500	150	500
10-444-3300	Equipment & Materials	0	157	2,000	1,849	300	0	4,000
10-444-4800	Litter Control	2,650	0	2,943	234	2,950	0	0
10-444-4801	Quantico Creek Clean Up	0	0	1,500	1,038	250	0	250
10-444-5600	Miscellaneous	3,000	2,376	1,500	590	1,500	784	1,500
10-444-5700	Contract Services	0	0	100,000	64,102	29,400	12,637	30,000
10-444-5800	SWMP Dev/Imp Grant	0	0	32,500	58,352	0	0	0
10-444-5801	Ginn Park SWM	0	0	0	0	20,000	28,644	150,000
10-444-5802	Prince William Estates SWM	0	0	0	0	0	0	25,000
10-444-5900	Orange Street Drainage Imp	0	0	0	0	0	0	23,000
10-444-5901	Tripoli Court Drainage Imp	0	0	0	0	155,750	49,709	0
	Total	\$145,000	\$135,561	\$194,568	\$207,772	\$265,000	\$177,931	\$352,817

10-444 Stormwater Management

Department Mission

The Stormwater Management Mission supports the Department of Public Works' vision of:

"Public Stewardship – Protecting the health, safety and well-being of citizens and the environment through the ethical and responsible management of the human, natural, cultural and financial resources of the Town."

FY17 Goals

MS4 Program

Continue to develop and implement the Municipal Separate Storm Sewer System (MS4) Program in compliance with the MS4 Program Plan and Virginia Department of Environmental Quality regulations.

Virginia Chesapeake Bay Phase II WIP (Watershed Implementation Plan)

Work with the Northern Virginia Regional Commission, Planning District Commissions (PDCs), Soil and Water Conservation Districts, watershed organizations and other stakeholders to identify specific practices to reduce water pollution in Quantico Creek and its tributaries within Town limits.

Overview of Expenses

10-444-0500	Travel/Training	
	Continuing education requirements for stormwater management, as well as conferences, meetings and memberships.	\$1,500
10-444-0801	Annual Permit & Fees	
	Annual fee the Town must pay to maintain State-mandated annual stormwater permits	
	NVRC	\$300
	DEQ	\$3,100
10-444-2000	Vehicle Maintenance	
	Street sweeper maintenance	\$2,000

10-444-2001	Fuel Fuel for street sweeper. \$550
10-444-2300	Equipment/Repairs Street sweeper equipment and repair. \$1,500
10-444-2600	Professional Services Professional services (engineers) are utilized to develop responses to regulatory mandates and to perform studies as necessary for various aspects of stormwater management. \$30,000
10-444-3100	Advertising & Outreach Advertising and outreach element of the Town's MS4 program. \$500
10-444-3300	Equipment & Material Equipment & material needs of the MS4 Program and TMDL requirements. \$4,000
10-444-4801	Quantico Creek Clean Up Gloves, trash bags, etc. for the Town's annual Quantico Creek clean up. \$250
10-444-5600	Miscellaneous Miscellaneous costs for the maintenance and preventative maintenance of the Town's Stormwater systems. \$1,500
10-444-5700	Contracted Services Contingency for response to storm events or emergency repairs to the stormwater system. \$30,000
10-444-5801	Ginn Park SWM Stormwater management facility construction. \$150,000
10-444-5802	Prince William Estates SWM Stormwater drainage improvements. \$25,000
10-444-5900	Orange Street SWM Orange street drainage improvements. \$23,000

FY 17 BUDGET

COMMUNITY SERVICES

Expenditures - Community Services								
		FY14	FY14	FY15	FY15	FY16	FY16	FY17
ITEM	LINE ITEM	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	YTD 2/29/2016	PROPOSED
10-472-0100	Director of Comm Services - Salary	66,077	52,531	57,500	54,209	55,825	32,588	55,590
10-472-0101	Farmers Market Dir P/T	918	918	0	0	0	0	1,000
10-472-0300	Payroll Taxes	6,478	6,706	4,399	6,864	4,745	2,845	4,922
10-472-0400	Pensions	15,689	13,093	11,730	9,626	10,283	5,248	9,906
10-472-0401	Benefits	8,074	6,213	6,900	6,900	7,140	1,785	10,452
10-472-0500	Travel/Education	1,971	1,971	1,000	139	1,000	92	1,500
10-472-0800	Dues/Subs	0	0	0	0	1,000	0	500
10-472-2300	Equipment/Furnishings	1,00	368	0	16	1,220	53	0
10-472-2400	Newsletter	5,75	3776	500	158	750	378	500
10-472-2800	Easter Egg Hunt	1,00	941	1,200	1,184	1,200	0	1,950
10-472-2801	Black History Month	1,50	1,386	1,500	1,027	1,500	0	1,000
10-472-2802	Multi-Cultural Festival	6,00	5,409	5,000	4,890	5,000	0	5,000
10-472-2803	Fall Festival	5,00	5,064	4,200	3,902	4,000	3,636	4,000
10-472-2804	Volunteer Program	1,50	340	1,000	0	1,000	0	1,000
10-472-2805	Summer Intern Program	5,00	2,594	3,500	4,621	5,000	4,661	7,000
10-472-2806	Senior Luncheons	2,40	2,501	2,800	3,011	3,600	1,479	4,025
10-472-2808	Parks & Rec Programs	25,00	22,883	25,000	11,671	21,000	7,897	25,000
10-472-3000	Office Supplies	1,50	1,426	500	1,065	500	818	750
10-472-3001	Ads/Notices	8,00	7,460	7,000	6,852	6,000	4,421	7,000
10-472-6000	Christmas Parade	5,00	2,843	3,000	3,010	2,500	2,334	3,000
10-472-6001	Neighborhood Clean-Up Day	0	0	0	0	0	0	1,000
10-472-6002	AmeriCorps Day	0	0	0	0	0	0	2,000
10-472-6003	September 11 th Anniversary Ceremony	0	0	0	0	0	0	1,000
10-472-6004	Employment Workshop	0	0	0	0	0	0	3,000
10-472-6100	Charter Day	500	500	500	500	0	0	0
10-472-6500	Mil/Civ Meeting	0	0	3,000	0	3,000	3,082	3,000
10-472-7002	Jane Byrnes Grant	71,25	39,312	0	37,191	0	0	0
10-472-7003	Wal Mart Grant	5,50	0	0	0	0	0	0
	Total	\$245,10	\$178,235	\$140,229	\$156,836	\$136,263	\$71,317	\$154,095

10-472 Community Services

Department Mission

The Community Services Department is dedicated to fostering a safe, attractive, inviting place to work and reside by providing meaningful services and programs for all citizens. We pride ourselves on investing in the development of our youth by coordinating programs and services in the areas of education, recreation, leadership, and career development. We value our diverse community while striving to preserve our rich and vibrant history. We are flexible in our approaches to address the needs of our community as we continue to evolve and are dedicated to being good stewards of our community assets.

FY17 Goals

1. Continue offering diverse programs and events for Town residents' enjoyment.
2. Continue to educate and inform the community of the services, programs, and events through a variety of media.
3. Increase support of all Town sponsored events and programs by visitors, residents, Town staff, and Council.
4. Research, apply for, and obtain grant funding to support our mission and enhance our program offerings.
5. Continue to provide specific programs for the development of our youth and young adults.

Overview of Expenses

- 10-472-0100 Director of Community Services – Salary**
This item represents the salary of the Director of Community Services.
- 10-472-0101 Farmers Market**
This item represents the salary of the Farmers Market Manager.
- 10-472-0300 Payroll Taxes**
- 10-472-0400 Pensions**
- 10-472-0401 Benefits**

10-472-0500 Travel/Educations

This line item includes the registration and travel costs associated with programs and conferences that can assist the Director of Community Services in establishing networks and maintaining quality programs and services for the community. Specific programs will be selected based on content and need.

10-472-0800 Dues/Subscriptions

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

- National Grants Management Association Annual Membership - \$149
- National Youth Employment Coalition - \$350

10-472-2400 Newsletter

This line item represents the printing and distribution costs of the quarterly newsletter which is available in a digital format and also in print and available for pick up at Town Hall.

- Supplies and Printing of Newsletter - \$500

10-472-2800 Easter Egg Hunt

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

- Bounce House - \$300.00
- Face Painting - \$400.00
- Games - \$500.00
- Easter Egg Hunt Prizes - \$250.00
- Easter Bunny - \$200.00
- Misc. Supplies - \$300.00

10-472-2801 Black History Month

This line item represents the annual Black History Month program and includes the cost of refreshments, event supplies, and expenses.

- Refreshments - \$700.00
- Supplies - \$300.00

10-472-2802 Multicultural Festival

This line item represents the annual Multicultural Festival and includes all advertising, vendor fees, event supplies, and expenses. Beginning in FY15, the Festival will be geared towards providing festival goers with opportunities to learn more about the diversity in Dumfries and Prince William County.

- Performers - \$2,300
- Face Painting - \$500
- Bounce House - \$300
- Port-a-Johns - \$500
- Stage/Tent Rental - \$700
- Advertising - \$500
- Door Prizes - \$200

10-472-2803 Fall Festival

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

- Bounce House – \$300
- Port-a-Johns – \$500
- Advertising – \$300
- Face Painting – \$600
- Kids games and supplies – \$1000
- Pumpkin Painting Contest – \$500
- Prizes – \$200
- DJ – \$400
- Misc. Expenses - \$200

10-472-2804 Volunteer Program

The line item funds the costs of a volunteer recognition dinner.

10-472-2805 Internship Program

This line item represents the summer employment program for 6-8 area high school students paid at a rate of \$8.00 per hour based on a 15 hour work week. Students work in all Departments of Town government for a duration of 6 weeks, culminating with a luncheon funded by the Town where interns make final presentations based on their experiences with the Town in front of staff and parents.

- 8 students x \$8 per hour x 15 hours x 6 weeks = \$5,760.00
- Luncheon - \$740
- Shirts - \$500

10-472-2806 Senior Luncheon Program

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

- 10 months x 35 individuals x \$11.50 per person = \$4,025

10-472-2808 Parks and Recreation Programs

This line item funds a variety of programs coordinated by the Parks and Recreation Commission totaling \$25,000 to include the following:

- Three Concerts - \$13,500
- Community Commonwealth Day - \$3,500
- Youth Basketball League - \$4,500
- Community Garden Education Programs - \$2,000
- Administrative Expenses - \$1,500

This item will fund administrative expenses to include, but not limited to, advertising flyers (printing, volunteer event attire (vest, T-Shirt, etc.) and a pop up 10x 10 canopy tent for events.

10-472-3000 Office Expenses

This line item represents the costs of postage, mailing costs, and general office supplies.

10-472-3001 Ads/Notices

This line item represents the associated costs for printing and advertising for all of the Towns events.

10-472-6000 Christmas Parade and Tree Lighting

This line item represents all costs associated with hosting the Towns Annual Holiday Parade and Tree Lighting to include: the Town Christmas tree and decorations, refreshments for the tree lighting ceremony, awards for parade participants, refreshments for the dignitary reception banners, treats for spectators, volunteer shirts, food for volunteers and staff assisting with the parade, and other miscellaneous supplies.

- Christmas Tree - \$150
- Refreshments for tree lighting – \$250
- Refreshments for dignitary reception – \$350
- Refreshments for volunteers – \$150
- Awards – \$1,100
- T-shirts – \$500
- Candy - \$500

10-472-6001 Neighborhood Clean-Up Day

This line item represents all costs associated with hosting a neighborhood clean-up day including supplies and refreshments.

- Awards/Supplies/Miscellaneous - \$600
- Refreshments - \$400

10-472-6002 AmeriCorps National Service Day

This line item represents all costs associated with the National Service Day sponsored by AmeriCorps. Included in this line item are t-shirts, refreshments, supplies, and advertising.

- T-shirts - \$500
- Refreshments - \$600
- Supplies - \$600
- Advertising - \$300

10-472-6003 15th Anniversary Ceremony of September 11th, 2001

This line item represents the cost of the ceremony being held; including the unveiling of the Jeff Simpson Community & Cultural Arts Center sign; and recognizing the 15th Anniversary of September 11, 2001.

- Refreshments - \$500
- Advertising - \$300

10-472-6004 Employment Workshops

This line item represents the cost of hosting employment and workforce development programs in the Town. Costs include refreshments, advertising, awards, and miscellaneous supplies.

- Refreshments - \$1,500
- Advertisement - \$500
- Awards - \$500
- Misc. Supplies - \$500

10-472-6500 Military/Civilian Meeting

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

- Invitations, Food, and Supplies - \$3,000

FY 17 BUDGET

BOARDS AND COMMISSIONS

Expenditures - Boards & Commissions								
		FY14	FY14	FY15	FY15	FY16	FY16	FY17
ITEM	LINE ITEM	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	YTD 2/29/2016	PROPOSED
10-481-0500	Travel/Training	3,000	0	3,000	2,384	3,000	403	3,000
10-481-4100	Planning	6,300	6,300	6,300	3,100	6,300	1,650	6,300
10-481-4300	ARB	3,700	1,450	3,700	1,800	3,700	1,050	3,700
10-481-4400	BOZA	1,650	400	1,650	0	1,650	700	1,650
10-481-4500	Parks & Rec Committee	0	0	4,800	2,150	4,800	1,600	9,600
10-481-4600	Misc Expense	0	0	0	0	0	0	250
	Total	\$14,650	\$8,150	\$19,450	\$9,434	\$19,450	\$5,403	\$24,500

- 10-481** **Boards and Commissions**

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

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

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

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

- 10-481-4500** **Parks & Rec Commission**
This line item represents the salary of the Parks & Rec Commission members.

- 10-481-4600** **Miscellaneous Expense**
This line item covers miscellaneous expenses, such as background checks, etc.

FY 17 BUDGET

DEBT SERVICE

Expenditures - Debt Service								
							FY16	
		FY14	FY14	FY15	FY15	FY16	YTD	FY17
ITEM	LINE ITEM	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	2/29/2016	PROPOSED
10-495-8000	Debt Service	387,801	388,129	388,609	388,609	388,108	351,068	386,896
10-495-9000	Depreciation							
	Total	\$387,801	\$388,129	\$388,609	\$388,609	\$388,108	\$351,068	\$386,896

10-495 Debt Service

10-495-8000 Debt Service

The Town is presently paying on three different bonds, issued in 2003 and 2010. The payment schedule for FY 17 is as follows:

	Payment Date	Amount
Series 2003	10/1/2016	\$34,778.13
	4/1/2017	\$9,262.50
Series 2010A	10/1/2016	\$112,262.50
	4/1/2017	\$25,671.25
Series 2010K	8/1/2016	\$72,460.63
	2/1/2017	\$132,460.63
Total Payments		\$386,895.64

		FY14	FY14	FY15	FY15	FY16	FY16	FY17	
ITEM	SUMMARY	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	YTD 2/29/2016	PROPOSED	
	Total Revenue, Gen'l	\$4,431,854	\$4,491,346	\$4,537,346	\$4,504,700	\$4,853,009	\$2,940,691	\$4,738,623	
	Expenditures, Gen'l								
1	Governing Body	60,256	58,602	58,502	52,927	80,897	50,384	78,588	
2	Administration	924,045	1,097,664	931,912	793,146	1,213,376	492,788	968,391	
3	Economic Development	0	0	0	0	0	0	93,234	
3	Information Technology	248,699	234,779	190,144	183,324	187,869	126,916	209,401	
4	Buildings & Grounds	74,250	75,332	96,480	66,152	154,650	84,487	109,200	
5	Public Safety	1,255,887	1,135,714	1,228,126	1,073,180	1,279,725	798,914	1,297,985	
6	Street Maintenance	239,486	88,200	395,234	348,006	245,000	79,042	245,000	
7	Community Development	127,897	114,060	141,974	132,898	156,243	86,554	165,122	
8	Public Works	708,776	575,362	752,118	721,229	726,428	1,480,290	653,394	
9	Stormwater Management	145,000	135,562	194,568	207,772	265,000	177,931	352,817	
10	Director Community Svc	245,107	178,236	140,229	156,836	136,263	71,317	154,095	
11	Boards/Commissions	14,650	8,150	19,450	9,434	19,450	5,403	24,500	
12	Non Departmental	0	0	0	0	0	0	0	
13	Transfer to Capital Projects	0	10,040	0	0	0	0	0	
14	Debt Svc	387,801	388,129	388,609	388,609	388,108	351,068	386,896	
	Total	\$4,431,854	4,099,830	\$4,537,346	\$4,133,513	\$4,853,009	\$3,805,094	\$4,738,623	