

## **Overview of Expenditures**

The recommended expenditures represent our best effort to provide nearly the same level of services to the Town's citizens without increasing their fee or tax burden, while taking into consideration the \$500,000+ revenue shortfall between the Town Department's original budget requests and the available revenues. This was not an easy task, and unfortunately it did require a temporary reduction in force. This is a fiscally conservative budget, which includes no fee or tax increases, the elimination of underutilized or unnecessary positions, and the addition of one new and very essential position which will have the long term benefit of moving the Town forward and the economy upward.

## **Salary Adjustments**

The proposed budget does not include any cost of living adjustments (COLAs) or annual performance adjustments. I am, however, proposing a \$2,000 salary adjustment for the two lowest paid Town employees, both of whom are currently earning less than \$30,000. These employees have served the Town for 6 and 4 years as Public Works Maintenance Workers, and given their very low salaries, I believe this adjustment is appropriate. There is a third employee who earns less than \$30,000 who also would have been considered for this adjustment had the employee not recently been placed on a probationary status. I have also proposed salary adjustments for 1) the Assistant Town Manager, who has taken on a variety of new responsibilities, 2) the IT manager who will now be required to attend all Council Meetings but will no longer be entitled to overtime pay, and 3) certain police officers, in order to reduce employee turnover and to lessen hiring-related costs.

## **Retirement**

The contribution rate for employee retirement has increased from 19.73% to 19.89%. This includes the employee share of retirement. There is new legislation that allows local governments to require employees hired after July 1, 2010, to pay some or all of the 5% employee share for VRS. This may be something for the Town to consider. There is also new legislation regarding additional benefits to employees who choose early retirement. Descriptions of these and other new legislation have been placed in Council's boxes.

## **Benefits**

The Town sponsors a 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 80% of the cost of the insurance

coverage for the employee and 20% of the cost of insurance for dependents of employees. There will be a 9.5% increase in the cost of this program for FY 2011.

### **Vehicles**

There are no new vehicle purchases funded in this budget.

### **Capital Outlay**

The budget includes the purchase of two new servers – one for the Police department and one for Town Hall. The budget also includes some new equipment for Public works, including a tractor, bobcat, and snow spreaders. Some of these expenses will be offset by auctioned off items.

### **Reduction in Force**

The budget recommendations include the temporary elimination of six positions – five Police Officer positions and the Operations Supervisor position. Please see the **confidential** personnel memo enclosed for specific details.

### **New Position**

The budget recommendations include the creation of one new position – Director of Economic Development and Marketing. In order for the Town to move forward and to recover from these dire economic times, this position is absolutely essential. The creation of this position is instrumental in moving the Town's economy upward, increasing the Town's business and industrial tax base, and providing the potential for lowering taxes and fees on the Town's residents in the future. As Town Manager, I completely understand that *at first glance*, it may seem that the creation of a new position during a time when six other positions are being eliminated may not seem to make sense. However, if the Town's ultimate goal is economic viability and sustainability, the creation of this position is the most efficient and effective way of achieving it. **Of all of my budget recommendations, this is by far the most important.**

## **Discussion of FY 11 Revenues**

As previously stated, this is a fiscally conservative budget, and the projected revenues are no exception. Given the financial crisis the Town began experiencing in the fall of 2009, the Town Manager felt it necessary to err on the side of caution when projecting revenues. If actual numbers or reasonable calculations were not available, the proposed budget (in most cases) uses the lesser of either the FY 10 budgeted amount or the FY10 6 month actual + FY 10 6 month estimate (which is the FY 09 2<sup>nd</sup> half actual). Again, these projections are very conservative, and should the Town come in under budget at the end of FY 2011, any surplus would be transferred into the LGIP or other investment account.

### **Real Property—Current**

Property values have continued to decrease. Although the final property values will not be complete for at least 6 to 8 more weeks, the values provided by Prince William County are presumed to be close to the actual number. Given the market, there is not been any provision for new construction figured into this calculation. The estimated 2010 total, per the County, is \$274,574,400. This compares to \$296,390,700 in 2009, a decrease of 7.36%. This budget proposes that the tax rate remain the same at .3533 per \$100 of assessed value. Real estate taxes are calculated at a 100% collection rate, per the Town's Auditors. Because the Town only collects approximately 96% to 97% historically, this also necessitates conservative projections from other revenue sources.

### **Real Property—Delinquent**

The Town is currently owed \$84,707 in delinquent taxes. Projected revenue from this source was kept at the FY10 budgeted level - \$50,000.

### **Real Property—Public Service Corporations**

Prince William County provided an estimated assessed value of \$6,548,476.

### **Real Property—Penalty**

This amount remains at the FY10 budgeted amount.

### **Real Property—Interest**

This amount was calculated using the 6 month actual + 6 month estimate.

### **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. The state is forecasting that overall sales tax collections continue to decline. It is also likely that the overall percentage of school aged children within the Town is continuing to decline as the County continues to build housing at a faster rate than the Town. This amount was calculated using the 6 month actual + 6 month estimate, and it is significantly less than the FY10 budgeted amount.

### **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. This revenue has been relatively consistent over the past several years. I estimate that the source will be \$50,000, the same as the FY 10 budgeted amount.

### **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 11, I estimate that we will receive \$70 for this item. This amount was calculated using the 6 month actual + 6 month estimate.

### **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 was calculated using the 6 month actual + 6 month estimate, which is less than the FY 10 budgeted amount.

### **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. This amount was calculated using the 6 month actual + 6 month estimate, which is less than the FY 10 budgeted amount.

### **Telecommunications Tax**

The Commonwealth began a process of uniform billing and collection of the tax, with redistribution to the localities, starting in January 2007. This amount was calculated using the 6 month actual + 6 month estimate, which is less than the FY 10 budgeted amount.

### **Business Licenses**

The Town of Dumfries has a business license ordinance that conforms to the Code of Virginia. The ordinance currently establishes a tax rate for each class of business as follows:

Contractors	\$30.00 or \$ .132 per \$100 of gross receipts
Financial services	\$30.00 or \$ .44 per \$100 of gross receipts
Real estate, prof. services	\$30.00 or \$ .44 per \$100 of gross receipts
Repair, Personal, Business Service	\$30.00 or \$ .22 per \$100 of gross receipts
Retail sales	\$30.00 or \$ .165 per \$100 of gross receipts
Wholesale	\$ .05 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

While the majority of these rates are in line with Prince William County, the rates for Professional Occupation, Financial Services, and Real Estate and Professional Services are significantly higher. I propose reducing the rates for these services by 11 cents to .33 per \$100 to bring them in line with the County.

The licenses are due and payable by March 1 of each year; however, businesses locating or starting within the Town must acquire a business license for the year in which business commences and payments are due for the license prior to commencement.

During the FY 09 license year, the Town issued licenses as follows (accurate FY 10 numbers not yet available):

<b>Category</b>	<b>License Fee Collected</b>
Contractors	\$26,434
Retail Sales	86,702
Real Estate, Professional Services	97,051
Repair, Personal Services	77,828
Wholesale, Other	20,319

The Town continues to be very aggressive in seeking out those businesses that have not obtained licenses and requiring that a license be acquired. This has resulted in greater collections.

Calculations for these revenues are as follows:

Contractors— This amount was calculated using the 6 month actual + 6 month estimate (adjusted to coincide with the increased FY 10 tax rate). This is less than the FY 10 budgeted amount.

Retail Sales— This amount was calculated using the 6 month actual + 6 month estimate (adjusted to coincide with the increased FY 10 tax rate), then by decreasing that amount by the same percentage by which the sales tax

revenue is projected to decrease. This is less than both the FY 10 budgeted amount and the 6 month actual + 6 month estimate.

Financial, real estate, professional— This amount was calculated using the 6 month actual + 6 month estimate (adjusted to coincide with the increased FY 10 tax rate, then decreased to reflect the proposed decreased rate).

Repair, business services— This amount was calculated using the 6 month actual + 6 month estimate (adjusted to coincide with the increased FY 10 tax rate), and then decreased by an appropriate percentage.

Wholesale, other— This amount was calculated using the 6 month actual + 6 month estimate.

### **Franchise License**

This line item represents the share of the rents that are collected by the owner of the communications tower located on Town property at the maintenance yard. This amount was calculated using the 6 month actual + 6 month estimate.

### **Parking Lot Lease & Maintenance Fee**

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

### **Vehicle Tags**

That Town requires that each motor vehicle be licensed through the Town by the purchase of a motor vehicle sticker. 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 sticker method for collecting the fee. The license year runs from April 15 to April 14. Approximately 3,000 tags are sold each year, at the current rate of \$27.00. This is a fairly constant number, changing only through the increase in the number of residents and businesses. I am estimating that in FY 11, the number of tags sold will remain the same, for a total fee collection of \$81,000.

### **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 two banks that pay this tax, Bank of America and United. This amount was calculated using the 6 month actual + 6 month estimate.

### **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. This amount was calculated using the 6 month actual + 6 month estimate.

### **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 has been 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. While other revenues continue to decline, meals taxes throughout the state have actually increased. This amount was calculated using the 6 month actual + 6 month estimate.

### **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. Because the Town is temporarily turning its Building Official duties over to Prince William County, I have not budgeted any revenue in this line item.

### **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 was calculated using the 6 month actual + 6 month estimate.

### **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. However, the police department has made a concerted effort to focus on certain areas of enforcement, such as traffic, and to enhance efforts to apprehend drug dealers, and as a result, we are experiencing a higher level of revenue production in this line item. This amount was calculated using the 6 month actual + 6 month estimate.

### **Interest**

Interest rates have declined significantly. This amount was calculated using the 6 month actual + 6 month estimate. This is far less than the FY 10 budgeted amount. The Town Manager and Treasurer will be watching this situation carefully to make investment decisions to maximize the return on investment to the Town.

### **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. This amount was calculated using the 6 month actual + 6 month estimate.

### **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 revenue figure is based on actual numbers provided by the Public Works Director.

### **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 11 are based on actual numbers provided by the Public Works Director.

### **Sanitation Fees—Delinquent**

There are still outstanding delinquent sanitation fees due to the Town from prior years. Although the Town no longer charges a separate sanitation fee, it does collect some of these fees as real property ownership is transferred and through other legal action on the part of the Town. Although with time these delinquent collections drop off, the Town has become more aggressive in the collection of these fees. The budget projection has been decreased to \$3,000, as the total delinquent amount has significantly decreased.

### **Blighted Property**

This is the projected amount to be collected for repairs to blighted properties. This amount is equivalent to the blighted properties expenditure line item under Community Development.

### **VDOT Road Construction Funds**

Available funds for FY 11 are based on actual numbers provided by the Public Works Director.

### **Police Aid (599 Funds)**

The Commonwealth provides a supplement to those jurisdictions that provide police services. Available funds for FY 11 are based on actual numbers provided by the state. This amount continues to decline each year.

### **DCJS/LLEG**

This grant has not been included in revenue projections or expenditures, as the Police Department did not apply for it for the coming year.

### **DMV Grant**

The Dumfries Police Department has been approved for a grant in the amount of \$25,000 to conduct its "Smooth Operator" program, a traffic stop program intended to identify and charge drivers who have outstanding traffic or criminal violations, are operating on suspended or revoked licenses, have defective equipment on a vehicle, or for some

other reason should not be driving on public roads. Funds are typically used to fund overtime and to acquire certain pieces of equipment.

### **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. This amount was calculated using the 6 month actual + 6 month estimate, which is less than the FY10 budgeted amount.

### **Auxiliary Police**

No funds have been budgeted.

### **Community Center Fees**

The Town does not charge a fee for the usage of the community center as it did when the center was available for rental to the general public. There are certain activities that occur within the center for which the Town receives a contribution, including art classes and the occasional use by authorized Town officials or staff. This amount is projected to remain the same as the FY10 budgeted amount.

### **Parks & Recreation Fees**

No funds have been budgeted. However, the Town Manager has added this line item in anticipation of eventually establishing a Parks & Rec program within the Town.

### **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 was calculated using the 6 month actual + 6 month estimate.

### **Transfer from General Funds**

No funds have been budgeted.

### **Transfer from SWM Funds**

These funds will be taken placed in the Storm Water Management Budget to refund overbilled customers.

### **Transfer from LGIP**

No funds have been budgeted.

### **VRA Loan Proceeds**

No funds have been budgeted.

### **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 was calculated using the 6 month actual + 6 month estimate.

### **Fire Programs Fund**

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. This number is based on the actual grant award.

### **Storm Water 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 is based on actual numbers provided by the Director of Public Works.

**10-411      Governing Body**

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

This line item includes salaries for the mayor, vice-mayor and five council members with the application of the 2.8% cost of living adjustment as follows:

Council members	\$5,360
Vice Mayor	\$6,700

Mayor \$8,040

**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. It anticipates such events as the annual VML conference, Mayor's and Council Member's training programs offered by VML, the annual legislative day sponsored by VML and VACo, and other courses related to Town activities including the Planning Commissioner's Certification Program and training for new Council members, if applicable. Additionally, this year, this line item also covers newly elected officials training for 3 new council members. It is estimated that the FY 11 budgeted amount to be the same as the FY 09 budgeted amount.

**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	\$2,403
Virginia Municipal League	2,412
Prince William Chamber of Commerce	500
Institute of Government	500
Virginia Downtown Development Association	125

**10-411-900 Promotional Expense**

Funds included in this line item are for such things as lapel pins, pocket calendars, Christmas cards, mugs and other items that may be used by the Council and Mayor for the purpose of promoting the Town or presentations at ceremonies.

**10-411-5600 Other**

This line item provides funds for any other Council approved activity that may not be budgeted elsewhere. This could include additional programs, memberships, participation in activities sponsored by others, small studies or small appropriations to other organizations.

**10-411-5700 Council Expense**

This line item provides funds for miscellaneous Council cost including meal cost incurred during the conduct of official Town business.

**10-412 Administration**

**10-412-0100 Town Manager**

This line item represents the actual estimated salary cost for the Town Manager. There is no COLA or annual evaluation increase proposed for FY11.

**10-412-0102 Treasurer**

This line item represents the actual estimated salary cost for the Treasurer. There is no COLA or annual evaluation increase proposed for FY11.

**10-412-0103 Clerk**

Because the current Clerk is retiring, this line item represents the estimated salary cost for a new Town Clerk/Executive Assistant. There is no COLA or annual evaluation increase proposed for FY11.

**10-412-0104 Administrative Assistant**

This line item represents the actual estimated salary cost for the Administrative Assistant to the Treasurer. There is no COLA or annual evaluation increase proposed for FY11.

**10-412-0105 Town Attorney**

The line item represents the actual estimated salary cost for the Town Attorney. There is no COLA or annual evaluation increase proposed for FY11.

**10-412-0106 Economic Development**

This line item represents the actual estimated salary cost for an Economic Development Director. There is no COLA or annual evaluation increase proposed for FY11.

**10-412-0300 Payroll Taxes**

This line item represents the employer's share of FICA for the salaries in the preceding line items. The current FICA rate is 7.65% of gross salary.

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

This line item represent the total cost for all employees of the Town for the Worker's Compensation Self-Insurance program administered by VML Insurance and the cost of Property and Casualty Insurance, also administered by VML Insurance, as follows:

Worker's Compensation	
Property and Casualty Insurance	\$131,385

**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. For the current year, the rate is .0058 on the first \$8,000 of each salary. This represents an increase from FY 10.

**10-412-0400 Pensions**

This line item represents the cost of retirement, group life insurance and the retiree health insurance credit. The Town also pays for the employee contribution. For FY 11, the Town's contribution rate has increased slightly, to a total of 18.63% for retirement, 1.11% for group life insurance and .15% for retiree health insurance credit, bringing the total percentage to 19.89% of the salary line item.

**10-412-0401 Benefits**

This line item includes the cost of health insurance, including dental, for the employees within the department. In addition, this line item includes a reimbursement to the Town Manager for the cost of health insurance on his spouse's health insurance plan in lieu of Town insurance. The Town pays 80% of the cost of employee coverage and 20% of the cost of dependent coverage to meet the minimum requirements of the Local Choice program.

Number of Employees	Cost of Coverage per Employee/Month	Budgeted Cost
5	\$981.00	\$41,542
Total		

**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 (2 meetings)		
ICMA Annual Meeting		
ICMA Regional Summit		
VML Annual Meeting		
VML/VACo Legislative Day		
Total	\$2,650	
Treasurer and Administrative Assistant		
VGFOA conferences		(2 meetings)
VGFOA classes		(4 classes)
Treasurer's Association of Virginia Annual Meeting		
Citipak Annual Conference		
Total	\$3,300	
Economic Development Director		
Training	\$2,000	
Town Clerk		
Municipal Clerk Academy & Training		
VMCA Annual Conference		
Total	\$2,000	

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

This line item includes dues for the following organizations:

International City/County Management Association  
Virginia Local Government Management Association  
Virginia Municipal Clerk's Association  
International Institute of Municipal Clerks  
Treasurer's Association of Virginia  
Virginia Governmental Finance Officer's Association

Also included in this line item are subscriptions to the Potomac News and the Washington Post.

**10-412-1001 Legal Services**

This is the estimated cost of legal services for 25 hours at \$300.00 per hour. This would be utilized when the Town Attorney is on leave or unavailable.

**10-412-1002 Independent Auditor**

This line item represents the contract amount negotiated with Johnson and Associates through the standard procurement process. The contract amount is adjusted annually to represent the change in the consumer price index.

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

This line item includes funds for a new server, as well as 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. The staff is making an effort to reduce expenditures in this area in order to hold the budget within reason.

**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. I have increased the amount in this line item in order to accommodate additional advertising that might be required for road projects or a boundary adjustment.

**10-412-3002 Vehicle Tags Preparation**

This line item funds the cost of printing of motor vehicle stickers. The FY 11 proposed budget contemplates no increase in this line item.

**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 on line in addition to printed copies.

**10-412-3006 Postage**

This item has been slightly increased to accommodate for postage rate changes.

**10-412-3007 Marketing**

This line item covers the cost of printing and mailing the quarterly newsletter. We have added \$20,000 for website development and other marketing efforts as needed for the purpose of Economic Development.

**10-412-3301 Telecommunications**

This line item covers cell phones and air cards.

**10-412-5300 Utilities**

This line item covers the cost of telephone, electricity, natural gas, and propane for all Town owned 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 expenses not otherwise budgeted for.

**10-412-5800 Capital Outlay**

This line item includes funds for the ongoing update and replacement of computer systems and maintaining a standard software package. This also includes the purchase of a new server for Town Hall and installation costs.

**10-412-6000 Maintenance Contracts**

This line item includes the cost of maintenance contracts on the copier, system printer, postage meter, web site, and software support.

**10-412-6200 Professional Contracts**

This line item includes funds for additional contract work that might be related to a boundary adjustment and other consulting services that the Town Council might request related to special projects.

**10-414 INFORMATION TECHNOLOGY**

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

This line item represents the actual estimated salary cost for the technology manager position. There is no COLA or annual evaluation increase proposed for FY11, however there was a salary adjustment made due to the fact that the IT Manager will now be required to attend all Council Meetings to operate the audio/visual equipment. Further, the position has been changed from non-exempt to exempt under FLSA, so she will no longer be entitled to over time pay.

**10-414-0300 Payroll Taxes**

This line item represents the employer's share of FICA for the salary in the preceding line times.

**10-414-0400 Pensions**

This line item represents the cost of retirement, group life insurance and the retiree health insurance credit. The Town also pays for the employee contribution.

**10-414-0401 Benefits**

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

**10-414-0500 Travel/Training**

This line item includes the estimated costs for attendance at various meetings, conferences, and job related educational programs. Included in this line item are the following anticipated programs. These classes are online.

Networking and programming classes with Ed2go classes

Web technology courses with Ed2go

Southern Software Conference

**10-414-0800 Dues and Subscriptions**

Not funded.

**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, and other office equipment.

**10-414-3000 Office Expense**

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

**10-414-3301 Telecommunications**

This line item covers cell phone and aircard.

**10-414-5800 Capital Outlay**

This is for improvements to the audio/visual system in Council Chambers, to facilitate better citizen communications.

**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.

**10-414-6200 Professional Contracts**

This line item includes funds for contract work to the council chambers camera system. This includes moving the camera system to the back of Council Chambers and providing a built in projector for power point presentations.

**10-415 BUILDING AND GROUNDS**

**10-415-1100 Janitorial Supplies**

This line item covers all janitorial supplies for Town facilities.

**10-415-4000 Merchant Park**

Improvements to Merchant Park.

**10-415-4001 Garrison Park**

Improvements to Garrison Park.

**10-415-4002 Lockett House**

Improvements to Lockett House.

**10-415-4003 Museum**

Improvements to the Weems-Botts Museum.

**10-415-4004 Maintenance Shop**

Not funded.

**10-415-4005 Community Center**

This line item represent costs for repairs to the Community Center building, including installation of a security system camera, interior and exterior painting, and façade repairs.

**10-415-4006 Town Hall Grounds**

This line item covers seeding, mulch, interior and exterior painting, A/C filters, and other maintenance.

**10-415-6200 Professional Contracts**

This line item covers Perma Treat Pest Control and Virginia Sprinkler System (fire extinguishers).

**10-431 Public Safety**

**10-431-0100 Salaries**

Staff level will be reduced to:

Sworn Officers	10
Administrative	2

In addition to adding one of the eliminated Officer positions back into the budget, I would like to note that I have made some salary adjustments in an effort to keep our Police Officer pay competitive and to reduce employee turnover as much as possible. Employee turnover leads to an increase in training costs, advertising costs, hiring-related costs such as physical, background checks, and polygraphs, uniform costs, etc. Further, high levels of employee turnover lower department morale. For these reasons, and in an effort not to lose some very good Officers, I have made the following adjustments. Two Officers who are currently making significantly less than the starting salary for a certified Prince William County Officer will each be given a \$6,000 adjustment. Three Officers who make slightly more than the starting salary for a certified Prince William County Officer but less than \$55,000 will each be given a \$2,000 adjustment. It should be noted that the three latter Officers have been employed by the Town for much longer than the two formerly mentioned Officers. Finally, I propose that any new hires receive the same starting salary that they would receive were they to be employed by the County.

**10-431-0201 Overtime/86**

Overtime for police officers is comprised of four distinct types, 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 on normal duty 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 in order to attend court are compensated at **one and one-half** times the normal rate of pay.
4. 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.

Estimated overtime costs are as follows:

Holiday Cost	30,000.00
Court Cost	3,500.00
Special Events	3,000.00
Normal Overtime	<u>3,500.00</u>
Total Overtime /86	40,000.00

**10-431-0202 DMV Grant Salaries**

The DMV grant is based on the amount granted each year. It is estimated that we receive 25,000.00 in FY 2011 to be used for overtime during special traffic details, fully reimbursed by the grant.

**10-431-0203 Retention**

This program was designed as an incentive to retain police officers below the rank of Sergeant.

**10-431-0204 Supplements**

This line item was included to acknowledge additional training and education to improve the professionalism of the department. This program does the following:

Degree supplement:

The department would provide a supplement of 1,000.00 per year for any patrol officer who holds a bachelor's degree or higher in a criminal justice or related area.

Certification supplement:

The provision of a supplement of 500.00 per year to each officer certified and/or providing departmental training and oversight for departmental initiatives. We currently have two officers who are certified as field training officers, one officer who is certified as a range master and two officers who are serving as auxiliary coordinators.

**10-431-0300 Payroll Taxes**

This line item is determined by a percentage of total salaries.

**10-431-0400 Pensions**

This line item is determined by a percentage of total salaries.

**10-431-0401 Benefits**

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

**10-431-0500 Travel / Training**

This line item includes the cost of attendance, including travel, meals, lodging and registration for the following meetings:

2 attendees at the VALEAC annual conference, if accreditation process is continued

3 attendees at the Southern Software conference

Misc. meetings and conferences

Misc. and required certifications and training

This line item also covers the cost for the Town to become a part of the Prince William Academy, which will cover a variety of training resources.

**10-431-0600 Physicals & Hiring Costs**

This is the cost for yearly Officer physicals, as well as physicals, background investigations, psychological exams, and polygraphs 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 (formerly \$150) per quarter for 10 sworn officers. **This line item was drastically reduced in FY10 due to budget restrictions**

**10-431-0800 Dues / Subscriptions**

This line item includes sufficient funds for membership in the Virginia and International Chiefs of Police Associations and a subscription to IACP Net, an information resource.

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

This line item includes the maintenance for each vehicle within the police fleet, to include the purchase of tires. We have requested **18,500.00** for this fiscal year due to the advanced age of all vehicles, and the uncertainty of when the purchase of replacement cars will be authorized. **This line item was cut drastically in FY10 due to budget restrictions.**

**10-431-2001 Fuel**

This line item remains the same as the previous year.

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

This line item is used for the purchase and repair of radar units, portable radios and other such equipment. There is always the possibility of an unexpected repair.

**10-431-3000 Office Expense**

This line item is used for all office expenditures, to include filing supplies for each case. The department handles 3,000 to 4,000 cases each year. Each case requires a separate file, which includes labels for each file. This endeavor is quite costly. This line item also includes every administrative supply utilized by the department, to include ink for printers, fax machine, paper, etc.

At present we have been very frugal when ordering supplies due to budget restrictions, to the point of only ordering fewer than 100.00 every few weeks or so, however these items are needed to keep the office in order.

### **10-431-3100 Contracts**

This line item covers all yearly contracts for the police department, as follows:

Document Management, General Orders	1,880.00
Southern Software Support	1,811.50
Southern Software Police Pak	4,675.00
Southern Software Mobile Pak	3,410.00
Southern Software Rambler	1,000.00
Electronic Ticketing Maintenance Fee	1,708.20
Copier Lease	5,784.00
Shredder Maintenance Fee	265.00
VCIN	720.00
Verizon Line for VCIN	1,680.00

### **10-431-3300 Supplies**

This line item is used for all weapon and range supplies, to include ammunition, evidence and other miscellaneous supplies. Fortunately during the previous fiscal year enough ammunition was ordered to cover our needs through this fiscal year. The request this fiscal year is for the purchase of miscellaneous supplies needed in case of an emergency.

### **10-431-3301 Telecommunications**

This line item is used for air cards in the laptop computers and cell phones utilized by officers. Total provided by IT Manager.

**10-431-4200 "Christmas in Dumfries"**

This line item covers the out of pocket costs for conducting the program whereby children from lower income families participate in a shopping trip in the weeks before Christmas. Contributions are provided from the community with no public fund involvement. If there are remaining funds in this line item it is the police department's request to have said funds rolled over to the next fiscal year.

**10-431-5100 P.D. Accreditation**

The Town Manager, after seeking counsel from various sources, would like to re-implement this process. This funding would be used to pay a part-time, well-qualified person to get us through the process.

**10-431-5200 Special Police**

This line item pays 1.00 per year to each auxiliary officer for up to 15 officers as allowed by the General Orders.

**10-431-5300 DMV Grants**

Not funded.

**10-431-5400 K-9 Unit**

This line item has been eliminated.

**10-431-5500 ICAC**

This line item has been eliminated.

**10-431-5501 HIDTA**

This line item has been eliminated.

**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.

**10-431-5800 Capital Outlay**

This line item allows for the purchase of a replacement server for the police department per the Information Technology Manager(\$10,600). This funding also covers a new in car camera system (\$35,000).

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

This line item covers the costs involved in National Night Out and similar events.

**10-431-6000 Petty Cash**

This line item has remained at the same level for several years. The department requests that it remain at **100.00.**

**10-431-7000 Vehicle Lease Contract**

Vehicle Lease Breakdown:

<u>Amount</u>	<u>Vehicle #/Year</u>	<u>Description</u>	<u>Mileage</u>	<u>Lease Completion</u>	<u>Payoff</u>
	04-1	Unmarked Crown Vic	132,830	Paid Off	0
	04-2	Marked Crown Vic	58,103	Paid Off	0
	06-1	Marked Crown Vic	57,643	Paid Off	0

06-2	Unmarked Explorer	52,927	Paid Off	0
06-3	Unmarked Charger	42,731	Paid Off	0
06-4	Marked Crown Vic	56,649	Paid Off	0
07-1	Marked Charger	35,422	July 1 – Sept 1	1,971.12
07-2	Unmarked Charger	38,115	July 1 – Sept 1	1,971.12
08-1	Marked Charger	32,028	July 1 – March 1	5,939.10
08-2	Marked Charger	28,882	July 1 – July 1	<u>8,069.64</u>
<b>Total Payments</b>				<b>17,950.98</b>

Rounded to **17,951.00**, the level of which will be adequate to pay the lease purchase cost on the lease of all existing vehicles.

**10-431-7002 Training**

Under the direction of the Town Manager, this line item has been combined with Travel / Training, line item # 10-431-0500

**10-431-7003 Rental Space**

This line item allows for the rental of the police department space for the next fiscal year.

**10-441 Street Maintenance**

**10-441-0100 General Engineering Administrative Salaries**

Salaries for Street Maintenance are based on an anticipated percentage of time each Public Works employee is expected to work on street maintenance activities.

**10-441-0300 Payroll Taxes**

Payroll Taxes for Street Maintenance based on employees' percentage of time working on street maintenance activities

**10-441-0400 Pensions**

Pensions for Street Maintenance are based on employees' percentage of time working on street maintenance activities

**10-441-0401 Benefits**

Benefits for Street Maintenance based on employees' percentage of time working on street maintenance activities

**10-441-1400 Maintenance Contracts**

This line item is used for maintenance contracting – Public Works intends on milling and paving Bassett Court, Nichols Court Eby Drive and Dominion Drive this year and installing sidewalk along Graham Park Road between Route 1 and Old Triangle Road.

**10-441-1500 Engineering**

This line item is set aside is for the engineering required to correct the drainage issues on Mine Road in the vicinity of the grave yard.

**10-441-2000 Vehicle Maintenance**

Vehicle Maintenance for Public Works vehicles combined into the Public Works Budget

**10-441-2001 Fuel**

Fuel for Street Maintenance activities are combined into the Public Works Budget

**10-441-2300 Equipment and Repairs**

Equipment and Repairs are combined into the Public Works Budget

**10-441-2301 Equipment Rental**

Equipment Rental requirements are combined into the Public Works Budget

**10-441-3300 Materials**

Materials include all shoulder stone, base stone, Rip Rap, and patching asphalt. The amount requested represents a \$1,500 increase over last year due to our supply being nearly totally diminished.

**10-441-4500 Snow Removal**

This line item includes the cost of sand and chemical treatment of the roadways during storm events. This amount represents a \$2,500 increase over last year

**10-441-5600 Miscellaneous**

This line item includes any other costs due to the maintenance of the streets. Public Works uses this item for things such as landfill disposal costs, hardware for our signs and other miscellaneous items not captured in other items.

**10-442 Community Development**

**10-442-0100 Director of Community Development**

This line item provides for the salary compensation of the Director of Community Development. There is no COLA or annual evaluation increase proposed for FY11.

**10-442-0101 Building Official**

This line item provides the salary compensation for a certified Building Official. There is no COLA or annual evaluation increase proposed for FY11.

**10-442-0102 Codes Compliance Officer**

This line item has been eliminated.

**10-442-0103 Summer Intern**

This position provides compensation for a summer intern who is involved with special projects and the Comprehensive Plan. **This line item is not budgeted at this time.**

**10-442-0300 Payroll Taxes**

7.65% of salaries

**10-442-0400 Pensions**

19.89% of salaries

**10-442-0401 Benefits**

This line item provides the health insurance for full time employees within the department who carry health insurance through the Town. The proposed budget anticipates a 9% increase of this cost.

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

The travel/education line item supports sustaining continuing education of the Community Development Staff. Included in this line item are the costs for the following meetings and conferences, including registration, per diem, travel and lodging:

Director of Community Development

- Virginia Chapter of the American Planning Association Annual Meeting
- Continuing Education for American Institute of Certified Planners (16 hours per year required)
- Continuing Education for State Registration as Registered Landscape Architect (12 hours per two years required)

Building Official

- Building Official Training

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

This line item includes the costs for memberships in the American Planning Association, the Virginia Association of Zoning Officials, the Virginia Citizens Planning Association and the Virginia Building Codes Official Association. These professional memberships permit staff to remain up to date with industry changes, professional networking and discounted or free continuing education opportunities.

**10-442-2000 Vehicle Maintenance and Operations**

This line item represents the cost of operation for two vehicles that are designated for use by the department. Based upon the age of the vehicles and the experience of the current year, this amount has been increased by 26%.

**10-442-2001 Fuel**

This line item provides the funds to fuel the two vehicles assigned to the department. It is estimated that during the course of the year, 275 gallons of gasoline will be consumed. At an average cost of \$2.75 for the year, \$920 will be needed to fund the operation.

**10-442-2300 Equipment/Repairs**

This line item covers the cost of replacement and repairs of all equipment within the department except for computers and motor vehicles. The line item also includes equipment such as cameras and printers but not computers.

**10-442-3000 Office Expense**

This line item covers the cost of general office supplies, small office equipment, supplies for digital photos, cartridges for printers, and other miscellaneous costs. Other typical expenses, and the software or annual contract computer needs. The line item includes Permit Manager, a computer program established to maintain electronic records of property zoning and all permits.

**10-442-3001 Advertising/Notices**

The State Code requires that certain legislative actions must be properly advertised in local newspapers. This line item represents the estimated cost of placing notices for rezoning, conditional use permits, amendments to land use and development ordinances, notices of meetings and the like. The amount has remained the same for FY 10.

**10-442-3301 Telecommunications**

This line item covers the cost of cell phones and aircard.

**10-442-6200 Professional Contracts**

This line item provides funds for the procurement of professional services in the review of site plans, ordinance reviews, and updates to the Comprehensive Plan, as well as other activities and functions that cannot otherwise be handled by in-house staff. The line item has been increased to \$25,000 in FY 11 in order to update the Comprehensive Plan.

**10-442-6300 Blighted Property Fund**

The purpose of this fund is to provide funds for emergency stabilization of buildings or structures where an owner cannot be identified and where the continued presence of a deficiency is having a detrimental effect upon the community or funds for the demolition of structures identified and approved by Town Council where the structures have detrimental effects upon the community.

**10-443 Public Works**

**10-443-0100 General Administration and Operations Salaries**

This line item includes the salary expenses for the Public Works Department

**10-443-0300 Payroll Taxes**

Payroll taxes represent 7.65% of salaries

**10-443-0400 Pensions**

Pensions represent 19.83% of salaries

**10-443-0401 Benefits**

This line item represents the Town's share of the cost of health insurance.

**10-443-0500 Travel/Training**

This line item includes the cost for Microsoft Office training for 4 crew members and our public works administrative assistant.

**10-443-00700 Uniforms/Maintenance**

The crew is provided with uniforms to wear when on duty. The amount budgeted represents the cost of providing the Public Works crew a uniform allowance in lieu of utilizing a uniform service.

**10-443-1000 Professional Services**

This line item represents the anticipated costs for third party plan reviews or evaluations or other that may be required for FY 11

**10-443-1300 Contract Labor**

Public Works requests that this line item remain open and unfunded to allow for any unexpected contract labor needs

**10-443-1400 Solid Waste Contract**

This contract is to be renewed prior to the beginning of the next fiscal year cycle and the request represents an estimate as to what the new contract pricing may be.

**10-443-2000 Vehicle Maintenance**

This cost represents the total cost of maintaining the Public Works fleet consisting of 3- F250 pickup trucks / 1 - F350 3.5 ton dump truck and 1 GMC 5 ton dump truck. Our fleet is aging and we anticipate tire replacement on two vehicles brake replacements, batteries and other regular preventative maintenance on the remainder of the vehicles.

**10-443-2001 Fuel**

This line item represents the estimated cost of 1,818 gallons of fuel at the projected price of \$ 2.75 a gallon for FY11' . This represents the costs of operating all public works equipment except for our sweeper truck. The amount represents approx. 11.65 gallons per week for three trucks but includes the fuel for 5 vehicles and all motorized equipment and is based on multiple prior years' usage.

**10-443-2300 Repairs**

This request of public works includes the cost for the preventative maintenance of all their equipment. This includes mowers, chainsaws, augers, blowers, compressors, tools, spreaders and the like.

**10-443-2301 Equipment Rental**

This cost represents the costs to rent supplemental equipment such as front end loaders, bobcats, signs and other equipment required to complete Public Works tasks.

**10-443-2302 Unscheduled Repairs**

This line item has been eliminated and will be combined with 10-443-2300 in the future.

**10-443-2400 Tools/Equipment**

The Public Works Department is requesting this line item be increased to \$25,000 to allow for the purchase of a commercial snow blower, tractor and attachments and three snow spreaders. The total equipment costs will be offset by auctioned surplus equipment. Auction proceeds will be credited to this line item.

**10-443-2600 Contractor Services**

This has been eliminated.

**10-443-3000 Ads/Notices**

This covers advertisements and publishing notices.

**10-443-3200 Office Supplies / Printing**

This covers office supplies and printing.

**10-443-3300 Shop Supplies**

This line item supports supplies for our maintenance shop which includes oil, grease, rags, belts, hoses, fittings, gaskets, antifreeze, solvents, cleaners, solutions and the like.

**10-443-3301 Telecommunications**

Cell phones and aircards

**10-443-4800 Litter Control**

Litter Control grant

**10-443-9200 Facility Supplies/Matls/equipment**

Moved to Buildings and Grounds.

**10-443-9400 Computer Equipment**

Computer hardware and software

**10-443-9600 Town Hall Renovation**

Moved to Buildings and Grounds.

**10-443-9700 Museum/Lockett House**

Moved to Buildings and Grounds.

**10-444 Storm Water Management**

**10-444-0100 General Engineering Administrative Salaries**

Salaries for Storm Water Management are based on the anticipated percentage of time employees dedicate to storm water management activities.

**10-444-0300 Payroll Taxes**

Payroll Taxes for Storm Water Management are based on the anticipated percentage of time employees dedicate to storm water management activities.

**10-444-0400 Pensions**

Pensions for Storm Water Management are based on the anticipated percentage of time employees dedicate to storm water management activities.

**10-444-0401 Benefits**

Benefits for Storm Water Management are based on the anticipated percentage of time employees dedicate to storm water management activities.

**10-444-0500 Travel/Training**

Public Works request \$300.00 in travel and training to be used to maintain the Director of Public Works Combined Administrator Certifications. The amount identified represents the anticipate amount of anticipated expenses for 1 storm water management conference.

**10-444-2000 Vehicle Maintenance**

The \$ 3,000 associated with this line item includes the costs for the required maintenance of the sweeper truck.

**10-444-2001 Fuel**

This cost represents the total costs of the diesel fuel required for the sweeper truck. This amount represents approximately 9 gallons of diesel fuel per week at an anticipated cost of \$3.25 per gallon.

**10-444-2300 Equipment Repairs**

Public Works requests \$1,100 to cover the costs of 2 brush replacements for the sweeper truck this year.

**10-444-2301 Equipment Rentals**

Not funded.

**10-444-2600 Professional contracts**

The amount requested includes the anticipated costs of gutter replacement, reestablishment of ditches and storm drainage inlet repairs and / or replacement.

**10-444-2301 Advertising and Outreach**

Not funded.

**10-444-3300 Equipment & Materials**

This line item represents the material costs associated with cleaning ditch lines and storm drainage inlets

**10-444-4800 Litter Control**

Moved to Public Works.

**10-444-5600 Miscellaneous**

Eliminated.

**10-444-5700 Vehicle Leases**

Not Funded.

**10-444-5800 Capital Outlay**

Not Funded.

**10-444-5900 Storm Water Management (SWM) Fee Refunds**

This will cover the refunds to property owners for overbilling.

**10-472      Community Services Department**

**10-472-0100      Assistant Town Manager**

This line item represents the actual estimated salary cost for the Assistant Town Manager. There is no COLA; however a slight increase to the salary figure upon completion of probationary period.

**10-472-0300 Payroll Taxes**

This line item represents the employer's share of FICA for the salary in the preceding line item. The current FICA rate is 7.65% of gross salary.

**10-472-0400      Pensions**

This line item represents the cost of retirement, group life insurance and the retiree health insurance credit. The town also pays for the employee contribution. For FY11, the town's contribution rate has increased slightly, to a total of 18.63% for retirement, 1.11% for group life insurance and .15% for retiree health insurance credit, bringing the total percentage to 19.89% of the salary line item.

**10-472-0401      Benefits**

This line item includes the cost of health insurance, including dental, for the employees within the department. The town pays 80% 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/Training**

This line item request would specifically be used for programs and training related to procurement and human resources as well as some additional classes in computer specialty areas. This also includes monies for the membership renewal to ICMA.

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

This line item request would be utilized to purchase a new DVD player, commercial coffee pot, and digital camera to be used at the various Town events. Dry cleaning of the Town's table linen also falls under this line item.

**10-472-2800      Programs**

This line item reflects the associated costs to host the following programs: Black History Month Celebration, Spring Festival, Fall Festival, Monthly Seniors/Retirees Discussion Group, ESL Program, Summer Youth Internship Program, Multi-Cultural Festival, Student Youth Council, and Citizen's Academy.

**10-472-3000      Office Expense**

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.

**10-472-3100          Advertising**

This line item represents the associated costs for print advertising for all of the Town's events to include: Black History Celebration, Spring Festival, Charter Day, Fall Festival, Annual Holiday Parade, and Multicultural Festival. This line item will include the funding to update the Town's Community Resource Guide.

**10-472-3301          Telecommunications**

This line item represents the associated costs for the Department's annual cell phone bill charges.

**10-472-5800          Community Center Maintenance**

This was moved to Buildings and Grounds.

**10-472-6000          Christmas Parade**

This line item represents all costs associated with hosting the Town's Annual Holiday Parade to include trophy awards, refreshments for the dignitary reception prior to the parade, banners, treats for the spectators, and pizza lunch for all parade volunteers and public safety personnel following the parade.

**10-472-6100          Charter Day**

This line item represent a donation of funds to Historic Dumfries, Virginia to be used for food purchases for this event.

It is my recommendation that HDV continues to solely host this event as a fundraising effort for their organization.

**10-472-6101            Special Events**

This line item covers the cost of Town Staff/Seniors Socials and any other unplanned event that may arise as directed by the Mayor and Town Council. Since this is an election year, we will need to have the appropriate funding available to host a swearing-in ceremony for the elected officials. This line item will also include funding for an Employee Recognition Program.

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

This line item covers the cost associated with hosting this event to include food and beverages for approx. 100 people. The Town is scheduled to host the Quarterly Civilian-Military Evening Social in September of this year.

**10-472-6900            Community Service Grants**

This line item represents available grant funding for Town non-profit organizations. This is unfunded for FY11.

**10-472-7001            Quantico Creek Clean Up**

This line item represents the costs of t-shirts, food & beverages, as well as all cleaning supplies to host a Town-wide clean-up effort.

**10-481                Boards and Commissions**

**10-418-0500      Travel/Training**

This line item includes funds for the planning commission, board of zoning appeals, ARB

**10-481-4100 Planning**

This line item represents the salary for Planning Commissioners.

**10-481-4300 ARB**

This line item represents the salary for the ARB members.

**10-481-4400 BOZA**

This line item represents the salary of the Board of Zoning Appeal members

**10-491            Non-Departmental**

**10-495-  
8000**

**Other Unbudgeted**

This line item is showing no recommendation.

**10-495**

**Debt Service**

**10-495-  
8000**

**Debt Service**

The Town is presently paying on two different bonds, issued in 2002 and 2003. The payment schedule is as follows:

Series 2002	Payment Date	Amount
	10/1/2010	42,104
	4/1/2011	149,209
Series 2003	10/1/2010	12,835
	4/1/2011	50,670
Total Payments		254,818



