



TOWN OF OCCOQUAN
Circa 1734 • Chartered 1804 • Incorporated 1874

314 Mill Street
PO BOX 195
Occoquan, VA 22125
(703) 491-1918
www.OccoquanVA.gov
info@occoquanva.gov

Occoquan Town Council
Public Hearing and Work Session
April 28, 2015 | 7:00 p.m.

1. Call to Order
2. Public Hearing
 - a. Public Hearing on Proposed Fiscal Year 2016 Tax Rates
3. Work Session
 - a. Fiscal Year 2016 Budget Work Session
4. Closed Session
5. Adjournment



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
 Agenda Communication

2. Public Hearing	Meeting Date: April 28, 2015
2 A: Proposed Fiscal Year 2016 Tax Rates	

Explanation and Summary:

This is a public hearing on the Proposed Fiscal Year (FY) 2016 Tax Rates. The Town Council held budget work sessions on February 23, 2015, March 3, 2015 and March 17, 2015. The Proposed Budget, as revised, is posted on the Town's website at www.occoquanva.gov.

BUDGET SUMMARY

		FY 2015 Adopted	FY 2016 Proposed	Difference	Increase/ (Decrease)
General Fund	Expenditures	\$505,296	\$586,396	\$81,100	16.05%
	Revenues	\$505,296	\$600,883	\$95,587	18.92%
Craft Show Fund	Expenditures	\$90,000	\$90,623	\$623	0.69%
	Revenues	\$210,000	\$222,825	\$12,825	6.11%
Mamie Davis Fund	Expenditures	\$2,000	\$2,000	\$0	0%
	Revenues	\$2,000	\$2,000	\$0	0%
Capital Improvement Fund	Expenditures	\$1,640,000	\$1,005,000	(\$635,000)	(38.72%)

This public hearing is intended to provide the public with the opportunity to comment on the proposed tax rates for FY 2016. This public hearing was advertised in Prince William Today on March 27, and April 3, 2015.

A public hearing was held by Town Council on April 7, 2015 on the proposed budget. The Town Council will adopt the budget and tax rates during their regular meeting on May 5, 2015. Fiscal Year 2016 will begin on July 1, 2015 and end on June 30, 2016.

Continued on Next Page

Proposed/Suggested Motion:

“I move to close the public hearing.”

OR

Other action Council deems appropriate.

Attachments: (1) Public Hearing Advertisement

TOWN OF OCCOQUAN
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 314 MILL STREET, P.O. BOX 195
 OCCOQUAN, VIRGINIA 22125
 703-491-1918, EXT. 2 FAX 703-491-4962
 WWW.OCCOQUANVA.GOV

PROPOSED FY 2016 BUDGET – APRIL 7, 2015
TAX RATES IN SUPPORT OF THE BUDGET – APRIL 28, 2015

PUBLIC HEARINGS TO SOLICIT COMMENT ON THE FOLLOWING:

1. Proposed FY 2016 Budget (see synopsis below.) A copy of the proposed budget is available at Town Hall from 9 a.m. to 4 p.m., Monday through Friday, and on the Town's website at www.occoquanva.gov; and
2. Proposed increase of the current real estate tax rate of \$.11 per \$100 to \$.12 per \$100 of the assessed value; and
3. Proposed increase of the current meals tax rate of 2% to 3%; and
4. Maintain the current transient occupancy tax rate of 2%.

		FY 2015 Budget	FY 2016 Proposed
OPERATING FUND	Revenues	\$505,296	\$600,883
	Expenses	\$505,296	\$586,396
CIP FUND	Revenues	--	--
	Expenses	\$1,640,000	\$1,005,000
MAMIE DAVIS FUND	Revenues	\$2,000	\$2,000
	Expenses	\$2,000	\$2,000
CRAFT SHOW FUND	Revenues	\$210,000	\$222,825
	Expenses	\$90,000	\$90,623

KIRSTYN BARR JOVANOVIICH
 Town Manager

A public hearing on the proposed budget will be held on April 7, 2015 at 7:00 p.m. at Occoquan Town Hall, 314 Mill Street, Occoquan, VA 22125.

The Town Council may set the real estate tax rate at 12 cents per hundred dollars value or at a lower rate, but Virginia law does not allow a higher rate than appears in this advertisement. The Town Council may set other tax rates (such as meals tax or transient occupancy tax) either higher or lower than the advertised rates.

NOTICE OF PROPOSED REAL PROPERTY TAX INCREASE

The Town of Occoquan proposes to increase property tax levies.

1. **Assessment Increase:** Total assessed value of real property, excluding additional assessments due to new construction or improvements to property, exceeds last year's total assessed value of real property by 6.3 percent.
2. **Lowered Rate Necessary to Offset Increased Assessment:** The tax rate which would levy the same amount of real estate tax as last year, when multiplied by the new total assessed value of real estate with the exclusions mentioned above, would be \$0.1031 per \$100 of assessed value. This rate will be known as the "lowered tax rate."
3. **Effective Rate Increase:** The Town of Occoquan proposes to adopt a tax rate of no more than \$0.12 per \$100 of assessed value. The difference between the lowered tax rate and the proposed rate would be \$0.0169 per \$100, or 16.39 percent. This difference will be known as the "effective tax rate increase."

Individual property taxes may, however, increase at a percentage greater than or less than the above percentage.

4. **Proposed Total Budget Increase:** Based on the proposed real property tax rate and changes in other revenues, the total budget of Town of Occoquan will be 18.92 percent above last year's budget.

A public hearing on the increase will be held on April 28, 2015 at 7:00 p.m.
 at Occoquan Town Hall, 314 Mill Street, Occoquan, VA 22125.



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

3. Work Session	Meeting Date: April 28, 2015
3 A: Budget Work Session	

Explanation and Summary:

This is the final of four work sessions to discuss the proposed Fiscal Year 2016 Budget and 2016-2025 Capital Improvements Plan. Town Council will adopt the FY 2016 Budget and Tax Rates during their regular meeting on Tuesday, May 5, 2015.

BUDGET SCHEDULE

Date	Time	Location	Topic
February 23, 2015	7:00 p.m.	Town Hall	Budget Work Session <i>(Rescheduled from February 17, 2015 due to inclement weather.)</i>
March 3, 2015	7:00 p.m.	Town Hall	Regular Meeting & Budget Work Session
March 17, 2015	7:00 p.m.	Town Hall	Budget Work Session
April 7, 2015	7:00 p.m.	Town Hall	Public Hearing – Budget
April 28, 2015	7:00 p.m.	Town Hall	Public Hearing – Tax Rates and Budget Work Session
May 5, 2015	7:00 p.m.	Town Hall	Adoption of FY16 Budget and Tax Rates

Attachments: (1) Proposed FY 2016 Budget

TOWN OF OCCOQUAN



PROPOSED Fiscal Year 2016 Budget & Capital Improvement Plan



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

TOWN MANAGER
KIRSTYN BARR JOVANOVICH

**CHIEF OF POLICE &
TOWN SERGEANT**
SHELDON E. LEVI

TOWN CLERK
GREG HOLCOMB

TREASURER
ABIGAIL BREEDING, C.P.A.

MAYOR
ELIZABETH A. C. QUIST

April 7, 2015

Updated Letter of February 17, 2015

Dear Mayor Quist and Members of the Occoquan Town Council:

I am pleased to present the Proposed Budget for Fiscal Year 2016 for Council's consideration. The total proposed budget as presented is \$1,684,019, comprised of \$586,396 for General Fund, \$90,623 for Craft Show Fund, \$2,000 for Mamie Davis Fund and \$1,005,000 for Capital Improvement Fund expenditures.

The FY 2016 budget process began in November 2014 as staff began to evaluate the Town's expenses and revenues, service delivery needs and expectations, and the manner in which the Town was delivering those needs and expectations to the community. In the development of the proposed budget, staff also considered new services and impacts that are expected within the next two fiscal years, including parks and recreation programming, historic preservation, maintenance and services, and infrastructure needs.

The proposed budget aims to accomplish the following points:

- Sufficient revenues to pay for expenses;
- Preserves the financial health of the Town and provides for adequate fund balances;
- Recognizes maintenance and improvements to infrastructure and community assets;
- Improves core customer services to our citizens and focuses on service and program delivery.

During the January 20, and February 3, 2015 meetings, Town Council discussed and identified six goals that the Council will focus on over the next two years. On February 3, 2015, Town Council adopted the following goals:

- Parking Issues
- Pedestrian Safety and Access
- Historic Preservation and Town Appearance
- Riverwalk Project
- Community Development and Programming
- Stormwater Management

The above goals were utilized in the development of the proposed FY 2016 budget as it relates to identifying required services and allocating resources to accomplish these goals.

BUDGET SCHEDULE

The Town Council held three budget work sessions to discuss the Proposed FY 2016 Budget:

February 24, 2015	Presentation of Proposed FY 2016 Budget to Council; Overview of Proposed Budget (<i>Rescheduled from February 17, due to inclement weather</i>)
March 3, 2015	Budget Presentation Regarding Tax Impacts and Department Detail

March 17, 2015 Budget Presentation Regarding Capital Improvement Plan,
Mamie Davis Fund, Craft Show Fund, Staffing and Tax Impacts

Public hearings for the proposed budget and tax rates are scheduled for:

April 7, 2015 Public Hearing on Proposed FY 2016 Budget

April 28, 2015 Public Hearing on Proposed FY 2016 Tax Rates
Budget Work Session, If Needed (Following Public Hearing)

Adoption of the FY 2016 Budget and Tax Rates is scheduled for May 5, 2015. Fiscal Year 2016 will begin on July 1, 2015.

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.

During this year's budget process, the Town has taken significant steps in developing a series of planning documents to help guide the growth of the community toward achievement of its potential. The planning process does not end with the development of this revised budget process, but will continue to grow and develop as we work toward long-range goals and planning for the community's future.

In addition to developing six goals to focus on over the next two years, as part of this budget, the Town has developed an Infrastructure Management Program, a Vehicle and Equipment Replacement Schedule and a long-range Capital Improvement Plan schedule. These documents work together to outline the priorities of the organization and community to ensure that the Town takes the necessary steps in maintaining and improving the community for our

businesses, residents and visitors in the years to come. In addition, the Town is working to update its Comprehensive Plan in an effort to bring the plan into line with the needs and desires of the community now and into the future.

BUDGET SUMMARY

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TAX RATE HISTORY IN OCCOQUAN

The Town’s Real Estate Tax accounts for 36 percent of the Town’s revenue. The second largest revenue is derived from the Town’s Meals and Sales Tax, which combined makes up approximately 32 percent of revenue.

Prior to 1993, the Town’s Real Estate Tax Rate was set at \$.25 per \$100 of assessed value. During that time period, the Town was a low-density community of approximately 350 residents. Between 1990 and 1994, the Town Council reduced the tax rate from \$.25 to \$.05 per \$100 of assessed value with the intent of using the revenue generated from the semi-annual craft shows to offset the tax burden on its residents.

Since that time, the Town has evolved and grown, and is now a higher-density community of almost 1,000 residents with a vibrant business community of approximately 164 small businesses, 82% of which are located in the six acre riverfront historic district. The increase in

residents and businesses has required a higher level of service and programming from the Town and expectation to capitalize on the unique character of our historic community and its position in the region.

A few years ago, the Town Council made a fiscal policy decision to focus on using revenue generated from the semi-annual craft shows to support capital improvement projects including infrastructure improvements like sidewalk and road replacement and maintenance, intersection upgrades, public building maintenance, beautification efforts and other larger, long-term projects that require more significant financial investment. This has reduced the amount of funding available from craft show revenues to support the General Fund, which includes all of the day-to-day costs that are required to provide the services that residents and businesses have come to expect from the Town on a regular basis.

Occoquan residents, like other towns within counties, pay Real Estate Taxes to both the Town and Prince William County. This is due to that Occoquan is an incorporated Town that has shared services with Prince William County, but also offers its own services to Town residents. Some shared services that Town residents receive from the County include police support, fire and rescue, schools, human services, parks and recreation, and libraries.

TAX RATE COMPARISON

Town	FY 2015 Adopted Tax Rate (per \$100 of assessed value)	County PWC: \$1.1480 FC: \$1.090
Dumfries	\$.2333	Prince William County
Haymarket	\$.153	Prince William County
Occoquan	\$.11	Prince William County
Quantico	\$.25	Prince William County
Herndon	\$.265	Fairfax County
Vienna	\$.2288	Fairfax County

PROPOSED FY 2016 TAX RATES

Real Estate Tax Rate

Real Estate tax assessments within Prince William County are estimated to increase by 6.3 percent over last year's assessments. The FY 2016 Proposed Budget includes a one cent increase in the Real Estate tax from \$0.11 cents per \$100 of assessed value to \$0.12 cents per \$100 of assessed value. Combining the expected increase in assessments and an additional penny on the Town's Real Estate Tax Rate, on average, property owners will see an increase in their annual Occoquan real estate tax bill of \$54 over last year, or \$4.50 per month. If the tax rate is maintained at \$.11 cents per \$100 of assessed value, on average, property owners would experience an average increase of \$22 in their annual bill due to the expected increase in assessments.

The current year budget included an adopted Real Estate Tax revenue of \$192,971; however, actual revenue is expected to come in \$9,000 less than projected at \$183,971 by June 30, 2015. This was due to an overestimation in revenues for unfinished developments.

Real Estate Tax Revenue: Actual FY 2015 vs Proposed FY 2016

FY 2015 Actual RE Tax Revenue (\$0.11)	FY 2016 Proposed RE Tax Revenue (\$0.12)	Increase/(Decrease)
\$183,971	\$214,116	16.39%

Historically, the Town has advertised a higher rate when considering the adoption of the Town budget as by Virginia Law, the Town can adopt either the advertised rate or a lower rate, but cannot adopt a higher rate than what was advertised.

Meals Tax Rate

The Town of Occoquan currently collects two (2) percent on the amount paid for every meal or food purchased from any food establishment or caterer within the Town's limits. The Town Council has advertised a one percent increase on the Meals Tax for the FY 2016 Proposed Budget. For the current Fiscal Year, the Town is projecting Meals Tax revenues of \$110,100. At a three percent Meals Tax Rate, the Proposed Budget for FY 2016 projects Meals Tax revenues of \$165,218.

The Town of Occoquan has collected a Meals Tax since 2000 and up until 2006, the Meals Tax rate was set at one percent. In 2006, Town Council increased the rate to two percent where it has remained for the last nine years. In comparison to other cities and towns in the region, the Town of Occoquan has the lowest rate with the majority of neighboring communities within the northern Virginia region having a four percent rate. According to the Weldon Cooper Center for Public Service’s 2013 annual publication on local tax rates, the median Meals Tax Rate in Virginia is (5%) five percent.

Meals Tax Comparison - Neighboring Communities

Dumfries*	4%	Manassas City^	4%
Fairfax City^	4%	Manassas Park^	4%
Haymarket*	4%	Occoquan*	2%
Herndon*	2.5%	Purcellville*	5%
Leesburg*	3.5%	Vienna*	3%

^FY 2015 Adopted Budget
 * 2013 Local Tax Rates, Weldon Cooper Center for Public Service

With the proposed increase of one percent in the Meals Tax Rate, the Proposed FY 2016 Budget includes a Community and Business Support expenditure that allocates \$15,000 from the additional revenue generated by the one percent increase to support marketing and community programming for our business and historic district. The intent is to provide funding to develop community programming and support marketing efforts that will promote Occoquan as a destination in support of our business community and provide more community events that will benefit the entire Occoquan community.

While the Meals Tax revenue will continue to fund the Town’s provision of services within the General Fund, a portion of the additional revenue has been set aside within the Proposed Budget to support business and community development.

Transient Tax Rate

The Town of Occoquan imposes a Transient Tax Rate of two percent on lodging within the Town. The Town does not currently have lodging establishments within its limits and as a result, no revenue is generated from this tax. The Town Council has advertised a Transient Tax Rate of two percent for the FY 2016 Proposed Budget.

BUDGET OVERVIEW

This year's proposed budget divides the Town's financial management system into several funds based on general operations, with each fund identifying revenues and expenditures. The major funds appropriated by Town Council are as follows:

- General Fund
- Craft Show Fund
- Mamie Davis Fund
- Capital Improvement Plan Fund

GENERAL FUND

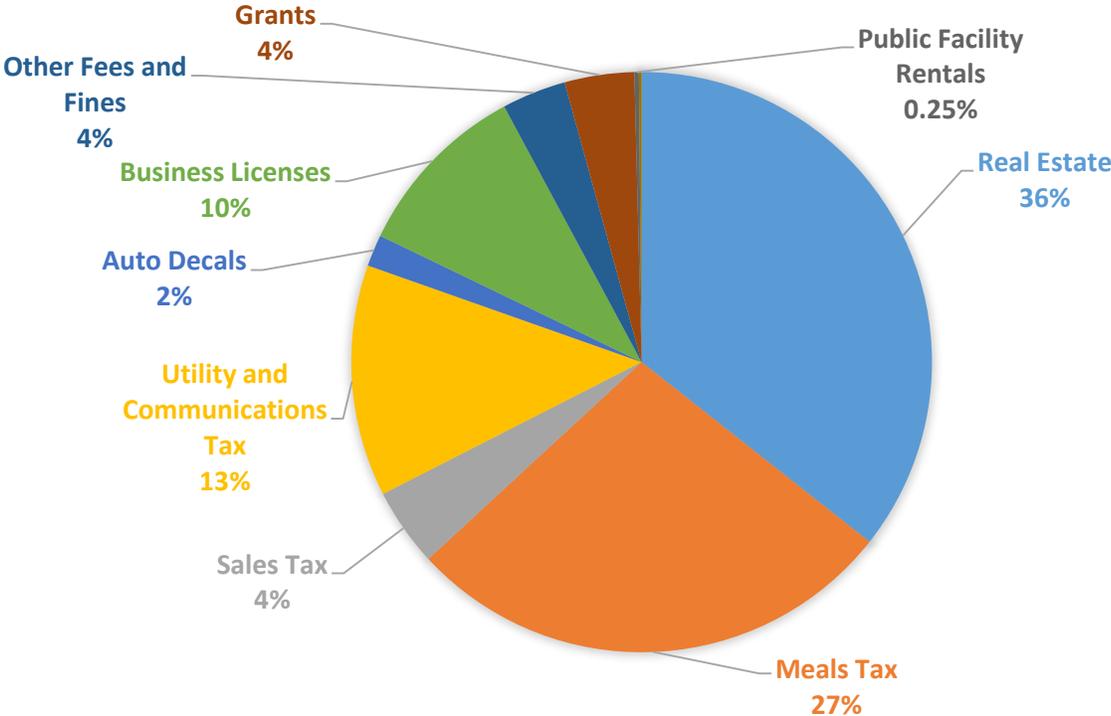
The General Fund is divided into six divisions, which is further broken down by activity and associated expenses. The General Fund consists of costs associated with day to day expenses incurred in the provision of town programs and services.

General Fund Revenue

Total revenues for FY 2016 in the General Fund are proposed at \$600,883. This is up from the prior year adopted budget by 18.92 percent or \$95,587. Occoquan's General Fund revenue is supported by taxes, fees, charges for service, fines and state and federal aid. In previous years, the Town utilized transfers from the Craft Show Fund in order to support General Fund expenditures. As mentioned earlier, in recent years, the Town has followed a fiscal policy of not utilizing this unguaranteed source of revenue for the Town to supplement the budget and instead focus a majority of the revenue to fund projects in the Capital Improvement Plan.

The proposed FY 2016 budget is based on a one percent increase in Meals Tax and a one cent increase on the Real Estate Tax Rate, bringing in an additional \$55,072 and \$30,144 over current year projected revenues, respectively. The increase in revenue will go to support General Fund activities including infrastructure maintenance, community programming, refuse collection, business support, public safety activities, etc. Specifically, a portion of the revenue generated from the additional meals tax has been set as an expenditure for community and business development to go towards supporting community and business activities within the Town of Occoquan.

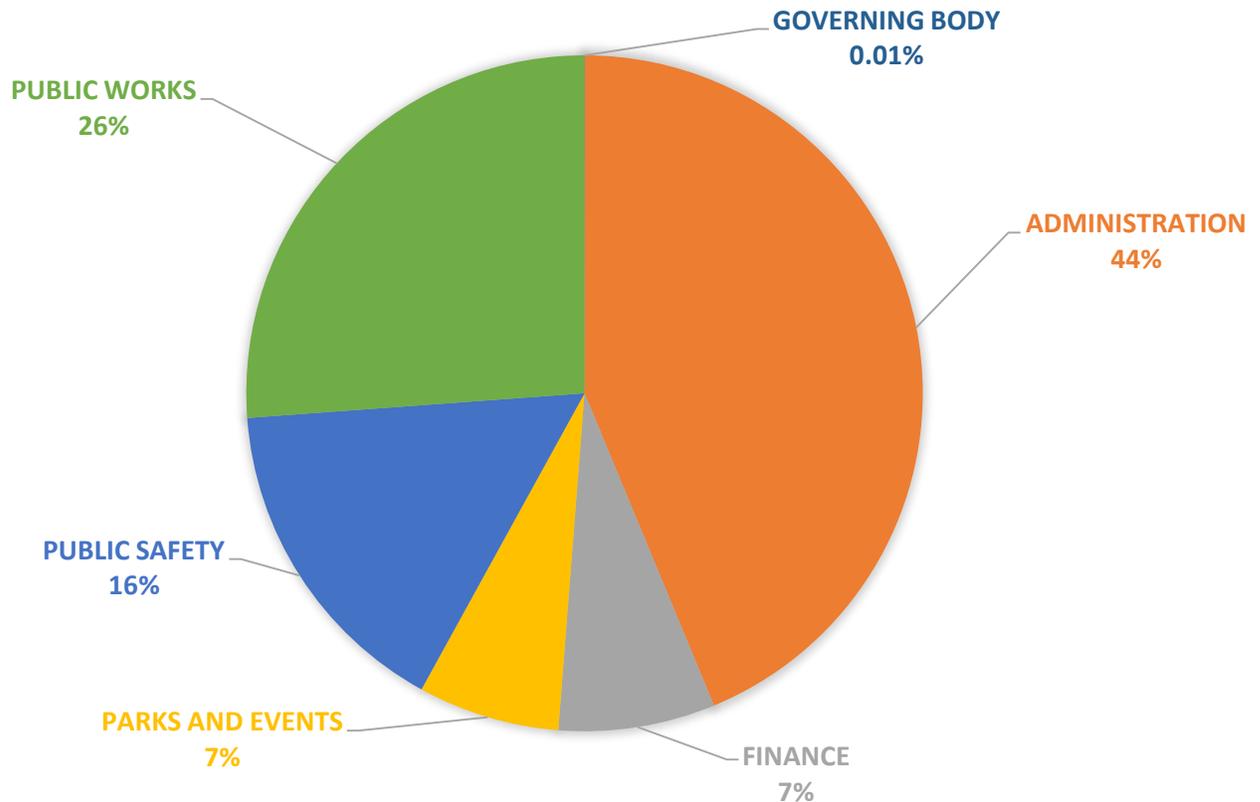
FY 2016 GENERAL FUND REVENUES



General Fund Expenditures

Total expenses for the proposed FY 2016 General Fund are expected to increase 16.05 percent over the adopted FY 2015 budget to \$586,396. Significant increases in general fund expenses are related to personnel costs, deferred maintenance costs, identifying previously unbudgeted costs, and new parks and events costs associated with the new River Mill Park.

FY 2016 GENERAL FUND EXPENDITURES - BY DIVISION



SUMMARY BY DIVISION

Administration

The Administration Division includes costs associated with operational services and programs for the Town of Occoquan. These include contractual services for legal, engineering, zoning, building official and information technology; public building and infrastructure utilities; Town election costs; employee and board and commission training; insurance; and personnel costs for the Town Manager and Town Clerk positions. The total expenditure amount for this division is \$256,540.

This budget includes a change to the Town Clerk position from a part-time (30 hours) to a full-time position. Currently, the Town Manager is the only full time administrative position within the Town. This position change will benefit the organization by increasing responsiveness to requests for service and increasing organizational efficiencies an increase Town Hall hours of operation.

The Administration Division also includes an expenditure for Building Official Services. Currently, Prince William County provides this service for the Town of Occoquan; however, the Town recently sought proposals to determine whether the service should be brought back in house and provided by the Town. Town Council will take action on whether or not to bring the building official function in-house during the April 7, Town Council meeting. While an expenditure of \$5,000 has been allocated for this service, the Town will develop a fee structure with the intent of this service being cost neutral.

Finance

The Finance Division includes costs associated with the Town Treasurer's functions including auditing and payroll services, and Town Treasurer personnel costs. There are no significant changes to this budget. The total expenditure amount for this division is \$43,912.

Parks and Events

The Parks and Events Division includes costs for one-half year impact for future events and programming at River Mill Park, costs for other events including Town Holiday Event, Volunteer Recognition Event, special events, holiday activities and funding for the Community and Business support activity. The total expenditure amount for this division is \$39,829.

In addition, this budget includes the addition of an Events and Marketing Coordinator position with the Town that would be responsible for organizing the semi-annual craft shows, town communication activities, community events and park programming, and serve as liaison between the Town and business community in an effort to collaborate on promotional activities and community events that benefit the entire Occoquan community and further promote Occoquan as a destination. The addition of this position would eliminate the Craft Show Director position with the Town (duties would be absorbed by the new position) and would be funded partially by the Craft Show Fund and the General Fund. Within the Proposed FY 2016 Budget, the position is funded for a half year and would be effective January 1, 2016. In FY 2017, the position would have a full year fiscal impact.

This division also includes an expenditure of \$15,000 for Community and Business Development. This amount is allocated from the additional revenue that will be garnered from the proposed increase of one percent on the Meals Tax rate. The Events and Marketing Coordinator will utilize this funding in support of community programming and business/historic district promotions.

Public Safety

The Public Safety Division includes costs associated with police activities within the Town of Occoquan. The Occoquan Police Department currently consists of one Police Chief and one Auxiliary Officer. The Proposed Budget includes funding for two additional auxiliary police officers, for a first-year cost of approximately \$6,500. The annual cost is approximately \$725 per auxiliary position.

A majority of funding identified for public safety is provided through the HB 599 grant, which is approximately \$23,000 annually. There are no other significant changes to this budget. The total expenditure amount for this division is \$92,829.

Public Works

The Public Works Division includes costs associated with maintenance of public buildings, infrastructure and equipment, contracts including landscaping, refuse collection and building maintenance, and personnel costs associated with the Maintenance Supervisor position and on-call labor. The total expenditure amount for this division is \$153,345.

This budget includes half-year cost impacts of \$8,570 related to the new River Mill Park including landscaping, maintenance, utilities and janitorial services. In FY 17, a full year cost impact of approximately \$15,000 is expected.

The Proposed Budget includes increased focus on improvements to existing infrastructure and beautification efforts within the historic district. There are no other significant changes to this budget.

Governing Body

The Governing Body Division includes the annual stipend for Town Council members. The total expenditure amount for this division is \$72.

STAFFING COSTS

The increase in General Fund includes changes to the Town's staffing structure and a 1.7% market adjustment for Town employees. The Town currently has two full-time employees (Town Manager and Chief of Police) and four part-time employees (Town Clerk, Town Treasurer, Maintenance Supervisor and Craft Show Director). As part of its benefit package, the Town offers life insurance and disability to qualifying employees, a Simple IRA matching program for eligible employees, and paid vacation and sick leave for full time employees.

The Town offers a wide range of services to its residents and businesses that are performed or managed by the six staff members that comprise the administrative branch of the Town government. These services include refuse collection, public safety, infrastructure development and maintenance, historic preservation, parks and recreation, community events, planning and zoning, engineering and tax enforcement. Since 1980, the Town's community has grown from 241 residents to almost 1,000 in 2013. During that time period, the staffing levels have adjusted slightly, but the overall structure has remained constant. The proposed budget includes increasing the part-time position of Town Clerk to full-time status and has a budgetary impact of \$12,309 over current year costs.

In addition, the proposed budget includes a mid-fiscal year change to convert the current part-time Craft Show Director Position to a full-time position of Events and Marketing Coordinator. This position would become effective January 1, 2016 and would not only coordinate the Town's semi-annual Arts and Crafts Shows, but would also serve as a liaison between the Town and business community in order to develop and partner on various community and events and activities for the benefit of the community. In addition, this position would serve as the Town's public information office and be responsible for the Town's media outreach, social media and public information activities. The budgetary impact on the General Fund

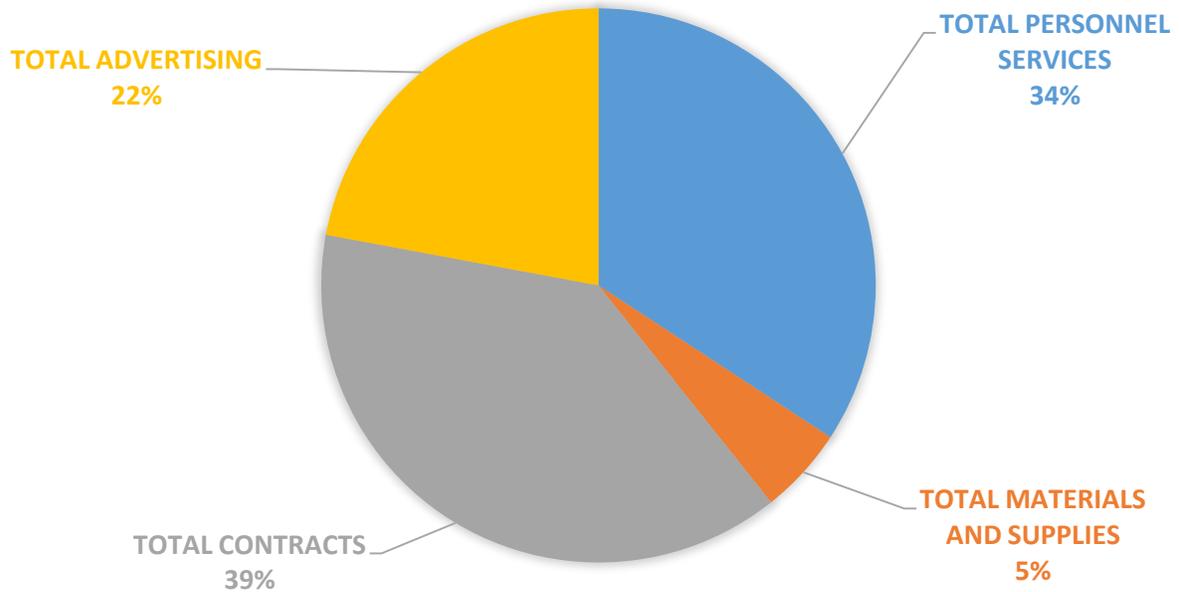
personnel category for this year would be \$16,461; however, the Town would need to allocate \$32,922 in FY 2017 to fully fund the position. The position would be partially funded by the Craft Show Fund (\$13,000) and partially funded by the General Fund. The Craft Show Fund is supported by revenues generated by the semi-annual craft shows; not from collected taxes.

CRAFT SHOW FUND

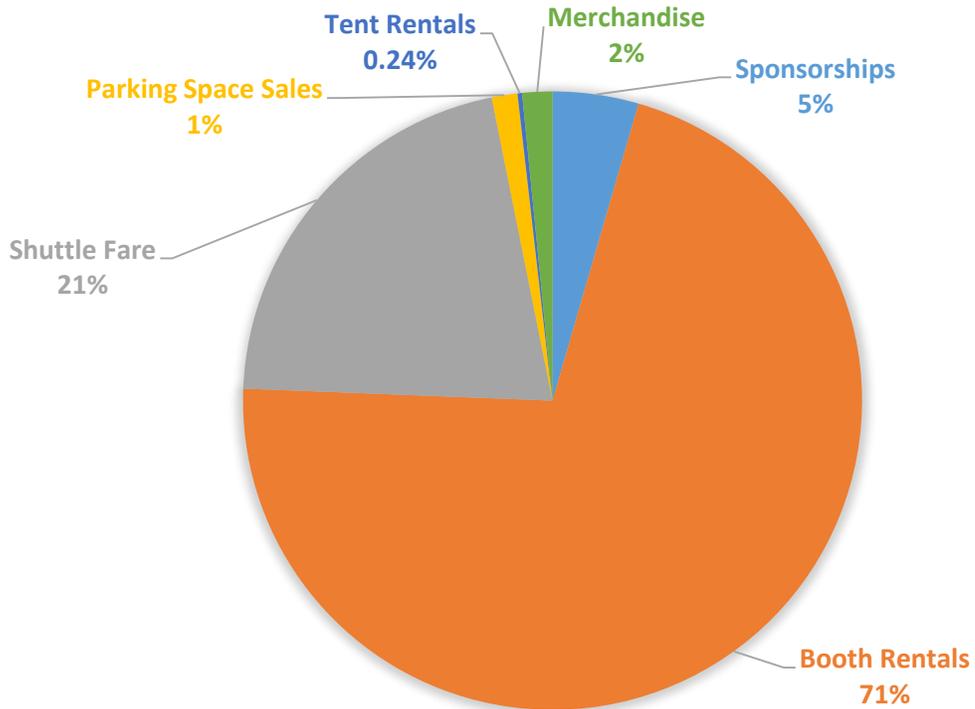
Over the last 46 years, the Town of Occoquan has hosted two arts and crafts shows during the months of June and September each year. The revenue generated from these two events bring the Town a net revenue of approximately \$120,000 annually. In the past, revenues generated from these shows were used to supplement the General Fund revenues in an effort to keep the Town's tax rate low. In fact, between 1990 and 1994, when the Town was a community of approximately 350 residents, the Town Council reduced the Town's real estate tax rate from \$.25 per \$100 of assessed value to \$.05 per \$100. The purpose of this reduction in the real estate tax was to utilize funds from the craft show to supplement the General Fund revenues in order to continue to deliver the same level of service while reducing the tax burden on Town residents. Since that time, the Town went from a low density community with approximately 340 residents in 1990, to a more urban environment with close to 1,000 residents calling Occoquan home.

Since then, the Town Council has adjusted its policy in regards to how craft show funds are utilized and instead of supplementing the General Fund, the net revenues are allocated annually to accomplish capital projects including infrastructure maintenance and improvements, street beautification projects, park and recreation projects, stormwater management, building maintenance, development and maintenance of pedestrian connections, and other public projects.

**FY 2016 CRAFT SHOW FUND
SPRING AND FALL SHOWS - EXPENDITURES**



**FY 2016 CRAFT SHOW FUND
SPRING AND FALL SHOWS - REVENUES**

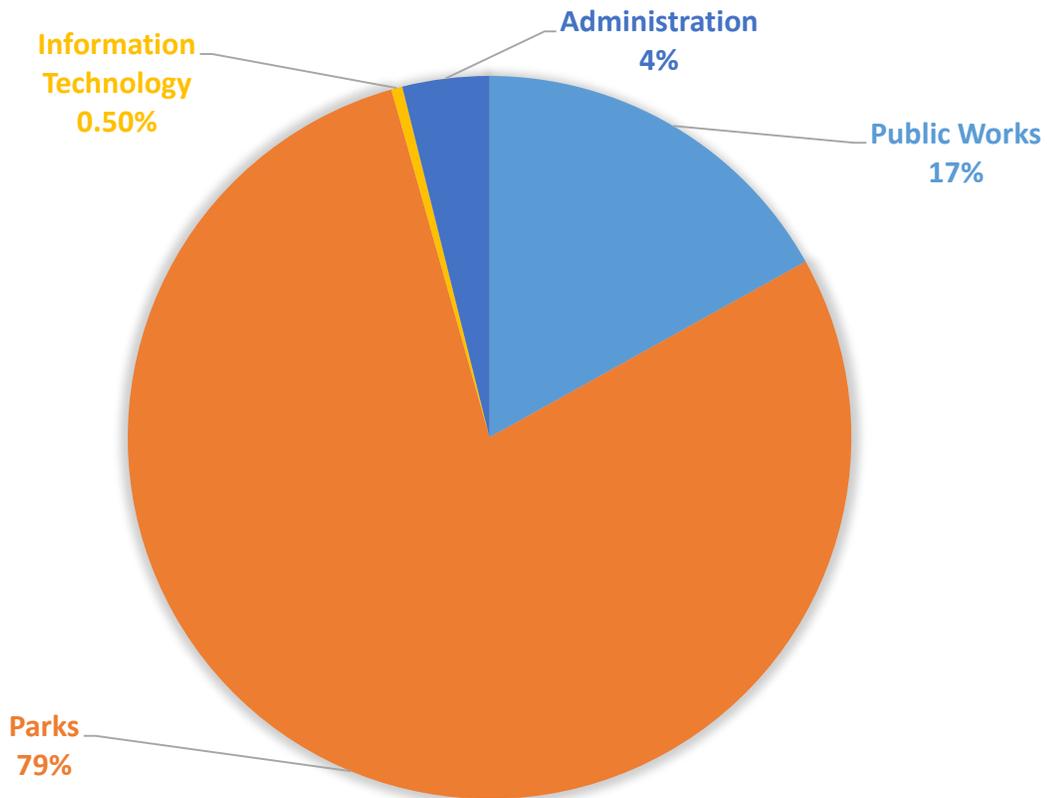


CAPITAL IMPROVEMENT PLAN FUND

The Town funds the Capital Improvement Plan with the net revenue from the two annual arts and crafts shows that are held in June and September each year. On average, the Town nets approximately \$120,000 annually, which is then used to fund various projects.

The Proposed FY 2016-2025 Capital Improvement Plan focuses on investing in infrastructure improvements including streetscaping, road and sidewalk maintenance, and intersection improvements to promote pedestrian safety. In addition, in FY 2016, the plan includes property improvements at the Town's maintenance facility, River Mill Park funding, a public canoe/kayak ramp, and administrative improvements including Town Hall A/V equipment, implementation of a document management system and recodification of the Town Code, to include a legal review of the Town's zoning code.

FY 2016 CAPITAL IMPROVEMENT FUNDS - EXPENDITURES



MAMIE DAVIS FUND

The Mamie Davis fund is a \$100,000 endowment that the Town received in order to maintain Mamie Davis Park and Town Hall. The Town is not able to spend the principle amount; however, we are able to utilize the revenues generated from interest on projects benefiting the park or Town Hall. The Proposed FY 2016 budget estimates approximately \$2,000 in revenues for this fund. By current year end, the account balance available generated from the Mamie Davis Fund is expected to be almost \$7,000.

RESERVES

The FY 2016 budget process also included an analysis of the Town's reserves. The reserves have been built over the last several years from surplus incurred from the General Fund as well as from the adopted Capital Improvement Plan. By current year end, the Town is estimating to have approximately \$200,000 in an Operating Reserve and approximately \$370,000 available for Capital Improvement Projects and other major capital investments.

The Operating Reserve Fund is estimated at approximately 90 to 120 days of operating expenses and is intended to serve as the Town's safety net should the Town incur unexpected costs mid-fiscal year, as well as to compensate for an unexpected loss in revenue or revenue source.

SUMMARY

The Proposed FY 2016 Budget was developed with the six goals adopted by Town Council as its foundation and recognizes that the needs and expectations of the community have evolved and will continue to do so in the coming years. The budget document itself is intended to provide greater transparency and understanding on how funds are used to provide services and programming to the community.

The proposed budget is balanced and the Town has a healthy financial position with regards to all funds, including reserves and available funding to address infrastructure improvements and maintenance needs within the community, as well as increase communication, community

programming and the Town's position within the region.

It is my hope that we will continue to work together over the next year in making great strides to achieve the goals and expectations set by this Town Council and the community. The Town of Occoquan is a charming, historic riverfront community that we must all work together to preserve as well as promote in the greater northern Virginia region.

Respectfully submitted,

A handwritten signature in black ink, reading "Kirstyn Barr Jovanovich". The signature is written in a cursive style with a large initial "K".

Kirstyn Barr Jovanovich

Town Manager

TOWN OF OCCOQUAN
 CIRCA 1734 INCORPORATED 1874
 314 MILL STREET, P.O. BOX 195
 OCCOQUAN, VIRGINIA 22125
 703-491-1918, EXT. 2 FAX 703-491-4962
 WWW.OCCOQUANVA.GOV

PROPOSED FY 2016 BUDGET – APRIL 7, 2015
TAX RATES IN SUPPORT OF THE BUDGET – APRIL 28, 2015

PUBLIC HEARINGS TO SOLICIT COMMENT ON THE FOLLOWING:

1. Proposed FY 2016 Budget (see synopsis below.) A copy of the proposed budget is available at Town Hall from 9 a.m. to 4 p.m., Monday through Friday, and on the Town's website at www.occoquanva.gov; and
2. Proposed increase of the current real estate tax rate of \$.11 per \$100 to \$.12 per \$100 of the assessed value; and
3. Proposed increase of the current meals tax rate of 2% to 3%; and
4. Maintain the current transient occupancy tax rate of 2%.

		FY 2015 Budget	FY 2016 Proposed
OPERATING FUND	Revenues	\$505,296	\$600,883
	Expenses	\$505,296	\$586,396
CIP FUND	Revenues	--	--
	Expenses	\$1,640,000	\$1,005,000
MAMIE DAVIS FUND	Revenues	\$2,000	\$2,000
	Expenses	\$2,000	\$2,000
CRAFT SHOW FUND	Revenues	\$210,000	\$222,825
	Expenses	\$90,000	\$90,623

KIRSTYN BARR JOVANOVIICH
 Town Manager

A public hearing on the proposed budget will be held on April 7, 2015 at 7:00 p.m. at Occoquan Town Hall, 314 Mill Street, Occoquan, VA 22125.

The Town Council may set the real estate tax rate at 12 cents per hundred dollars value or at a lower rate, but Virginia law does not allow a higher rate than appears in this advertisement. The Town Council may set other tax rates (such as meals tax or transient occupancy tax) either higher or lower than the advertised rates.

NOTICE OF PROPOSED REAL PROPERTY TAX INCREASE

The Town of Occoquan proposes to increase property tax levies.

1. **Assessment Increase:** Total assessed value of real property, excluding additional assessments due to new construction or improvements to property, exceeds last year's total assessed value of real property by 6.3 percent.
2. **Lowered Rate Necessary to Offset Increased Assessment:** The tax rate which would levy the same amount of real estate tax as last year, when multiplied by the new total assessed value of real estate with the exclusions mentioned above, would be \$0.1031 per \$100 of assessed value. This rate will be known as the "lowered tax rate."
3. **Effective Rate Increase:** The Town of Occoquan proposes to adopt a tax rate of no more than \$0.12 per \$100 of assessed value. The difference between the lowered tax rate and the proposed rate would be \$0.0169 per \$100, or 16.39 percent. This difference will be known as the "effective tax rate increase."

Individual property taxes may, however, increase at a percentage greater than or less than the above percentage.

4. **Proposed Total Budget Increase:** Based on the proposed real property tax rate and changes in other revenues, the total budget of Town of Occoquan will be 18.92 percent above last year's budget.

A public hearing on the increase will be held on April 28, 2015 at 7:00 p.m.
 at Occoquan Town Hall, 314 Mill Street, Occoquan, VA 22125.

3/27 & 4/3/15

TOWN OF OCCOQUAN PROPOSED FY 2016 BUDGET

FUND DEPT ACTIVITY	GENERAL FUND							CRAFT SHOW FUND		
	OPERATING							EVENTS		
	ADMINISTRATION	FINANCE	PARKS AND EVENTS	PUBLIC SAFETY	PUBLIC WORKS	GOVERNING BODY	TOTAL	SPRING ARTS & CRAFT SHOW	FALL ARTS & CRAFT SHOW	TOTAL
EXPENDITURES										
ACCOUNT										
Salaries and Wages	109,146	32,365	15,756	64,834	31,873	72	254,046	6,500	6,500	13,000
Overtime					3,500	0	3,500			0
On-call Labor/Auxiliary Wages					1,000	0	1,000	8,640	8,640	17,280
Other Benefits (Cell Reimbursement)	0	0	0	240	240	0	480	0	0	0
Payroll Taxes (FICA & Medicare)	8,350	2,476	506	4,960	2,706	0	18,998	147	147	294
Life Insurance	110	0	29	930	200	0	1,269	23	23	47
Health Insurance	0	0	0	0	0	0	0	0	0	0
Disability Insurance	1,410	0	208	1,570	450	0	3,638	144	144	287
Employer Contributions: Simple IRA	3,274	971	199	1,945	956	0	7,345	58	58	115
EAP Services	0	0	0	0	0	0	0	0	0	0
TOTAL PERSONNEL SERVICES	122,290	35,812	16,698	74,479	40,925	72	290,276	15,511	15,511	31,023
Building Official Services	5,000						5,000			0
Consulting Services	1,000						1,000			0
Zoning and Engineering Services	25,000						25,000			0
Legal Services	35,000						35,000			0
Audit Services		7,500					7,500			0
Payroll Processing		600					600			0
TOTAL PROFESSIONAL SERVICES	66,000	8,100	0	0	0	0	74,100	0	0	0
Website Support	250						250			0
A/V and Recording Equipment R & M	1,000						1,000			0
Phone Support Services	1,000						1,000			0
Phone Service	1,200						1,200			0
Internet Service	1,200			500			1,700			0
Hardware/Software Upgrades	5,000						5,000			0
IT Support Services	5,000						5,000			0
TOTAL INFORMATION TECHNOLOGY SERVICES	14,650	0	0	500	0	0	15,150	0	0	0
Office Supplies	1,000		500	500			2,000	600	600	1,200
Operational Supplies	1,000		500	1,000			2,500	1,700	1,700	3,400
Books/Periodicals	0						0	0	0	0
Janitorial Supplies					1,000		1,000			0
Uniforms				900	1,500		2,400			0
TOTAL MATERIALS AND SUPPLIES	2,000	0	1,000	2,400	2,500	0	7,900	2,300	2,300	4,600
Elections	2,700						2,700			0
Copier Lease, Contract and Fees	3,300						3,300			0
Postage	1,800						1,800			0
Postal Meter Rental	300						300			0
Reproduction Services	0			0			0			0
TOTAL OPERATIONAL SERVICES	8,100	0	0	0	0	0	8,100	0	0	0

ACTIVITY	ADMINISTRATION	FINANCE	PARKS AND EVENTS	PUBLIC SAFETY	PUBLIC WORKS	GOVERNING BODY	TOTAL	SPRING ARTS & CRAFT SHOW	FALL ARTS & CRAFT SHOW	TOTAL
Refuse Collection Contract					60,000		60,000			0
Equipment Rental					2,500		2,500	16,500	16,500	33,000
Entertainment			0				0	1,000	1,000	2,000
TOTAL CONTRACTS	0	0	0	0	62,500	0	62,500	17,500	17,500	35,000
Insurance (VML)	17,000						17,000			0
TOTAL INSURANCE	17,000	0	0	0	0	0	17,000	0	0	0
Electronic Newsletter	250						250			0
Design/Print - Auto Decals	500						500			0
Design/Print - Newsletter	0						0			0
Postage - Newsletter	2,800						2,800			0
TOTAL PUBLIC INFORMATION	3,550	0	0	0	0	0	3,550	0	0	0
Advertising - Legal	2,000						2,000			0
Advertising - Marketing			2,000				2,000	10,000	10,000	20,000
Community/Business Support			15,000				15,000			0
Other Promotional	500						500			0
TOTAL ADVERTISING	2,500	0	17,000	0	0	0	19,500	10,000	10,000	20,000
Conferences	2,200			550			2,750			0
Membership and Dues	1,600			200			1,800			0
Travel Reimbursement	1,500			200			1,700			0
Employee Training	2,000			2,000			4,000			0
Boards and Commissions Training	500						500			0
TOTAL TRAINING AND TRAVEL	7,800	0	0	2,950	0	0	10,750	0	0	0
Town Vehicles				0	0		0			0
Street Sweeper					1,500		1,500			0
Maintenance and Repairs				500	500		1,000			0
Fuel				3,800	3,600		7,400			0
Equipment & Tools				8,200	1,500		9,700			0
TOTAL VEHICLES AND EQUIPMENT	0	0	0	12,500	7,100	0	19,600	0	0	0
Town Holiday Party			1,500				1,500			0
Volunteer Recognition (CS and B/C)			1,500				1,500			0
Parks/Town Hall Decorations			1,000				1,000			0
Wreath Installation and Maintenance					2,000		2,000			0
Utilities - Electricity	1,500						1,500			0
TOTAL SEASONAL	1,500	0	4,000	0	2,000	0	7,500	0	0	0
Security Services					700		700			0
Elevator Inspection/Maintenance					300		300			0
Janitorial Services					2,500		2,500			0
Window Washing					300		300			0
Events			0				0			0
Equipment Maintenance Contracts					350		350			0
Exterminating Services					120		120			0
Utilities - Gas/Water/Elec	3,000						3,000			0

TOTAL TOWN HALL										
	3,000	0	0	0	4,270	0	7,270	0	0	0
ACTIVITY	ADMINISTRATION	FINANCE	PARKS AND EVENTS	PUBLIC SAFETY	PUBLIC WORKS	GOVERNING BODY	TOTAL	SPRING ARTS & CRAFT SHOW	FALL ARTS & CRAFT SHOW	TOTAL
OHS Subsidy (Mill Museum Payroll)	6,000						6,000			
Equipment Maintenance Contract					0		0			0
Exterminating Services					120		120			0
Repairs and Maintenance					500		500			0
TOTAL MILL HOUSE MUSEUM	6,000	0	0	0	620	0	6,620	0	0	0
Equipment Maintenance Contracts					0		0			0
Exterminating Services					120		120			0
Repairs and Maintenance					500		500			0
TOTAL VISITORS CENTER	0	0	0	0	620	0	620	0	0	0
Exterminating Services					120		120			0
Equipment Maintenance Contracts					0		0			0
Utilities - Electricity/Water	600						600			0
Repairs and Maintenance					1,500		1,500			0
TOTAL MAINTENANCE YARD (Commerce)	600	0	0	0	1,620	0	2,220	0	0	0
Exterminating Services					120		120			0
Repairs and Maintenance					250		250			0
TOTAL MILL STREET STORAGE FACILITY	0	0	0	0	370	0	370	0	0	0
Special Events							0			0
Restroom Janitorial Services/Supplies					3,900		3,900			0
Winterization					250		250			0
Maintenance and Repairs					1,000		1,000			0
Landscaping					1,500		1,500			0
Utilities - Water, Sewer, Electricity	1,500						1,500			0
Exterminator Services					120		120			0
Equipment Maintenance Contracts					300		300			0
TOTAL RIVER PARK AND FACILITY	1,500	0	0	0	7,070	0	8,570	0	0	0
Special Events			1,000				1,000			0
Public Dock					1,000		1,000			0
Winterization					250		250			0
Maintenance and Repairs					1,500		1,500			0
Landscaping					3,000		3,000			0
Utilities - Water	50						50			0
TOTAL MAMIE DAVIS PARK	50	0	1,000	0	5,750	0	6,800	0	0	0
Special Events			0				0			0
Maintenance and Repairs					0		0			0
TOTAL TANYARD HILL ROAD PARK	0	0	0	0	0	0	0	0	0	0
Maintenance and Repairs					0		0			0
TOTAL FURNACE BRANCH PARK	0	0	0	0	0	0	0	0	0	0

ACTIVITY	ADMINISTRATION	FINANCE	PARKS AND EVENTS	PUBLIC SAFETY	PUBLIC WORKS	GOVERNING BODY	TOTAL	SPRING ARTS & CRAFT SHOW	FALL ARTS & CRAFT SHOW	TOTAL
Street Painting					500		500			0
Brick Sidewalks Maintenance and Repairs					500		500			0
Asphalt Repairs					500		500			0
Snow Removal					5,000		5,000			0
Leaf Collection					0		0			0
TOTAL STREETS AND SIDEWALKS	0	0	0	0	6,500	0	6,500	0	0	0
Gas Light Maintenance and Repair					1,000		1,000			0
Town Signage Maintenance/Repairs					500		500			0
Public Gardens					1,000		1,000			0
Landscaping					5,000		5,000			0
Street Tree Maintenance/Repairs					2,500		2,500			0
Public Trash Containers					1,500		1,500			0
TOTAL HISTORIC DISTRICT	0	0	0	0	11,500	0	11,500	0	0	0
TOTALS	\$256,540	\$43,912	\$39,698	\$92,829	\$153,345	\$72	\$586,396	\$45,311	\$45,311	\$90,623

TOWN OF OCCOQUAN PROPOSED FY 2016 BUDGET - REVENUES

FUND	GENERAL FUND - REVENUES
DEPT	OPERATING

Real Estate Tax Rate of: \$ 0.12 per \$100

ACCOUNT	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 12/31/2014	FY 2015 Projected	FY 2016 Budget	% Increase to 2015 Budget	% Increase to 2015 Projected
Taxes								
Real Estate	169,234.00	164,340.16	192,971.00	(144.19)	183,971.17	214,115.63	11.0%	16.4%
Meals Tax	92,700.00	106,172.45	97,325.00	56,054.53	110,100.00	165,218.00	69.8%	50.1%
Sales Tax	26,400.00	27,723.34	28,200.00	12,692.72	26,000.00	26,200.00	-7.1%	0.8%
Utility Tax	76,800.00	30,372.48	75,500.00	15,271.31	30,543.00	31,000.00		1.5%
Communications Tax	-	46,554.87	-	23,299.75	46,600.00	46,600.00		0.0%
Fees/Licenses								
Auto Decals	12,750.00	9,784.00	10,000.00	10,150.00	10,500.00	10,600.00	6.0%	1.0%
Business Licenses	52,000.00	61,572.70	60,000.00	8,673.26	65,000.00	60,000.00	0.0%	-7.7%
Late Fees	-	1,748.65	-	686.19	2,000.00	2,000.00		0.0%
Fines - Public Safety	17,000.00	4,794.82	12,000.00	6,057.26	10,057.00	12,000.00	0.0%	19.3%
Architectural Review Board Fees	-	190.00	-	220.00	440.00	500.00		13.6%
Precious Metal License	-	600.00	-	200.00	600.00	600.00		0.0%
ATM Fees	-	2,405.00	-	1,500.00	3,000.00	2,000.00		-33.3%
Dock Fees	-	332.00	-	182.00	350.00	350.00		0.0%
Engineering Fees	-	1,625.00	-	1,025.00	2,200.00	2,000.00		-9.1%
Administrative Fees	5,100.00	262.81	7,000.00	675.20	2,000.00	2,000.00	-71.4%	0.0%
Service Revenue - Bldg Official	-	-	-	-	-	-		
Service Revenue - Engineering	-	-	-	-	4,097.00	-		
Service Revenue - Legal	-	-	-	-	-	-		
Grants								
Litter Grant	-	1,060.00	1,000.00	1,059.00	1,059.00	1,000.00	0.0%	-5.6%
Public Safety (HB 599)	21,300.00	22,672.89	21,300.00	10,648.00	21,300.00	21,300.00	0.0%	0.0%
Safety (VML)	-	-	-	-	-	1,000.00	-	-
Rentals								
Mamie Davis Park	-	1,350.00	-	600.00	1,400.00	1,000.00	-	-28.6%
Town Hall	-	350.00	-	150.00	300.00	500.00	-	66.7%
River Mill Park	-	-	-	-	-	-	-	-
Other								
General Fund Interest	-	76.24	-	150.08	300.00	300.00	-	0.0%
Mamie Davis Interest	-	765.45	-	300.83	600.00	600.00	-	0.0%
Other	60,000.00	10,303.62	-	1,100.00	2,108.00	-	-	-
TOTAL	533,284.00	495,056.48	505,296.00	150,550.94	524,525.17	600,883.63	18.9%	14.6%

FUND		CRAFT SHOW FUND - REVENUES									
DEPT		EVENTS									
ACCOUNT		FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 12/31/2014	FY 2015 Projected	FY 2016 Budget	% increase to 2015 Budget	% increase to 2015 Projected		
	Sponsorships	-	-	-	-	5,000.00	10,000.00	N/A	100.0%		
	Booth Rentals		167,375.79		78,136.62	148,460.00	158,500.00	N/A	6.8%		
	Shuttle Fare		41,300.35		26,309.70	49,980.00	47,300.00	N/A	-5.4%		
	Parking Space Sales		1,150.00		1,425.00	3,000.00	3,000.00	N/A	0.0%		
	Tent Rentals					525.00	525.00	N/A	0.0%		
	Merchandise					1,500.00	3,500.00	N/A	133.3%		
	Total	-	209,826.14	205,000.00	105,871.32	208,465.00	222,825.00	8.7%	6.9%		

**PROPOSED FY 2016 CAPITAL IMPROVEMENT FUND
TEN YEAR CAPITAL IMPROVEMENTS PLAN FY 2016 - 2025**

FY2016-2020		FISCAL YEAR					TOTALS		FUNDING SOURCES			
Dept	PROJECT	FY16	FY17	FY18	FY19	FY20	Project Total	Dept Total	Bond	CIP	Grants, Other	TBD
Public Works												
	Mill Street Revitalization Project	150,000					150,000			150,000		
	Intersection Improvements (See Infrastructure Schedule)		10,000	10,000	10,000	10,000	40,000			50,000		
	Street Maintenance (See Infrastructure Schedule)		8,000	8,000	8,000	8,000	32,000			40,000		
	Sidewalk Maintenance (See Infrastructure Schedule)		5,000	5,000	5,000	5,000	20,000			25,000		
	Building Maintenance (See Building Maintenance Schedule)	5,000	5,000	5,000	5,000	5,000	25,000			25,000		
	Stormwater Management	5,000	5,000	5,000	5,000	5,000	25,000			25,000		
	Street Tree Maintenance		5,000	5,000	5,000	5,000	20,000			20,000		
	Trash/Recycling Containers Replacement		11,000	11,000	11,000		33,000			30,000	3,000	
	Town Hall Renovations		20,000				20,000			17,000	3,000	
	Annex Property Improvements	10,000					10,000			10,000		
	Street Sweeper Replacement				25,000		25,000			25,000		
	Gas Light Replacement						0					
	Historic District Parking Facility						0					
	Parking/Traffic Study			10,000			10,000	\$410,000		10,000		
Parks												
	Tanyard Hill Parcel - Site Research	5,000					5,000			5,000		
	Tanyard Hill Parcel - Improvements (Trail)						0					
	Furnace Branch Park (Site Research and Planning)		5,000				5,000			5,000		
	Furnace Branch Park (Site Prep/Planning)			10,000			10,000			10,000		
	Furnace Branch Park (Site Build)				15,000		15,000			15,000		
	River Park Project	750,000					750,000			750,000		
	Canoe/Kayak Ramp	36,000					36,000			7,500	28,500	
	Mamie Davis Park Renovations/Upgrades				5,000		5,000			5,000		
	Riverwalk Boardwalk						0	\$826,000				
Public Safety												
	Police Vehicle				45,000		45,000				45,000	
	In-Vehicle Laptop Replacement			2,000			2,000				2,000	
	Body Armor			2,000			2,000				2,000	
	Body/In-Car Camera System		7,000				7,000	\$56,000			7,000	
Information Technology												
	Computer Upgrades/Replacement			10,000		5,000	15,000			15,000		
	Server Room Relocation		5,000				5,000			5,000		
	Financial System		10,000				10,000			10,000		
	Website Redesign			15,000			15,000			15,000		
	A/V Equipment - Town Hall	5,000					5,000	\$50,000		5,000		
Administration												
	Document Management System	20,000					20,000			20,000		
	Town Code Recodification/Legal Review	12,000					12,000			12,000		
	Conference Room - Town Hall	2,000					2,000			8,000		
	Comprehensive Plan Review/Update	5,000					5,000	\$39,000		5,000		
TOTALS		\$1,005,000	\$96,000	\$98,000	\$139,000	\$43,000	\$1,231,000		\$0	\$569,500	\$840,500	\$0

**PROPOSED FY 2016 CAPITAL IMPROVEMENT FUND
TEN YEAR CAPITAL IMPROVEMENTS PLAN FY 2016 - 2025**

FY2021-2025	PROJECT	FISCAL YEAR					TOTALS		FUNDING SOURCES				
		FY21	FY22	FY23	FY24	FY25	Project Total	Dept Total	Bond	CIP	Grants, Other	TBD	
Public Works													
	Intersection Improvements (See Infrastructure Schedule)	10,000	10,000	10,000	10,000	10,000	50,000						
	Street Maintenance (See Infrastructure Schedule)	8,000	8,000	8,000	8,000	8,000	40,000		50,000				
	Sidewalk Maintenance (See Infrastructure Schedule)	5,000	5,000	5,000	5,000	5,000	25,000		40,000				
	Building Maintenance (See Building Maintenance Schedule)	5,000	5,000	5,000	5,000	5,000	25,000		25,000				
	Stormwater Management	5,000	5,000	5,000	5,000	5,000	25,000		25,000				
	Maintenance Vehicle			45,000			45,000		45,000				
	Historic District Underground Power Lines						0						
	Town Hall Renovations	10,000				10,000	20,000		20,000				
Parks													
	Mamie Davis Park Renovations/Upgrades				5,000		5,000		5,000				
	River Park Renovations/Upgrades					5,000	5,000		5,000				
	Tanyard Hill Park Renovations/Upgrades			5,000			5,000		5,000				
	Furnace Branch Park Renovations/Upgrades				5,000		5,000		5,000				
	Riverwalk Boardwalk						0		\$20,000				
Public Safety													
	Police Radios	20,000					20,000			20,000			
	Police Vehicle					45,000	45,000			45,000			
	Body Armor			2,000			2,000			2,000			
Information Technology													
	Computer Upgrades/Replacement		10,000		5,000		15,000		15,000				
	A/V Equipment						0		\$15,000				
Administration													
	Town Code Recodification/Legal Review	10,000					10,000		10,000				
	Comprehensive Plan Review/Update	5,000					5,000		5,000				
	TOTALS	\$78,000	\$43,000	\$85,000	\$48,000	\$93,000	\$347,000		\$0	\$280,000	\$67,000	\$0	

PROPOSED FY 2016-2025 CAPITAL IMPROVEMENTS PLAN SUMMARY

Dept	PROJECT	FISCAL YEAR					TOTALS	Dept Total
		FY16	FY17	FY18	FY19	FY20	Project Total	
Public Works		170,000	69,000	59,000	74,000	38,000	410,000	
	Mill Street Revitalization	150,000					150,000	
	Intersection Improvements (See Infrastructure Schedule)	0	10,000	10,000	10,000	10,000	40,000	
	Street Maintenance (See Infrastructure Schedule)	0	8,000	8,000	8,000	8,000	32,000	
	Sidewalk Maintenance (See Infrastructure Schedule)	0	5,000	5,000	5,000	5,000	20,000	
	Building Maintenance (See Infrastructure Schedule)	5,000	5,000	5,000	5,000	5,000	25,000	
	Stormwater Management	5,000	5,000	5,000	5,000	5,000	25,000	
	Street Tree Maintenance	0	5,000	5,000	5,000	5,000	20,000	
	Trash/Recycling Containers Replacement	0	11,000	11,000	11,000	0	33,000	
	Town Hall Renovations	0	20,000	0	0	0	20,000	
	Annex Property Improvements	10,000	0	0	0	0	10,000	
	Street Sweeper Replacement	0	0	0	25,000	0	25,000	
	Gaslight Replacement	0	0	0	0	0	0	
	Historic District Parking Facility	0	0	0	0	0	0	
	Parking/Traffic Study	0	0	10,000	0	0	10,000	\$410,000
	Bond	0	0	0	0	0	0	
	CIP	170,000	65,000	58,000	73,000	38,000	404,000	
	Grants, Other	0	4,000	1,000	1,000	0	6,000	
	TBD	0	0	0	0	0	0	
	Total Funding	170,000	69,000	59,000	74,000	38,000	410,000	

Dept	PROJECT	FISCAL YEAR					TOTALS	Dept Total
		FY16	FY17	FY18	FY19	FY20	Project Total	
Parks		791,000	5,000	10,000	20,000	0	826,000	
	Tanyard Hill Parcel - Site Research	5,000	0	0	0	0	5,000	
	Tanyard Hill Parcel - Improvements (Trail)	0	0	0	0	0	0	
	Furnace Branch Park (Site Research and Planning)	0	5,000	0	0	0	5,000	
	Furnace Branch Park (Site Prep/Planning)	0	0	10,000	0	0	10,000	
	Furnace Branch Park (Site Build)	0	0	0	15,000	0	15,000	
	River Park Project	750,000	0	0	0	0	750,000	
	Canoe/Kayak Ramp	36,000	0	0	0	0	36,000	
	Mamie Davis Park Renovations/Upgrades	0	0	0	5,000	0	5,000	
	Riverwalk Boardwalk	0	0	0	0	0	0	\$826,000
	Bond	0	0	0	0	0	0	
	CIP	12,500	5,000	10,000	20,000	0	47,500	
	Grants, Other	778,500	0	0	0	0	778,500	
	TBD	0	0	0	0	0	0	
	Total Funding	791,000	5,000	10,000	20,000	0	826,000	
Public Safety		0	7,000	4,000	45,000	0		
	Police Vehicle	0	0	0	45,000	0	45,000	
	In-Vehicle Laptop Replacement	0	0	2,000	0	0	2,000	
	Body Armor	0	0	2,000	0	0	2,000	
	Body/In-Car Camera System	0	7,000	0	0	0	7,000	\$56,000
	Bond	0	0	0	0	0	0	
	CIP	0	0	0	0	0	0	
	Grants, Other	0	7,000	4,000	45,000	0	56,000	
	TBD	0	0	0	0	0	0	
	Total Funding	0	7,000	4,000	45,000	0	56,000	

Dept	PROJECT	FISCAL YEAR					TOTALS	Dept Total
		FY16	FY17	FY18	FY19	FY20	Project Total	
Information Technology		5,000	15,000	25,000	0	5,000	50,000	
	Computer Upgrades	0	0	10,000	0	5,000	15,000	
	Server Room Relocation	0	5,000	0	0	0	5,000	
	Financial System	0	10,000	0	0	0	10,000	
	Website Redesign	0	0	15,000	0	0	15,000	
	A/V Equipment - Town Hall	5,000	0	0	0	0	5,000	\$50,000
	Bond	0	0	0	0	0	0	
	CIP	5,000	15,000	25,000	0	5,000	50,000	
	Grants, Other	0	0	0	0	0	0	
	TBD	0	0	0	0	0	0	
	Total Funding	5,000	15,000	25,000	0	5,000	50,000	
Administration		39,000	0	0	0	0	39,000	
	Document Management System	20,000	0	0	0	0	20,000	
	Town Code Recodification/Legal Review	12,000	0	0	0	0	12,000	
	Council Dais Chairs/Conference Room Table	2,000	0	0	0	0	2,000	
	Comprehensive Plan Review/Update	5,000	0	0	0	0	5,000	\$39,000
	Bond	0	0	0	0	0	0	
	CIP	39,000	0	0	0	0	39,000	
	Grants, Other	0	0	0	0	0	0	
	TBD	0	0	0	0	0	0	
	Total Funding	39,000	0	0	0	0	39,000	

Totals		FY16	FY17	FY18	FY19	FY20
	Bond	0	0	0	0	0
	CIP	226,500	85,000	93,000	93,000	43,000
	Grants, Other	778,500	11,000	5,000	46,000	0
	TBD	0	0	0	0	0
	Total Funding Per FY	1,005,000	96,000	98,000	139,000	43,000



TOWN OF OCCOQUAN

Vehicle and Equipment Replacement Schedule FY 2016 - FY 2025

Background

The purpose of this document is to outline a vehicle and equipment replacement plan for the next ten years. The Vehicle and Equipment Replacement Schedule includes vehicles and equipment owned and maintained by the Town of Occoquan and is intended to serve as a guide in providing direction to meet the needs of the organization. This is a living document that will be modified and updated annually in conjunction with the budgeting process to reflect changes within the organization and within the community.

Acquisition

The Town will participate in acquisition practices that will allow the town to obtain the lowest possible price at the highest possible quality. Any requests for new equipment must be cost justified and included as part of the annual budgeting process.

Maintenance

The Town will participate in vehicle and equipment maintenance practices that will keep vehicles and equipment in sound operating condition. These practices will follow manufacturer recommendations and preventative maintenance procedures, and will be performed in order to extend the useful life of the equipment.

Replacement

The recommended useful life for the equipment and vehicles listed within this document are based on manufacturer recommendations and the practices and procedures of other municipalities within the region. We recognize that replacing vehicles or equipment too soon or too late increases costs to the town. The approach taken is to analyze the costs associated with a vehicle and/or equipment and identify the point when, on average, it is reasonably depreciated, but has not yet incurred significant maintenance costs. By replacing the vehicle or equipment at this point, the Town can avoid escalating maintenance costs and optimize vehicle or equipment resale. The factors taken into consideration in the development of the replacement schedule include: mileage, age and type of use.

The replacement of the listed vehicles and equipment are included in the Capital Improvement Plan.

Town Vehicles Replacement Schedule

Activity	Vehicle	Purchased	Purchase Price	Average Mileage Per Year	Useful Life
Public Safety	2014 Ford Explorer	9/19/2013	\$34,653.76	15,000	6 Years (FY 19)
Public Works	2013 Ford F350	9/19/2013	\$37,296.81	3,700	10 Years (FY 23)

Town Equipment Replacement Schedule

Public Works				
Equipment	Purchased	Purchase Price	Annual Use	Useful Life
Tennant Model S20 Street Sweeper	11/2009	~\$25,000	Weekly	10 Years (FY19)
Snow Blower	~2009	~\$500	3X a Year	10 Years
Public Safety				
Body Armor	7/2013	\$600	Daily	5 Years (FY18)
Information Technology				
Equipment	Purchased	Purchase Price	Annual Use	Useful Life
Dell Desktop Computers and Monitors (5)	8/2013	\$5,200	Daily	4 Years (FY18)
Dell Server T320	8/2013	\$4,050	Daily	6 Years (FY20)
Police Cruiser Laptop	1/2013	\$1,800	Daily	4 Years (FY17)
Public Safety - Radios	1/2013	\$14,785	Daily	7 Years (FY21)
Public Safety - Radar	9/2013	\$1,443	Daily	10 Years (FY23)
Public Safety - Lidar	9/2013	\$1,903	Daily	10 Years (FY23)
FTR Recording System	10/2014	\$4,800	Monthly	10 Years (FY24)



TOWN OF OCCOQUAN

Infrastructure and Building Management Program

FY 2016 - FY 2025

Street Maintenance - Paving Program

BACKGROUND

During the summer of 2014, the Virginia Department of Transportation (VDOT) assisted the Town in rating the condition of its roads including River Road, Center Street, Poplar Alley, W. Locust Street, Cooper’s Alley and McKenzie Drive. The following rating system was used in scheduling the repaving and maintenance timeline and is identified below for each section of roadway:

Acceptable			Deficient	
Excellent	Good	Fair	Poor	Very Poor
90-100	89-70	69-60	59-50	Less than 49

STREET PAVING SCHEDULE

FY Year	Street	From	To	VDOT Rating (2015)	Application
2015	River Road	E. Locust Street	Dead End	38	Paving
2016	Poplar Alley	Ellicott Street	Washington Street	62	Paving
2017	Poplar Alley	Union Street	Washington Street	N/A	Speed Bump Rehab
2018	W. Locust Street	Washington Street	House #206	69	Paving
2019	Mill St Parking Lot				Paving
2020	McKenzie Drive	Ellicott Street	Fortress Way	70	Paving
2021	Center Street	Ellicott Street	Washington Street	79	Paving
2022	Ellicott Street Parking Lot			N/A	Paving

2025	Cooper's Alley	Mill Street	Dead End	84	Paving
2026	Poplar Alley	Washington Street	Dead End	90	Paving

Street Maintenance - Striping Program

Fiscal Year 2016: Restripe all Town roads, existing cross walks on town roads and parking lots. Perform every five (5) years. VDOT roads were restriped during Fiscal Year 2015.

TOWN STREET STRIPING SCHEDULE: **FY 2016** **FY 2021** **FY 2026**

Mill Street Revitalization Program

During the March 17, 2015 FY 2016 Budget Work Session, the Town Council requested that projects regarding intersection, street, sidewalk and street tree improvements be consolidated in an effort to focus on improvements on Mill Street within a shortened time frame than what is outlined within the proposed Infrastructure Maintenance Program. Staff is working to identify grant funding opportunities and develop an implementation plan to include the ability to underground utilities, revitalize and/or replace gas light fixtures, rehabilitate brick sidewalks, upgrade intersections to install crosswalks and pedestrian safety measures, and replace street trees with appropriate street trees that impact and promote more efficient storm water management practices. The FY 2016 Capital Improvement Plan allocated \$150,000 toward the first-year effort, with a focus on Mill Street.

The remainder of this document identifies key intersections and sidewalks that will be incorporated as appropriate into the Mill Street Revitalization Program.

Intersection Improvements Program

BACKGROUND

The Town of Occoquan is largely a pedestrian community, with much of its downtown area concentrated in a walkable location spanning a few blocks. The Town Council has made it a priority to focus on pedestrian access and safety, and as a result, focus has been placed on updating our sidewalks in order to install crosswalks to promote walkability and pedestrian safety. The Town has identified key intersections that will need to be brought up to current standards in order for the Virginia Department of Transportation to install crosswalks on VDOT owned roads. The Proposed FY 2016-2026 Capital Improvement Plan has annually identified funding for intersection improvements. The schedule below prioritizes intersection improvements and coincides with the brick sidewalk improvement schedule.

INTERSECTION IMPROVEMENT SCHEDULE

FY Year	Intersection Location	Location of Proposed Crosswalk
2016	Mill Street/ Washington Street	1. Crossing Washington Street 2. Crossing Mill Street
2017	Mill Street/ Ellicott Street	1. Crossing Ellicott Street 2. Crossing Mill Street
2018	Mill Street/Union Street	1. Crossing Mill Street (impacts parking)
2019	Washington Street (near Occoquan Heights)	Crosswalk connection at safe location
2019	West End of Mill Street	Crossing Mill Street at Mill House Museum
2020	Union Street/Commerce Street	Crosswalk existing, update to meet current standards
2021	Commerce Street/Ellicott Street	Crosswalk existing, update to meet current standards
2022	Commerce/Washington Street	Crosswalk existing, update to meet current standards

Brick Sidewalk Improvements Program

BACKGROUND

The Town is responsible for maintaining town-owned brick sidewalks.

BRICK SIDEWALK MAINTENANCE AND INSTALLATION SCHEDULE

FY Year	Street	From	To	Application
2016	Mill Street	Town Parking Lot	Union Street	Maintenance and Install
2016	Town Hall	N/A	N/A	Maintenance/Replacement
2017	Ellicott Street	Mill Street	McKenzie	Maintenance and Install
2017	Commerce Street	123	Ellicott Street	Maintenance and Install
2018	Mill Street	Union Street	Ellicott	Maintenance/Replacement
2019	Washington Street	Mill Street	Mount High Street	Maintenance and Install
2020	Mill Street	Ellicott	West End	Maintenance/Replacement

Town Building Maintenance Program

BACKGROUND

The town owns five buildings and one park structure, and will soon own two more park structures at the new River Mill Park once it is completed in early 2016. The annual budget incorporates normal maintenance costs for each of these facilities including window washing, painting, minor repairs, etc. The capital improvement plan incorporates long term investments including renovations, roof and window replacement, HVAC system upgrades and other long-term capital projects that relates to the health, safety and longevity of the structure.

Town Hall, 314 Mill Street

The Town's administrative and public safety offices are housed in Town Hall. The Town utilizes this facility for town operations, town government meetings and activities, community meetings and special events.

Over the years, minor enhancements have been made to the building in an effort to meet the changing needs of the staff and community, and respond to safety and maintenance issues. The building in general is in need of updates that will improve efficiencies in both energy usage and functionality.

Maintenance Facility,

The Town's Maintenance Facility, also known as the Town Annex, is used as a maintenance facility for town public works operations and storage for town documents.

Mill House Museum, 413 Mill Street

The Mill House Museum is leased from the Town and operated by the Occoquan Historical Society, but owned and maintained by the Town of Occoquan.

Visitor Center, 200 Mill Street

The Prince William County Visitor Center is leased from the Town and operated by Discover Prince William and Manassas, but owned and maintained by the Town of Occoquan.

Storage Building, (Former PWCSWA Pump Station) Near Intersection of Washington and Mill Streets

The Town acquired Prince William County Solid Waste Authority's former pump station building on Mill Street (near the intersection of Washington and Mill Streets) in late 2014, and currently uses it for town storage. It is recommended that in conjunction with the addition of the storage facility at the new River Mill Park during the upcoming fiscal year that the storage building be demolished.

BUILDING MAINTENANCE SCHEDULE

TOWN HALL			
Equipment	Installation Date	Useful Life	Estimated Replacement
Roof	Unknown	30 Years	Nearing End of Life FY17
Windows	Unknown	N/A - Recommend replacement for energy conservation and increased security	Upgrade for Energy Efficiency FY17
HVAC Upstairs Unit			
HVAC Downstairs Unit			
Furnace/Boiler	Unknown		
Water Heater	Unknown		
MAINTENANCE FACILITY			
Equipment	Installation Date	Useful Life	Estimated Replacement
Roof		30 Years	
Windows			
HVAC	August 2014		
Garage Door		Showing age, rust	
MILL HOUSE MUSEUM			
Equipment	Installation Date	Useful Life	Estimated Replacement
Roof			
Windows			
HVAC			
Boiler			
VISITOR'S CENTER			
Equipment	Installation Date	Useful Life	Estimated Replacement
Roof			
Windows			
HVAC			