



# FY 2024 ADOPTED BUDGET AND CAPITAL IMPROVEMENT PLAN

TOWN OF OCCOQUAN  
VIRGINIA

[www.occoquanva.gov](http://www.occoquanva.gov)



**TOWN OF OCCOQUAN, VIRGINIA**

**FY2024 BUDGET**

**OCCOQUAN TOWN COUNCIL**

Earnest W. Porta, Jr., Mayor

Jenn Loges, Vice Mayor

Cindy Fithian, Councilmember

Eliot Perkins, Councilmember

Nancy Freeborne Brinton, Councilmember

Theo Daubresse, Councilmember

**TOWN MANAGER / CHIEF OF POLICE**

Adam C. Linn, J.D.

**TOWN ATTORNEY**

Martin Crim

**LEADERSHIP TEAM**

Jason Forman, Deputy Chief of Police

Matthew Whitmoyer, Deputy Town Manager

Philip Auville, Town Clerk

Manuel Casillas, Town Treasurer

Julie Little, Events Director

**CONTRACTED SERVICES**

Bruce Reese, Town Engineer

Sara Fila, Zoning Administrator

[www.occoquanva.gov](http://www.occoquanva.gov)

*Cover Photos by J. Forman and J. Little*

TOWN MANAGER TRANSMITTAL LETTER



# TOWN OF OCCOQUAN

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**TOWN COUNCIL**  
EARNEST W. PORTA, JR., MAYOR  
JENN LOGES, VICE MAYOR  
CINDY FITHIAN  
ELIOT PERKINS  
NANCY FREEBORNE BRINTON  
THEO DAUBRESSE

**TOWN MANAGER/  
CHIEF OF POLICE**  
ADAM C. LINN, J.D.

July 1, 2023

Dear Mayor Porta and Members of the Occoquan Town Council:

I am pleased to present the Fiscal Year (FY) 2024 Adopted Budget for the Town of Occoquan for the period beginning July 1, 2023, and ending June 30, 2024. This budget document includes the Town's General (Operating) Fund, Capital Improvement Program (CIP) Fund, Mamie Davis Fund, Events Fund, and E-Summons Fund. The FY 2024 Adopted Budget does include the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) that were allocated to the Town as part of the American Rescue Plan Act in FY 2022. These funds are incorporated in the Town's CIP.

As part of the annual budget process, the Town Council reviews and establishes priorities for the coming year. The following priorities were used as guidance in developing the budget:

- Community Development and Programming
- Historic Preservation and Town Appearance
- Parking Management
- Public Safety
- Stormwater Management
- Economic and Pandemic Recovery

## All Funds

The total FY 2024 Adopted Budget encompassing all funds includes \$3,649,744 in revenues and \$3,576,299 in expenditures, resulting in a \$73,445 surplus for all funds. This reflects an increase of 44.3 percent in revenues, and a 45.1 percent increase in expenditures over the FY 2023 Amended and Adopted Budget. The surplus is anticipated to fund reserves.

## Taxes - General Fund

The Town's General Fund is supported through taxes, service fees, licenses, and other revenue from the Local, State, and Federal government. The FY 2024 Adopted Budget reduced the Town's Real Estate tax rate from \$0.12 to \$0.116 per \$100 of assessed value. Properties were reassessed in 2023 and assessments increased on average by 9.7 percent over last year's assessments.

Based on 2023 real estate data and including the 9.7 percent average increase in assessments, on average, reducing the current real estate tax rate results in an average annual tax decrease of \$22.86, for properties valued between \$200,000 and \$400,000. For properties valued between \$400,000 and \$700,000, the average annual tax would decrease by \$2.29. Approximately 81 percent of the Town's real estate stock is valued between \$200,000 and \$700,000.

With the average increase in assessments (including new construction) and reducing the Real Estate tax rate to \$0.116 per \$100 of assessed value, Real Estate tax revenue is estimated to increase by \$13,277 over the FY 2023 Adopted Budget.

The FY 2024 Adopted Budget increases the meals tax rate from 3 percent to 3.5 percent. With the meals tax increase and expected new businesses, meals tax revenue is estimated to increase by \$75,142 over the FY 2023 Adopted Budget.

In addition, the FY 2023 Adopted Budget maintains the Town's current transient occupancy tax rate of 7 percent.

### **Capital Improvement Program**

The Capital Improvement Program (CIP) is the Town's five-year plan for capital projects that is reviewed and updated annually as part of the budget process. Projects planned for FY 2024 include stormwater improvement implementation and protection study projects, installation of a playground/seating area in River Mill Park; utility upgrades in River Mill Park; Town gateway signage and beautification; Riverwalk improvement projects, and vehicle and equipment improvements.

Funding for the CIP is generated from the net revenue of the Events Fund, which includes the spring Riverfest and Crafts Show and the Fall Arts and Crafts Show, as well as grants and the SLFRF. The funding sources for CIP are used to help offset the costs for capital projects within the Town instead of using General Fund revenues to pay for larger one-time costs, such as infrastructure. Long-term maintenance costs are incorporated into the General Fund.

### **Staffing and Employee Benefits**

The FY 2024 Adopted Budget does not change the number of approved positions or staffing levels within the Town from the Amended and Approved FY 2023 budget.

The Adopted Budget includes a performance increase funding pool for permanently filled positions. These are merit increases based on annual performance appraisals.

The FY 2024 Adopted Budget continues to include funding for an employer-offered health insurance benefit as well as the Virginia Retirement System (VRS). Town of Occoquan instituted these benefits in order to improve employee retention, attract highly qualified employees, and for the Town of Occoquan to be competitive with similar organizations. The estimated funding for the health insurance option included in the Adopted Budget is based on the Town's continued participation in The Local Choice (TLC), administered by the Commonwealth of Virginia. TLC requires that the employer pay at least 80 percent of the premium costs, while the participating employee pays the remaining 20 percent. Full-time, permanent employees are eligible to participate in VRS. The Town's continued employer commitment is included in the FY 2024 Adopted Budget.

Respectfully Submitted,



Adam C. Linn, J.D.

Town Manager / Chief of Police

## HOW THE BUDGET IS ORGANIZED

### The Budget Process

The Town of Occoquan’s budget cycle begins in the second quarter of the current fiscal year with a staff review of services and programs, and anticipated needs within the upcoming two fiscal years. The intent is to budget and appropriate funding annually, but to also plan for the future and anticipate future needs and expectations from the community. The budget must be adopted by the Town Council annually prior to July 1<sup>st</sup> of each year. During the budget process, each tax rate is reviewed, and public input sought throughout the process through regular meetings and public hearings. In addition to these meetings, the Town Council meets for several work sessions prior to publishing the budget document.

### Budget Calendar

October/November	<ul style="list-style-type: none"> <li>• Capital Improvements Program review by Town Manager</li> <li>• Performance measures and goals kickoff with Budget Committee</li> <li>• Capital Improvements Program reviewed by Planning Commission</li> </ul>
December/January	<ul style="list-style-type: none"> <li>• Performance measures and goals reviewed by Town Manager</li> <li>• Goal setting session with Town Council</li> <li>• Staff meetings to discuss department needs and requests</li> <li>• Budget and financial needs submitted to Town Manager</li> </ul>
February	<ul style="list-style-type: none"> <li>• First Town Council Budget Work Session</li> <li>• Town Council provides budget development direction</li> </ul>
March	<ul style="list-style-type: none"> <li>• Town Manager develops proposed budget in coordination with Budget Committee</li> <li>• Second Town Council Budget Work Session</li> </ul>
April	<ul style="list-style-type: none"> <li>• Final Town Council Budget Work Session</li> <li>• Proposed Budget Submitted to Town Council</li> </ul>
April/May	<ul style="list-style-type: none"> <li>• Public Hearing on Proposed Budget</li> <li>• Public Hearing on Proposed Tax Rates</li> </ul>
June	<ul style="list-style-type: none"> <li>• Budget Adopted</li> </ul>
July	<ul style="list-style-type: none"> <li>• Adopted Budget Published</li> </ul>

### **Amendments to the Adopted Budget**

Changes to the Adopted Budget are possible through the use of fund transfers and budget amendments. The Town Council has the authority to approve fund transfers between activities and departments, as well as funds from the reserve. Any year end operating surpluses revert to unappropriated balances for use in maintaining reserve and/or funding Council approved expenditures.

### **Budget as a Planning Tool**

The budget process is more than a plan that reviews revenue and projected spending. Budgeting is a formal way to convert the Town's short-range and long-range plans and policies into services and programs for our citizens. The budget details these services and programs in terms of cost.

In FY 2023, the Mayor and Town Council developed and approved a Strategic Framework with the intent of creating a broad, time-limited (Council tenure) set of parameters that reinforced adopted Council priorities, the Comprehensive Plan, and identify priorities for capital and operations projects with time frames estimates that would identify major budget and action steps to direct staff.

In addition, the Town completed a new Comprehensive Plan in 2016 and an update in 2021. This document outlines the needs and desires of the community now and into the future. Upon the completion of the Comprehensive Plan in 2016, the Town initiated a comprehensive update to the Town's zoning and subdivision codes, which was completed in FY 2018. After the completion of the zoning and subdivision update, the Town completed the process of recodifying the entire Town Code in 2019, which had not been performed since 1999. The purpose of these activities is to ensure that these documents, which are used to implement policies and serve as the Town's governing documents, are in line with the Comprehensive Plan, the State Code, and are consistent throughout. The budget is a major function of this planning and development process.

### **THE BUDGET IN BRIEF**

The Town's financial management system is divided into several funds based on general operations and functions. Each fund has identified revenues and expenditures. The major funds appropriated by Town Council are as follows:

1. General Fund
2. Events Fund
3. Mamie Davis Fund



- 4. E-Summons Fund
- 5. Capital Improvement Fund (CIP)

The FY 2024 Adopted Budget all funds total \$3,649,744 and \$3,576,299 for revenues and expenditures, respectively. This represents an increase of \$1,120,124 or 44.3 percent in revenues, and an increase of \$1,111,676 or 45.1 percent increase in expenditures over the FY 2023 Amended and Adopted Budget.

**Funds Summary - Revenues and Expenses**

**GENERAL FUND**

Categories	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Projected	FY 2024 Adopted	Change Adopted to Budget	
						\$	%
Revenues	\$1,070,940	\$1,125,998	\$1,227,546	\$1,208,805	\$1,316,017	\$ 88,472	7.2%
Expenses	\$1,070,940	\$1,097,005	\$1,227,546	\$1,184,337	\$1,316,017	\$ 88,472	7.2%

**EVENTS FUND** *formerly Craft Show Fund*

Categories	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Projected	FY 2024 Adopted	Change Adopted to Budget	
						\$	%
Revenues	\$ 272,490	\$ 238,750	\$ 256,870	\$ 277,351	\$ 301,225	\$ 44,355	17.3%
Expenses	\$ 177,442	\$ 192,252	\$ 196,223	\$ 206,277	\$ 234,280	\$ 38,058	19.4%

**MAMIE DAVIS FUND**

Categories	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Projected	FY 2024 Adopted	Change Adopted to Budget	
						\$	%
Revenues	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 0	0.0%
Expenses	\$ 2,000	\$ 0	\$ 5,000	\$ 5,000	\$ 0	(\$5,000)	-100.0%

**E-SUMMONS FUND**

Categories	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Projected	FY 2024 Adopted	Change Adopted to Budget	
						\$	%
Revenues	\$ 0	\$ 11,215	\$ 12,000	\$ 14,027	\$11,500	(\$ 500)	-4.2%
Expenses	\$ 0	\$ 0	\$ 3,150	\$ 978	\$ 5,500	\$ 2,350	74.6%

**CAPITAL IMPROVEMENT FUND**

Categories	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Projected	FY 2024 Adopted	Change Adopted to Budget	
						\$	%
Revenues	\$ 5,000	\$ 4,800	\$1,032,704	\$ 522,771	\$2,020,502	\$987,798	95.7%
Expenditures	\$ 153,900	\$ 153,528	\$1,032,704	\$ 522,771	\$2,020,502	\$987,798	95.7%



## **General Fund**

The General Fund is the Town's main operating account and funds all of the programs and services that are required for daily operations within the Town. This includes administration, public safety, public works, and governing body. This fund is supported by tax and fee revenues, as well as grants and other monies collected by the Town.

### **General Fund Revenue**

Total revenues for FY 2024 in the General Fund are \$1,316,017. This is an increase of \$88,472, or 7.2 percent over the FY 2023 Adopted Budget. Occoquan's General Fund revenue is supported by taxes, fees, charges for service, fines, and state and federal aid.

Significant revenues driving the budget and expense related categories include real estate taxes, meals taxes, and public safety fees. Other significant revenues are derived from other fees including vehicle license, business license, utility and communication taxes, sales taxes, grants, rentals, and other fees, fines, and revenues.

Real estate taxes, meals taxes, and public safety fees make up the largest portion of General Fund Revenues, accounting for approximately 76 percent of revenue. Real estate taxes account for 21.9 percent of General Fund revenue and are \$288,769 for FY 2024, based on a lowered real estate tax rate \$0.116 per \$100 of assessed value. Real estate was reassessed in 2022, resulting in an estimated 9.71 percent increase in overall valuation from \$237,507,900 to \$260,575,500.

Meals taxes account for 27.2 percent of General Fund revenue and are \$357,641 for FY 2024, based on increasing the meals tax rate to 3.5 percent and anticipated new restaurants and continued pandemic recovery.

### **General Fund Expenses**

The FY 2024 Adopted Budget General Fund expenses are \$1,316,017. This is an increase of \$88,472 or 7.2 percent over the FY 2023 Adopted Budget. The increase in expenses is attributable to inflationary expenses and increased contract costs such as refuse collection, insurance, and legal, as well as existing program cost increases such as fuel and utility costs.

The FY 2024 Adopted Budget also includes a performance-based salary adjustment pool that provides for an average increase of 3 percent for permanent employees. There were no other changes to service or program delivery.

### **Events Fund**

The Events Fund, formerly known as the Craft Show Fund, is a separate fund that supports the spring Riverfest and Craft Show and the Fall Arts and Crafts Show, as well as other town events. Generally, net revenues from the Events Fund are used to fund the Town's capital improvement projects and other large, one-time costs incurred by the Town. In addition, the Town's part-time Events Director is funded through the Events Fund.

### **Mamie Davis Fund**

The Mamie Davis fund is a \$100,000 permanent endowment that was gifted to the Town by former Town official and resident, Ms. Mamie Davis. The Town is not able to spend the principal amount; however, we are able to utilize the revenues generated from interest on projects benefiting Mamie Davis Park or Town Hall.

### **E-Summons Fund**

Established with the FY 2023 budget, the E-Summons Fund contains the revenues and expenses associated with Town ordinance O-2019-02 that assesses a \$5 fee per traffic or criminal case. These revenues can only be used for the purchase, implementation, and maintenance of the eSummons Program. The eSummons Program was established to increase overall efficiency to the Judicial System by reducing backlog of data entry of summons and facilitating faster and more accurate entry of summons into the court system.

### **Capital Improvement Fund**

The Capital Improvement Fund is not a revenue generating fund. It utilizes the net revenues generated from the Events Fund to implement capital improvement projects identified within the Capital Improvement Program (CIP). These projects are often one-time, large cost projects that cannot be funded or supported through the General Fund. The FY 2024 Adopted Budget projects amount to \$2,020,502 in capital costs. In the FY 2024 budget, \$2,020,502 in revenue is identified as part of the CIP Fund.

While this is not a revenue generating fund, the \$2,020,502 reflected in the revenue category is projected grants or other funding. The Adopted Budget included \$538,079 in funds received from the Coronavirus State and Local Fiscal Recovery Funds (SLFRF). In addition, the Town is budgeting cost-reimbursement grants from the Virginia Department of Environmental Quality (DEQ) 2022 Appropriations Program in the amount of \$84,433 and the Virginia Department of Conservation and Recreation (DCR) Community Flood Preparedness Fund in the amount of \$84,902.50, which are both included in the Adopted Budget. The Town has also applied for a State and Tribal Assistance Grant (STAG) program to address the Town's stormwater infrastructure in the amount of \$1,150,031. While at the time of adoption of the budget it is unknown whether or not the Town will be awarded the grant, the Adopted Budget

includes the \$1,150,031 in anticipated grant revenue for those stormwater projects.

Finally, the FY 2024 CIP includes \$9,000 in revenue from the Public Safety Fund for part of a lease payment for replacement public safety vehicles. The FY 2024-2028 CIP includes lease payments for replacement of public safety vehicles. This minor fund tracks unused funds from monies received through HB599 to support public safety activities.

### **Minor Funds**

#### **Public Safety Fund**

The Public Safety Fund tracks funding received from State Aid to Localities with Police Departments (HB599). This funding is tracked separately and used for public safety capital projects. The FY 2024 Adopted Budget includes \$9,000 in funds from the Public Safety Fund to finance a replacement public safety vehicle lease payment. The remaining funds go into the General Fund to supplement public safety expenditures.

#### **PEG Fund**

The PEG Fund is used to track funding received from the Town's cable franchise agreement. These funds are restricted to public, education, and government related cable activities.

**Budget Detail by Fund**

**GENERAL FUND**

**Revenues**

Account	General Fund - Revenues	FY2022 Budget	FY2022 Actual	FY2023 Adopted	FY2023 Projected	FY2024 Proposed	% to Projected	% to Budget	\$ to Budget
	<b>Taxes</b>								
40010	Real Estate Tax	249,189	253,256	275,492	275,135	288,769	5.0%	4.8%	13,277
40020	Meals Tax	228,000	269,502	282,499	275,296	357,641	29.9%	26.6%	75,142
40030	Sales Tax	30,000	35,047	36,000	40,817	40,000	-2.0%	11.1%	4,000
40040	Utility Tax	28,800	31,403	30,000	3,426	31,000	804.9%	3.3%	1,000
40050	Communications Tax	35,000	33,130	33,000	32,478	33,000	1.6%	0.0%	-
40060	Transient Occupancy Tax	11,200	14,589	14,500	33,504	21,000	-37.3%	44.8%	6,500
	<b>Fees</b>								
41010	Vehicle License Fee	12,000	10,500	11,000	10,494	11,000	4.8%	0.0%	-
41020	Business Licenses	68,800	63,821	68,800	64,851	75,000	15.7%	9.0%	6,200
41025	Business License Fee					4,140			4,140
41030	Late Fees	2,500	1,500	2,500	2,018	1,500	-25.7%	-40.0%	(1,000)
41040	Fines - Public Safety	297,580	334,516	345,000	325,490	349,830	7.5%	1.4%	4,830
41100	Administrative Fees	5,000	6,800	10,000	6,385	8,500	33.1%	-15.0%	(1,500)
41120	Service Revenue - Engineer	10,000	12,000	10,000	10,171	14,000	37.6%	40.0%	4,000
41130	Service Revenue - Legal	10,000	6,500	10,000	-	10,000		0.0%	-
41140	Service Revenue - Other	1,000	500	500	1,231	500	-59.4%	0.0%	-
41000	Fees - Other	2,500	1,420	1,500		3,000		100.0%	1,500
	<b>Grants</b>								
42010	Litter Grant	1,050	1,329	1,329	3,025	1,329	-56.1%	0.0%	-
42020	Public Safety (HB599)	23,686	23,686	35,688	26,040	26,821	3.0%	-24.8%	(8,867)
42021	NHSTA (DMV)	14,594	10,000	15,000	11,427	15,375	34.5%	2.5%	375
42040	PEG	-	-	-	-	-			-
	Other Grants	-	8,599	-	47,226	-	-100.0%		-
	<b>Public Property Leases and Rentals</b>								
43010	Town Hall Rentals	500	-	-	-	-			-
43020	River Mill Park Rentals	2,000	3,900	3,000	1,000	3,000	200.0%	0.0%	-
43030	Mamie Davis Park Rentals	2,000	1,500	2,000	850	1,500	76.5%	-25.0%	(500)
	200 Mill Street Lease	7,500	-	7,613	7,613	7,613	0.0%	0.0%	1
	<b>Other</b>								
44010	General Fund Interest	120	900	900	30,253	10,200	-66.3%	1033.3%	9,300
44040	Brick Program	-	-	-	-	300			300
44060	Other Revenues (plus eSun	8,000	1,600	1,000	76	1,000	1216.8%	0.0%	-
	Fund Transfers	19,921	-	30,225					
	<b>GENERAL FUND REVENUE TOTALS</b>	<b>1,070,940</b>	<b>1,125,998</b>	<b>1,227,546</b>	<b>1,208,805</b>	<b>1,316,017</b>	<b>8.9%</b>	<b>7.2%</b>	<b>88,472</b>

**Expenses**

Account	General Fund - Expenditures	FY2022 Budget	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed	% to Projected	% to Budget	\$ to Budget
60000	Total Personnel Services	633,917	618,565	708,934	668,172	734,672	10.0%	3.6%	25,738
60400	Total Professional Services	156,770	161,634	169,321	161,063	174,325	8.2%	3.0%	5,004
60800	Total Information Technology Services	27,205	29,880	31,100	35,882	40,092	11.7%	28.9%	8,992
61200	Total Materials and Supplies	20,008	32,100	27,230	29,467	31,125	5.6%	14.3%	3,895
61600	Total Operational Services	7,500	7,983	9,000	10,159	10,172	0.1%	13.0%	1,172
62000	Total Contracts	82,000	108,371	112,382	109,202	122,135	11.8%	8.7%	9,753
62400	Total Insurance	28,000	34,257	33,690	37,918	40,300	6.3%	19.6%	6,610
62800	Total Public Information	2,500	3,064	5,020	2,808	4,036	43.7%	-19.6%	(984)
63200	Total Advertising	2,000	4,708	2,000	4,929	7,640	55.0%	282.0%	5,640
63600	Total Training and Travel	16,450	7,026	18,210	10,254	16,510	61.0%	-9.3%	(1,700)
64000	Total Vehicles and Equipment	23,530	25,736	27,210	47,020	30,050	-36.1%	10.4%	2,840
64400	Total Seasonal	3,000	8,236	10,500	10,623	11,700	10.1%	11.4%	1,200
64800	Total Town Hall	10,690	14,643	11,890	11,060	12,624	14.1%	6.2%	734
65200	Total Mill House Museum	6,090	275	6,500	300	6,500	2066.7%	0.0%	-
65600	Total 200 Mill Street	0	497	500	0	0	-100.0%	-100.0%	(500)
66000	Total Police/PW Annex	5,910	4,434	5,910	3,884	3,190	-17.9%	-46.0%	(2,720)
66400	Total Mill Street Storage	250	0	250	0	0		-100.0%	(250)
66800	Total River Mill Park and Facility	14,970	15,883	16,200	16,919	19,318	14.2%	19.2%	3,118
67200	Total Mamie Davis Park and Riverwalk	2,650	3,166	3,600	2,023	3,350	65.6%	-6.9%	(250)
67600/68000	Other Parks	0	15	500	2,000	2,500			2,000
68400	Total Streets and Sidewalks	700	503	3,000	2,727	2,800	2.7%	-6.7%	(200)
68800	Total Historic District	14,100	16,028	24,600	17,929	20,600	14.9%	-16.3%	(4,000)
69200	Special Events	0		0					-
TBD	Total Fund Transfer	12,700		0		22,379			22,379
<b>GENERAL FUND EXPENSE TOTALS</b>		<b>1,070,940</b>	<b>1,097,005</b>	<b>1,227,546</b>	<b>1,184,337</b>	<b>1,316,017</b>	<b>11.1%</b>	<b>7.2%</b>	<b>88,472</b>

**EVENTS FUND**

**Revenues**

Account	Events Fund - Revenues	FY2022 Budget	FY2022 Actuals	FY2023 Budget	FY2023 Projected	FY2024 Proposed	% to Projected	% to Budget	\$ to Budget
<b>Event Revenues</b>									
47010	Sponsorships	10,000	14,138	13,000	17,585	42,500	141.7%	226.9%	29,500
47020	Booth Rentals	170,600	142,898	138,195	161,950	160,375	-1.0%	16.0%	22,180
47030	Shuttle Fees	53,000	50,023	66,600	59,469	60,500	1.7%	-9.2%	(6,100)
47040	Parking Space Sales	6,000	7,500	7,725	9,975	8,900	-10.8%	15.2%	1,175
47060	Merchandise	1,000	1,185	1,750	1,030	3,000	191.3%	71.4%	1,250
47021	Ticket Sales	-	12,234	11,100	8,466	11,600	37.0%	4.5%	500
<b>Other Revenues</b>									
44040	Bricks Program	3,000	-	1,800	1,320	1,275	-3.4%	-29.2%	(525)
41160	Convenience Fees	-	5,606	5,500	4,848	5,875	21.2%	6.8%	375
44020	Events Fund Interest	3,000	2,138	1,200	105	1,200	1042.9%	0.0%	-
47000	Other Revenue	25,890	3,027	10,000	12,602	6,000	-52.4%	-40.0%	(4,000)
<b>Total Events Fund Revenues</b>		<b>272,490</b>	<b>238,750</b>	<b>256,870</b>	<b>277,351</b>	<b>301,225</b>	<b>8.6%</b>	<b>17.3%</b>	<b>44,355</b>

**Expenses**

Account	Events Fund - Expenses	FY2022 Budget	FY2022 Actuals	FY2023 Budget	FY2023 Projected	FY2024 Changes	% to Projected	% to Budget	\$ to Budget
60000	Total Personnel Services	62,892	65,395	71,548	64,544	84,530	31.0%	18.1%	12,983
60400	Total Professional Services	10,000	16,263	10,000	9,060	17,600	94.3%	76.0%	7,600
60800	Total Information Tech Services	-	1,171	-	1,230	1,200	-2.4%	#DIV/0!	1,200
61200	Total Material and Supplies	5,150	8,236	9,400	14,411	18,025	25.1%	91.8%	8,625
62000	Total Contracts	66,700	59,577	64,875	74,692	75,125	0.6%	15.8%	10,250
63200	Total Advertising	19,000	22,824	25,500	20,661	24,875	20.4%	-2.5%	(625)
64000	Vehicles and Equipment	-	59	-	-	-			-
66800	River Mill Park and Facility	1,000	594	650	409	600	46.7%	-7.7%	(50)
69200	Total Special Events	12,700	18,133	14,250	21,269	12,325	-42.1%	-13.5%	(1,925)
<b>Total Events Fund Expenses</b>		<b>177,442</b>	<b>192,252</b>	<b>196,223</b>	<b>206,277</b>	<b>234,280</b>	<b>13.6%</b>	<b>19.4%</b>	<b>38,058</b>

**MAMIE DAVIS FUND**

**Revenues**

Account	Mamie Davis Fund Revenues	FY2022 Budget	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Adopted	% to Projected	% to Budget	\$ to Budget
44030	Mamie Davis Fund Interest	500	500	500	500	500	0.0%	0.0%	-
43030	Rentals								
<b>Mamie Davis Fund Expenses Total</b>		<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	<b>0.0%</b>	<b>0.0%</b>	<b>\$ -</b>

**Expenses**

Account	Mamie Davis Fund Expenses	FY2022 Budget	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Adopted	% to Projected	% to Budget	\$ to Budget
7000	Capital Projects*	2,000	-	5,000	5,000	-	-100.0%	100.0%	(5,000)
<b>Mamie Davis Fund Expenses Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>-</b>	<b>-100.0%</b>	<b>100.0%</b>	<b>(5,000)</b>

**E-SUMMONS FUND\***

**Revenues**

Account	E-Summons Fund Revenues	FY2022 Budget	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Adopted	% to Projected	% to Budget	\$ to Budget
41170	E-Summons Revenue	-	11,215	12,000	14,027	11,500	-18.0%	-4.2%	(500)
	E-Summons Fund Interest	-	-	-	-	-			-
<b>E-Summons Fund Revenues Total</b>		<b>\$ -</b>	<b>\$11,215</b>	<b>\$12,000</b>	<b>\$14,027</b>	<b>\$11,500</b>	<b>-18.0%</b>	<b>-4.2%</b>	<b>\$ (500)</b>

**Expenses**

Account	E-Summons Fund Expenses	FY2022 Budget	FY2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Adopted	% to Projected	% to Budget	\$ to Budget
60860	Hardware/Software	-	-	1,750	793	4,300	442.2%	145.7%	2,550
61220	Operational Supplies	-	-	1,400	185	1,200	548.4%	-14.3%	(200)
<b>E-Summons Fund Expenses Total</b>		<b>\$-</b>	<b>\$-</b>	<b>\$ 3,150</b>	<b>\$ 978</b>	<b>\$5,500</b>	<b>462.3%</b>	<b>74.6%</b>	<b>\$2,350</b>

\* E-Summons Fund established with FY2023 budget.

**CAPITAL IMPROVEMENT PROGRAM**

**FY 2024 - FY 2028**

<b>FY2024 Adopted Budget Capital Improvement Program</b>	<b>Activity</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>	<b>FY28</b>	<b>Project Total</b>
Street and Parking Improvements	Public Works	10,000	-	25,000	-	-	<b>35,000</b>
Sidewalk Improvements	Public Works	-	-	-	-	40,000	<b>40,000</b>
Riverwalk Improvements	Public Works	26,204	127,507	-	-	-	<b>153,711</b>
Building and Parks Improvements	Public Works	62,000	-	-	8,000	-	<b>70,000</b>
Vehicles and Equipment	Public Safety	65,725	34,350	39,350	20,000	13,000	<b>172,425</b>
Stormwater Improvements	Public Works	1,806,073	-	-	-	-	<b>1,806,073</b>
Streetscape & Infrastructure Improvements	Public Works	45,000	-	-	-	-	<b>45,000</b>
Information Technology Improvements	Administration	5,500	5,500	20,500	-	-	<b>31,500</b>
		<b>\$2,020,502</b>	<b>\$167,357</b>	<b>\$ 84,850</b>	<b>\$28,000</b>	<b>\$53,000</b>	<b>\$2,353,709</b>
<b>Fund Source Summary</b>							
	CIP Funds	18,363	16,675	75,175	21,500	46,500	
	SLFRF Spending	538,079	141,007	-	-	-	<b>215,000</b>
	599 Funding	9,000	9,000	9,000	6,500	6,500	<b>27,407</b>
	Other Grants	1,455,060	675	675	-	-	<b>1,400,000</b>
	<b>Funding Totals</b>	<b>\$2,020,502</b>	<b>\$167,357</b>	<b>\$84,450</b>	<b>\$28,000</b>	<b>\$53,000</b>	<b>\$2,353,709</b>
<b>Adopted Budget by Activity</b>							
	Administration	5,500	5,500	20,500	-	-	<b>31,500</b>
	Public Safety	65,725	26,350	39,350	20,000	13,000	<b>164,425</b>
	Public Works	239,500	135,507	25,000	8,000	40,000	<b>2,157,784</b>
	<b>Totals</b>	<b>\$2,020,502</b>	<b>\$167,357</b>	<b>\$84,850</b>	<b>\$28,000</b>	<b>\$53,000</b>	<b>\$2,353,709</b>

**FY 2024-2028 CIP Project List**

<b>Category</b>	<b>Project</b>	<b>Fiscal Year</b>
Street and Parking Improvements	Parking Facility/ Alternative	FY2024
Street and Parking Improvements	Poplar Alley Paving	FY2026
Sidewalk Improvements	Historic District Sidewalk/ Intersection Improvements	FY2028
Riverwalk Improvements	Riverwalk Overlook Extension Project	FY2024
Riverwalk Improvements	Riverwalk Planning	FY2024
Riverwalk Improvements	Million Mussel Cage	FY2024
Riverwalk Improvements	Riverwalk Extensions	FY2025
Building and Park Improvements	River Mill Park Playground/Seating Area	FY2024
Building and Park Improvements	River Mill Park Utility Updates	FY2024
Building and Park Improvements	Mill House Museum - Roof	FY2027
Vehicle/Equipment Replacement	Public Safety - Replacement Vehicles	FY2024 -



Town of Occoquan

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		FY2028
Vehicle/Equipment Replacement	Public Safety – Body Worn Camera System	FY2024-2027
Vehicle/Equipment Replacement	Public Works – Replace Utility Cart	FY2025
Vehicle/Equipment Replacement	Public Safety - Body Armor	FY2024 - FY2026
Vehicle/Equipment Replacement	Public Safety Radios	FY2024
Stormwater Improvements	Stormwater – Flood Protection Study	FY2024
Stormwater Improvements	Stormwater Upgrades	FY2024
Stormwater Improvements	Stormwater Safety Projects	FY2024
Streetscape & Infrastructure Improvements	Signage and Gateway Beautification	FY2024
Information Technology	Computer Upgrades	FY2026
Information Technology	Timed Parking Equipment	FY2024-FY2026

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For questions on the Adopted Budget or the town budget process, contact the Town of Occoquan at [info@occoquanva.gov](mailto:info@occoquanva.gov) or call (703) 491-1918. Visit [www.occoquanva.gov](http://www.occoquanva.gov) for general information about the Town of Occoquan.

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