



TOWN OF OCCOQUAN
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314 Mill Street
PO BOX 195
Occoquan, VA 22125
(703) 491-1918
www.OccoquanVA.gov
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Occoquan Town Council
Town Council Meeting
May 18, 2021 | 7:00 p.m.

- 1. Call to Order**
- 2. Consent Agenda**
 - a. May 4, 2021 Meeting Minutes
- 3. Public Hearing**
 - a. Public Hearing on Proposed Fiscal Year 2022 Budget
- 4. Discussion Items**
 - a. May Artisan Walk Preliminary Report
- 5. Closed Session**
- 6. Adjournment**



OCCOQUAN TOWN COUNCIL
Meeting Minutes - DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, May 4, 2021
7:00 p.m.

Present: Mayor Earnie Porta; Councilmembers Kryss Bienia, Cindy Fithian, Laurie Holloway, and Eliot Perkins

Absent: Vice Mayor Jenn Loges

Staff: Kirstyn Jovanovich, Town Manager/Interim Town Clerk; Adam Linn, Chief of Police; Julie Little, Events and Community Development Director; Manuel Casillas, Town Treasurer; Jason Forman, Police Lieutenant; Martin Crim, Town Attorney (remotely); Bruce Reese, Town Engineer (remotely), and Sara Fila, Zoning Administrator (remotely)

1. CALL TO ORDER

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

2. CITIZENS' TIME

No one spoke at Citizens Time.

3. SPECIAL PRESENTATION

a. Proclamation - National Police Week

Mayor Porta presented the Proclamation and recognized Town police officers.

Councilmember Holloway moved approval of Proclamation. Councilmember Fithian seconded. Motion passed unanimously by voice vote.

4. CONSENT AGENDA

- a. April 6, 2021 Meeting Minutes
- b. Request to Approve Site Plan SP-2021-001, 109 Poplar Lane
- c. Request to Approve Site Plan SP-2021-003, 201 Commerce Street
- d. Request to Approve Site Plan SP-2021-004, 416 Mill Street

Councilmember Perkins moved approval of the items on the Consent Agenda. Councilmember Holloway seconded. Motion passed unanimously by voice vote.

5. REGULAR BUSINESS

Mayor porta asked for unanimous consent to move up on the agenda the request to appoint the Town Clerk. There being no objection the item was moved up on the agenda.

a. Request to Appoint Town Clerk

Councilmember Fithian moved to adopt resolution R-2021-05 to appoint Michele White as the Town Clerk for the Town of Occoquan effective May 5, 2021. Councilmember Holloway seconded. Motion passed unanimously by roll call vote.

Councilmember Holloway thanked staff for their support during the Town Clerk vacancy.

6. MAYOR'S REPORT

Mayor Porta reported that on:

- April 9, he attended a meeting with Street Sense Consulting on the PWC Branding Initiative;
- April 11, he met with Asher and Sebastian Cross for their "Build a Better World" Scouting requirement;
- April 19, he attended the Occoquan River Safety Forum to discuss paddler and boater rules safety and education;
- April 23, he emceed Trivia Night at River Mill Park;
- April 24, the Mayor led the Kayak Launch Ramp dedication;
- April 25, he attended the Occoquan Yacht Club Flag Raising at Belmont Bay;
- April 28, he met with the applicant for the Mill at Occoquan project along with Town Manager Jovanovich and Councilmember Perkins. A public hearing should be coming in the not too distant future; and
- May 1, he helped Councilmember Perkins and others in brush clearing behind the Mill House Museum.

Mayor Porta noted that the Council will have future discussions and decisions on Marijuana retail facilities. In addition, he stated that the Town is considering installing fishing line disposal units and establishing designated fishing areas for anglers along riverfront with accompanying signage.

Mayor Porta stated that he and the Town Manager were looking at consolidating meetings for the summer months and that staff will bring a revised meeting calendar for Council consideration.

7. COUNCILMEMBER REPORTS

Councilmember Perkins reported that on (a) April 24, he attended the Kayak Launch Ramp dedication; (b) April 28, he met with the applicant for the Mill at Occoquan project; and (c) May 1, Councilmember Perkins participated in the brush clearing behind the Mill House Museum.

Councilmember Perkins stated that he was working with the Town Manager to create a Volunteer Corps with an easy, user-friendly sign up process.

Councilmember Fithian reported that on April 24, she attended the Kayak Launch Ramp dedication and gave "kudos" to staff for getting good coverage on the event.

8. BOARDS AND COMMISSIONS

Councilmember Fithian reported that the Architectural Review Board meeting was held on April 27, and the Board approved elevation applications for 201 Commerce Street and 203 Union Street.

Councilmember Perkins reported that the Planning Commission met on April 28, and reviewed and recommended approval of three site plans: SP-2021-001, 109 Poplar Lane; SP-2021-003, 201 Commerce Street; and SP-2021-004, 416 Mill Street. Councilmember Perkins noted that the Town Council received a summary document via e-mail prepared by Commissioner Somma regarding the Fairfax County Indoor Ski “Alpine X” facility.

Mayor Porta noted that the Planning Commission is in the process of updating the Comprehensive Plan and encouraged all Councilmembers to read the Comprehensive Plan at least once before the June 15 Town Council Meeting.

Councilmember Perkins added that some of the action items outlined in the Comprehensive Plan are completed, based on current conditions, and asked Councilmembers to think about what is appropriate to add now.

9. ADMINISTRATIVE REPORTS

a. Administrative Report

The meeting agenda included a written report from the Town Manager. Ms. Jovanovich added that (a) she is continuing to watch for the issuance of guidance on the American Rescue Plan Act (ARPA), which may be published by May 15 and will provide an update to Council as soon as guidance is released; (b) she is working with the contractor on completing the signage installation at the Kayak and Canoe Launch; and (3) she is working with staff to streamline and simplify the site plan process, which includes updates to the Town Code.

Councilmember Holloway asked about clarifying the location of the 20-minute parking spot on Commerce Street. Ms. Jovanovich stated that she will look into the issue and take appropriate action.

b. Treasurer’s Report

Ms. Jovanovich provided a written Treasurer’s Report. There were no questions.

c. Town Attorney’s Report

The Town Attorney provided a written report. Mr. Crim added that the decision to conduct the sale of marijuana via retail businesses within the Town boundaries must be determined by referendum.

The Mayor dismissed the Town Attorney, Town Engineer and the Zoning Administrator from the meeting.

10. WORK SESSION

a. FY 2022 Budget Work Session

The Town Manager provided a budget presentation covering the Capital Improvement Plan (CIP) Fund, reserves and an update to the proposed FY 2022 General Fund budget. The public hearing on the Budget will be May 18, 2021. The Public Hearing on the

proposed tax rate will be held June 1, 2021, with adoption of the FY 2022 Budget to take place on June 15, 2021.

b. Action FY 2022 Budget to be Advertised

Councilmember Perkins moved to advertise the proposed Real Estate Tax rate at 12 cents per \$100. Councilmember Holloway seconded. Motion passed unanimously by roll call vote.

Councilmember Fithian moved to advertise the proposed Meals Tax rate at three (3) percent. Councilmember Perkins seconded. Motion passed unanimously by roll call vote.

Councilmember Holloway moved to advertise the Transient Occupancy Tax to be increased from two (2) percent to seven (7) percent. Councilmember Fithian seconded. Motion passed unanimously by roll call vote.

Councilmember Holloway moved to advertise the General Fund Budget in the amount of \$1,070,940 and expenses of \$1,070,940. Councilmember Perkins seconded. Motion passed unanimously by roll call vote.

Councilmember Fithian moved to advertise the Events Fund Budget of revenues in the amount of \$272,490 and expenses in the amount of \$177,442. Councilmember Bienia seconded. Motion passed unanimously by roll call vote.

Councilmember Holloway moved to advertise the Mamie Davis Fund Budget in the amount of \$500 in revenue and expenses in the amount of \$2,000. Councilmember Perkins seconded. Motion passed unanimously by roll call vote.

Councilmember Fithian moved to advertise the CIP Fund Budget in the amount of \$5,000 in revenue and expenses in the amount of \$153,900. Councilmember Bienia seconded. Motion passed unanimously by roll call vote.

The Mayor thanked everyone for their cooperation. The Mayor asked if there were any further questions for Mrs. Jovanovich.

Councilmember Holloway asked about the lights being out under the 123 Bridge. The Town Manager responded that VDOT had been contacted and are scheduled to send out an electrician.

The meeting was adjourned at 8:35 p.m.

Michele L. White, Town Clerk



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
 Agenda Communication

3. Public Hearing	Meeting Date: May 18, 2021
3 A: Public Hearing on Proposed Fiscal Year 2022 Budget	

- Attachments:**
- a. [FY 2022 Proposed Budget - via Website](#)
 - b. Public Hearing Advertisement

Submitted by: Kirstyn Jovanovich
 Town Manager

Explanation and Summary:

This is a public hearing on the Proposed Fiscal Year (FY) 2022 Budget. The Town Council held budget work sessions on January 19, March 30, and May 4, 2021. The Proposed Budget is posted on the Town’s website at www.occoquanva.gov/government/town-budget-and-capital-improvement-program and available in Town Hall, 314 Mill Street, Monday – Friday, 9 a.m. to 4 p.m.

Budget Summary

		FY 2021 Adopted	FY 2022 Proposed	Difference	Increase/ (Decrease)
General Fund	Revenues	\$969,831	\$1,070,940	\$101,109	10.4%
	Expenditures	\$969,831	\$1,070,940	\$101,109	10.4%
Events Fund	Revenues	\$225,110	\$272,490	\$47,380	21.0%
	Expenditures	\$156,552	\$177,442	\$20,890	13.3%
Mamie Davis Fund	Revenues	\$1,200	\$500	(\$700)	(58.3%)
	Expenditures	\$0	\$2,000	\$2,000	100.0%
Capital Improvement Fund	Revenues	\$19,411	\$5,000	(\$14,411)	(74.2%)
	Expenditures	\$165,896	\$153,900	(\$11,996)	(7.2%)

This public hearing is intended to provide the public with the opportunity to comment on the proposed budget. This public hearing was advertised in InsideNOVA on May 6, and 13, 2021.

In addition to the public hearing on the proposed budget, there will be a public hearing on the proposed tax rates in support of the FY 2022 budget on June 1, 2021 at 7:00 p.m. The Town Council will adopt the budget and tax rates on Tuesday, June 15, 2021. Fiscal Year 2022 will begin on July 1, 2021 and end on June 30, 2022.

Town Manager's Recommendation: Recommend closing the public hearing

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

"I move to close the public hearing."

OR

Other action Council deems appropriate.



TOWN OF OCCOQUAN



PROPOSED Fiscal Year 2022 Budget and Capital Improvement Program

Shopping, Dining, Art, and History

FY 2022 Proposed Budget



DIRECTORY OF OFFICIALS AND STAFF

Directory of Officials

Earnest W. Porta, Jr., Mayor

Jenn Loges, Vice-Mayor

Krys Bienia, Council Member

Cindy Fithian, Council Member

Laurie Holloway, Council Member

Eliot Perkins, Council Member

Directory of Staff

Kirstyn Jovanovich, ICMA-CM Town Manager

Adam Linn, Chief of Police/Town Sergeant

Michele White, Town Clerk

Manuel Casillas, Town Treasurer

Bucky Brill, Maintenance Supervisor

Julie Little, Events and Community Development Director

Pam Holbert, Administrative Assistant

Contracted Services/Appointments

Martin Crim, Town Attorney

Bruce Reese, Town Engineer

Sara Fila, Zoning Administrator/Subdivision Agent



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TOWN COUNCIL
 Earnest W. Porta, Jr., Mayor
 Jenn Loges, Vice Mayor
 Krys Bienia
 Cindy Fithian
 Laurie Holloway
 Eliot Perkins

TOWN MANAGER
 Kirstyn Jovanovich, ICMA-CM

May 6, 2021

Dear Mayor Porta and Members of the Occoquan Town Council:

I am pleased to present the Fiscal Year (FY) 2022 Proposed Budget for the Town of Occoquan for the period beginning July 1, 2021 and ending June 30, 2022. This budget document includes the Town's General Fund budget, Capital Improvement Program for Fiscal Years 2022-2026, Mamie Davis Fund budget and Event Fund budget. This budget was developed with emphasis on the Town Council's seven priorities that are reviewed and set annually during the budget process: community development and programming, historic preservation and town appearance, parking management, public safety, stormwater management and economic and pandemic recovery.

All Funds

The total FY 2022 Proposed Budget encompassing all funds includes \$1,348,930 in revenues and \$1,404,282 in expenditures, resulting in an \$55,352 deficit for all funds. This reflects an increase of 11 percent in revenues, and an 8.7 percent increase in expenditures over the FY 2021 Adopted Budget. A portion of the difference between the total fund revenues and expenditures is due to planned FY 2022 capital improvement projects in the amount of \$153,900 exceeding the anticipated annual net revenue from the Events Fund of \$95,048 for FY 2022. As in previous years, prior year reserves from the Craft Show fund will fund the anticipated deficit; however, the cancelation of the last three craft show events due to the COVID-19 pandemic have significantly impacted availability of the Town's Event Fund reserves.

Taxes - General Fund

The Town's General Fund (operating) is supported through taxes, service fees, licenses and other revenue from the County, State, and Federal government. The FY 2022 Proposed Budget is based on maintaining the Town's Real Estate tax rate of \$0.12 per \$100 of assessed value. Properties were reassessed in 2020 and assessments are expected to increase on average by 4.2 percent over last year's assessments.

Based on 2019 real estate data and including the 4.2 percent estimated overall increase in

assessments, on average, maintaining the current real estate tax rate will result in an average annual tax increase of \$22.18, or \$1.85 per month, for properties valued between \$200,000 and \$399,999. For properties valued between \$400,000 and \$700,000, the increase in assessed values will result in an average annual tax increase of \$32.05, or \$2.67 per month, in taxes paid to the Town. Approximately 85 percent of the Town's real estate stock is valued between \$200,000 and \$700,000.

With the average increase in assessments and maintaining the current rate, Real Estate tax revenue is estimated to increase by \$4,189 over the FY 2021 Adopted Budget.

The FY 2022 proposed budget maintains the current meals tax rate of 3 percent. The Coronavirus pandemic hit many communities hard, especially the restaurant and tourism industries. For the most part, our restaurants and business community weathered the pandemic and shifted business practices to accommodate and survive within the new normal of limited capacities, limited to no contact, and online shopping and ordering. As a result, the FY 2022 proposed budget includes an estimated 9.3 percent increase in meals tax revenues over FY 2021 budget. This increase in revenues anticipates a recovery period as more people are vaccinated and restrictions are loosened and lifted as we move through FY 2022.

The FY 2022 proposed budget includes an increase in the Transient Occupancy Tax rate from 2 percent to 7 percent. This results in an estimated \$8,000 in additional revenue. This tax rate impacts businesses and individuals who operate hotels or short-term rentals such as airbnbs within the Town of Occoquan.

Capital Improvement Program

The Capital Improvement Program (CIP) is the Town's five-year plan for capital projects that is reviewed and updated annually as part of the budget process. Projects planned for FY 2022 include installation of ADA crosswalks at Mill/Washington Streets and Mill/Ellicott Streets; repaving Center Lane; brick sidewalk and curb repair and rebuild; stormwater pipe repairs; Riverwalk maintenance; public safety equipment; and development and implementation of a Streetscape and Infrastructure Plan.

Funding for the Capital Improvement Program is generated from Town-sponsored events, with significant revenue generated from the Fall Arts and Crafts Show and the spring Riverfest (formerly Spring Arts and Crafts Show) events. The Town Council has adopted a policy of designating net revenues from the Event Fund for capital projects that are generally long term, higher value projects than those incurred annually in the General Fund. This practice allows the Town to pay for higher cost projects, including infrastructure and building maintenance and equipment replacement, without incurring debt. Prior to the pandemic, the Town's two

signature events generated approximately \$100,000 annually in net revenue. The inability to hold our last three shows as we have traditionally done, has significantly impacted our Event Fund reserves. The proposed FY 2022 CIP and Events Fund assumes a return to normalcy and net revenues of \$95,048 that can be used toward capital projects.

Staffing and Employee Benefits

The FY 2022 Proposed Budget includes the authorization of an additional full-time police officer position. The addition of this position will continue to support a 'calls for service' police department structure aimed at providing patrol coverage during times when calls for service have historically occurred.

The Proposed Budget also includes funds for performance increases for town employees. These are merit increases based on annual performance appraisals to be conducted at the time of the employee's anniversary date.

The Proposed Budget continues to include funding for a health insurance option and participation in the Virginia Retirement System. No new employee benefits are proposed.

Summary

The FY 2022 Proposed Budget focuses on continuing to provide quality programs and services to the community.

As your Town Manager, I am very optimistic about the Town's financial position and our future, even as we continue to weather the effects and impacts of a global pandemic. In FY 2022, we turn our attention to economic recovery and resiliency and continue to work toward providing quality programs and services, while supporting our community. I am looking forward to continuing to work with staff, Council, and the community to build a vibrant and viable community, and come back stronger and more resilient.

Respectfully Submitted,



Kirstyn Jovanovich, ICMA-CM
Town Manager

THE BUDGET IN BRIEF

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

1. General Fund
2. Events Fund
3. Mamie Davis Fund
4. Capital Improvement Fund

The FY 2022 Proposed Budget all funds totals \$1,348,930 and \$1,404,282 for revenues and expenditures, respectively. This represents an increase of \$133,378 or 11.0 percent in revenues and an increase of \$112,003 or 8.7 percent in expenditures from the FY 2021 Adopted Budget.

Funds Summary - Revenues and Expenditures**GENERAL FUND**

Categories	FY 2020 Budget	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Proposed	Change Adopted to Budget	
						\$	%
Revenues (Sources)	\$902,612	\$1,031,324	\$969,831	\$1,141,724	\$1,070,940	\$101,109	10.4%
Expenses (Uses)	\$902,612	\$886,207	\$969,831	\$1,141,724	\$1,070,940	\$101,109	10.4%

EVENTS FUND

Categories	FY 2020 Budget	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Proposed	Change Adopted to Budget	
						\$	%
Revenues (Sources)	\$181,000		\$225,110	\$53,140	\$272,490	\$47,380	21.0%
Expenses (Uses)	\$134,079		\$156,552	\$79,923	\$177,442	\$20,890	13.3%

MAMIE DAVIS FUND

Categories	FY 2020 Budget	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Proposed	Change Adopted to Budget	
						\$	%
Revenues (Sources)	\$600	\$543	\$1,200	\$2,003	\$500	-\$700	-58.3%
Expenses (Uses)	\$0	\$0	\$0	\$0	\$2,000	\$0	0.0%

CAPITAL IMPROVEMENT FUND

Categories	FY 2020 Budget	FY 2020 Actual	FY 2021 Budget	FY 2021 Projected	FY 2022 Proposed	Change Adopted to Budget	
						\$	%
Revenues (Sources)	\$281,115		\$19,411	\$275,714	\$5,000	-\$14,411	-74.2%
Expenditures (Uses)	\$444,039		\$165,896	\$275,714	\$153,900	-\$11,996	-7.2%

Account	FY2022 Proposed Revenues - General Fund	FY2020 Budget	FY2020 Actual	FY2021 Budget	FY2021 Projected	FY2022 Proposed	% to Projected	% to Budget	\$ to Budget
Taxes									
40010	Real Estate Tax	240,890	236,465	245,000	240,675	249,189	3.5%	1.7%	4,189
40020	Meals Tax	227,320	210,113	208,533	217,000	228,000	5.1%	9.3%	19,467
40030	Sales Tax	25,500	27,777	30,063	30,642	30,000	-2.1%	-0.2%	(63)
40040	Utility Tax	32,500	31,299	31,000	27,302	28,800	5.5%	-7.1%	(2,200)
40050	Communications Tax	41,310	38,316	38,000	35,509	35,000	-1.4%	-7.9%	(3,000)
40060	Transient Occupancy Tax	4,000	2,676	2,500	3,200	11,200	250.0%	348.0%	8,700
Fees									
41010	Vehicle License Fee	11,500	10,814	10,000	10,595	12,000	13.3%	20.0%	2,000
41020	Business Licenses	70,060	68,965	51,100	62,000	68,800	11.0%	34.6%	17,700
41030	Late Fees	4,000	2,940	-	4,500	2,500	-44.4%		2,500
41040	Fines - Public Safety	162,360	226,745	196,000	258,091	297,580	15.3%	51.8%	101,580
41170	E-Summons	-	7,854	-	7,000	7,000	0.0%	-	7,000
41070	ATM Fees	3,000	2,880	-	480	-	-100.0%	-	-
41100	Administrative Fees	3,000	4,211	-	4,500	5,000	11.1%	-	5,000
41120	Service Revenue - Engineering	5,000		-	10,000	10,000	0.0%	-	10,000
41130	Service Revenue - Legal	-	4,146	-	20,000	10,000	-50.0%	-	10,000
41140	Service Revenue - Other	360	450	10,000	1,000	1,000	0.0%	-90.0%	(9,000)
41000	Fees - Other	990	1,098	12,490	1,500	2,500	66.7%	-80.0%	(9,990)
Grants									
42010	Litter Grant	1,050	814	1,946	935	1,050	12.3%	-46.0%	(896)
42020	Public Safety (HB599)	22,793	23,684	23,684	23,684	23,686	0.0%	0.0%	2
42021	NHSTA (DMV)	-	8,348	-	7,468	14,594	95.4%	-	14,594
42040	PEG	280	269	-	300	-	-	-	-
42080	Other Grants	2,000	94,380	-	97,622	-	-100.0%	-	-
Public Property Leases and Rentals									
43010	Town Hall Rentals	500	800	1,000	-	500	-	-50.0%	(500)
43020	River Mill Park Rentals	2,000	888	3,500	-	2,000	-	-42.9%	(1,500)
43030	Mamie Davis Park Rentals	2,000	1,600	-	-	2,000	-	-	2,000
	200 Mill Street Lease	-	-	-	-	7,500	-	-	7,500
Other									
44010	General Fund Interest	500	626	1,000	500	120	-76.0%	-88.0%	(880)
44060	Other Revenues	39,699	23,166	-	2,850	1,000	-64.9%	-	1,000
	Fund Transfers	-	-	104,015	74,371	19,921	-	-80.8%	(84,094)
General Fund Totals		\$ 902,612	\$ 1,031,324	\$ 969,831	\$ 1,141,724	\$ 1,070,940	-6.2%	10.4%	101,109

Account	FY2022 Proposed Expenditures - General Fund	FY2020 Budget	FY2020 Actual	FY2021 Budget	FY2021 Projected	FY2022 Proposed	% to Projected	% to Budget	\$ to Budget
60000	Total Personnel Services	452,226	465,884	531,849	562,709	633,917	12.7%	19.2%	102,068
60400	Total Professional Services	139,250	129,263	163,400	204,205	156,770	-23.2%	-4.1%	(6,630)
60800	Total Information Technology Services	13,500	20,239	17,300	34,875	27,205	-22.0%	57.3%	9,905
61200	Total Materials and Supplies	15,414	22,714	14,634	44,650	20,008	-55.2%	36.7%	5,374
61600	Total Operational Services	11,050	15,319	8,550	7,285	7,500	3.0%	-12.3%	(1,050)
62000	Total Contracts	82,000	75,398	82,000	77,800	82,000	5.4%	0.0%	-
62400	Total Insurance	20,120	24,534	20,120	27,126	28,000	3.2%	39.2%	7,880
62800	Total Public Information	3,300	2,001	3,300	3,072	2,500	-18.6%	-24.2%	(800)
63200	Total Advertising	9,000	2,331	9,000	3,000	2,000	-33.3%	-77.8%	(7,000)
63600	Total Training and Travel	12,800	8,899	13,237	8,315	16,450	97.8%	24.3%	3,213
64000	Total Vehicles and Equipment	21,000	37,775	21,000	35,250	23,530	-33.2%	12.0%	2,530
64400	Total Seasonal	4,500	5,788	5,000	1,259	3,000	138.3%	-40.0%	(2,000)
64800	Total Town Hall	14,910	10,245	10,600	7,750	10,690	37.9%	0.8%	90
65200	Total Mill House Museum	7,620	6,000	6,620	-	6,090	-	-8.0%	(530)
65600	Total 200 Mill Street	1,620	90	620	900	-	-100.0%	-100.0%	(620)
66000	Total Police/PW Annex	4,240	6,977	1,740	4,128	5,910	43.2%	239.7%	4,170
66400	Total Mill Street Storage	1,051	85	250	100	250	150.0%	0.0%	-
66800	Total River Mill Park and Facility	30,190	14,496	12,211	21,097	14,970	-29.0%	22.6%	2,759
67200	Total Mamie Davis Park and Riverwalk	7,650	9,391	3,750	3,668	2,650	-27.8%	-29.3%	(1,100)
67600/68000	Other Parks	421	715	-	-	-	-	-	-
68400	Total Streets and Sidewalks	1,400	-	1,200	-	700		-41.7%	(500)
68800	Total Historic District	16,450	16,588	11,500	12,050	14,100	17.0%	22.6%	2,600
69200	Special Events	16,000	11,477	15,050	8,282	-	-100.0%	-100.0%	(15,050)
	Fund Transfer	16,900	-	16,900	74,203	12,700	-	-24.9%	(4,200)
General Fund Totals		902,612	886,207	969,831	1,141,724	1,070,940	-6.2%	10.4%	101,109

Account	FY2022 Proposed Revenues - Events Fund	FY2020 Budget	FY2020 Actual	FY2021 Budget	FY2021 Projected	FY2022 Proposed	% to Projected	% to Budget	\$ to Budget
Fall/Spring Shows									
47020	Booth Rentals	130,825	-	154,960	25,000	170,600	582.4%	10.1%	15,640
47030	Shuttle Fare	45,175	-	46,000	-	53,000		15.2%	7,000
47010	Sponsorships	-	130	-	-	10,000	-	-	10,000
47060	Merchandise Sales	-	-	2,250	1,000	1,000	0.0%	-55.6%	(1,250)
47081	Activity Revenue	-	-	10,500	16,600	1,500	-	-85.7%	(9,000)
47081	Alcohol Sales	-	-	5,100	-	3,600	-	-29.4%	(1,500)
47040	Vendor Parking	5,000	-	6,300	-	6,000	-	-4.8%	(300)
	Sub-Total	181,000	130	225,110	42,600	245,700	476.8%	9.1%	20,590
Community Events									
69210	HolidayFest	-	-	-	1,340	1,340	0.0%	-	1,340
	River Mill Park Events	-	888	-	4,450	6,750	51.7%	-	6,750
	Spirit and Spirits	-	193	-	-	-	-	-	-
69290	Other Events	-	-	-	-	-	-	-	-
	Sub-Total	-	1,081	-	5,790	8,090	39.7%	-	8,090
Other Revenues									
40040	Brick Paver Program	-	868	-	1,750	3,000	71.4%	-	3,000
44020	Event Fund Interest	-	3,874	-	3,000	3,000	0.0%	-	3,000
	Fund Transfers	-	-	-	-	12,700	-	-	12,700
	Other Revenues	-	-	-	-	-	-	-	-
	Sub-Total	-	4,742	-	4,750	18,700	293.7%	-	18,700
Event Fund Revenues Totals		181,000	\$ 5,954	\$ 225,110	\$ 53,140	\$ 272,490	412.8%	21.0%	\$ 47,380
FY2022 Proposed Expenditures - Events Fund									
60000	Total Personnel Services	55,275	50,472	60,506	50,777	62,892	23.9%	3.9%	2,386
60400	Total Professional Services	-	4,123	10,000	10,000	10,000	0.0%	0.0%	-
61200	Total Material and Supplies	11,421	2,759	6,423	15	5,150	34233.3%	-19.8%	(1,273)
62000	Total Contracts	29,383	22,479	69,375	4,248	66,700	1470.2%	-3.9%	(2,675)
63200	Total Advertising	21,000	12,444	10,248	6,000	19,000	216.7%	85.4%	8,752
66800	Total River Mill Park and Facility	1,000	258	-	600	1,000	66.7%	-	1,000
69200	Total Special Events	16,000	11,477	-	8,282	12,700	53.3%	-	12,700
Event Fund Expenditure Totals		\$ 134,079	\$ 104,012	\$ 156,552	\$ 79,923	\$ 177,442	122.0%	13.3%	\$ 20,890
Proposed Net Revenue		\$ 46,921	\$ (98,059)	\$ 68,558	\$ (26,783)	\$ 95,048	-454.9%	38.6%	\$ 26,490

Account	FY2022 Proposed Revenues - Mamie Davis Fund	FY2020 Budget	FY2020 Actual	FY2021 Budget	FY2021 Projected	FY2022 Proposed	% to Projected	% to Budget	\$ to Budget
44030	Mamie Davis Fund Interest	600	543	600	503	500	-0.6%	-16.7%	(100.00)
43030	Rentals	-	-	600	1,500	-	-100.0%	-100.0%	(600.00)
Mamie Davis Fund Revenues Totals		\$ 600	\$ 543	\$ 1,200	\$ 2,003	\$ 500	-75.0%	-58.3%	\$ (700)

Account	FY2022 Proposed Expenditures - Mamie Davis Fund	FY2020 Budget	FY2020 Actual	FY2021 Budget	FY2021 Projected	FY2022 Proposed	% to Projected	% to Budget	\$ to Budget
7000	Capital Projects	-	-	-	-	2,000	-	-	2,000
Mamie Davis Fund Expenditures Totals		\$ -	\$ -	\$ -	\$ -	\$ 2,000	-	-	\$ 2,000

FY2022 Proposed Budget - Capital Improvement Program	Activity	FY22	FY23	FY24	FY25	FY26	Project Total
Intersection Improvements	Public Works	3,400	-	75,000	-	-	78,400
Street Maintenance	Public Works	83,000	30,000	-	95,000	-	208,000
Sidewalk Maintenance	Public Works	12,000	5,000	50,000	20,000	20,000	107,000
Building Maintenance	Public Works	5,000	6,200	10,000	28,000	-	49,200
Stormwater Maintenance	Public Works	10,000	10,000	30,000	19,000	50,000	119,000
Gaslight Conversion Project	Public Works	-	-	-	-	-	-
Riverwalk Maintenance Project	Public Works	10,000	5,000	-	-	-	15,000
Gaslight Banner Replacement	Public Works	5,000	-	-	-	-	5,000
Streetscape + Infrastructure Plan Implementation	Public Works	10,000	10,000	10,000	10,000	10,000	50,000
Vehicles and Equipment	Public Safety	5,000	32,800	16,000	16,000	16,000	85,800
In-Vehicle Laptops	Public Safety	4,000	-	-	-	-	4,000
Body Armor	Public Safety	1,000	-	6,000	-	7,000	14,000
Timed Parking Management Equipment	Public Safety	5,500	5,500	-	-	-	11,000
Police Radio	Public Safety	-	-	15,000	15,000	-	30,000
Computer Upgrades	Administration	-	-	-	-	12,000	12,000
Comprehensive Plan Update	Administration	-	-	-	-	5,000	5,000
Totals		\$ 153,900	\$ 104,500	\$ 212,000	\$ 203,000	\$ 120,000	\$ 793,400

Fund Source Summary

CIP Funds	148,900	71,700	75,000	172,000	97,000	564,600
Grants	5,000	-	121,000	15,000	7,000	148,000
Other Revenue		32,800	16,000	16,000	16,000	80,800
Total	\$ 153,900	\$ 104,500	\$ 212,000	\$ 203,000	\$ 120,000	\$ 793,400

Proposed Budget by Activity

Administration	-	-	-	-	17,000	17,000
Public Safety	15,500	38,300	37,000	31,000	23,000	144,800
Public Works	138,400	66,200	175,000	172,000	80,000	631,600
Total	\$ 153,900	\$ 104,500	\$ 212,000	\$ 203,000	\$ 120,000	\$ 793,400

TOWN COUNCIL PRIORITIES

Below are the priorities that were set by the Town Council in January and serve as the foundation for the annual budget development process.

1. COMMUNITY DEVELOPMENT AND PROGRAMMING

- **Develop community programming and events**
 - Be clean, green, safe and stable
 - On-going coordination with Prince William/Fairfax Counties
- **Plan and promote Occoquan as a trail junction**
- **Outreach to HOAs**
- **Increase reputation and viability of annual events**
 - Be a shopping, dining, entertainment hub for Prince William County, Southern Fairfax County and Northern Stafford County
 - Promote coordination with LRPA and with Lorton Work House Arts Center
- **Business support**
 - Be an attractive center of employment for start-ups/small businesses (5-25) employees

2. HISTORIC PRESERVATION AND TOWN APPEARANCE

- **Maintain and preserve historic properties**
- **Promote maintenance of public and private properties**
 - Plan for expansion and maintenance of the Riverwalk
 - Improve the Town's gateways
 - Stewardship of Town's natural resources
 - Beautification/landscaping efforts to enhance Town aesthetics

3. PARKING MANAGEMENT

- **Manage parking and traffic issues in Historic District**
 - Measure, analyze and refine timed parking program
 - Continue development and implementation of comprehensive parking plan including paid private lots, development of parking facilities, and timed parking
 - Continue to analyze thru-traffic management, including continuing discussions with local jurisdictions regarding the issue
 - Develop town-owned parking lots

4. PUBLIC SAFETY

- **Identify and address public safety concerns**
 - Provide for the public safety of the persons and property of the residents, businesses and visitors to the town
 - Promote a professional and accountable police department
 - Promote safe roads and sidewalks in town

5. STORMWATER MANAGEMENT

- **Identify and support opportunities for stormwater management**
 - Sediment Response policy
 - Explore funding options for stormwater maintenance program

6. ECONOMIC AND PANDEMIC RECOVERY

- **Identify economic development opportunities**
- **Replenish reserves**

TOWN AND COMMUNITY INFORMATION

Historic Occoquan is an original 18th century mill town nestled on the banks of the Occoquan River. Designated for inclusion in the National Register of Historic Places in 1983, Occoquan is neither a precise restoration nor a museum, but a vibrant community that successfully combines over 300 years of history with the modern attractions of the future, an island of small town charm in a major metropolitan area.

Occoquan is home to more than 1,000 residents and has a number of attributes that set it apart from other jurisdictions, including a prime location along the Occoquan River, a rich and well-documented 300-year history, and a compact and walkable downtown business district. In addition, it is located at the juncture of three major commuter routes, and is within and shares its border with the 12th and 2nd wealthiest counties¹ in the United States (Prince William County and Fairfax County, respectively.)

¹ 2012 American Community Survey, Wealthiest US Counties by Median Household Income

The Town of Occoquan boasts a unique business community that is home to over 100 small businesses including restaurants, boutiques, art galleries, home furnishings, antiques and other fine goods. In addition to hosting the award-winning Occoquan Arts and Crafts Show twice a year, which brings more than 10,000 people to the area to shop a wide variety of arts, crafts and handcrafted goods, the Town and its business community hosts other special events throughout the year including shopping events, outdoor concerts, kid friendly activities, and several holiday celebrations, including the annual Holiday Tree Lighting event and Town Blessing.

The Town is governed under the Council-Manager form of government. The Town government engages in a wide range 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.

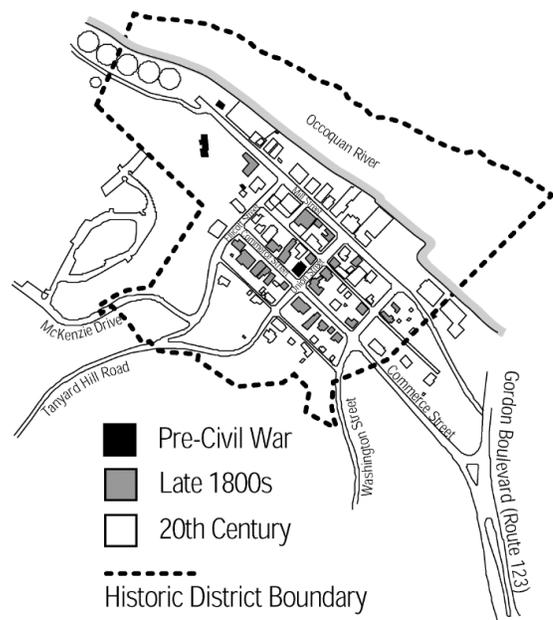
Our History

Occoquan established its commercial and residential successes long before Virginia was a colony when Captain John Smith traveled the Occoquan River to establish trade routes between the Dogue Indians and English settlers. The rolling hills, strong water falls, and natural beauty of the area attracted entrepreneurs like John Ballandine. During the late eighteenth century, he established Occoquan as a full-service town with mills, forges, stores, tolling points and multiple residences.

The most famous of these residences is Rockledge Mansion, built circa 1760 with stone from Occoquan's own quarry of Virginia blue stone. Supposedly designed by the famous William Buckland, the home still sits perched above the town as Ballandine requested. It was this residence that served as the town's bakery, ice house and spring well. Ballandine also built one of the most internationally famous mills of the late 1700s. The structure, also designated the first automated mill in North America, now serves as the Occoquan Historical Society's Mill House Museum. The success and beauty of eighteenth century Occoquan attracted more entrepreneurs. Its most successful gentleman, Nathaniel Ellicott, came to officially settle the area after establishing Ellicott City, Maryland. The Town was formally platted in 1804 and its original boundaries form the basis of the current Historic District. The 1800s proved quite prosperous for Occoquan - multiple residences and storefronts established an attractive stopping point for those journeying to the Nation's Capital. Many of the buildings constructed during this era are still intact along Mill and Commerce Streets.

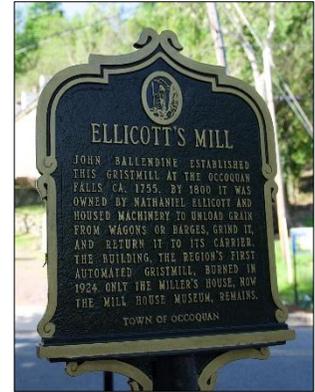
This map indicates the location of older buildings in the central area of Town and their periods of construction. The map also shows the Town's Historic District, as adopted in August 1999, which roughly mirrors the boundaries established in the 1804 charter. In 2014, the Town's boundary was extended westward to include Fairfax Water's one-acre parcel, which was converted into River Mill Park in 2016.

In 1916, a major fire destroyed a number of commercial structures on Commerce, Union and Mill streets. Other fires over the years have destroyed significant buildings, including the flour mill in 1924 and Ebenezer Church in 1923. The Church was rebuilt the following year on the same site where it still stands.



The progression of the twentieth century proved difficult for Occoquan, but the Town has persevered none the less. Heavy silting of the river and the water authority's takeover of the river's dam proved damaging for water transportation and recreation. Multiple fires and hurricanes raged through Town destroying many of its original buildings. The construction of Route 1 and I-95 deemed Occoquan temporarily obsolete. But Occoquan's endurance, positivity and proactive mindset have resulted in the Town becoming popular and successful once again.

In 1984, Occoquan secured its status as an official Historic District listed on the National Register of Historic Landmarks. Inside the boundaries of the District sit a multitude of individually registered buildings and sites that still lend the Town a quaint appearance. In the early 2000’s, the Town took steps to better emphasize its rich historical heritage through the establishment of a walking tour and the placement of 14 commemorative markers throughout the Town. The markers are cast with a description on one side and an etched image of the site from historic photographs on the other.



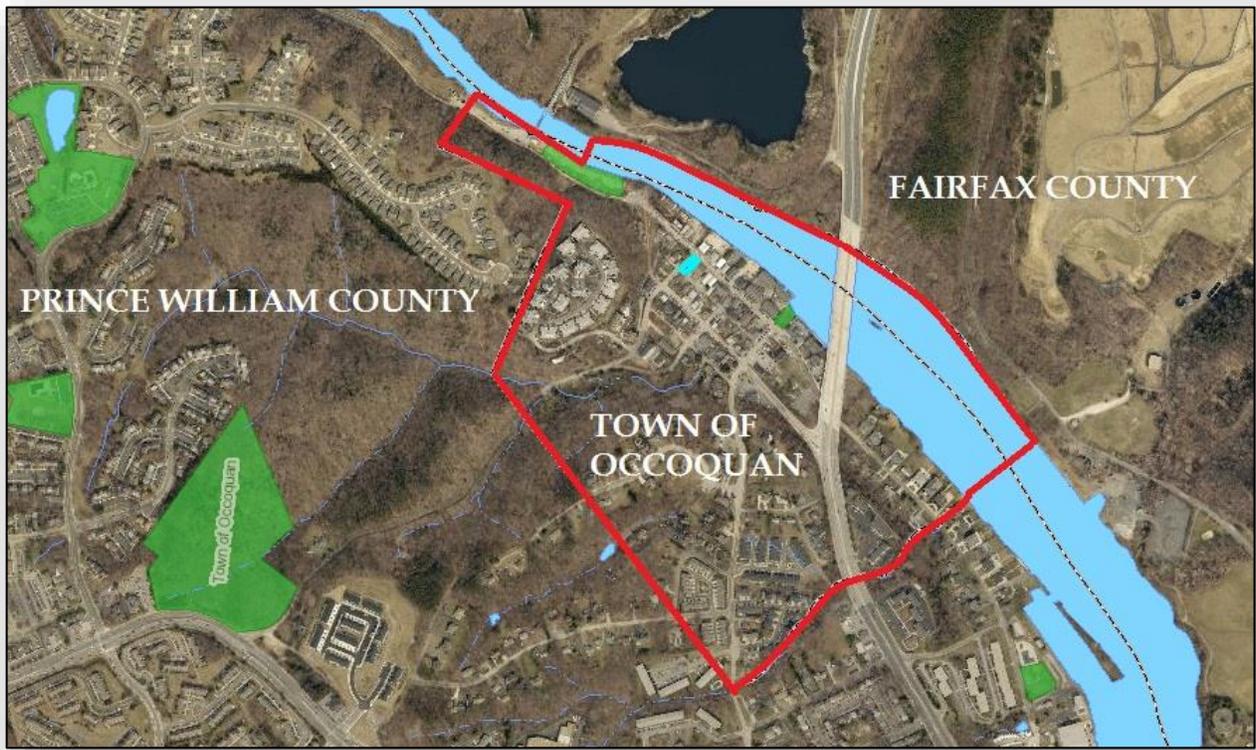
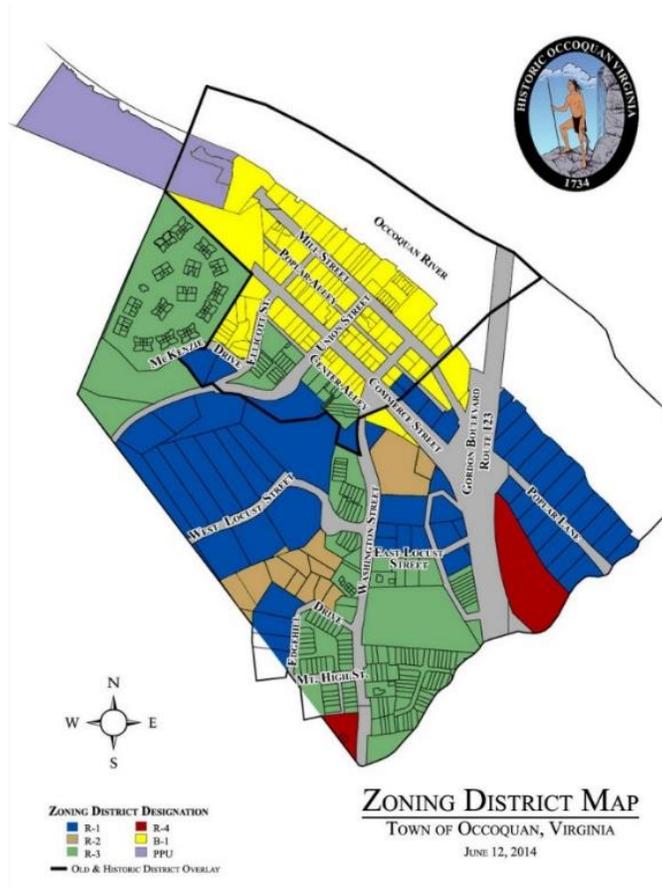
Historic Marker

Today, Occoquan is home to more than 1,000 residents and has a unique mixed-use historic downtown business district that features a wide-range of small businesses including antiques, toys, home goods, art and boutiques, as well as a range of restaurants, sandwich shops, cafes and service businesses including finance, real estate, pet sitting and insurance. Mixed within these businesses are residential units and homes, including apartments, condominiums, single-family and multi-family dwellings. Many communities strive to bring mixed-use developments to their localities in order to create and promote an active and vibrant community and downtown area. In 1804, the Town of Occoquan was developed in this manner and the Town has successfully maintained this atmosphere more than 200 years later.

Demographic Snapshot

Category	Town of Occoquan	Prince William County
Population	1,174	461,423
Median Age	38.4	35.2
High School Graduate or Higher	98.8%	88.5%
Bachelor’s Degree or Higher	51.4%	41.1%
Graduate or Professional Degree	17.3%	16.8%
Housing	530 Units	148,874 Units
Median Income	\$110,883	\$118,142
Individuals Below Poverty Level	3.6%	6.6%
Veterans	154	42,139
Race		
White	65.1%	61.4%
African American	20.4%	23.7%
Hispanic or Latino	9.4%	23.5%
American Indian + Alaska Native	0.0%	1.1%
Asian	20.6%	10.9%
Native Hawaiian + Pacific Islander	0.0%	0.4%
Other Race	4.2%	8.8%

2015-2019 American Community Survey 5-Year Data Profile



By Car

The Town of Occoquan is located at exit 160 on I-95 and houses the Discover Prince William and Manassas Visitors' Center. In addition, the Town is accessible from Route 123 (Gordon Boulevard), Old Bridge Road, and Tanyard Hill Road.

By Train

The Town of Occoquan is located approximately ten minutes from the Amtrak Auto Train. The Auto Train transports individuals and their vehicles nonstop from the Washington DC area to just outside of Orlando, Florida. As a service, the Occoquan Transportation Company, a private shuttle company, provides a daily shuttle service from the Lorton Auto Train to the Town so that auto train passengers can come into Town to shop and dine before boarding the train to Florida.

By Plane

The Town of Occoquan is located approximately 35 minutes from Dulles International Airport, Ronald Reagan Washington National Airport and the Manassas Regional Airport. The airports are accessible via VA-28, I-95 and VA-234, respectively.

By Trail

The Town of Occoquan is also accessible via the Occoquan Water Trail, US Bike Route 1, East Coast Greenway, Fairfax Cross County Trail and the Potomac National Scenic Trail. Most of these trails run through Occoquan and are clearly marked along the trail. In addition, the town located along the Occoquan Water Trail. Maps are available on the Town's website, at the Visitors Center and Mill House Museum.



TOWN OF OCCOQUAN

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

PROPOSED FY 2022 BUDGET – MAY 18, 2021 TAX RATES IN SUPPORT OF THE BUDGET – JUNE 1, 2021

PUBLIC HEARINGS TO SOLICIT COMMENT ON THE FOLLOWING:

1. Proposed FY 2022 Budget (see synopsis below.) A copy of the proposed budget is available at Town Hall from 9 a.m. to 4 p.m., Monday through Friday, and on the Town’s website at www.occoquanva.gov; and
2. Maintain the current real estate tax rate of \$0.12 per \$100 of the assessed value; and
3. Maintain the current meals tax rate of 3%; and
4. Proposed increase of the current transient occupancy tax rate of 2% to 7%.

		FY 2021 Budget	FY 2022 Proposed
OPERATING FUND	Revenues	\$969,831	\$1,070,940
	Expenses	\$969,831	\$1,070,940
CIP FUND	Revenues	\$19,411	\$5,000
	Expenses	\$165,896	\$153,900
MAMIE DAVIS FUND	Revenues	\$1,200	\$500
	Expenses	\$0	\$2,000
EVENTS FUND	Revenues	\$225,100	\$272,490
	Expenses	\$156,552	\$177,442

KIRSTYN JOVANOVIICH, ICMA-CM
 Town Manager

A public hearing on the proposed budget will be held on May 18, 2021 at 7:00 p.m. at Occoquan Town Hall, 314 Mill Street, Occoquan, VA 22125.

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

The required legal publication of this notice occurred on May 6, and an additional courtesy notice was published on May 13, 2021.

NOTICE OF PROPOSED REAL PROPERTY TAX INCREASE

The Town of Occoquan proposes to increase property tax levies.

1. Assessment Increase: Total assessed value of real property, excluding additional assessments due to improvements to property, exceeds last year's total assessed value of real property by 4.2 percent.

2. Lowered Rate Necessary to Offset Increased Assessment: The tax rate which would levy the same amount of real estate tax as last year, when multiplied by the new total assessed value of real estate with the exclusions mentioned above, would be \$0.1152 per \$100 of assessed value. This rate will be known as the "lowered tax rate."

3. Effective Rate Increase: The Town of Occoquan proposes to adopt a tax rate of no more than \$0.12 per \$100 of assessed value. The difference between the lowered tax rate and the proposed rate would be \$0.0048 per \$100, or 4 percent. This difference will be known as the "effective tax rate increase."

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

4. Proposed Total Budget Increase: Based on the proposed real property tax rate and changes in other revenues, the total budget of the Town of Occoquan will increase from last year's budget by 10.4%.

A public hearing on the proposed tax rate will be held on June 1, 2021 at 7:00 p.m. at Occoquan Town Hall, 314 Mill Street, Occoquan, VA 22125.

Instruction to Publisher:

Run This Notice Twice

May 6, 2021

May 13, 2021

This notice shall be at least the size of one-eighth page of a standard size or a tabloid size newspaper, and the headline in the advertisement shall be in a type no smaller than 18-point. The notice shall not be placed in that portion, if any, of the newspaper reserved for legal notices and classified advertisements.