

TOWN OF OCCOQUAN
VIRGINIA



FISCAL YEAR 2015
ADOPTED BUDGET

TOWN OF OCCOQUAN



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TOWN COUNCIL
 PATRICK A. SIVIGNY, VICE MAYOR
 TYLER BROWN
 MATTHEW DAWSON
 JAMES DRAKES
 JOE MCGUIRE

TOWN MANAGER
 KIRSTYN L. BARR

CHIEF OF POLICE
TOWN SERGEANT
 SHELDON E. LEVI

TREASURER
 ABIGAIL BREEDING, C.P.A.

MAYOR
 ELIZABETH A. QUIST

July 1, 2014

Dear Mayor Quist and Town Council:

I present the adopted Town of Occoquan Fiscal Year 2015 Budget effective beginning July 1, 2014. This document includes the Town's Operating Budget, Capital Improvement Plan, Mamie Davis Account and Craft Show Account.

SUMMARY BY FUND

	FY 2014 Adopted Budget		2015 Adopted Budget		Percent Change
Operating Account	Revenues	\$533,284	Revenues	\$505,296	(5.25%)
	Expenses	\$533,183	Expenses	\$505,296	(5.23%)
CIP Account	Revenues	-	Revenues	-	
	Expenses	\$265,150	Expenses	\$1,640,000	518.52%
Mamie Davis Account	Revenues	\$2,000	Revenues	\$2,000	0%
	Expenses	\$2,000	Expenses	\$2,000	0%
Craft Show Account	Revenues	\$205,000	Revenues	\$210,000	2.44%
	Expenses	\$125,000	Expenses	\$90,000	(28%)

The Operating Account adopted budget is based on the adopted FY 2015 Real Estate Tax Rate of \$0.11 per \$100 of assessed value, a Meals Tax Rate of two percent and a Transient Occupancy Tax Rate of two percent.

	FY 2014 Adopted Tax Rate	FY 2015 Adopted Tax Rates
Real Estate Tax Rate	\$0.11 per \$100 of assessed value	\$0.11 per \$100 of assessed value
Meals Tax Rate	2%	2%
Transient Tax Rate	2%	2%

Kirstyn Barr
 Town Manager

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DEFINITIONS

Budget: The Town’s annual fiscal planning document that outlines anticipated revenues and expenditures. Once adopted by the Town Council, the budget becomes a legal document.

Fiscal Year (FY): The Town’s fiscal year runs from July 1, to June 30, as dictated by the Code of Virginia.

Operating Account: The primary operating fund of the Town, which receives most of the revenue derived by the Town from local sources, including real estate, local taxes, licenses, and permits. Other sources of revenue to the Operating Account include local and federal grants and revenues shared with the county and state.

Capital Improvement Plan: A program that prioritizes and describes major expenditures of public funds, beyond routine maintenance and operating costs, for the acquisition, construction, or repair of a needed facility. Capital improvements include such items as streets, sidewalks, public buildings, and parks.

TOWN OF OCCOQUAN
ADOPTED FISCAL YEAR 2015 BUDGET

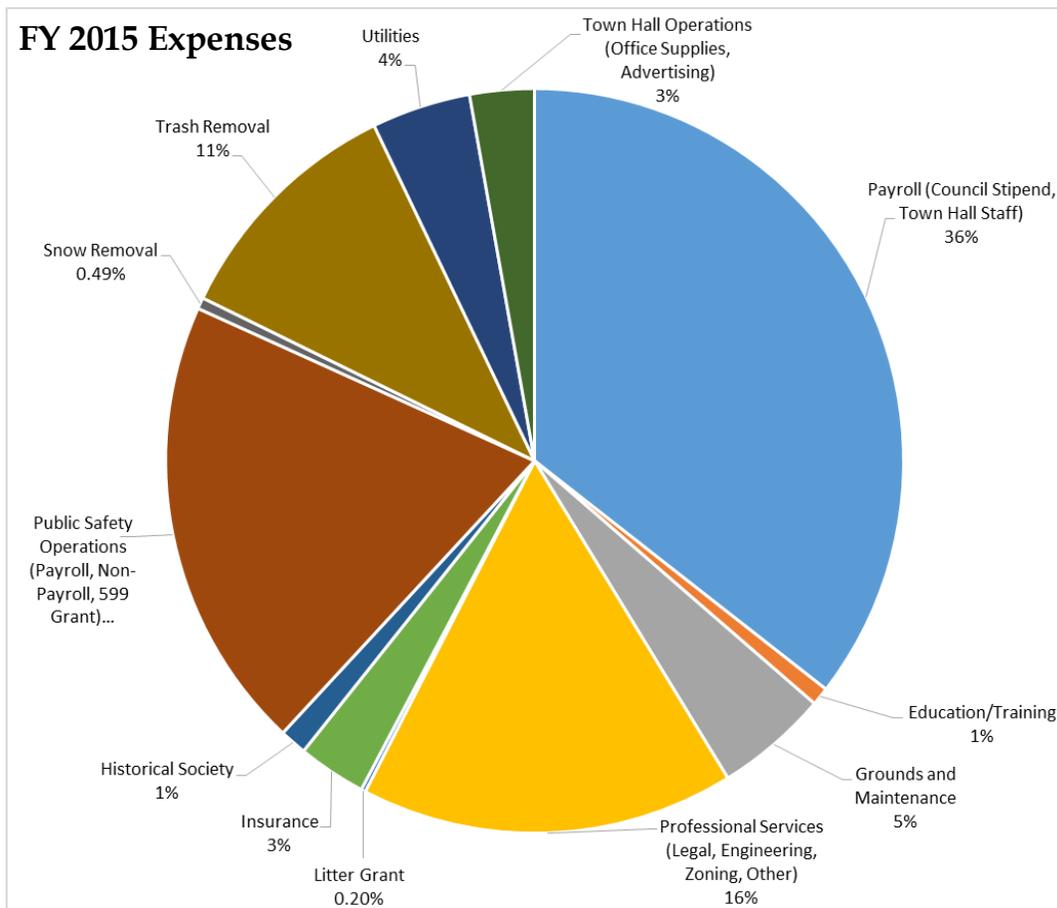
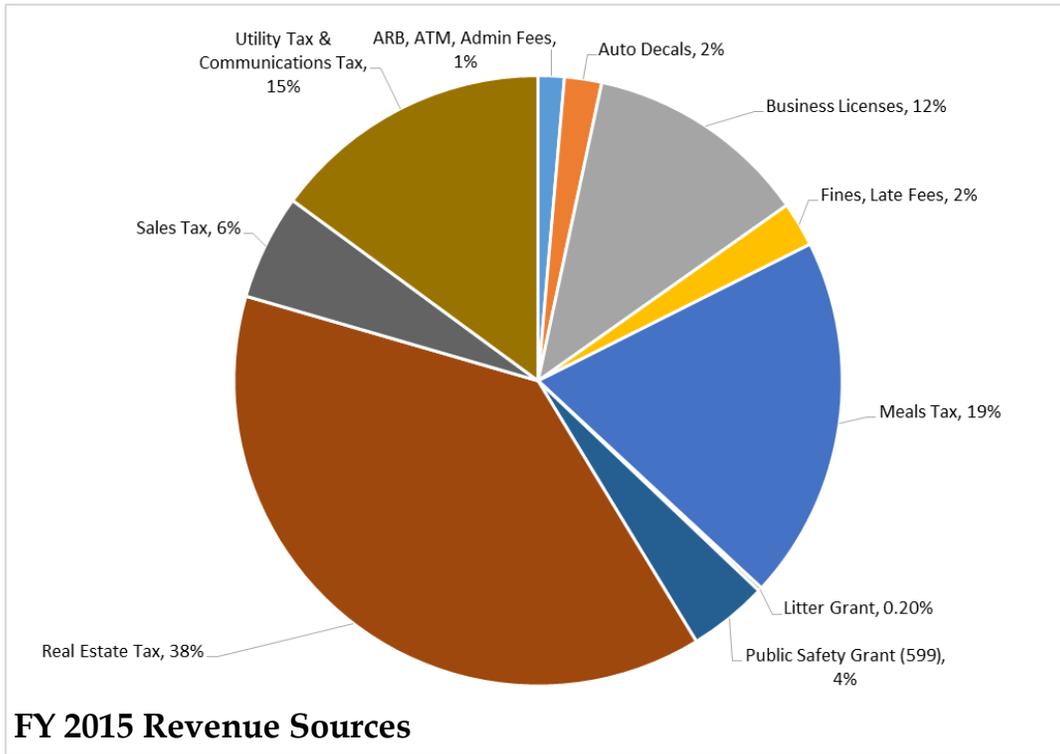
Real Estate Tax Rate of: \$ **0.110** per \$100

	FY 2013 Budget	FY 2013 Actual	FY 2014 Budget	7/1/2013 through 3/31/2014	Projected 6/30/2014	Adopted FY 2015 Budget	% Increase to 2014 Budget	% Increase to 2014 Projected
Revenues								
ARB, ATM, Admin Fees	5,000	7,888	5,100	5,471	6,801	7,000	37.25%	2.93%
Auto Decals	12,500	10,298	12,750	9,228	9,500	10,000	(21.57%)	5.26%
Business Licenses	56,000	56,346	52,000	59,855	60,000	60,000	15.38%	-
Fines, Late Fees	8,000	16,658	17,000	5,275	8,000	12,000	(29.41%)	50.00%
Meals Tax	89,000	96,797	92,700	71,486	96,362	97,325	4.99%	1.00%
Litter Grant				1,060	1,060	1,000	-	(5.66%)
Public Safety Grant (599)	24,000	21,296	21,300	17,349	22,677	21,300	-	(6.07%)
Real Estate Tax	160,500	150,132	169,234	165,180	165,180	192,971	14.03%	16.82%
Sales Tax	24,500	26,909	26,400	20,783	28,120	28,200	6.82%	0.28%
Utility Tax & Communications Tax	78,000	77,145	76,800	57,749	77,000	75,500	(1.69%)	(1.95%)
Transfer from Craft Show			60,000	-	23,884	-	(100.00%)	(100.00%)
Total Revenues	457,500	463,469	533,284	413,436	498,584	505,296	(5.25%)	0.01
Expenses								
Advertising	5,750	1,539	3,000	3,276	4,914	2,000	(33.33%)	(59.30%)
Council Stipend	72	24	72	-	72	72	-	-
Economic Development Office	-	-	60,000	-	23,844	-	(100.00%)	(100.00%)
Education and Training	6,000	1,720	-	-	45	3,000	-	6566.67%
Grounds and Building Maintenance	20,000	25,662	22,500	26,263	36,586	23,228	3.24%	(36.51%)
Insurance	16,000	14,658	15,000	11,138	14,862	15,932	6.21%	7.20%
Legal	35,000	33,560	35,000	22,845	30,746	33,000	(5.71%)	7.33%
Litter Grant					1,060	1,000	-	(5.66%)
Occoquan Historical Society	6,000	6,000	6,000	6,000	6,000	6,000	-	-
Office Supplies (decals, bank chgs, dues, late fees)	15,500	12,993	15,500	12,716	17,701	12,338	(20.40%)	(30.30%)
Payroll (Public Safety)	50,255	49,651	69,396	48,171	64,249	70,779	1.99%	10.16%
Payroll (Town), inc'l taxes and benefits	159,690	166,624	173,571	83,876	124,027	180,079	3.75%	45.19%
Public Safety (non-payroll)	10,000	5,580	15,000	14,518	14,000	7,140	(52.40%)	(49.00%)
Public Safety Grant (599)					22,677	22,300	-	-
Professional Services	40,000	49,420	43,500	40,009	53,345	50,000	14.94%	(6.27%)
Snow Removal	5,000	440	2,500	2,977	2,977	2,500	-	(16.04%)
Trash Removal	49,644	49,467	49,644	37,916	50,527	53,928	8.63%	6.73%
Utilities	24,000	21,713	22,500	16,413	21,337	22,000	(2.22%)	3.11%
Total Expenses	442,911	439,051	533,183	326,118	488,969	505,296	(5.23%)	3.34%
Total Surplus/(Deficit)	\$ 14,589	\$ 24,418	\$ 101	\$ 87,318	\$ 9,615	\$ 0	(99.90%)	(100.00%)

**FY 2015
ADOPTED OPERATING BUDGET
REVENUES AND EXPENSES AT A GLANCE**

	Adopted FY 2014	Adopted FY 2015
Revenues		
ARB, ATM, Admin Fees	\$5,100	\$7,000
Auto Decals	\$12,750	\$10,000
Businesses Licenses	\$52,000	\$60,000
Fines, Late Fees	\$17,000	\$12,000
Meals Tax	\$92,700	\$97,325
Litter Grant	\$0	\$1,000
Public Safety Grant (599)	\$21,300	\$21,300
Real Estate Tax (\$.11)	\$169,234	\$192,971
Sales Tax	\$26,400	\$28,200
Utility Tax & Communications Tax	\$76,800	\$75,500
Transfer from Craft Show	\$60,000	\$0
Total Revenues	\$533,284	\$505,296
Expenses		
Advertising	\$3,000	\$2,000
Council Stipend	\$72	\$72
Economic Development	\$60,000	\$0
Education and Training	\$0	\$3,000
Grounds and Building Maintenance	\$22,500	\$23,228
Insurance	\$15,000	\$15,932
Legal	\$35,000	\$33,000
Litter Grant	\$0	\$1,000
Occoquan Historical Society	\$6,000	\$6,000
Office Supplies	\$15,500	\$12,338
Payroll (Public Safety)	\$69,396	\$70,779
Payroll (Administration)	\$173,571	\$180,079
Public Safety (Non-Payroll)	\$15,000	\$7,140
Public Safety Grant (599)	\$0	\$22,300
Professional Services	\$43,500	\$50,000
Snow Removal	\$2,500	\$2,500
Trash Removal	\$49,644	\$53,928
Utilities	\$22,500	\$22,000
Total Expenses	\$533,183	\$505,296

FY 2015 REVENUE SOURCES AND EXPENSES



CAPITAL IMPROVEMENT PLAN

The Capital Improvement Plan (CIP) is a roadmap that provides direction and guidance for the Town on carefully planning and managing its capital and infrastructure assets. The CIP identifies long-term projects and needs, which assists in the planning and scheduling of finances and the staffing needed to plan, design, and construct the projects.

The FY 2015 Capital Improvement Plan is an update of the previous year's plan. It is presented in two components: (1) a table showing the project, projected fiscal year of expenditures, and projected funding sources, and (2) a summary of each of the projects proposed, including a general description, justification, projected time frame for accomplishment, estimated budget, and any source(s) of funding. All monetary amounts noted in the plan are gross estimates presented for preliminary budgetary purposes.

(See chart on following page.)

Near Term (1-2 Years)

- Canoe/Kayak Ramp
- McKenzie Drive
- Washington Street Sidewalks
- Mill Street Runoff Remediation
- Document Management
- Occoquan Riverfront Park
- River Road
- Reserve Study
- Annex HVAC
- Water Quality Improvement Sumps
- Replacement Holiday Wreaths
- Town Hall A/V Equipment/Sound System
- Reserve Projects

Mid-Term (3-4 Years)

- Historic Boardwalk (West)
- Computer Upgrades
- Reserve Projects

Long Term (6-10 Years)

- Historic District Parking Facility
- Historic District Underground Power Lines
- Town Hall Renovation/Restoration
- Reserve Projects

TOWN OF OCCOQUAN APPROVED CAPITAL PLAN - FY 2015

						Project Total	Funding Sources			
	2015	2016	2017	2018	Pending		Debt	Existing Reserves	Gifts/Grants & Other	To Be Determined
Near Term (1-2 years)										
Canoe/Kayak Ramp	36,000					36,000		7,500	28,500	-
McKenzie Drive		70,000				70,000		70,000		
Washington Street Sidewalks		150,000				150,000			150,000	-
Mill Street Runoff Remediation	23,000					23,000		23,000		-
Document Management		25,000				25,000		25,000		
Occoquan Riverfront Park (Fairfax Water)	1,500,000					1,500,000			1,500,000	-
River Road	10,000					10,000		10,000		-
Reserve Study	10,000					10,000		10,000		
Annex HVAC	5,000					5,000		5,000		
Water Quality Improvement Sumps		50,000				50,000		50,000		
Replacement Holiday Wreaths	16,000					16,000		16,000		
Town Hall A/V Equipment/Sound System		15,000				15,000		15,000		
Reserve Projects	40,000	40,000				80,000		80,000		-
						-				-
Subtotal Near Term	1,640,000	350,000	-	-	-	1,990,000	-	311,500	1,678,500	-
Mid Term (3-5 years)										
Historic Boardwalk (West)				500,000		500,000		100,000	400,000	-
Computer Upgrades			20,000			20,000		20,000		-
Reserve Study Projects			40,000	40,000		80,000		80,000		-
						-				-
Subtotal Mid Term	-	-	60,000	540,000	-	600,000	-	200,000	400,000	-
Long Term (6-10 years)										
Historic District Parking Facility						-				-
Historic District Underground Power Lines						-				-
Town Hall Renovation/Restoration						-				-
Reserve Study Projects						-				-
						-				-
Subtotal Long Term	-	-	-	-	-	-	-	-	-	-
Funding Sources										
Debt										
Existing Reserves	111,500	200,000	60,000	140,000		511,500				
Gifts, Grants & Other	1,528,500	150,000	-	400,000		2,078,500				
To Be Determined						-				
Total Sources	1,640,000	350,000	60,000	540,000	-	2,590,000				

CAPITAL IMPROVEMENT PLAN

Details

NEAR TERM (1-2 YEARS)

Project: Canoe/Kayak Ramp

Description: To provide free, public access, canoe/kayak launch ramp suitable for individuals with ambulatory disabilities.

Justification: The Occoquan Water Trail is a recognized trail eligible for funding for this 80/20 grant from the Virginia Department of Conservation and Recreation. The grant will provide \$28,500 and the Town will be required to contribute a 20% match, or \$7,500, to meet the total cost of \$36,000.

Time Frame: FY 2015

Budget: \$36,000

Project: McKenzie Drive

Description: To bring McKenzie Drive up to VDOT standards.

Justification: This project is intended to bring McKenzie Drive up to VDOT standards in order to move the maintenance and responsibility of the road into VDOT's system. Town Council is currently considering whether or not this is feasible.

Time Frame: FY 2016

Budget: \$70,000

Project: Washington Street Sidewalks

Description: To construct pedestrian enhancements along Washington Street, including tie in to existing sidewalk in front of the former Beulah Baptist Church cemetery.

Justification: While providing continuity with the existing sidewalk, this enhancement also provides a safe and convenient facility for school bus children, a crosswalk near the crest of the road for maximum sight distance, and is ADA compliant.

Time Frame: FY 2016

Budget: \$150,000

Project: Mill Street Runoff Remediation

Description: To remediate uncontrolled runoff on to Mill Street from the hillside above the Rockledge Property that leads to icing and unsafe sidewalk conditions.

Justification: Several sources of runoff with multiple springmouths exist in the vicinity of 406 to 416 Mill Street. Three possible solutions to the problem are being considered.

Time Frame: FY 2015

Budget: \$23,000

Project: Document Management

Description: To implement an electronic document management system for the storage and filing of Town records.

Justification: The Town is responsible for record retention of all town documents. The current system is paper reliant. This project would move all records to an electronic storage system, providing easier and more efficient access to town records.

Time Frame: FY 2016

Budget: \$25,000

Project: Occoquan Riverfront Park

Description: To establish a 1.11 acre park at the northwest end of Mill Street on the site of the decommissioned water treatment plant owned by Fairfax Water.

Justification: As a result of a tri-party agreement between the Town, Fairfax Water, and Prince William County, the town will be leasing 1.11 acres of the former water treatment plant at the northwest end of Mill Street as a park. Fairfax Water is scheduled to complete removal of the existing water tanks and buildings in 2015. Prince William County is providing \$1.5 million in funding for capital improvements (e.g. bathrooms, utilities, pavilion) and the Town will cover operations. The park will provide a variety of recreational opportunities to town residents and visitors, improving the economic health of the Town.

Time Frame: FY 2015

Budget: \$1,500,000

Project: River Road

Description: To upgrade and maintain right of way.

Justification: Scheduled maintenance of River Road.

Time Frame: FY 2015

Budget: \$10,000

Project: Reserve Study

Description: To commission a full reserve study encompassing the identification of component inventory, condition and remaining useful life, and replacement cost. Additionally, perform a financial analysis of available reserves and present value of future needs.

Justification: The Council acknowledges that proper reserve planning is required to identify future budget needs, and analyze the current status of reserve funds available to meet those needs.

Time Frame: FY 2015

Budget: \$10,000

Project: Annex HVAC

Description: To replace the heating and air conditioning unit at the Town's annex.

Justification: The annex is the main storage facility for the Town's records and as such, the environment needs to be controlled in order to protect the condition of those records.

Time Frame: FY 2015

Budget: \$5,000

Project: Water Quality Improvement Sumps

Description: To design and install water quality improvement sumps at points of perennial

stream runoff into the Occoquan River.

Justification: Maintenance and improvement of the quality of water in the river and reduction of silting at inflow points.

Time Frame: FY 2016

Budget: \$50,000

Project: Replacement Holiday Wreaths

Description: To replace holiday wreaths.

Justification: The current wreaths are in poor condition; the lives of these decorations have come to an end and need to be replaced.

Time Frame: FY 2015

Budget: \$16,000

Project: Town Hall A/V Equipment/Sound System

Description: To replace and upgrade Town Hall's sound system and presentation equipment.

Justification: Town Hall's current meeting recording system is an analog system and the storage of these records is antiquated. This project would upgrade the system to a digital system and include the installation of presentation equipment for use during meetings held at Town Hall by town staff, council and community groups.

Time Frame: FY 2016

Budget: \$15,000

Project: Reserve Projects

Description: This item is intended to serve as a placeholder for potential projects identified by the Reserve Study.

Time Frame: FY 2015/FY 2016

Budget: \$40,000/\$40,000

CAPITAL IMPROVEMENT PLAN

Details

MID-TERM (3-4 YEARS)

Project: **Historic Boardwalk (West)**

Description: To extend the boardwalk to the Mill House Museum.

Justification: Extension of the boardwalk to leverage the Town's waterfront location.

Time Frame: FY 2018

Budget: \$500,000

Project: **Computer Upgrades**

Description: To upgrade computer resources in Town Hall.

Justification: Regular upgrade of computers is necessary to maintain and improve staff operations.

Time Frame: FY 2017

Budget: \$20,000

Project: **Reserve Projects**

Description: This item is intended to serve as a placeholder for potential projects identified by the Reserve Study.

Time Frame: FY 2017/FY 2018

Budget: \$40,000/\$40,000

CAPITAL IMPROVEMENT PLAN

Details

LONG TERM (6-10 YEARS)

Project: Historic District Parking Facility

Description: To construct a parking facility in the Historic District.

Justification: Additional parking is an increasing need in the Town's historic district and a potentially necessary precursor to significant growth in the town's economic activity.

Time Frame: N/A

Budget: N/A

Project: Historic District Underground Power Lines

Description: To place power lines underground in the Historic District.

Justification: Existing, legacy powers lines significantly detract from the appeal of the Historic District and periodically generate safety concerns.

Time Frame: N/A

Budget: N/A

Project: Town Hall Renovation/Restoration

Description: To maintain and improve Town Hall.

Justification: Maintenance of the government center (Town Hall) is needed including roof replacement and other significant maintenance and structural issues.

Time Frame: N/A

Budget: N/A

Project: Reserve Projects

Description: This item is intended to serve as a placeholder for potential projects identified by the Reserve Study.

ABOUT OCCOQUAN

Historic Occoquan is an original 18th-century mill town nestled on the banks of the Occoquan River. Designated for inclusion in the National Register of Historic Places in 1983, Occoquan is neither a precise restoration nor a museum, but a vibrant community that successfully combines over 200 years of history with the modern attractions of the future, an island of small time charm in a major metropolitan area.

Vision for the Future

In July of 2011, the Town began a strategic planning process to position itself as a premier destination within the northern Virginia region, while still preserving its rich charm and quality of life that its residents, visitors and merchants have grown to love. This process included the endorsement of four major goals as a framework for discussion:

Occoquan will be the shopping, dining and entertainment hub of the premier leisure destination in Prince William, southern Fairfax and northern Stafford counties.

Occoquan will be an attractive center of employment for start-ups and small businesses.

Occoquan will be regarded as one of the top five most attractive small towns in Virginia.

Occoquan will be clean, green, safe and stable.

The proposed budget and accompanying capital improvement plan take these goals into consideration and is focused on continuing to provide exceptional service while preserving and enhancing our community for ourselves and future generations.

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