



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

314 Mill Street  
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Occoquan, VA 22125  
(703) 491-1918  
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**Occoquan Town Council**  
**Regular Meeting**  
**October 6, 2015 | 7:00 pm**

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. September 1, 2015 Regular Meeting Minutes
  - b. September 15, 2015 Work Session Meeting Minutes
5. **Councilmember Reports**
6. **Mayor's Report**
7. **Staff Reports**
  - a. Town Attorney
  - b. Town Engineer
  - c. Town Manager
  - d. Chief of Police
  - e. Boards and Commissions
8. **Regular Business**
  - a. Request to Accept FYE 2014 Financial Audit
  - b. Request to Adopt an Ordinance to Establish Snow Emergency Routes, Chapter 62
  - c. Request to Award Contract for a Document Management System
  - d. Request to Award Contract for Town Hall Roof Replacement
9. **Closed Session**
10. **Adjournment**

**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).*



**OCCOQUAN TOWN COUNCIL**  
**Public Hearing and Regular Meeting Minutes - DRAFT**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, September 1, 2015**  
**7:00 p.m.**

**Present:** Mayor Liz Quist, Vice Mayor Pat Sivigny, Joe McGuire, Jim Drakes, J. Matthew Dawson, and Tyler Brown  
Staff: Kirstyn Jovanovich, Town Manager; Martin Crim, Town Attorney; Bruce Reece, Town Engineer; Matt Williams, Assistant Town Engineer/Zoning Administrator; Abigail Breeding, Town Treasurer; Krista Forcier, Craftshow Director; Greg Holcomb, Town Clerk.

**Absent:** Chief Sheldon Levi, Town Sergeant/Chief of Police

### **1. Call to Order**

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

### **2. Pledge of Allegiance**

### **3. Citizen's Time**

Mr. David Irwin, 229 Mill St., President, Gaslight Landing Homeowners Association. Mr. Irwin noted that he began discussing his concerns with the boardwalk behind Gaslight Landing with the Town Manager in May of this year. He stated that the HOA has concerns with the lack of lighting on the boardwalk. He asked who was responsible for maintenance and the liability if someone were to get hurt. He discussed his concerns with people jumping over the railing at the end of the boardwalk. He noted that at the end of the boardwalk, there is only a few feet that is over land, the other part is over the river. He also conveyed his concerns with people wondering through the Gaslight residents' garages. Finally, he added that he would like to see a street light added to the entry of Gaslight Landing on Mill Street. The Town Manager noted that she has a meeting scheduled with residents of Gaslight Landing regarding signage and the boardwalk next week.

### **4. Approval of Minutes**

It was moved to approve the minutes of the August 4, 2015, Regular Meeting minutes and the August 17, 2015 Special Meeting minutes.

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

### **5. Council Member Reports**

None

### **6. Mayor's Report**

Mayor Quist stated that she made a presentation to the Lake Ridge Rotary on August 19, 2015. She also attended and spoke at the Occoquan River Communities' "State of the Occoquan" cruise. She further noted that on September 18, 2015, the VFW will be hosting a small ceremony at Mamie Davis Park for POW/MIA Day and that Council and the public were invited to attend.

## 7. Staff Reports

**Report of Town Attorney:** Mr. Crim, Town Attorney, stated that he did not have a report.

**Report of Town Engineer:** Mr. Reese, Town Engineer, reported on the following activities:

1. Land Disturbance Report:
  - a. Occoquan Heights
  - b. Gaslight Landing
  - c. Vistas of Occoquan
  - d. Rivertown Overlook
2. Met with the Department of Conservation and Recreation regarding floodplain maps and the Town's floodplain ordinance. The EPA is working with DCR to assist communities with a code update for floodplain updates. Mr. Reese reminded everyone that the Flood Map is for flood insurance and is a benefit to the citizens in Town to assist in lowering insurance rates.
3. No response has been received from Occoquan Heights regarding the Town's response to their bond release request.
4. Earlier this month, Mr. Reese walked the Tanyard Hill Road stream valley. He noted that Prince William County has targeted a storm water project funded for that stream valley.
5. Matt Williams presented an update on River Mill Park.
  - a. He noted that construction on Phase I has started.
  - b. Phase II site plan has been resubmitted for comments.
  - c. He stated that he and the Town have been working with Fairfax Water Authority to create a temporary access during construction. That access is unfeasible due to the lack of ADA compliant means of access to the site and it is cost prohibitive at \$16,000 for stairs that are not ADA compliant.
  - d. Mr. Drakes asked if the contractors were leaving the footbridge and sidewalk to the cul-de-sac open for the Craft Show. Mr. Williams stated they are leaving those points open and the rest of the site would be bound by fencing and safety measures; however, afterwards, the footbridge will be closed at times throughout the duration of the project to complete bridge repairs and updates.

**Report of Town Manager:** Ms. Kirstyn Jovanovich, Town Manager, reported on the following:

1. The Mill Street tree removal had previously approved funding of \$1,700 and the work went over by \$28.42. Since there was no contingency built in to the original motion, Ms. Jovanovich requested approval of the additional \$28.42.

Mr. Brown asked if this is what delayed the project completion. Ms. Jovanovich stated that this is not what delayed the project. She noted that to reduce cost, she had the part-time maintenance supervisor do the brick work once the tree was removed and the concrete base laid. Further noting that he had other duties and projects that impacted the sidewalk project's time line. Mayor Quist stated that in the future, the Town can utilize contractors for larger projects.

It was moved to approve the \$28.42 for the Mill Street tree removal and sidewalk replacement.

**A motion was made by Councilmember Drakes, seconded by Councilmember McGuire. The motion carried by poll vote, unanimous.**

2. Ms. Jovanovich stated that she was accepted into Leadership Prince William and she would like to participate in the program. She offered to forgo the VLGMA conference in February if those funds, approximately \$750, could instead be used towards the Leadership Prince William tuition. She will cover the additional costs for LPW above the \$750.

It was moved to utilize \$750 in the training budget for Leadership Prince William tuition in lieu of the Town Manager's participation in the winter VLGMA Conference.

**A motion was made by Councilmember McGuire, seconded by Councilmember Dawson. The motion carried by poll vote, unanimous.**

3. There are several American flag banners missing from last year. Ms. Jovanovich requested \$664 to replace four banners.

Mr. Brown stated that the banner projects being proposed were becoming very costly and he was not in favor of purchasing more. He suggested taking all the banners down if it was going to continue to cost the town so much money. The consensus was to table the issue.

4. Ms. Jovanovich met with a representative with the Virginia Department of Conservation and Recreation regarding the kayak ramp project. She noted the grant is for \$100,000, but because of the lapse in time from when work on the project documentation began, the information is out dated and needs to be updated. She is working with engineering to resubmit the necessary documentation. She also noted that it was a reimbursable grant that is an 80/20 match, meaning that the Town would need to pay all costs associated with the project and then request reimbursement from VDCR, as well as

- provide 20% in funds. She stated that the project would be reviewed and if feasible, added to the FY2017 budget.
5. Announced the public art installation will be unveiled on September 17, 2015 along Mill Street.
  6. VDOT has given approval to move forward with intersection improvements for crosswalks at Ellicott and Mill Streets and Union and Mill Streets. The Town is in the process of reviewing feasibility.
  7. Reached out to the Fairfax Water Authority to coordinate an April 2016 opening of River Mill Park.
  8. There is still an active search for qualified auxiliary police officers.

Mr. Drakes inquired as to how many applicants have been received. Ms. Jovanovich stated only a couple have inquired and noted that we are requiring DCJS certification and not providing compensation. Mr. McGuire requested that the Chief reach out to the Prince William County police union. Mayor Quist stated that staff should work on a contingency plan to hire some outside police.

**Report of Chief of Police:** Chief Levi was absent.

**Report of Craft Show Director:** Ms. Forcier, Craft Show Director, reported on the following:

1. She stated that the registration was down, noting that we were competing with the Virginia Beach Neptune Festival.
2. Show revenue is down a little, thus far, due to early bird discounts, non-returning vendors and less buy/sell vendors.
3. Mayor Quist asked if we were cutting expenses due to lower revenue. Ms. Forcier noted that she is attempting to cut material costs. She noted many costs are fixed. She was also hopeful for late signups.
4. Mr. Brown asked about the timing of the show and its impact on the number of vendors. Ms. Forcier said the Virginia Beach festival date confliction only happens every few years. She thinks our long standing advertised dates are more helpful for the show.

**Architectural Review Board Report:** Ms. Brenda Seefeldt, ARB Chair, provided a report on the ARB:

1. There was one sign approval and two exterior elevation approvals.

**Planning Commission Report:** No report.

## 8. Public Hearing

Mayor Quist opened the public hearing at 7:44 p.m.

Councilmember McGuire called the Planning Commission to order at 7:45 p.m.

Attendance was taken by roll call: Mr. Braswell, Mr. Irwin, Mr. Stevens, Mr. Baerga, and Mr. McGuire were all present.

**8 A. Joint Public Hearing of the Town Council and Planning Commission Regarding Zoning Text Amendment to Chapter 66, Article VIII of the Town Code Relating to Signs and Advertising.**

Mayor Quist opened the discussion to the public. No one from the public spoke.

Mayor Quist closed the public hearing at 7:46 p.m.

It was moved by the Planning Commission to recommend to Council the approval of the Zoning Text Amendment to Chapter 66, Article VIII of the Town Code Relating to Signs and Advertising

**A motion was made by Councilmember McGuire, seconded by Mr. Ramsey. The motion carried by poll vote, unanimous.**

Mr. McGuire closed the Planning Commission meeting at 7:47 p.m.

**9. Regular Business**

**9 A. Request to Approve a Zoning Text Amendment to Chapter 66, Article VIII of the Town Code Relating to Signs and Advertising**

It was moved to approve a Zoning Text Amendment to Chapter 66, Article VIII of the Town Code Relating to Signs and Advertising.

**A motion was made by Vice Mayor Sivigny, seconded by Councilmember Brown. The motion carried, unanimous.**

**9 B. Request to Place Structure in Town Stormwater Easement**

It was moved to deny the property owners request to place a structure in the Town stormwater easement.

**A motion was made by Councilmember McGuire, seconded by Councilmember Dawson. The motion carried by poll vote 4-1, Councilmember Brown voting Nay.**

**9 C. Request to Award Contract for Consulting Services for the Comprehensive Plan Review and Update**

It was moved to award a contract for consulting services for the Comprehensive Plan review and update to R. Michael Chandler.

**A motion was made by Councilmember McGuire, seconded by Vice Mayor Sivigny. The motion carried by poll vote, unanimous.**

**9 D. Request to Award Contract for FYE 2015 Audit**

It was moved award a contract to Robinson, Farmer, Cox Associates to perform the Town's FYE 2015 audit in an amount not to exceed \$7,750.

**A motion was made by Councilmember Dawson, seconded by Councilmember McGuire. The motion carried by poll vote, unanimous.**

**8 E. Request to Approve Purchase of Town Logo Gaslight Banners**

The agenda item was tabled by consensus.

**10. Adjournment**

The meeting was adjourned at 8:15 p.m.

\_\_\_\_\_  
Greg Holcomb  
Town Clerk

DRAFT



**OCCOQUAN TOWN COUNCIL**  
**Work Session Minutes - DRAFT**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, September 15, 2015**  
**7:00 p.m.**

**Present:** Mayor Liz Quist, Vice Mayor Pat Sivigny, Tyler Brown, and Joe McGuire.  
Staff: Kirstyn Jovanovich, Town Manager; Chief Sheldon Levi, Town Sargent/  
Chief of Police; Mike Vanderpool, Vanderpool, Frostick, & Nishanian, P.C.;  
Abigail Breeding, Town Treasurer; Bucky Brill, Maintenance Supervisor; Greg  
Holcomb, Town Clerk.

**Absent:** Jim Drakes and J. Matthew Dawson

### **1. Call to Order**

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

### **2. Closed Session**

Vice Mayor Sivigny moved that the Council convene in closed session to discuss as permitted by Virginia Code Section 2.2-3711(A)(3), a matter involving acquisition of real property for public purposes. Councilmember McGuire seconded. **Motion passed, unanimous.**

The Council came out of closed session at 7:21 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 McGuire seconded. **Motion passed, Ayes: Councilmember Brown, Councilmember McGuire, and Vice Mayor Sivigny, by roll call.**

*Note: Mayor Quist, Vice Mayor Sivigny, Councilmembers Joe McGuire and Tyler Brown, Town Manager Kirstyn Jovanovich and Mike Vanderpool of Vanderpool, Frostick & Nishanian, P.C. were present for the closed session.*

### **3. Regular Items**

#### **3A. FYE 2014 Financial Audit Presentation**

Mr. Andrew Grossnickle, of Robinson, Farmer, Cox Associates presented the FYE 2014 Financial Audit.

#### **3 B. Emergency Snow Routes and Snow Removal Policy**

Ms. Jovanovich opened the meeting stating that there were concerns from the business community regarding parking on the street during snow events last winter and not having snow removed from parking spaces. She presented a draft snow emergency routes ordinance. She noted that a VDOT permit would be needed to proceed if the

Council passes the ordinance as VDOT would need to grant the Town permission to plow VDOT streets.

Councilmember McGuire asked if the ordinance would allow towing if there was a threat of snow or after the snow had fallen. He stated he was opposed to towing if there was a threat of snow.

Mayor Quist noted that the ordinance would allow for signage and provide a warning to people. In addition, the ordinance would give the Town the ability to remove vehicles; however, the Town would be responsible for managing the program and determining when it was appropriate to tow a vehicle. Towing would be a last option.

Councilmember McGuire also discussed the ordinance language that states that vehicles carrying sick people may park. He stated the language was too broad. He would like it to state Fire Department vehicles.

There was a general consensus to move forward with the snow emergency ordinance.

### **3 C. Public Safety Priorities**

Ms. Jovanovich stated that staff was looking for direction on what the police department should be achieving. She noted that there are many views from Council and the public on what they see as public safety priorities. She asked for guidance from the Town Council on identifying department priorities.

Chief Levi presented information on the police department for the last 40 years. He noted that most of the time there were two police officers in Town and two police vehicles at times. He further noted that from 1997-2007 the department consisted of three officers. He stated that the population of the Town had grown significantly and the department is being staffed at its lowest levels in 40 years.

Councilmember McGuire stated that he has noticed an increased presence from Prince William County Police and knows the Chief has requested increased patrols.

Vice Mayor Sivigny requested that staff bring back a time analysis of an average week looks like for the Chief. Mayor Quist agreed that an analysis of a regular week would be very helpful.

Councilmember Brown requested additional information regarding the number of officers per resident ratio.

The Council agreed to further review the matter at a future work session.

### **3 D. Brick Discussion**

Ms. Jovanovich presented a brick paver program for River Mill Park. She noted that there is room for 1,100 bricks. She stated that the goal is to sell 500 bricks, which would

bring in around \$41,000 in revenue which would be used for Town parks programming and maintenance.

Councilmember Brown was concerned with how long the bricks would last. Ms. Jovanovich noted that they have a lifetime warranty.

Ms. Jovanovich ended the discussion by stating that the brick program would be launched at the Arts and Crafts Show.

There was general consensus to move forward with the brick paver program.

#### **10. Adjournment**

The meeting adjourned at 8:36 p.m.

Greg Holcomb  
Town Clerk



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

<b>8. Regular Business</b>	<b>Meeting Date:</b> October 6, 2015
<b>8 A: Request to Accept FYE 2014 Financial Audit</b>	

**Explanation and Summary:**

The Town Council reviewed and discussed the Fiscal Year End (FYE) June 30, 2014 Financial Report during their September 15, 2015 Work Session. This is a request to accept the FYE June 30, 2014 Financial Report.

**Town Treasurer Recommendation:** Recommend approval.

**Town Manager Recommendation:** Recommend approval.

Proposed/Suggested Motion:

"I move to accept the Fiscal Year End June 30, 2014 Financial Report."

OR

Other action Council deems appropriate.

**Attachments: (1) FYE 2014 Financial Report**  
*(Refer to bound copy provided at Town Council Work Session)*

**TOWN OF OCCOQUAN, VIRGINIA**

**FINANCIAL REPORT**

**YEAR ENDED JUNE 30, 2014**

TOWN OF OCCOQUAN, VIRGINIA

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TOWN COUNCIL

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Earnest W. Porta, Jr. Mayor

Elizabeth A. Quist, Vice-Mayor

Denise M. Bush

Patrick A. Sivigny

James N. Walbert

Joe McGuire

OFFICIALS

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Kirstyn Barr Jovanovich, Town  
Manager  
Abigail Breeding, CPA, Treasurer

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TOWN OF OCCOQUAN, VIRGINIA

Financial Report  
Year Ended June 30, 2014

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TOWN OF OCCOQUAN, VIRGINIA

Financial Report  
Year Ended June 30, 2014

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# ROBINSON, FARMER, COX ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL LIMITED LIABILITY COMPANY

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## INDEPENDENT AUDITORS' REPORT

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

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the major fund of Town of Occoquan, Virginia, as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

#### *Management's Responsibility for the Financial Statements*

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

#### *Auditors' Responsibility*

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

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

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

## *Opinions*

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of Town of Occoquan, Virginia, as of June 30, 2014, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## *Other Matters*

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on page 20 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. The budgetary comparison information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

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

### *Other Information*

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

## Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated August 26, 2015, on our consideration of Town of Occoquan, Virginia's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Town of Occoquan, Virginia's internal control over financial reporting and compliance.

*Robinson, Farmer, Cox Associates*

Fredericksburg, Virginia  
August 26, 2015

## Basic Financial Statements

*Government-wide Financial Statements*

Statement of Net Position  
At June 30, 2014

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	<u>Governmental Activities</u>
<b>Assets:</b>	
Cash and cash equivalents	\$ 570,081
Restricted cash	104,474
Receivables	56,186
Inventory	492
Prepaid items	309,213
Other assets	400
<b>Capital assets:</b>	
Land	781,564
Other capital assets, net of accumulated depreciation	<u>419,204</u>
Total assets	<u>\$ 2,241,614</u>
<b>Liabilities:</b>	
Accounts payable	\$ 45,313
Accrued payroll	5,223
Escrow deposits	400
<b>Long-term liabilities:</b>	
Due within one year	
Compensated absences	661
Due in more than one year	
Compensated absences	<u>5,946</u>
Total liabilities	<u>\$ 57,543</u>
<b>Deferred Inflows of Resources:</b>	
Unavailable revenue - craft show	<u>\$ 37,810</u>
<b>Net Position:</b>	
Investment in capital assets	\$ 1,200,768
Restricted - Mamie Davis funds	104,474
Unrestricted	<u>841,019</u>
Total net position	<u><u>\$ 2,146,261</u></u>

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

Statement of Activities  
Year Ended June 30, 2014

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Government Governmental Activities
<b>Primary Government:</b>					
Governmental activities:					
General government administration	\$ 332,060	\$ -	\$ -	\$ -	(332,060)
Public safety	99,422	4,795	22,673	-	(71,954)
Public works	141,777	31,177	1,060	-	(109,540)
Parks, recreation, and cultural	125,717	-	-	-	(125,717)
Total governmental activities	\$ 698,976	\$ 35,972	\$ 23,733	\$ -	\$ (639,271)
General Revenues:					
General property taxes				\$ 166,845	
Local sales and use taxes				27,722	
Auto decals				9,784	
Business license tax				61,573	
Meals tax				106,286	
Consumer utility tax				30,372	
Unrestricted revenues from the use of money and property				8,353	
Grants and contributions not restricted to specific programs				46,555	
Miscellaneous				222,604	
Total general revenues				\$ 680,094	
Change in net position				\$ 40,823	
Net position, beginning of year					2,105,438
Net position, end of year				\$	2,146,261

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

*Fund Financial Statements*

Balance Sheet  
 Governmental Funds  
 At June 30, 2014

	<u>General</u>
<b>Assets:</b>	
Cash and cash equivalents	\$ 570,081
Restricted cash	104,474
Inventory	492
Accounts receivables	56,186
Prepaid items	309,213
Other assets	400
<b>Total assets</b>	<b>\$ 1,040,846</b>
<b>Liabilities:</b>	
Accounts payable	\$ 45,313
Accrued payroll	5,223
Deposits	400
<b>Total liabilities</b>	<b>\$ 50,936</b>
<b>Deferred Inflows of Resources:</b>	
Unavailable revenue - craft show	\$ 37,810
Unavailable revenue - property taxes	1,792
<b>Total unavailable revenue</b>	<b>\$ 39,602</b>
<b>Fund Balance:</b>	
Nonspendable:	
Inventory	\$ 492
Prepaid items	309,213
Restricted:	
Mamie Davis funds	104,474
Assigned:	
Craft show	398,490
Capital projects	7,610
Unassigned	130,029
<b>Total fund balance</b>	<b>\$ 950,308</b>
<b>Total liabilities, deferred inflows of resources and fund balance</b>	<b>\$ 1,040,846</b>

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

Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position  
At June 30, 2014

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Total fund balances for governmental funds (Exhibit 3) \$ 950,308

Total net position reported for governmental activities in the statement of net position is different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. Those assets consist of:

Land	\$ 781,564	
Depreciable capital assets, net of accumulated depreciation	<u>419,204</u>	1,200,768

Other long-term assets are not available to pay for current-period expenditures and, therefore, are reported as unavailable revenue in the funds:

Unavailable revenue related to property taxes		1,792
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Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds.

Compensated absences		<u>(6,607)</u>
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Total net position of governmental activities	\$	<u><u>2,146,261</u></u>
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The accompanying notes to financial statements are an integral part of this statement.

Statement of Revenues, Expenditures and Changes in Fund Balances  
 Governmental Funds  
 Year Ended June 30, 2014

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	<u>General</u>
Revenues:	
General property taxes	\$ 166,536
Other local taxes	235,737
Fines and forfeitures	4,795
Revenue from use of money and property	8,353
Charges for services	31,177
Miscellaneous	224,373
Intergovernmental revenues:	
Commonwealth	<u>70,288</u>
Total revenues	<u>\$ 741,259</u>
Expenditures:	
Current:	
General government administration	\$ 317,830
Public safety	80,874
Public works	111,213
Parks, recreation, and cultural	119,945
Capital outlay	<u>84,296</u>
Total expenditures	<u>\$ 714,158</u>
Excess (deficiency) of revenues over expenditures	<u>\$ 27,101</u>
Changes in fund balances	\$ 27,101
Fund balances at beginning of year	<u>923,207</u>
Fund balances at end of year	<u><u>\$ 950,308</u></u>

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

Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances  
of Governmental Funds to the Statement of Activities  
Year Ended June 30, 2014

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Net change in fund balances - total governmental funds (Exhibit 5) \$ 27,101

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlay exceeded depreciation expense in the current period.

Capital outlay	\$ 46,482	
Depreciation expense	<u>(30,154)</u>	16,328

The net effect of various miscellaneous transactions involving capital assets (i.e. sales, trade-ins, and donations) is to decrease net position. (1,769)

Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds. The change in unavailable property taxes is reported as revenues in the governmental funds. 309

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore are not reported as expenditures in governmental funds.

Change in compensated absences		<u>(1,146)</u>
Change in net position of governmental activities	\$	<u><u>40,823</u></u>

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

# TOWN OF OCCOQUAN, VIRGINIA

## Notes to Financial Statements As of June 30, 2014

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### NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

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#### Narrative Profile:

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

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

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

#### A. Financial Reporting Entity

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

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

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

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

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

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

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A. Financial Reporting Entity (Continued)

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

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

B. Government-wide and Fund Financial Statements

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

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

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

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

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

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

The following is a brief description of the specific funds used by the Town in FY 2014.

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

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

**C. Basis of Accounting**

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

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

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C. Basis of Accounting (continued)

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

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

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

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

D. Budgets and Budgetary Accounting

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

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

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

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E. Cash and Cash Equivalents

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

F. Prepaid Items

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

G. Capital Assets

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

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

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

H. Use of Estimates

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

I. Compensated Absences

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

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

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

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J. Fund Equity

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

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

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

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

K. Net Position

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

TOWN OF OCCOQUAN, VIRGINIA

Notes to Financial Statements  
As of June 30, 2014 (Continued)

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

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L. Net Position Flow Assumption

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

M. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Town does not have any deferred outflows of resources at June 30, 2014.

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

NOTE 2—PROPERTY TAXES RECEIVABLE:

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

NOTE 3—DEPOSITS:

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Deposits:

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

TOWN OF OCCOQUAN, VIRGINIA

Notes to Financial Statements  
As of June 30, 2014 (Continued)

NOTE 3—DEPOSITS: (Continued)

Investments:

Statutes authorize the Town to invest in obligations of the United States or agencies thereof, obligations of the Commonwealth of Virginia or political subdivisions thereof, obligations of the International Bank for Reconstruction and Development (World Bank), the Asian Development Bank, the African Development Bank, “primary quality” commercial paper and certain corporate notes, banker’s acceptances, repurchase agreements and the State Treasurer’s Local Government Investment Pool (LGIP). The Town had no investments at June 30, 2014.

NOTE 4—CAPITAL ASSETS:

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

Governmental Activities:	Balance July 1, 2013	Additions	Deletions	Balance June 30, 2014
Capital assets not being depreciated:				
Land	\$ 781,564	\$ -	\$ -	\$ 781,564
Other capital assets:				
Buildings and improvements	\$ 466,077	\$ -	\$ -	\$ 466,077
Vehicles	73,698	37,297	17,698	93,297
Equipment	78,647	9,185	-	87,832
Total other capital assets	<u>\$ 618,422</u>	<u>\$ 46,482</u>	<u>\$ 17,698</u>	<u>\$ 647,206</u>
Less: Accumulated depreciation for:				
Buildings and improvements	\$ 129,470	\$ 9,188	\$ -	\$ 138,658
Vehicles	30,216	16,793	15,929	31,080
Equipment	54,091	4,173	-	58,264
Total accumulated depreciation	<u>\$ 213,777</u>	<u>\$ 30,154</u>	<u>\$ 15,929</u>	<u>\$ 228,002</u>
Other capital assets, net	<u>\$ 404,645</u>	<u>\$ 16,328</u>	<u>\$ 1,769</u>	<u>\$ 419,204</u>
Net capital assets	<u>\$ 1,186,209</u>	<u>\$ 16,328</u>	<u>\$ 1,769</u>	<u>\$ 1,200,768</u>
Depreciation expense has been allocated as follows:				
General government administration		\$ 6,258		
Public safety		14,282		
Public works		3,842		
Parks, recreation and cultural		<u>5,772</u>		
Total depreciation expense		<u>\$ 30,154</u>		

TOWN OF OCCOQUAN, VIRGINIA

Notes to Financial Statements  
As of June 30, 2014 (Continued)

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**NOTE 5—LONG-TERM OBLIGATIONS:**

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The following is a summary of long-term obligations for the fiscal year ended June 30, 2014:

	Balance July 1, 2013	Increases	Decreases	Balance June 30, 2014	Amounts Due Within One Year
Compensated absences \$	5,461	\$ 1,146	\$ -	\$ 6,607	\$ 661

**NOTE 6—COMPENSATED ABSENCES:**

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In accordance with GASB Statement 16, *Accounting and Financial Reporting for Compensated Absences*, the Town has accrued the liability arising from outstanding compensated absences. Town employees earn vacation and sick leave based upon length of service. The Town has outstanding accrued vacation pay totaling \$6,607 in the General Fund.

**NOTE 7—RETIREMENT PLAN:**

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The Town maintains a SIMPLE-IRA retirement plan covering substantially all employees meeting certain minimum requirements. The Town makes matching contributions equaling employee contributions up to 3% of eligible compensation. The Town's matching contributions and plan expenses totaled approximately \$3,244 for the fiscal year ended June 30, 2014.

**NOTE 8—CONTINGENT LIABILITIES:**

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At June 30, 2014 there were no matters of litigation involving the Town which would materially affect the Town's financial position should any court decisions on pending matters not be favorable to the Town.

**NOTE 9—UNAVAILABLE/UNEARNED REVENUES:**

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Unavailable revenues represent amounts for which, under the modified accrual basis of accounting, asset recognition criteria have been met, but for which revenue recognition criteria have not been met (i.e., such amounts are measurable, but not available). At June 30, 2014 unavailable revenues in the governmental funds totaled \$37,810, which represents collections related to the subsequent year's craft show. Unavailable revenues consisting of uncollected property taxes totaled \$1,792.

**NOTE 10—RISK MANAGEMENT:**

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The Town participates in the Virginia Municipal Group Risk Management Pool for workers' compensation insurance coverage. Other insurance coverage for property, crime, dishonesty and related coverage are purchased from a commercial insurance carrier. Coverage for these items varies. There are no surety bonds for directors.

TOWN OF OCCOQUAN, VIRGINIA

Notes to Financial Statements  
As of June 30, 2014 (Continued)

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NOTE 11—EXPENDITURES IN EXCESS OF APPROPRIATIONS:

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<u>Fund</u>	<u>Appropriations</u>	<u>Actual</u>	<u>Variance</u>
General Fund:			
Public works	\$ 97,144	\$ 111,213	\$ (14,069)

## Required Supplementary Information

### Note to Required Supplementary Information:

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

## General Fund

Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual  
Year Ended June 30, 2014

	Original Budget	Final Budget	Actual	Variance With Final Budget Positive (Negative)
<b>Revenues</b>				
General property taxes	\$ 169,234	\$ 169,234	\$ 166,536	\$ (2,698)
Other local taxes	260,650	260,650	235,737	(24,913)
Fines and forfeitures	17,000	17,000	4,795	(12,205)
Revenue from use of money and property	2,000	2,000	8,353	6,353
Charges for services	-	-	31,177	31,177
Miscellaneous	5,100	5,100	224,373	219,273
Intergovernmental revenues:				
Commonwealth	21,300	21,300	70,288	48,988
Total revenues	<u>\$ 475,284</u>	<u>\$ 475,284</u>	<u>\$ 741,259</u>	<u>\$ 265,975</u>
<b>Expenditures</b>				
Current:				
General government administration	\$ 345,643	\$ 345,643	\$ 317,830	\$ 27,813
Public safety	84,396	84,396	80,874	3,522
Public works	97,144	97,144	111,213	(14,069)
Parks, recreation, and cultural	133,000	133,000	119,945	13,055
Capital outlay	265,150	265,150	84,296	180,854
Total expenditures	<u>\$ 925,333</u>	<u>\$ 925,333</u>	<u>\$ 714,158</u>	<u>\$ 211,175</u>
Excess (deficiency) of revenues over expenditures	<u>\$ (450,049)</u>	<u>\$ (450,049)</u>	<u>\$ 27,101</u>	<u>\$ 477,150</u>
Changes in fund balances	\$ (450,049)	\$ (450,049)	\$ 27,101	\$ 477,150
Fund balances at beginning of year	<u>245,049</u>	<u>245,049</u>	<u>923,207</u>	<u>678,158</u>
Fund balances at end of year	<u><u>\$ (205,000)</u></u>	<u><u>\$ (205,000)</u></u>	<u><u>\$ 950,308</u></u>	<u><u>\$ 1,155,308</u></u>

## Supporting Schedules

Governmental Funds  
 Schedule of Revenues - Budget and Actual  
 Year Ended June 30, 2014

Fund, Major and Minor Revenue Source	Original Budget	Budget as Amended	Actual	Variance from Final Budget Positive (Negative)
<b>General Fund:</b>				
Revenue from local sources:				
General property taxes:				
Real property taxes	\$ 169,234	\$ 169,234	\$ 164,787	\$ (4,447)
Penalties and interest	-	-	1,749	1,749
Total general property taxes	<u>\$ 169,234</u>	<u>\$ 169,234</u>	<u>\$ 166,536</u>	<u>\$ (2,698)</u>
Other local taxes:				
Local sales and use taxes	\$ 26,400	\$ 26,400	\$ 27,722	\$ 1,322
Auto decals	12,750	12,750	9,784	(2,966)
Business license tax	52,000	52,000	61,573	9,573
Meals tax	92,700	92,700	106,286	13,586
Consumer utility tax	76,800	76,800	30,372	(46,428)
Total other local taxes	<u>\$ 260,650</u>	<u>\$ 260,650</u>	<u>\$ 235,737</u>	<u>\$ (24,913)</u>
Fines and forfeitures:				
Court fines and forfeitures	\$ 17,000	\$ 17,000	\$ 4,795	\$ (12,205)
Total fines and forfeitures	<u>\$ 17,000</u>	<u>\$ 17,000</u>	<u>\$ 4,795</u>	<u>\$ (12,205)</u>
Revenue from use of money and property:				
Revenue from use of money	\$ -	\$ -	\$ 4,503	\$ 4,503
Revenue from use of property	2,000	2,000	3,850	1,850
Total revenue from use of money and property	<u>\$ 2,000</u>	<u>\$ 2,000</u>	<u>\$ 8,353</u>	<u>\$ 6,353</u>
Charges for services:				
Engineering fees	\$ -	\$ -	\$ 31,177	\$ 31,177
Total charges for services	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 31,177</u>	<u>\$ 31,177</u>
Miscellaneous revenue:				
Fall craft show	\$ 102,500	\$ 102,500	\$ 107,774	\$ 5,274
Spring craft show	102,500	102,500	103,144	644
Other miscellaneous revenue	5,100	5,100	13,455	8,355
Total miscellaneous revenue	<u>\$ 210,100</u>	<u>\$ 210,100</u>	<u>\$ 224,373</u>	<u>\$ 14,273</u>
Total revenue from local sources	<u>\$ 658,984</u>	<u>\$ 658,984</u>	<u>\$ 670,971</u>	<u>\$ 11,987</u>

Governmental Funds  
Schedule of Revenues - Budget and Actual  
Year Ended June 30, 2014 (Continued)

Fund, Major and Minor Revenue Source	Original Budget	Budget as Amended	Actual	Variance from Final Budget Positive (Negative)
<b>General Fund: (Continued)</b>				
Intergovernmental revenues:				
Revenue from the Commonwealth:				
Non-categorical aid:				
Telecommunications tax	\$ -	\$ -	\$ 46,555	\$ 46,555
Total non-categorical aid	\$ -	\$ -	\$ 46,555	\$ 46,555
Categorical aid:				
Public safety grant	\$ 21,300	\$ 21,300	\$ 22,673	\$ 1,373
Other state funds	-	-	1,060	1,060
Total categorical aid	\$ 21,300	\$ 21,300	\$ 23,733	\$ 2,433
Total revenue from the Commonwealth	\$ 21,300	\$ 21,300	\$ 70,288	\$ 48,988
Total General Fund	\$ 680,284	\$ 680,284	\$ 741,259	\$ 60,975

Governmental Funds  
 Schedule of Expenditures - Budget and Actual  
 Year Ended June 30, 2014

Fund, Function, Activity and Elements	Original Budget	Budget as Amended	Actual	Variance from Final Budget Positive (Negative)
<b>General Fund:</b>				
General government administration:				
Payroll, payroll taxes, and benefits	\$ 173,571	\$ 173,571	\$ 130,261	\$ 43,310
Advertising	3,000	3,000	4,615	(1,615)
Council stipend	72	72	48	24
Insurance	15,000	15,000	15,553	(553)
Legal	35,000	35,000	37,141	(2,141)
Professional services	43,500	43,500	78,776	(35,276)
Education and training	-	-	30	(30)
Dues and memberships	-	-	849	(849)
Office supplies	15,500	15,500	22,704	(7,204)
Auto decal expenses	-	-	772	(772)
Miscellaneous	-	-	591	(591)
Bank charges	-	-	786	(786)
Economic development	60,000	60,000	25,704	34,296
Total general government administration	<u>\$ 345,643</u>	<u>\$ 345,643</u>	<u>\$ 317,830</u>	<u>\$ 27,813</u>
Public safety:				
Payroll, payroll taxes, and benefits	\$ 69,396	\$ 69,396	\$ 71,876	\$ (2,480)
Police department	15,000	15,000	8,998	6,002
Total public safety	<u>\$ 84,396</u>	<u>\$ 84,396</u>	<u>\$ 80,874</u>	<u>\$ 3,522</u>
Public works:				
Grounds and maintenance	\$ 22,500	\$ 22,500	\$ 30,879	\$ (8,379)
Town Hall	-	-	3,388	(3,388)
Snow removal	2,500	2,500	2,977	(477)
Trash removal	49,644	49,644	51,051	(1,407)
Utilities	22,500	22,500	22,918	(418)
Total public works	<u>\$ 97,144</u>	<u>\$ 97,144</u>	<u>\$ 111,213</u>	<u>\$ (14,069)</u>
Parks, recreation and cultural:				
Fall craft show	\$ 62,500	\$ 62,500	\$ 39,994	\$ 22,506
Spring craft show	62,500	62,500	40,218	22,282
Craft show indirect	-	-	23,157	(23,157)
Historic Occoquan	6,000	6,000	6,000	-
Parks/Town hall	2,000	2,000	-	2,000
Special events	-	-	10,576	(10,576)
Total parks, recreation and cultural	<u>\$ 133,000</u>	<u>\$ 133,000</u>	<u>\$ 119,945</u>	<u>\$ 13,055</u>
Capital outlay	<u>\$ 265,150</u>	<u>\$ 265,150</u>	<u>\$ 84,296</u>	<u>\$ 180,854</u>
Total General Fund	<u><u>\$ 925,333</u></u>	<u><u>\$ 925,333</u></u>	<u><u>\$ 714,158</u></u>	<u><u>\$ 211,175</u></u>

## Compliance

# ROBINSON, FARMER, COX ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL LIMITED LIABILITY COMPANY

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

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Specifications for Audits of Counties, Cities, and Towns*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia, the financial statements of the governmental activities and the major fund of Town of Occoquan, Virginia, as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the Town of Occoquan, Virginia's basic financial statements, and have issued our report thereon dated August 26, 2015.

### Internal Control over Financial Reporting

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

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

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

## Compliance and Other Matters

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

### Purpose of this Report

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

*Robinson, Farmer, Cox Associates*

Fredericksburg, Virginia  
August 26, 2015



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

<b>8. Regular Business</b>	<b>Meeting Date:</b> October 6, 2016
<b>8 B:</b> Request to Adopt Ordinance Amending Chapter 62 of the Town Code Relating to Snow Emergency Routes	

**Explanation and Summary:**

During the September 15, 2015 Town Council work session, Council and staff discussed the Town's snow removal policy and a draft Snow Emergency Route ordinance. This is a request to adopt an ordinance to amend Chapter 62 to designate Snow Emergency Routes in the Town of Occoquan.

The purpose of this ordinance is to aid the Town in snow removal operations by restricting parking on designated Snow Emergency Routes in the event of "snow, sleet, hail, freezing rain, ice, water, flood, high wind or storm, or the threat thereof." The ordinance identifies five routes within the Town that will be designated as Snow Emergency Routes:

1. Commerce Street, from Gordon Boulevard (Route 123) to Ellicott Street
2. Ellicott Street, from Mill Street to Union Street
3. Mill Street, from Town line (Poplar Lane) to River Mill Park (Cul-de-Sac)
4. Union Street, from Mill Street to Town line (Tanyard Hill Road)
5. Washington Street, from Town line (Occoquan Road) to Mill Street

**Police Chief's Recommendation:** Recommend approval.

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

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

**Cost and Financing:** Purchase and install signage - \$1,500

**Account Number:** Public Safety Grant

**Proposed/Suggested Motion:**

"I move to adopt an ordinance to amend Chapter 62 of the Town Code relating to snow emergency routes."

"I further approve the purchase of Snow Emergency Route signage in an amount not to exceed \$1,500."

OR

Other action Council deems appropriate.

**Attachments: (2)** Draft Snow Emergency Route Ordinance  
September 15, 2015 Work Session Documentation

## **ORDINANCE #O-2015-**

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, TOWN OF OCCOQUAN, VIRGINIA (1998), AS AMENDED, BY ADDING TO CHAPTER 62 OF SAID CODE AN ARTICLE NUMBERED VII, CONSISTING OF SECTIONS 62-192 THROUGH 62-196 RELATING GENERALLY TO SNOW EMERGENCY ROUTES.**

BE IT ORDAINED by the Council for the Town of Occoquan, Virginia meeting in regular session this \_\_\_\_ day of \_\_\_\_\_, 2015.

1. That the Code of the Town of Occoquan (1998), as amended, is amended and reenacted to add in Chapter 62 an Article numbered VII, entitled Snow Emergency Routes, consisting of sections numbered 62-192 through 62-196, as follows:

**Article VII.  
Snow Emergency Routes**

**Sec. 62-192. Designated snow emergency routes.**

1. Commerce Street, from Gordon Boulevard (Route 123) to Ellicott Street
2. Ellicott Street, from Mill Street to Union Street
3. Mill Street, from Town line (Poplar Lane) to River Mill Park (Cul-de-Sac)
4. Union Street, from Mill Street to Town line (Tanyard Hill Road)
5. Washington Street, from Town line (Occoquan Road) to Mill Street

**Sec. 62-193. Posting of signs**

All snow emergency routes designated in section 62-192 shall be posted with appropriate signs indicating their designation as snow emergency routes. Such signs shall be placed not more than 2,500 feet apart in either direction.

**Sec. 62-194. Parking; obstructing traffic by failure to have snow tires or chains.**

- (a) In the event of snow, sleet, hail, freezing rain, ice, water, flood, high wind or storm, or the threat thereof, it shall be unlawful for any person to park any vehicle on any snow emergency route designated in Sec. 46-94 or to obstruct or impede traffic on any such snow emergency route by reason of failure to have any vehicle operated thereon equipped with adequate snow tires or chains.
- (b) The drivers of the following vehicles shall be exempt from the provisions of this section:
  - (1) Commercial vehicles making emergency deliveries of fuel and motor oils, coal, gasoline, goods, milk and medicines.
  - (2) Emergency vehicles of public service corporations.
  - (3) Ambulances and vehicles carrying sick or injured persons.
  - (4) Vehicles engaged in snow removal operations or sanding streets.
  - (5) Tow trucks.

- (6) Vehicles of physicians responding to sick calls.
- (7) Vehicles carrying Unites States mail for delivery.
- (8) Police vehicles.
- (9) Fire vehicles.
- (10) Government emergency vehicles.
- (11) Hearses and motor vehicles in funeral processions.

**62-195. Removal of stalled, abandoned, etc. vehicles.**

In the event of snow, sleet, hail, freezing rain, ice, water, flood, high wind or storm, or the threat thereof, the police department may remove, or cause to be removed, any vehicle that is stalled, stuck, parked or abandoned on or along any snow emergency route designated in section 62-193. Such vehicle may be removed, stored and disposed of in accordance with 46.2-1209, Code of Virginia.

**62-196. Penalty.**

Each violation of any provision of this article shall be punishable by a fine of fifty dollars (\$50.00) in addition to any removal, storage or disposal charges, charged by the tow operator.

- 2. This ordinance shall become effective after posting for a period of thirty (30) days in one or more conspicuous places in the Town in accordance with section 11 of the Town Charter.

**Date:  
Regular Meeting  
Ord. No. O-2015-**

MOTION:

SECOND:

RE: Ordinance Relating Generally to Parking Restriction During  
Snow Emergencies

ACTION:

VOTES:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

CERTIFIED COPY \_\_\_\_\_  
Greg Holcomb; Town Clerk



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>3. Work Session Regular Agenda</b>	<b>Meeting Date: September 15, 2015</b>
<b>3 B: Emergency Snow Routes and Snow Removal Policy</b>	

#### **Explanation and Summary:**

The Town Council has asked that staff review the Town's snow removal policy and procedures, with focus placed on clearing parking spaces so that business can resume as quickly and safely as possible following a snow and/or ice event. As a result, staff has drafted an Emergency Snow Route ordinance, as well as a proposed revision to snow removal operations. In addition, the following information is a summary of snow plowing operations as they currently exist in regards to managing town-owned and state-owned streets.

#### **Town Snow Removal Operations**

Annually, the Town seeks proposals for snow removal to include the following activities:

1. Snow Plowing (not to bare pavement)
2. Sanding and ice melting products
3. Snow shoveling of Town sidewalks (optional)
4. Front loader to remove excess snow (optional)

The above listed activities are sought to be provided on Town-owned streets and parking lots as identified on the Town's Snow Removal Map (attached). As part of the annual budget process, the Town appropriates funding for snow removal activities. The FY 2016 budget includes \$5,000 for snow removal activities for the 2015-2016 season.

#### **VDOT SNOW REMOVAL OPERATIONS**

The Virginia Department of Transportation (VDOT) is responsible for snow removal activities on state-owned roads within the Town. These include all roads not owned and maintained by the Town. Snow removal activities on VDOT streets are performed in accordance with VDOT's snow removal program. The following are key points from their program:

1. VDOT does not clear curb-to-curb or to bare pavement.
2. Salting operations (optional plowing) occurs when up to 2 inches of snow or up to 1/10<sup>th</sup> of an inch of ice accumulation is expected.
3. Salting and plowing operations occur when up to 6 inches of snow or up to 1/4<sup>th</sup> inch of ice accumulation is expected.
4. VDOT focuses on clearing a safe drivable path and does not clear parking spaces or lots.

In addition, VDOT normally has a truck stationed within the Town to be deployed when appropriate when significant ice and/or snow events are expected. The Town does not have authority to direct deployment activities to VDOT employees.

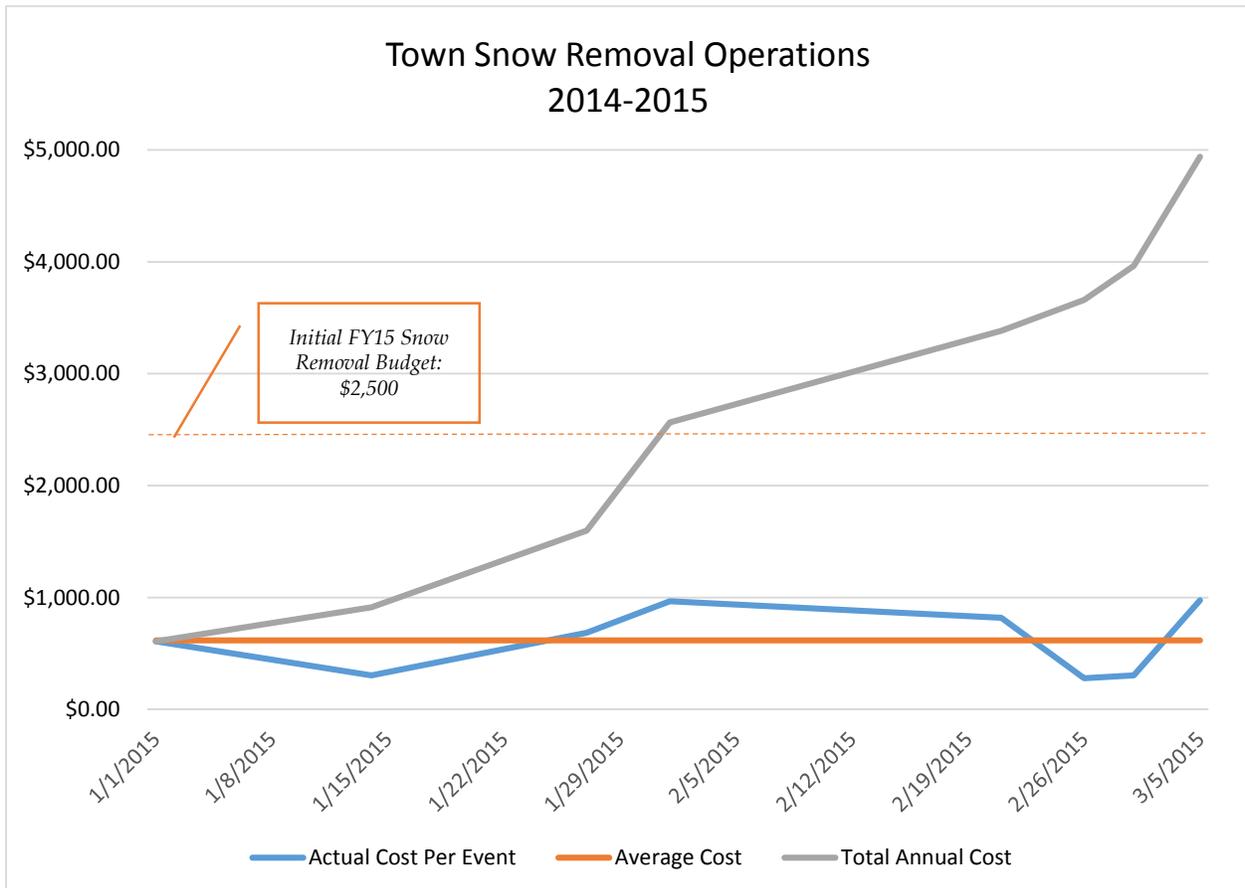
**Estimated/Example Costs - Per Activity**

1. Plowing: \$120 - \$175 per hour, per vehicle (min 1.5 to 2 vehicle hours)
2. Sanding: \$135 - \$180 per ton
3. Ice Melt: \$60 - \$80 per bag
4. Shoveling (sidewalks): \$65 - \$100 per man hour
5. Front Loader: \$300 - \$400 per hour
6. Dump Truck: \$150 - \$250 per hour

**Estimated/Example Costs - Per Event**

Activity	Quantity	Low	High
Plowing	4 hours	\$480	\$700
Sanding	2 tons	\$270	\$360
Ice Melt	5 bags	\$300	\$400
Shoveling	1 hours, 4 people	\$260	\$400
Front Loader	2 hours	\$600	\$800
Dump Truck	2 hours	\$300	\$500
<b>TOTAL EST.</b>		<b>\$2,210</b>	<b>\$3,160</b>

There were eight winter events during the 2014-2015 season. The highest cost event last year was \$973.75 and the lowest cost event was \$277.50. The average cost was \$617.19. These events did not include front loader or dump truck activities, and limited sidewalk shoveling activities.



### Proposed Snow Emergency Routes Ordinance

As part of the staff's review of the Town's snow removal procedures and policies, staff developed a draft Snow Emergency Routes Ordinance (attached). This ordinance requires that vehicles not be parked on designated snow emergency routes during the event of (or threat of) snow, sleet, hail, freezing rain, ice, water, flood, high wind or storm. If vehicles are parked on street during this time, the police department has the ability to have the vehicles towed at the owner's expense.

#### **Key Points**

1. Five streets designated as Snow Emergency Routes (all VDOT maintained.)
2. VDOT will allow the Town to plow VDOT roads under a permit.
3. Signs must be posted to designate snow emergency routes.



#### **Snow Removal Policy - Proposed**

1. Adopt Snow Emergency Route Ordinance.
2. Under VDOT permit, Town plow's snow from parking spaces on Snow Emergency Routes (following VDOT mobilization plan [attached]).
3. Under high accumulation conditions, Town relocates snow to Town-owned parking lot on Mill Street (end of Poplar Lane).
4. Residents are asked to park vehicles in VDOT lot under 123 bridge during snow emergencies wherein on-street parking is prohibited on designated Snow Emergency Routes. This will allow the Town to plow Town-owned parking lots and on-street parking.
5. Town will not return to plow on-street parking if cars are blocking parking spaces when plowing operations are occurring.

**Attachments: (4)** Draft Snow Emergency Route Ordinance  
Town Snow Removal Map  
VDOT NOVA Snow Removal Highlights  
VDOT Mobilization Plan

## **ORDINANCE #O-2015-**

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- (b) The drivers of the following vehicles shall be exempt from the provisions of this section:
  - (1) Commercial vehicles making emergency deliveries of fuel and motor oils, coal, gasoline, goods, milk and medicines.
  - (2) Emergency vehicles of public service corporations.
  - (3) Ambulances and vehicles carrying sick or injured persons.
  - (4) Vehicles engaged in snow removal operations or sanding streets.
  - (5) Tow trucks.

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- 2. This ordinance shall become effective after posting for a period of thirty (30) days in one or more conspicuous places in the Town in accordance with section 11 of the Town Charter.

**Date:  
Regular Meeting  
Ord. No. O-2015-**

MOTION:

SECOND:

RE: Ordinance Relating Generally to Parking Restriction During  
Snow Emergencies

ACTION:

VOTES:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

CERTIFIED COPY \_\_\_\_\_  
Greg Holcomb; Town Clerk

## HIGHLIGHTS AND WHAT'S NEW

**VDOTplows.org shows the status of plowing** in northern Virginia neighborhoods. Once it snows more than two inches, Fairfax, Loudoun and Prince William residents can enter their address and a color-coded map shows whether plowing is underway, completed or not yet started in their neighborhood.

**Budget:** Last winter's budget for northern Virginia was \$63 million and \$152 million was spent. This year's budget is \$52 million. A new way of tracking state labor costs makes the figure seem lower, but overall the funds available for snow removal are about the same as last year. The region's snow removal budget is part of VDOT's overall statewide maintenance budget of approximately \$1.5 billion.

**New brine application pilot in Chantilly:** This winter, crews will test an additional brine method on several roads in the Chantilly area. Crews will pre-treat pavement with brine, plow when snow has fallen and then re-treat with brine. VDOT will test the effectiveness of this method, which has seen success in some Western states and could further reduce the need for salt.

**Equipment:** More than 4,000 trucks and plows are available and all are equipped with **automatic vehicle locator (AVL)** equipment. AVL allows VDOT to track where and when streets have been plowed. VDOT reimburses contractors for the \$600 unit. Other special equipment includes:

- A **jet-powered snow melter** for park-n-ride lots where snow piles can block parking spaces.
- Seven **high-pressure flush trucks** clear snow and ice around the bollards separating the I-495 Express Lanes and regular lanes.
- A **truck-mounted weather station** provides mobile measurements on road conditions such as surface, dew point, and air temperature, humidity and thickness of ice. This information helps ensure crews do not over- or under-apply chemicals.
- **Two super-sized front loaders** plow interstates with 20-foot wide blades during severe storms.
- **Speed-activated anti-icing equipment** dispenses the correct amount of material on the road.

- Crews continue to test six **all-weather cameras** mounted on the rear of truck cabs, that snap photos every few seconds en route to capture road conditions as well as whether and when a road was plowed.

**Pre-treating:** Crews pre-treat 850 lane miles of trouble spots including:

- 350 lane miles on interstates 66, 95, 395, and 495—including bridges and ramps prone to freezing such as the Springfield interchange and Capital Beltway at Route 1—with liquid magnesium chloride.
- 500 lane miles on major roads, such as Fairfax County Parkway, routes 1, 7, 28, 29, and 50, are pre-treated with salt brine. Brine (77 percent water, 23 percent salt) prevents ice from bonding to the road surface, reduces the need for salt to melt ice, is kinder to the environment and can lower snow removal time and costs.

**Staging in subdivisions:** Trucks are pre-positioned in subdivisions when two or more inches of snow is forecasted. Each subdivision has at least one dedicated truck, with the intent of assigning the same driver to that subdivision throughout the winter. In difficult subdivisions there will be more than one truck.

**Dedicated fleet for Virginia State Police:** During major snow and ice storms, VDOT provides a dozen contracted trucks to Virginia State Police, to quickly assist with specific emergencies and keep VDOT crews focused on assigned routes.

## VDOT ROADS AND RESOURCES

VDOT is responsible for almost 18,000 lane miles in Fairfax, Loudoun, Prince William and Arlington counties (Arlington County maintains its own secondary roads). About half of those miles are highways, and half are local or neighborhood streets.

VDOT has 18 local maintenance headquarters throughout northern Virginia: one in Arlington, nine in Fairfax, four in Prince William and four in Loudoun.

Northern Virginia has more than 4,000 pieces of equipment available to clear a typical six-inch storm. Many of these pieces are pick-up trucks typically used for side streets, and can clear up to 18 inches of snow, depending on the type of storm.

340,000 tons of salt, 95,000 tons of sand, and 576,000 gallons of liquid treatment are also on hand. A **super-sized salt dome** at the Beltway and Van Dorn Street holds 22,000 tons—about three times the capacity of a typical dome—to help ensure crews don't run low during severe storms.

About 95 percent of VDOT crews and equipment are contracted. VDOT trains its own employees and contractors with classroom sessions and snow route visits. Contractors also receive company training, and many have long relationships with VDOT and are very familiar with VDOT's snow removal procedures.

**Road priorities:** In northern Virginia, VDOT has one snow-removal program for interstates and high-volume roads such as routes 1, 7, 15, 28, 50, and Fairfax County Parkway, and another for subdivisions (main neighborhood thoroughfares, residential streets, cul de sacs). Crews work on high-volume roads and in subdivisions concurrently. Within each of these programs, roads with highest traffic volumes are cleared first.

## HOW NEIGHBORHOODS ARE ASSIGNED AND PLOWED

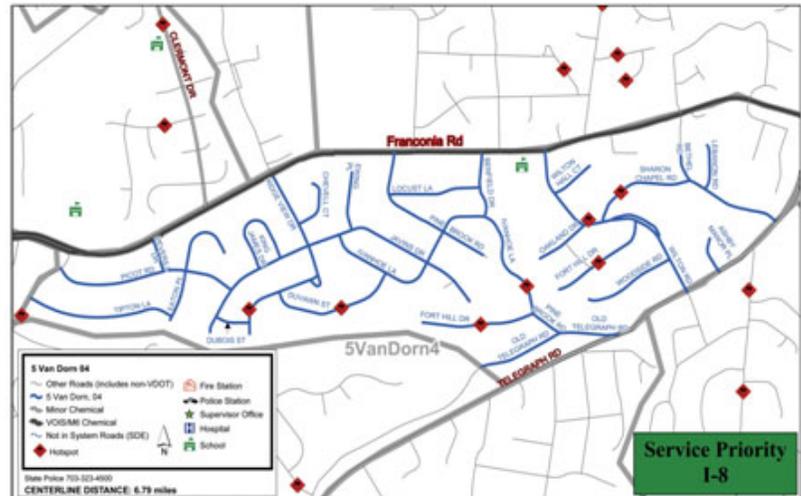
In Northern Virginia, VDOT clears 16,000 subdivision streets. Typically, crews begin plowing when two inches has fallen.

Main thoroughfares in subdivisions are repeatedly plowed during a storm. Once the storm has stopped and those roads are clear, crews work to make residential streets and cul-de-sacs passable.

A neighborhood street is considered passable when a path is drivable (with caution) for an average passenger vehicle. The road will not be cleared curb-to-curb or to bare pavement, and may remain snow-packed, uneven and rutted, especially if there is refreeze. Chemicals are not typically used in subdivisions, but crews will sand hills, curves and intersections as needed to provide traction. For most storms, one snowplow pass, about eight to ten feet wide, is made.

Local roads are divided among about 600 "snow maps" assigned to plow drivers. These maps are reviewed each year for hotspots, schools, police stations, hospitals and bus stops.

About 350 of these maps are for Fairfax County alone. Once drivers complete a minimum of one pass on the roads in a map,



they report that the route is complete.

VDOT judges subdivisions complete through processed snow maps, resident call volume, AVL and VDOT staff monitors.

While VDOT does not remove snow from sidewalks or trails, crews are asked to be mindful of pushing large amounts of snow onto these and driveways. Especially in major storms, it is often an unintended consequence of making roads passable.

When shoveling driveways, residents should shovel to the right facing the road, and leave the last few feet at the curb until the street is plowed, as the truck will push some snow back. Also, park in driveways or on the odd-numbered side of the street to allow plows room to pass.

To give crews a chance to finish their assigned snow maps, VDOT asks that residents wait a few days after the storm is over before reporting "missed" roads. Once crews have finished their routes, resident complaints are mapped to a database that feeds lists of locations to the area headquarters to check and address.

## INFORMATION FOR DRIVERS AND RESIDENTS

- See the status of plowing in northern Virginia neighborhoods: [www.vdotplows.org](http://www.vdotplows.org)
- Follow @VaDOTNOVA on Twitter
- Report unplowed roads to [novainfo@vdot.virginia.gov](mailto:novainfo@vdot.virginia.gov) or 800-367-7623
- More snow information at [www.virginiadot.org/travel/snow](http://www.virginiadot.org/travel/snow)

Mobilization Plan

National Weather Service Forecast		Mobilization Level	Response Plan	Neighborhood Plowing
<b>Precipitation:</b>	20-49% or Greater	1	Spot treatment of bridges, overpasses and other critical structures and locations	No
<b>Accumulation:</b>	Ice/Snow Possible			
<b>Ambient or Pavement Temp:</b>	30-36			
<b>Precipitation:</b>	50-100% Chance	2	Light Salting Operations; Includes possible cold spot treatment in subdivisions and on gravel roads	No
<b>Accumulation:</b>	Up to 1 Inch of Snow			
<b>Ambient or Pavement Temp:</b>	25-29			
<b>Precipitation:</b>	50-100% Chance	3	Salting Operations; Potential for Plowing; Includes cold spot treatment in subdivisions and gravel roads	Yes
<b>Accumulation:</b>	Up to 2 Inches of Snow or up to 1/10th Inch of Ice			
<b>Ambient or Pavement Temp:</b>	20-24			
<b>Precipitation:</b>	50-100% Chance	4	Salting/Plowing Operation; Includes plowing subdivisions and sanding as necessary	Yes
<b>Accumulation:</b>	Up to 6 Inches of Snow or up to 1/4th Inch of Ice			
<b>Ambient or Pavement Temp:</b>	15-19			

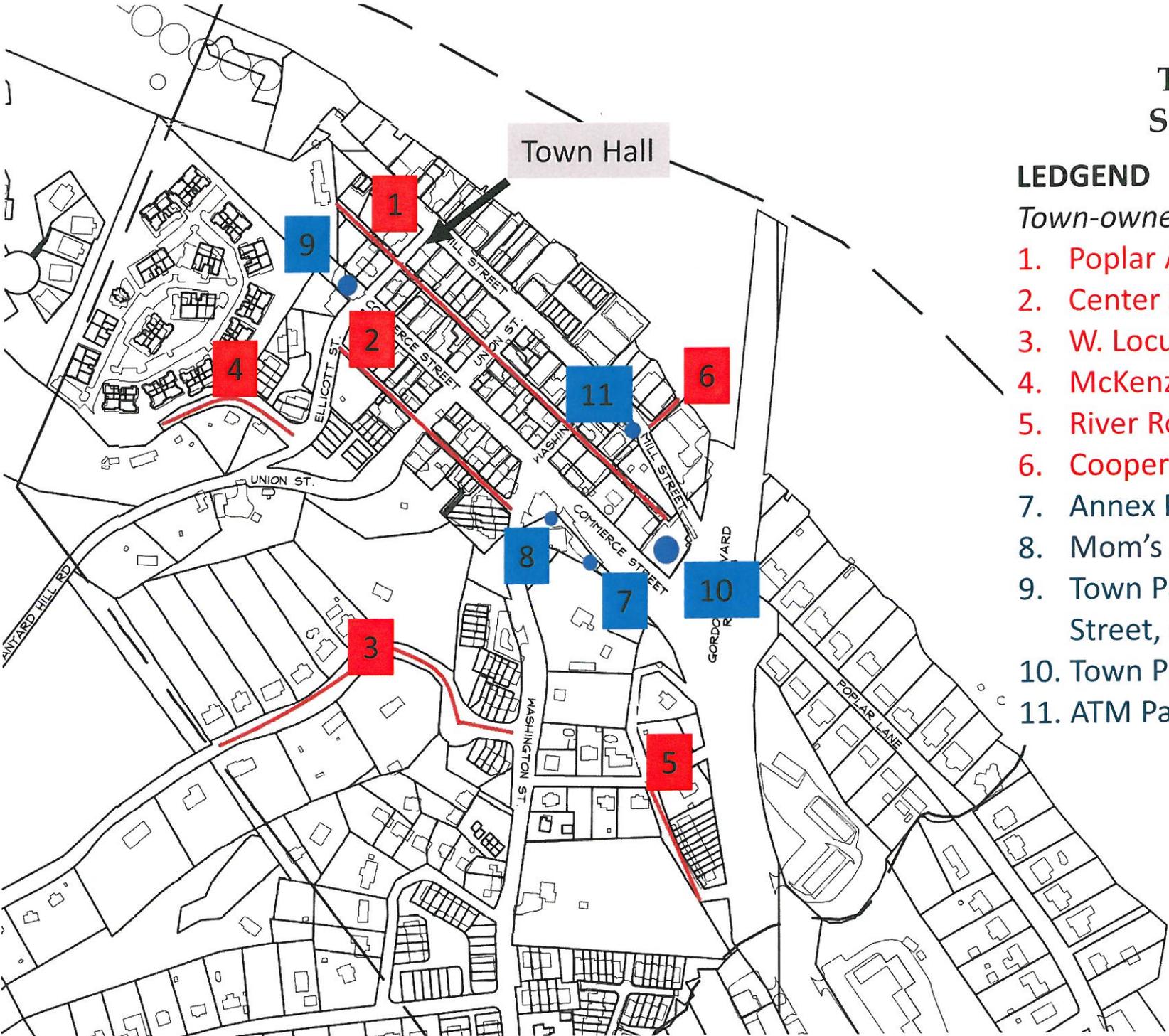
		5	Salting/Heavy Plow Operations: Includes salting subdivisions and sanding as necessary. All resources are deployed.	Yes
<b>Precipitation:</b>	50-100% Chance			
<b>Accumulation:</b>	More than 6 Inches of Snow or more than 1/4th Inch of Ice			
<b>Ambient or Pavement Temp:</b>	10-14			

# Town of Occoquan Snow Removal Map

## LEDGEND

*Town-owned Streets, Alleys and Parking Lots*

- 1. Poplar Alley
- 2. Center Street
- 3. W. Locust Street
- 4. McKenzie Drive
- 5. River Road
- 6. Cooper's Alley
- 7. Annex Parking Lot
- 8. Mom's Apple Pie Parking (Inside of Commerce Street)
- 9. Town Parking Lot – End of Commerce Street, on Ellicott Street
- 10. Town Parking Lot – Mill Street, on Ellicott Street
- 11. ATM Parking Lot (Mill Street)





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

<b>8. Regular Business</b>	<b>Meeting Date:</b> October 6, 2015
<b>8 C. Request to Award Contract for a Document Management System</b>	

**Explanation and Summary:**

In the FY 2016 Capital Improvement Plan, the Town Council allocated \$20,000 toward a document management system for the Town. Over the last several months, the Town Clerk has been researching document management systems that would meet the needs of the Town, while remaining cost effective.

A majority of the Town's documents are kept in hard copy format. Implementing a document management system will allow the Town to efficiently store and search town documents and create an accessible town archival system. In addition, it will aid staff in responding to requests for documentation, creating a more efficient process. With limited staff, fulfilling requests for information can be cumbersome due to the quantity and current organization of documents, both in hard copy and electronic formats.

Staff reviewed five document management systems that were recommended by other localities across the state. Staff reviewed each system's capabilities, annual and yearly costs, storage and usability.

<b>System</b>	<b>First Year Cost</b>	<b>Annual Cost</b>	<b>5 Year Cost</b>	<b>No. of Users</b>	<b>Capabilities</b>
Treano	\$5,000	\$3,000	\$17,000	3	OCR 15GB Storage Secure Cloud Storage Online Form Submission Training/Setup
LaserFiche	\$14,580	\$2,020	\$24,680	4	OCR Forms In-house Storage Training/Setup
DOMA Technologies	\$8,790	\$6,300	\$40,290	Unlimited	OCR 15 GB Storage Training/Setup
Docfinity	\$19,356	\$19,356 <i>(Monthly rate: \$1,613)</i>	\$96,780	5	OCR Forms Training/Setup
Virtual Image Technology	\$5,475	\$975	\$10,350	3	OCR Training/Setup

Town staff is recommending the purchase of Treeno as the Town's document management system. This solution will be hosted and backed-up offsite in Treeno's secure server facility and does not require that the Town purchase and manage its own document server. In addition, the Town can add public users in the future (additional cost) so that the public can access public documents including meeting minutes and agendas, news clippings and other documents of historical significance. Treeno, like the other solutions, includes text recognition software (OCR) that makes searching hardcopy documents that have been converted to electronic formats easier and more efficient. In addition, Treeno includes online form submission so that forms can be completed online and submitted directly into Treeno instead of the end user printing and mailing, faxing or emailing a scanned copy to Town staff for processing.

The purchase of this system is the first step in implementing a document management and retention system for the Town. Once purchased, installed and staff is trained, the next step will be the manual process of identifying, organizing and scanning in the more than an estimated 100,000 pieces of documents that the town currently manages in hard copy format. The remainder of the funding set aside for this project in the CIP would be used to obtain assistance in organizing and scanning documents into the new system. The implementation process could take more than a year to fully complete.

Once the system is implemented, Town staff will begin storing and managing documents on the system going forward and will slowly bring in past documents into the system.

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

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

**Cost and Financing:** Not-To-Exceed \$6,000 (includes 20% contingency)  
**Account Number:** CIP - Administration, Document Management System

**Proposed/Suggested Motion:**

"I move to approve the purchase of Treeno Software as the Town's document management system for an amount not to exceed \$6,000."

OR

Other action Council deems appropriate.

**Attachments: (2) Treeno Proposal  
FY 2016 Capital Improvement Plan**

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# **Treeno Software Enterprise Document Management System Implementation**

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## **Proposal for the Town of Occoquan**

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Presented on  
September 23rd, 2015

**Respectfully Submitted to:**  
**Greg Holcomb of Town of Occoquan**

**Respectfully Submitted by:**  
**Stefan Prince**  
**Treeno Software**



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## Current Situation

Occoquan is a town in Prince William County, Virginia. The population was 759 at the 2000 United States Census, but as of the census of 2010, there were 934 people residing in the town of Occoquan. The town is a suburb of Washington, D.C. and is adjacent to Woodbridge. The current mayor is Liz Quist.

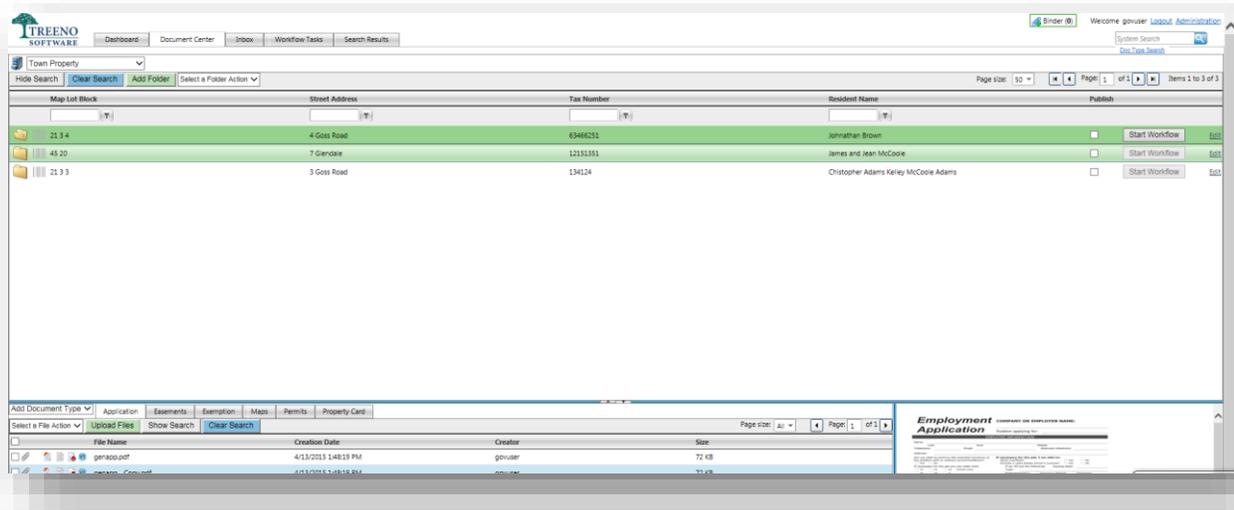
There are many types of documents associated with the files of Town of Occoquan. Some of these documents include building permits, tax information, accounts payable documents etc...Some of these documents live electronically in but most files still live in traditional filing cabinets as paper. There are some cases where a file may exchange hands in the office during simple workflows. Currently there is no way of tracking where an item is during a workflow.

## Solution

Treeno Enterprise Document Management is an easy to use and extremely powerful web browser based document and workflow management system. Treeno Software, a trusted technology leader, gives employees of Town of Occoquan secure instant information access. Treeno installs quickly and integrates seamlessly with existing business applications. Treeno will scale from a few end user to as many end users as Town of Occoquan may require. Treeno EDM will improve business workflow efficiency, reduce operational costs and assure a measurable return on investment. Treeno provides a direct technical support system for timely response and communications.

Treeno's Document Management Solution works the way your organization needs it to work. It can be configured to set up a file structured to mirror how Town of Occoquan organizes their files today. Treeno can create as many different cabinets which will be identified by key words that Town of Occoquan would like to be able to search at a later time.

### Example Town Property Cabinet



Treeno would set up the all cabinets as Town of Occoquan desires. Treeno also allows for an unlimited amount of document types at the folder level. In the example above, you will notice that there are many tabs that separate these document types for a cleaner look and easier search and retrieval.

## Objectives

Treeno Software identified the following current objectives:

- **Objective 1** – To consult with Town of Occoquan to understand the specific requirements for the document management system and the document archival process.
- **Objective 2** – Set up cabinets to support the same look and feel of the current filing system.
- **Objective 3** – Train Town of Occoquan employees to use Treeno to simplify their daily tasks.

## Approach

Treeno recommends that Objective 1 take place first to understand Town of Occoquan objectives and requirements. Objectives 2 and 3 will be completed in a parallel approach. When the system is installed, Town of Occoquan will be completely trained and functioning.

## Benefits

Treeno EDM provides authorized secure information access from a web browser. Treeno deployments require 75% less time than it takes to deploy similar systems so Town of Occoquan will enjoy the full benefits of Treeno EDM within a maximum of few days. Other Treeno benefits include:

- Reduced administrative costs associated with workflow and retrieving invoices and related files.
- Decreased costs associated with sharing files with employees.
- Detailed auditing and administrative views into user access and actions.
- Document version control will maintain an accurate version of documents and reports.

# Implementation Plan

## Methodology

Treeno's unique Solution Implementation Methodology (T-SIM) delivers Treeno EDM solutions that increase organizational efficiency while decreasing operational costs. . The Treeno Solution Implementation Methodology (T-SIM) encompasses Treeno's core competencies. The T-SIM is comprised of the following:

- Analysis
- Configuration
- Integration
- Deployment
- Review

## Resources & Qualifications

Treeno has a proven implementation methodology, expert technical services, best practices and an established toolkit built with years of experience. Treeno senior management staff have over 60 years of experience in technology and an understanding of how technology can be used to improve business efficiencies and reduce costs of operations. Treeno's engineering staff uses award-winning technologies for development and support. Treeno looks forward to assisting Town of Occoquan with a successful implementation and ongoing support of your Treeno Software Enterprise Document Management System.

## Treeno Software as a Service

Item	Description	Quantity	Total
Treeno Software as a Service Annual	Subscription for 3 concurrent users and 15 GB of storage. User defined access, unlimited remote scanning capacity, advanced Index features, integrated viewer, barcode integration, file monitor, versioning, redaction, annotation and integrated Audit Trail. Includes PDF Form Submitter. Also includes OCR Module.	Up to 3 concurrent user licenses	\$3,000.00 Annually
System Installation and Implementation and Training	Implementation, Set up the cabinets as defined by Town of Occoquan, installation of file monitor, import user list import, user defined access, set up and verification. Web based power user and end user training	1	\$2,000.00
Software Service Agreement	Direct telephone support Monday-Friday 8 am to 8 pm EST. Email support Monday-Friday 8 am to 8 pm EST. Updates, patches and new version releases.	1	Included
System Total	Initial Payment Due		\$5,000.00

## Treno Document Management Software Installed on Client Server

Item	Description	Quantity	Total
Treno Document Server Software to be installed on Client Server	Treno Document Management Software to be installed on client's Windows 2008 server or above. Access for ten concurrent users. User defined access, unlimited remote scanning capacity, advanced index features, virtual viewer, barcode integration, redaction, file monitor, virtual viewer and integrated Audit Trail.	4 concurrent user licenses *Smallest Package	\$4,995.00
System Installation and Implementation and Training	Implementation, Set up the cabinets as defined by Town of Occoquan, installation of file monitor, import user list import, user defined access, set up and verification. Web based power user and end user training	1	\$2,000.00
Software Service Agreement	Direct telephone support Monday-Friday 8 am to 8 pm EST. Email support Monday-Friday 8 am to 8 pm EST. Updates, patches and new version releases.	Annual	\$999.00
System Total	Initial Payment Due		\$7,994.00



## In Conclusion

For Town of Occoquan, the implementation of the Treeno Enterprise Document Management system represents an opportunity to address infrastructure and business process challenges. Due to complexity, Town of Occoquan now needs an EDM system with enterprise class functionality. Treeno EDM and the Treeno Solution Implementation Model (T-SIM) will ensure Town of Occoquan will have a high performance EDM that will deliver measurable return on investment and stand the test of technological time.

## Authorizations

This agreement is entered into between Treeno Software and Town of Occoquan as of the day and date set forth below:

Treeno Software

\_\_\_\_\_

Printed

\_\_\_\_\_

Date

Town of Occoquan

\_\_\_\_\_

Printed

\_\_\_\_\_

Date



## ADOPTED FY 2016 CAPITAL IMPROVEMENTS PLAN SUMMARY

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

**ADOPTED FY 2016 CAPITAL IMPROVEMENTS PLAN SUMMARY**

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

## ADOPTED FY 2016 CAPITAL IMPROVEMENTS PLAN SUMMARY

Dept	PROJECT	FISCAL YEAR					TOTALS	Dept Total
		FY16	FY17	FY18	FY19	FY20	Project Total	
<b>Information Technology</b>		<b>5,000</b>	<b>15,000</b>	<b>25,000</b>	<b>0</b>	<b>5,000</b>	<b>50,000</b>	
	Computer Upgrades	0	0	10,000	0	5,000	15,000	
	Server Room Relocation	0	5,000	0	0	0	5,000	
	Financial System	0	10,000	0	0	0	10,000	
	Website Redesign	0	0	15,000	0	0	15,000	
	A/V Equipment - Town Hall	5,000	0	0	0	0	5,000	<b>\$50,000</b>
	Bond	0	0	0	0	0	0	
	CIP	5,000	15,000	25,000	0	5,000	50,000	
	Grants, Other	0	0	0	0	0	0	
	TBD	0	0	0	0	0	0	
	<b>Total Funding</b>	<b>5,000</b>	<b>15,000</b>	<b>25,000</b>	<b>0</b>	<b>5,000</b>	<b>50,000</b>	
<b>Administration</b>		<b>39,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>39,000</b>	
	Document Management System	20,000	0	0	0	0	20,000	
	Town Code Recodification/Legal Review	12,000	0	0	0	0	12,000	
	Council Dais Chairs/Conference Room Table	2,000	0	0	0	0	2,000	
	Comprehensive Plan Review/Update	5,000	0	0	0	0	5,000	<b>\$39,000</b>
	Bond	0	0	0	0	0	0	
	CIP	39,000	0	0	0	0	39,000	
	Grants, Other	0	0	0	0	0	0	
	TBD	0	0	0	0	0	0	
	<b>Total Funding</b>	<b>39,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>39,000</b>	
<b>Totals</b>		<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>		
	Bond	0	0	0	0	0		
	CIP	226,500	85,000	93,000	93,000	43,000		
	Grants, Other	778,500	11,000	5,000	46,000	0		
	TBD	0	0	0	0	0		
	<b>Total Funding Per FY</b>	<b>1,005,000</b>	<b>96,000</b>	<b>98,000</b>	<b>139,000</b>	<b>43,000</b>		



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

<b>8. Regular Business</b>	<b>Meeting Date:</b> October 6, 2015
<b>8 D: Request to Award Contract to Replace Town Hall Roof</b>	

**Explanation and Summary:**

During the August 2015 Town Council meeting, staff discussed the condition of the Town Hall roof and it was decided to defer the replacement of the roof until FY 2017. Recently, staff has become aware of several leaks in the roof, caused by severe deterioration of the shingles.

The roof of Town Hall was last replaced in 1998. During a recent inspection, it was advised that the roof of Town Hall should be replaced. In addition, during the recent rain event, temporary tarps were placed on Town Hall in order to prevent further leaks into the building. Roof replacement was not part of the Town's Capital Improvement Plan for FY 2016.

Staff obtained four quotes for roof replacement. The current shingle is a brown, architectural shingle.

<b>Company</b>	<b>Quote</b>	<b>Includes</b>
Sunshine Contracting	\$9,965 \$60 per sheet replaced plywood or plank board 35% discount	Removal and hauling Ice and Water Shield 30lb Shinglemate Drip Edge Step and Chimney Flashing GAF Timberline High Definition Shingle 2 Attic Fans Warranty - 50 Year GAF warranty, 50 Year Sunshine Contracting warranty
Tim's Quality Construction & Restoration	\$10,470 \$125 per sheet for replacement boards	Removal and hauling 15 lb felt paper (30 lb optional) Ice and Water shield Architectural asphalt shingle Chimney flashing Drip edge Pipe Collars Optional aluminum or shingle vent

R R Home Improvement	Landmark: \$12,805 Landmark Pro: \$13,505 \$10 per linear foot for replacement wood boards	Removal and hauling 30 lb felt underlayment Ridge air vent Ice guard Chimney flashings Landmark lifetime limited warranty
Hudson Roofing Co.	\$15,460.21 \$70 per sheet replaced plywood \$14 per wood planks (if needed) per linear foot	Removal and hauling Ice and water shield Chimney, step and counter flashing 2 solar roof fans Roofing felt underlayment CertainTeed Landmark Pro Series Shingle Drop edge Ridge Vent System

Sunshine Contracting was the lowest, responsible bidder. The roof replacement will need to go before the Architectural Review Board for approval prior to installation.

Funding to replace the roof can be diverted from the Annex improvement project, which can be deferred until FY 2017.

**Engineer’s Recommendation:** Recommend approval.

**Town Manager’s Recommendation:** Recommend approval.

**Cost and Financing:** Not-To-Exceed \$12,000 (Includes 20% contingency)

**Account Number:** FY 2016 CIP – Annex Property Improvements

**Proposed/Suggested Motion:**

“I move to approve a contract with Sunshine Contracting in an amount not-to-exceed \$12,000 for the replacement of the Town Hall roof.”

OR

Other action Council deems appropriate.

**Attachments: (2)** Sunshine Contracting Quote  
FY 2016-2020 Capital Improvement Plan



**CORPORATE OFFICES:**  
**12910 HARBOR DRIVE**  
**WOODBIDGE, VA 22192**  
**OFFICE: (703) 499-8654**  
**FAX: (703) 499-8128**

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**VA LICENSE #**  
**CLASS A BLD**  
**2705-075333**

**WWW.SUNSHINECONTRACTINGCORP.COM**



Name Occoquan Town Hall (Greg Holcomb/Kirstyn Jovanovich) Date 7 / 28 / 15  
 Address 314 Mill Street Home \_\_\_\_\_ Cell (His) \_\_\_\_\_  
 City Occoquan State VA Zip 22125 Work 703-491-1918 Cell (Hers) \_\_\_\_\_

**ROOFING CONTRACT**

**• DESCRIPTION OF WORK TO BE DONE •**

1.  Remove & Haul away all existing roofing and debris down to under sheathing.  1 Layer  2 Layer
2.  Check & Inspect plywood or plank board for damage & replace if needed at **\$60 per sheet 4'x8' 1/2"** (CDX) plywood or Plank Board 1'x6' at \$7 per foot, 1'x8' at \$8 per foot, 1'x10' or 1'x12' at \$9 per foot and **\$75 per sheet 4'x8' 1/2"** Drycon (FRT) Fire Resistant Treated Plywood (Townhouses only).
3.  Furnish & Install  Carlisle WIP  **GAF Weather Watch Premium Self-sealing Ice & Water shield** (Granular Surfaced Leak Barrier) with Fiberglass reinforcement to County Code Requirements 3 feet above the eaves, in valleys, around skylights and chimneys. Rolls \_\_\_\_\_(Qty)
4.  Furnish and Install  15lb **Felt Paper**  30lb **GAF Shinglemate**  30lb **GAF Tiger Paw**  30lb **GAF Deck Armor** (underlayment) overtop all decking areas according to County Code Requirements using a hammer tack with staples. Rolls \_\_\_\_\_(Qty)
5.  Furnish & Install **Premium Aluminum Drip Edge** on all Eaves. 14 (Qty) Option:  Rake Boards \_\_\_\_\_(Qty)  
 White  Brown  Black (10ft Sections)
6.  Furnish & Install \_\_\_\_\_ (Qty) Premium Permanent Weather Tight Universal **Plumbing Vent Pipe Collars** made with special EPDM(Ethylene Propylene Diene Monomer) rubber.
7.  Furnish & Install Premium Gauge Galvanized **Step Flashing**.  
 Mill  Black  Brown Bundles 1 (Qty) (30ft per Bundle)
8.  Furnish & Install Premium Gauge Galvanized **Apron Flashing**.  
 Brown  Black Sections \_\_\_\_\_(Qty) (10ft Sections)
9.  Furnish & Install Premium Gauge Galvanized **Chimney Flashing** \*Brick chimneys only.  
 Brown  Black 1 (Qty)
10.  Caulk all applicable areas according to Virginia Building Code requirements using **Quad/Vulkem Premium Caulk**.  
 Brown \_\_\_\_\_(Qty)  Black 3 (Qty)  Clear \_\_\_\_\_(Qty)
11.  Furnish & Install Premium Gauge Galvanized **Skylight Step Flashing**. Sky Light \_\_\_\_\_(Qty) \*if applicable

12. **Delivery Type:**  Roof Top  Ground Drop **How many Stories:** 2 (Qty)  
**Roof Pitch:**  Walkable Pitch Squares 32 (Qty)  Steep Pitch Squares \_\_\_\_\_(Qty)
13. Furnish & Install  **GAF**  **Certainteed** Roofing. **Shingle Type:** GAF Timberline High Definition (Premium)  
**Shingle Color:** Slate recommended but (TBD)  
**Total Squares** 32 (Qty) \*Installation of all Roofing Materials will be installed to manufacturer's specifications  
**Total Bundles** \_\_\_\_\_(Qty) **Includes Shed:**  Yes  No
14.  Furnish & Install **Starter Strip** on all eaves  
 **GAF ProStart** 2 (Qty) (120ft/bundle)  **GAF Weather Blocker** \_\_\_\_\_(Qty) (100ft/bundle) Option:  Rake Boards
15.  Furnish & Install **Ridge Cap Shingle**  **GAF Seal-A-Ridge (25ft)**  **GAF TimberTex (18ft)**  **Certainteed Shadow Ridge (30ft)** on all peaks \_\_\_\_\_(Qty) For Architectural Shingles Only
16.  Furnish & Install **GAF Snow Country Advanced** Ridge Vent System on all peaks. \_\_\_\_\_(Qty) (4ft Sections)

17.  Furnish & Install **Master Flow Power Attic Fan (not responsible for electrical hook up of fan):** Model # PR2DHT 2 (Qty) Color: Black
18.  Furnish & Install **Roof Louver (Turtle Vent):** Model # \_\_\_\_\_ (Qty) Color: \_\_\_\_\_
19.  Furnish & Install **GAF Shingle Match Roof Accessory Paint:** \_\_\_\_\_(Qty) Color: \_\_\_\_\_  
 Description \_\_\_\_\_
20. **Fasteners:**  Staples 5/16 4 Boxes  Coil Nails 1 1/4 3 Boxes  Concrete Nails 1 1/4" 1 Boxes  Hip Nails 1 1/4 \_\_\_\_\_ Boxes
21. Remove trash, debris, and sweep property with commercial grade magnet.

**WARRANTIES:**

GAF & Certainteed Manufacturer's Shingle Warranty 50/Lifetime Years. Sunshine Contracting Labor Warranty 50 Years.  
 GAF Premium System Plus Warranty  20yr  50yr \*Only offered by GAF Certified Contractors

**MISCELLANEOUS**

Historic Building (Town Hall)  
 GAF extended warranty included and will be mailed after job is completed  
 OWNER DISCOUNT APPLIED (35%)

**Due at Completion**

Total sale price of job: \$ 9,965.00 Minimum Deposit accepted 33%: \$ 3,300.00 Balance: \$ 6,665.00

This contract constitutes full accord and agreement of the parties, and no other understanding, verbal or otherwise, shall be binding unless in writing, signed by both parties. This contract is subject to approval by an officer of the contractor and such approval must be made within 10 working days from the date of the contract.  
 "YOU THE BUYER, MAY CANCEL THIS TRANSACTION IN WRITING ANYTIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION."

IN WITNESS WHEREOF Purchaser(s) each acknowledge receipt of a completed copy of this CONTRACT, AND ALL DISCLOSURES on the day and year first above written.

A Deed of Trust may be required as a condition for a financial loan.

Any holder of this consumer credit contract is subject to all claims and defense which the debtor could assert against seller of goods and services obtained pursuant hereto or with the proceeds hereof.

Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.

APPROXIMATE STARTING DATE: 2-3 WEEKS

APPROXIMATE COMPLETION DATE: 1-2 days

Agent Ryan Sabo

**\*\*EPA LEAD PAMPLHET MUST BE SIGNED\*\***

Accepted on 7/28/15

**X**

By [Signature]  
 President (Ryan Sabo)

**X**

Purchaser

Purchaser

**HOMEOWNER IS ENTITLED TO COPY OF THE CONTRACT AT THE TIME OF AFFIXING SIGNATURE.**

# SAMPLE PRE-RENOVATION FORM

This sample form may be used by renovation firms to document compliance with the Federal pre-renovation education and renovation, repair, and painting regulations.

## Occupant Confirmation

Pamphlet Receipt

I have received a copy of the lead hazard information pamphlet informing me of the potential risk of the lead hazard exposure from renovation activity to be performed in my dwelling unit. I received this pamphlet before the work began.

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Printed Name of Owner-occupant

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Signature of Owner-occupant

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Signature Date

## Renovator's Self Certification Option (for tenant-occupied dwellings only)

Instructions to Renovator: If the lead hazard information pamphlet was delivered but a tenant signature was not obtainable, you may check the appropriate box below.

**Declined** – I certify that I have made a good faith effort to deliver the lead hazard information pamphlet to the rental dwelling unit listed below at the date and time indicated and that the occupant declined to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit with the occupant.

**Unavailable for signature** – I certify that I have made a good faith effort to deliver the lead hazard information pamphlet to the rental dwelling unit listed below and that the occupant was unavailable to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit by sliding it under the door or by (fill in how pamphlet was left).

---

Printed Name of Person Certifying Delivery

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Attempted Delivery Date

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Signature of Person Certifying Lead Pamphlet Delivery

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Unit Address

**Note Regarding Mailing Option** — As an alternative to delivery in person, you may mail the lead hazard information pamphlet to the owner and/or tenant. Pamphlet must be mailed at least seven days before renovation. Mailing must be documented by a certificate of mailing from the post office.

## GENERAL TERMS AND CONDITIONS OF AGREEMENT

1. All work done under this Agreement shall be done in good and workmanlike manner and in accordance with applicable building codes. Contractor shall remove all debris resulting from work done hereunder and leave work areas in "broom clean" condition upon completion.
2. All materials provided under this Agreement shall be new and as designated, unless otherwise specified. Contractor may in its discretion, change or substitute any materials to be used in the work hereunder, provided, however, all substituted materials shall be of equal kind and quality. All surplus materials shall remain the property of the Contractor.
3. The Buyer(s) agree to permit Contractor to make all tip-outs, openings, close-ups or alterations, or changes to existing buildings necessary for the completion of the work hereunder. Contractor will make repairs and/or resort in such cases so as to conform as closely as possible to the original condition or to the new work, as it may deem appropriate. The Buyer(s) agree to supply or make available to Contractor all utilities (including heat, gas, electric and water) to enable it to perform the work to be done hereunder at the expense of the Buyer(s). Buyer(s) agree to allow representatives of the Contractor access at all reasonable times prior to completion of any part of the property and buildings.
4. Contractor assumes no responsibility for the existing property or buildings meeting local building or zoning code requirements. Additional work required to meet such requirements, if any, shall be charged as an extra, in the event permission is required to do any of the work hereunder due to property restrictions or zoning laws or otherwise, it shall be the sole responsibility of the owners to obtain such permission.
5. In the event the Buyer(s) fail to comply with the provisions of this Agreement, they shall pay Contractor, upon demand, a sum in cash equal to all direct and indirect costs incurred by the Contractor in connection herewith. Court costs and reasonable attorney's fees shall be considered as direct costs. It is further agreed that all past due accounts are subject to 2% per month service charge (24% per annum).
6. Buyer(s) agree that if this Contact is cancelled by him or them for any reason, other than set forth under Federal or State Statues allowing Recession, to pay the Contractor a sum of money equal to twenty-five percent (25%) of the Contract price herein agreed to be, paid as fixed, liquidated and ascertained damages without proof of loss or damage. All materials, whether on the property of the owner or not shall remain or become the property of the Contractor.
7. All starting and completion dates are approximate and subject to delays caused by circumstances and conditions beyond Contractor's control including but not limited to strikes, material shortages, fire and flood, and other acts of God, or by delays caused by the owner. Scheduling of the component activities is in the sale discretion of the Contractor and unreasonable interference with the scheduling shall be a breach of contract by the Buyer(s) and grounds for discontinuing work by the Contractor.
8. The normal one (1) year manufacturer's warranty for steel replacement entry doors excludes applied plants if the door containing the applied plants is installed in a high vibration or high heat environment including, but not limited to placement behind a storm door when painted dark colors.
9. The price does not include hidden, unexposed, or unknown contingencies existent at the time of the sale such as but not limited to: rotting or decay, foundation depths in excess of thirty (30) inches, concealed pipes, relocation of underground utilities, inability to use existing water or water pipes. Should rock or other hard or unusual material be discovered and deemed necessary to be removed, the extra cost will be paid by the Buyer(s).
10. The contractor will not be responsible for damages of any kind caused by delays as a result of labor strikes, fires, wars, acts of God, the inability to obtain material, or other causes beyond the direct control of the Contractor. No claim for compensation or damage for defects in material or workmanship shall be made by the Buyer(s) unless the Contractor is notified in writing of such claims within the specific product manufacturers warranty period. If any such claims are valid, the contractor's limit of liability shall be the responsible cost of correcting them and not for any claims of incidental or consequential damages arising therefrom. Installation related claims must be made prior to the expiration of the warranty period, but in no event to exceed five (5) years after completion.
11. Customer is responsible for removal of all blinds and drapes prior to installation. Contractor will not be held liable for damage to any blinds or drapes if not removed prior to installation. Contractor does not guarantee that all blinds or drapes will be able to be re-installed after window installation.
12. Pursuant to Environmental Protection Agency (EPA) guidelines and effective April 22, 2010, renovation of all houses built before 1978 will be tested for lead during the measurement of the windows. **If the home is tested positive for lead, there will be an additional lead set up charge of \$375 added to the contract amount.**
13. Window sill will be inspected for rotten wood. If rotten wood is found the window sill will be replaced at \$120 per sill. Please note it is not always possible to discover rotten wood until demolition or removal of old materials has commenced.
14. Any additional interior casing found damaged or rotten will be charged as time and material at the additional cost to the homeowner. Please note it is not always possible to discover rotten or damaged casings until demolition or removal of old materials has commenced.
15. This Company's estimate for completion of this Agreement is subject to Insurance Company approval unless the estimate is not for insurance work. On insurance related estimates, the Customer authorizes Company to pursue Customer's best interest for damage repair or replacement at a "price agreeable" to the Insurance Company and Company with no additional cost to the Customer except for deductible. When "price agreeable" is determined with the Insurance Company, it shall become the final contract price. Payment to Company is due upon completion of each job phase subject to Customer's receipt of payment from the Insurance Company, if applicable. The Company has no obligation to continue next job phase until payment for completed job phase(s) is received.
16. In the event of a satellite dish, Contractor is not responsible for any loss of signal.
17. In the event of vibration caused by siding installation, Contractor is not liable for any interior damage. ie: nail pops, pictures falling.
18. Customer is responsible for removing pictures on all exterior walls of home.
19. Sunshine Contracting has a \$2500.00 maximum on all credit card transactions for entire job.
20. Our price is based off of allowing our job sign up for 2 weeks after completion; contract price includes all discounts and coupons.
21. In the event of a double layer on roofing jobs there will be an additional charge of \$30 per 100 square feet.

## ADOPTED FY 2016 CAPITAL IMPROVEMENTS PLAN SUMMARY

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

**ADOPTED FY 2016 CAPITAL IMPROVEMENTS PLAN SUMMARY**

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

**ADOPTED FY 2016 CAPITAL IMPROVEMENTS PLAN SUMMARY**

Dept	PROJECT	FISCAL YEAR					TOTALS	Dept Total
		FY16	FY17	FY18	FY19	FY20	Project Total	
<b>Information Technology</b>		<b>5,000</b>	<b>15,000</b>	<b>25,000</b>	<b>0</b>	<b>5,000</b>	<b>50,000</b>	
	Computer Upgrades	0	0	10,000	0	5,000	15,000	
	Server Room Relocation	0	5,000	0	0	0	5,000	
	Financial System	0	10,000	0	0	0	10,000	
	Website Redesign	0	0	15,000	0	0	15,000	
	A/V Equipment - Town Hall	5,000	0	0	0	0	5,000	<b>\$50,000</b>
	Bond	0	0	0	0	0	0	
	CIP	5,000	15,000	25,000	0	5,000	50,000	
	Grants, Other	0	0	0	0	0	0	
	TBD	0	0	0	0	0	0	
	<b>Total Funding</b>	<b>5,000</b>	<b>15,000</b>	<b>25,000</b>	<b>0</b>	<b>5,000</b>	<b>50,000</b>	
<b>Administration</b>		<b>39,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>39,000</b>	
	Document Management System	20,000	0	0	0	0	20,000	
	Town Code Recodification/Legal Review	12,000	0	0	0	0	12,000	
	Council Dais Chairs/Conference Room Table	2,000	0	0	0	0	2,000	
	Comprehensive Plan Review/Update	5,000	0	0	0	0	5,000	<b>\$39,000</b>
	Bond	0	0	0	0	0	0	
	CIP	39,000	0	0	0	0	39,000	
	Grants, Other	0	0	0	0	0	0	
	TBD	0	0	0	0	0	0	
	<b>Total Funding</b>	<b>39,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>39,000</b>	
<b>Totals</b>		<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>		
	Bond	0	0	0	0	0		
	CIP	226,500	85,000	93,000	93,000	43,000		
	Grants, Other	778,500	11,000	5,000	46,000	0		
	TBD	0	0	0	0	0		
	<b>Total Funding Per FY</b>	<b>1,005,000</b>	<b>96,000</b>	<b>98,000</b>	<b>139,000</b>	<b>43,000</b>		