



## DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town  
CHARTERED 1749 INCORPORATED 1961

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### Memorandum

April 7, 2017

TO: Dumfries Town Council

FROM: Daniel E. Taber  
Town Manager

RE: FY 16 Budget Proposal Presentation to Council

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

#### **Revenue**

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

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

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

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

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

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

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

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

### **Expenditures**

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

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

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

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

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

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

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

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

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

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

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

## **General Overview of Expenditures**

The FY 16 Budget recommended expenditures represent our continued best effort to provide the same level of services to the Town's citizens without increasing their tax burden, while taking into consideration the potential shortfall between the Town Department Head's original budget requests to the Town Manager and the available predicted revenues. Staff worked together to compile this budget, which includes a Real Estate Tax rate decrease of five cents. The Town Manager would like to thank Staff for their commitment to continuing to provide quality service within the limits of the Town's financial resources.

## **Salary Adjustments**

Due to state requirements that mandate employee raises of 1% a year for five years to cover increased Virginia Retirement System (VRS) costs to the employees, this budget includes a 1% increase for that unfunded state mandate and a 1.5% recommended COLA. The recommended COLA is generally equal to or less than pay adjustments recommended in FY 16 budgets for state and most other local jurisdictions in the area.

## **Pensions**

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

## **Benefits**

This category funds the Town funded health insurance program for employees. The program is the Local Choice program, a program administered by the Commonwealth on behalf of political subdivisions. The town pays 100% of the cost of the insurance coverage for the employee and 20% of the cost of insurance for dependents of employees. The insurance coverage rates have increased for FY 16 and the amount budgeted reflects this increase.

## **Vehicles**

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

## **New Positions**

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

## Discussion of FY 16 Revenues

Staff utilized the best available information in making revenue projections. Mid-year and estimated final 6 month expenditures among other things were considered in making the revenue projections.

### **10-311-0101 Real Estate Taxes - Current**

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

### **10-311-0102 Real Estate Taxes—Delinquent**

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

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

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

### **10-311-0601 Real Estate Taxes—Penalty**

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

### **10-311-0602 Real Estate Taxes—Interest**

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

**10-312-0101 Sales Tax**

The sales tax that the Town receives is a share of the state sales tax received by the County and distributed to all towns within the County based upon the proportion of school aged children within the town as compared to the total number of school aged children in the entire County. This method of distribution is stipulated in §58.1-605.H., code of Virginia, 1950, as amended. We are estimating a slight decrease in the FY 16 distributions.

**10-312-0102 Rental Tax**

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

**10-312-0103 Rolling Stock Tax**

The rolling stock tax is imposed by the Commonwealth of Virginia upon railroads and motor vehicle carriers pursuant to §58.1-2652 through §58.1-2659, Code of Virginia, 1950, as amended. One half of the collection is distributed to local governments in such percentage as the fair market value of roadway and track located within the jurisdiction bears to the total market value of roads and track in the Commonwealth. As we have no railroad track within the Town and our total portion of roadways is small compared with the total mileage in the state, our share of the rolling stock tax is quite small. For FY 16, I estimate that we will receive \$50 for this item.

**10-312-0201 Consumer Utility Taxes**

The Town imposes a tax on consumers of natural gas and electricity. This takes the form of a consumption tax. These sources are fairly consistent, with increases coming primarily from growth and development (more connections means higher collections) and occasionally as a result of extreme weather patterns that would maximize consumption. This amount is based on the FY 15 projected and actual numbers.

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

Each telecommunications company that utilizes Town owned rights-of-way pays the Town a fee established by the Commonwealth for the privilege of such usage. At present, this includes Verizon and several small companies. The budgeted amount for FY16 is consistent with current budget numbers.

**10-312-0203 Telecommunications Tax**

The Commonwealth began a process of uniform billing and collection of this tax, with redistribution to the localities, starting in January 2007. We are projecting a slight decrease based on FY 15 projected and actual numbers.

**Business Licenses**

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

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

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

**10-312-0401 Franchise License**

This is based on FY 15 projected and actual numbers.

**10-312-0403 Parking Lot Lease & Maintenance Fee**

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

**10-312-0501 Vehicle Tags**

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

**10-312-0601 Bank Stock Tax**

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

**10-312-1001 Transient Occupancy Tax**

The Town charges a tax on the rental of rooms for temporary occupancy. The primary contributors to this revenue are the two chain motels on Rt. 1. Many of these rooms are rented to construction workers on a regular basis with tourist and other business occupancy representing the remainder.

**10-312-1101 Meals Tax**

The Town charges a tax on the sale of foods prepared for immediate consumption, on or off premises, as allowed by law. Next only to real property taxes, this is the second largest source of revenue to the Town. Traditionally, the largest portion of this revenue continues to be received from the restaurants located on Rt. 234 at the northern edge of the Town where highway

travelers pull in for easy access to a quick meal. This amount is projected to remain consistent with what has been projected for FY 15.

**10-313-0300 Permits and Fees**

Permits and fees include such things as the fees charged for building permits, dance permits, and other miscellaneous fees not including those fees charged for zoning and subdivision activities. This amount is based on FY 16 projected numbers and assumptions for an increase in permits issued for FY16, including approximately \$200,000 for permits that will be issued for the Town Center Project.

**10-313-0301 Planning/Zoning Fees**

This line item represents the estimated fees that will be received by the Town for zoning permits, site plan reviews, subdivision applications, requests for zoning amendments and the like. This amount is based on FY 15 projected and actual numbers and consideration for potential projects that are expected to proceed in FY16.

**10-314-0101 Court Fines/Forfeitures**

This revenue source is not very predictable as it is dependent upon the commission of illegal activities by the public, the effectiveness of law enforcement and general enforcement, and the success in the legal system to produce the revenues. The FY 16 amount is based on FY 15 projected and actual numbers.

**10-315-0100 Interest**

Interest rates continue to bottom out with no increases expected in the foreseeable future. This amount is based on FY 15 projected and actual numbers. The Town Manager and Treasurer will continue to watch this situation carefully to make investment decisions to maximize the return on investment to the Town.

**10-318-9914 Miscellaneous Revenue**

This line item includes all other local revenue not classified in other areas, including revenue from the sale of property, refunds and rebates, and miscellaneous fees.

**10-324-0406 Street/Highway Maintenance**

The Commonwealth, through the Virginia Department of Transportation, pays jurisdictions that maintain the public highways the amount that is calculated to be the average VDOT cost of maintenance per lane mile. This projected revenue figure is based on the most current information available.

**10-324-0407 Litter Control**

The Commonwealth provides a small amount of funds to localities to address litter control. Funds are distributed on the basis of population and come from a special state tax on manufacturers, distributors, and wholesalers of certain packaging and products. The funds are available on a discretionary basis and must be used for litter prevention activities. Available funds for FY 16 are based on the most current information available for FY 15.

**10-324-0408 Highway HB2313 Funding**

This is the projected amount the Town of Dumfries will receive for town transportation projects based on HB2313 allocations. This is reimbursement funding for projects recommended to and approved by the Town Council that are then forwarded for approval to Prince William County.

**10-324-0410 Blighted Property**

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

**10-324-0414 Police Aid (599 Funds)**

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

**10-324-0415 DCJS/LLEG**

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

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

**10-324-0417 DMV Grants**

This is a projected grant amount. Funds are typically used to reimburse overtime costs for highway safety enforcement.

**10-324-0419 Cigarette Tax**

The cigarette tax that is imposed by the Town and administered by the Northern Virginia Cigarette Tax Board has been in effect since FY 04. The Cigarette Tax rate remains consistent with FY 15.

**10-324-0421 CDBG**

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

**10-324-0700 Community Center Fees**

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

**10-324-0805 Town Events**

The Town receives “rental” payments from vendors for several of the events that it sponsors. These funds are shown in this line item. This amount is based on FY 15 actual and projected numbers.

**10-324-0901 Transfer from General Funds**

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

**10-324-0902 Transfer from SWM Funds**

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

**10-324-1201 Christmas in Dumfries**

The police department solicits funds from businesses and individuals each year to take children from low-income families in the Dumfries community on a shopping trip on a day prior to Christmas. Funds collected are placed in this line item. Funds not spent in a preceding year are re-appropriated for this purpose. This amount is based on FY 15 YTD numbers, which show a marked decrease in donations from previous years.

**10-324-1206 Fire Fund Program**

The Commonwealth places a surcharge on property insurance premiums paid by individuals and utilizes the funds collected to help offset the cost of providing local fire protection programs. Funds received by the Town are provided to the fire department for use in acquiring additional equipment.

**10-324-1300 Stormwater Management**

The Town has an established fee schedule for storm water management that is collected from property owners at the same time as real property taxes. This amount budgeted for FY 16 is based on the projected FY 16 collected amount.

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

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

**10-411 Governing Body**

**10-411-0100 Town Council/Mayor Salaries**

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

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

**10-411-0300 Payroll Taxes**

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

**10-411-0500 Travel/Training**

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

**10-411-0800 Dues and Subscriptions**

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

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

**10-411-5600 Other**

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

**10-411-5700 Council Expense**

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

**10-411-5800 Election Costs**

There is a scheduled Town election in FY 16.

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

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

**10-411-6000 Historic Dumfries Virginia Donation**

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

## **10-412 Administration**

### **Department Mission**

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

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

### **FY16 Goals**

1. Continue to improve Public Safety by filling vacant police positions, increasing police presence in the community, as well as encouraging active community policing efforts.
2. Continue to review the Zoning Ordinance and make additional recommendations based on citizen and business input.
3. Attract new business, investment and economic development to the Town of Dumfries.
4. Update the Capital Improvement Program.
5. Increase code and zoning enforcement in the Town.
6. Improve inter-governmental relationships, particularly with County, State, and Federal leaders.
7. Enhance staff, council, and citizen use of technology, and improve our technology infrastructure.
8. Improve staff customer service skills and response times to both Council and constituents.

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

**Overview of Expenses**

**10-412-0100 Town Manager**

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

**10-412-0101 Administrative Assistant to the Town Manager**

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

**10-412-0102 Treasurer**

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

**10-412-0103 Town Clerk/Executive Assistant**

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

**10-412-0104 Administrative Assistant**

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

**10-412-0105 Town Attorney**

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

**10-412-0300 Payroll Taxes**

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

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

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

**10-412-0302 Virginia Unemployment Tax**

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

**10-412-0400 Pensions**

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

**10-412-0401 Benefits**

This line item includes the cost of health insurance, including dental, for the employees within the department. The Town pays 100% of the cost of employee coverage and 20% of the cost of dependent coverage to meet the minimum requirements of the Local Choice program.

**10-412-0402 Awards and Bonuses**

This line item has been set aside for use in recognizing outstanding employee performance during the fiscal year as provided for in the Personnel Policy.

**10-412-0500 Travel/Training**

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

Town Manager

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

VML Annual Meeting

VML/VACo Legislative Day

Treasurer and Administrative Assistant  
 Virginia Government Finance Officers Association conferences (2 meetings)  
 VGFOA classes (4 classes)  
 Treasurer’s Association of Virginia (TAV) Annual Meeting  
 TAV – 2 Classes

Town Clerk  
 VMCA Annual Conference  
 TAV (3 classes)

Town Attorney  
 Local Gov’t Attorney’s Conference (2)  
 VML/VACo Legislative Day

**10-412-0600 Employee Drug Screening**

This line item includes the testing costs for random drug screening under the Substance Abuse Policy as indicated in the towns Personnel Policy.

**10-412-0800 Dues and Subscriptions**

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

|  |        |
|--|--------|
| International City/County Management Association   | 880.00 |
| Virginia Local Government Management Association   | 275.00 |
| Virginia Municipal Clerk’s Association             | 45.00  |
| International Institute of Municipal Clerks        | 145.00 |
| Treasurer’s Association of Virginia                | 100.00 |
| Virginia Governmental Finance Officers Association | 35.00  |
| LGA Membership                                     | 240.00 |

|                                     |          |
|-------------------------------------|----------|
| Virginia Bar Dues                   | 800.00   |
| PWC Bar Association Dues            | 185.00   |
| Va Emergency Management Association | 150.00   |
| LexisNexis (various costs)          | 2,645.00 |

**10-412-1001 Legal Services**

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

**10-412-1002 Independent Auditor**

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

**10-412-2300 Equipment and Repairs**

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

**10-412-3000 Office Expense**

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

**10-412-3001 Advertisements/Notices**

This line item provides funding for the cost of advertising for public hearings, procurement of goods and services, advertisements for personnel, budget advertisements, and any other notice that the Town places. This expense has been consolidated this year with expenses for similar services in other departments.

**10-412-3002 Vehicle Tag Preparation**

This line item funds the cost of printing the motor vehicle stickers.

- 10-412-3004 Ordinance Review**  
This line item funds the preparation of Code supplements in order to keep the Town code current. This includes the preparation and hosting of the Code online in addition to printed copies.
- 10-412-3006 Postage**  
This item covers postage.
- 10-412-3007 Marketing/Promotions**  
This line item covers the costs associated with publications and items purchased to market and promote the Town of Dumfries.
- 10-412-5300 Utilities**  
This line item covers the cost of telephone, electricity, natural gas, and propane for all Town owned and leased facilities.
- 10-412-5400 Fire Program**  
This is funded by a grant and passed on to the Fire Department.
- 10-412-5700 Unscheduled Expenses**  
This covers unscheduled expenses not otherwise budgeted for.
- 10-412-6000 Maintenance Contracts**  
This line item includes the cost of maintenance contracts on the copier, system printer and postage meter.
- 10-412-6200 Professional Contracts**  
This line item includes funds for additional contract work, legal services, and other consulting services that the Town Council or Staff might request related to special projects.

**10-414 Department of Information Technology**

**Department Mission**

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

**FY16 Goals**

1. Purchasing new L-3 Server for Police Department. This is a five year plan and the system cannot be renewed under warranty.
2. Creating better communications for the Town's website by increasing available information.
3. Maintain accuracy of website data through daily reviews and updates.
4. Maintaining the current Town equipment.
5. Purchasing and migrating to Google Cloud to have a second backup system outside of the office.

**Overview of Expenses**

**10-414-0100 IT Manager Salary**

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

**10-414-0300 Payroll Taxes**

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

**10-414-0400 Pensions**

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

**10-414-0401 Benefits**

This line item includes the cost of health insurance, including dental, for the employees within the department. The Town pays 100% of the cost of employee coverage and 20% of the cost of dependent coverage to meet the minimum requirements of the Local Choice program.

**10-414-0500 Travel/Education**

This line item has no funds budgeted for FY16.

**10-414-2300 Equipment and Repairs**

This line item includes funds for repair or replacement of general office equipment, such as external drives, printers, office supplies, furniture, cell phones, and other computer equipment. We will be purchasing a new server for the L-3 Camera system. The current server has run the five year system plan and cannot be renewed under warranty.

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

**10-414-3000 Office Expense**

This line item has no Funds Budgeted for FY16.

**10-414-3301 Telecommunications**

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

**10-414-5800 Capital Outlay**

This line item has no funds budgeted for FY16.

**10-414-6000 Maintenance Contracts**

This line item includes the cost of maintenance contracts on the servers, printers, phone systems, and web communications such as Blackboard. A specific list is listed below. Maintenance of all Town software and hardware contracts have been added to this line item – they were formally in individual department budgets. The maintenance agreement for the camera system in the Council Chambers and the Granicus maintenance agreement (agenda and video on website) are also included.

|   |             |
|---|-------------|
| <b>BlackBoard Connect</b> - Out reach Message Board                                   | \$ 4,204.13 |
| <b>Dell</b> – Warranties for Town Hall and Police Department                          | \$ 1137.62  |
| <b>Dot.gov</b> – Town’s Dumfriesva.gov  | \$ 125.00   |
| <b>Fortran</b> – Phones systems Town Hall and Police Department                       | \$ 3410.25  |
| <b>Glink</b> – VCIN, Police Department  | \$ 200.00   |
| <b>Godaddy</b> – Town’s Dumfriesvirginia.org  | \$ 0.00     |
| <b>Google Business</b> – Town’s email   | \$4,500.00  |
| <b>Granicus</b> – Agenda and video for website  | \$6,588.00  |
| <b>L-3 System</b> – Camera system in Police Cars                                      | \$5,635.00  |
| <b>Permit Manager</b> – Software for Public Works                                     | \$2000.00   |
| <b>Productive AV</b> – Software and service for Cameras in Council Chambers           | \$6,000.00  |
| <b>Southern Software</b> – Software and Hardware for Town Hall and Police Departments | \$25,000.00 |
| <b>Symantec</b> – Town Hall and Police Department, Antivirus Software                 | \$ 1,200.00 |

**10-414-6200 Professional Contracts**

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

**10-415 BUILDING AND GROUNDS**

**Department Mission**

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

**FY16 Goals**

**Town Hall**

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

**Community Center**

Replace existing roof.

**Locket House and Museum and Merchants Park**

Repair roof and flashing  
Perform mold remediation

**Maintenance Shop**

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

**Garrison Park**

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

**Ginn Memorial Park**

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

**Merchant Park**

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

**Garrison Park**

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

**Professional Contracts**

Establish contracts for routine maintenance services

**Overview of Expenses****10-415-1100 – Janitorial Supplies**

Bathroom and cleaning supplies for all facilities.

**10-415-4000 – Merchant Park**

Budgeted amount includes Painting/Coatings for roofs of Gazebo, shelter, and well house. This should provide a few years of service before replacing roofs is needed. Budgeted amount also includes ongoing property and structure maintenance of the buildings and grounds.

**10-415-4001 – Garrison Park**

Budgeted amount includes ongoing property maintenance.

**10-415-4002 – Lockett House**

Routine maintenance, roofing repairs, mold and mildew remediation.

**10-415-4003 – Weems/Botts Museum**

Routine maintenance and replacement of chimney flashing.

**10-415-4004 – Maintenance Shop**

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

**10-415-4005 – Community Center**

Routine Maintenance and roof replacement.

**10-415-4006 – Town Hall**

Routine maintenance.

**10-415-4007 – Ginn Memorial Park Budget**

Routine maintenance, site plan, and approved park improvements.

**10-415-6200 – Professional Services**

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

**10-431 Public Safety**

**Department Mission**

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

**FY16 Goals**

➤ **Goal 1: Continue to improve neighborhood and business relationships with the police department.**

Objective 1: Implement Bicycle Patrol, and continue foot patrol and non-enforcement contact within residential and business communities.

Objective 2: Continue to expand the department's community outreach initiative.

Objective 3: Expand the distribution of safety tips and information to citizens and businesses.

➤ **Goal 2: Improve pedestrian and motorist safety.**

Objective 1: Continue enforcement of traffic laws to reduce unsafe and distracted driving behavior.

Objective 2: Continue directed patrols to address community concerns and identified traffic issue areas.

Objective 3: Implement driver and pedestrian awareness and safety information distribution.

➤ **Goal 3: Maintain a professional and effective police department.**

Objective 1: Increase the percentage of calls for service handled by the police department.

Objective 2: Continue to provide staff training to improve services to the Town's diverse neighborhoods and businesses.

Objective 3: Continue to design and implement programs that address identified community needs.

## Overview of Expenses

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

- 10-431-0109 Police Officer**  
Salary for a Police Officer.
- 10-431-0110 Police Officer**  
Salary for a Police Officer.
- 10-431-0111 Police Officer**  
Salary for a Police Officer.
- 10-431-0112 Police Officer/School Resource Officer**  
Salary for a Police Officer/School Resource Officer
- 10-431-0200 Night Differential**  
Officers receive \$1 per hour for night differential each hour physically worked between the hours of 7:00 p.m. and 5:00 a.m.
- 10-431-0201 Overtime**  
Overtime for police officers is comprised as follows:
1. Hours worked on holidays are compensated at **twice** the normal rate of pay, per the compensation policies adopted by the Town Council.
  2. Hours worked beyond the normal 86 hours per pay period while on normal duty and in order to attend court are compensated at **one and one-half** times the normal rate of pay, per compensation policies.
  3. Hours worked beyond the normal 86 hours per pay period to provide law enforcement assistance at special events are compensated at **one and one-half** times the normal rate of pay.
- 10-431-0202 DMV Grant Salaries**  
The DMV grant is a re-occurring award each October. The amount of the award sometimes varies. The police department received \$10,000 in October 2014. The police department anticipates a \$10,000 award in FY16 (October 2015). The award funds are used to compensate police officers who work special traffic details.

**10-431-0203 Retention**

This program was designed as an incentive to retain police officers with the ranks of Officer and Sergeant by providing them a stipend to stay with the department as they gain several years of experience. With experience they become more marketable to other agencies and the retention stipend encourages officers to remain with the department.

**10-431-0204 Supplements**

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

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

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

**10-431-0205 Line of Duty Act**

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

**10-431-0206 Byrne Grant**

This line item reflects the amount of grant awarded for FY15 and is used for minor police department purchases.

**10-431-0300 Payroll Taxes**

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

**10-431-0400 Pensions**

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

- 10-431-0401 Benefits**  
This line item includes the cost of health insurance, including dental for employees within the department and 20% of dependent health insurance cost. Increases in FY16 due to full staff levels.
- 10-431-0500 Travel / Training**  
This line item includes the cost of all police related training as well as the attendance (including travel, meals, lodging, and registration).
- 10-431-0600 Physicals & Hiring Costs**  
This line item represents the costs for any required officer's physical examinations and random drug tests; as well as physicals, background investigations, psychological exams, polygraphs, and Hepatitis B shots for new hires.
- 10-431-0700 Uniforms / Maintenance**  
This line item includes sufficient funds to pay for uniform cleaning and maintenance at a level of \$135.00 per quarter for 11 sworn officers. It also continues to provide a planned uniform replacement cycle based on normal wear and damage to issued uniforms. Finally, this line item provides funds to uniform new hires.
- 10-431-0800 Dues / Subscriptions**  
This line item includes sufficient funds for membership in professional law enforcement organizations that provide continuing education in law enforcement related best practices, new law implementation, trends in technology, etc. Additional funds are included for subscriptions to professional police publications. Finally, a six month subscription fee of \$1,250 that may be implemented in FY16 for the police department to continue participation in the LinX (Law Enforcement Information Exchange) system. Approximately 1,300 law enforcement agencies in different parts of the United States participate in regional systems of LinX, the Department of Navy has funded the majority of LinX through NCIS; however, the plan is to possibly begin to share the funding more equitably with user agencies beginning in FY16.

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

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

**10-431-0900 Court Appointed Attorneys**

This line item includes the initial cost to the town for defendant's attorney fees for court appointed attorneys. If the defendant is convicted these costs are eventually returned to the town.

**10-431-2000 Vehicle Maint / Ops**

This line item includes the continuation of maintenance for each vehicle within the police fleet based on a preventive maintenance schedule designed to keep the fleet in line with vehicle manufacturer's maintenance schedules and safety requirements, to include the purchase of tires. This estimated cost has slightly increased as the majority of the fleet is continuing to age. Most of the estimated costs for FY16 are related to the repair and maintenance costs for the fleet's five older Dodge Chargers.

**10-431-2001 Fuel**

Fuel costs have remained very unpredictable in recent years and this line item is the amount allocated for fuel based on the best estimate possible based upon fuels costs, an average of actual use from the previous year, and staffing.

**10-431-2300 Equipment / Repairs**

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

**10-431-3000 Office Expense**

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

**10-431-3100 Contracts**

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

Copier Lease

Shredder Maintenance

Virginia Information Technologies (for Virginia Crime Information Network)

**10-431-3300 Supplies**

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

**10-431-4200 “Christmas in Dumfries”**

This line item represents expected public donations that cover the out of pocket costs for conducting the program whereby children from eligible families in Dumfries participate in a shopping trip in the weeks before Christmas. Contributions are provided from the community with no public fund involvement.

**10-431-5700 Chief’s Expense**

This line item covers the cost of the Chief’s participation in various activities and programs of a reciprocal nature such as attendance at retirement events, ceremonial functions and the like.

**10-431-5900 Crime Prevention Program**

There is an increase in this budget line item due to the expansion of community based crime prevention programs, to include the School Resource Officer’s need for books, training aids, and material for programs implemented in Dumfries Elementary School. Additional costs will fund our ability to continue to maintain positive relationships the Department first established with programs implemented in FY12. An example is the continued relationships with youth who graduated from the Kid’s Academy through semi-annual gatherings with officers. Also included in this request is funding for FY15 programs such as National Night Out, Kid’s Academy, Women’s Self-Defense Training Program, Community Programs, and the purchase of Crime Prevention materials.

**10-431-7003 Rental Space**

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

**10-441 Street Maintenance**

**Department Mission**

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

**FY16 Goals:**

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

**Overview of Expenses**

**10-441-1400 Maintenance Contracts**

Sidewalk installation and replacement, pavement maintenance, striping, etc.

**10-441-1500 Professional Services**

Engineering and surveying fees.

**10-441-3300 Materials**

Stone, sand, riprap, culvert, pipe, paving materials.

**10-441-4500 Snow Removal & Other**

Sand, salt, de-icer, equipment rental, snow equipment maintenance and repair

**10-441-5600 Miscellaneous**

Street signs and appurtenances.

**10-441-5700 Orange Street Project**

Orange Street Paving Improvement

**10-442 Community Development**

**Mission**

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

**FY16 Goals**

1. Finalize a process flow chart and a checklist for Planning and Zoning Applications to better facilitate the application process.
2. Improve the organizational system of Planning and Zoning Applications to provide greater accessibility for Town staff and the general public.
3. Continue to update the technical sections of the Zoning Ordinances to better align with the Comprehensive Plan.
4. Continue to improve code enforcement activities in the Town by adding a code enforcement position to proactively identify violations.
5. Provide exceptional customer service to the Town’s residents and businesses.
6. Continue to respond to residential and business concerns in a timely and courteous manner.
7. Identify areas where we can streamline processes to be more efficient and effective.

**Overview of Expenses**

**10-442-0102 Planner/Zoning Administrator**

This line item provides for the salary compensation of the Planner/Zoning Administrator.

**10-442-0103 Zoning/Code Enforcement Official**

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

**10-442-0300 Payroll Taxes**

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

**10-442-0400 Pensions**

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

**10-442-0401 Benefits**

This line item includes the cost of health insurance, including dental, for the employees within the department that select health coverage through the Town. The Town pays 100% of the cost of employee coverage and 20% of the cost of dependent coverage to meet the minimum requirements of the Local Choice program.

**10-442-0500 Travel/Training**

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

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

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

1. Expand the awareness of professional administrators concerning the authority with which their positions are empowered.
2. Provide a reliable communication network for the use of administrators to develop solutions to various zoning problems.
3. Increase the visibility of the organization and develop an identity as a legitimate member of the public administration organizational community.
4. Provide high quality programs to members of the organization with consistently high standards of excellence.
5. Continue to improve member development.
6. Instill on the part of all members a desire to make VAZO the model for future organizations.
7. Develop a mentoring program among Virginia's zoning officials.

**10-442-0800 Dues and Subscriptions**

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

**10-442-3000 Office Expense**

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

**10-442-6200 Professional Contracts**

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

**10-442-6300 Blighted Property**

This line item includes the cost of bringing blighted properties into compliance when property owners fail to voluntarily comply with notices of violation.

**10-443 Public Works**

**Department Mission**

To provide services which support Town initiatives and administer applicable codes, ordinances, and regulations to include:

Long-range Transportation Planning

Building Development Administration and Inspection Permits

Continuing education and training

**FY16 Goals**

Provide quality service; maintain clean neighborhoods and safe streets and sidewalks for pedestrians, motorists, and visitors.

Use a proactive approach to provide services that are sustainable to maintain the quality of life our residents, businesses and visitors to our Town.

Operate and maintain clean and accessible public facilities.

To

Instill a sense of pride and a strong commitment to excellence in the delivery of service to our community.

**Overview of Expenses**

**10-443-0100 Director of Public Works**

Director of Public Works salary.

**10-443-0101 Overtime**

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

**10-443-0102 Assistant Director of Public Works**

Assistant Director of Public Works salary

**10-443-0103 Programs Administrator**

Zoning Program Administrator Salary

- 10-443-0105 Maintenance Worker**  
Part Time Maintenance Worker salary
- 10-443-0106 Maintenance Worker**  
Maintenance Worker salary
- 10-443-0107 Maintenance Worker**  
Part Time Maintenance Worker salary
- 10-443-0108 Inspector Part Time**  
Part-time Inspector salary
- 10-443-0300 Payroll Taxes**  
Payroll taxes represent 7.65% of salaries.
- 10-443-0400 Pensions**  
Pensions include the cost of retirement, group life insurance and the retiree health insurance credit.
- 10-443-0401 Benefits**  
This line item represents the cost of health insurance and dental insurance for participating employees.
- 10-443-0500 Travel/Education**  
On-going safety training and professional development for Public Works staff:  
International Code Council 2012 Codes (\$1,500)  
Lodging and Travel expenses (\$2,000)
- 10-443-0700 Uniforms**  
Personal protective equipment (safety boots, visibility jackets and vests, hard hats, etc.) per OSHA and the American National Standards Institute.

|                    |   |          |
|--------------------|---|----------|
| <b>10-443-0800</b> | <b>Dues/Subs</b>  |          |
|                    | American Public Works Association   | \$310.00 |
|                    | Virginia Building Code Officials Association  | \$120.00 |
|                    | International Conference of Building Officials  | \$100.00 |
|                    | American Council of Engineering Companies of Virginia   | \$40.00  |
| <b>10-443-1000</b> | <b>Professional Services</b>  |          |
|                    | Services provided by engineers, surveyors, or architects  |          |
| <b>10-443-1100</b> | <b>Inspection Services</b>  |          |
|                    | Contracted Building Inspection and Code Enforcement Contractors to supplement Town Staff.                     |          |
| <b>10-443-1200</b> | <b>Outside Plan Reviews</b>   |          |
|                    | Plan review services for major development projects to supplement Town Staff.                                 |          |
| <b>10-443-1300</b> | <b>Contracted Services</b>  |          |
|                    | Contingency labor and/or equipment for work of a routine or emergency nature beyond available Town resources. |          |
| <b>10-443-1400</b> | <b>Solid Waste Contract</b>   |          |
|                    | Waste disposal services.  |          |
| <b>10-443-2000</b> | <b>Vehicle Maintenance</b>  |          |
|                    | Equipment maintenance for the Public Works fleet of vehicles and related equipment (oil, tires, parts, etc.). |          |
| <b>10-443-2001</b> | <b>Fuel</b>   |          |
|                    | Fuel for all Town vehicles with the exception of the Police Department vehicles.                              |          |

- 10-443-2300 Equipment/Repairs**  
Equipment maintenance and repairs for trucks, cars, mowers, portable generators and other small equipment.
- 10-443-2301 Equipment Rental**  
Rental equipment that might be required to complete Public Works tasks.
- 10-443-2302 Unscheduled Repairs**  
Contingency for towing and minor repairs.
- 10-443-2400 Tools/Equipment**  
Purchase of a sweeper brooms, hand tools, safety equipment as well as other tools and small equipment.
- 10-443-2600 Contract Services**  
Contingency for contract services outside of on-call contracts.
- 10-443-3000 Office Supplies**  
Office supplies not purchased under line item 10-412-3000.
- 10-443-3300 Shop Supplies**  
Supplies such as grease, oil brackets and bolts, paints, solvents, towels, lumber, etc.
- 10-443-9200 Facility Supplies/Materials/Equipment**  
Supplies and equipment used to support Town events; portable bathroom facilities, tents, barricades, etc.
- 10-443-9300 Highway HB2313 Funding**  
NVTAs funding for local Town projects, through the 30% funding portion of HB2313. The amount is estimated band is varies from year to year based on taxes collected.

10-444

## Storm Water Management

### Department Mission

The Storm water Management Mission supports the Department of Public Works' vision of "*Public Stewardship* – Protecting the health, safety and well-being of citizens and the environment through the ethical and responsible management of the human, natural, cultural and financial resources of the Town."

### FY16 Goals

#### 1. MS4 Program

- a. Continue to develop and implement the Municipal Separate Storm Sewer System (MS4) Program in compliance with Virginia Department of Conservation and Recreation regulations.
  - i. *PUBLIC EDUCATION AND OUTREACH ON STORM WATER PROJECTS*
    1. Continue with Northern Virginia Clean Water Partners for radio spots and web advertisements
    2. Continue to publish articles in the *Dumfries Charter* newsletter
  - ii. *PUBLIC INVOLVEMENT AND PARTICIPATION*
    1. Participate in the annual Alice Ferguson Creek cleanup, inviting civic groups and individuals to participate
    2. Post the annual MS4 report on the town website
  - iii. *ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDDE)*
    1. Develop and implement an IDDE program
  - iv. *CONSTRUCTION SITE STORM WATER RUNOFF CONTROL*
    1. Maintain the erosion and sediment control program consistent with Virginia regulations
    2. Maintain Certified Combined Administrator status for the Director and Assistant Director of Public Works
  - v. *POST-CONSTRUCTION STORM WATER MANAGEMENT*
    1. Update the log of all known permanent Best Management Practices (BMPs)
    2. Inspect all known BMPs and implement corrective measures for defective BMPs
  - vi. *POLLUTION PREVENTION AND GOOD HOUSEKEEPING*
    1. Continue and update the street sweeping program; provide a waste container to quantify the amount of street debris removed

2. Evaluate Public Works chemical uses and develop procedures to reduce chemical usage

**2. Virginia Chesapeake Bay Phase II WIP (Watershed Implementation Plan)**

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

**Overview of Expenses**

**10-444-0500**

**Travel/Training**

Supports continuing education requirements for mandated certifications:  
DEQ Certified Combined Administrator for Erosion and Sediment Control  
DEQ Certified Combined Administrator for Stormwater Management

**10-444-0801**

**Annual Permit Fees**

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

|                           |            |
|---------------------------|------------|
| NVRC Clean Water Partners | \$ 300.00  |
| DEQ                       | \$3,000.00 |

**10-444-2000**

**Vehicle Maintenance/Operation**

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

**10-444-2001**

**Fuel**

Fuel for the street sweeper.

**10-444-2600**

**Professional Contracts**

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

- 10-444-3001**      **Advertising & Outreach**  
Advertising and outreach element of the town's MS4 program as well as the Clean Waters Partners Program of the Northern Virginia Regional Commission. The Regional Storm water Education Campaign was initiated in 2003 to assist localities in leveraging funds to achieve common goals regarding storm water education and outreach and promote consistent messages for fertilizer and pesticide use, pet waste disposal, and motor oil recycling
- 10-444-3300**      **Equipment & Material**  
Sampling and testing equipment and supplies for water quality testing to meet the MS 4 Program and TMDL requirements.
- 10-444-4800**      **Litter Control**  
Anticipated grant amount for FY16.
- 10-444-4801**      **Quantico Creek Clean Up**  
Tools, shirts, breakfast and lunch for participants of the Town's annual Quantico Creek Clean Up.
- 10-444-5600**      **Miscellaneous**  
Software and data management support for the MS4 Program.
- 10-444-5700**      Contracted services to maintain and repair stormwater management facilities (known as Best Management Practices) within the Town, and to respond to stormwater related cleanups.
- 10-444-5801**      **Ginn Park SWM/BMP**  
Part of the construction cost for the Ginn Memorial Park Stormwater Management expected to occur in FY16 (work to begin in late FY15).
- 10-444-5802**      **Prince William Estates SWM**  
Abatement project for stormwater issue in Prince William Estates; estimated design and construction costs.

**10-444-5900**

**Orange Street Drainage Improvements**

Estimated design and construction on Orange Street; estimated design and construction costs.

**10-444-5901**

**Tripoli Court Drainage Improvement**

Abatement project for stormwater issues on Tripoli Court; estimated design and construction costs.

**10-444-5902**

**Old Town Drainage Improvements**

Abatement project for stormwater issues on Duke and Wellington; estimated design and construction costs.

**10-472            Community Services Department**

**Department Mission**

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

**FY16 Goals**

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

**Overview of Expenses**

**10-472-0100    Director of Community Services - Salary**

This item represents the salary of the Director of Community Services.

**10-472-0300    Payroll Taxes**

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

**10-472-0400    Pensions**

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

**10-472-0401 Benefits**

This line item includes the cost of health insurance, including dental, for the employees within the department. The Town pays 100% of the cost of employee coverage and 20% of the cost of dependent coverage to meet the minimum requirements of the Local Choice program.

**10-472-0500 Travel/Education**

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

**10-472-0800 Dues/Subscriptions**

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

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

**10-472-2300 Equipment/Furnishings**

This line item request would be utilized to purchase furniture and equipment needed to present specific programs to the public and would include items such as chairs, tables, display racks, etc. The Department of Community Services is requesting funds for purchase of a new PA system to be used at all Town events.

- New PA system - \$1000

**10-472-2400 Newsletter**

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

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

**10-472-2800 Easter Egg Hunt**

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

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

**10-472-2801 Black History Month**

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

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

**10-472-2802 Multi-Cultural Festival**

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

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

**10-472-2803 Fall Festival**

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

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

**10-472-2804 Volunteer Program**

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

- Reception for volunteers including food and plaques - \$1000

**10-472-2805 Internship Program**

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

- $6 \text{ students} / \$8 \text{ per hour} \times 15 \text{ hours per week} \times 6 \text{ weeks} = \$4320$
- Appreciation luncheon - \$680.00

**10-472-2806 Seniors Luncheon Program**

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

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

**10-472-2808 Parks and Rec Programs**

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

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

**10-472-3000 Office Expenses**

This line item represents the associated costs for postage, mailing costs, general office supplies, such as printer ink, yearly planner, and assorted paper supply needs.

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

**10-472-3001 Ads/Notices**

This line item represents the associated costs for printing and advertising for all of the Town's events.

**10-472-6000 Christmas Parade & Tree Lighting**

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

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

**10-472-6500 Mil/Civ Meeting**

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

- Invitations, food, and supplies - \$3000

- 10-481**      **Boards and Commissions**
- 10-418-0500**    **Travel/Training**  
This line item includes travel and training funds for the planning commission, board of zoning appeals, and ARB.
- 10-481-1001**    **Legal Services**  
This line item was added for FY15.
- 10-481-4100**    **Planning**  
This line item represents the salary for Planning Commissioners.
- 10-481-4300**    **ARB**  
This line item represents the salary for the ARB members.
- 10-481-4400**    **BOZA**  
This line item represents the salary of the Board of Zoning Appeal members.
- 10-481-4500**    **Parks & Rec Commission**  
This line item represents the salary of the Parks & Rec Commission members.

**10-491 Non-Departmental**

**10-491-5600 Non-Departmental**

This line item represents the amount of funding that could be placed back into an interest earning account.

**10-495-8000 Debt Service**

The Town is presently paying on three different bonds, issued in 2003 and 2010. The payment schedule for FY 15 is as follows:

|                       | <b>Payment Date</b> | <b>Amount</b>       |
|-----------------------|---------------------|---------------------|
| <b>Series 2003</b>    | <b>10/1/2014</b>    | <b>\$ 35,659.38</b> |
|                       | <b>4/1/2015</b>     | <b>\$ 10,268.75</b> |
| <b>Series 2010</b>    | <b>10/1/2014</b>    | <b>\$110,177.50</b> |
|                       | <b>4/1/2015</b>     | <b>\$ 29,172.50</b> |
| <b>Series 2010K</b>   | <b>8/1/2014</b>     | <b>\$ 74,165.63</b> |
|                       | <b>2/1/2015</b>     | <b>\$129,165.63</b> |
| <b>Total Payments</b> |                     | <b>\$388,609.39</b> |

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

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

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

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

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

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

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

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

| ITEM        | EXPENDITURES - DEPARTMENT OF COMMUNITY DEVELOPMENT |                  |                  |                  |                  |                  |                 |                  |
|-------------|--|------------------|------------------|------------------|------------------|------------------|-----------------|------------------|
|             |  |                  |                  |                  | FY14             |                  | FY15            |                  |
|             | Line Item  | FY13             | FY13             | FY14             | UNAUDITED        | FY15             | BUDGET          | FY16             |
|             |  | BUDGET           | ACTUAL           | BUDGET           | BUDGET           | BUDGET           | YTD 2-28-15     | PROPOSED         |
| 10-442-0101 | Property Maint Official                            | 20,000           | 0                | 0                | 0                | 0                | 0               |                  |
| 10-442-0102 | Planner/Zoning Admin                               | 68,750           | 65,399           | 68,750           | 68,036           | 98,151           | 67,961          | 70,879           |
| 10-442-0103 | Zoning/Code Enfor Official                         | 0                | 0                | 0                | 0                | 0                | 0               | 45,000           |
| 10-442-0300 | Payroll Taxes                                      | 6,789            | 4,405            | 5,259            | 5,041            | 5,338            | 3,421           | 8,857            |
| 10-442-0400 | Pensions   | 16,858           | 14,101           | 16,088           | 12,719           | 14,235           | 8,120           | 20,467           |
| 10-442-0401 | Benefits   | 9,921            | 5,036            | 6,900            | 6,847            | 6,900            | 5,175           | 7,140            |
| 10-442-0500 | Travel/Training                                    | 4,000            | 537              | 3,000            | 852              | 1,000            | 5,318           | 1,000            |
| 10-442-0501 | Codes & Standards                                  | 0                | 0                | 0                | 0                | 1,000            | 0               | 0                |
| 10-442-0800 | Dues/Subscriptions                                 | 750              | 50               | 400              | 50               | 250              | 0               | 100              |
| 10-442-3000 | Office Supplies                                    | 500              | 555              | 500              | 801              | 600              | 0               | 300              |
| 10-442-3001 | Ads/Notices  | 3,500            | 2,984            | 4,500            | 1,344            | 3,000            | 345             | 0                |
| 10-442-6200 | Professional Contracts                             | 15000            | 10,400           | 20,000           | 18,369           | 9,000            | 4675            | 2,500            |
| 10-442-6300 | Blighted Property                                  | 3,376            | 388              | 2,500            | 0                | 2,500            | 0               | 0                |
|             | <b>Total</b>                                       | <b>\$149,444</b> | <b>\$103,855</b> | <b>\$127,897</b> | <b>\$114,059</b> | <b>\$141,974</b> | <b>\$95,015</b> | <b>\$156,243</b> |

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

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

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

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

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

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

