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

Regular Meeting
April 4, 2017 | 7:00 p.m.

1. **Call to Order**

2. **Pledge of Allegiance**

3. **Citizens' Time -** Members of the public may, for three minutes, present for the purpose of directing attention to or requesting action on matters not included on the prepared agenda. These matters shall be referred to the appropriate town official(s) for investigation and report. Citizens may address issues as they come up on the agenda if advance notice is given during 'Citizens' Time'.

4. **Approval of Minutes**
   a. March 7, 2017 Regular Meeting Minutes
   b. March 21, 2017 Work Session Meeting Minutes

5. **Councilmember Reports**

6. **Mayor's Report**

7. **Staff Reports**
   a. Town Attorney
   b. Town Engineer
   c. Building Official
   d. Town Manager
   e. Town Treasurer
   f. Chief of Police
   g. Boards and Commissions

8. **Public Hearing**
   a. Public Hearing on Proposed Fiscal Year 2018 Budget

9. **Regular Business**
   a. Request to Award Contract for Trail Improvements at River Mill Park
   b. Request to Approve Parking Designations on Ellicott Street
   c. Request to Appropriate Funding for Business Guild 2017 Ad Request

Portions of this meeting may be held in closed session pursuant to the Virginia Freedom of Information Act.
A copy of this agenda with supporting documents is available online at www.occoquanva.gov.

d. Request to Accept FYE 2016 Financial Audit
e. Request to Adopt Multi-Jurisdictional Hazardous Mitigation Plan Update
f. Proclamation for Arbor Day

10. Closed Session

11. Adjournment

OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes - DRAFT
Town Hall – 314 Mill Street, Occoquan, VA 22125
Tuesday, March 7, 2017
7:00 p.m.

Present: Mayor Liz Quist, Vice Mayor Pat Sivigny, Councilmembers Matthew Dawson, Cindy Fithian, and Joe McGuire
Absent: Councilmember Jim Drakes
Staff: Kirstyn Jovanovich, Town Manager; Martin Crim, Town Attorney; Bruce Reese, Town Engineer; Stan Orndorff, The Engineering Groupe; Chris Coon, Town Clerk; Adam Linn, Interim Chief of Police

1. **Call to Order**
   Mayor Quist called the meeting to order at 7:00 p.m.

2. **Pledge of Allegiance**

3. **Citizens Time**
   Lori MacKenzie, 115 River Rd., stated that since moving to Occoquan, her and her husband have been involved in two vehicle accidents. She stated that there is an overflow of traffic in town. She stated that she hopes that the Town is hiring an Auxiliary officer in addition to the Chief. She stated that she would like to see additional police presence patrolling traffic coming down Route 123 into Town, Washington Street, and Commerce Street. Councilmember McGuire inquired about the time of the accidents. Ms. MacKenzie stated that one was in the evening around 6:30 pm and the other was in the morning around 8:00 am.

   Chris Kiely, 430 Mill St., stated that he would like the resignation of the Councilmember under sanction for embezzlement.

4. **Approval of Minutes**
   It was moved to approve the minutes of the February 7, 2017 Regular Meeting and February 21, 2017 Work Session Meeting.

   A motion was made by Councilmember Fithian seconded by Vice Mayor Sivigny that the Action Item be approved. The motion carried by poll vote, unanimous.

5. **Councilmember Reports**
   Councilmember Fithian reported that she attended an Occoquan River Communities (ORC) meeting and that Riverfest will be held on Saturday May 13, 2017. She stated that she needed to perform fundraising efforts to host a band in River Mill Park during Riverfest. She also indicated that she would like to reach out to the business community in Town for support. She stated that the event would be larger in 2018 when the Occoquan Regional Park construction is completed and those facilities can be utilized. She also stated that she

informed the ORC that any participation by the Town of Occoquan would not be supported by Town staff due to current vacancies and limited available resources.

Vice Mayor Sivigny reported he attended the Small Business Saturday event at South County High School. He stated that the South County High School Marketing students did an insightful study on the Craft Show in Occoquan.

6. **Mayor's Report**
No Report.

7. **Staff Reports**

A. **Town Attorney:** Mr. Crim, Town Attorney, reported on the following:
   i. **Kiely litigation-** There has been no action regarding the appeal from the State Technical Review Board; that item is still pending in the Circuit Court with no significant changes.
   ii. **Rivertown Overlook**- The development is moving forward and receiving final signatures from the necessary entities.
   iii. **Monitoring General Assembly Bill** – Mr. Crim reported on the following bills
      a. The Checkbook Bill, which would have required the town to post check and transactions on the Town's website, has been left in the house committee; no other action will be taken this year.
      b. The Cellphone Infrastructure Bill, which would take local authority on placement of cellphone towers, is on the Governor's desk with an action deadline of March 27, 2017.
      c. The Short-term Rental Bill, known as the AirBnb Bill, has passed both the House and the Senate and will make it to the Governor's desk for the final decision.
      d. The Party ID Bill, which would have required local elected officials and candidates of elected positions to be identified by their party affiliation on ballots, was defeated in the House. Mr. Crim stated that there was concern in Virginia because of the number of residents that are federal employees that would be impacted by the federal law that prevents federal employees from running in partisan elections.
   iv. **Miller Brothers Appeal –** Mr. Crim stated that he corresponded with Miller Brothers at the guidance of Town Council and he has yet to hear a response.
   v. **Prosecutions -** Mr. Crim stated that Interim Chief Linn has been very active and this has required that the Town hold prosecutions every month opposed to every two months.
   vi. **Canoe/Kayak Ramp –** The Invitation for Bid (IFB) and the contract have been drafted. He stated that the ad has been prepared using previous forms that were updated. Mr. Crim stated that the drafted documents prepared for this project would help prevent a similar scenario to what occurred with Miller Brothers and the River Mill Park project.
   vii. **BZA Appointment –** The names have been filed with the Circuit Court and the Town should have a response shortly.
   viii. **Upcoming Items –** Mr. Crim stated that there are some items and policy decisions that need to be made in the near future. He stated that there has been discussion regarding

food trucks in town. He asked Council to consider what regulations they would want to impose and if there would be different regulations if those food trucks would be on private or public property. He also stated that there have been preliminary discussions about regulations on chickens in Town.

Councilmember Fithian inquired if the discussion regarding food trucks began because of Bar-J's request for their one-year anniversary. Mr. Crim stated that Bar-J's is what started the discussion. He stated that this shows that food trucks are a reality in Occoquan and that there needs to be rules established for those food trucks. Councilmember Fithian inquired if the regulations could determine allowable length of stay. Mr. Crim stated that is a decision for Council to make but he will provide other localities' policies for food trucks to help Council make an informed decision.

Ms. Jovanovich stated that the chicken issue is going to be discussed in a future work session and she can add the food truck discussion to a future work session meeting agenda.

B. **Town Engineer:** Mr. Reese, Town Engineer, submitted a report as part of the meeting agenda. No questions were received.

C. **Building Official:** Mr. Barbeau was not present, however, his report was submitted as part of the meeting agenda. No questions were received.

D. **Town Manager:** Ms. Jovanovich submitted a manager's report as part of the agenda. Ms. Jovanovich went into further discussion regarding a Town resident's letter she received regarding parking along Ellicott Street. Ms. Schaffer requested that the no parking be extended on Ellicott Street due to difficulty for two-way traffic passing. Ms. Jovanovich stated that she sent the letter to Council. She also stated that Mr. Reese and Chief Linn have inspected the issue and took measurements to determine if parking is possible utilizing VDOT standards. A recommendation will be provided at the April meeting.

Vice Mayor Sivigny inquired about the status of the signs on West Locust Street and if the curbs have been painted. Ms. Jovanovich stated that the signs have been posted and they are being enforced. She also stated that the curb painting would be completed during the summer when the Town contracts to have all of the curbs in town refreshed. Vice Mayor Sivigny inquired about if VDOT has completed work on Washington Street. Ms. Jovanovich stated that there is still some work that needs to be completed in regards to restriping. She also indicated that she has reached out to VDOT regarding angled parking spaces to help alleviate the wrong way traffic up Washington Street and has not received a response yet.

Councilmember Fithian inquired if parking on West Locust Street has stopped. Ms. Jovanovich stated that there have been some disregard for the signs that Chief Linn has had to enforce and stated that when the curb is painted it should help alleviate parking along the no parking zone.

E. **Town Treasurer:** Ms. Jovanovich, Acting Town Treasurer, submitted the treasurer's report as part of the meeting agenda. No questions were received.

F. **Chief of Police:** Interim Chief Linn provided his February 2017 report with the agenda packet.

Councilmember McGuire inquired about Chief Linn's enforcement activities on Route 123. Chief Linn provided a detailed response to Councilmember McGuire's question. Councilmember Fithian stated that based on the complaints received during Citizens Time, that she believed Chief was acting appropriately in enforcing traffic violations along Route 123.

8. Regular Business

8A. Request to Approve Construction and Maintenance Agreement for 430 Mill Street (Kiely Court Project)

It was moved to approve the proposed Construction and Maintenance Agreement with Christopher and Jillian Kiely and authorize the Mayor to sign.

A motion was made by Councilmember Dawson, seconded by Councilmember Fithian that the Action Item be approved. The motion carried by poll vote, unanimous.

8B. Request to Award Contract for Drain Installation at River Mill

It was moved to award a contract to Prince William County Public Works Department for the installation of a drainage system along the trail and concrete overlook area in the amount not to exceed of $32,365 from Fiscal Year 2017 CIP Fund and direct the Town Manager to report back to Town Council in April with the cost of paving the entire trail at that time.

A motion was made by Councilmember McGuire, seconded by Councilmember Dawson that the Action Item be approved. The motion carried by poll vote, unanimous.

9. Work Session

a. **FY 2018 Budget Discussion #3 (Final)**

Ms. Jovanovich presented the newly updated figures, with explanations for the updates. Notable expenditures include Health Insurance Program Option, Employee Merit Increase Option, and Seasonal Maintenance Position (Dockmaster). Council held a discussion on the position of Dock Master and the responsibilities for that position. Ms. Jovanovich also stated that there has been funding added to the budget for Town business support in the amount of $10,000, and community support requests in the amount of $2,000. Ms. Jovanovich also noted that the approach taken in the development of the Capital Improvement Plan was to budget expenditures to match closely to anticipated revenues from the annual craft show. Mayor Quist provided with a reserve analysis and stated that the Town's Reserves must maintain a minimum of $420,000 to maintain four months of operating reserves, permanent funds, and the following year's CIP.

10. Closed Session

Vice Mayor Sivigny moved that the Council convene in closed session to discuss the following as permitted by the Virginia Code Section 2.2-3711(A)(1), a personnel matter involving: salary or other compensation of all employees. Councilmember Dawson seconded. The motion carried unanimously. Closed Session began at 8:45 p.m.

The Council came out of closed session at 8:54 p.m. Vice Mayor Sivigny moved that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in that motion. Councilmember Fithian seconded.

Motion passed, Ayes – Councilmember Fithian, Councilmember Dawson, Councilmember McGuire and Vice Mayor Sivigny, by roll call vote.

It was moved to advertise the following proposed FY 2018 Real Estate Tax Rate of $0.13 per $100 of assessed value, Meals Tax Rate of 3%, and Transient Occupancy Tax Rate of 2%.

> **A motion was made by Vice Mayor Sivigny, seconded by Councilmember Fithian that the Action Item be approved. The motion carried by poll vote, unanimous.**

11. Adjournment

The meeting was adjourned at 9:01 p.m.

_____

Christopher Coon
Town Clerk

DRAFT

OCCOQUAN TOWN COUNCIL
Work Session Minutes - DRAFT
Town Hall – 314 Mill Street, Occoquan, VA 22125
Tuesday, March 21, 2017
7:00 p.m.

Present: Mayor Liz Quist, Vice Mayor Pat Sivigny, Councilmembers Matthew Dawson, Cindy Fithian, and Joe McGuire
Staff: Kirstyn Jovanovich, Town Manager; Christopher Coon, Town Clerk; Ned Marshall, Zoning Administrator; Bruce Reese, Town Engineer; Stan Orndorff The Engineering Groupe; Billy Flynn, The Engineering Groupe
Others: Andrew Grossnickle, Robinson, Farmer, Cox & Associates
Absent: Councilmember Jim Drakes

1. Call to Order
Mayor Quist called the meeting to order at 7:00 p.m. and requested that the order of the Regular Items to be changed to 2C, 2D, 2A, and then 2B.

2. Regular Items

C. Zoning Policy Guidance: Chicken Coops and Food Trucks
Ned Marshall, Zoning Administrator, outlined the issue regarding whether chicken coops should be permitted within the town. He stated that currently the zoning ordinance does not prohibit or regulate these activities. Mr. Marshall provided chicken regulations from Spotsylvania and Prince William County. Ms. Jovanovich inquired if there was a minimum lot size requirement. Mr. Marshall stated that the majority of regulations required either 3+ acres or 5+ acres. Based on those regulations, there could potentially be two properties that meet those requirements. After discussion, the Council decided to prohibit chicken coops within the town and directed staff to prepare regulations that prohibit the activity.

Mr. Marshall discussed food trucks and whether or not the Town would want to permit them with regulations governing their use, or prohibit the activity. He stated that at this time food trucks are not permitted in VDOT right-of-way without a permit issued to the locality. In addition, commercial activities are not permitted on town property. Mr. Marshall provided information, guidance, and requirements for food trucks that are currently utilized in other localities. After discussion, the Council tasked Town Staff and the Zoning Administrator with defining "special events" and recommending requirements for food truck operators. This information will be presented for further discussion at a future meeting.

D. River Mill Park Trail Improvements Update
Stan Orndorff, The Engineering Groupe, performed an evaluation of the proposed drainage system for River Mill Park that was approved at the March

regular Town Council meeting. He stated that the drainage system would cover a two-year storm event. Mr. Orndorff recommended that the previous drain design not be installed and that the Town Council consider a new design that would require paving of the trail, and installation of a concrete curb that would prevent undercutting of the paved trail. The Town Council tasked staff to obtain a quote for the cost of paving the entire trail and installing a concrete curb on the upper part of the trail. Ms. Jovanovich stated that she would also speak to the landscaping contractor about ground coverage that would assist with slowing water flow across the property.

A. FYE 2016 Financial Audit Presentation

Mr. Grossnickle presented the results of the Financial Audit and stated that:

i. The Town's total net position of $3.5 million dollars as of June 30 2016 is an increase of $1.1 million dollars from the previous year.
ii. The Town Fund Balance of $711,537 as of June 30 2016, was a decrease of $24,136 of the previous year's Fund Balance.

Mayor Quist inquired about any other items which should be implemented by the Town with respect to the financial system, or things that have changed within the Town's process over the period which Mr. Grossnickle has been involved in the audits. Mr. Grossnickle suggested that the town look into a more sophisticated financial system that would support the town's budgeting process.

The acceptance of the FYE 2016 Financial Audit will be on the April 4, 2017 regular meeting agenda. Council was asked that once they have had the opportunity to review the document, to direct any questions to the Mayor or Town Manager.

B. FY 2017 2nd Quarter Report (October-December)

Mayor Quist reported that the Town's current year operating net revenue is tracking with the budget. She stated that Meals Tax is trending above budget due to positive business performance within the current fiscal year. River Mill Park maintenance is about $9,000 above budget, which has been attributed to the bathroom cleanings costing more than expected. The Town Manager has adjusted the frequency of the cleanings and is monitoring the effectiveness and will continue to adjust accordingly.

3. Adjournment

The meeting was adjourned at 8:04 p.m.

Christopher Coon
Town Clerk

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TOWN MANAGER
Kirstyn Barr Jovanovich

TOWN ENGINEER
Bruce A. Reese, P.E., L.S.

Town Engineer's Report
Town Council Meeting –April 4, 2017

Kayak/Canoe Launch – update from last report
Invitation for Bid (IFB) advertised March 15, 2017. Bids due April 21, 2017, with Town Council review in May for potential approval. Construction would start after June 30, 2017, due to "time of year" restriction for anadromous fish in Occoquan River.

Tanyard Hill property – update from last report
Proffer Condition Amendment (PCA) required for any work on site or to add signage. Working with Prince William County Planning staff to establish process and time frames. On schedule to have updated rezoning package, including new proffers, GDP, application, Comprehensive Plan Amendment, narrative, etc. in summer 2017.

Vistas at Occoquan – update from last report
Bond release process started by D. R. Horton. As-builts resubmitted 3/3/17 – comments from TEG and returned to submitting engineer. Request for certification on stormwater management facilities.

Occoquan Heights Landscape Maintenance Bond Release – no change from last report
Request for landscape bond release submitted by HOA. Inspection conducted with minor replantings required. On-going process.

Gaslight Landing Maintenance Bond Release – update from last report
Inspected property in January and sent notice to developer on status of plantings as per the approved Landscape Plan. Staff will monitor health of plantings through spring to ensure stability, then request bond release. Staff met with HOA to discuss replacement plantings to ensure continued compliance with project's overall landscape plan.

Rivertown Project – no change from last report
New owner continues to accomplish tasks as needed to have project re-started. On-going process.

VDOT Revenue Sharing and Grant Funding – no change from last report
Met with VDOT representatives on 1/5/17 to discuss options for various funding programs through VDOT (Smart Scale, Revenue Sharing, Highway Safety Improvement Program, Bike-Ped Safety, Transportation Alternatives Set-Aside, Federal Lands Access Programs). Options for improving cross walks proposed. Trail options can be considered.

River Mill Park – update from last report
Update by The Engineering Groupe.

Ellicott Street Parking – update from last report
Please see separate staff report included as part of agenda packet.

Kiely Court Project – update from last report
Owner continues to accomplish tasks as needed to have project started. On-going process, but awaiting final resolution of sanitary sewer lateral building code appeal.

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BUILDING OFFICIAL
Joseph E. Barbeau, Jr.

MARCH 2017 REPORT TO THE TOWN COUNCIL
BUILDING OFFICIAL REPORT

PERMITS ISSUED
3/8/2017, Permit to re-roof granted to 146 Washington Street.
3/24/2017, Permit to re-roof granted to 111 Edgehill Drive.
3/27/2017, Permit to install a gas hot water heater to 115 East Colonial Drive.

CERTIFICATES OF OCCUPANCY ISSUED
Certificates of Occupancy have been issued for four (4) residential units and one (1) storefront commercial space at 408 Mill Street.

INSPECTIONS

Date	Activity
2/24/2017	Final Inspection of all trades for kitchen renovation at 204 Brawners Farm Road, approved.
2/27/2017	Rough Inspections for all trades at 301 Commerce Street, approved.
2/27/2017	Rough Inspections for all trades at 408 Mill Street, Unit D, approved.
3/20/2017	Final Inspections for all trades at 408 Mill Street, Unit D, approved.

DOCUMENT REVIEW
Rivertown Overlook Project; plans have been reviewed, signed, and approved. Awaiting permit applications.

Review of documents for 201 Union Street to determine if a Building Permit is needed for the installation of a Brick Patio at this address; no permit is required.

ACTIONS
No actions are underway at this time.

RECOMMENDATIONS
There are no recommendations for the Council at this time.

OTHER
None.

End of Report, submitted on 3/28/2017.

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Town Manager's Report
Town Council Meeting – April 4, 2017

Mamie Davis Damage and Repairs
A majority of the brick repairs have been completed. Landscaping will be installed early April. Repair work is expected to be completed by mid-April.

Washington Street – Angled Parking Request
VDOT has advised that if angled parking were to be installed along Washington Street, between Commerce and Mill Streets, approximately five spaces would be lost. VDOT has recommended that if the Town wishes to angle the parking spaces, to schedule it for when Washington Street is repaved; it is not on the pavement schedule for 2017. In the interim VDOT will have straight arrows painted on the pavement to enhance that Washington Street is one-way. Direction is needed from Council to determine how to proceed in regards to angled parking spaces on Washington.

LOVE Sign Damage
The LOVE Sign in River Mill Park was damaged on Saturday, March 25, 2017. Staff is working to repair the sign. We are continuing to investigate how the sign was damaged.

Events and Community Development Director Position Update
The first round of interviews did not produce a candidate. A second position announcement was posted and closed on March 24, 2017. Resumes are under consideration and interviews will be scheduled during the first week of April.

Town Treasurer Position Update
The position announcement was posted on February 6, and was set as open until filled. First round interviews were conducted during the week of March 6, 2017; second round interviews were conducted during the week of March 27, 2017. A recommendation will be proposed to the Town Council during the April 4, 2017 Town Council meeting for consideration for appointment. We currently have a temporary accountant performing some treasurer responsibilities while the search for a permanent replacement is conducted.

Police Chief Position Update
The position announcement was posted and closed on March 31, 2017. The Town is working with Middleburg Police Chief AJ Panebianco to review applications and schedule interviews. Interviews will be scheduled with the full Council once the application review is completed.

Zoning and Subdivision Update
We have entered into a contract with Burns & McDonnell to conduct the zoning and subdivision review and update. A community meeting to obtain community input regarding the update to the zoning and subdivision ordinances will be held on Thursday, April 20, 2017, at 7:00 p.m.

-END-

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TOWN MANAGER
ACTING TOWN TREASURER
Kirstyn Barr Jovanovich

Town Treasurer's Report
Town Council Meeting – April 4, 2017

Audits
Provide update/status on audits:

Audit Type	Current Status	Last FY Audit Completed	Next Steps/Action
Financial Audit	Draft Presented	FYE 2015	Council Adoption – April 4, 2017
Meals Tax Audit		None	To be undertaken by new Treasurer
BPOL Audit		2012 License Year	To be undertaken by new Treasurer

Delinquencies
Provide update/status on delinquencies:

Meals Tax Delinquencies			
Business Name	**Length of Delinquency (months)**	**Date of Last Notice**	**Status of Compliance**
Pink Bicycle Tea Room	4	1/24/17	Not Compliant

Business License Delinquencies			
Business Name	**Length of Delinquency (Years)**	**Date of Last Notice**	**Status of Compliance**
13 Magickal Moons	1	2/13/17	Final Notice Sent
Excellence Home Health Services	1	2/13/17	Final Notice Sent
Fathom Realty	1	2/13/17	Final Notice Sent
Red Art and Design	1	2/13/17	Final Notice Sent
Tai Chi Jab	1	2/13/17	Final Notice Sent
The RJ Group	1	2/13/17	Complied, Balance Due
Ervin Engineering	1	2/13/17	Application filed; no payment
Joy of Being	1	2/13/17	Final Notice Sent

Real Estate Delinquencies				
Property Owner	**Length of Delinquency (Years)**	**Amount of Delinquency (Tax Only)**	**Date of Last Notice**	**Status of Compliance**
Fore, Ernest J	2	$695	12/28/16	Not Compliant
Houghton, Joy, Ronald W. & Lance R.	1	$1	12/28/16	Not Compliant
Houghton, Lance	1	$128	12/28/16	Not Compliant
Selecman, James	3	$813	10/4/16	Not Compliant

Other Items of Note
None.

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Kirstyn Barr Jovanovich

INTERIM CHIEF OF POLICE/ TOWN SERGEANT
Adam C. Linn

Occoquan Police Department

Monthly Town Council Report
April 4, 2017

Departmental Goals

(Set by Town Council in February 2016)

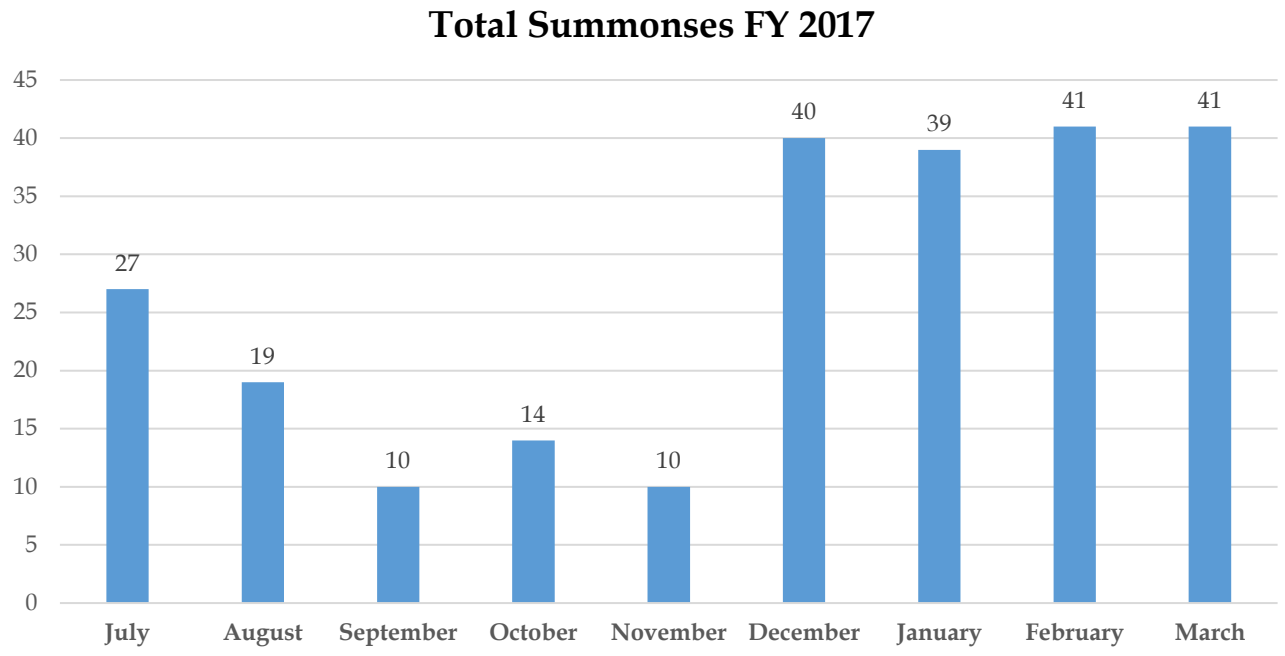
Goal 1: Protection of private property
Goal 2: Improvement of pedestrian safety
Goal 3: Increased patrol hours including nights and weekends
Goal 4: Prioritizing community meetings outside of town
Goal 5: Updating department policies

Significant Incidents

Nature	Date	Location	Details
Court	3/2/2017	Manassas	Attended General District Court
Trespass	3/2/2017	Town	Responded to Trespass complaint on Fortress Way. Spoke with complainants and advised.
Traffic Dispatch	3/2/2017	Town	Received a Be On the Look Out (BOLO) for reckless vehicle near Commerce St. and Gordon Blvd. Located the vehicle and initiated traffic stop and called for rescue since driver appeared to be suffering from a medical condition.
Service Call	3/3/2017	Town	Received complaint of wires down on Occoquan Heights and Washington St. Found wires hanging from pole – marked and secured wires and contacted Dominion and AT&T.
Service Call	3/4/2017	Town	Provided traffic control on Washington St. and Occoquan Heights Ct. while delivery truck unloaded furniture.
Service Call	3/4/2017	Town	Provided public safety support for Veterans' Round Table event at VFW.

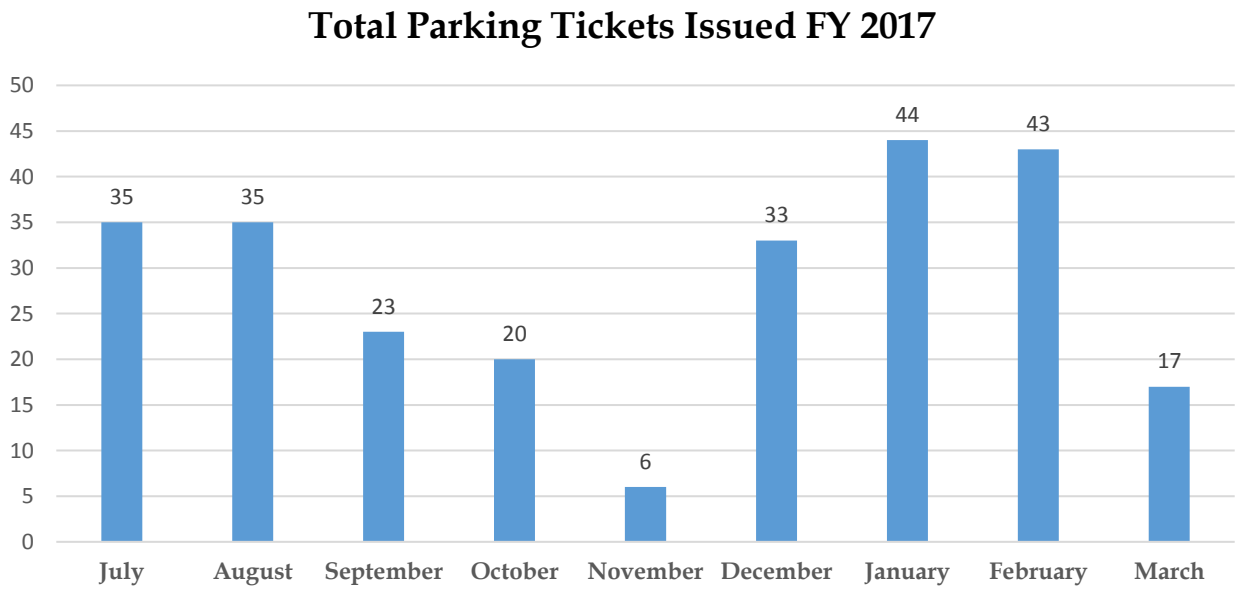
Auto Accidents	3/4/2017	County line	Dispatched to assist PWCPD in two separate 2-vehicle accidents just outside Town limits under mutual aid agreement.
Service Call	3/6/2017	Town	Assisted with parking removal and traffic during road repaving on Washington and Mill Streets.
Meeting	3/6/2017	Middleburg	Met with Southern Software and other chiefs of police to review cost saving opportunities for IBR software for the Town.
Destruction of Property	3/6/2017	Town	Planter prohibiting traffic from Washington St. through Mom's Apple Pie lot was hit during the VDOT repaving and destroyed.
Directed Traffic Enforcement	3/8/2017	Town	Directed speed enforcement during morning rush on Washington St & Occoquan Heights Ct.
Code Enforcement	3/8/2017	Town	Observed Contractor engaging in roof replacement without a permit on Washington St. Permit was obtained and worked continued.
Trespassing Complaint	3/11/2017	Town	Received a complaint from a business owner that an individual who was engaged in Pokémon activities in the store was asked to leave. The individual then proceeded to stand out front and tell people not to shop in the store. The individual was identified and asked to cease and move on with no further issues.
Directed Patrol	3/17/2017	Town	Monitored historic district during St. Patrick's day.
Alarm Call	3/20/2017	Town	Dispatched to an alarm call at a unit in 125 Mill St. Checked the location found it secured, contacted and advised the business owner by phone.
Service Call	3/24/2017	Town	Received complaint from Town resident that vehicles are speeding down Poplar Ln. in the evenings, especially Thursday and Fridays between the hours of 4-6pm.
Traffic Enforcement	3/24-3/31/2017	Town	Directed traffic enforcement on Poplar Lane.
Service Request	3/26/2017	Town	Damage to the LOVE sign in River Mill Park was reported on 3/25. Taped off damaged part of the sign to minimize pedestrian interaction.

Traffic Summonses FYTD (GRAPH) [1]



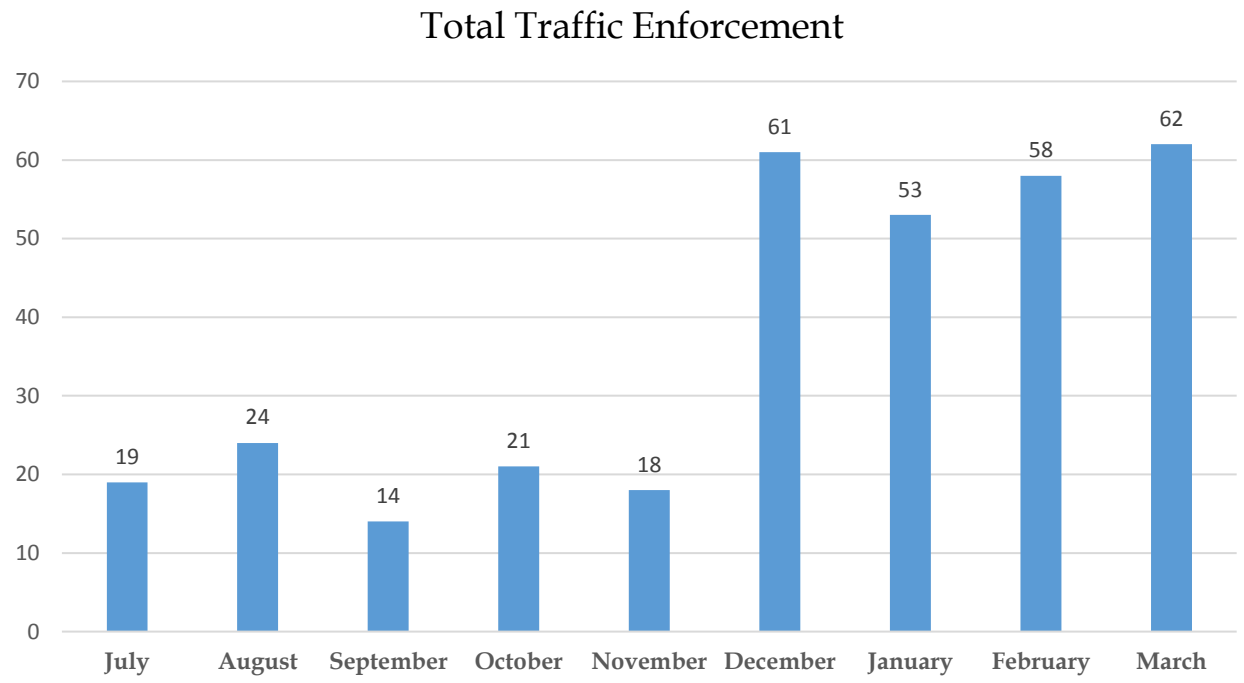
[1]Goals 1, 2

Parking Tickets Issued FYTD (GRAPH) [2]



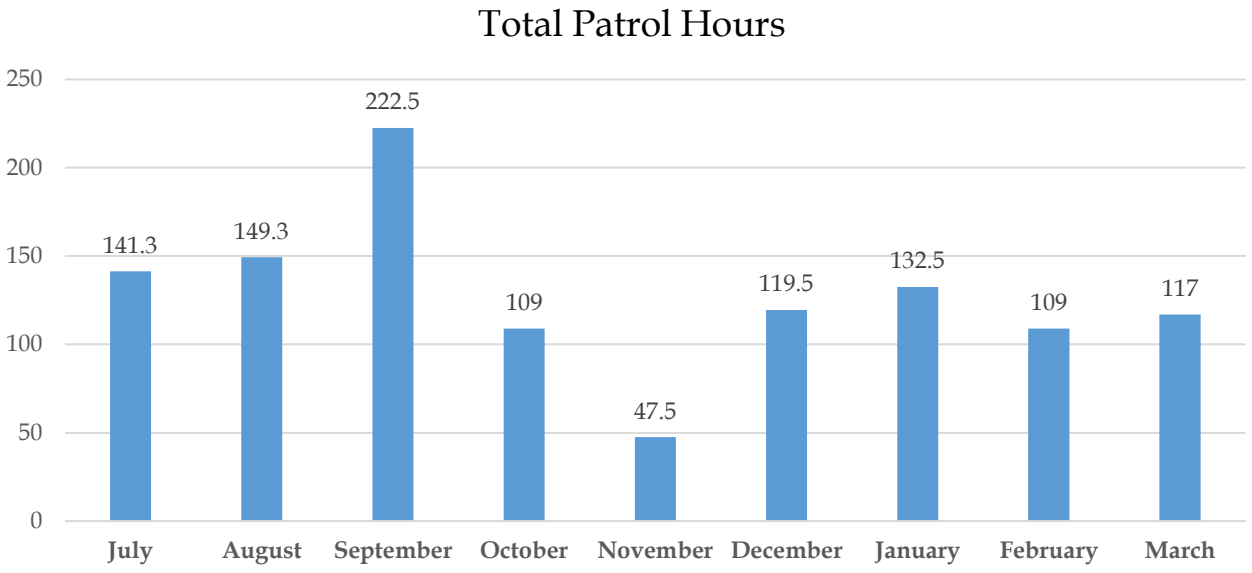
[2]Goal 2

Traffic Enforcement FYTD (GRAPH) [3]

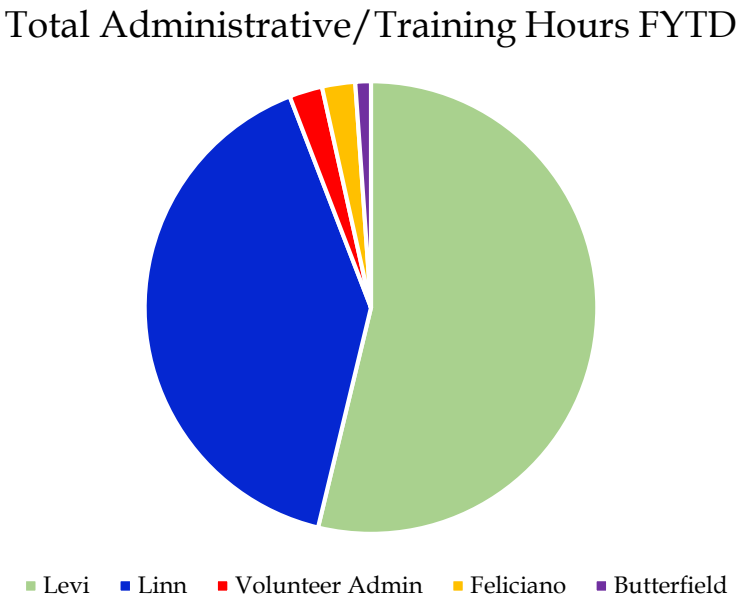


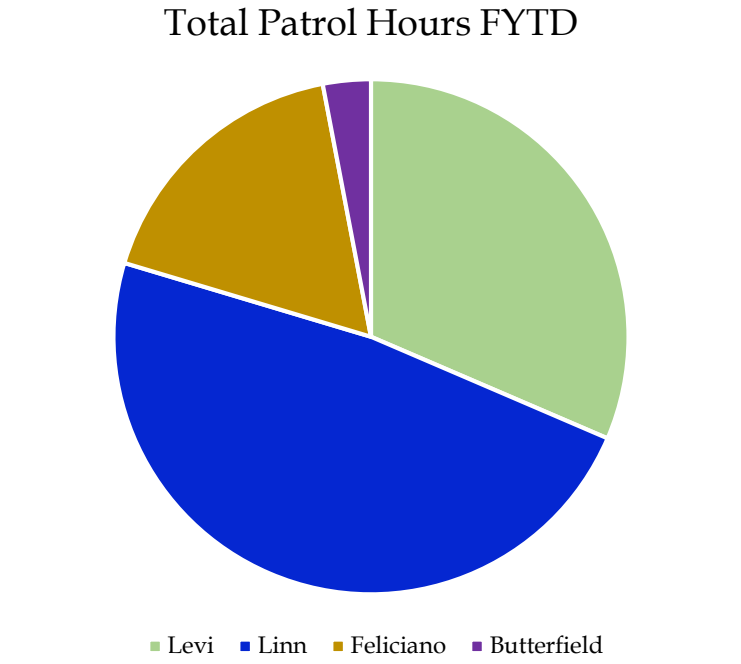
[3]Goal 2

Patrol Hours FYTD (GRAPH) [4]



[4]Goals 1, 2, 3





Community Relations

Met with residents of W. Locust St to review and discuss no parking signs and parking enforcement. Attended Veterans' Round Table event with Ed Gillespie at VFW. Meet with PWC Police staff to discuss Town policing. Met with Town residents to discuss speeding on Poplar Lane. Met with a Town business owner to discuss security options for a private event. Met with Keep Prince William Beautiful (KPWB) on 5k run scheduled for April 23rd. Spoke with event planner for a private event on Mill St. and provided contact information for Prince William County Police.

Engaged in foot and vehicle patrols in Town, as well as stop sign and speed compliance details.

Current Initiatives

Contacted CARFAX to obtain investigative tools to assist law enforcement with range of crimes involving vehicles.[1]

Recruited and completed background investigation on new auxiliary police officer to assist with nights and weekend patrols.[2]

Updating General Orders; currently reviewing General Orders of similar small police departments as well as working with VML to finalize Department's General Orders.[2]

[1]*Goal 2*
[2]*Goal 3*
[3]*Goal 5*

TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Public Hearing	**Meeting Date:** April 4, 2017
8 A: Public Hearing on Proposed Fiscal Year 2018 Budget	

Explanation and Summary:
This is a public hearing on the Proposed Fiscal Year (FY) 2018 Budget. The Town Council held budget work sessions on January 17, February 21, and March 7, 2017. The Proposed Budget is posted on the Town's website at www.occoquanva.gov and available in Town Hall, 314 Mill Street, Monday through Friday, 9 am to 4 pm.

BUDGET SUMMARY

		FY 2017 Adopted	FY 2018 Proposed	Difference	Increase/ (Decrease)
General Fund	Revenues	$685,415	$719,010	$33,595	4.9%
	Expenditures	$685,415	$719,010	$33,595	4.9%
Craft Show Fund	Revenues	$217,125	$216,390	($735)	(0.3%)
	Expenditures	$104,108	$108,120	$4,012	3.9%
Mamie Davis Fund	Revenues	$2,000	$4,100	$2,100	105.0%
	Expenditures	$2,000	$2,000	$0	0.0%
Capital Improvement Fund	Revenues	$0	$100,000	$100,000	
	Expenditures	$337,000	$291,500	($45,500)	(13.5%)

This public hearing is intended to provide the public with the opportunity to comment on the proposed budget. This public hearing was advertised in Prince William Today/InsideNOVA on March 24, and March 31, 2017.

In addition to the public hearing on the proposed budget, there will be a public hearing on the proposed tax rates in support of the FY 2018 budget on April 25, 2017 at 7:00 p.m. The Town Council will adopt the budget and tax rates on Tuesday, May 2, 2017. Fiscal Year 2018 will begin on July 1, 2017 and end on June 30, 2018.

Proposed/Suggested Motion:

"I move to close the public hearing."

OR

Other action Council deems appropriate.

Attachments: (1) Public Hearing Ad – Prince William Today, March 24 & 31, 2017

Proposed FY 2018 Budget Available Online:
http://www.occoquanva.gov/budget.html

TOWN OF OCCOQUAN

Circa 1734 ● Chartered 1804 ● Incorporated 1874
314 Mill Street ● PO Box 195 ● Occoquan, Virginia 22125
(703) 491-1918 ● Fax (571) 398-5016 ● info@occoquanva.gov
www.occoquanva.gov

PROPOSED FY 2018 BUDGET – APRIL 4, 2017
TAX RATES IN SUPPORT OF THE BUDGET – APRIL 25, 2017

PUBLIC HEARINGS TO SOLICIT COMMENT ON THE FOLLOWING:

1. Proposed FY 2018 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 $0.12 per $100 to $0.13 per $100 of the assessed value (FY 2018 Proposed Budget based on maintaining $0.12 real estate tax rate); and

3. Maintain the current meals tax rate of 3%; and

4. Maintain the current transient occupancy tax rate of 2%.

		FY 2017 Budget	FY 2018 Proposed
OPERATING FUND	Revenues	$685,415	$719,010
	Expenses	$685,415	$719,010
CIP FUND	Revenues	--	$100,000
	Expenses	$337,000	$291,500
MAMIE DAVIS FUND	Revenues	$2,000	$4,100
	Expenses	$2,000	$2,000
CRAFT SHOW FUND	Revenues	$217,125	$216,390
	Expenses	$104,108	$108,120

KIRSTYN BARR JOVANOVICH
Town Manager

A public hearing on the proposed budget will be held on April 4, 2017 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 13 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.

This ad ran twice on March 24, and March 31, 2017.

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 improvements to property, exceeds last year's total assessed value of real property by 0.34 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 $0.1196 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 $0.13 per $100 of assessed value. The difference between the lowered tax rate and the proposed rate would be $0.0104 per $100, or 8.70 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 the Town of Occoquan will exceed last year's by 4.9 percent. A public hearing on the proposed tax rate will be held on April 25, 2017 at 7:00 p.m. at Occoquan Town Hall, 314 Mill Street, Occoquan, VA 22125.

Instruction to Publisher:
Run This Notice Twice
March 24, 2017
March 31, 2017
This notice shall be at least the size of one-eighth page of a standard size or a tabloid size newspaper, and the headline in the advertisement shall be in a type no smaller than 18-point. The notice shall not be placed in that portion, if any, of the newspaper reserved for legal notices and classified advertisements.

TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

9. Regular Business	**Meeting Date:** April 4, 2017
9 A: Request to Award Contract for Trail Improvements at River Mill Park	

Explanation and Summary:
This is follow up to item 8A from March 7, 2017 Town Council meeting during which the Council awarded a contract to Prince William Public Works to install a drain along the top part of the trail; however, staff was directed to obtain a quote to determine the cost to pave the entire trail, as well as obtain calculations for the stormwater capacity for the proposed drain. In addition, the Town Council held discussions on trail improvements at their February 7, 2017 regular meeting, and March 21, 2017 work session. During the work session, the Town Council received information on the drain calculations and The Engineering Groupe recommended not installing the drain as presented and approved previously, and instead paving the entire trail and installing a curb along the top part of the trail to protect the pavement.

This is a request to award a contract with Prince William County Public Works to pave the entire trail and install a curb at the top of the trail to protect the integrity of the pavement. A quote for the proposed work will be provided at the meeting.

Explanation of Issue
Since installation, the top portion of the stone dust trail in River Mill Park has experienced significant erosion issues due to water runoff from adjacent properties. Town staff has worked with Fairfax Water and obtained approval to replace the entire stone dust trail with asphalt, as well as install a curb along the upper portion of the trail to protect the integrity of the trail and prevent future erosion.

With projects that have been delayed in FY2017, funds can be allocated from planned FY2017 CIP funds to perform the trail improvements. The FY2017 CIP included $337,000 in planned projects. With the addition of this project, and the delay of several planned projects, we are expected to expend $321,120 in CIP funds for FY2017 by June 30, 2017. This is $15,880 less than budget. A status summary on planned FY2017 projects is attached to this agenda item, as well as the list of delayed FY2017 projects.

Engineer's Recommendation: Concur with Town Manager's recommendation.

Town Manager's Recommendation: Recommend approval to contract with Prince William County to pave the entire trail, install curb along the top portion of the trail, and install concrete at the overlook area, and set a not to exceed amount utilizing FY2017 CIP funding.

Cost and Financing: NTE TBD
Account Number: CIP – FY 2017

Proposed/Suggested Motion:
"I move to award a contract to Prince William County Public Works Department for trail improvements at River Mill Park, including pavement, curb and concrete installation, and set a not to exceed amount of $_____ from the FY 2017 CIP Fund."

OR

Other action Council deems appropriate.

Attachments: (2) FY2017 CIP Projects Update
Trail Improvements Plan

Delayed Projects from FY 17 CIP

Project	Budget	Status
In-Vehicle Laptop Replacement	$ 2,000	Delay to FY18
Body/ In-Car Camera System	$ 7,000	Delay to new Chief
Tanyard Hill Parcel - Site Research	$ 5,000	Delay to FY18 - Working on Proffer Release
Tree Canopy Maintenance	$ 5,000	Included as part of Landscaping Contract
Gaslight Maintenance/Conversion	$ 18,000	Incorporate conversion into FY21
Sidewalk Maintenance	$ 20,000	Town Hall Replacement - Delay to FY19
Canoe Kayak Ramp	$ 140,000	Delayed to FY18 due to grant timelines
Stormwater Management	$ 5,000	Delay to FY18 - Study period
Intersection Improvements	$ 10,000	Delay to FY18; seek grant funding
Community Planning Project	$ 15,000	Delay to FY18
Total Delayed FY17 Funding	**$ 227,000**	

FY 2017 CIP Projects Tracking

Project	Category	Status	Budget	Actual	Difference	Notes
Town Hall Renovations	Building Maintenance/ Town Hall Renovations	COMPLETED	$ 34,000	$ 33,734	$ (266)	Upstairs interior, exterior paint
Zoning Update	Zoning/Code Update	IN PROGRESS	$ 20,000	$ 33,022	$ 13,022	Includes Legal Review and Community meeting
River Mill Park	River Mill Park Maintenance/ Trash Recycling Containers	IN PROGRESS	$ 16,000	*$ 20,000*	$ 4,000	pet waste, sign, locks, trash cans gutters LOVE sign
River Mill Park	River Mill Park Project Overage	IN PROGRESS	$ -	$ 60,000	$ 60,000	Construction Overage
River Mill Park	River Mill Park Trail Improvements	NOT STARTED	$ -	*$ 82,371*	$ 82,371	Installation of paved trail, curb and concrete
Document Management Project	Document Management Project	IN PROGRESS	$ 10,000	$ 2,000	$ (8,000)	Document Destruction
A/V Equipment Town Hall	A/V Equipment Town Hall	COMPLETED	$ 5,000	$ 5,993	$ 993	
Stormwater Management	Stormwater Management	NOT STARTED	$ 5,000	*$ -*	$ (5,000)	Intern, Grant, Mapping Project
Street Maintenance	Street Maintenance	NOT STARTED	$ 15,000	*$ 20,000*	$ 5,000	Poplar Alley/Speed Humps, Spring 17
Intersection Improvements	Intersection Improvement	NOT STARTED	$ 10,000	*$ -*	$ (10,000)	Install Crosswalk at Ellicott/Mill Spring 17
River Mill Park - Dehumidifier	River Mill Park	NOT STARTED	$ -	*$ 5,000*	$ 5,000	Dehumidifier for downstairs
Due Diligence Research		IN PROGRESS		*$ 39,000*		
Canoe Kayak Ramp	Parks	IN PROGRESS	$ 140,000	*$ 10,000*	$ (130,000)	Ad/IFB prep, engineering (FY17)
Parking/Traffic Study	Parking Traffic Study	NOT STARTED	$10,000	*$10,000*	$ -	FY17
			$ 265,000			

Planned CIP by 6/30/17	**$321,120**
Full Budgeted FY CIP	**$337,000**
Difference to Budget	**$15,880**

NAD 83 NORTH

FAIRFAX WATER NOTES

1. CONTACT BILL HARRISON (703-289-6353) AT LEAST THREE (3) DAYS BEFORE BEGINNING ANY WORK AND FOR ANY INSPECTIONS.
2. A FAIRFAX WATER INSPECTOR MUST BE PRESENT DURING ANY EXCAVATION WITHIN FIVE (5) FEET OF EXISTING STORM PIPES.
3. ALL WORK IS SUBJECT TO FAIRFAX WATER INSPECTION

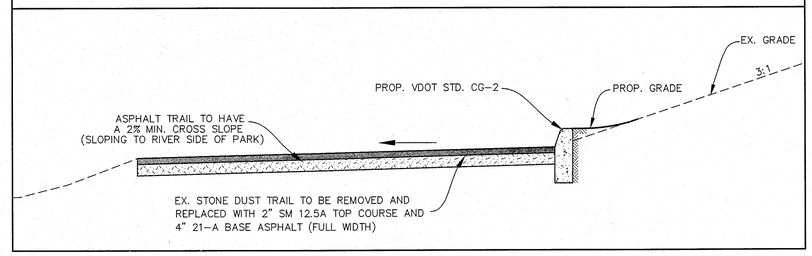
LEGEND

PROPOSED ASPHALT

PROPOSED CONCRETE

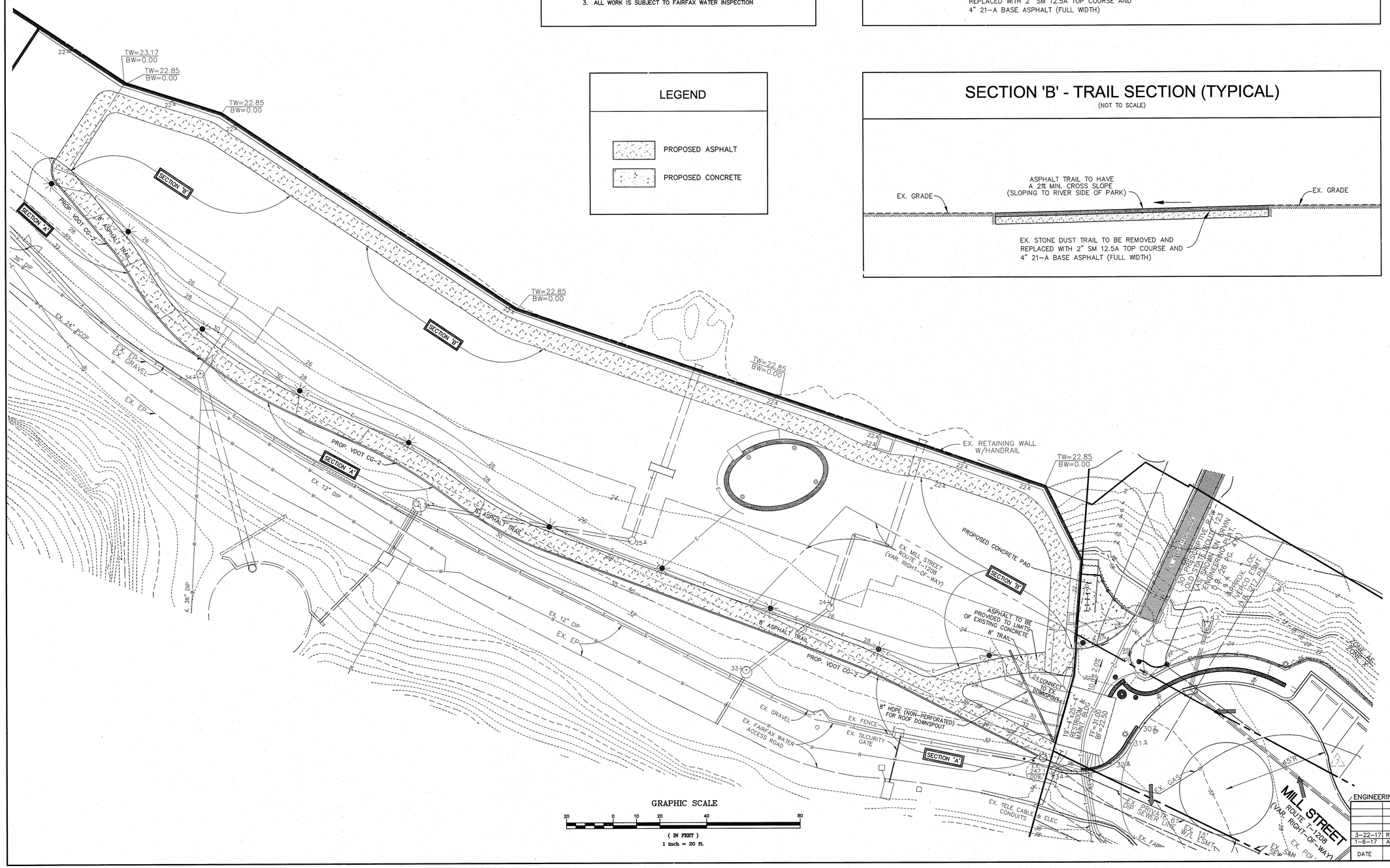
SECTION 'A' - TRAIL SECTION (TYPICAL)

(NOT TO SCALE)



SECTION 'B' - TRAIL SECTION (TYPICAL)

(NOT TO SCALE)



ENGINEERING GROUPE PROJECT STATUS	
3-22-17	REVISED TRAIL SECTION, ADDED CURB
1-6-17	ADDED FAIRFAX WATER NOTES
DATE	ACTION

The Engineering Groupe Inc.
Engineers | Surveyors | Planners
Central Office
13580 Gainesville Drive, Suite 301
Woodbridge, VA 22192
PH 703.670.0985 FX 703.670.7769
www.enggroupe.com
South Office
4936 Southpoint Parkway
Fredericksburg, VA 22407
PH 540.710.5987 FX 540.710.5988

NO.	DATE	COUNTY REVISIONS

TRAIL PLAN

RIVER MILL PARK

TOWN OF OCCOQUAN, VIRGINIA

COMMONWEALTH OF VIRGINIA
WILLIAM J. FLYNN
Lic. No. 1526-B
3-24-17
LAND SURVEYOR

DATE:	DECEMBER 2016
SCALE:	1"=20'
DESIGNER:	KJA, SO
DRAFTSMAN:	KJA, JDL
FILE NO.	M-3227
SHEET	1 OF 1

G:\PROJECT\OCCOQUAN, TOWN OF\PROJECTS\River Park\Phase II\Trail Gravel Trench\00-K0600 Gravel Trench.dwg, 3/24/2017 11:18:04 AM

TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

9. Regular Business	**Meeting Date:** April 4, 2017
9 B: Request to Approve Parking Designations on Ellicott Street	

Explanation and Summary:
On March 6, 2017, the Town received a letter from a citizen requesting that parking be extended up Ellicott Street (between Commerce Street and McKenzie Drive) due to limitations for two-way traffic at times.

Town staff reviewed the recommendation and prepared the attached staff report, including recommendations.

Town Engineer Recommendation: Recommend prohibiting parking north of Center Lane to Commerce Street, resulting in a loss of an estimated two spaces.

Town Manager Recommendation: Concur with Town Engineer's recommendation.

Cost and Financing: Include as part of FY 2018 Curb Refreshment Project
NTE $800, No Parking Signage
Account Number: CIP FY 2018
Public Safety Grant

Proposed/Suggested Motion:
"I move to prohibit on-street parking on Ellicott Street north of Center Lane to Commerce Street utilizing yellow curb painting and no-parking signs as appropriate."

OR

"I move to continue to permit parking along Ellicott Street as it is currently configured."

OR

"I move to prohibit parking on Ellicott Street from Commerce Street to McKenzie Drive utilizing yellow curb painting and no-parking signs as appropriate."

Other action Council deems appropriate.

Attachments: (2) Staff Report
Citizen Request – Marge Shaffer

TOWN OF OCCOQUAN

Circa 1734 ● Chartered 1804 ● Incorporated 1874
314 Mill Street ● PO Box 195 ● Occoquan, Virginia 22125
(703) 491-1918 ● Fax (571) 398-5016 ● info@occoquanva.gov
www.occoquanva.gov

TOWN COUNCIL
Elizabeth A. C. Quist, Mayor
Patrick A. Sivigny, Vice Mayor
J. Matthew Dawson
Jim Drakes
Cindy Fithian
Joe McGuire

TOWN MANAGER
Kirstyn Barr Jovanovich

STAFF REPORT

TOWN OF OCCOQUAN

PREPARED BY: BRUCE A. REESE, PE, LS DATE: APRIL 4, 2017

PART I

A. EXECUTIVE SUMMARY

During the Town Manager's report at the regular March 7, 2017 Town Council meeting a written request was presented asking for parking to be prohibited on those portions of Ellicott Street between Center Lane and Sebring Court along the eastern edge of the road. Other portions of Ellicott already prohibit parking through "No Parking" signs and yellow curb painting. During the meeting, in reviewing comments from the public, the Town Engineer was asked to evaluate the current road geometrics against the Virginia Department of Transportation (VDOT) standards for parallel parking on one or both sides of a Functional Classification (FC) GS-4, Rural Local Street. The "Rural" classification is designated for towns with a population less than 5,000.

B. DESCRIPTION OF REPORT

This staff report reviews the existing road geometrics of Ellicott Street and evaluates their compatibility with VDOT's standards for allowing parking on one or both sides of a Residential Subdivision Street.

C. APPLICABLE REGULATIONS

1. CHAPTER 54 0 SUBDIVISIONS

Definition of Street, Major
Street, major, means any existing or future street, identified in an adopted plan, which carries traffic, or anticipated traffic, of 500 to 3,000 vehicles per day.

Based on a review of the Prince William County Geographic Information System (GIS), at least 120 multifamily homes, 21 townhomes, and 3 single family detached homes access this portion of Ellicott Street, generating approximately 933 VPD (vehicles per day) (9.52 VPD per single family detached unit, 5.81 VPD per single family attached (townhouse) unit, and 6.52 VPD per multifamily unit, all from the 9th edition of the ITE Trip Generation Manual). This designation of a "major" street with limited traffic coincides with VDOT's designation as a low volume street, which maintains that designation up to 2,000 VPD.

2. ZONING ORDINANCE, DIVISION 6, OFF-STREET PARKING STANDARDS

Definition of Off-Street Parking
Space, off-street parking, means a space adequate for the temporary storage of a motor vehicle with room for opening doors on both sides, together with properly related access to a public street and maneuvering room, all located outside the dedicated street right-of-way.

Although the proposed spaces on West Locust Street would not meet the definition of "Off-Street Parking" because they are within the right of way, the Zoning Ordinance provides guidance for parallel parking along a two-way travel aisle. In Section 66-169, the code indicates:

Parking Angle (degrees)	Stall Width (feet)	Depth of Stall Perpendicular to Aisle (feet)	One-Way Aisle (feet)	Two-Way Aisle (feet)
Parallel	9	22	11	22

As such, for parking on both sides of the travelway, off-street parking would require at least 40 feet from face of curb to face of curb.

3. VARIOUS VDOT STANDARDS FROM THE ROAD DESIGN MANUAL AND ITS APPENDICES, SPECIFICALLY APPENDICES A AND B(1)

PART II

A. ANALYSIS OF EXISTING CONDITIONS

1. Ellicott Street Plans - Town staff made measurements on 3/8/17 and confirmed the street averaged approximately 24 feet in width, with a minimum width of approximately 23 feet.

2. Location – Ellicott Street between Center Lane and Sebring Court.

3. Buildings/Structures – no building structures are proposed, nor will any be impacted by the decision of the Council.

4. Access –all properties fronting Ellicott Street will remain as they exist at this time. There is no change proposed to property access.

5. VDOT Acceptance of Ellicott Street into State System – Ellicott Street is already part of the state system of streets and is, therefore, maintained by VDOT.

B. ANALYSIS OF PROPOSED DEVELOPMENT

1. Use – no change proposed

2. Access to Site - no change proposed

3. Circulation - no change proposed

4. Traffic Count - no change proposed

5. Public Services - no change proposed

6. Environmental Issues - no change proposed

7. Amenities - no change proposed

8. Signage - no change proposed

C. CONFORMANCE WITH TOWN COMPREHENSIVE PLAN

Assessment Survey Leading Comp Plan Concerns and Issues
Parking Management Strategy was listed as the number 3 concern.

Chapter 5, Circulation and Mobility
A traffic and parking study for the "business district," was recommended.

Chapter 5, Circulation and Mobility
Parking: Parking remains a challenge downtown and in residential areas. Occoquan needs to develop a parking management study and strategy focused on downtown and adjacent surrounding areas.

Chapter 5, Circulation and Mobility
Recommended Action Items for Parking:

i. A new Town parking study should be conducted based on current and future expected growth.
ii. Based on the study, the Town should work on an improved parking management and execution plan. Courses of action should be developed to improve commercial district and nearby residential area parking rules.
iii. Continue to look for suitable close in sites and develop Town-owned parking lots.
iv. Continue to require developers to provide appropriate off street parking.
v. Encourage use of business-owned vacant land for commercial parking.

Action Item Description
Although there are recommendations for widening Commerce Street, there are no recommendations for widening Ellicott Street.

Action Item Description
Item 10 - Continue to look for suitable close in sites and develop Town-owned parking lots.
Item 13 - It is recommended that the Town conduct a community planning project to identify streetscaping, sidewalk, traffic, parking and overall community development planning. Such planning shall include intersection improvements to install crosswalks and increase pedestrian safety and circulation.

STAFF CONCLUSIONS

While lack of parking plagues most areas of the Town, including Ellicott Street, those needs for parking must be weighed against the need to protect public health and safety. VDOT has provided guidance for conditions in which parking on one or both sides of a street is acceptable. For that guidance, the Road Design Manual, Appendix B(1) indicates for a street carrying up to 2,000 vehicles per day, the face-of-curb to face-of-curb distance must be 24 feet to allow parking on either side of the street. As measured by Town staff, the AVERAGE face-of-curb to face-of-curb distance is slightly over 24 feet, with the minimum in the area of concern slightly less than 24 feet. As such, there is an area along Ellicott Street where parking should not be allowed to afford passage of two vehicles (see Exhibit A).

While technically, this could allow parking on one side of the street for most of its length, that portion north of Center Lane does not have enough clearance for a parked car and two passing vehicles. In addition, staff felt it prudent to check another geometric of the road, and an area identified by the citizen – minimum turning movements from Center Lane. Meeting the minimum width is only part of the issue – the road needs to be able to accommodate regular turning movements from intersecting roads.

As can be seen in the two attachments, Exhibits A and B, traffic can move along Ellicott Street with parking on the west side of the street, as is currently allowed, with the exception of the "Conflict Point" north of Center Lane. However, under existing conditions (Exhibit A), turning left from Center Alley to Ellicott Street is possible, but obviously, caution must be exercised by both the turning driver and the through driver. After Rivertown Overlook is completed (Exhibit B), the turning movement has additional space, and the through driver would not feel the side "friction" as extensively. Parking along Ellicott Street in the Exhibit B scenario should not be problematic. It should be noted, however, that Rivertown Overlook proposes no improvements to Ellicott Street north of Center Lane.

Finally, the longitudinal slope of Ellicott Street is approximately 13%. Such a slope is generally not intended for parking and will make opening and closing vehicle doors very difficult.

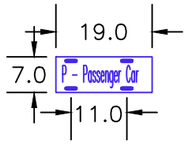
Given these conditions, Staff recommends one of three options, with the first option preferred:

1. Parking on Ellicott Street be eliminated north of Center Lane, with the loss of approximately 2 parking spaces (this will require coordination with VDOT to change the existing situation).
2. Parking continue to be allowed as is currently configured. This option will require through movements to "wait their turn" if cars are parked in the narrowed area of Ellicott Street.
3. No parking be allowed on Ellicott Street in the area reviewed, with the loss of approximately 9 parking spaces (this will require coordination with VDOT to change the existing situation).

PREPARED BY: **BRUCE A. REESE, PE, LS, TOWN ENGINEER**
DATE PREPARED: MARCH 31, 2017

CC: FILE
KIRSTYN JOVANOVICH, TOWN MANAGER, TOWN OF OCCOQUAN

Member of the Virginia Municipal League

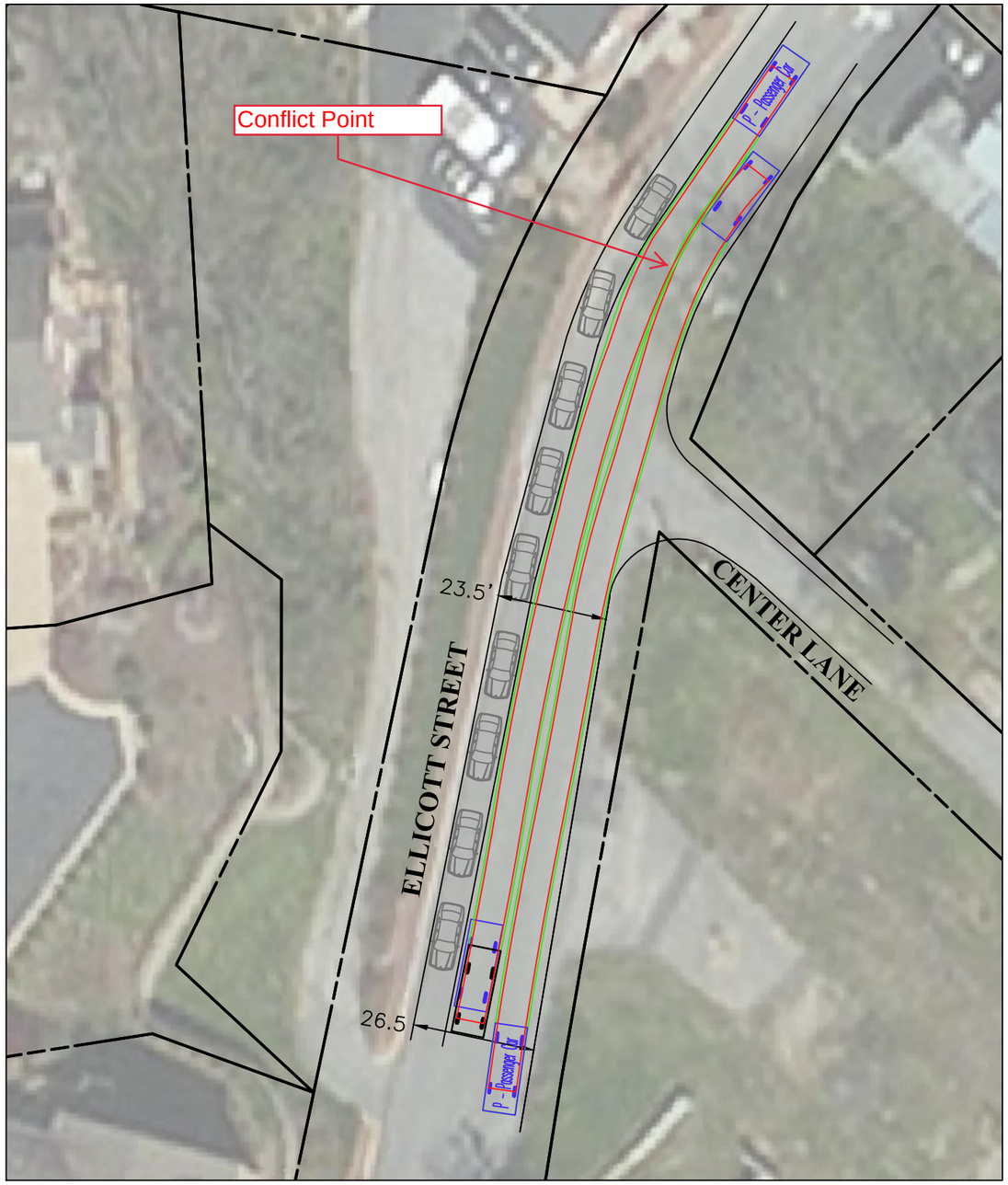


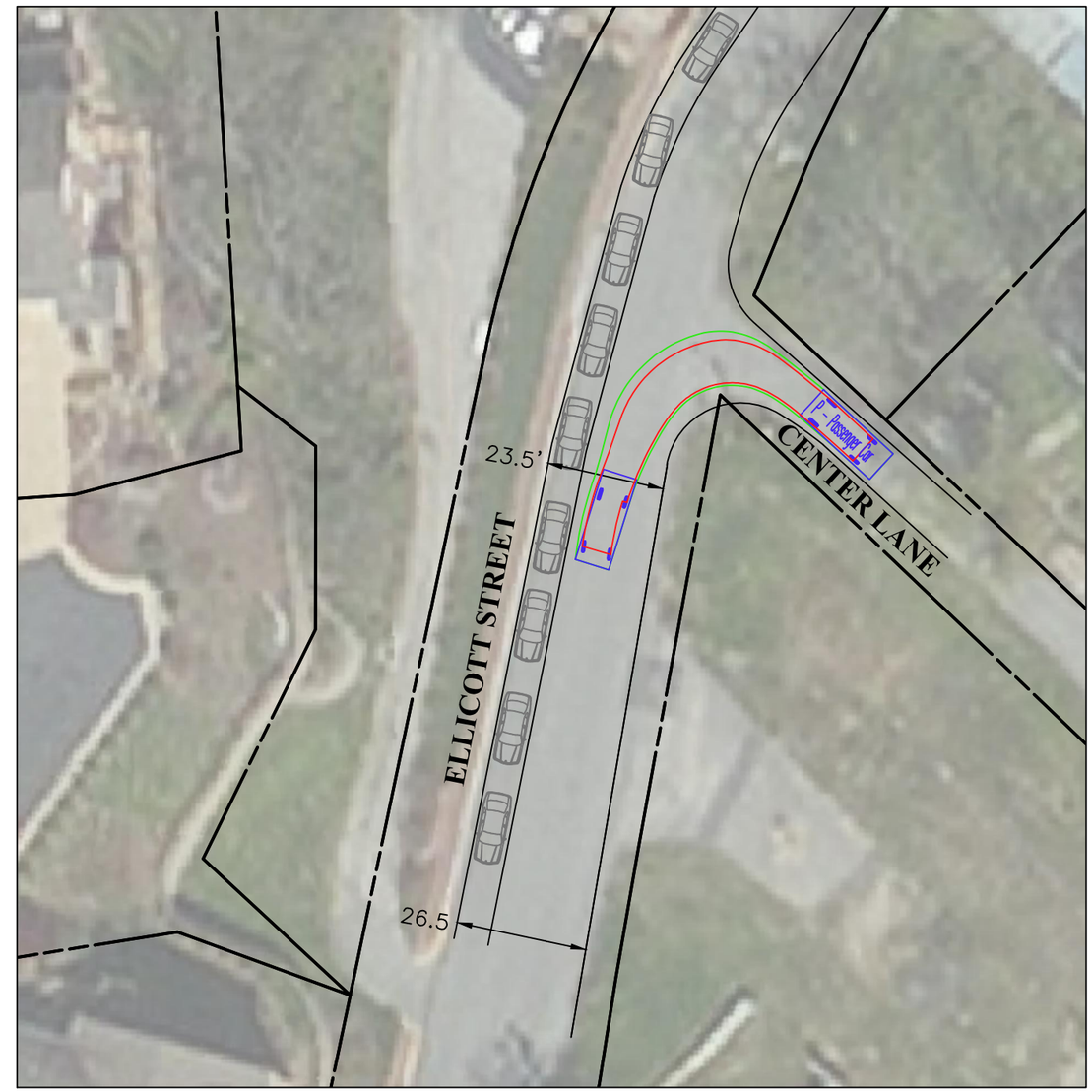
VEHICLE TRACKING EXHIBIT A

EXISTING ELLICOTT STREET & CENTER LANE

TOWN OF OCCOQUAN

3/30/2017





GRAPHIC SCALE

30 0 15 30 60

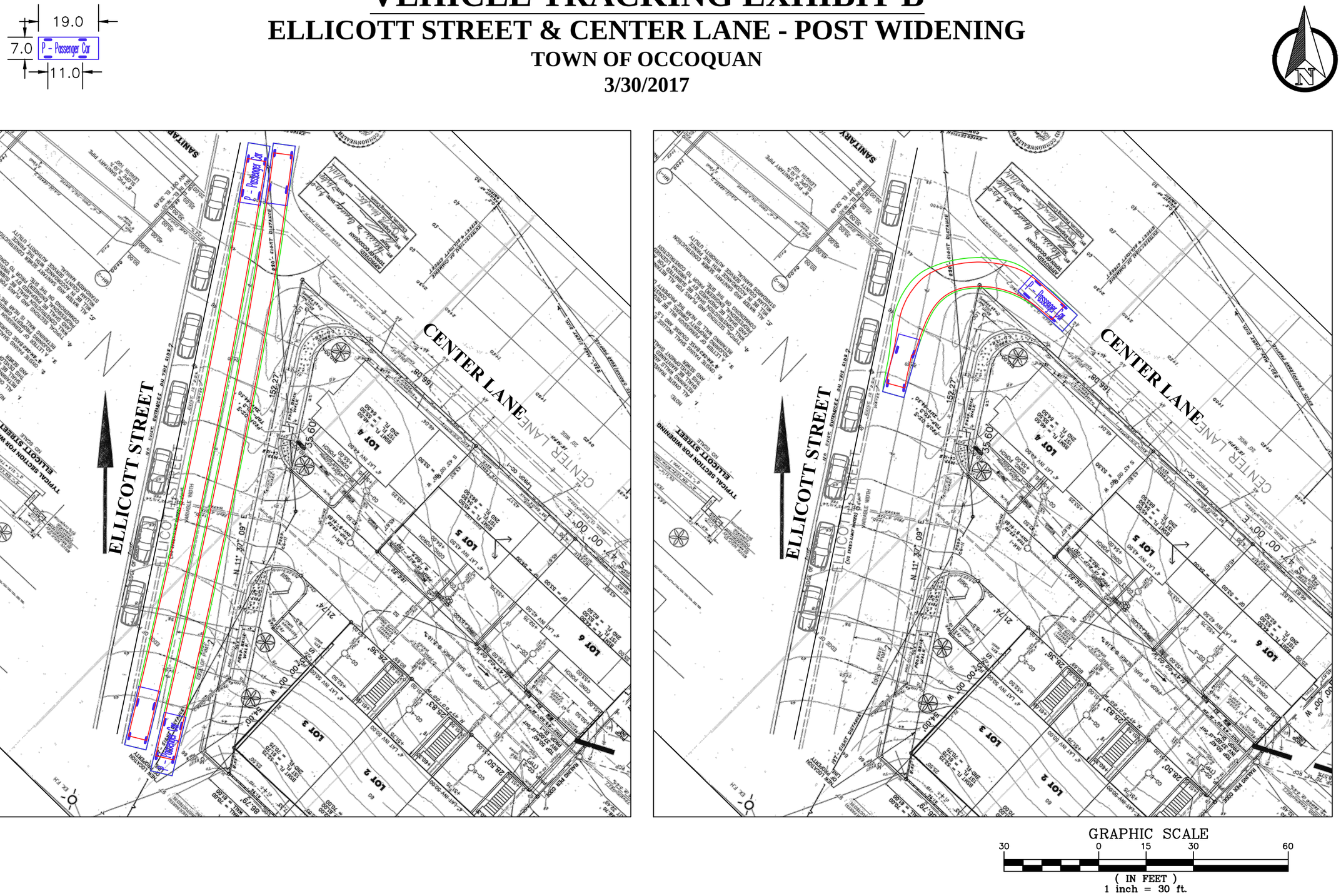
(IN FEET)
1 inch = 30 ft.

VEHICLE TRACKING EXHIBIT B

ELLICOTT STREET & CENTER LANE - POST WIDENING

TOWN OF OCCOQUAN

3/30/2017



March 6, 2017

Town of Occoquan
Virginia
MAR 06 2017
RECEIVED

Town Council:

1. Please consider extending the *yellow no parking curb paint* on Ellicott Street currently beginning in front of the brick office building. Road passage is restricted along this street because vehicles driving down or up Ellicott must stop when encountering other traffic in order to take turns to pass.

2. In addition to the above, vehicles making a left turn from Center Lane must make a wide turn to miss the pothole and when there are cars parked on the right side of Ellicott, the turn is tight so as not to miss the parked car.

3. Please repair the pot hole at the corner of Center Land and Ellicott St.

Thank you,

Margaret Shaffer

326 Overlook Drive

TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

9. Regular Business	**Meeting Date:** April 4, 2017
9 C: Request to Appropriate Funding for Business Guild 2017 Ad Request	

Explanation and Summary:
In 2015, per the request of the Business Guild of Occoquan, the Town Council approved and appropriated $2,880 to purchase an ad in Discover Prince William's 2016-2017 Visitor's Guide. Funding was appropriated from the Community/Business Support line item within the Town's budget. The Guild has once again requested that the Town purchase an ad in the 2017-2018 guide in the amount of $2,800.

Town Manager's Recommendation: Funding has not been allocated for this activity within the current fiscal year; recommend approval.

Cost and Financing: $2,880
Account Number: Operating, Advertising, Parks and Events, Community/Business Support ($10,150 allocated in FY2017)

Proposed/Suggested Motion:
"I move to approve the Town's purchase of an ad in the Discover Prince William 2017-2018 Visitor's Guide in the amount of $2,880."

OR

Other action Council deems appropriate.

Attachments: (2) Proposed Ad
Business Guild of Occoquan Ad Request

WEEMS-BOTTS MUSEUM | CIVIL WAR MEDICINE

BRISTOW
A wonderful place for a scenic nature hike, antique shopping or a round of golf. Bristow is also home to the Brentsville Courthouse Historic Centre that consists of 28 acres of historic sites, various archaeological sites and a battlefield.

DUMFRIES
Virginia's oldest chartered town is rich in history and is home to Weems-Botts Museum and Williams Ordinary. Shopping and dining choices along with local/state parks make this a must see.

GAINESVILLE
Once serving as a path for Civil War soldiers, Gainesville is now a bustling suburb. Home to a state-of-the-art movie theater, several premier golf courses and world-class shopping and dining that is the perfect spot for a night out on the town.

HAYMARKET
A small town featuring a variety of shops, restaurants and services. Visit the Haymarket Museum, originally constructed as a schoolhouse in 1883, before hiking the Bull Run Mountains and stopping off at The Winery at La Grange.

MANASSAS
Known for its Civil War history, Manassas also has a wonderful museum system and a charming historical downtown district. The city features ongoing signature events and is home to a giant LOVE sign that is the perfect backdrop for your vacation photograph.

NOKESVILLE
The center of a farming community with cattle and dairy farms from the 1800's to the 1950's, the town was cut off from passenger trains and remains a rural community to this day.

OCCOQUAN
On the Occoquan River, Occoquan was a natural site for water borne commerce. Today, it serves as one of the top places to go in Virginia as a charming restored artist's community with shops, outdoor dining, ghost walks and more.

QUANTICO
Rich in military history, Quantico is the only town in the U.S. that is completely surrounded by a Marine Corps Base. The Marine Corp Base found here was established in 1917.

WOODBRIDGE
Home to Leesylvania State Park and scenic views of the Potomac River, Woodbridge is known locally as the shopper's paradise of Prince William County. No trip is complete without going to Ikea, Potomac Mills or Stonebridge at Potomac Town Center.

Historic Occoquan
VIRGINIA

Historic Occoquan Welcomes You to Our Authentic 18th Century Virginia Village with over 70 Specialty Shops & Restaurants

I-95 Exit 160
OccoquanVa.gov • HistoricOccoquan.com

Kirstyn Jovanovich

From: Kirstyn Jovanovich
Sent: Thursday, March 30, 2017 12:56 PM
To: Kirstyn Jovanovich
Subject: RE: FW: Discover Prince William/Manassas Visitor Guide

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From: PYInc@aol.com [mailto:PYInc@aol.com]
Sent: Tuesday, March 28, 2017 9:42 AM
To: Kirstyn Jovanovich <kjovanovich@occoquanva.gov>
Subject: Re: FW: Discover Prince William/Manassas Visitor Guide

Kirstyn,

It is the Guilds request and recommendation that the current ad in the annual Discover Prince William/Manassas tourist guide be renewed for the 2017 publication. The annual cost for the ad is $2800 and the deadline is May 17th.

I am happy to be at the Town Council Meeting on the 4th to reinforce our request and answer any questions. And though I have not received an answer from Ms. Hudson yet, I have requested a possible discount for renewing the contract for the year.

Also, might we request that one of the Guilds new color event cards be place in one of the 4 squares on the town signs. As it is good for the craft shows and merchant events and is not dated it could stay there permanently giving visitors an overview of some of the Town activities.

Thank you for your consideration and please let me know what else I need to do to provide information and or input to our requests.

Betsy Merklein
Business Guild of Occoquan

TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

9. Regular Business	**Meeting Date:** April 4, 2017
9 D: Request to Accept FYE 2016 Financial Audit	

Explanation and Summary:
The Town Council reviewed and discussed the Fiscal Year End (FYE) June 30, 2016 Financial Report during their March 21, 2017 Work Session. This is a request to accept the FYE June 30, 2016 Financial Report.

Town Manager Recommendation: Recommend approval.

Proposed/Suggested Motion:
"I move to accept the Fiscal Year End June 30, 2016 Financial Report."

OR

Other action Council deems appropriate.

Attachments: (1) FYE 2016 Financial Report
(Complete booklets provided during March 21, 2017 work session.)

TOWN OF OCCOQUAN, VIRGINIA

FINANCIAL REPORT

YEAR ENDED JUNE 30, 2016

TOWN OF OCCOQUAN, VIRGINIA

TOWN COUNCIL

Elizabeth A.C. Quist, Mayor

Patrick A. Sivigny, Vice-Mayor

Cindy Fithian

J. Matthew Dawson

Jim Drakes

Joe McGuire

OFFICIALS

Kirstyn Barr Jovanovich, Town Manager

TOWN OF OCCOQUAN, VIRGINIA

Financial Report
Year Ended June 30, 2016

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INDEPENDENT AUDITORS' REPORT

TO THE HONORABLE MEMBERS OF THE TOWN COUNCIL
TOWN OF OCCOQUAN, VIRGINIA
OCCOQUAN, VIRGINIA

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of the Town of Occoquan, Virginia, as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Town of Occoquan, Virginia's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Specifications for Audits of Counties, Cities, and Towns,* issued by the Auditor of Public Accounts of the Commonwealth of Virginia. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Town of Occoquan, Virginia, as of June 30, 2016, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Change in Accounting Principle

As described in Note 1 to the financial statements, in 2016, the Town adopted new accounting guidance, GASB Statement Nos. 72 Fair Value Measurement and Application and 79 Certain External Investment Pools and Pool Participants. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that budgetary comparison information on page 21 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. The budgetary comparison information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Town of Occoquan, Virginia's basic financial statements. The supporting schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. The supporting schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supporting schedules are fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 13, 2017, on our consideration of Town of Occoquan, Virginia's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Town of Occoquan, Virginia's internal control over financial reporting and compliance.

Robinson, Farmer, Cox Associates

Fredericksburg, Virginia
March 13, 2017

Basic Financial Statements

Government-wide Financial Statements

Statement of Net Position
At June 30, 2016

		Governmental Activities
Assets:		
Cash and cash equivalents	$	707,733
Restricted cash		103,673
Receivables		175,827
Inventory		1,868
Prepaid items		14,430
Capital assets:		
Land		1,081,564
Construction in progress		1,277,882
Other capital assets, net of accumulated depreciation		435,245
Capital assets, net	$	2,794,691
Total assets	$	3,798,222
Liabilities:		
Accounts payable	$	226,378
Accrued payroll		10,792
Escrow deposits		2,200
Long-term liabilities:		
Due within one year		
Compensated absences		539
Due in more than one year		
Compensated absences		4,855
Total liabilities	$	244,764
Deferred Inflows of Resources:		
Deferred revenue	$	52,497
Net Position:		
Investment in capital assets	$	2,794,691
Restricted - Mamie Davis funds		103,673
Unrestricted		602,597
Total net position	$	3,500,961

The accompanying notes to financial statements are an integral part of this statement.

TOWN OF OCCOQUAN, VIRGINIA **Exhibit 2**

Statement of Activities
Year Ended June 30, 2016

Functions/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions	Net (Expense) Revenue and Changes in Net Position: Primary Government: Governmental Activities
Primary Government:					
Governmental activities:					
General government administration	$ 424,589	$ -	$ -	$ -	$ (424,589)
Public safety	111,210	9,541	21,296	-	(80,373)
Public works	149,946	16,768	6,071	-	(127,107)
Parks, recreation, and cultural	124,857	-	-	1,059,798	934,941
Total governmental activities	$ 810,602	$ 26,309	$ 27,367	$ 1,059,798	$ 302,872

General Revenues:	
General property taxes	$ 199,625
Local sales and use taxes	24,444
Auto decals	11,664
Business license tax	80,843
Meals tax	187,750
Consumer utility tax	31,641
Unrestricted revenues from the use of money and property	9,647
Grants and contributions not restricted to specific programs	44,931
Miscellaneous	231,261
Total general revenues	$ 821,806
Change in net position	$ 1,124,678
Net position, beginning of year	2,376,283
Net position, end of year	$ 3,500,961

The accompanying notes to financial statements are an integral part of this statement.

Fund Financial Statements

TOWN OF OCCOQUAN, VIRGINIA **Exhibit 3**

Balance Sheet
Governmental Funds
At June 30, 2016

		General
Assets:		
Cash and cash equivalents	$	707,733
Restricted cash		103,673
Inventory		1,868
Accounts receivables		175,827
Prepaid items		14,430
Total assets	$	1,003,531
Liabilities:		
Accounts payable	$	226,378
Accrued payroll		10,792
Deposits		2,200
Total liabilities	$	239,370
Deferred Inflows of Resources:		
Unavailable revenue - craft show	$	48,857
Unavailable revenue - other		3,640
Unavailable revenue - taxes		127
Total deferred inflows of resources	$	52,624
Fund Balance:		
Nonspendable:		
Inventory	$	1,868
Prepaid items		14,430
Restricted:		
Mamie Davis funds		103,673
Assigned:		
Craft show		143,223
Capital projects		337,000
Public safety		23,424
PEG funds		209
Unassigned		87,710
Total fund balance	$	711,537
Total liabilities, deferred inflows of resources and fund balance	$	1,003,531

The accompanying notes to financial statements are an integral part of this statement.

TOWN OF OCCOQUAN, VIRGINIA **Exhibit 4**

Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position
At June 30, 2016

Total fund balances for governmental funds (Exhibit 3)		$ 711,537
Total net position reported for governmental activities in the statement of net position is different because:		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. Those assets consist of:		
Land	$ 1,081,564	
Construction in progress	1,277,882	
Depreciable capital assets, net of accumulated depreciation	435,245	2,794,691
Other long-term assets are not available to pay for current-period expenditures and, therefore, are reported as unavailable revenue in the funds:		
Unavailable revenue related to property taxes		127
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds.		
Compensated absences		(5,394)
Total net position of governmental activities		$ 3,500,961

The accompanying notes to financial statements are an integral part of this statement.

TOWN OF OCCOQUAN, VIRGINIA **Exhibit 5**

Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
Year Ended June 30, 2016

		General
Revenues:		
General property taxes	$	201,563
Other local taxes		336,342
Fines and forfeitures		9,541
Revenue from use of money and property		9,647
Charges for services		16,768
Recovered costs		1,059,798
Miscellaneous		229,949
Intergovernmental:		
Commonwealth		72,298
Total revenues	$	1,935,906
Expenditures:		
Current:		
General government administration	$	393,904
Public safety		99,422
Public works		133,559
Parks, recreation, and cultural		115,834
Capital outlay		1,217,323
Total expenditures	$	1,960,042
Excess (deficiency) of revenues over (under) expenditures	$	(24,136)
Changes in fund balances	$	(24,136)
Fund balances at beginning of year		735,673
Fund balances at end of year	$	711,537

The accompanying notes to financial statements are an integral part of this statement.

TOWN OF OCCOQUAN, VIRGINIA **Exhibit 6**

Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances
of Governmental Funds to the Statement of Activities
Year Ended June 30, 2016

Net change in fund balances - total governmental funds (Exhibit 5)		$ (24,136)
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as deprecation expense. This is the amount by which capital outlay exceeded depreciation expense in the current period.		
Capital outlay	$ 1,189,036	
Depreciation expense	(31,188)	1,157,848
The net effect of various miscellaneous transactions involving capital assets (i.e. sales, trade-ins, and donations) is to decrease net position.		(7,640)
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds. The change in unavailable property taxes is reported as revenues in the governmental funds.		(1,938)
Some expenses reported in the statement of activities do not rquire the use of current financial resources and, therefore are not reported as expenditures in governmental funds.		
Change in compensated absences		544
Change in net position of governmental activities		$ 1,124,678

The accompanying notes to financial statements are an integral part of this statement.

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

Narrative Profile:

Town of Occoquan, located in Prince William County, Virginia, approximately 25 miles south of Washington, D.C. was incorporated in 1874. The town has a population of 934 and a land area of 0.2 square miles.

The Town is governed under the Council-Manager form of government. The Town government engages in wide ranges of municipal services including general government administration, public safety, public works, and parks, recreation, and cultural. Judicial administration, education, fire, library, health and welfare services are provided by Prince William County.

The financial statements of Town of Occoquan, Virginia have been prepared in conformity with the accounting principles generally accepted in the United States as specified by the Governmental Accounting Standards Board and specifications promulgated by the Auditor of Public Accounts (APA) of the Commonwealth of Virginia. The more significant of the Town's accounting policies are described below.

A. Financial Reporting Entity

Management's Discussion and Analysis: GASB Statement No. 34 requires that financial statements be accompanied by a narrative introduction and analytical overview of the government's financial activities in the form of "Management's Discussion and Analysis" (MD&A). This analysis is similar to the analysis the private sector provides in their annual reports. The Management's Discussion and Analysis has been omitted.

Government-wide Financial Statements: The reporting model includes financial statements prepared using full accrual accounting for all of the government's activities. This approach includes not just current assets and liabilities (such as cash and accounts payable) but also capital assets and long-term liabilities (such as buildings and infrastructure, including bridges and roads, and general obligation debt). Accrual accounting also reports all of the revenues and cost of providing services each year, not just those received or paid in the current year or soon thereafter.

Statement of Net Position: The Statement of Net Position is designed to display the financial position of the primary government (governmental and business-type activities) and its discretely presented component units. Governments report all capital assets, including infrastructure, in the government-wide Statement of Net Position and report depreciation expense - the cost of "using up" capital assets - in the Statement of Activities. The net position of a government will be broken down into three categories: 1) net investment in capital assets; 2) restricted; and 3) unrestricted.

Statement of Activities: The government-wide Statement of Activities reports expenses and revenues in a format that focuses on the cost of each of the government's functions. The expenses of individual functions are compared to the revenues generated directly by the function (for instance, through user charges or intergovernmental grants).

Fund Financial Statements: Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

A. Financial Reporting Entity (Continued)

Budgetary Comparison Schedules: Demonstrating compliance with the adopted budget is an important component of a government's accountability to the public. Many citizens participate in the process of establishing the annual operating budgets of state and local governments, and have a keen interest in following the actual financial progress of their governments over the course of the year. The Town and many other governments revise their original budgets over the course of the year for a variety of reasons. The budgetary comparison schedules present the government's original budget as well as a current comparison of final budget and actual results for its major funds.

Accounting principles generally accepted in the United States require financial statements to present the primary government and its component units, entities for which the government is considered to be financially accountable. Blended component units, although legally separate entities, are, in substance, part of the government's operations and so data from these units are combined with data of the primary government. The Town has no component units that meet the requirements for blending. Discretely presented component units, on the other hand, are reported in a separate column in the government-wide statements to emphasize that they are legally separate from the primary government. The Town does not have any discretely presented component units.

B. Government-wide and Fund Financial Statements

The basic financial statements include both government-wide and fund financial statements. The focus is on both the Town as a whole and the fund financial statements, including the major individual funds of the governmental and business-type categories, as well as the fiduciary funds (by category) and the component units, if applicable. Both the government-wide and fund financial statements (within the basic financial statements) categorize primary activities as either governmental or business-type. In the government-wide Statement of Net Position, both the governmental and business-type activities columns (a) are presented on a consolidated basis by column, and (b) are reflected, on a full accrual, economic resources measurement focus, which incorporates long-term assets and receivables as well as long-term debt and obligations. Each presentation provides valuable information that can be analyzed and compared (between years and between governments) to enhance the usefulness of the information. The Town generally first uses restricted assets for expenses incurred for which both restricted and unrestricted assets are available. The Town may defer the use of restricted assets based on a review of the specific transaction.

The government-wide Statement of Activities reflects both the gross and net cost per functional category (public safety, public works, community development, etc.) that are otherwise being supported by general government revenues (property, sales and use taxes, certain intergovernmental revenues, fines, permits and charges, etc.). The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants, and contributions. The program revenues must be directly associated with the function (public safety, public works, community development, etc.) or a business-type activity. Program revenues include: 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function, and 2) grants and contributions that are restricted to meeting the operation or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported as general revenues. The Town does not allocate indirect expenses.

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

B. Government-Wide and Fund Financial Statements (Continued)

The operating grants include operating-specific and discretionary (either operating or capital) grants while the capital grants column reflects capital-specific grants. Internal service charges, if applicable, are eliminated and the net income or loss from internal service activities is allocated to the various functional expense categories based on the internal charges to each function.

In the fund financial statements, financial transactions and accounts of the Town are organized on the basis of funds. The operation of each fund is considered to be an independent fiscal and separate accounting entity, with a self-balancing set of accounts recording cash and/or other financial resources together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. The fund statements are presented on a current financial resource and modified accrual basis of accounting. This is the manner in which these funds are normally budgeted. Since the governmental fund statements are presented on a different measurement focus and basis of accounting than the government-wide statement's governmental column, a reconciliation is presented, which briefly explains the adjustments necessary to reconcile the fund financial statements to the governmental column of the government-wide financial statement.

The following is a brief description of the specific funds used by the Town in FY 2016.

1. *Governmental Funds* - Governmental Funds account for and report the expendable financial resources, other than those accounted for in Proprietary and Fiduciary Funds. The Governmental Funds utilize the modified accrual basis of accounting where the measurement focus is upon determination of financial position and changes in financial position, rather than upon net income determination as would apply to a commercial enterprise. The individual Governmental Funds are:

   General Fund – The General Fund is the primary operating fund of the Town. This fund is used to account for and report all financial resources except those required to be accounted for and reported in another fund. Revenues are derived primarily from property and other local taxes, state and federal distributions, licenses, permits, charges for service and interest income. The General Fund is considered a major fund for reporting purposes.

C. Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All Governmental Funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

C. Basis of Accounting (continued)

Governmental funds utilize the modified accrual basis of accounting under which revenues and related assets are recorded when measurable and available to finance operations during the year. Accordingly, real and personal property taxes are recorded as revenues and receivables when billed, net of allowances for uncollectible amounts, except that property taxes not collected within 60 days after year-end are reflected as unavailable revenues. Sales and utility taxes, which are collected by the State or utilities and subsequently remitted to the Town, are recognized as revenues and receivables upon collection by the State or utility, which is generally in the month preceding receipt by the Town. Licenses, permits, fines and rents are recorded as revenues when received. Intergovernmental revenues, consisting primarily of State and other grants for the purpose of funding specific expenditures, are recognized when measurable and available or at the time of the specific expenditure.

Expenditures, other than interest on long-term obligations, are recorded as the related fund liabilities are incurred. Principal and interest on long-term obligations is recognized when due except for amounts due on July 1, which are accrued.

All proprietary funds are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the balance sheet. Proprietary fund-type operating statements present increases (e.g., revenues) and decreases (e.g., expenses) in net total assets.

The accrual basis of accounting is used for the Enterprise Fund. Under the accrual method, revenues are recognized in the accounting period in which they are earned, while expenses are recognized in the accounting period in which the related liability is incurred. The Town has no proprietary funds.

D. Budgets and Budgetary Accounting

The following procedures are used by the Town in establishing the budgetary data reflected in the financial statements:

1. Prior to May 1, the Town Manager submits to the Town Council a proposed operating and capital budget for the fiscal year commencing the following July 1. The operating and capital budget includes proposed expenditures and the means of financing them.
2. Public hearings are conducted to obtain citizen comments.
3. Prior to June 30, the budget is legally enacted through passage of an Appropriations Resolution.
4. The Appropriations Resolution places legal restrictions on expenditures at the department or category level. The appropriation for each department or category can be revised only by the Town Council. The Town Administrator is authorized to transfer budgeted amounts within departments.
5. Formal budgetary integration is employed as a management control device during the year for all funds.
6. All budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP).
7. Appropriations lapse on June 30, for all Town funds unless they are carried forward by a resolution of Town Council.
8. All budgetary data presented in the accompanying financial statements reflect budget revisions as of June 30.

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

E. Cash and Cash Equivalents

Cash and cash equivalents include all cash on hand and in banks, certificates of deposit, and highly liquid investments with original maturities of three months or less.

F. Prepaid Items

Certain payments to vendors represent costs applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements. The cost of prepaid items is recorded as expenditures/expenses when consumed rather than when purchased.

G. Capital Assets

Capital outlays are recorded as expenditures of the governmental funds of the Town and as assets in the government-wide financial statements.

Property, plant and equipment purchased are stated at cost or estimated cost. Donated property is recorded at acquisition value prevailing at date of donation. Capital Assets are defined by the Town as property, plant, and equipment with an individual cost of more than $5,000 and an estimated useful life in excess of two years. Depreciation is recorded on capital assets on a government-wide basis using the straight-line method and the following estimated useful lives:

Buildings and improvements	15-40 years
Vehicles	5 years
Equipment	3-7 years

H. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

I. Compensated Absences

The Town accrues compensated absences (annual and sick leave benefits) when vested. The amounts include all balances earned by employees which would be paid upon employee terminations, resignations or retirements.

An estimate of ten percent of the liability has been classified as current in the government-wide financial statements.

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

J. Fund Equity

The Town reports fund balance in accordance with GASB Statement 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- Nonspendable fund balance – amounts that are not in spendable form (such as inventory and prepaids) or are required to be maintained intact (corpus of a permanent fund);
- Restricted fund balance – amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation;
- Committed fund balance – amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same takes the same highest level action to remove or change the constraint;
- Assigned fund balance – amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority;
- Unassigned fund balances – amounts that are available for any purpose; positive amounts are only reported are only reported in the general fund.

When fund balance resources are available for a specific purpose in more than one classification, it is the Town's policy to use the most restrictive funds first in the following order: restricted, committed, assigned, and unassigned as they are needed.

Town Council establishes (and modifies or rescinds) fund balance commitments by passage of a resolution. This is typically done through adoption and amendment of the budget. A fund balance commitment is further indicated in the budget document as a designation or commitment of the fund (such as for special incentives). Assigned fund balance is established by Town Council through adoption or amendment of the budget as intended for specific purposes (such as the purchase of capital assets, construction, debt service, or for other purposes).

K. Net Position

Net position is the difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources. Net investment in capital assets represents capital assets, less accumulated depreciation, less any outstanding debt related to the acquisition, construction or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt are also included in this component of net position.

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

L. Net Position Flow Assumption

Sometimes the Town will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted – net position and unrestricted – net position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Town's policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

M. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Town does not have any deferred outflows of resources at June 30, 2016.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Town has only one type of item, which arises only under a modified accrual basis of accounting that qualifies for reporting in this category. Accordingly, the item, unavailable revenue, is reported in the governmental funds balance sheet and the statement of net position. The governmental funds report unavailable revenue from delinquent property taxes and craft shows. This amount is deferred and recognized as an inflow of resources in the period that the amount becomes available.

N. Adoption of Accounting Principles

Governmental Accounting Standards Board Statement No. 72, *Fair Value Measurement and Application*

The Town implemented the provisions of the above Statement during the fiscal year ended June 30, 2016. The Statement generally requires investments to be measured at fair value. The Statement requires the Town to use valuation techniques which are appropriate under the circumstances and are either a market approach, a cost approach or an income approach. The Statement establishes a hierarchy of inputs used to measure fair value. There was no material impact on the Town's financial statement as a result of the implementation of Statement No. 72.

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

N. Adoption of Accounting Principles (continued)

Governmental Accounting Standards Board Statement No. 79, *Certain External Investment Pools and Pool Participants*

The Town implemented the provisions of the above Statement during the fiscal year ended June 30, 2016. This Statement addresses accounting and financial reporting for certain external investment pools and pool participants. Specifically, it establishes criteria for an external investment pool to qualify for making the election to measure all of its investments at amortized cost for financial reporting purposes. An external investment pool qualifies for that reporting if it meets all of the applicable criteria established in this Statement. There was no material impact on the Town's financial statement as a result of the implementation of Statement No. 79.

NOTE 2—PROPERTY TAXES RECEIVABLE:

Property is assessed at its value on January 1. Property taxes attach as an enforceable lien on property as of January 1. Taxes are payable February 15th. The Town bills and collects its own property taxes. The Town does not record an allowance for uncollectible receivables as all receivables are deemed collectible.

NOTE 3—DEPOSITS AND INVESTMENTS:

Deposits:

Deposits with banks are covered by the Federal Deposit Insurance Corporation (FDIC) and collateralized in accordance with the Virginia Security for Public Deposits Act (the "Act") Section 2.2-4400 et. seq. of the Code of Virginia. Under the Act, banks and savings institutions holding public deposits in excess of the amount insured by the FDIC must pledge collateral to the Commonwealth of Virginia Treasury Board. Financial Institutions may choose between two collateralization methodologies and depending upon that choice, will pledge collateral that ranges in amounts from 50% to 130% of excess deposits. Accordingly, all deposits are considered fully collateralized.

Investments:

Statutes authorize the Town to invest in obligations of the United States or agencies thereof, obligations of the Commonwealth of Virginia or political subdivisions thereof, obligations of the International Bank for Reconstruction and Development (World Bank), the Asian Development Bank, the African Development Bank, "primary quality" commercial paper and certain corporate notes, banker's acceptances, repurchase agreements and the State Treasurer's Local Government Investment Pool (LGIP).

NOTE 3—DEPOSITS AND INVESTMENTS: (Continued)

Custodial Credit Risk (Investments):

The Town's investments at June 30, 2016 were held by the Town or in the Town's name by the Town's custodial banks.

Credit Risk of Debt Securities:

The Town does not have a policy related to credit risk of debt securities. The Town's rated debt investments as of June 30, 2016 were rated by Standard and Poor's and the ratings are presented below using the Standard and Poor's rating scale.

Town's Rated Debt Investments' Values

	Fair Quality Rating
	AAAm
VML/VACO Virginia Investment Pool	$ 101,533

Fair Value Measurements:

Fair Value is the price that would be received to sell an asset or paid to transfer a liability in orderly transaction between market participants at the measurement date. The Town has measured fair value of the above investments at the net asset value (NAV).

NOTE 4—CAPITAL ASSETS:

The following is summary of changes in capital assets during the fiscal year:

Governmental Activities:

	Balance July 1, 2015	Additions	Deletions	Balance June 30, 2016
Capital assets not being depreciated:				
Land	$ 1,081,564	$ -	$ -	$ 1,081,564
Construction in progress	138,045	1,139,837	-	1,277,882
Total capital assets not being depreciated	$ 1,219,609	$ 1,139,837	$ -	$ 2,359,446
Other capital assets:				
Buildings and improvements	$ 486,419	$ 17,612	$ 8,299	$ 495,732
Vehicles	93,297	4,613	-	97,910
Equipment	101,372	26,974	26,315	102,031
Total other capital assets	$ 681,088	$ 49,199	$ 34,614	$ 695,673
Accumulated depreciation:				
Buildings and improvements	$ 147,847	$ 9,827	$ 3,291	$ 154,383
Vehicles	45,632	13,782	-	59,414
Equipment	62,735	7,579	23,683	46,631
Total accumulated depreciation	$ 256,214	$ 31,188	$ 26,974	$ 260,428
Other capital assets, net	$ 424,874	$ 18,011	$ 7,640	$ 435,245
Net capital assets	$ 1,644,483	$ 1,157,848	$ 7,640	$ 2,794,691

Depreciation expense has been allocated as follows:	
General government administration	$ 9,538
Public safety	8,281
Public works	6,832
Parks, recreation and cultural	6,537
Total depreciation expense	$ 31,188

NOTE 5—LONG-TERM OBLIGATIONS:

The following is a summary of long-term obligations for the fiscal year ended June 30, 2016:

	Balance July 1, 2015	Increases	Decreases	Balance June 30, 2016	Amounts Due Within One Year
Compensated absences	$ 5,938	$ 50	$ 594	$ 5,394	$ 539

NOTE 6—COMPENSATED ABSENCES:

In accordance with GASB Statement 16, *Accounting for Compensated Absences*, the Town has accrued the liability arising from outstanding compensated absences. Town employees earn vacation and sick leave based upon length of service. The Town has outstanding accrued vacation pay totaling $5,394 in the General Fund.

NOTE 7–RETIREMENT PLAN:

The Town maintains a SIMPLE-IRA retirement plan covering substantially all employees meeting certain minimum requirements. The Town makes matching contributions equaling employee contributions up to 3% of eligible compensation. The Town's matching contributions and plan expenses totaled approximately $6,655 for the fiscal year ended June 30, 2016.

NOTE 8–CONTINGENT LIABILITIES:

At June 30, 2016, there were no matters of litigation involving the Town which would materially affect the Town's financial position should any court decisions on pending matters not be favorable to the Town.

NOTE 9–UNAVAILABLE REVENUES:

Unavailable revenues represent amounts for which, under the modified accrual basis of accounting, asset recognition criteria have been met, but for which revenue recognition criteria have not been met (i.e., such amounts are measurable, but not available). At June 30, 2016, deferred revenues in the governmental funds totaled $48,857, which represents collections related to the subsequent year's craft show. Unavailable revenues consisting of uncollected property taxes totaled $127 and other unavailable revenues totaled $3,640.

NOTE 10–RISK MANAGEMENT:

The Town participates in the Virginia Municipal Group Risk Management Pool for workers' compensation insurance coverage. Other insurance coverage for property, crime, dishonesty and related coverage are purchased from a commercial insurance carrier. Coverage for these items varies. There are no surety bonds for directors. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

NOTE 11—EXPENDITURES IN EXCESS OF APPROPRIATIONS:

Fund	Appropriations	Actual	Variance
General Fund:			
General government administration	$ 346,819	$ 393,904	$ (47,085)
Public safety	93,599	99,422	(5,823)
Public works	129,620	133,559	(3,939)
Capital outlay	1,005,000	1,217,323	(212,323)

Required Supplementary Information

Note to Required Supplementary Information:

Presented Budgets were prepared in accordance with Accounting Principles Generally Accepted in the United States of America.

TOWN OF OCCOQUAN, VIRGINIA **Exhibit 7**

General Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
Year Ended June 30, 2016

	Original Budget	Final Budget	Actual	Variance With Final Budget Positive (Negative)
Revenues				
General property taxes	$ 198,273	$ 198,273	$ 201,563	$ 3,290
Other local taxes	293,618	293,618	336,342	42,724
Fines and forfeitures	12,000	12,000	9,541	(2,459)
Revenue from use of money and property	5,800	5,800	9,647	3,847
Charges for services	2,000	2,000	16,768	14,768
Recovered costs	-	-	1,059,798	1,059,798
Miscellaneous	227,275	227,275	229,949	2,674
Intergovernmental:				
Commonwealth	68,897	68,897	72,298	3,401
Total revenues	$ 807,863	$ 807,863	$ 1,935,906	$ 1,128,043
Expenditures				
Current:				
General government administration	$ 346,819	$ 346,819	$ 393,904	$ (47,085)
Public safety	93,599	93,599	99,422	(5,823)
Public works	129,620	129,620	133,559	(3,939)
Parks, recreation, and cultural	119,182	119,182	115,834	3,348
Capital outlay	1,005,000	1,005,000	1,217,323	(212,323)
Total expenditures	$ 1,694,220	$ 1,694,220	$ 1,960,042	$ (265,822)
Excess (deficiency) of revenues over (under) expenditures	$ (886,357)	$ (886,357)	$ (24,136)	$ 862,221
Changes in fund balances	$ (886,357)	$ (886,357)	$ (24,136)	$ 862,221
Fund balances at beginning of year	886,357	886,357	735,673	(150,684)
Fund balances at end of year	$ -	$ -	$ 711,537	$ 711,537

Supporting Schedules

Governmental Funds
Schedule of Revenues - Budget and Actual
Year Ended June 30, 2016

Fund, Major and Minor Revenue Source	Original Budget	Budget as Amended	Actual	Variance from Final Budget Positive (Negative)
General Fund:				
Revenue from local sources:				
General property taxes:				
Real property taxes	$ 196,273	$ 196,273	$ 200,390	$ 4,117
Penalties and interest	2,000	2,000	1,173	(827)
Total general property taxes	$ 198,273	$ 198,273	$ 201,563	$ 3,290
Other local taxes:				
Local sales and use taxes	$ 26,200	$ 26,200	$ 24,444	$ (1,756)
Auto decals	11,200	11,200	11,664	464
Business license tax	60,000	60,000	80,843	20,843
Meals tax	165,218	165,218	187,750	22,532
Consumer utility tax	31,000	31,000	31,641	641
Total other local taxes	$ 293,618	$ 293,618	$ 336,342	$ 42,724
Fines and forfeitures:				
Court fines and forfeitures	$ 12,000	$ 12,000	$ 9,541	$ (2,459)
Total fines and forfeitures	$ 12,000	$ 12,000	$ 9,541	$ (2,459)
Revenue from use of money and property:				
Revenue from use of money	$ 900	$ 900	$ 4,397	$ 3,497
Revenue from use of property	4,900	4,900	5,250	350
Total revenue from use of money and property	$ 5,800	$ 5,800	$ 9,647	$ 3,847
Charges for services:				
Building fees	$ -	$ -	$ 12,888	$ 12,888
Engineering fees	2,000	2,000	1,575	(425)
Landscaping fees	-	-	2,305	2,305
Total charges for services	$ 2,000	$ 2,000	$ 16,768	$ 14,768
Recovered costs:				
Engineering fees	$ -	$ -	$ 1,058,006	$ 1,058,006
Legal fees	-	-	1,792	1,792
Total recovered costs	$ -	$ -	$ 1,059,798	$ 1,059,798
Miscellaneous:				
Brick paver program	$	$	$ 5,227	$ 5,227
Craft show	222,825	222,825	205,697	(17,128)
Other miscellaneous	4,450	4,450	19,025	14,575
Total miscellaneous	$ 227,275	$ 227,275	$ 229,949	$ 2,674
Total revenue from local sources	$ 738,966	$ 738,966	$ 1,863,608	$ 1,124,642

Governmental Funds
Schedule of Revenues - Budget and Actual
Year Ended June 30, 2016 (Continued)

Fund, Major and Minor Revenue Source	Original Budget	Budget as Amended	Actual	Variance from Final Budget Positive (Negative)
General Fund: (Continued)				
Intergovernmental:				
Revenue from the Commonwealth:				
Noncategorical aid:				
Telecommunications tax	$ 46,600	$ 46,600	$ 44,931	$ (1,669)
Total noncategorical aid	$ 46,600	$ 46,600	$ 44,931	$ (1,669)
Categorical aid:				
Public safety grant	$ 21,297	$ 21,297	$ 21,296	$ (1)
Other state funds	1,000	1,000	6,071	5,071
Total categorical aid	$ 22,297	$ 22,297	$ 27,367	$ 5,070
Total revenue from the Commonwealth	$ 68,897	$ 68,897	$ 72,298	$ 3,401
Total General Fund	$ 807,863	$ 807,863	$ 1,935,906	$ 1,128,043

TOWN OF OCCOQUAN, VIRGINIA **Schedule 2**

Governmental Funds
Schedule of Expenditures - Budget and Actual
Year Ended June 30, 2016

Fund, Function, Activity and Elements	Original Budget	Budget as Amended	Actual	Variance from Final Budget Positive (Negative)
General Fund:				
General government administration:				
Payroll, payroll taxes, and benefits	$ 199,027	$ 199,027	$ 197,767	$ 1,260
Advertising	24,100	24,100	9,192	14,908
Council stipend	72	72	72	-
Insurance	15,500	15,500	15,176	324
Legal	35,000	35,000	52,054	(17,054)
Professional services	53,250	53,250	101,775	(48,525)
Education and training	8,300	8,300	4,711	3,589
Office supplies	11,570	11,570	13,157	(1,587)
Total general government administation	$ 346,819	$ 346,819	$ 393,904	$ (47,085)
Public safety:				
Payroll, payroll taxes, and benefits	$ 74,479	$ 74,479	$ 79,276	$ (4,797)
Police department	19,120	19,120	20,146	(1,026)
Total public safety	$ 93,599	$ 93,599	$ 99,422	$ (5,823)
Public works:				
Grounds and maintenance	$ 51,670	$ 51,670	$ 50,111	$ 1,559
Snow removal	5,000	5,000	13,569	(8,569)
Trash removal	60,000	60,000	56,952	3,048
Utilities	12,950	12,950	12,927	23
Total public works	$ 129,620	$ 129,620	$ 133,559	$ (3,939)
Parks, recreation and cultural:				
Fall craft show	$ 52,091	$ 52,091	$ 53,844	$ (1,753)
Spring craft show	52,091	52,091	49,250	2,841
Historic Occoquan	6,000	6,000	6,000	-
Parks/Town hall	2,000	2,000	2,972	(972)
Special events	7,000	7,000	3,768	3,232
Total parks, recreation and cultural	$ 119,182	$ 119,182	$ 115,834	$ 3,348
Capital outlay	$ 1,005,000	$ 1,005,000	$ 1,217,323	$ (212,323)
Total General Fund	$ 1,694,220	$ 1,694,220	$ 1,960,042	$ (265,822)

Compliance

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

TO THE HONORABLE MEMBERS OF THE TOWN COUNCIL
TOWN OF OCCOQUAN, VIRGINIA
OCCOQUAN, VIRGINIA

We have audited, in accordance with the auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States; and the *Specifications for Audits of Counties, Cities, and Towns,* issued by the Auditor of Public Accounts of the Commonwealth of Virginia, the financial statements of the governmental activities and each major fund of Town of Occoquan, Virginia, as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Town of Occoquan, Virginia's basic financial statements, and have issued our report thereon dated March 13, 2017.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Town of Occoquan, Virginia's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Town of Occoquan, Virginia's internal control. Accordingly, we do not express an opinion on the effectiveness of Town of Occoquan, Virginia's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Town of Occoquan, Virginia's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Robinson, Farmer, Cox Associates

Fredericksburg, Virginia
March 13, 2017

TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

9. Regular Business	**Meeting Date:** April 4, 2017
9 E: Request to Adopt Mutli-Jurisdictional Hazardous Mitigation Plan Update	

Explanation and Summary:
Every five years the Federal Emergency Management Agency (FEMA) requires that all state and local governments update their hazard mitigation plans. Local governments must develop, adopt and update hazard mitigation plans in order to receive certain federal assistance. The Town of Occoquan staff participated in a regional mitigation advisory committee that assessed risks of natural hazards facing the Northern Virginia region and made recommendations on actions to be taken to mitigate these hazards.

The updated Northern Virginia Hazard Mitigation Plan is completed and has been reviewed and accepted by Virginia State Emergency Management and FEMA. The final requirement is that participating local jurisdictions approve and adopt the plan by resolution.

The entire plan is available here: http://www.fairfaxcounty.gov/oem/mitigation.

Engineer's Recommendation: Concur with Town Manager's recommendation.

Town Attorney's Recommendation: Concur with Town Manager's recommendation.

Town Manager's Recommendation: Recommend adoption of the multijurisdictional Northern Virginia Hazard Mitigation Plan as presented.

Cost and Financing: N/A
Account Number: N/A

Proposed/Suggested Motion:
"I move to approve adoption of the multijurisdictional Northern Virginia Hazard Mitigation Plan and authorize the Mayor to execute the proposed plan adoption resolution."

OR

Other action Council deems appropriate.

Attachments: (1) Proposed Resolution

R-2017-01

RESOLUTION

RESOLUTION TO APPROVE THE ADOPTION OF THE NORTHERN VIRGINIA REGIONAL HAZARD MITIGATION PLAN

WHEREAS, the Disaster Mitigation Act of 2000, as amended, requires that local governments, develop, adopt and update natural hazard mitigation plans in order to receive certain federal assistance; and,

WHEREAS, the Northern Virginia Regional Hazard Mitigation Plan has been prepared in accordance with Federal Emergency Management Agency (FEMA) requirements at 44C.F.R. 201.6; and,

WHEREAS, a Mitigation Advisory Committee (*MAC), comprised of representatives from the Counties of Arlington, Fairfax, Loudoun, and Prince William; the Cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park; and the Towns of Dumfries, Haymarket, Herndon, Leesburg, Lovettsville, Middleburg, Purcellville, Occoquan, Round Hill, and Vienna, was convened in order to assess the risks of hazards facing the Northern Virginia region, and to make recommendations on actions to be taken to mitigate these hazards; and,

WHEREAS, the plan incorporates the comments, ideas, and concerns of the community and of the public in general, which this plan is designed to protect, ascertained through a series of public meetings, publication of the draft plan, press releases, and other outreach activities; and,

NOW, THEREFORE, BE IT RESOLVED that the Town of Occoquan recognizes that the local Hazard Mitigation Plan has been approved by FEMA and is pending adoption of an update to reflect the effect of recent events such as the derecho, Hurricane Sandy, and Winter Storm Jonas. Being committed to mitigation planning and activities, the Town of Occoquan, as part of the next update, will fully endeavor to identify, evaluate, and include these events and their impacts as part of the next update cycle.

BE IT FURTHERED RESOLVED by the Town of Occoquan, Virginia, that the Northern Virginia Hazard Mitigation Plan Update dated March 2017 is hereby approved and adopted by the Occoquan Town Council, which resolves to execute those actions which the plan calls for it to accomplish.

Adopted by the Town Council of the Town of Occoquan, Virginia this 4th Day of April 2017.

R-2017-01

MOTION: **DATE: April 4, 2017**
Regular Meeting

SECOND:

Attachments:

Votes
Ayes:
Nays:
Absent from Vote:
Absent from Meeting:

BY ORDER OF THE TOWN COUNCIL

_____
Elizabeth A.C. Quist, Mayor

Attested:

_____
Christopher Coon, Town Clerk

TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

9. Regular Business	**Meeting Date:** April 4, 2017
9 F: Proclamation for Arbor Day	

Explanation and Summary:
This is a request to proclaim April 23, 2017, as Arbor Day in the Town of Occoquan. A short tree planting ceremony will be held in partnership with Keep Prince William Beautiful on Sunday, April 23, 2017, at Mamie Davis Park in recognition of Arbor Day. This proclamation and the tree planting ceremony will assist the town in its efforts to obtain the Tree City Designation through the Arbor Day Foundation in 2018.

Cost and Financing: N/A
Account Number: N/A

Proposed/Suggested Motion:
"I move to approve the 2017 Arbor Day proclamation."

OR

Other action Council deems appropriate.

Attachments: (1) Proclamation

Proclamation

WHEREAS, in 1872, J. Sterling Morton proposed that a special day be set aside for the planting of trees, and this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and is now observed throughout the nation and the world, and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

WHEREAS, conservation of our natural resources and beautification of the Occoquan community are both very important to the quality of life enjoyed by residents, and

WHEREAS, trees enhance the beauty of Occoquan, increase property values, enhance the economic vitality of business areas, improve our environment, and provide important educational experiences, and

WHEREAS, the planting of new trees will be the expressions of our commitment to future generations, and

NOW, THEREFORE, I, Elizabeth A.C. Quist, Mayor of the Town of Occoquan, and on behalf of the Occoquan Town Council hereby proclaim Sunday, April 23, 2017 as

ARBOR DAY

in the Town of Occoquan and urge all individuals, groups, and businesses to celebrate and enjoy Occoquan's outdoors and the richness of our town through the planting and preservation of trees.

Adopted this 4th day of April 2017.

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Elizabeth A.C. Quist MAYOR
On behalf of the Town Council of
Occoquan, Virginia

ATTEST:

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Christopher Coon, Town Clerk