



TOWN OF OCCOQUAN



Fiscal Year 2021 Budget and Capital Improvement Program

Adopted June 16, 2020

Summary

**Town of Occoquan
FY 2021 Budget Funds Summary**

| | FY 2020 Budget | FY 2021 Adopted | Dollar Change | Percentage Change |
|---------------------------------|---------------------------|----------------------------|--------------------------|------------------------------|
| Operating Fund | | | | |
| Revenues | 902,612 | 969,831 | 67,219 | 7.4% |
| Expenses | 902,612 | 969,831 | 67,219 | 7.4% |
| Capital Improvement Fund | | | | |
| Revenues | 281,115 | 19,411 | (261,704) | -93.1% |
| Expenditures | 444,039 | 165,896 | (278,143) | -62.6% |
| Craft Show Fund | | | | |
| Revenues | 181,000 | 225,110 | 44,110 | 24.4% |
| Expenses | 108,393 | 156,552 | 48,159 | 44.4% |
| Mamie Davis Fund | | | | |
| Revenues | 600 | 1,200 | 600 | 100.0% |
| Expenses | - | - | - | |

**Town of Occoquan
FY 2021 Tax Rates Summary**

| | FY 2020 Adopted | FY 2021 Adopted |
|------------------------------------|----------------------------|----------------------------|
| Real Estate Tax¹ | \$0.12 per \$100 | \$0.12 per \$100 |
| Meals Tax | 3% | 3% |
| Transient Occupancy Tax | 2% | 2% |

¹Expressed as dollars per \$100 of assessed value

Town of Occoquan
FY 2021 Adopted Operating Fund Budget

| | FY 2019 Actual | FY 2020 Budget | FY 2020 Projected | FY 2021 Adopted | % Change from FY 20 Projected |
|-------------------------------------|---------------------------|---------------------------|------------------------------|----------------------------|--|
| Revenues | | | | | |
| Real Estate Taxes | 239,683 | 240,890 | 245,052 | 245,000 | 0.0% |
| Meals Taxes | 190,442 | 227,320 | 186,637 | 208,533 | 11.7% |
| Transient Occupancy Taxes | 3,222 | 4,000 | 2,217 | 2,500 | 12.8% |
| Business Licenses | 60,463 | 70,060 | 68,803 | 51,100 | -25.7% |
| Other Taxes | 100,261 | 99,310 | 100,300 | 99,063 | -1.2% |
| Fines | 160,034 | 162,360 | 180,000 | 196,000 | 8.9% |
| Fees and Licenses | 18,942 | 22,490 | 20,990 | 22,490 | 7.1% |
| Grants | 27,140 | 26,123 | 25,130 | 25,630 | 2.0% |
| Service Revenue | 15,712 | 5,360 | 10,000 | 10,000 | 0.0% |
| Rentals | 1,259 | 4,500 | 3,700 | 4,500 | 21.6% |
| Interest | 1,194 | 500 | 1,000 | 1,000 | 0.0% |
| Other Revenues and Fund Transfers | 9,183 | 39,699 | 37,900 | 104,015 | 174.4% |
| Total Revenues | 827,535 | 902,612 | 881,729 | 969,831 | 10.0% |
| Expenses | | | | | |
| Personnel Services | 374,811 | 452,226 | 452,226 | 531,849 | 17.6% |
| Professional Services | 135,578 | 139,250 | 139,250 | 163,400 | 17.3% |
| Information Technology Services | 17,368 | 13,500 | 17,300 | 17,300 | 0.0% |
| Materials and Supplies | 13,654 | 15,414 | 15,414 | 14,634 | -5.1% |
| Operational Services | 7,610 | 11,050 | 11,050 | 8,550 | -22.6% |
| Contracts | 74,052 | 82,000 | 82,000 | 82,000 | 0.0% |
| Insurance | 20,992 | 20,120 | 20,120 | 20,120 | 0.0% |
| Public Information | 4,079 | 3,300 | 3,000 | 3,300 | 10.0% |
| Advertising | 7,698 | 9,000 | 9,000 | 9,000 | 0.0% |
| Training and Travel | 8,368 | 12,800 | 10,000 | 13,237 | 32.4% |
| Vehicles and Equipment | 28,482 | 21,000 | 23,500 | 21,000 | -10.6% |
| Seasonal | 1,791 | 4,500 | 5,000 | 5,000 | 0.0% |
| Facilities Maintenance ¹ | 75,168 | 85,552 | 57,968 | 48,491 | -16.3% |
| Special Events | 11,075 | 16,000 | 10,128 | 15,050 | 48.6% |
| Transfers to Other Funds | - | 16,900 | 16,900 | 16,900 | 0.0% |
| Total Expenses | 780,726 | 902,612 | 872,856 | 969,831 | 11.1% |
| Surplus/(Deficit) | 46,809 | - | 8,873 | - | |

¹Includes Town Hall, Mill House Museum, Visitors Center, Maintenance Yard, Mill Street Storage, River Mill Park, Mamie Davis Park, Tanyard Hill Road Park, Furnace Branch Park, and streets and sidewalks in the Historic District.

**Town of Occoquan Capital Improvement Fund
FY 2021 Adopted**

Public Works

| | |
|---------------------------------|------------------|
| Parking Management Plan | \$ 5,000 |
| Entry Sign Project | 10,000 |
| Building Maintenance | 10,000 |
| Stormwater Management | 50,341 |
| Trash/Recycling Containers | 2,000 |
| Snow Blower Replacement | 2,500 |
| Gaslight Conversion/Maintenance | 5,000 |
| Street/Curb Striping | 5,000 |
| Town Dock Maintenance | 2,500 |
| | <u>\$ 92,341</u> |

| | |
|----------|--------|
| Funding | |
| CIP Fund | 92,341 |

Parks

| | |
|------------------------------|------------------|
| River Mill Park Maintenance | \$ 5,000 |
| Gaslight Banner Replacement | 2,500 |
| Mamie Davis Park Renovations | 5,000 |
| | <u>\$ 12,500</u> |

| | |
|----------|--------|
| Funding | |
| CIP Fund | 12,500 |

Public Safety

| | |
|--|------------------|
| Police Vehicle Lease | \$ 16,900 |
| Speed Enforcement Grant | 5,500 |
| Alcohol Enforcement Grant | 4,400 |
| Pedestrian and Bicyclists Safety Grant | 2,500 |
| Service Weapons and Related Gear | 4,800 |
| Timed Parking Management Equipment | 5,000 |
| Police Radio | 4,200 |
| | <u>\$ 43,300</u> |

| | |
|----------------|--------|
| Funding | |
| CIP Fund | 9,800 |
| Grants/Other | 16,600 |
| Operating Fund | 16,900 |

Information Technology

| | |
|-------------------------------|------------------|
| Computer Upgrades/Replacement | \$ 5,700 |
| Document Management Project | 3,000 |
| Server Room Relocation | 2,811 |
| Operating Systems Upgrade | 4,244 |
| A/V Equipment - Town Hall | 2,000 |
| | <u>\$ 17,755</u> |

| | |
|--------------|--------|
| Funding | |
| CIP Fund | 14,944 |
| Grants/Other | 2,811 |

Project Total **165,896**

Funding Total

| | |
|----------------|-----------------------|
| CIP Fund | 129,585 |
| Grants/Other | 19,411 |
| Operating Fund | 16,900 |
| | <u>165,896</u> |

Town of Occoquan
Capital Improvement Program (CIP) Narrative
FY 20201

PUBLIC WORKS

Parking Management Plan

The parking management plan involves implementing a timed-parking program that includes funding for the part-time staff and equipment required to monitor parked vehicles

Entry Sign Project

Based on the sign concepts proposed by Planning Commission funds have been budgeted in the CIP to fund the design/installation of appropriate signage at Town entrances.

Building Maintenance

This includes funds to maintain various Town facilities in accordance with community standards.

Stormwater Management

To address deferred maintenance needs related to its stormwater management system, the Town has developed a Stormwater Work Plan which identifies ongoing capital investments for maintaining the infrastructure and carrying capacity of major streams flowing through Town. In FY 2021 this includes the cleaning of three major conduits, proper abandonment of a stormwater pipe, and the joint repair of several pipe connections.

Trash/Recycling Containers

This item funds the purchase of additional recycling containers in Town.

Snow Blower Replacement

This item funds a new snow blower for Town maintenance staff.

Gaslight Conversion/Maintenance

The Town expends significant funds on the maintenance and use of gaslights within the Historic District. During FY 2018, the lights underwent significant renovations to increase lighting efficiency. The Town will be researching costs associated with conversion from gas to electric, including capital costs and long-term maintenance and use costs. The goal of the project will be to realize significant cost savings in annual utility and maintenance expenses.

Street/Curb Striping

This item funds road and curb markings on Town-owned roads and parking areas.

Town Dock Maintenance

This item funds repairs and ongoing maintenance necessary for continued use of the Town docks.

PARKS

River Mill Park Maintenance

This item funds bench and trail repair and associated costs.

Gaslight Banner Replacement

In 2014, the Town purchased banners for the 40 gaslights located throughout the Historic District. The banners are used to promote Occoquan events and serve as a decorative feature intended to enhance and beautify the downtown area. The banners must be maintained and replaced as they become weathered and worn.

Mamie Davis Park Renovations

This item funds tree planting and landscaping, as well as repairs to the connecting boardwalk.

PUBLIC SAFETY

Police Vehicle Lease

This item funds the final lease payment on one of the Town's police vehicles and uses funds generated by the Town's Highway Safety Grants.

Speed Enforcement Grant

This item funds the matching component of a grant received from the National Highway Transportation Safety Administration to address speed-related crashes.

Alcohol Enforcement Grant

This item funds the matching component of a grant received from the National Highway Transportation Safety Administration to address crashes and related injuries and deaths caused by impaired driving.

Pedestrian and Bicyclists Safety Grant

This item funds the matching component of a grant received from the National Highway Transportation Safety Administration to enhance the safety of pedestrians and bicyclists.

Service Weapons and Related Gear

The Town current maintains interoperability with Prince William County Police and other town police departments, which includes use of the same service weapon platform. The cost and

limited availability of ammunition for the current service weapons has increased dramatically over the past five years. This item pays for the cost of converting to a new police service weapon platform and related equipment.

Timed Parking Management Equipment

This item funds the equipment needed to properly administer any timed parking program implemented by the Town.

Police Radio

This item funds the upgrade/replacement of police radios.

INFORMATION TECHNOLOGY

Computer Upgrades/Replacement

This item funds the scheduled upgrade of some computers and purchase of a new server.

Document Management Project

This item funds the scanning and retention of government documents in accordance with document retention regulations and standards.

Server Room Location

This item funds the relocation of the existing server room and equipment in Town Hall.

Operating Systems Upgrade

This item funds migrating Town office systems to a new platform.

A/V Equipment Town Hall

This item funds upgrade of A/V equipment in Town Hall for use in public meetings.