

TOWN OF OCCOQUAN

Fiscal Year 2025
Adopted Budget and
Capital Improvement Program

TOWN OF OCCOQUAN, VIRGINIA
FY 2025 ADOPTED BUDGET AND
CAPITAL IMPROVEMENT PROGRAM



TOWN OF OCCOQUAN, VIRGINIA
FY 2025 ADOPTED BUDGET AND
CAPITAL IMPROVEMENT PROGRAM

OCCOQUAN TOWN COUNCIL

Earnest W. Porta, Jr., Mayor

Jenn Loges, Vice Mayor

Cindy Fithian, Councilmember

Eliot Perkins, Councilmember

Nancy Freeborne Brinton, Councilmember

Theo Daubresse, Councilmember

TOWN MANAGER / CHIEF OF POLICE

Adam C. Linn, J.D., VCLEE-CEO

TOWN ATTORNEY

Martin Crim

EXECUTIVE LEADERSHIP TEAM

Jason Forman, Deputy Chief of Police

Matthew Whitmoyer, Deputy Town Manager

CONTRACTED SERVICES

Bruce Reese, Town Engineer

Sara Fila, Zoning Administrator

DEPARTMENT LEADERSHIP

Philip Auville, Town Clerk

Asma Rupani, Town Treasurer

Manuel Casillas, Asst. Treasurer

Julie Little, Events Director

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Cover Photos by Adam Linn

TOWN MANAGER TRANSMITTAL LETTER



TOWN OF OCCOQUAN

CIRCA 1734 • CHARTERED 1804 • INCORPORATED 1874
314 MILL STREET • PO BOX 195 • OCCOQUAN, VIRGINIA 22125
(703) 491-1918 • FAX (571) 398-5016 • INFO@OCCOQUANVA.GOV
WWW.OCCOQUANVA.GOV

TOWN COUNCIL
EARNEST W. PORTA, JR., MAYOR
JENN LOGES, VICE MAYOR
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THEO DAUBRESSE

**TOWN MANAGER/
CHIEF OF POLICE**
ADAM C. LINN, J.D.

July 1, 2024

Dear Mayor Porta and Members of the Occoquan Town Council:

I am pleased to present the Fiscal Year (FY) 2025 Adopted Budget for the Town of Occoquan for the period beginning July 1, 2024, and ending June 30, 2025. This budget document includes the Town's General (Operating) Fund, Capital Improvement Program (CIP) Fund, Events Fund, Mamie Davis Fund, and E-Summons Fund.

As part of the annual budget process, the Town Council reviewed the FY2024-2025 Strategic Framework that codified the Town Council priorities for their current term. The priorities are separated into capital tiers and operational tiers. Those tiers were used as guidance in developing the budget.

All Funds

The total FY 2025 Adopted Budget encompassing all funds includes \$3,111,030 in revenues and \$3,028,215 in expenditures, resulting in a \$82,815 surplus for all funds. This reflects a decrease of 14.8 percent in revenues, and a 15.3 percent decrease in expenditures over the FY 2024 Adopted Budget. The surplus is anticipated to fund working capital.

Taxes – General Fund

The Town's General Fund is supported through taxes, service fees, licenses, and other revenue from the Local, State, and Federal governments. The FY 2025 Adopted Budget maintained the Town's Real Estate tax rate of \$0.116 per \$100 of assessed value. Properties were reassessed in 2024 and assessments increased on average by 6 percent over last year's assessments.

With the average increase in assessments and maintaining the Real Estate tax rate of \$0.116 per \$100 of assessed value, Real Estate tax revenue is estimated to increase by \$15,582 or 5.4 percent over the FY 2024 Adopted Budget.

The FY 2025 Adopted Budget maintains the Town's current meals tax rate of 3.5 percent and transient occupancy tax rate of 7 percent.

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 2025 include stormwater improvement implementation, Riverwalk extension/improvement projects, Town-owned building updates, and vehicle and equipment improvements.

Funding for the CIP is generated from the net revenue of the Events Fund, which includes the spring RiverFest and Craft Show and the Fall Arts and Crafts Show, as well as grants received. The funding sources for CIP are used to help offset the costs for capital projects within the town instead of using General Fund revenues to pay for larger one-time costs, such as infrastructure.

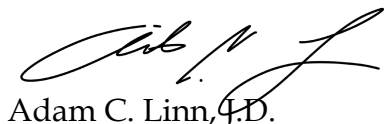
Staffing and Employee Benefits

The FY 2025 Adopted Budget includes: (i) the addition of a full-time police officer and reduction of hours authorized in the part-time police officer pool of hours and (ii) the conversion of the full-time Treasurer position into part-time Treasurer and Assistant Treasurer positions equaling approximately 1 full-time equivalent. There were no other changes to the number of approved positions or staffing levels from the Approved FY 2024 budget.

The Adopted Budget includes a performance increase funding pool for permanently filled positions. These are merit increases based on annual performance appraisals.

The FY 2025 Adopted Budget continues to include funding for an employer-offered health insurance benefit as well as the Virginia Retirement System (VRS). The Town of Occoquan instituted these benefits to improve employee retention, attract highly qualified employees, and to be competitive with similar organizations. The estimated funding for the health insurance option included in the Adopted Budget is based on the Town's continued participation in The Local Choice (TLC), administered by the Commonwealth of Virginia. Full-time, permanent employees are eligible to participate in VRS. The Town's continued employer commitment is included in the FY 2025 Adopted Budget.

Respectfully Submitted,



Adam C. Linn, J.D.

Town Manager / Chief of Police

MISSION, VISION, AND VALUES

MISSION

The mission of the employees of the Town of Occoquan is to deliver services to Town residents, businesses, customers and visitors in an efficient, effective and equitable manner and to build a stronger, more vibrant community.

VISION

The Town of Occoquan is a thriving, attractive, historical river front town committed to family, business, the arts, and a healthy quality of life.

VALUES

The core values that guide the Town staff's actions and decision-making are the following:

- A. Transparency- operating in such a way that is clear, accurate and obvious.
- B. Integrity – consistently applying these core values even when doing so is difficult or unpopular.
- C. Accountability – taking ownership and accepting the consequences of one's actions.
- D. Innovation – applying new ideas, devices or processes to enhance service to visitors and citizens.
- E. Respectfulness – demonstrating respect for others and their opinions, while collaborating and actively conducting the Town's business.
- F. Inclusivity – not excluding any particular groups of people and where all people feel valued and their differences are respected.

HOW THE BUDGET IS ORGANIZED

The Budget Process

The Town of Occoquan's budget cycle begins in the second quarter of the current fiscal year with a staff review of services and programs, and anticipated needs within the upcoming two fiscal years. The intent is to budget and appropriate funding annually, but to also plan for the future and anticipate the future needs and expectations of the community. The budget must be adopted by the Town Council annually prior to July 1st of each year. During the budget process, each tax rate is reviewed, and public input sought throughout the process through regular meetings and public hearings. In addition to these meetings, the Town Council meets for several work sessions prior to publishing the budget document.

Budget Calendar

October/November	<ul style="list-style-type: none"> Capital Improvements Program review by Executive Leadership Team
December/January	<ul style="list-style-type: none"> Performance measures and goals reviewed by Town Manager Goal setting session with Town Council Staff meetings to discuss department needs and requests Budget and financial needs submitted to Town Manager
February	<ul style="list-style-type: none"> Town Council review of Strategic Framework status and Budget Calendar Town Council provides budget development direction Town Manager develops proposed budget
March	<ul style="list-style-type: none"> First Town Council Budget Work Session
April	<ul style="list-style-type: none"> Second Town Council Budget Work Session Third Town Council Budget Work Session Proposed Budget Submitted to Town Council
May	<ul style="list-style-type: none"> Public Hearing on Proposed Budget Public Hearing on Proposed Tax Rates Budget Adopted
July	<ul style="list-style-type: none"> Adopted Budget Published

Amendments to the Adopted Budget

Changes to the Adopted Budget are possible using fund transfers and budget amendments. The Town Council has the authority to approve fund transfers between activities and departments, as well as funds from the reserve. Any year-end operating surpluses revert to unappropriated balances, known as working capital, for use in maintaining reserves and/or funding Council-approved expenditures.

Budget as a Planning Tool

The budget process is more than a plan that reviews revenue and projected spending. Budgeting is a formal way to convert the Town's short-range and long-range plans and policies into services and programs for our citizens. The budget details these services and programs in terms of cost.

In FY 2023, the Mayor and Town Council developed and approved a Strategic Framework with the intent of creating a broad, time-limited (Council tenure) set of parameters that reinforced adopted Council priorities and the Comprehensive Plan, and identified priorities for capital projects and operations, with major budget and action steps to direct staff.

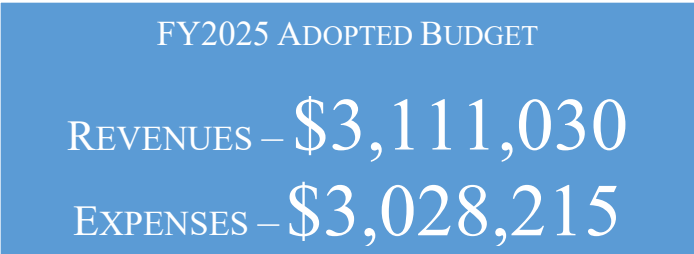
As referenced above, the Town completed a new Comprehensive Plan in 2016 and an update in 2021. This document outlines the needs and desires of the community now and into the future. Upon the completion of the Comprehensive Plan in 2016, the Town initiated a comprehensive update to the Town's zoning and subdivision codes, which was completed in FY 2018. After the completion of the zoning and subdivision update, the Town completed the process of recodifying the entire Town Code in 2019, which had not been performed since 1999. Staff continues to review and propose updates. The purpose of these activities is to ensure that the town code, which is used to implement policies and serves as the Town's governing documents, is in line with the Comprehensive Plan, the State Code, and is consistent throughout. The budget is a critical component of implementing the vision of the town's comprehensive plan and code.

THE BUDGET IN BRIEF

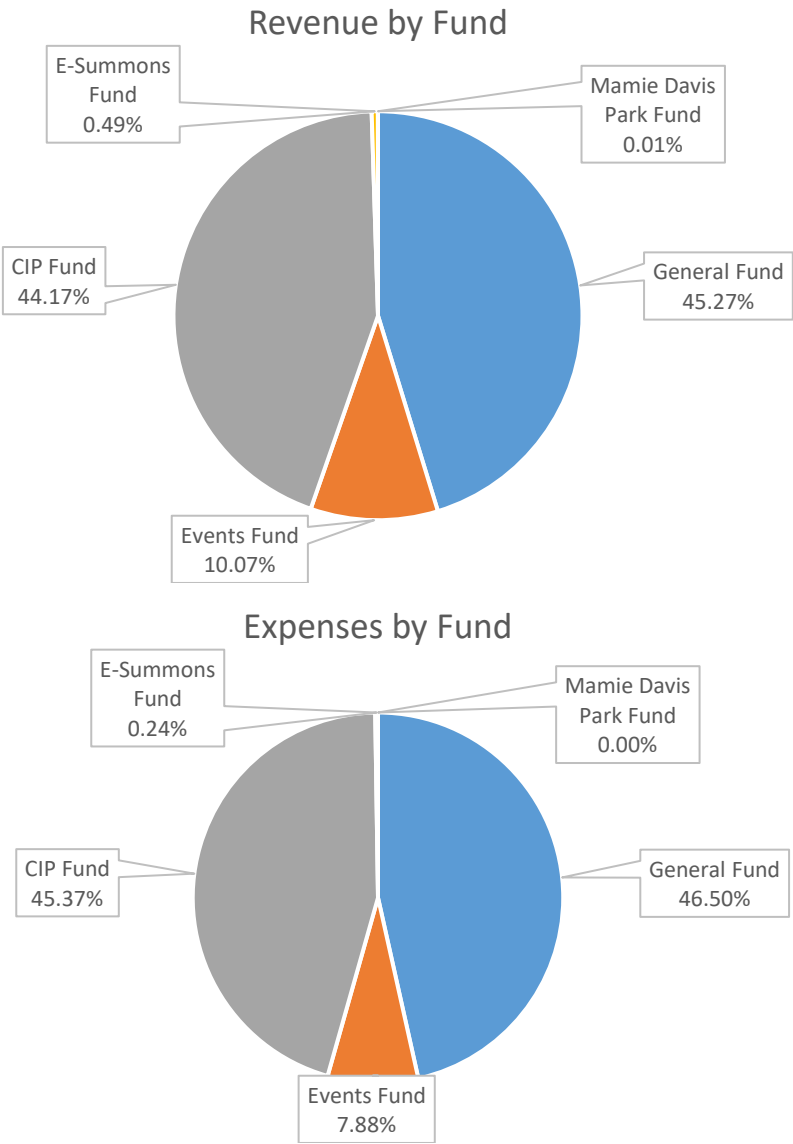
The Town's financial management system is divided into several funds based on general operations and functions. Each fund has identified revenues and expenditures. The major funds appropriated by Town Council are as follows:

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

5. E-Summons Fund

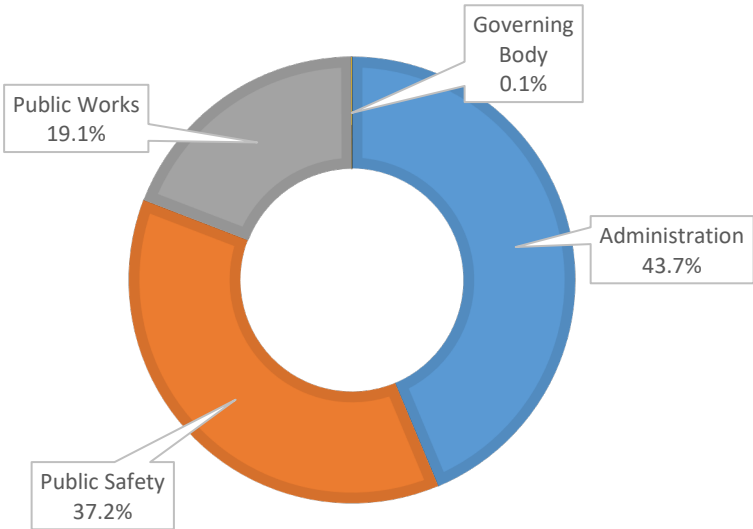


The FY 2025 Adopted Budget for all funds totals \$3,111,030 and \$3,028,215 for revenues and expenditures, respectively. This reflects a decrease of \$82,815 or 14.8 percent in revenues, and a decrease of \$548,085 or 15.3 percent in expenditures compared to the FY 2024 Adopted Budget. This decrease is a result of a reduction in the Capital Improvement Program for FY 2025.

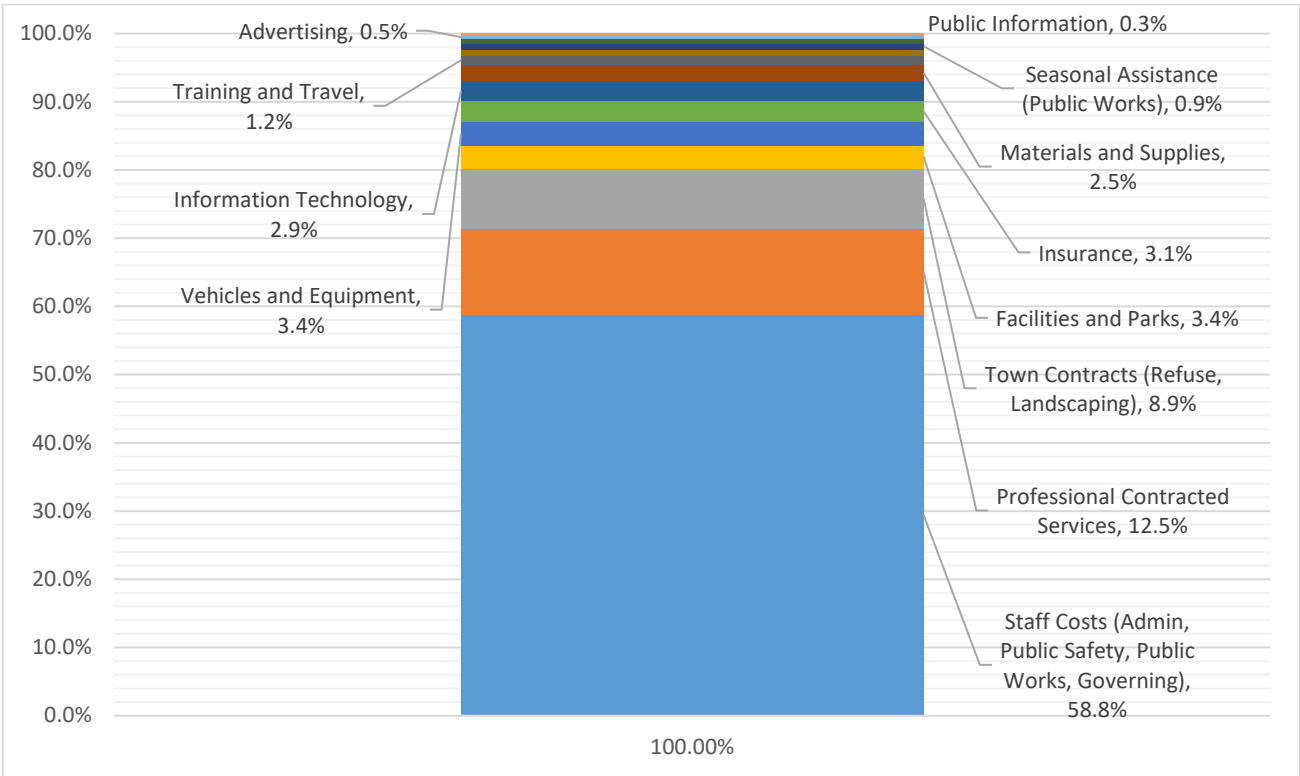


Where the Money Goes.

Breakdown by Department



Breakdown by Expenditure



Funds Summary – Revenues and Expenses**GENERAL FUND**

Categories	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Adopted	Change Adopted to Budget	
						\$	%
Revenues	\$1,227,546	\$1,243,176	\$1,316,017	\$1,348,521	\$1,408,258	\$ 92,241	7.0%
Expenses	\$1,227,546	\$1,185,695	\$1,316,017	\$1,274,955	\$1,408,258	\$ 92,241	7.0%

EVENTS FUND *formerly Craft Show Fund*

Categories	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Adopted	Change Adopted to Budget	
						\$	%
Revenues	\$ 256,870	\$ 282,102	\$ 301,225	\$ 175,190	\$ 313,285	\$ 12,660	4.2%
Expenses	\$ 196,223	\$ 192,252	\$ 234,280	\$ 209,808	\$ 238,726	\$ 4,445	1.9%

CAPITAL IMPROVEMENT FUND

Categories	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Adopted	Change Adopted to Budget	
						\$	%
Revenues	\$1,032,704		\$2,020,502		\$1,374,031	-\$646,471	-32.0%
Expenditures	\$1,032,704		\$2,020,502		\$1,374,031	-\$646,471	-32.0%

MAMIE DAVIS FUND

Categories	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Adopted	Change Adopted to Budget	
						\$	%
Revenues	\$ 500	\$ 256	\$ 500	\$252	\$ 256	\$ 244	-48.8%
Expenses	\$ 5,000	\$ 5,250	\$ -	\$ -	\$ -	\$ -	0.0%

E-SUMMONS FUND

Categories	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Adopted	Change Adopted to Budget	
						\$	%
Revenues	\$12,000	\$ 14,027	\$ 11,500	\$ 14,652	\$ 15,250	\$ 3,750	32.6%
Expenses	\$ 3,150	\$ 978	\$ 5,500	\$ 6,100	\$ 7,200	\$ 1,700	30.9%

General Fund

The General Fund is the Town's main operating account and funds all the programs and services that are required for daily operations within the Town. This includes administration, public safety, public works, and the governing body. This fund is supported by tax and fee revenues, as well as grants and other monies collected by the Town.

General Fund Revenue

Total revenues for FY 2025 in the General Fund are \$1,408,258. This is an increase of \$92,241, or 7.0 percent over the FY 2024 Adopted Budget. Occoquan's General Fund

revenue is supported by taxes, fees, charges for service, fines, and state and federal aid.

Significant revenue sources include real estate taxes, meals taxes, business license taxes, and public safety fees. Other significant revenues are derived from other fees including vehicle license, business license, utility and communication taxes, sales taxes, transient occupancy taxes, grants, rentals, and other fees, fines, and revenues.

Real estate taxes, meals taxes, business license taxes, and public safety fees make up the largest portion of General Fund Revenues, accounting for approximately 79 percent of revenue. Real estate taxes account for 21.6 percent of General Fund revenue and are \$304,351 for FY 2025, based on maintaining the real estate tax rate \$0.116 per \$100 of assessed value. All real estate (taxable, tax exempt and tax relief properties) was reassessed in 2024, resulting in an estimated 6.1 percent increase in overall valuation from \$260,575,500 to \$276,569,000. The reassessment of taxable real estate only results in a 5.4 percent increase.

Meals taxes account for 23.7 percent of General Fund revenue and are \$333,812 for FY 2025, which is a reduction from FY 2024. The Meals Taxes are based on maintaining the tax rate at 3.5 percent and historical trends as well as continued pandemic recovery.

General Fund Expenses

The FY 2025 Adopted Budget General Fund expenses are \$1,408,258. This is an increase of \$92,241 or 7 percent over the FY 2024 Adopted Budget. The increase in expenses is attributable to inflationary expenses and increased contract costs such as refuse collection, insurance, and legal, as well as the addition of an additional full-time police officer and increases in existing program costs.

The FY 2025 Adopted Budget also includes a performance-based salary adjustment pool that provides for an average increase of 3 percent for permanent employees. There were no other changes to service or program delivery.

Events Fund

The Events Fund, formerly known as the Craft Show Fund, is a separate fund that supports the spring RiverFest and Craft Show and the Fall Arts and Crafts Show, as well as other town events. Generally, net revenues from the Events Fund are used to help fund the Town's capital improvement projects and other large, one-time costs incurred by the Town. In addition, the Town's part-time Events staff are funded through the Events Fund.

The revenues for the Events funds are derived from booth rentals, shuttle fares, sponsorships,

ticket sales, and other smaller income generating activities. The revenues are event dependent and subject to cancelations from weather and pandemic.

Capital Improvement Fund

The Capital Improvement Fund is not a revenue generating fund. It utilizes the net revenues generated from the Events Fund, working capital, and income received from grants to implement capital improvement projects identified within the Capital Improvement Program (CIP). These projects are often one-time, large cost projects that cannot be funded or supported through the General Fund.

The FY 2025 Adopted Budget reflects capital costs of \$1,374,031., with a corresponding \$1,374,031 from anticipated grants and other funding reflected in the revenue category. These revenues include \$920,000 from an FY 2024 federal appropriations Community Project Funding grant for stormwater remediation, which the Town was notified it would be receiving.

The FY 2025 CIP also includes \$436,006 in revenue from the Town's resources, Working Capital, and State Aid to Localities funding to support projects including Riverwalk expansion activities, town-owned building improvements and public safety equipment.

Mamie Davis Fund

The Mamie Davis fund is a \$100,000 permanent endowment that was gifted to the Town by former Town official and resident, Ms. Mamie Davis. The Town is not able to spend the principal amount; however, we are able to utilize the revenues generated from interest on projects benefiting Mamie Davis Park or Town Hall.

E-Summons Fund

Established with the FY 2023 budget, the E-Summons Fund contains the revenues and expenses associated with Town ordinance O-2019-02 that assesses a \$5 fee per traffic or criminal case. These revenues can only be used for the purchase, implementation, and maintenance of the eSummons Program. The eSummons Program was established to increase overall efficiency to the Judicial System by reducing backlog of data entry of summons and facilitating faster and more accurate entry of summons into the court system.

Budget Detail by Fund

GENERAL FUND

Revenues

Account	General Fund - Revenues	FY2023 Budget	FY2023 Actual	FY2024 Adopted	FY2024 Projected	FY2025 Adopted	% to Projected	% to Budget	\$ to Budget
	Taxes								
40010	Real Estate Tax	275,492	275,340	288,769	289,560	304,351	5.1%	5.4%	15,582
40020	Meals Tax	282,499	281,566	357,641	321,351	333,812	3.9%	-6.7%	(23,828)
40030	Sales Tax	36,000	40,686	40,000	47,954	48,000	0.1%	20.0%	8,000
40040	Utility Tax	30,000	34,765	31,000	36,457	36,500	0.1%	17.7%	5,500
40050	Communications Tax	33,000	32,168	33,000	27,058	33,000	22.0%	0.0%	-
40060	Transient Occupancy Tax	14,500	36,604	21,000	40,974	46,500	13.5%	121.4%	25,500
40070	Peer-to-Peer Vehicle Tax				3,300	6,600	100.0%	-	6,600
	Fees								
41010	Vehicle License Fee	11,000	10,521	11,000	11,000	11,000	0.0%	0.0%	-
41020	Business Licenses	68,800	65,047	75,000	87,345	90,402	3.5%	20.5%	15,402
41025	Business License Fee		-	4,140	4,140	4,260	2.9%	2.9%	120
41030	Late Fees	2,500	2,440	1,500	2,820	1,500	-46.8%	0.0%	-
41040	Fines - Public Safety	345,000	328,796	349,830	365,622	375,000	2.6%	7.2%	25,170
41100	Administrative Fees	10,000	5,870	8,500	12,850	8,500	-33.9%	0.0%	-
41120	Service Revenue - Engineering	10,000	12,354	14,000	5,600	14,000	150.0%	0.0%	-
41130	Service Revenue - Legal	10,000	-	10,000	-	5,000	-	-50.0%	(5,000)
41140	Service Revenue - Other	500	741	500	620	600	-3.2%	20.0%	100
41000	Fees - Other	1,500	786	3,000	1,271	2,500	96.8%	-16.7%	(500)
	Grants								
42010	Litter Grant	1,329	3,025	1,329	2,085	1,329	-36.3%	0.0%	-
42020	Public Safety (HB599)	35,688	26,041	26,821	27,388	27,678	1.1%	3.2%	857
42021	NHSTA (DMV)	15,000	11,512	15,375	15,000	16,000	6.7%	4.1%	625
42040	PEG	-	180	-	-	-	-	-	-
	Other Grants	-	34,435	-	-	-	-	-	-
	Public Property Leases and Rentals								
43010	Town Hall Rentals	-		-		-		-	-
43020	River Mill Park Rentals	3,000	1,000	3,000	2,750	4,000	45.5%	33.3%	1,000
43030	Mamie Davis Park Rentals	2,000	1,100	1,500	3,000	3,000	0.0%	100.0%	1,500
	200 Mill Street Lease	7,613	7,993	7,613	7,613	7,727	1.5%	1.5%	114
	Other								
44010	General Fund Interest	900	30,133	10,200	25,094	25,000	-0.4%	145.1%	14,800
44040	Brick Program	-		300	300	300	0.0%	0.0%	-
44060	Other Revenues	1,000	73	1,000	7,369	1,700	-76.9%	70.0%	700
	Fund Transfers	30,225							-
	General Fund Revenue Total	1,227,546	1,243,176	1,316,017	1,348,521	1,408,258	4.4%	7.0%	92,241

Expenses

Account	General Fund - Expenditures	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Adopted	% to Projected	% to Budget	\$ to Budget
60000	Total Personnel Services	\$ 708,934	\$ 667,537	\$ 734,672	\$ 710,771	\$ 827,001	16.4%	12.6%	\$ 92,329
60400	Total Professional Services	\$ 169,321	\$ 161,302	\$ 174,325	\$ 168,516	\$ 175,967	4.4%	0.9%	\$ 1,642
60800	Total Information Technology Services	\$ 31,100	\$ 35,193	\$ 40,092	\$ 43,938	\$ 40,430	-8.0%	0.8%	\$ 338
61200	Total Materials and Supplies	\$ 27,230	\$ 28,554	\$ 31,125	\$ 30,367	\$ 34,850	14.8%	12.0%	\$ 3,725
61600	Total Operational Services	\$ 9,000	\$ 9,300	\$ 10,172	\$ 8,891	\$ 9,200	3.5%	-9.6%	\$ (972)
62000	Total Contracts	\$ 112,382	\$ 109,433	\$ 122,135	\$ 119,072	\$ 125,103	5.1%	2.4%	\$ 2,968
62400	Total Insurance	\$ 33,690	\$ 37,918	\$ 40,300	\$ 39,959	\$ 43,500	8.9%	7.9%	\$ 3,200
62800	Total Public Information	\$ 5,020	\$ 2,808	\$ 4,036	\$ 3,927	\$ 4,050	3.1%	0.4%	\$ 14
63200	Total Advertising	\$ 2,000	\$ 4,875	\$ 7,640	\$ 7,134	\$ 6,610	-7.3%	-13.5%	\$ (1,030)
63600	Total Training and Travel	\$ 18,210	\$ 10,244	\$ 16,510	\$ 13,466	\$ 17,050	26.6%	3.3%	\$ 540
64000	Total Vehicles and Equipment	\$ 27,210	\$ 49,375	\$ 30,050	\$ 55,279	\$ 47,650	-13.8%	58.6%	\$ 17,600
64400	Total Seasonal	\$ 10,500	\$ 10,623	\$ 11,700	\$ 10,939	\$ 13,000	18.8%	11.1%	\$ 1,300
64800	Total Town Hall	\$ 11,890	\$ 11,689	\$ 12,624	\$ 11,044	\$ 11,344	2.7%	-10.1%	\$ (1,280)
65200	Total Mill House Museum	\$ 6,500	\$ 300	\$ 6,500	\$ 6,500	\$ 6,500	-	0.0%	\$ -
65600	Total 200 Mill Street	\$ 500	\$ -	\$ -	\$ -	\$ -	-	-	\$ -
66000	Total Police/PW Annex	\$ 5,910	\$ 5,483	\$ 3,190	\$ 7,409	\$ 3,350	-54.8%	5.0%	\$ 160
66400	Total Mill Street Storage	\$ 250	\$ -	\$ -	\$ -	\$ -	-	-	\$ -
66800	Total River Mill Park and Facility	\$ 16,200	\$ 18,398	\$ 19,318	\$ 18,143	\$ 18,154	0.1%	-6.0%	\$ (1,164)
67200	Total Mamie Davis Park and Riverwalk	\$ 4,100	\$ 4,049	\$ 5,850	\$ 5,122	\$ 5,400	5.4%	-7.7%	\$ (450)
67600	Total Tanyard Hill Park	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	\$ -
68000	Total Furnace Branch Park	\$ -	\$ -	\$ -	\$ -	\$ 500	-	-	\$ 500
68400	Total Streets and Sidewalks	\$ 3,000	\$ 2,727	\$ 2,800	\$ 1,800	\$ 2,500	38.9%	-10.7%	\$ (300)
68800	Total Historic District	\$ 24,600	\$ 15,888	\$ 20,600	\$ 12,678	\$ 13,600	7.3%	-34.0%	\$ (7,000)
69200	Special Events	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	\$ -
68900	Total Public Art Program	\$ -	\$ -	\$ -	\$ -	\$ 2,500	-	-	\$ 2,500
TBD	Total Fund Transfer	\$ -	\$ -	\$ 22,379	\$ -	\$ -	-	-100.0%	\$ (22,379)
TOTALS		\$ 1,227,546	\$ 1,185,695	\$ 1,316,017	\$ 1,274,955	\$ 1,408,258	10.5%	7.0%	\$ 92,241

EVENTS FUND**Revenues**

Account	Events Fund - Revenues	FY2023 Budget	FY2023 Actuals	FY2024 Budget	FY2024 Projected	FY2025 Adopted	% to Projected	% to Budget	\$ to Budget
Event Revenues									
47010	Sponsorships	13,000	17,658	42,500	15,515	34,000	119.1%	-20.0%	\$ (8,500)
47020	Booth Rentals	138,195	164,250	160,375	94,250	166,000	76.1%	3.5%	\$ 5,625
47030	Shuttle Fare	66,600	60,270	60,500	28,500	60,500	112.3%	0.0%	\$ -
47040	Vendor Parking	7,725	9,900	8,900	5,250	10,500	100.0%	18.0%	\$ 1,600
47060	Merchandise	1,750	1,070	3,000	1,778	1,125	-36.7%	-62.5%	\$ (1,875)
47021	Ticket Sales	10,500	9,376	11,600	14,007	18,575	32.6%		\$ 6,975
Other Revenues									
44040	Bricks Program	1,800	1,814	1,275	1,500	1,575	5.0%	23.5%	\$ 300
41160	Convenience Fees	5,500	5,023	5,875	4,378	4,550	3.9%		\$ (1,325)
44020	Events Fund Interest	1,200	99	1,200	-	-			\$ (1,200)
	Other Revenue	-	12,642	6,000	10,012	16,460	64.4%		\$ 10,460
Total Events Fund Revenues		246,270	282,102	301,225	175,190	313,285	78.8%	4.0%	\$ 12,060

Expenses

Account	Events Fund - Expenses	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Adopted	% to Projected	% to Budget	\$ to Budget
60000	Total Personnel Services	71,547	65,311	84,531	70,995	98,371	38.6%	16.4%	13,840
60400	Total Professional Services	10,000	13,804	17,600	11,055	5,050	-54.3%	-71.3%	(12,550)
60800	Total Information Tech Services	-	1,230	1,200	900	390	-56.7%	-67.5%	(810)
61200	Total Material and Supplies	9,400	20,061	18,025	13,450	13,545	0.7%	-24.9%	(4,480)
62000	Total Contracts	64,875	74,692	75,125	54,769	75,100	37.1%	0.0%	(25)
63200	Total Advertising	25,500	21,372	24,875	30,494	32,500	6.6%	30.7%	7,625
66800	River Mill Park and Facility	650	375	600	750	850	13.3%	41.7%	250
69200	Total Special Events	14,250	22,582	12,325	27,395	12,920	-52.8%	4.8%	595
Total Events Fund Expenses		\$ 196,222	\$ 219,428	\$ 234,281	\$ 209,808	\$ 238,726	13.8%	1.9%	\$ 4,445

MAMIE DAVIS FUND**Revenues**

Account	Mamie Davis Fund Revenues	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Adopted	% to Projected	% to Budget	\$ to Budget
44030	Mamie Davis Fund Interest	500	256	500	252	256	1.7%	-48.8%	(244)
43030	Rentals								
Mamie Davis Fund Expenses Total		\$ 500	\$ 256	\$ 500	\$ 252	\$ 256	1.7%	-48.8%	(\$ 244)

Expenses

Account	Mamie Davis Fund Expenses	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Adopted	% to Projected	% to Budget	\$ to Budget
7000	Capital Projects*	5,000	5,250	-	-	-	-100.0%	100.0%	(5,000)
Mamie Davis Fund Expenses Total		\$ 5,000	\$ 5,250	\$ -	\$ -	-	-100.0%	100.0%	(5,000)

E-SUMMONS FUND***Revenues**

Account	E-Summons Fund Revenues	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Adopted	% to Projected	% to Budget	\$ to Budget
41170	E-Summons Revenue	12,000	14,027	11,500	14,652	15,250	4.1%	32.6%	3,750
	E-Summons Fund Interest	-	-	-	-	-			-
E-Summons Fund Revenues Total		\$ 12,000	\$ 14,027	\$ 11,500	\$ 14,652	\$ 11,500	4.1%	32.6%	\$ 3,750

Expenses

Account	E-Summons Fund Expenses	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Adopted	% to Projected	% to Budget	\$ to Budget
60860	Hardware/Software	1,750	793	4,300	4,900	5,600	14.3%	30.2%	1,300
61220	Operational Supplies	1,400	185	1,200	1,200	1,600	33.3%	33.3%	400
E-Summons Fund Expenses Total		\$ 3,150	\$ 978	\$ 5,500	\$ 6,100	\$ 7,200	18.0%	30.9%	\$1,700

* E-Summons Fund established with FY 2023 budget.

CAPITAL IMPROVEMENT PROGRAM**FY 2025 - FY 2029**

FY2025 Adopted Capital Improvement Program (CIP)	Activity	Funding Source	FY25	FY26	FY27	FY28	FY29	Totals
Street and Parking Improvements	Public Works	CIP	\$ -	\$ 25,000	\$ -	\$ -	\$ 50,000	\$ 75,000
FY26 - Poplar Alley Repaving	Public Works	CIP		25,000				\$ 25,000
FY29 - Road Resurfacing	Public Works	CIP					\$ 50,000	\$ 50,000
Sidewalk Improvements	Public Works	CIP	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ 40,000
FY28 - Sidewalk Improvements	Public Works	CIP				\$ 40,000		\$ 40,000
Riverwalk Improvements	Public Works	WC / Grant	\$ 110,000	\$ -	\$ 750,000	\$ 750,000	\$ -	\$ 1,610,000
FY25-FY26 - Riverwalk Extensions	Public Works	WC / Grant	\$ 110,000	\$ -	\$ 750,000	\$ 750,000		\$ 1,610,000
Building and Parks Improvements	Public Works	CIP	\$ 12,200	\$ 18,000	\$ 10,000	\$ -	\$ -	\$ 40,200
FY25 - Town Hall/Annex Building Painted	Public Works	CIP	\$ 7,500					\$ 7,500
FY25 - Annex ADA Project (1st floor reception)	Public Works	CIP	\$ 1,500					\$ 1,500
FY25 - Mill Street Storage - door replacement	Public Works	CIP	\$ 1,500					\$ 1,500
FY26 - Mill Street Storage Improvements	Public Works	Grant		\$ 8,000				\$ 8,000
FY25 - River Road Fence	Public Works	CIP	\$ 1,700					\$ 1,700
FY26 - Mill House Museum - New windows and Door	Public Works	CIP		\$ 10,000				\$ 10,000
FY27 - Mill House Museum - New Roof	Public Works	CIP			\$ 10,000			\$ 10,000
Vehicles and Equipment Improvements	PS/PW/ADM	CIP / Grants	\$ 93,300	\$ 54,000	\$ 41,500	\$ 23,500	\$ 13,500	\$ 225,800
FY24-FY29 - Replacement PS Vehicle - Hybrid SUV	Public Safety	599/CIP	\$ 9,000	\$ 9,000	\$ 9,000			\$ 27,000
FY24-FY29 - Replacement PS Vehicle - Hybrid SUV	Public Safety	599/CIP	\$ 9,000	\$ 9,000	\$ 9,000			\$ 27,000
FY27-FY29 - Replacement PS Vehicle - Hybrid SUV	Public Safety	599/CIP	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 30,000
FY25 - Trailer - Fire Suppression / Command	Public Safety	Grant	\$ 15,000					\$ 15,000
FY25 - Snow Plow & Spreader	Public Works	CIP	\$ 7,300					\$ 7,300
FY26 - Thermal Drone (UAS)	Public Safety	CIP/Grant		\$ 6,000				\$ 6,000
FY25-FY26 - Body Armor Replacement	Public Safety	CIP/Grant	\$ 6,000	\$ 1,500				\$ 7,500
FY25-FY26 - Holiday Snowflakes	Public Works	CIP	\$ 10,000	\$ 15,000				\$ 25,000
FY25-FY29 - Police Record Management System	Public Safety	CIP	\$ 27,000	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 41,000
FY24-FY28 - AXON Body Worn Camera System	Public Safety	WC	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000		\$ 40,000
Stormwater Improvements	Public Works	WC / CIP / Grant	\$ 1,150,031	\$ 120,000	\$ -	\$ -	\$ -	\$ 1,270,031
FY26 - Stormwater - Green Solutions	Public Works	Grant						\$ -
FY25 - Stormwater Implementation and Match	Public Works	Grant/WC	\$ 1,150,031	\$ 120,000				\$ 1,270,031
Streetscape and Infrastructure Improvements	Public Works	CIP	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 10,000
FY28 - Signage and Gateway Beautification	Public Works	CIP				\$ 5,000	\$ 5,000	\$ 10,000
Information Technology Improvements	Administration	CIP / WC	\$ 8,500	\$ 8,500	\$ 3,000	\$ -	\$ -	\$ 20,000
FY25-FY27 - Staff Laptop Replacement	Administration	CIP	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ 9,000
FY25-FY26 - Timed Parking Equipment	Administration	WC	\$ 5,500	\$ 5,500	\$ -	\$ -	\$ -	\$ 11,000
Total			\$ 1,374,031	\$ 225,500	\$ 804,500	\$ 818,500	\$ 68,500	\$ 3,291,031

Fund Source Summary	FY25	FY26	FY27	FY28	FY29	5-Year Total
CIP Funds	\$ 71,500	\$ 72,250	\$ 150,500	\$ 53,500	\$ 63,500	\$ 411,250
Working Capital	\$ 355,506	\$ 75,500	\$ 40,000	\$ 760,000	\$ -	\$ 1,231,006
599 Funding (Capital)	\$ 9,000	\$ 9,000	\$ 14,000	\$ 5,000	\$ 5,000	\$ 42,000
DOJ BVP Grant	\$ 3,000	\$ 750	\$ -	\$ -	\$ -	\$ 3,750
Other Grants	\$ 935,025	\$ 68,000	\$ 600,000	\$ -	\$ -	\$ 1,603,025
Total	\$ 1,374,031	\$ 225,500	\$ 804,500	\$ 818,500	\$ 68,500	\$ 3,291,031

Proposed Budget by Department	FY25	FY26	FY27	FY28	FY29	5-Year Total
Administration	\$ 8,500	\$ 8,500	\$ 3,000	\$ -	\$ -	\$ 20,000
Public Safety	\$ 76,000	\$ 39,000	\$ 41,500	\$ 23,500	\$ 13,500	\$ 180,000
Public Works	\$ 1,289,531	\$ 178,000	\$ 760,000	\$ 795,000	\$ 55,000	\$ 3,022,531
Total	\$ 1,374,031	\$ 225,500	\$ 804,500	\$ 818,500	\$ 68,500	\$ 3,291,031

For questions on the Adopted Budget or the town budget process, contact the Town of Occoquan at info@occoquanva.gov or call (703) 491-1918. Visit www.occoquanva.gov for general information about the Town of Occoquan.