



**TOWN OF OCCOQUAN**  
Circa 1734 • Chartered 1804 • Incorporated 1874

314 Mill Street  
PO BOX 195  
Occoquan, VA 22125  
(703) 491-1918  
[www.OccoquanVA.gov](http://www.OccoquanVA.gov)  
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**Occoquan Town Council**  
**Regular Meeting**  
**March 7, 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. February 7, 2017 Regular Meeting Minutes
  - b. February 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. **Regular Business**
  - a. Request to Approve Construction and Maintenance Agreement for 430 Mill Street (Kiely Court Project)
  - b. Request to Award Contract for Drain Installation at River Mill Park

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

**9. Work Session**

- a. FY 2018 Proposed Budget Work Session #3 (Final)

**10. Closed Session**

**11. Adjournment**



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

**Present:** Mayor Liz Quist, Vice Mayor Pat Sivigny, Councilmembers Jim Drakes, Matthew Dawson, and Cindy Fithian

**Absent:** Councilmember Joe McGuire

**Staff:** Kirstyn Jovanovich, Town Manager; Martin Crim, Town Attorney; Bruce Reese, Town Engineer; Billy Flynn, The Engineering Groupe; Chris Coon, Town Clerk; Adam Linn, Interim Chief of Police

**Others:** Mike Overton, Glenn Miller and Paul Schrader, Miller Brothers, Inc.

**1. Call to Order**

Mayor Quist called the meeting to order at 7:00 p.m.

**2. Pledge of Allegiance**

**3. Citizens Time**

Kathy Anderson, 125 Mill Street, owner of Bar-J's, stated that her restaurant is having their one year anniversary on February 25, 2017. Ms. Anderson inquired about having the restaurant's food truck on Mill Street for this one event.

Ms. Jovanovich stated that the Town has received Ms. Anderson's request and should have a response to her by the end of the week.

**4. Hearing on Miller Brothers' Claim for Extended General Conditions Relating to Delays in Construction Contract at River Mill Park**

The Council heard an appeal on a dispute regarding Miller Brother's claim to have suffered expenses due to delays in the construction of the River Mill Park facilities. Council will discuss the claim in closed session and respond with a written decision.

**5. Approval of Minutes**

It was moved to approve the minutes of the January 3, 2017 Regular Meeting and January 17, 2017 Work Session Meeting.

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

**6. Councilmember Reports**

Councilmember Fithian reported that she met with members of the Occoquan River Communities about the Riverfest event, which is scheduled for May 13, 2017.

Councilmember Dawson stated that the ARB met in January and issued three certificates of appropriateness and are working to update the ARB Design Guidelines to bring them in line with the update to the sign ordinance in the Town Code.

## 7. Mayor's Report

No Report.

## 8. Staff Reports

**A. Town Attorney:** Mr. Crim, Town Attorney, reported on the following:

- i. **Kiely litigation-** Mr. Kiely filed a motion to dismiss the appeal from the State Technical Review Board. At this time, no hearing has been scheduled.
- ii. **Rivertown Overlook-** Documents have been submitted and reviewed for the development.
- iii. **Monitoring General Assembly Bill** – Mr. Crim stated that Senate Bill 795, would require localities to post checkbook and credit card purchases online for every locality regardless of size. Mr. Crim stated several municipalities and the Virginia Municipal League are asking for exemptions for smaller localities. Mr. Crim also discussed Senate Bill 1282, which overrides local control when dealing with cell phone infrastructure.

**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. Vice Mayor Sivigny inquired about the citizen's complaint regarding speeding on Washington and if we could ask VDOT about a four way stop at Washington Street and East Colonial Dr. Councilmember Drakes also inquired about improving the lighting or awareness of the crosswalk on Washington Street.

Ms. Jovanovich stated she spoke with VDOT and they have directed the Town to contact Prince William County Transportation regarding speed mitigation on Washington Street. She also stated that VDOT recommended not removing the turn lane on Washington Street to increase parking as it was installed as a part of the townhouse development. She also stated that Chief Linn has increase speed enforcement activities in that area.

Vice Mayor Sivigny also inquired about placing a sign on Poplar Alley to prevent people from driving the wrong way on Washington Street towards Commerce Street.

Interim Chief Linn stated that there is currently a sign at the intersection of Poplar Alley and Washington Street indicating a 'no right turn' and one way that is intended for motorists exiting Poplar Alley onto Washington Street.

Ms. Jovanovich also inquired about how Council would like the entrance of Mamie Davis Park to be rebuilt. The Council decided to take this opportunity to widen the Park entrance by removing the first brick pillars on either side of the walkway and improving the landscaping beds at the front of the park.

- E. **Town Treasurer:** Ms. Breeding was not present, however, her report was submitted as part of the meeting agenda. No questions were received.
- F. **Chief of Police:** Interim Chief Linn provided his December 2016 report with the agenda packet.

Vice Mayor Sivigny inquired about a call that stated there was a shooting at Washington Street and Mill Street. Interim Chief Linn stated that he contacted Prince William County Dispatch and the call was input improperly; there was no shooting.

## **9. Regular Business**

### **9A. Request to Approve Revised Rivertown Overlook Plat**

It was moved to approve the Rivertown Overlook plat of subdivision and easement prepared by Holmes Smith, Contingent on the submission and approval of appropriate documentation including deeds, Homeowners Association for maintenance of the appropriate improvements, tri-party agreement for maintenance of the public sidewalk, and an updated performance bond in the amount of \$48,420, along with a current surety agreement.

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

### **9B. Request to Award Contract for Drain and Trail Installation at River Mill Park**

It was moved to defer this decision to the March 2017 Regular Meeting.

**A motion was made by Councilmember Fithian, seconded by Councilmember Drakes that the Action Item be deferred until March meeting. The motion carried by poll vote, unanimous.**

### **9C. Request to Approve an MOU for the NOVA Arts and Cultural District**

It was moved to approve the creation of a multi-jurisdictional Arts and Cultural District in Occoquan's historic business district, in conjunction with the Workhouse Arts Foundation and NOVA Parks, contingent upon the successful amendment to VA Code §15.2-1129.1, and permit the Mayor to sign a memorandum of understanding with the named partners.

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

### **9D. Request to approve Certified Planning Commission Training**

It was moved to approve a not to exceed amount of \$3,800 for Planning Commissioner certification training.

**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.**

**9E. Request to Appoint Representative to Board of Zoning Appeals**

It was moved to submit three names to the Prince William County Circuit Court for appointment to the Board of Zoning Appeals: Mr. Kevin Whaley, Ms. Betty Dean, and Mr. Earnie Porta.

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

**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: demotion, discipline or resignation of specific employees. Also, Virginia Code Section 2.2-3711(A)(7), consultation with legal counsel, or another matter requiring advice of counsel, specifically the Miller Brothers claim. Councilmember Fithian seconded. The motion carried unanimously. Closed Session began at 8:08 p.m.

The Council came out of closed session at 8:48 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 Drakes, Councilmember Dawson and Vice Mayor Sivigny, by roll call vote.

It was moved to direct the Town Attorney to convey Town Council's response to Miller Brother's Incorporated in writing no later than February 19, 2017.

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

It was moved to appoint the Town Manager as the Acting Town Treasurer effective February 8, 2017.

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

**11. Adjournment**

The meeting was adjourned at 8:49 p.m.

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Christopher Coon  
Town Clerk

DRAFT



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

**Present:** Mayor Liz Quist, Vice Mayor Pat Sivigny, Councilmembers Matthew Dawson, Jim Drakes, Cindy Fithian, and Joe McGuire

**Staff:** Kirstyn Jovanovich, Town Manager; Christopher Coon, Town Clerk; Adam Linn, Interim Chief of Police

## **1. Call to Order**

Mayor Quist called the meeting to order at 7:01 p.m.

## **2. Regular Items**

### **A. Police Department Assessment Presentation**

Ms. Dana Schrad, Virginia Association of Chiefs of Police (VACP) presented the Occoquan Police assessment. She stated she mainly searched for small towns in the Commonwealth, focusing on geographical foot print and population, and places with one person police departments, similar to the Town of Occoquan. Based on thorough research, Ms. Schrad stated that two towns that Occoquan could follow in terms of structure are Quantico and Remington. She stated that Remington was similar in population and Police budget of \$70,000 annually. Remington has three part-time officers that only work at times of typically high call volumes. She did state that Remington did not have a daily fluctuation of population like Occoquan. She stated that the Town of Quantico was similar in population and geographical footprint but, the Town of Quantico has an annual budget of \$165,000. She stated that Quantico had three part-time parking enforcement officers that help generate revenue and the police department had one full time Chief and two part-time officers. Ms. Schrad summarized that it depends on what direction that Town Council wanted to go but, following either police department's structure would be beneficial to Occoquan.

The Town Council requested that Ms. Schrad follow up by telephone with each Councilmember and provide a supplement to the final report.

Council held a discussion about what steps should be taken next. Council agreed to make an announcement for a Police Chief/Town Sergeant to begin the hiring process. They also agreed that important qualifications for the Police Chief/Town Sergeant are experience in patrol, grant writing, and community policing.

### **B. FY 2018 Budget Discussion #2**

Ms. Jovanovich stated that the presentation would focus on updated figures for the General Fund, as well as provide detail for the CIP, Mamie Davis, and Craft Show funds. She presented a breakdown of General Fund revenues by percentages. Councilmember Dawson inquired about how we maintain accuracy with Meals Tax.

Ms. Jovanovich stated that the Town Treasurer is responsible for conducting audits on self-reported taxes, such as meals tax. A meals tax audit has never been performed by the Town and will be a priority of the incoming Treasurer.

Ms. Jovanovich stated that based on Prince William County's Real Estate assessment estimates, there will be a .34% increase over late year's assessment values. She also stated that the proposed FY2018 Meals Tax figure is a 23.7% increase over FY2017 budget and 3.1% over FY2017 projected. She stated this is because, overall, the businesses have been very successful over the past year. Ms. Jovanovich also stated that there is a very low commercial vacancy rate in Town. She then spoke to the services fees and indicated that the Building Official Services is nearing cost neutral because of limited town cost.

Ms. Jovanovich then presented a summary of expenditures for FY2018, and discussed the proposed Health Insurance option through The Local Choice to allow for discounted group rates. She then presented the proposed addition of a seasonal position, "dockmaster," to assist with maintenance, safety, and fee collection enforcement on the public dock. This will include a change to the fee schedule for boaters to use the public dock. Ms. Jovanovich stated that based on the proposed budget there is currently a surplus of \$6,400; however, the final proposed budget will have equal revenues to expenditures. Councilmember Drakes inquired about the possibility that the anticipated surplus of \$6,400 could be used to supplement the Parks and Recreation proposed budget.

Ms. Jovanovich presented the proposed CIP projects and budget which plans large capital projects over a five-year period. She concluded the presentation with the proposed Craft Show and Mamie Davis Park funds.

Ms. Jovanovich stated that the final budget work session is scheduled for March 7, 2017 after the Regular Meeting.

### 3. Adjournment

The meeting was adjourned at 9:46 p.m.

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Christopher Coon  
Town Clerk



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J. Matthew Dawson  
Jim Drakes  
Cindy Fithian  
Joe McGuire

**TOWN MANAGER**  
Kirstyn Barr Jovanovich

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

## **Town Engineer's Report Town Council Meeting –March 7, 2017**

### **Land Development Activity** Vistas at Occoquan

#### **Kayak/Canoe Launch – update from last report**

Goal is to have Invitation for Bid (IFB) advertised by mid-March, with Town Council approval in May. Construction would start after June 30, 2017, due to “time of year” restriction for anadromous fish in Occoquan River. Town Attorney has reviewed and commented on IFB documents, with same forwarded to DCR for comment.

#### **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 March 2017.

#### **Vistas at Occoquan – no change from last report**

Bond release process started by D. R. Horton. As-builts submitted 9/9/16 – comments from TEG and returned to submitting engineer. No progress since last meeting.

#### **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**

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. Staff will meet with HOA to discuss replacement plantings to ensure continued compliance with project's overall landscape plan.

#### **Rivertown Project – update 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.

-END-



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Tyler C. Brown  
J. Matthew Dawson  
Jim Drakes  
Joe McGuire

**TOWN MANAGER**  
Kirstyn Barr Jovanovich

**BUILDING OFFICIAL**  
Joseph E. Barbeau, Jr.

## FEBRUARY 2017 REPORT TO THE TOWN COUNCIL BUILDING OFFICIAL REPORT

### PERMITS ISSUED

301 Commerce Street, 2/13/2017, renovations permit granted.  
408 Mill Street, 2/13/2017, sub-trade permits granted.  
408 Mill Street, 2/15/2017, electrical permit for residential unit granted.

### CERTIFICATES OF OCCUPANCY ISSUED

No Certificates of Occupancy have been issued during this month.

### INSPECTIONS

| Date      | Activity   |
|-----------|--|
| 2/3/2017  | 204 Brawners Farm Lane, Inspection of installation of a carrying beam. Approved. |
| 2/3/2017  | 301 Commerce Street, ceiling closure inspection. Approved.                       |
| 2/13/2017 | 301 Commerce Street, Rough Inspections for Plumbing and Electrical. Approved.    |
| 2/13/2017 | 408 Mill Street, Partial Rough Inspections for sub-trades, Unit D. Approved.     |
| 2/14/2017 | 408 Mill Street, Final Inspections for Storefront and Unit B. Approved.          |
| 2/22/2017 | 408 Mill Street, Rough Inspection for all trades. Approved.                      |

### DOCUMENT REVIEW

Rivertown Overlook Project building plans; initial review has been completed, updated plans are being reviewed.

### 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 2/28/2017.**



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**TOWN MANAGER**  
Kirstyn Barr Jovanovich

## **Town Manager's Report Town Council Meeting - March 7, 2017**

### **Mamie Davis Damage and Repairs**

Remediation of the fuel from the park was completed by mid-February and the area has been filled and re-seeded. The remainder of the repairs for landscaping and brick work are scheduled to be completed by the end of March. The park is open to the public to access the gazebo and the Riverwalk, however, the grass and landscaped areas remain closed. All costs are being covered through insurance.

As a reminder, we will not be rebuilding the two pillars damaged by the truck. Instead, we will be removing the damaged pillars and widening the entrance to the park. Staff is working with the landscaper to replace and repair the damage landscaping to beautify and repair the entrance to the park.

### **Welcome Sign**

The welcome sign that was damaged on January 1, 2017, has been repaired and reinstalled. The Town's insurance company covered the cost for the repairs, except for a \$200 deductible.

### **West Locust No Parking**

As directed during the January 2017 meeting, staff has installed the 'no parking' signage on West Locust Street.

### **Community Development and Events Director Position Update**

Interviews were completed on Friday, February 3, 2017, and the panel reviewed the candidates and has made an offer; waiting for response.

### **Town Treasurer Position Update**

The position announcement was posted on February 6, and is open until filled. Interviews will be conducted during the week of March 6, 2017. We currently have a temporary accountant performing some treasurer responsibilities while the search for a permanent replacement is conducted.

### **Police Department Assessment**

The Police Department Assessment presentation was provided during the February 21, work session. Dana Schrad with the Virginia Association of Chiefs of Police, stated she would conduct follow up interviews with the Town Council and provide a supplement to the report. No further information has been received from VACP.

**Police Auxiliary Position Posted**

A position announcement for police auxiliary officers has been posted on the town's website. The announcement will be posted until filled.

**Zoning and Subdivision Update**

We have entered into a contract with Burns & McDonnell to conduct the zoning and subdivision review and update. We held an initial planning meeting in February and will be organizing a community input session as part of the update process. Information will be forthcoming on this process.

**VDOT - Washington Street Work**

VDOT will be conducting milling and patchwork on Washington Street from Commerce Street to Mill Street on March 6, 2017, weather permitting. The community and businesses were notified of the work via listserv on Thursday, March 2, 2017.

-END-



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**TOWN MANAGER**  
**ACTING TOWN**  
**TREASURER**  
 Kirstyn Barr Jovanovich

## Town Treasurer's Report Town Council Meeting - March 7, 2017

### Audits

Provide update/status on audits:

| Audit Type      | Current Status    | Last FY Audit Completed | Next Steps/Action                 |
|-----------------|-------------------|-------------------------|-----------------------------------|
| Financial Audit | In Process (FY16) | FYE 2015                | No action                         |
| 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   | 3                              | 1/24/17             | Not Compliant        |
| Occoquan Inn            | 1                              |                     | Partial Payment      |

| 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             | Final Notice Sent             |
| Ervin Engineering                        | 1                             | 2/13/17             | Application filed; no payment |
| Joy of Being                             | 1                             | 2/13/17             | Final Notice Sent             |
| Capital Custom Clothiers                 | 1                             | 2/13/17             | Compliant                     |
| Make Wake, LLC                           | N/A                           | 2/13/17             | Out of Business               |
| Proactive Wellness Concepts              | N/A                           | 12/28/16            | Out of Business               |
| Daken Operations Analysis and Strategies | N/A                           | 12/28/16            | Out of Business               |
| Aer Potentia                             | N/A                           | 2/13/17             | Out of Business               |
| Acupuncture Healing Arts                 | N/A                           | N/A                 | Out of Business               |

| <b>Real Estate Delinquencies</b>  |  |   |                                |                                 |
|---|--|---|--------------------------------|---------------------------------|
| <b>Property Address OR<br/>Property Owner (whichever<br/>is appropriate to publish)</b> | <b>Length of<br/>Delinquency<br/>(Years)</b> | <b>Amount of<br/>Delinquency<br/>(Tax Only)</b> | <b>Date of Last<br/>Notice</b> | <b>Status of<br/>Compliance</b> |
| Fore, Ernest J  | 2  | \$695   | 12/28/16                       | Not Compliant                   |
| Houghton, Joy, Ronald W. &<br>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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**TOWN MANAGER**  
 Kirstyn Barr Jovanovich

**INTERIM CHIEF OF POLICE/  
 TOWN SERGEANT**  
 Adam C. Linn

## Occoquan Police Department

### Monthly Town Council Report March 7, 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

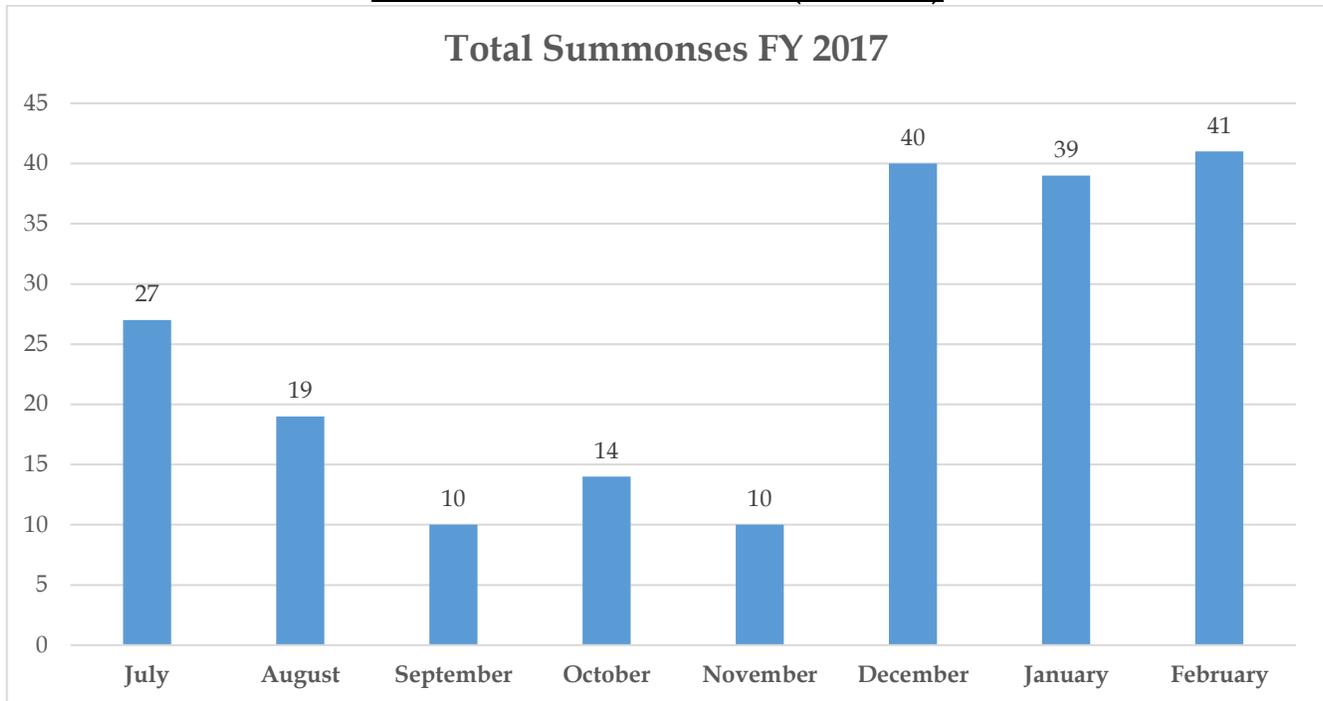
#### Significant Incidents

| Nature                       | Date        | Location | Details  |
|------------------------------|-------------|----------|--|
| Court                        | 2/2/2017    | Manassas | Attended General District Court  |
| LinX Audit                   | 2/3/2017    | Town     | Reviewed and confirmed NCR-LinX (Law Enforcement Information Exchange) required audit for 2016                                       |
| Welfare Check                | 2/6/2016    | Town     | Responded to a welfare status check on Poplar Lane.  |
| Animal at Large              | 2/7/2017    | Town     | Received complaint regarding dog running at large. PWCPD Animal responded to assist.   |
| Homeland Security            | 2/8/2017    | Town     | Contacted Dept. Homeland Security regarding DHS investigation.   |
| Larceny                      | 2/8/2017    | Town     | Received complaint that personal items were stolen from a patron at 201 Mill St. on 2/4. Investigated and cleared as a service call. |
| Directed Traffic Enforcement | 2/6-10/2017 | Town     | Directed speed enforcement during morning rush on Washington St & Occoquan Heights Ct.   |
| Phone Scam                   | 2/10/2017   | Town     | Received complaint regarding suspicious telephone call. Investigated call number - Spam/ Telemarketing                               |

|                        |           |                |   |
|------------------------|-----------|----------------|---|
| Unsecured Door         | 2/10/2017 | Town           | The front door to a business on Mill St. was found opened with no one inside. Made contact with the business owner and determined no problems.  |
| Suspicious Vehicle     | 2/10/2017 | Town           | After dark, a suspicious vehicle was parked in Gaslight Landing. Made contact and identified the 2 occupants and advised them it was private property and to move on.                                 |
| Parking Complaints     | 2/11/2017 | Town           | Received several parking and driver complaints from business and residents regarding vehicles blocking alleys and extended parking in front of businesses.  |
| Hit and Run            | 2/12/2017 | Town           | A vehicle drove off the road and struck a "Thru Trucks Prohibited" sign on Washington St. The vehicle left the scene after stopping. Investigated and identified the owner and driver of the vehicle. |
| Auto Accident          | 2/13/2017 | Town Line      | Responded to and took report on two car auto accident on Gordon Blvd.   |
| Training               | 2/14/2017 | Fredericksburg | Auxiliary Officer Feliciano provided training to RRCJA.   |
| Accident with Injuries | 2/15/2017 | Town           | Responded to a two-car accident involving injuries. Vehicles were towed and one person transported to hospital.   |
| Training               | 2/16/2017 | Fredericksburg | Auxiliary Officer Levi provided CPR/First Aid training to RRCJA.  |
| Noise Complaint        | 2/18/2017 | Town           | Received a noise complaint from business owner at 125 Mill St. in reference to another business tenant. Spoke with the business tenant and requested they turned the music down.                      |
| Service Request        | 2/20/2017 | Town           | Received a complaint of possible theft attempt at the Post Office. Investigated and found no issues.  |
| PERK Inventory Audit   | 2/21/2017 | Town           | Completed and filed State mandated inventory on Physical Evidence Recovery Kit (PERK).  |
| Auto Accident          | 2/21/2017 | Town           | Dispatched to and took report on two-car auto accident on Gordon Blvd.  |
| Disorderly Conduct     | 2/22/2017 | Town           | Dispatched to a residence on Mill St for a dispute. Separated parties and issued a trespass notice to nonresident party.  |

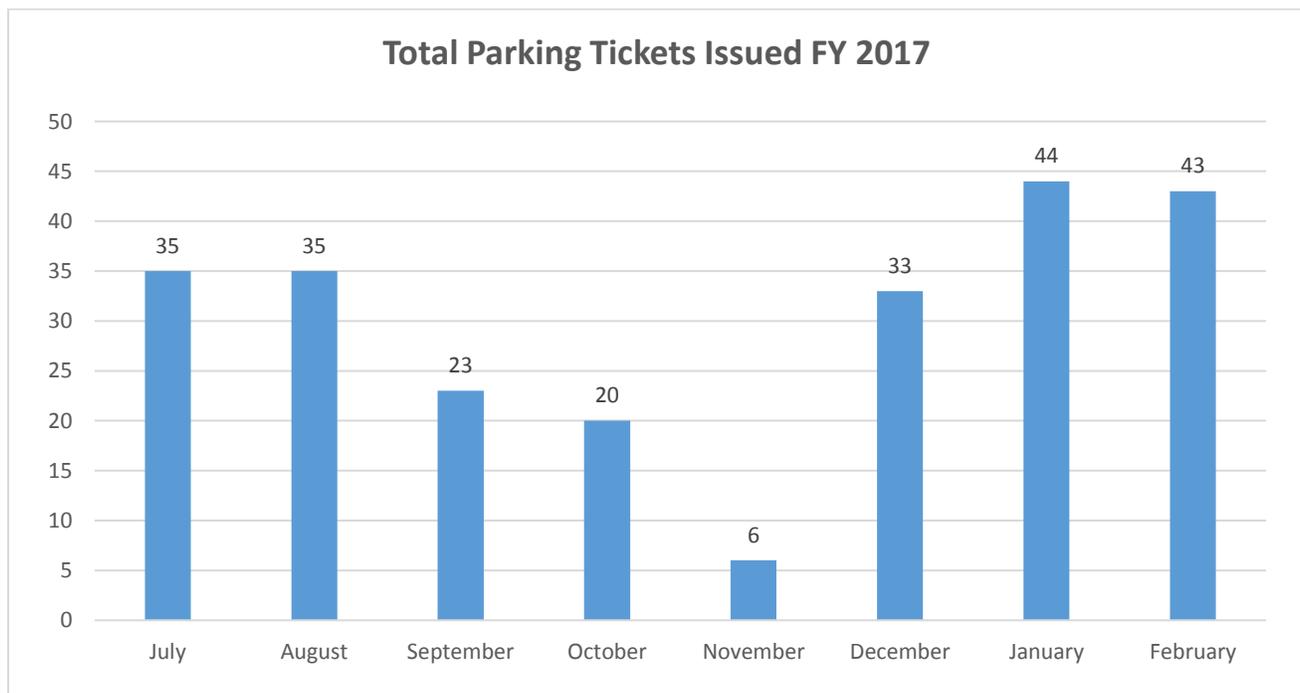
|                 |           |      |  |
|-----------------|-----------|------|--|
|                 |           |      | Advised parties regarding obtaining warrants.  |
| Service Request | 2/24/2017 | Town | Contractor was engaged in roof replacement without a permit on Edgehill Dr. Homeowner obtained permit and work continued.              |
| Complaint       | 2/26/2017 | Town | A complaint was received regarding a near accident related to a car going the wrong way off Union St. onto the one-way up Ellicott St. |
| Trespassing     | 2/26/2017 | Town | River Mill Park - two people were observed trespassing in the park after midnight.   |

**Traffic Summonses FYTD (GRAPH) <sup>1</sup>**



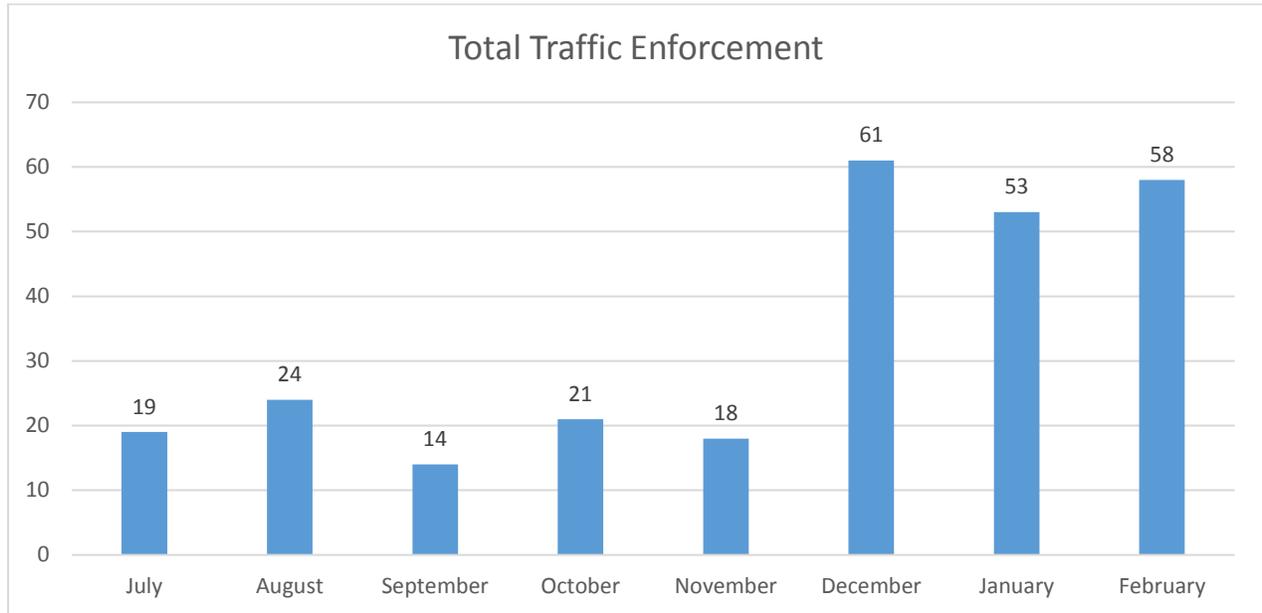
<sup>1</sup>Goals 1, 2

**Parking Tickets Issued FYTD (GRAPH) <sup>2</sup>**



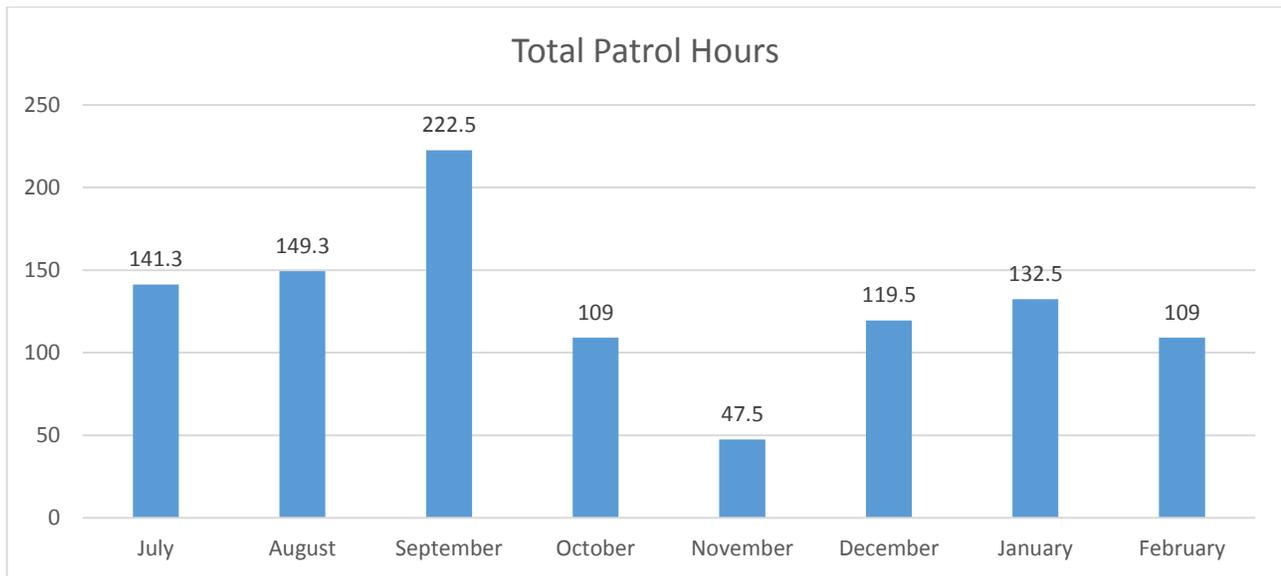
<sup>2</sup>Goal 2

**Traffic Enforcement FYTD (GRAPH)**<sup>3</sup>

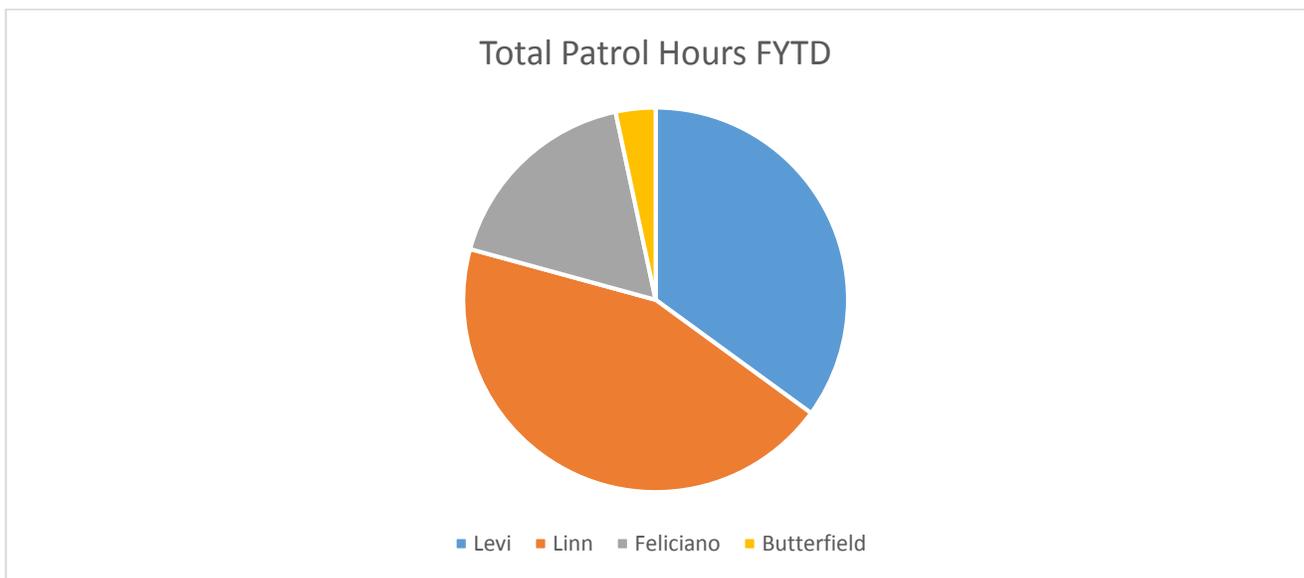
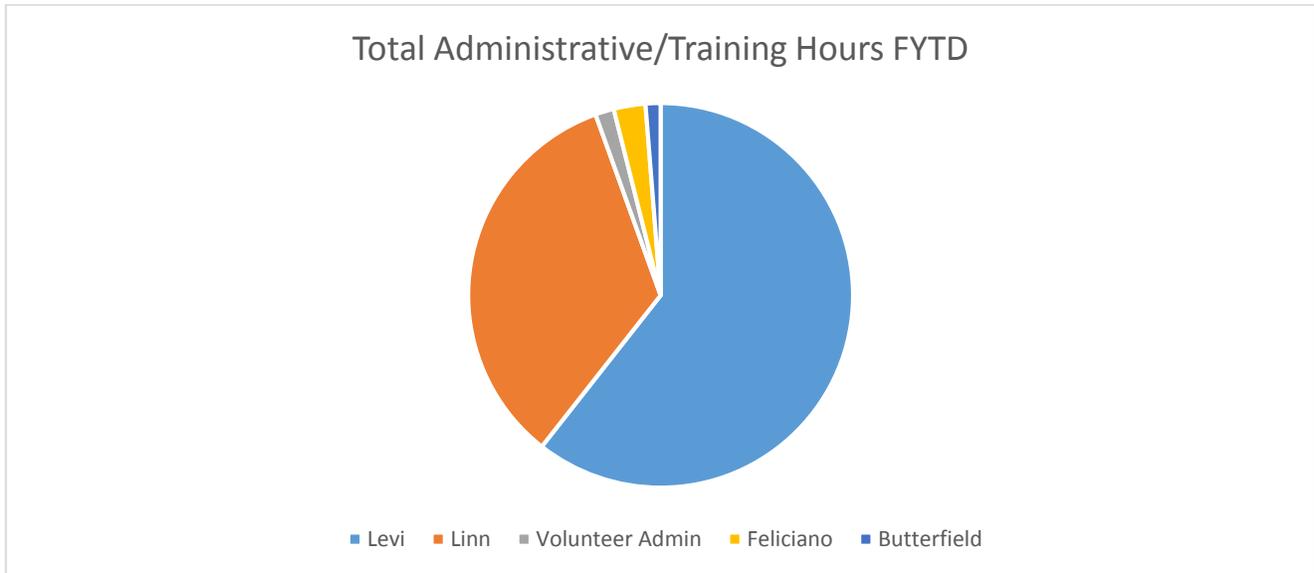


<sup>3</sup>Goal 2

**Patrol Hours FYTD (GRAPH)**<sup>4</sup>



<sup>4</sup>Goals 1, 2, 3



**Community Relations**

Meet with Keep Prince William Beautiful (KPWB) staff in Town regarding a 5k run to coincide with Arbor Day and Earth Day. Monitored traffic and visitors during Chocolate Walk on February 11, 2017. Met with business owners to discuss concerns around Town. Spoke with several residents on Fortress Way and Occoquan Heights Court.

**Current Initiatives**

Reviewed intersection of Poplar Alley and Washington St. regarding drivers turning right onto Washington St. against one way traffic. Spoke with business owner/staff regarding the alley and possible solutions.

Worked with Town Staff and Vendor on procuring and installing "No Parking" signs on W. Locust St. Worked with VDOT on getting "No Blocking Intersection" sign installed on Gordon Blvd and Commerce St.<sup>1</sup>

Working with DMV to gain access to TRENDS and accident report updating to be eligible for DMV grants and uploaded two accident reports from February.<sup>1</sup>

Updating General Orders; currently reviewing General Orders of similar small police departments as well as working with VML to finalize Department's General Orders.<sup>2</sup>

<sup>1</sup>Goal 2

<sup>2</sup>Goal 5



**TOWN OF OCCOQUAN**  
**TOWN COUNCIL MEETING**  
Agenda Communication

|   |                                    |
|---|------------------------------------|
| <b>8. Regular Business</b>  | <b>Meeting Date:</b> March 7, 2017 |
| <b>8 A:</b> Request to Approve Construction and Maintenance Agreement for 430 Mill Street (Kiely Court Project) |                                    |

**Explanation and Summary:**

The Town routinely enters into three-party agreements whereby a developer, the Homeowners Association (HOA) for a development, and the Town agree to permit improvements in the public right of way maintained by the Virginia Department of Transportation (VDOT). VDOT does not enter into agreements with developers, so the Town acts as an intermediary to allow improvements such as brick sidewalks. For this particular property, the improvements consist of a trench drain for stormwater, a brick sidewalk, and a stamped concrete driveway entrance and driveway entrance skirt. Because there will be no HOA for this development of two townhouses, the usual three-party agreement has been adapted for this property. As a non-standard agreement, it is coming before the Town Council for approval.

**Engineer's Recommendation:** Concur with Town Attorney.

**Town Attorney's Recommendation:** Recommend approval.

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

**Cost and Financing:** N/A

**Account Number:** N/A

**Proposed/Suggested Motion:**

"I move to approve the proposed Construction and Maintenance Agreement with Christopher and Jillian Kiely and authorize the Mayor to sign."

OR

Other action Council deems appropriate.

**Attachments: (2)** Construction and Maintenance Agreement  
Site Plan dated November 20, 2014, revised March 17, 2015,  
approved by Town May 7, 2015

GPIN: 8393-64-2894

Prepared by and RETURN TO:  
Martin R. Crim, VSB #33385  
Vanderpool, Frostick &  
Nishanian, P.C.  
9200 Church Street, Suite 400  
Manassas, Virginia 20110  
PH: 703-369-4738 FX: 703-369-3653

TAX EXEMPT  
PER VA. CODE  
§ 58.1-811 A.3

Grantee's Address:  
Town of Occoquan  
Attn: Town Manager  
314 Mill St.  
PO Box 195  
Occoquan, Virginia 22125

[PREPARED WITHOUT THE BENEFIT OF TITLE EXAMINATION]

## CONSTRUCTION AND MAINTENANCE AGREEMENT

Town Bond No.: \_\_\_\_\_

**THIS AGREEMENT**, made this 3rd day of March, 2017, by and between Christopher **KIELY** and Jillian **KIELY** also known of record as Jillian **CUNNINGHAM**, a married man and woman, hereinafter called "DEVELOPER" or "Developer", party of the first part, and the **TOWN OF OCCOQUAN, VIRGINIA**, hereinafter called "TOWN" or "Town", party of the second part.

### WITNESSETH:

1.1 WHEREAS, the Town is the owner of certain areas dedicated for public street purposes as shown on that certain Site Plan entitled, "Site Plan of Kiely Court: 426 & 430 Mill Street, Town Of Occoquan, VA", prepared by Raymond Freeland of Freeland Engineering, PC on the 20<sup>th</sup> day of November, 2014 (attached as Exhibit A and incorporated herein by reference).

1.2 WHEREAS, Christopher and Jillian Kiely are the owners of areas shown on Exhibit A and the deed of ownership dated 27 June 2013, recorded among the Prince William land records ("Land Records") as Instrument Number 201306280066599, further identified as GPIN 8393-2894 with a street address of 426 and 430 Mill Street (hereinafter "Property").

1.3 Whereas, Successive Owners are defined as the party or parties who purchase 426 Mill St and/or 430 Mill St.

1.4 WHEREAS, the Developer is planning the construction of the following improvements within the VDOT maintained right of way as shown on Exhibit A: 1) "Prop. Trench Drain"; 2) proposed brick entrance denoted as "Prop. Brick Sidewalk"; and 3) a 12.0' wide stamped concrete driveway entrance and driveway entrance skirt (collectively hereinafter "Developer Installed Improvements").

1.5 WHEREAS, the Developer understands that the Town does not maintain public or private streets, and it does not maintain improvements in state-maintained rights-of-way; and

1.6 WHEREAS, Developer has agreed to construct the Developer Installed Improvements identified in section 1.5 above in the locations identified on Exhibit A, in accordance with all applicable standards of the Town and the Virginia Department of Transportation ("VDOT"); and

1.7 WHEREAS, Developer has agreed to maintain the Developer Installed Improvements in perpetuity in accordance with all applicable standards of the Town and VDOT, as provided in this Agreement; and

1.9 WHEREAS, Developer intends that this Agreement be a covenant running with the Property, so that the Developer and any Successive Owner(s) and their assigns of the Property will be and are bound by the terms of this Agreement.

NOW, THEREFORE, in consideration of the foregoing and mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

**RIGHTS OF THE TOWN**

**2.0 Right to Monitor.** As it deems necessary, the Town shall monitor and/or inspect and/or request VDOT to monitor the construction, installation and maintenance of the Developer Installed Improvements within the public rights of way.

**2.1 Notice of Failure to Maintain.** In the event that the Town learns, through its monitoring or otherwise, that Developer or successive owners have failed to adequately maintain or repair the Developer Installed Improvements, the Town shall provide Developer or successive owners with written notice directing it to comply with its responsibilities under this Agreement and specifying the repairs or maintenance that must be performed.

**2.2 Failure to Maintain.** In the event that Developer or successive owners fail to comply with its responsibilities for maintenance and repair of the Developer Installed Improvements within thirty days after receipt of the foregoing written notice from the Town, the Town may perform the maintenance and repairs as specified in the notice to the Developer or successive owners in accordance with the Town Code. Thereafter, the Town shall submit a claim and an itemization to the Developer or successive owners for reimbursement of costs and expenses incurred in connection with the subsequent maintenance and the Developer or successive owners shall reimburse the Town within thirty days following written receipt of written notice of approval by the Town for the work performed by the Town.

**2.3 Default.** If the Developer is default of its monetary obligations pursuant to Number 3 of this Agreement, the Town shall provide written notice of such default to the Developer. Developer shall then have thirty business days to cure the monetary default. If the Developer does not cure the monetary default thirty business days after notice of such default is received by the Developer or successive owners, the Town, at its sole discretion, may take all steps necessary, at law or in equity, to collect such payment, plus the reasonable attorney fees and all expenses of any litigation including expert witness fees, if any. Such payment shall be limited to the costs incurred; The Town shall comply with the applicable provisions of the Service Members Civil Relief Act.

## **RESPONSIBILITIES OF DEVELOPER**

3.1 Construction and Installation of Improvement. Developer shall construct and install the Developer Installed Improvements as defined in section 1.5 in accordance with Exhibit A and all applicable standards of the Town and VDOT and pay all costs associated with such construction and installation.

3.2 Maintenance of Improvement. Developer agrees to bear all responsibility for all maintenance associated with the Developer Installed Improvements defined in section 1.5 unless such responsibility has been given to Successive Owners, as defined in Section 1.4 of this Agreement.

3.3 Costs. Developer shall bear all costs associated with constructing, installing and maintaining the Developer Installed Improvements within the rights-of-way, including replacement of said improvements associated with such maintenance, as well as fees, bonds, escrows and costs to produce engineering drawings and plans. Responsibility for maintenance runs with the land, and is assigned to Successive Owners at the time of sale, pursuant to Section 1.4 of this Agreement.

3.4 Assignment. Developer shall be permitted to assign all of Developer's responsibilities hereunder to any Successive Owner of the Property, and upon such assignment, Developer shall be released of any further liability under this Agreement. Developer shall promptly notify the Town of the assignment. Following receipt of such notice, the Town shall send all notices required to be given to Developer hereunder to the assignee identified in such notice.

3.5 Runs With the Land. This Agreement shall be recorded among the Land Records, is not personal to Developer, and shall constitute a covenant running with the Property, as defined in Section 1.8 of this Agreement. Except as noted in Paragraph 3.4, the rights and obligations granted in this Agreement are for the benefit of and burden the Town and Developer, their successors and assigns and all Successive Owners of any portion of the Property. At such time as Developer no longer owns any portion of the Property, Developer shall no longer have any rights or obligations hereunder, and such rights and obligations shall belong to the Association or Developer's other successors or assigns.

3.6 Remedies. If Developer, Successive Owners or any other successor or assign of Developer defaults in the performance of any of its obligations set forth herein, such as the obligation to reimburse the Town for any reasonable inspection or maintenance costs, any such reimbursement costs shall represent a lien against the Property creating all rights and remedies set forth in Section 55-516 of the 1950 Code of Virginia, as amended, as if the Town were the association *mutatis mutandis* and such amount shall bear interest at the rate of inflation per annum from the date when such costs are in default.

**MISCELLANEOUS**

4.1 Successors and Assigns. This Agreement, when properly executed, shall be binding on the parties, their successors, heirs and assigns.

4.2 Modification. This Agreement may be modified in writing by the mutual agreement of the parties. Any modification of this Agreement is effective only at the time it is recorded among the Land Records.

4.3 Notice. Notice required to be provided under this Agreement shall be effective if given by certified mail, return receipt requested, to the following designated contacts at their current address:

**Town of Occoquan**  
Attn: Town Manager  
Town Hall  
314 Mill Street  
PO Box 195  
Occoquan, VA 22125

**And to:**

**Developer Name**  
Attn: Christopher and Jillian Kiely  
71 Stonewall Ct  
Yorktown Hts NY 10598

4.4 Termination. This Agreement shall terminate upon a transfer to the then-owner of the Property of the portion of the right-of-way on which the improvements are located.

4.5 Entire Agreement. This Agreement represents the entire agreement of the parties hereto concerning the subject matter hereof, and supersedes all prior understanding, whether oral or written.

4.6 Failure to Enforce is No Waiver. The failure to enforce any requirement, restriction or standard of this Agreement will not be deemed a waiver of the right to do so thereafter, or in other cases, nor of the right to enforce any other restriction.

4.7 Applicable Law. This Agreement shall be construed in accordance with the laws and judicial precedents in effect in the Commonwealth of Virginia.

4.8 Severability. If any term, covenant or condition of this Agreement or the application thereof to any person or circumstance is to any extent invalid or unenforceable, then the remainder of this Agreement or the application of such term, covenant or condition to any other Person or circumstance will not be affected by the invalidity or unenforceability, and each term, covenant and condition will be valid and enforceable to the fullest extent permitted by law.

4.9 Time is of the essence with respect to all dates and time frames for performance set forth herein.

4.10 Counterparts. This instrument may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, each party hereto has caused this Agreement to be executed in triplicate in its name and on its behalf by its duly authorized office as of the date first herein written above.

**DEVELOPER**

This document shall be signed by an authorized person(s). Individuals who have the authority to bind an organization are Fee Simple Owners, Partners of a Partnership or Joint Venture, President or Vice President of a Corporation and Member or Manager of a Limited Liability Company. For any person signing in a representative capacity (e.g., an attorney-in-fact), notarized evidence of authority must be furnished.

**Type of Organization:** Natural Persons  
(e.g., Corporation, Partnership, Limited Liability, Company, etc.)

Town of Occoquan  
Plan Name: \_\_\_\_\_  
Page 7 of 8

ROW Agreement  
Plan No. \_\_\_\_\_

**Legal Name:** Christopher and Jillian Kiely  
**Address:** 71 Stonewall Ct Yorktown Hts NY 10598

**BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Christopher **KIELY** **TITLE:** \_\_\_\_\_

AND

**BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Jillian **KIELY** also known of record as Jillian **CUNNINGHAM**  
**EMAIL ADDRESS:** cpkielycua@yahoo.com  
**PHONE NUMBER:** 202-290-4335

**ACKNOWLEDGEMENT OF DEVELOPER**

STATE OF VIRGINIA

COUNTY OF PRINCE WILLIAM to wit:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_.  
*(Name of person signing above.)*

\_\_\_\_\_  
Notary Public  
My Commission expires: \_\_\_\_\_  
Notary ID Number: \_\_\_\_\_

STATE OF VIRGINIA

COUNTY OF PRINCE WILLIAM to wit:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_.  
*(Name of person signing above.)*

\_\_\_\_\_  
Notary Public  
My Commission expires: \_\_\_\_\_  
Notary ID Number: \_\_\_\_\_



**SITE DATA**

OWNER/APPLICANT: CHRISTOPHER AND JILLIAN KIELY  
 ADDRESS: PSC 559 BOX 5503  
 FPO, AP 46377

PLAN PREPARER: FREELAND ENGINEERING, PC  
 ADDRESS: 10814 COURTHOUSE ROAD  
 FREDERICKSBURG, VA 22408  
 PHONE: 540-898-3092

SITE ADDRESS: 426 & 430 MILL STREET, OCCOQUAN, VA

G.P.I.N.: 8998-64-2894  
 PARCEL AREA: 0.136 AC = 5,917 SF  
 INSTRUMENT NO.: 20130628066599  
 ZONING DISTRICT: B1  
 SETBACKS: FRONT: 5' SIDE: 0' REAR: 0'  
 BUILDING HEIGHT: 35' MAX. (SEE CALCULATIONS ON SHEET 8)  
 OVERLAY DISTRICT: CHESAPEAKE BAY PRESERVATION AREA  
 CURRENT USE: VACANT  
 PROPOSED USE: SINGLE-FAMILY RESIDENTIAL  
 HOUSE #1: GROUND FLOOR AREA = 939 S.F.  
 BEDROOMS: 2  
 HOUSE #2: GROUND FLOOR AREA = 931 S.F.  
 BEDROOMS: 3

PARKING REQUIRED: 2 SPACES (FIRST BR), PLUS 1 SPACE PER ADD'L BR  
 3-BEDROOM DWELLING (HOUSE #2) = 2 + 1 + 1 = 4 PARKING SPACES  
 (2 PROVIDED IN GARAGE)  
 2-BEDROOM DWELLING (HOUSE #1) = 2 + 1 = 3 PARKING SPACES  
 (3 PROVIDED IN GARAGE)

PARKING PROVIDED: 3 SPACES PER 2 BR UNIT AND 4 SPACES PER 3 BR UNIT

FLOODPLAIN ON SITE: N FIR1 #: 51E3C 0217D ZONE: X'  
 WETLANDS ON SITE: N SOURCE: NWI PERMIT REQUIRED: N  
 RPA ON SITE: N

LOT COVERAGE RATIO:  $\frac{\text{STRUCTURE AREA}}{\text{LOT AREA}} = \frac{1,870}{5,917} = 31.6\%$

IMPERVIOUS SURFACES: STRUCTURES = 1,870 SF  
 DRIVEWAY, S/W, ETC. = 1,395 SF  
 TOTAL IMP. AREA = 3,265 SF

IMPERVIOUS SURFACE RATIO:  $\frac{\text{IMPERVIOUS AREA}}{\text{SITE AREA}} = \frac{3,265}{5,917} = 55.2\%$

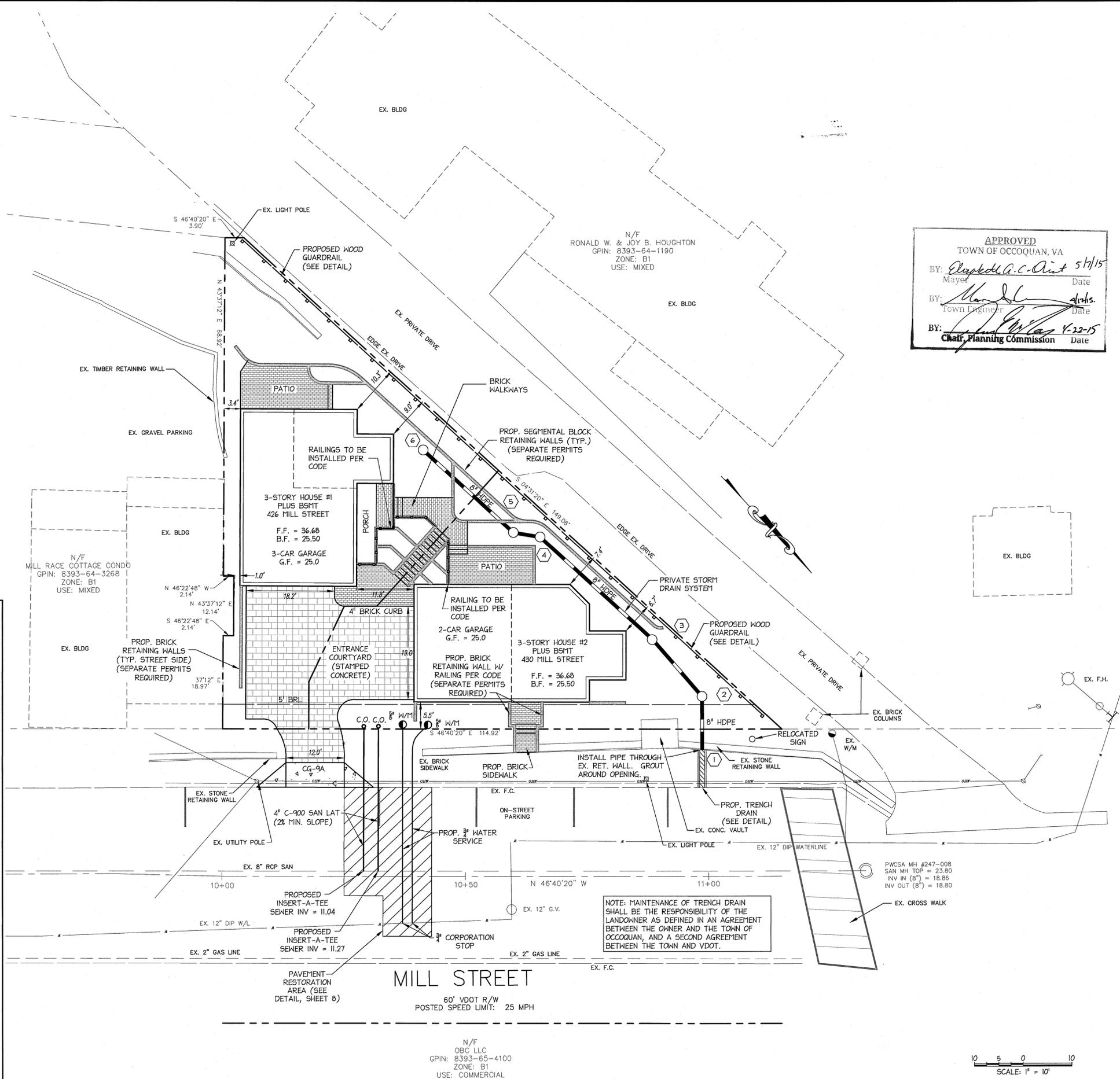
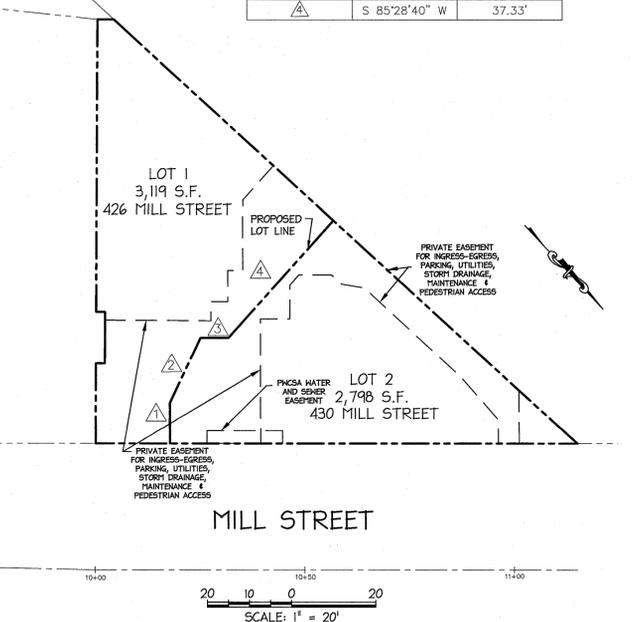
DISTURBED AREA: 0.14 AC = 5,917 SF

**GENERAL NOTES**

- NO TITLE REPORT FURNISHED
- EASEMENTS NOT SHOWN MAY EXIST
- CONTRACTOR SHALL CONTACT MISS UTILITY AND LOCAL UTILITIES PRIOR TO START OF CONSTRUCTION.
- BOUNDARY DERIVED FROM PLAT BY KEPHART AND COMPANY WHICH IS RECORDED AT DEED BOOK 2862, PAGE 342 OF THE PRINCE WILLIAM COUNTY LAND RECORDS.
- TOPOGRAPHIC DATA BASED ON FIELD SURVEY PERFORMED BY THIS FIRM. DATUM APPROXIMATED FROM FIELD LOCATED SANITARY SEWER MANHOLES. CONTOUR INTERVAL IS TWO FEET.
- CONTRACTOR SHALL ENSURE THAT ALL NECESSARY FEDERAL, STATE AND LOCAL PERMITS HAVE BEEN OBTAINED PRIOR TO START OF CONSTRUCTION.

**PROPOSED LOT LINE AND EASEMENTS**

| LOT LINE DATA |               |          |
|---------------|---------------|----------|
| LINE SEGMENT  | BEARING       | DISTANCE |
| ▲             | S 43°37'12" W | 9.61'    |
| ▲             | S 68°34'51" W | 17.01'   |
| ▲             | N 46°40'20" W | 6.67'    |
| ▲             | S 85°28'40" W | 37.33'   |



**APPROVED**  
 TOWN OF OCCOQUAN, VA

BY: *Deborah A. C. Aint* 5/1/15  
 Mayor Date

BY: *Manuel* 4/14/15  
 Town Engineer Date

BY: *John* 4-22-15  
 Chair, Planning Commission Date

REVISION

| DATE    | REVISION         |
|---------|------------------|
| 2-26-15 | ADDRESS COMMENTS |
| 3-17-15 | ADDRESS COMMENTS |
| 4-14-15 | ADDRESS COMMENTS |

Freeland Engineering, PC  
 rfreeland@freelandengineeringpc.com  
 10814 Courthouse Road  
 Fredericksburg, Virginia 22408  
 Phone: 540.898.3092  
 Fax: 877.658.7735  
 www.freelandengineeringpc.com

**SITE PLAN**  
**KIELY COURT**  
**426 & 430 MILL STREET**  
 TOWN OF OCCOQUAN, VIRGINIA

SEAL  
 County Plan Number:  
 Drawn By: SLP  
 Designed By: TMP  
 Checked By: RPF  
 Date: 11/20/2014  
 Scale: AS NOTED  
 Sheet: 3 of 10  
 PROJECT #: 2438





**TOWN OF OCCOQUAN**  
**TOWN COUNCIL MEETING**  
Agenda Communication

|   |                                    |
|---|------------------------------------|
| <b>8. Regular Business</b>  | <b>Meeting Date:</b> March 7, 2017 |
| <b>8 B: Request to Award Contract for Trail Improvements at River Mill Park</b> |                                    |

**Explanation and Summary:**

This is a continuation of item 9B from the February 7, 2017 Town Council meeting during which the Council was requested to award a contract to install drain and trail improvements at River Mill Park; however, a final quote had not been received by the time of the meeting so the item was tabled until quotes could be obtained.

**Explanation of Issue**

This is in follow up to previous conversations with the Town Council regarding the condition and annual maintenance requirements of the stone dust trail located within River Mill Park. Since installation, the top portion of the trail has experienced significant erosion issues due to water runoff from adjoining properties. Town staff has worked with Fairfax Water and obtained approval to replace the top portion of the stone dust trail with asphalt, as well as install a drainage system along the upper portion of the trail to redirect water flow and prevent future erosion issues.

**Expected Costs**

The Town has obtained a quote from the Prince William County Public Works Department under our MOU with the County in regards to public works projects. The quote for the work came in higher than expected; the asphaltting and installation of the drain will cost a total of \$59,564.47, not including contingency funds. This work can be performed within the current fiscal year utilizing FY2017 CIP funds; however, this would significantly impact any remaining CIP projects for the remainder of the fiscal year as well as FY2018 projects.

**Recommendation**

It is recommended to install the drain along the top trail and make the necessary repairs to the stone dust trail to remove the current rutting issues, as well as install concrete in the overlook area during FY2017. Staff will monitor erosion issues over the next year and if necessary, recommend asphaltting the top trail during FY2018 should erosion issues continue to exist. By installing concrete in the overlook area, it will eliminate continued loss of the stone dust from that space and beautify the area. Total cost for the drain and concrete, including installation and materials, a 5% contingency and mobilization costs, is \$32,361.07.

| Activity                 | Activity Cost | Mobilization Cost | Contingency (5%) | Total Cost  |
|--------------------------|---------------|-------------------|------------------|-------------|
| Drain Installation       | \$25,634.17   |                   | \$1,281.71       | \$26,915.88 |
| Concrete Overlook Area   | \$4,709.70    | \$500             | \$235.49         | \$5,445.19  |
| Paving of Trail          | \$28,240.60   | \$480             | \$1,412.03       | \$30,132.63 |
| Drain + Concrete         | \$30,343.87   | \$500             | \$1,517.20       | \$32,361.07 |
| Trail + Drain + Concrete | \$58,584.47   | \$980             | \$2,929.23       | \$62,493.70 |

With projects that have been delayed in FY2017, funds can be allocated from planned FY2017 CIP funds to install the drain and concrete. 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 \$266,110 in CIP funds for FY2017 by June 30, 2017. This is \$70,890 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 for the installation of the drainage along the top portion of the trail, as well as install concrete at the overlook area, and set a not to exceed amount utilizing FY2017 CIP funding.

**Cost and Financing:** NTE \$32,365  
**Account Number:** CIP - FY 2017

**Proposed/Suggested Motion:**

“I move to award a contract to Prince William County Public Works Department for the installation of a drainage system along the trail and concrete in the overlook area at River Mill Park and set a not to exceed amount of \$32,365 from the FY 2017 CIP Fund.”

OR

Other action Council deems appropriate.

**Attachments: (1)** FY2017 CIP Projects Update

### 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 Drain and Concrete Overlook Install     | NOT STARTED | \$ -       | \$ 32,361 | \$ 32,361    | Installation of paved trail and drainage             |
| 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  | \$ 15,000 | \$ -         | 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         |   |             |            | \$ 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**      **\$266,110**  
**Full Budgeted FY CIP**      **\$337,000**  
**Difference to Budget**      **\$70,890**

**Delayed Projects from FY 17 CIP**

| <b>Project</b>                      | <b>Budget</b>     | <b>Status</b>                              |
|-------------------------------------|-------------------|--|
| 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                              |
| <b>Total Delayed FY17 Funding</b>   | <b>\$ 227,000</b> |  |



**TOWN OF OCCOQUAN**  
**TOWN COUNCIL MEETING**  
 Agenda Communication

|   |                                    |
|---|------------------------------------|
| <b>9. Work Session</b>                              | <b>Meeting Date:</b> March 7, 2017 |
| <b>9 A: FY 2018 Proposed Budget Work Session #3</b> |                                    |

**Explanation and Summary:**

This is the last of three scheduled work sessions to discuss the proposed Fiscal Year 2018 Budget and Capital Improvement Plan. The proposed budget will be published on March 17, 2017, a public hearing on the budget will be held on April 4, 2017, and a public hearing on the proposed tax rates will be on April 25, 2017. The budget and tax rates are scheduled for adoption during the May 2, 2017 meeting.

**BUDGET SCHEDULE**

|  |                            |                       |
|--|----------------------------|-----------------------|
| Town Council Budget Work Session                               | Tuesday, January 17, 2017  | 7:00 p.m.             |
| Town Council Budget Work Session                               | Tuesday, February 21, 2017 | 7:00 p.m.             |
| Town Council Budget Work Session                               | Tuesday, March 7, 2017     | After Regular Meeting |
| Proposed FY18 Budget Submitted to Council, Available to Public | Friday, March 17, 2017     | COB                   |
| Public Hearing: Proposed FY18 Budget                           | Tuesday, April 4, 2017     | 7:00 p.m.             |
| Public Hearing: Proposed FY18 Tax Rates                        | Tuesday, April 25, 2017    | 7:00 p.m.             |
| Adoption of FY18 Tax Rates and Budget                          | Wednesday, May 2, 2017     | 7:00 p.m.             |

Materials will be provided during the meeting.

**Attachments: (2)    Presentation Materials**  
**Fund Revenue and Expenditure Detail**

# FY 2018 Proposed Budget Town Council Work Session



TOWN OF OCCOQUAN  
MARCH 7, 2017

## FY 2018 Budget Schedule

- ✓ November 1, 2016 – Priorities Discussion
- ✓ January 17, 2017 – Budget Work Session #1
- ✓ February 21, 2017 – Budget Work Session #2
- ☐ March 7, 2017 – Budget Work Session #3
- ☐ April 4, 2017 – Public Hearing on Proposed Budget
- ☐ April 25, 2017 – Public Hearing on Proposed Tax Rates
- ☐ May 2, 2017 – Adoption of FY2017 Tax Rates and Budget
- ☐ July 28, 2017 – Submission of Budget to GFOA



## Town Council Priorities - 2017 Update

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Town Council identified six goals during the FY2016 budget process and amended the goals during the November 2016 work session.

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



## FY2018 Proposed Budget Guidance

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- Maintain current tax rate of \$0.12 per \$100 of assessed value
- Maintain current meals tax rate of 3%
- Maintain current transient tax rate of 2%
- Maintain current Vehicle License Fee rates
- Maintain current Business Licensing Rates



# Proposed FY 18 Budget Revenue Development Philosophy

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- Historical Data
- Conservative Approach
- Expected Impacts to Revenue Environment

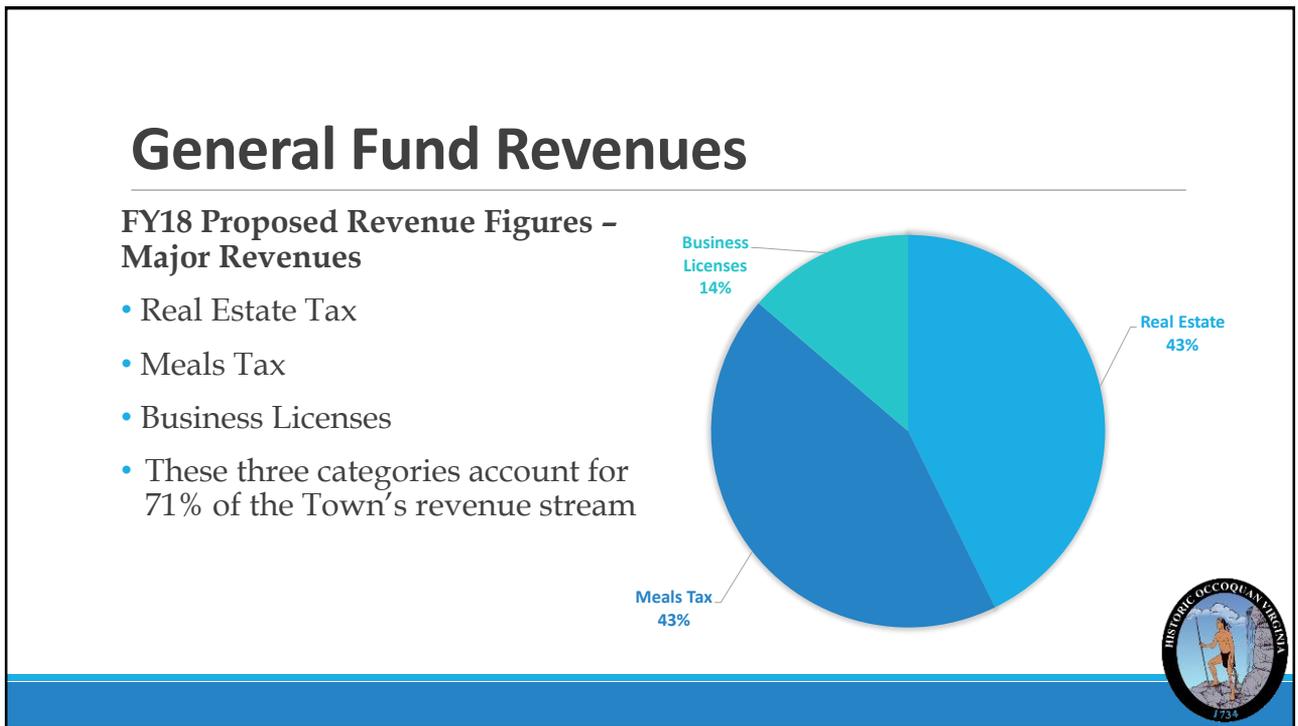
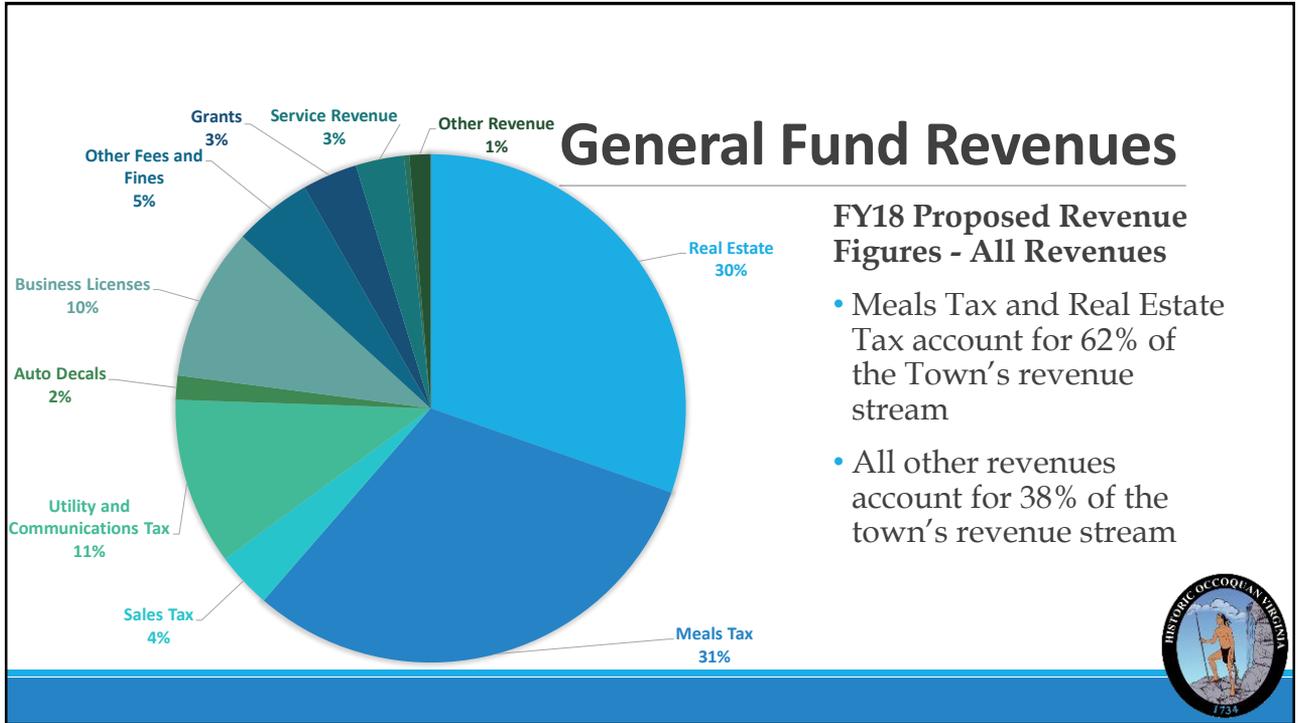


# General Fund

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PROPOSED FY 2018 BUDGET  
REVENUES

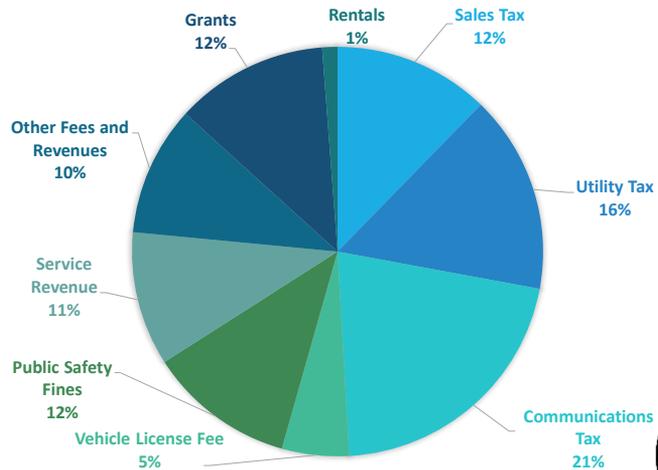




# General Fund Revenues

## FY18 Proposed Revenue Figures - Other Revenues

- Includes Taxes, Fees, Grants, Interest, Other
- Accounts for remaining 29% of Town's revenue stream



# FY 2018 Proposed Budget General Fund Tax Revenues Summary

| Revenue Category                                 | FY 2017 Budget   | FY 2018 Proposed | Increase/Decrease (%) | Increase/Decrease (\$) |
|--|------------------|------------------|-----------------------|------------------------|
| Real Estate (FY18 Estimate based FY17 Projected) | \$217,600        | \$218,340        | 0.3%                  | \$740                  |
| Meals Tax  | \$180,000        | \$222,650        | 23.7%                 | \$42,650               |
| Sales Tax  | \$24,500         | \$25,500         | 4.1%                  | \$1,000                |
| Utility Tax                                      | \$32,000         | \$32,500         | 1.6%                  | \$500                  |
| Communications Tax                               | \$45,000         | \$44,000         | (2.2%)                | (\$1,000)              |
| <b>Total</b>                                     | <b>\$499,100</b> | <b>\$542,990</b> | <b>8.8%</b>           | <b>\$43,890</b>        |



## FY 2018 Proposed Budget General Fund Other Revenues Summary

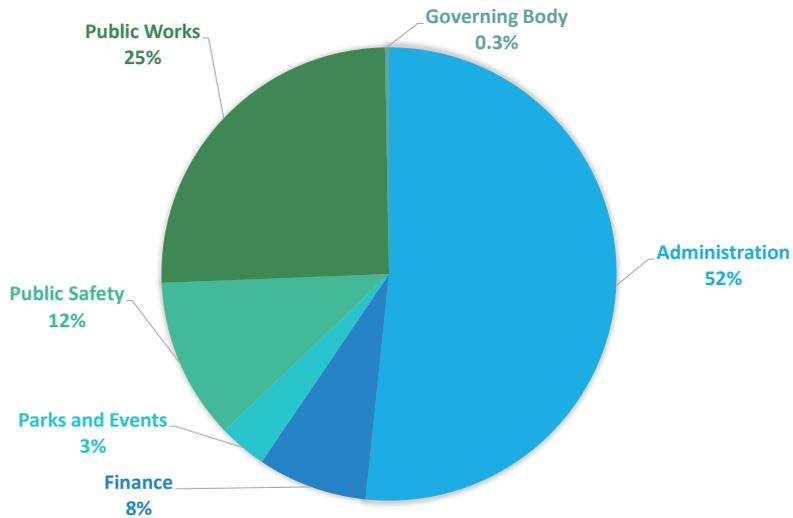
| Revenue Category        | FY 2017<br>Budget | FY 2018<br>Proposed | Increase/<br>Decrease (%) | Increase/<br>Decrease (\$) |
|-------------------------|-------------------|---------------------|---------------------------|----------------------------|
| Business Licenses       | \$53,000          | \$70,000            | 32.1%                     | \$17,000                   |
| Vehicle License Fee     | \$11,000          | \$11,000            | 0.0%                      | \$0                        |
| Public Safety Fines     | \$12,000          | \$24,000            | 100.0%                    | \$12,000                   |
| Service Revenue         | \$68,500          | \$22,000            | (67.9%)                   | (\$46,500)                 |
| Grants                  | \$24,050          | \$25,030            | 4.1%                      | \$980                      |
| Rentals                 | \$2,600           | \$2,500             | (3.8%)                    | (\$100)                    |
| Other Fees and Revenues | \$15,165          | \$21,470            | 40.3%                     | \$6,305                    |
| <b>Total</b>            | <b>\$186,315</b>  | <b>\$176,000</b>    | <b>(5.5%)</b>             | <b>(\$10,315)</b>          |



# General Fund

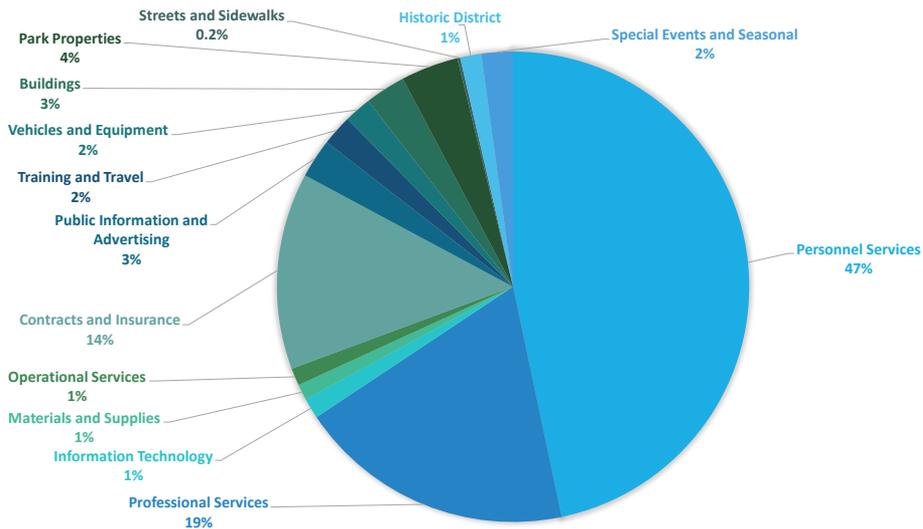
PROPOSED FY 2018 BUDGET  
EXPENDITURES





# General Fund – Expenditures

Proposed FY 2018 General Fund Expenditures by Activity



# General Fund – Expenditures

Proposed FY 2018 General Fund Expenditures by Category



## FY 2018 Proposed Budget General Fund Expenditures

|                         | FY 2017<br>Budget | FY 2018<br>Proposed | Increase/<br>Decrease (%) | Increase/<br>Decrease (\$) |
|-------------------------|-------------------|---------------------|---------------------------|----------------------------|
| <b>Administration</b>   | \$352,512         | \$371,420           | 5.4%                      | \$18,908                   |
| <b>Finance</b>          | \$54,339          | \$55,498            | 3.1%                      | \$1,711                    |
| <b>Parks and Events</b> | \$25,550          | \$23,000            | (4.1%)                    | (\$1,050)                  |
| <b>Public Safety</b>    | \$85,932          | \$82,167            | (3.6%)                    | (\$3,132)                  |
| <b>Public Works</b>     | \$167,009         | \$182,055           | 9.1%                      | \$15,131                   |
| <b>Governing Body</b>   | \$72              | \$2,072             | 2,788.9%                  | \$2,010                    |
| <b>Total</b>            | <b>\$685,415</b>  | <b>\$718,990</b>    | <b>4.9%</b>               | <b>\$33,575</b>            |



## FY 2018 Proposed Budget Expenditure Impacts

- Health Insurance Program Options
  - Proposed FY18 Budget includes an estimate for three employees to participate in The Local Choice health care option (\$16,530)
- Employee Merit Increase Option
  - Includes pool of funding for potential employee merit increases (\$5,589)
  - Based on four positions receiving an average of 3% increase
- Seasonal Maintenance Position (Dockmaster)
  - Includes funding for seasonal dockmaster position at Town Dock (\$5,813)



## FY 2018 Proposed Budget Expenditure Impacts

- Includes earmark for Business/Community Support
  - Including town business support (i.e. marketing, events) to be determined (\$10,000)
  - Including funding for community support (i.e. special requests for funding from non-profit or community organizations) (\$2,000)



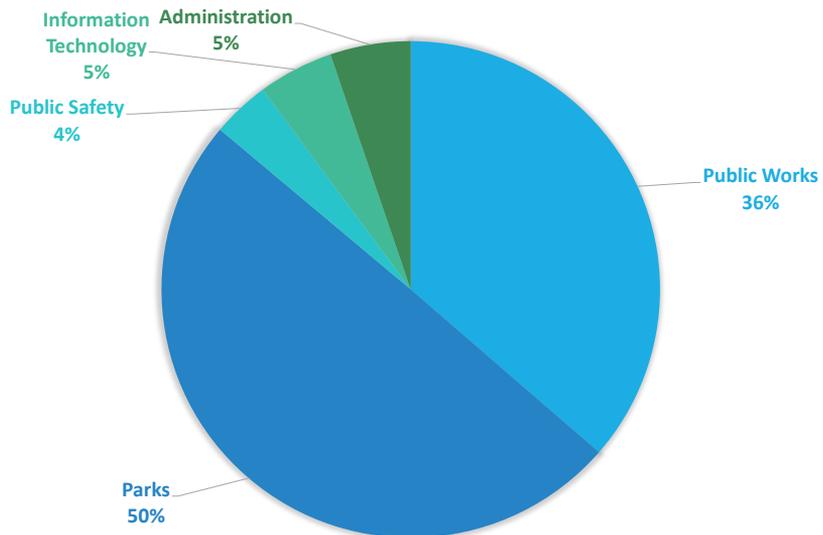
## FY 2018 Proposed Budget General Fund Summary

|                   | FY 2017<br>BUDGET | FY 2017<br>PROJECTED | FY 2018<br>PROPOSED | INCREASE/<br>DECREASE (%) | INCREASE/<br>DECREASE (\$) |
|-------------------|-------------------|----------------------|---------------------|---------------------------|----------------------------|
| REVENUES          | \$685,415         | \$917,942            | \$718,990           | 4.9%                      | \$33,575                   |
| EXPENDITURES      | \$685,415         | \$870,605            | \$718,990           | 4.9%                      | \$33,575                   |
| BUDGET DIFFERENCE | \$0               | \$47,337             | \$0                 |                           |                            |



# Capital Improvement Program

FY 2018 – 2022 PROPOSED CIP



**CIP Fund  
Proposed FY18 Budget, Expenditures**



## FY 2018 Proposed CIP FY 2018 – FY 2022 Funding Summary

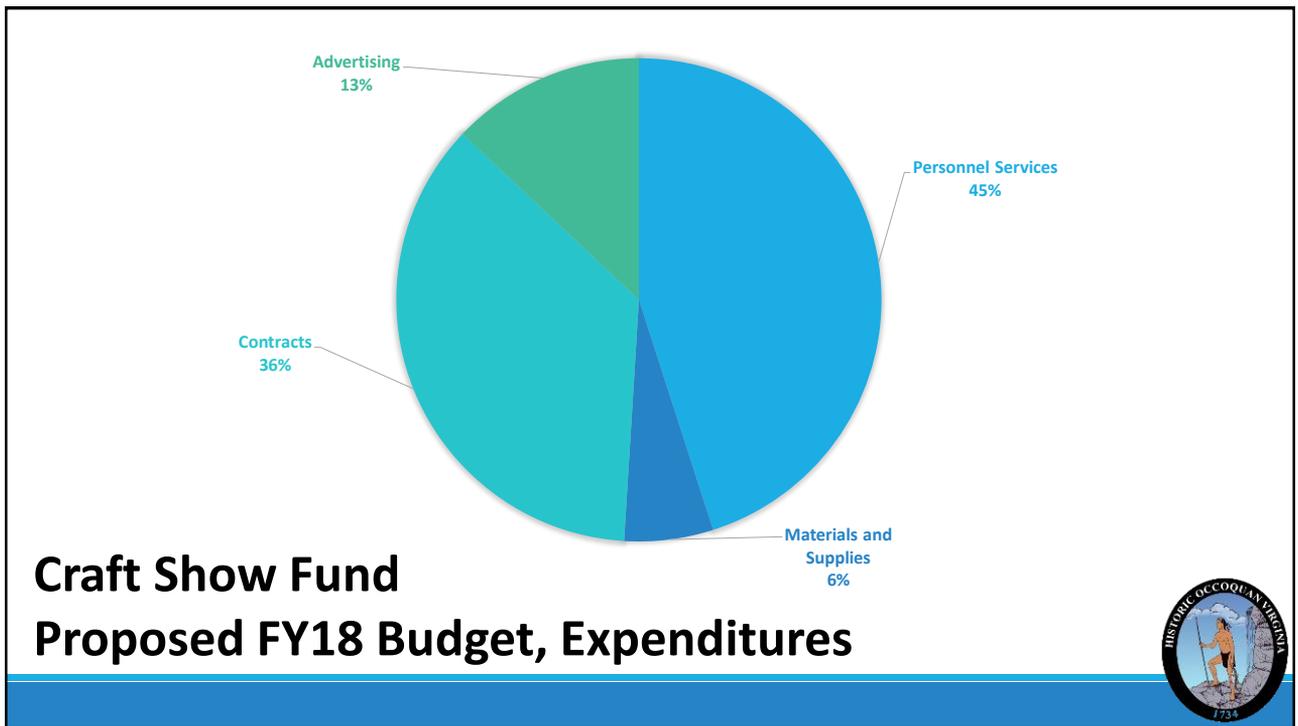
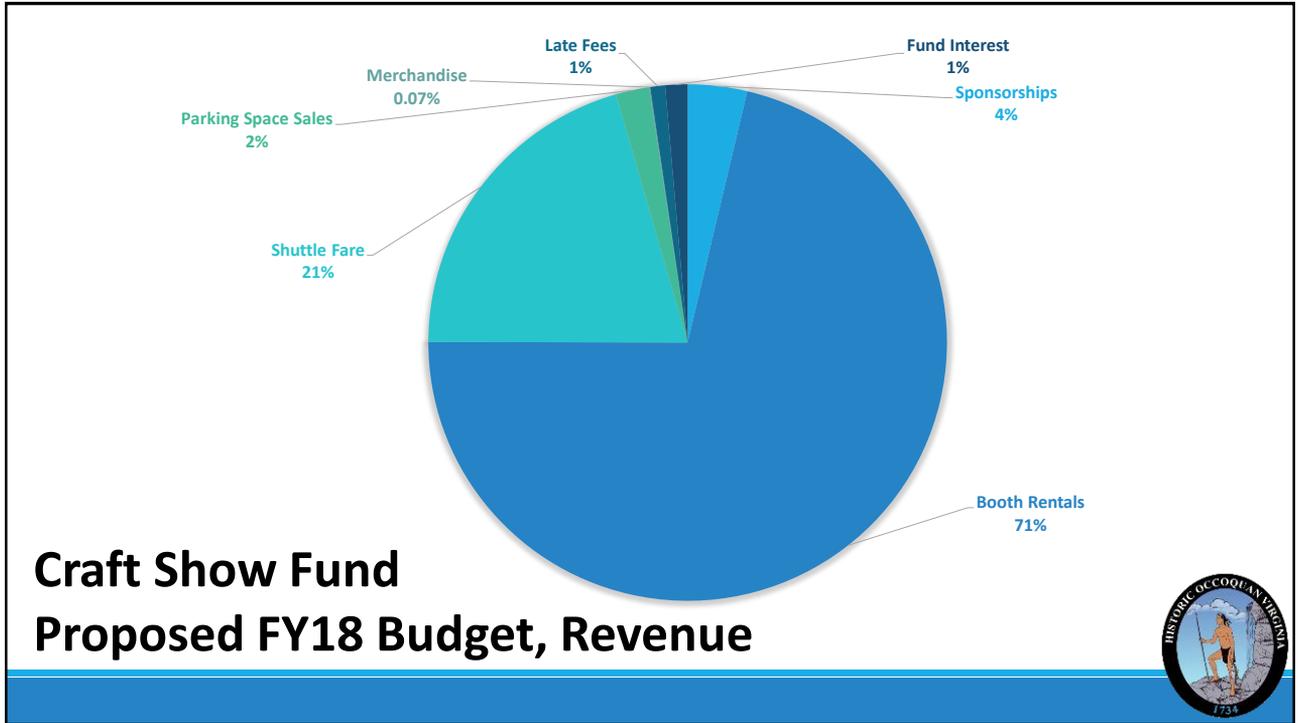
|                      | FY2018           | FY2019           | FY2020           | FY2021           | FY2022           |
|----------------------|------------------|------------------|------------------|------------------|------------------|
| Bond                 | 0                | 0                | 0                | 0                | 0                |
| CIP                  | \$179,000        | \$127,500        | \$233,000        | \$241,500        | \$124,500        |
| Grants, Other        | \$127,500        | \$1,000          | \$58,000         | \$26,000         | \$1,000          |
| <b>Total Funding</b> | <b>\$306,500</b> | <b>\$128,500</b> | <b>\$291,000</b> | <b>\$262,500</b> | <b>\$125,500</b> |

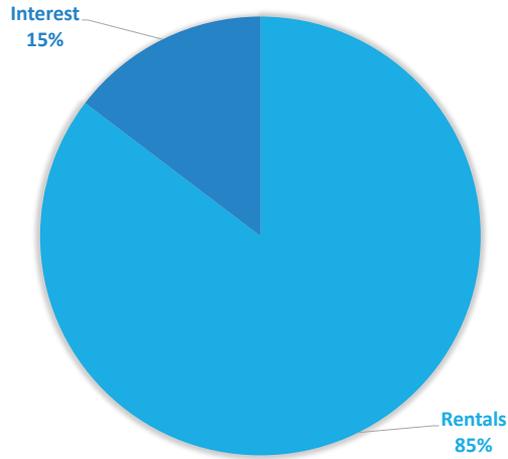


## Craft Show Fund & Mamie Davis Park Fund

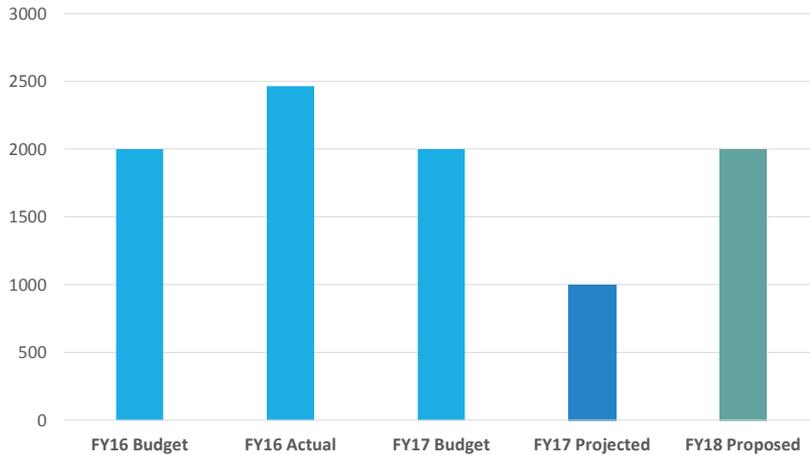
FY 2018 PROPOSED BUDGET







## Mamie Davis Park Fund Proposed FY18 Revenues



## Mamie Davis Park Fund Historical Expenditures



|                                   | <u>Estimated</u><br><u>As of 7/1/2016</u> | <u>Estimated</u><br><u>Income/ (Loss)</u> | <u>Estimated</u><br><u>As of 6/30/17</u> | <u>Estimated</u><br><u>As of 7/1/2017</u> | <u>Estimated</u><br><u>Income/(Loss) YTD</u> | <u>Estimated</u><br><u>As of 6/30/18</u> |
|-----------------------------------|---|---|--|---|--|--|
| <b>Unrestricted</b>               |   |   |  |   |  |  |
| <b>Unrestricted Funds</b>         | <b>(14,312)</b>                           | <b>42,337</b>                             | <b>28,025</b>                            | <b>28,025</b>                             | <b>-</b>                                     | <b>28,025</b>                            |
| <b>Temporarily Restricted</b>     |   |   |  |   |  |  |
| <b>Operating Reserve</b>          | 200,000                                   | -   | 200,000                                  | 200,000                                   | -  | 200,000                                  |
| <b>Craft Show</b>                 | 143,223                                   | 120,000                                   | 155,113                                  | 155,113                                   | 120,000                                      | 147,613                                  |
| <b>CIP Funds</b>                  | 337,000                                   | (266,110)                                 | 179,000                                  | 179,000                                   | (179,000)                                    | 127,500                                  |
| <b>Mamie Davis (Temp)</b>         | 3,673                                     | 1,290                                     | 4,963                                    | 4,963                                     | 2,100  | 7,063                                    |
| <b>Public Safety</b>              | 23,424                                    | 5,000                                     | 28,424                                   | 28,424                                    | 5,000  | 33,424                                   |
| <b>PEG Funds</b>                  | 209                                       | -   | 209                                      | 209                                       | -  | 209                                      |
| <b>Subtotal Temp Restricted</b>   | <b>707,529</b>                            | <b>(139,820)</b>                          | <b>567,709</b>                           | <b>567,709</b>                            | <b>(51,900)</b>                              | <b>515,809</b>                           |
| <b>Permanently Restricted</b>     |   |   |  |   |  |  |
| <b>Mamie Davis (Perm)</b>         | <b>100,000</b>                            | <b>-</b>                                  | <b>100,000</b>                           | <b>100,000</b>                            | <b>-</b>                                     | <b>100,000</b>                           |
| <b>Total Available Net Assets</b> | <b>\$793,216</b>                          | <b>(\$97,483)</b>                         | <b>\$695,734</b>                         | <b>\$695,734</b>                          | <b>(\$51,900)</b>                            | <b>\$643,834</b>                         |

## Reserves Analysis



## FY 2018 Budget – Next Steps

- April 4, 2017 – Public Hearing on Proposed Budget
- April 25, 2017 – Public Hearing on Proposed Tax Rates (Special Meeting)
- May 2, 2017 – Adoption of FY2017 Tax Rates and Budget
- July 28, 2017 – Submission of Budget to GFOA



- END -



# TOWN OF OCCOQUAN PROPOSED FY 2018 BUDGET - REVENUES

FUND  
DEPT

## GENERAL FUND

### OPERATING

Real Estate Tax Rate: \$.12 per \$100 of Assessed Value | Meals Tax Rate: 3% | Transient Tax Rate: 2%

| Category                             | FY 2016<br>Budget | FY 2016<br>Actual | FY 2017<br>Budget | FY 2017<br>Projected | FY 2018<br>Proposed | % Change to<br>FY17 Budget | \$ Change to<br>FY17 Budget |
|--------------------------------------|-------------------|-------------------|-------------------|----------------------|---------------------|----------------------------|-----------------------------|
| <b>Taxes</b>                         |                   |                   |                   |                      |                     |                            |                             |
| Real Estate                          | 196,273           | 201,465           | 217,600           | 218,192              | 218,340             | 0.3%                       | 740                         |
| Meals Tax                            | 165,218           | 171,200           | 180,000           | 216,955              | 222,650             | 23.7%                      | 42,650                      |
| Sales Tax                            | 26,200            | 24,265            | 24,500            | 24,731               | 25,500              | 4.1%                       | 1,000                       |
| Utility Tax                          | 31,000            | 31,910            | 32,000            | 31,627               | 32,500              | 1.6%                       | 500                         |
| Communications Tax                   | 46,600            | 45,159            | 45,000            | 44,524               | 44,000              | -2.2%                      | (1,000)                     |
| Transient Lodging Tax                | -                 | -                 | -                 | 140                  | -                   |                            |                             |
| <b>Fees/Licenses</b>                 |                   |                   |                   |                      |                     |                            |                             |
| Auto Decals                          | 11,200            | 10,900            | 11,000            | 11,372               | 11,000              | 0.0%                       | -                           |
| Business Licenses                    | 60,000            | 73,211            | 53,000            | 72,000               | 70,000              | 32.1%                      | 17,000                      |
| Late Fees                            | 2,000             | 5,100             | 2,000             | 1,642                | 2,500               | 25.0%                      | 500                         |
| Fines - Public Safety                | 12,000            | 9,540             | 12,000            | 30,066               | 24,000              | 100.0%                     | 12,000                      |
| Architectural Review Board Fees      | 500               | 200               | 150               | 135                  | 50                  | -66.7%                     | (100)                       |
| Precious Metal License               | 600               | 800               | 600               | 800                  | 800                 | 33.3%                      | 200                         |
| ATM Fees                             | 3,000             | 3,000             | 3,000             | 3,000                | 3,000               | 0.0%                       | -                           |
| Dock Fees                            | 350               | 500               | 350               | 516                  | 3,500               | 900.0%                     | 3,150                       |
| Administrative Fees                  | 2,000             | 1,500             | 2,000             | 2,590                | 2,000               | 0.0%                       | -                           |
| Service Revenue - Bldg Official      | -                 | 15,000            | 44,000            | 28,600               | 20,000              | -54.5%                     | (24,000)                    |
| Service Revenue - Engineering        | 2,000             | 189,059           | 20,000            | 189,059              | 2,000               | -90.0%                     | (18,000)                    |
| Service Revenue - Legal              | -                 | 2,000             | 2,500             | 1,250                | -                   | -100.0%                    | (2,500)                     |
| Service Revenue - Other              | -                 | 2,500             | 2,000             | 1,180                | -                   | -100.0%                    | (2,000)                     |
| <b>Grants</b>                        |                   |                   |                   |                      |                     |                            |                             |
| Litter Grant                         | 1,000             | 1,031             | 1,050             | 1,031                | 1,050               | 0.0%                       | -                           |
| Public Safety (HB 599)               | 21,297            | 21,492            | 21,000            | 21,492               | 21,980              | 4.7%                       | 980                         |
| Risk Management Grant (Safety) (VML) | 1,000             | 1,000             | 2,000             | 1,000                | 2,000               | 0.0%                       | -                           |
| <b>Rentals</b>                       |                   |                   |                   |                      |                     |                            |                             |
| Town Hall                            | 500               | 300               | 600               | 300                  | 500                 | -16.7%                     | (100)                       |
| River Mill Park                      | -                 | -                 | 2,000             | 1,000                | 2,000               | 0.0%                       | -                           |
| <b>Other</b>                         |                   |                   |                   |                      |                     |                            |                             |
| General Fund Interest                | 100               | 100               | 65                | 85                   | 120                 | 84.6%                      | 55                          |
| Craft Show Fund Interest             | 200               | 3,000             | -                 | -                    | -                   |                            |                             |
| Brick Fundraiser Program             | -                 | 5,000             | 7,000             | 5,511                | 4,000               | -42.9%                     | (3,000)                     |
| Sponsorships                         | -                 | -                 | -                 | 3,016                | 5,000               |                            | 5,000                       |
| Other                                | -                 | 7,500             | -                 | 5,128                | 500                 |                            | 500                         |
| <b>TOTAL \$</b>                      | <b>\$ 583,038</b> | <b>\$ 826,732</b> | <b>\$ 685,415</b> | <b>\$ 916,942</b>    | <b>\$ 718,990</b>   | <b>4.9%</b>                | <b>\$ 33,575</b>            |

## TOWN OF OCCOQUAN PROPOSED FY 2018 BUDGET - EXPENDITURES

| FUND                            | GENERAL FUND      |                     |                   |                      |                     |                                  |                                   |
|---------------------------------|-------------------|---------------------|-------------------|----------------------|---------------------|----------------------------------|-----------------------------------|
| DEPT                            | OPERATING         |                     |                   |                      |                     |                                  |                                   |
| Category                        | FY 2016<br>Budget | FY 2016 Actual      | FY 2017<br>Budget | FY 2017<br>Projected | FY 2018<br>Proposed | % Change<br>to FY 2017<br>Budget | \$ Change to<br>FY 2017<br>Budget |
| Personnel Services              | 273,578           | 277,115             | 306,932           | 315,285              | 335,790             | 9.4%                             | 28,858                            |
| Professional Services           | 74,600            | 1,200,154           | 153,700           | 317,946              | 136,200             | -11.4%                           | (17,500)                          |
| Information Technology Services | 14,150            | 12,175              | 9,400             | 15,483               | 10,150              | 8.0%                             | 750                               |
| Materials and Supplies          | 8,370             | 14,770              | 9,300             | 14,093               | 7,800               | -16.1%                           | (1,500)                           |
| Operational Services            | 8,100             | 8,528               | 5,800             | 6,739                | 8,550               | 47.4%                            | 2,750                             |
| Contracts                       | 81,500            | 88,622              | 80,583            | 81,241               | 81,500              | 1.1%                             | 917                               |
| Insurance                       | 16,270            | 15,946              | 16,720            | 15,377               | 15,720              | -6.0%                            | (1,000)                           |
| Public Information              | 4,100             | 3,507               | 3,100             | 3,256                | 3,250               | 4.8%                             | 150                               |
| Advertising                     | 20,000            | 5,685               | 13,650            | 9,100                | 16,000              | 17.2%                            | 2,350                             |
| Training and Travel             | 11,250            | 6,274               | 12,100            | 8,603                | 15,100              | 24.8%                            | 3,000                             |
| Vehicles and Equipment          | 19,600            | 16,329              | 12,900            | 12,920               | 13,350              | 3.5%                             | 450                               |
| Seasonal                        | 7,500             | 3,729               | 4,500             | 2,767                | 4,500               | 0.0%                             | -                                 |
| Town Hall                       | 8,770             | 10,016              | 8,770             | 10,325               | 10,270              | 17.1%                            | 1,500                             |
| Mill House Museum               | 6,620             | 6,319               | 6,740             | 6,856                | 6,740               | 0.0%                             | -                                 |
| Visitors Center                 | 620               | 60                  | 740               | 475                  | 500                 | -32.4%                           | (240)                             |
| Maintenance Yard                | 1,720             | 1,640               | 1,840             | 1,944                | 2,240               | 21.7%                            | 400                               |
| Mill Street Storage             | 370               | -                   | -                 | -                    | 250                 |                                  | 250                               |
| River Mill Park and Facility    | 7,070             | 1,821               | 17,990            | 26,868               | 23,690              | 31.7%                            | 5,700                             |
| Mamie Davis Park                | 3,800             | 8,827               | 1,800             | 1,871                | 3,300               | 83.3%                            | 1,500                             |
| Tanyard Hill Road Park          | -                 | -                   | -                 | -                    | 800                 |                                  | 800                               |
| Furnace Branch Park             | -                 | -                   | -                 | -                    | 500                 |                                  | 500                               |
| Streets and Sidewalks           | 2,250             | 585                 | 1,750             | 966                  | 1,400               | -20.0%                           | (350)                             |
| Historic District               | 12,800            | 13,547              | 8,200             | 11,631               | 10,390              | 26.7%                            | 2,190                             |
| Special Events                  | -                 | -                   | 8,900             | 6,859                | 11,000              | 23.6%                            | 2,100                             |
| <b>TOTAL</b>                    | <b>\$ 583,038</b> | <b>\$ 1,695,649</b> | <b>\$ 685,415</b> | <b>\$ 870,605</b>    | <b>\$ 718,990</b>   | <b>4.9%</b>                      | <b>\$ 33,575</b>                  |

**PROPOSED FY 2018 CAPITAL IMPROVEMENT FUND - REVENUES**

| FUND           | CAPITAL IMPROVEMENT PROGRAM FUND |                   |                  |                     |                     |                                 |                              |                 |
|----------------|----------------------------------|-------------------|------------------|---------------------|---------------------|---------------------------------|------------------------------|-----------------|
|                | FY2016<br>Budget                 | FY 2016<br>Actual | FY2017<br>Budget | FY2017<br>Projected | FY 2018<br>Proposed | % Increase to<br>2017 Projected | % Increase to<br>2017 Budget | Notes           |
| <b>ACCOUNT</b> |                                  |                   |                  |                     |                     |                                 |                              |                 |
| Grants         |                                  |                   |                  |                     | 100,000             |                                 |                              | DCR Kayak Grant |
| <b>Total</b>   | -                                | -                 | -                | -                   | <b>\$ 100,000</b>   |                                 |                              |                 |

# TOWN OF OCCOQUAN PROPOSED FY 2018 BUDGET - EXPENDITURES

FUND

## CAPITAL IMPROVEMENT PROGRAM FUND

|                     |  | FISCAL YEAR       |                   |                   |                   |                  | TOTALS            |                  |
|---------------------|--|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|------------------|
|                     |  |                   |                   |                   |                   |                  | Project<br>Total  | Dept<br>Total    |
| Dept                | PROJECT  | FY18              | FY19              | FY20              | FY21              | FY22             |                   |                  |
| <b>Public Works</b> |  | <b>111,500</b>    | <b>100,500</b>    | <b>199,000</b>    | <b>187,500</b>    | <b>90,500</b>    | <b>689,000</b>    |                  |
|                     | Community Planning Project                                   | 25,000            | -                 | -                 | -                 | -                | 25,000            |                  |
|                     | Intersection Improvements (See Intersection Improv Schedule) | 10,000            | 10,000            | 30,000            | 10,000            | 15,000           | 75,000            |                  |
|                     | Street Maintenance (See Street Paving Schedule)              | 15,000            | 20,000            | 20,000            | 10,000            | 15,000           | 80,000            |                  |
|                     | Sidewalk Maintenance (See Infrastructure Schedule)           | -                 | 25,000            | 30,000            | 30,000            | 30,000           | 115,000           |                  |
|                     | Building Maintenance (See Building Maintenance Schedule)     | 2,500             | 18,000            | 15,000            | 15,000            | 5,000            | 55,500            |                  |
|                     | Stormwater Management  | 5,000             | 5,000             | 5,000             | 5,000             | 5,000            | 25,000            |                  |
|                     | Trash/Recycling Containers Replacement/ Maintenance          | 11,000            | 11,000            | 11,000            | 2,500             | 2,500            | 38,000            |                  |
|                     | Town Hall Renovations - Lower Level                          | 15,000            | -                 | -                 | -                 | -                | 15,000            |                  |
|                     | Annex Property Improvements                                  | -                 | -                 | -                 | 10,000            | -                | 10,000            |                  |
|                     | Street Sweeper Replacement                                   | -                 | -                 | 25,000            | -                 | -                | 25,000            |                  |
|                     | Snow Blower Replacement                                      | -                 | 1,500             | -                 | -                 | -                | 1,500             |                  |
|                     | Gaslight Conversion to Electric/Maintenance                  | 10,000            | 5,000             | 5,000             | 100,000           | 5,000            | 125,000           |                  |
|                     | Street/Curb Striping Program                                 | 8,000             | -                 | 8,000             | -                 | 8,000            | 24,000            |                  |
|                     | Town Dock Maintenance  | 10,000            | 5,000             | 50,000            | 5,000             | 5,000            | 75,000            | <b>\$689,000</b> |
|                     | Bond   | 0                 | 0                 | 0                 | 0                 | 0                | 0                 |                  |
|                     | CIP  | 95,500            | 99,500            | 198,000           | 186,500           | 89,500           | 669,000           |                  |
|                     | Grants, Other  | 16,000            | 1,000             | 1,000             | 1,000             | 1,000            | 20,000            |                  |
|                     | TBD  | 0                 | 0                 | 0                 | 0                 | 0                | 0                 |                  |
|                     | <b>Total Funding</b>   | <b>\$ 111,500</b> | <b>\$ 100,500</b> | <b>\$ 199,000</b> | <b>\$ 187,500</b> | <b>\$ 90,500</b> | <b>\$ 689,000</b> |                  |
| <b>Parks</b>        |  | <b>152,500</b>    | <b>15,000</b>     | <b>20,000</b>     | <b>35,000</b>     | <b>35,000</b>    | <b>257,500</b>    |                  |
|                     | Tanyard Hill Parcel  | 2,500             | 5,000             | 5,000             | 5,000             | 5,000            | 22,500            |                  |
|                     | Furnance Branch Park   | -                 | -                 | 5,000             | 10,000            | 20,000           | 35,000            |                  |
|                     | River Mill Park Maintenance                                  | 10,000            | 5,000             | 5,000             | 5,000             | 5,000            | 30,000            |                  |
|                     | Canoe/Kayak Ramp Installation                                | 140,000           | -                 | -                 | -                 | -                | 140,000           |                  |
|                     | Tree Canopy Maintenance                                      | -                 | 5,000             | 5,000             | 5,000             | 5,000            | 20,000            |                  |
|                     | Mamie Davis Park Renovations/Upgrades                        | -                 | -                 | -                 | 10,000            | -                | 10,000            | <b>\$257,500</b> |
|                     | Bond   | 0                 | 0                 | 0                 | 0                 | 0                | 0                 |                  |
|                     | CIP  | 52,500            | 15,000            | 20,000            | 35,000            | 35,000           | 157,500           |                  |
|                     | Grants, Other  | 100,000           | 0                 | 0                 | 5,000             | 0                | 105,000           |                  |
|                     | TBD  | 0                 | 0                 | 0                 | 0                 | 0                | 0                 |                  |
|                     | <b>Total Funding</b>   | <b>\$ 152,500</b> | <b>\$ 15,000</b>  | <b>\$ 20,000</b>  | <b>\$ 40,000</b>  | <b>\$ 35,000</b> | <b>\$ 262,500</b> | Page 56          |

# TOWN OF OCCOQUAN PROPOSED FY 2018 BUDGET - EXPENDITURES

| FUND                          |                                  | CAPITAL IMPROVEMENT PROGRAM FUND |                  |                  |                  |             |                  |                 |
|-------------------------------|----------------------------------|----------------------------------|------------------|------------------|------------------|-------------|------------------|-----------------|
|                               |                                  | FISCAL YEAR                      |                  |                  |                  |             | TOTALS           |                 |
| Dept                          | PROJECT                          | FY18                             | FY19             | FY20             | FY21             | FY22        | Project Total    | Dept Total      |
| <b>Public Safety</b>          |                                  | <b>11,500</b>                    | <b>0</b>         | <b>57,000</b>    | <b>20,000</b>    | <b>0</b>    | <b>88,500</b>    |                 |
|                               | Police Vehicle                   | -                                | -                | 45,000           | -                | -           | 45,000           |                 |
|                               | In-Vehicle Laptops               | 2,500                            | -                | 2,000            | -                | -           | 4,500            |                 |
|                               | Body Armor                       | 4,000                            | -                | -                | -                | -           | 4,000            |                 |
|                               | Body/In-Car Camera System        | -                                | -                | 10,000           | -                | -           | 10,000           |                 |
|                               | IBR Reporting System Replacement | 5,000                            | -                | -                | -                | -           | 5,000            |                 |
|                               | Police Radios                    | -                                | -                | -                | 20,000           | -           | 20,000           | <b>\$88,500</b> |
|                               | Bond                             | 0                                | 0                | 0                | 0                | 0           | 0                |                 |
|                               | CIP                              | 0                                | 0                | 0                | 0                | 0           | 0                |                 |
|                               | Grants, Other                    | 11,500                           | 0                | 57,000           | 20,000           | 0           | 88,500           |                 |
|                               | TBD                              | 0                                | 0                | 0                | 0                | 0           | 0                |                 |
|                               | <b>Total Funding</b>             | <b>\$ 11,500</b>                 | <b>\$ -</b>      | <b>\$ 57,000</b> | <b>\$ 20,000</b> | <b>\$ -</b> | <b>\$ 88,500</b> |                 |
| <b>Information Technology</b> |                                  | <b>15,000</b>                    | <b>13,000</b>    | <b>15,000</b>    | <b>15,000</b>    | <b>0</b>    | <b>58,000</b>    |                 |
|                               | Computer Upgrades/Replacement    | 10,000                           | -                | -                | 5,000            | -           | 15,000           |                 |
|                               | Document Management Project      | 5,000                            | -                | -                | -                | -           | 5,000            |                 |
|                               | Server Room Relocation           | -                                | -                | 5,000            | -                | -           | 5,000            |                 |
|                               | Financial System                 | -                                | -                | 10,000           | -                | -           | 10,000           |                 |
|                               | Website Redesign                 | -                                | 10,000           | -                | -                | -           | 10,000           |                 |
|                               | Town Hall Phone Upgrade          | -                                | -                | -                | 10,000           | -           | 10,000           |                 |
|                               | A/V Equipment - Town Hall        | -                                | 3,000            | -                | -                | -           | 3,000            | <b>\$58,000</b> |
|                               | Bond                             | 0                                | 0                | 0                | 0                | 0           | 0                |                 |
|                               | CIP                              | 15,000                           | 13,000           | 15,000           | 15,000           | 0           | 58,000           |                 |
|                               | Grants, Other                    | 0                                | 0                | 0                | 0                | 0           | 0                |                 |
|                               | TBD                              | 0                                | 0                | 0                | 0                | 0           | 0                |                 |
|                               | <b>Total Funding</b>             | <b>\$ 15,000</b>                 | <b>\$ 13,000</b> | <b>\$ 15,000</b> | <b>\$ 15,000</b> | <b>\$ -</b> | <b>\$ 58,000</b> |                 |

# TOWN OF OCCOQUAN PROPOSED FY 2018 BUDGET - EXPENDITURES

| FUND                  |                                  | CAPITAL IMPROVEMENT PROGRAM FUND |             |             |                 |             |                  |                 |
|-----------------------|----------------------------------|----------------------------------|-------------|-------------|-----------------|-------------|------------------|-----------------|
|                       |                                  | FISCAL YEAR                      |             |             |                 |             | TOTALS           |                 |
| Dept                  | PROJECT                          | FY18                             | FY19        | FY20        | FY21            | FY22        | Project Total    | Dept Total      |
| <b>Administration</b> |                                  | <b>16,000</b>                    | <b>0</b>    | <b>0</b>    | <b>5,000</b>    | <b>0</b>    | <b>21,000</b>    |                 |
|                       | Town Code Recodification         | 10,000                           | -           | -           | -               | -           | 10,000           |                 |
|                       | Office Equipment Replacement     | 6,000                            | -           | -           | -               | -           | 6,000            |                 |
|                       | Comprehensive Plan Review/Update | -                                | -           | -           | 5,000           | -           | 5,000            | <b>\$21,000</b> |
|                       | Bond                             | 0                                | 0           | 0           | 0               | 0           | 0                |                 |
|                       | CIP                              | 16,000                           | 0           | 0           | 5,000           | 0           | 21,000           |                 |
|                       | Grants, Other                    | 0                                | 0           | 0           | 0               | 0           | 0                |                 |
|                       | TBD                              | 0                                | 0           | 0           | 0               | 0           | 0                |                 |
|                       | <b>Total Funding</b>             | <b>\$ 16,000</b>                 | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 5,000</b> | <b>\$ -</b> | <b>\$ 21,000</b> |                 |

| Totals                      | FY18              | FY19              | FY20              | FY21              | FY22              |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Bond                        | 0                 | 0                 | 0                 | 0                 | 0                 |
| CIP                         | 179,000           | 127,500           | 233,000           | 241,500           | 124,500           |
| Grants, Other               | 127,500           | 1,000             | 58,000            | 26,000            | 1,000             |
| TBD                         | 0                 | 0                 | 0                 | 0                 | 0                 |
| <b>Total Funding Per FY</b> | <b>\$ 306,500</b> | <b>\$ 128,500</b> | <b>\$ 291,000</b> | <b>\$ 262,500</b> | <b>\$ 125,500</b> |

## TOWN OF OCCOQUAN PROPOSED FY 2018 BUDGET - REVENUES

|                          | CRAFT SHOW FUND   |                   |                  |                     |                     |                                 |                              |                         |
|--------------------------|-------------------|-------------------|------------------|---------------------|---------------------|---------------------------------|------------------------------|-------------------------|
| FUND                     |                   |                   |                  |                     |                     |                                 |                              |                         |
| DEPT                     | EVENTS            |                   |                  |                     |                     |                                 |                              |                         |
| Activity                 | <b>CRAFT SHOW</b> |                   |                  |                     |                     |                                 |                              |                         |
|                          | FY2016<br>Budget  | FY 2016<br>Actual | FY2017<br>Budget | FY2017<br>Projected | FY 2018<br>Proposed | % Increase to<br>2017 Projected | % Increase to<br>2017 Budget | Notes                   |
| <b>ACCOUNT</b>           |                   |                   |                  |                     |                     |                                 |                              |                         |
| Sponsorships             | 10,000            | 6,350             | 8,000            | 8,000               | 8,000               | 0%                              | 0.0%                         |                         |
| Booth Rentals            | 158,500           | 150,317           | 154,000          | 154,699             | 154,370             | 0%                              | 0.2%                         |                         |
| Shuttle Fare             | 47,300            | 43,358            | 48,000           | 42,714              | 44,370              | 4%                              | -7.6%                        |                         |
| Parking Space Sales      | 3,000             | 415               | 3,375            | 5,400               | 4,500               | -17%                            | 33.3%                        |                         |
| Tent Rentals             | 525               | 910               | 600              | 78                  | -                   | -100%                           | -100.0%                      | No longer renting tents |
| Merchandise              | 3,500             | 246               | 150              | 166                 | 150                 | -10%                            | 0.0%                         |                         |
| Late Fees                | -                 |                   | -                | 2,350               | 2,000               | -15%                            |                              |                         |
| Craft Show Fund Interest | -                 | -                 | 3,000            | 3,000               | 3,000               | 0%                              | 0.0%                         |                         |
| <b>Total</b>             | <b>222,825</b>    | <b>201,597</b>    | <b>217,125</b>   | <b>216,407</b>      | <b>216,390</b>      | -0.01%                          | -0.3%                        |                         |

# TOWN OF OCCOQUAN PROPOSED FY 2018 BUDGET - EXPENDITURES

|          |                   |
|----------|-------------------|
| FUND     | CRAFT SHOW FUND   |
| DEPT     | EVENTS            |
| ACTIVITY | <b>CRAFT SHOW</b> |

## EXPENDITURES

| ACCOUNT                                   | FY2016<br>ADOPTED | FY 2016<br>ACTUAL | FY 2017<br>ADOPTED | FY 2017<br>PROJECTED | FY 2018<br>PROPOSED | % Change<br>to Adopted | \$ Change<br>to Adopted |
|---|-------------------|-------------------|--------------------|----------------------|---------------------|------------------------|-------------------------|
| 60010 Salaries and Wages                  | 25,000            | 21,811            | 25,000             | 25,000               | 25,000              | 0.0%                   | 0                       |
| 60030 On-call Labor/ Auxiliary Wages      | 17,280            | 21,485            | 17,280             | 20,183               | 20,200              | 16.8%                  | 2,903                   |
| 60050 Payroll Taxes (FICA & Medicare)     | 1,606             | 1,674             | 1,913              | 3,206                | 3,200               | 67.6%                  | 1,293                   |
| 60070 Health Insurance                    | 0                 | 0                 | 0                  | 0                    | 0                   |                        |                         |
| 60080 Life/Disability Insurance           | 380               | 0                 | 0                  | 0                    | 0                   |                        |                         |
| 60090 Employer Contributions: Simple IRA  | 316               | 0                 | 315                | 0                    | 320                 | -100.0%                | (315)                   |
| <b>60000 TOTAL PERSONNEL SERVICES</b>     | <b>44,582</b>     | <b>44,970</b>     | <b>44,508</b>      | <b>48,389</b>        | <b>48,720</b>       | 8.7%                   | 3,881                   |
| <hr/>                                     |                   |                   |                    |                      |                     |                        |                         |
| 61210 Office Supplies                     | 1,200             | 5,631             | 1,200              | 3,679                | 3,000               | 206.6%                 | 2,479                   |
| 61220 Operational Supplies                | 3,400             | 1,742             | 3,400              | 3,398                | 3,400               | -0.1%                  | (2)                     |
| <b>61200 TOTAL MATERIALS AND SUPPLIES</b> | <b>4,600</b>      | <b>7,373</b>      | <b>4,600</b>       | <b>7,077</b>         | <b>6,400</b>        | 53.8%                  | 2,477                   |
| <hr/>                                     |                   |                   |                    |                      |                     |                        |                         |
| 62020 Equipment Rental                    | 33,000            | 34,753            | 33,000             | 33,606               | 35,000              | 1.8%                   | 606                     |
| 62050 Entertainment                       | 2,000             | 1,350             | 2,000              | 4,000                | 4,000               | 100.0%                 | 2,000                   |
| <b>62000 TOTAL CONTRACTS</b>              | <b>35,000</b>     | <b>36,103</b>     | <b>35,000</b>      | <b>37,606</b>        | <b>39,000</b>       | 7.4%                   | 2,606                   |
| <hr/>                                     |                   |                   |                    |                      |                     |                        |                         |
| 63220 Advertising - Marketing             | 20,000            | 14,579            | 20,000             | 13,580               | 14,000              | -32.1%                 | (6,420)                 |
| <b>63200 TOTAL ADVERTISING</b>            | <b>20,000</b>     | <b>14,579</b>     | <b>20,000</b>      | <b>13,580</b>        | <b>14,000</b>       | -32.1%                 | (6,420)                 |
| <hr/>                                     |                   |                   |                    |                      |                     |                        |                         |
| <b>TOTALS</b>                             | <b>\$104,182</b>  | <b>\$103,024</b>  | <b>\$104,108</b>   | <b>\$106,651</b>     | <b>\$108,120</b>    | 2.4%                   | 2,543                   |

**TOWN OF OCCOQUAN PROPOSED FY 2018 BUDGET - REVENUES**

| FUND         | MAMIE DAVIS FUND  |                   |                   |                      |                     |                                 |                              |       |
|--------------|-------------------|-------------------|-------------------|----------------------|---------------------|---------------------------------|------------------------------|-------|
|              | MAMIE DAVIS PARK  |                   |                   |                      |                     |                                 |                              |       |
| DEPT         | FY 2016<br>Budget | FY 2016<br>Actual | FY 2017<br>Budget | FY 2017<br>Projected | FY 2018<br>Proposed | % Increase to<br>2017 Projected | % Increase to<br>2017 Budget | Notes |
| ACCOUNT      |                   |                   |                   |                      |                     |                                 |                              |       |
| Rentals      | 1,400             | 2,250             | 1,400             | 3,000                | 3,500               | 16.7%                           | 150.0%                       |       |
| Interest     | 600               | 601               | 600               | 600                  | 600                 | 0.0%                            | 0.0%                         |       |
| <b>Total</b> | <b>2,000</b>      | <b>2,851</b>      | <b>2,000</b>      | <b>3,600</b>         | <b>4,100</b>        | <b>13.9%</b>                    | <b>105.0%</b>                |       |

## TOWN OF OCCOQUAN PROPOSED FY 2018 BUDGET - EXPENDITURES

| FUND    |                  | MAMIE DAVIS FUND  |                   |                   |                      |                     |                                 |                              |       |
|---------|------------------|-------------------|-------------------|-------------------|----------------------|---------------------|---------------------------------|------------------------------|-------|
| DEPT    |                  | MAMIE DAVIS PARK  |                   |                   |                      |                     |                                 |                              |       |
| ACCOUNT |                  | FY 2016<br>Budget | FY 2016<br>Actual | FY 2017<br>Budget | FY 2017<br>Projected | FY 2018<br>Proposed | % Increase to<br>2017 Projected | % Increase to<br>2017 Budget | Notes |
| 70000   | Capital Projects | 2,000             | 2,465             | 2,000             | 1,000                | 2,000               | 100%                            | 0.0%                         |       |
|         | <b>Total</b>     | <b>2,000</b>      | <b>2,465</b>      | <b>2,000</b>      | <b>1,000</b>         | <b>2,000</b>        | 100%                            | 0.0%                         |       |