



TOWN OF OCCOQUAN

Circa 1734 • Chartered 1804 • Incorporated 1874

314 Mill Street
PO BOX 195
Occoquan, VA 22125
(703) 491-1918
www.OccoquanVA.gov
info@occoquanva.gov

Occoquan Town Council Regular Meeting May 4, 2016 | 7:00 p.m.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Citizens' Time** - Members of the public may, for three minutes, present for the purpose of directing attention to or requesting action on matters not included on the prepared agenda. These matters shall be referred to the appropriate town official(s) for investigation and report. Citizens may address issues as they come up on the agenda if advance notice is given during 'Citizens' Time'.
4. **Approval of Minutes**
 - a. April 5, 2016 Regular Meeting Minutes
 - b. April 19, 2016 Work Session Meeting Minutes
5. **Councilmember Reports**
6. **Mayor's Report**
7. **Staff Reports**
 - a. Town Attorney
 - b. Town Engineer
 - c. Building Official
 - d. Town Manager
 - e. Chief of Police
 - f. Boards and Commissions
8. **Regular Business**
 - a. Request to Adopt and Appropriate FY 2017 Budget and Tax Rates
 - b. Request to Adopt Revised Building Fee Schedule
 - c. Request to Set Not To Exceed Limit for River Mill Park Signage and Refuse Containers
 - d. Request to Initiate Zoning Text Amendment Relating to Chapter 66, Article II, Division 5, Uses Permitted Relating to Child Care Facilities
 - e. Request to Appoint Members to the Planning Commission
 - f. Request to Approve Emergency Repairs to Visitors Center Women's Restroom
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.



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes - DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, April 5, 2016
7:00 p.m.

Present: Mayor Liz Quist, Vice Mayor Pat Sivigny, Councilmembers Matt Dawson, Jim Drakes, and Joe McGuire

Staff: Kirstyn Jovanovich, Town Manager; Martin Crim, Town Attorney; Bruce Reese, Town Engineer; Sheldon Levi, Chief of Police; Abigail Breeding, Town Treasurer;

Absent: Councilmember Tyler Brown; Chris Coon, Town Clerk

1. Call to Order

Mayor Quist called the meeting to order at 7:02 p.m.

2. Pledge of Allegiance

3. Citizens Time

Lance Houghton, 127 Washington Street, stated that there is an issue with one of the stop signs located at the intersection of Ellicott Street and Tanyard Hill Road. He also inquired about a letter he received from the Town in response to his complaint about a sign in front of his property, Rockledge Mansion, 430 Mill Street. He inquired about when the sign would no longer be considered a temporary sign and if it would then have to be removed.

Steve Vonderheide, 311 Mill Street, inquired about the floodplain manager appointment and wanted information prior to the public hearing on the proposed budget. He requested that Council provide information on the number of new homes built in the last five years and the projected new homes to be built in the future. He also wanted to know about the number of new restaurants that have opened in the last five years.

4. Approval of Minutes

It was moved to approve the minutes of the March 1, 2016 Regular Meeting and March 15, 2016 Special and Work Session Minutes.

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

5. Councilmember Reports

Councilmember McGuire stated the Planning Commission began looking at a broad scope of where the Town wants to be in twenty years, and there will be more information after the next Planning Commission meeting regarding the Comprehensive Plan update.

6. Mayor's Report

Mayor Quist inquired about the appointment of additional members to the Planning Commission and mentioned that Councilman McGuire previously noted that Anne Kisling, a previous Planning Commission member, was interested in serving on the Planning Commission again. The Council directed staff to post a call for interested Planning Commission members in an effort to appoint two additional members at the May 4, 2016 Regular Town Council meeting.

Mayor Quist also stated that the Town has been working with Prince William County staff and Supervisor Anderson's office to obtain additional funding for River Mill Park in order to complete the project as currently planned. The request for an additional \$125,000 will go before the Board of County Supervisors at the April 19, 2016 Board of Supervisors Meeting.

Mayor Quist stated that Prince William County conducted a watershed study that included Pond 28, located just outside on Town off Union Street/Tanyard Hill Road. The results of that study made Pond 28 a higher priority and the County has included water quality and flood control upgrades for the pond, which may benefit the Town. Once a construction time line is determined, the County will advise the Town.

7. Staff Reports

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

1. The State Technical Review Board has indicated that there will be a date set for an informal hearing for the Chris Kiely appeal. This has not yet been done and they indicated that they will have this hearing locally. Mr. Crim advised that it would be important to have the Town represented at that hearing.
2. The Limited Residential Lodging Act, Air BnB bill, was carried over to 2017, with a workgroup to look at the impact to report back by December 1, 2016.

Councilmember Drakes inquired about what the Limited Residential Lodging Act was aimed at accomplishing. Mr. Crim stated that the Bill would allow anyone to open a bed and breakfast and overrules any local ordinances.

B. Town Engineer: Mr. Reese, Town Engineer, reported on the following engineering activities:

1. Land Disturbance Activity report
 - a. Vistas at Occoquan
 - b. River Mill Park Phase II will be added next month.
2. River Mill Park Phase I is scheduled to get power to the building. The installation of the railing on the footbridge was scheduled to start this week, but issues with fabrication have put that project behind schedule. The Phase II contract has been signed and permits have been pulled for the Land Disturbance Activity.

Councilmember Drakes inquired about a projected date for the bridge opening. Mr. Reese stated that he didn't have a date but, it should be available for the Craft Show in

June. Ms. Jovanovich verified that she has communicated with the Project Manager and that the bridge will be completed and opened before the Craft Show and possibly before the end of May.

- C. **Building Official:** Mr. Barbeau was not present, however, his report was submitted as part of the meeting agenda. No questions were received.
- D. **Town Manager:** Ms. Jovanovich, Town Manager, submitted a manager's report as part of the agenda and held further discussion about Comcast Cares Day at the end of the month. No further questions were received.
- E. **Chief of Police:** Chief Levi provided his March 2016 report with the agenda packet. No questions were received.
- F. **Boards and Commissions:**
 - a. The Planning Commission is continuing to work on the Comprehensive Plan update.
 - b. Ms. Seefeldt, Chair, stated that the Architectural Review Board received and reviewed two sign applications and one exterior elevation application; both were approved.

8. Public Hearing

8A. Public Hearing on Proposed Fiscal Year 2017 Budget

Mayor Quist opened the public hearing at 7:24 p.m. and invited the public to provide comments on the Proposed FY 2017 Budget. No citizens spoke.

Mayor Quist closed the public hearing at 7:25 p.m.

9. Regular Business

9A. Request to Accept FY 2015 Financial Audit

It was moved to accept the Fiscal Year end June 30, 2015 Financial Report.

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

9B. Request to Purchase Replacement Signage

It was moved to approve the purchase of replacement signs in the amount of \$2,060 from the Fiscal Year 2016 CIP funds, Mill Street revitalization project, to be installed as part of Comcast Cares Day.

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

10. Closed Session

Vice Mayor Sivigny moved that the Council convene in closed session to discuss as permitted by Virginia Code §2.2-37711(A)(1) a personnel matter involving job assignments of specific employees. Councilmember McGuire seconded. **The motion carried by poll vote, unanimously.**

The Council came out of closed session at 7:57 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 Drakes, Councilmember Dawson, Councilmember McGuire, and Vice Mayor Sivigny, by roll call vote.**

11. Adjournment

The meeting was adjourned at 7:58 p.m.

Christopher Coon
Town Clerk



OCCOQUAN TOWN COUNCIL
Work Session Meeting - DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, April 19, 2016
6:00 p.m.

Present: Mayor Liz Quist, Vice Mayor Pat Sivigny, Councilmembers Joe McGuire, Jim Drakes, and Matt Dawson
Staff: Kirstyn Jovanovich, Town Manager
Others: Billy Flynn, The Engineering Groupe; Doug Smith, Total Construction Solutions

Absent: Councilmember Tyler Brown; Chris Coon, Town Clerk

1. Call to Order

Mayor Quist called the meeting to order at 6:01 p.m.

2. Regular Items

A. Proposed Building Official Fee Schedule Revisions

The Building Fee Schedule revisions are proposed to help address the Town's cost of the Building Official service and work toward making the service cost-neutral. Town staff and Total Construction Solutions worked together to develop the proposed fee schedule revisions.

Councilmember Drakes stated that there seems to be a significant increase in certain permit fees on the proposed revised fee schedule. Ms. Jovanovich stated that the size of increase seems large because the current fee schedule was set lower than the actual cost for the service incurred by the Town. Ms. Jovanovich noted the additional categories included on the revised fee schedule including the addition of a penalty for individuals that start work without a permit, an appeal request fee, retaining wall design review fee and plan resubmission fee. Ms. Jovanovich stated that the changes to the fee schedule need to be reviewed by the Town Attorney; however, the final proposed revised building fee schedule would be included on the May 4, 2016 agenda.

B. Dedication Opportunities for Officer Guindon

The Council discussed ways to recognize Officer Guindon, Prince William County police officer that was killed on her first day on duty in February of this year. It was discussed to have a plaque located on the trail, park, or kayak ramp. Councilmember McGuire stated that he has a contact that can put Town Council in contact with Officer Guindon's family to ensure that whatever is chosen is something that the family approves. Council then discussed having a concert series or public safety day that begins with a tribute to Officer Guindon. The event would be a way to thank public safety officers and would be done on behalf of or in memory of Officer Guindon. Council stated that the family of Officer Guindon

could be invited and given a plaque from the Town. The Town Council directed staff to develop a public safety event as part of the River Mill Park event programming for this year.

C. Zoning Code Amendment, Uses Permitted in the B-1 District, Childcare Facility

Currently, the Town Code permits the operation of childcare facilities within all residential districts with the issuance of a special use permit; however, it does not cite this use as acceptable within the business district (B-1). Ms. Jovanovich stated that a potential business owner has asked the Town to consider allowing this use in the B-1 District, which would require a Zoning Text Amendment to be initiated by the Town Council. Ms. Jovanovich requested guidance from the Town Council on whether or not to initiate a ZTA to permit this use within the B-1 District.

The Council discussed the potential impact of childcare facilities on the B-1 district, including traffic impacts related to drop-off and pick-up and parking requirements within the B-1.

The Council discussed that if this use was permitted with a special use permit within the B-1 district, what would be the legal justifications to not permit this use under the SUP. Ms. Jovanovich stated that she would inquire with the Town Attorney and provide this information at the May Town Council meeting. Ms. Jovanovich stated that staff would prepare a Zoning Text Amendment for the May regular meeting, during which Town Council could determine whether to initiate the process.

D. River Mill Park Project Update

Billy Flynn from The Engineering Groupe reported that the bridge and bathhouse should be completed within two weeks. He stated that the temporary pole needs to be addressed by Verizon; however, Verizon is currently on strike and as a result, the utility cannot be relocated to the conduit on the bridge and the pole will remain until which time Verizon relocates the lines. The current plan is to leave the temporary pole in place, lay the remaining concrete around the pole and in front of the restroom building, and complete a change order to remove the pole at a later date once Verizon relocates their line. The restroom building cannot be completed and opened until the remaining concrete is set.

Mayor Quist inquired about the cost of having a change order to remove the pole later. Mr. Flynn stated that he does not have that calculation, but expects it to be a couple hundred dollars.

Mr. Flynn estimated that the opening date for the bridge and the bathhouse would be during the first week of May. Ms. Jovanovich stated that the Town currently does not have a cleaning contract for the bathhouse and suggested waiting to open the bathhouse until the park grand opening at the end of June. The footbridge will be open in time for the June craft show.

Mr. Flynn stated that the canopy for the pavilion has a back order of ten weeks. The canopy should be delivered during the week of July 1, 2016. He stated that everything else should be complete before that date and the canopy would be attached to the pavilion later. The Town could open the park to the public prior to the attachment of the canopy.

Councilmember McGuire inquired about the status and upkeep of the grass in the park. Mr. Flynn stated that he was unaware of what is in the contract and he did not know if they were reseeding or resodding, but they must stabilize the property at the conclusion of the project.

Councilmember Dawson inquired about the installation of a sprinkler system. Ms. Jovanovich stated that initially the installation of a sprinkler system was discussed, specifically one that utilizes water from the river, but a sprinkler system was not included as part of the project due to funding availability. Town Council requested that Mr. Flynn provide the Town with cost estimates on the installation of a sprinkler system that would utilize river water.

Ms. Jovanovich stated that she has been working with two Boy Scouts on separate Eagle Scout projects including the installation of a signboard and benches for inside the park. She stated that the Town Council still needs to approve the purchase of signage, refuse containers and pet waste stations; that request will be on the May regular meeting agenda.

E. Council Discussion

Councilmember Drakes suggested having a committee to help manage Town dock and boardwalk issues and maintenance. This asset may need to have a group or committee to help support and manage the dock. Suggestions were made to have residents of Gaslight Landing, boaters, and commercial business owners who benefit from the dock as part of the Committee.

3. Adjournment

The meeting adjourned at 6:45 p.m.

Christopher Coon
Town Clerk



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

TOWN MANAGER
Kirstyn Barr Jovanovich

CHIEF OF POLICE
TOWN SERGEANT
Sheldon E. Levi

APRIL 2016 REPORT TO THE TOWN COUNCIL CHIEF OF POLICE REPORT

From March:

- Obtained summonses from the magistrate for two businesses that are delinquent in paying their taxes per the Town Code.

April:

- Met with Sheriff Hill to confirm his having the kickoff event for the 2016 Special Olympics Torch Run in Occoquan on May 26, 2016. This involves having a runner start at River Mill Park and run down Mill Street to the event at 126 Mill Street. The Sheriff will provide deputies for traffic control for the approximate five minutes it will take for the runner to reach their destination.
- Met with ABC agents on April 8, and accompanied them to one of the bars in Town to discuss issues about service practices that had been reported to ABC.
- After ABC agents left we were dispatched to Madigan's for a disorderly subject, where the manager was having words with a patron outside and we were called. This was verbal only, the subject was ID'd, the subject was not overly intoxicated, and left in an UBER car. No police action was necessary.
- Walk-in complaint from a property owner about their posted sign that was taken down and left on their property. The complainant said they may have video of the vandalism. I advised the complainant that if they do have video to call PWCPD and they will dispatch OPD if on duty, or a PWC officer if not. If there is no video, I advised the complainant to file an online report with PWCPD so they can capture the statistic for patrol priority purposes.
- Responded to a burglar alarm at Gaslight landing. Owners were not home, the home was secure, cleared as accidental.
- Responded to a panic alarm on East Colonial Drive. Residents were home, no problem, accidental trip of alarm.
- Responded to Mill Cross Lane for a resident who found a jaw bone in their yard. Determined the bone was non-human and confirmed by a PWCPD Crime Scene technician. Resident was advised they could dispose of it with their trash.
- Responded to a medical emergency on Washington Street. A resident was transported by PWCDFD to the hospital.
- Responded to a medical emergency in the Post Office parking lot. A resident fell, but refused transport to the hospital. The resident had a couple of alcoholic

drinks at a bar, was not showing obvious signs of intoxication, but due to the fall coupled with the alcoholic consumption, and being a Town resident, was provided a non-custodial police transport home within the Town.

- Escorted a long tractor trailer the wrong way on Mill and Washington Streets so he could exit the Town; GPS brought him through the Town.
- Responded to a dog locked in a vehicle on Mill Street and the dog's movement kept setting off the vehicle alarm. The dog did not appear to be in distress. Located the owner, and advised the owner of the strict nature of Virginia laws against animal cruelty, as well as disturbing the peace.
- Accompanied an ABC agent on April 15, visiting Madigan's and the Down Under Pub to advise them of new, more stringent, regulations going into effect on July 1, 2016, as well as a review of current regulations. These new regulations will give ABC more latitude to suspend or revoke licenses for "public safety" issues with ABC licensees.
- In response to a complaint about excessive noise by boaters tied to the Town dock at very late hours, we spoke to several boaters about keeping the noise at respectable levels, especially late at night, observing the dockage fee rules, and advised them of the new signage coming with specific docking rules.
- Assisted a motorist with changing a flat tire on Union Street.
- Met with PWCPD about police details for the Spring Crafts Show.
- Attended a Chief's meeting; our guest speaker was a Supervisory Special Agent with the FBI discussing public corruption.
- Responded to a telephone complaint about electronic message harassment. There were no criminal violations at this time. The complainant was given all information necessary for any future occurrences.
- Responded to a flash fire at Quinn's Jewelers. There was virtually no damage, but one employee suffered burns and was transported to Sentara. The PWC Fire Marshall's Office investigated the cause and origin of the fire.
- Assisted PWCPD in searching for a stolen vehicle that was heading to the Town on Gordon Boulevard. The vehicle went through the Moorings sub division before being driven into Occoquan. The vehicle was abandoned under the 123 Bridge and the two suspects fled on foot down Poplar Lane. PWCPD apprehended and arrested the suspects near the Moorings.
- Immediately after the stolen vehicle event, I responded to River Mill Park for trespassers. Upon arrival, there were six trespassers in the park; 4 juveniles and 2 adults. I took the adults and PWCPD took the juveniles. During the encounter one of the adults lied about her identity. I arrested her and she was transported to Gar-Field for trespassing and providing false identity to a law enforcement officer.

-END-



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J. Matthew Dawson
Jim Drakes
Joe McGuire

TOWN MANAGER
Kirstyn Barr Jovanovich

Town Manager's Report Town Council Meeting - May 4, 2016

Delinquencies

Meals Tax Delinquencies: Enforcement procedures are underway for Pink Bicycle, Riverside Coffee and Mini Mart and Occoquan Inn. Continuing to work through VFW meals tax issue.

Business license applications were due by March 1, 2016; a ten percent penalty per the Town Code have been applied to applications received after this date. Payment is due by May 31; additional penalties will apply for late payments. The Town staff proposes evaluating business license deadlines to have applications and payments due after April 15, since the fee is based on actual revenues from the previous year. This will allow businesses adequate time to file applications and payment to the town and avoid additional penalties. This issue will be reviewed with the Town Code recodification process next fiscal year.

Real Estate Taxes were due by February 15, 2016. Delinquency notices have been sent out.

Comcast Cares Day - April 30, 2016

Over 350 volunteers participated in Comcast Cares Day in the Town of Occoquan on April 30, 2016. Through Leadership Prince William's Class of 2016 and Comcast, the Town was able to complete and make significant progress on several outstanding maintenance projects including repairs to the Town dock, installation of new signage, painting at Town Hall and Mill House Museum, repairs at the Visitors Center, landscaping at the Mill Street storage facility and annex, plantings and landscaping at Furnace Branch Park, the corner of 123 and Commerce, Visitors Center, public art banner, Mill House and at the Annex, and preparation of the Route 123 wall for future public art. We were also able to remove vines on the Sycamore Tree by the Mill House and remove and trim the overhanging tree at the Visitors Center. In addition to April 30, volunteers assisted with power washing at the Town Dock on April 23, and began some demolition work on the dock on the evening of April 29. We are currently in the process of calculating the project value, but are currently estimating over \$30,000 in cash and in-service donations, as well as over 3,000 volunteer hours contributed to the planning and execution of this event. This was a major accomplishment for the Town and helped to not only improve the beauty of our community, but brought in 350 people to shop, dine and enjoy Occoquan.

Leadership Prince William

Participated in the April session of Leadership Prince William, which focused on Public Safety. The next session will be held on May 18, and focus on Communication. In addition, participated (along with Town Maintenance Supervisor Bucky Brill) in the planning and execution of Comcast Cares Day. The program will end on June 3, 2016.

Kayak/Canoe Launch

Submitted required grant documentation to DCR on April 28, 2016 for the ADA Canoe/Kayak Launch project. Funding for construction is identified as part of the FY 2017 Proposed Budget and CIP.

Comprehensive Plan Update

Continuing to assist the Planning Commission in the update of the Comprehensive Plan. A draft of the

Comprehensive Plan will be presented to the Town Council for review and discussion during their May 17, work session.

Eagle Scout Projects

Worked with Bailey Evans in the development and installation of a new display sign in River Mill Park on April 23, as part of his Eagle Scout Project. The sign will display park rules and upcoming events and activities. Currently working with another Boy Scout to build benches for River Mill Park as part of his Eagle Scout Project. Benches are expected to be installed prior to park opening.

River Mill Park Opening

The footbridge is expected to be open within the first week of May, and plans are underway for a grand opening event on June 25, 2016 for the park. The Events and Community Development Director is in the process of developing an event calendar for the summer of 2016.

Tanyard Hill Property

Scheduled a meeting during the week of May 2, to meet with the Prince William County Planning Department to begin process to release proffers in order to install/remove signage, and install trail on park property.

-END-



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
 Agenda Communication

8. Regular Business	Meeting Date: May 4, 2016
8 A: Request to Adopt and Appropriate Fiscal Year 2017 Budget and Tax Rates	

Explanation and Summary:

The Town began its FY 2017 budget process in November 2015 and held three budget work sessions to discuss the proposed budget on February 16, 2016, March 1, 2016 and March 15, 2016. In addition, the Town Council held a public hearing to obtain public input on the proposed budget on April 5, and on the proposed tax rates on April 26, 2016.

The final proposed budget document includes recommendations garnered from discussions held by Town Council, staff and the community throughout the budget process, with revenues based on increasing the current tax rate by \$0.01 from \$0.11 per \$100 of assessed value to \$0.12 per \$100 of assess value, maintaining the current meals tax rate of three percent and the current transient tax rate of two percent. On average, the \$0.01 increase on the real estate tax rate will result in a \$20 to \$40 annual, or \$1.67 to \$3.34 per month, increase on properties valued between \$200,000 and \$400,000.

BUDGET SUMMARY

		FY 2016 Adopted	FY 2017 Proposed	Difference	Increase/ (Decrease)
General Fund	Expenditures	\$583,038	\$685,415	\$102,377	17.56%
	Revenues	\$583,038	\$685,415	\$102,377	17.56%
Craft Show Fund	Expenditures	\$104,182	\$104,108	(\$74)	(0.07%)
	Revenues	\$222,825	\$217,125	(\$5,700)	(2.6%)
Mamie Davis Fund	Expenditures	\$2,000	\$2,000	\$0	0%
	Revenues	\$2,000	\$2,000	\$0	0%
Capital Improvement Fund	Expenditures	\$1,005,000	\$337,000	(\$680,000)	(66.47%)

Town Manager's Recommendation: Recommend adoption and appropriation of FY 2017 Budget, Capital Improvement Plan and tax rates in support of the budget.

Cost and Financing: N/A

8 A: Request to Adopt and Appropriate Fiscal Year 2017 Budget and Tax Rates

May 4, 2016

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Account Number: N/A

Proposed/Suggested Motions:

“I move to set a Real Estate Tax Rate for the Fiscal Year 2017 beginning July 1, 2016 of \$0.12 per \$100 of assessed valuation.”

AND

“I move to set a Meals Tax Rate for the Fiscal Year 2017 beginning July 1, 2016 of (3%) three percent.”

AND

“I move to set a Transient Tax Rate for the Fiscal Year 2017 beginning July 1, 2016 of (2%) two percent.”

AND

“I move to adopt the Fiscal Year 2017 Budget beginning July 1, 2016 as presented in the amount of \$685,415 and appropriate the funds for the expenditures shown in the budget.”

AND

“I move to adopt the Fiscal Year 2017 Capital Improvement Plan beginning July 1, 2016 as presented in the amount of \$337,000 and appropriate the funds for the expenditures shown in the budget.”

AND

“I move to adopt the Fiscal Year 2017 Mamie Davis Fund beginning July 1, 2016 as presented in the amount of \$2,000 and appropriate the funds for the expenditures shown in the budget.”

AND

“I move to adopt the Fiscal Year 2017 Craft Show Fund beginning July 1, 2016 as presented in the amount of \$217,125 for revenues and \$104,108 for expenditures and appropriate the funds for the expenditures shown in the budget.”

8 A: Request to Adopt and Appropriate Fiscal Year 2017 Budget and Tax Rates

May 4, 2016

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Or

Other action Council deems appropriate.

Attachments (1) FY 2017 Proposed Budget – Introduction and Financial Summaries

Full FY2017 Proposed Budget available online at www.occoquanva.gov or in Town Hall, 314 Mill Street, M-F, 9 am – 4 pm.

INTRODUCTION



DIRECTORY OF OFFICIALS AND STAFF

Directory of Officials

Elizabeth A.C. Quist, Mayor
Patrick A. Sivigny, Vice-Mayor
Tyler A. Brown, Council Member
J. Matthew Dawson, Council Member
Jim Drakes, Council Member
Joe McGuire, Council Member

Directory of Staff

Kirstyn Barr Jovanovich, CFM, Town Manager
Sheldon Levi, Chief of Police/Town Sergeant
Christopher Coon, Town Clerk
Abigail Breeding, CPA, Town Treasurer
Bucky Brill, Maintenance Supervisor

Contracted Services/Appointments

Martin Crim, Town Attorney
Ned Marshall, Zoning Administrator/Subdivision Agent
Bruce Reese, Town Engineer
Stan Orndorff, Assistant Town Engineer/Zoning Administrator
Joe Barbeau, Building Official

TOWN MANAGER TRANSMITTAL LETTER



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

TOWN MANAGER
 Kirstyn Barr Jovanovich

March 25, 2016

Dear Mayor Quist and Members of the Occoquan Town Council:

I am pleased to present the Fiscal Year (FY) 2017 Proposed Budget for the Town of Occoquan for the period beginning July 1, 2016 and ending June 30, 2017. This budget document includes the Town's General Fund budget, Capital Improvement Program for Fiscal Years 2017-2021, Mamie Davis Fund budget and Craft Show Fund budget. Throughout this document, you will notice emphasis on the Town Council's six budget priority areas that were established by the Town Council in 2015: parking, pedestrian safety and access, historic preservation and town appearance, Riverwalk project, community development and programming, and stormwater management.

Budget Development Process

The FY 2017 Proposed Budget builds on the budgeting process that was implemented during FY 2016. During last year's budget process, staff and Council worked together to redevelop the Town's budget in an effort to increase transparency and clearly illustrate the cost for the services and programs that the Town of Occoquan provides its residents, businesses and visitors. As a result of the hard work and commitment to creating a transparent and communicative document, the Town of Occoquan received the Government Finance Officers Association's Distinguished Budget Presentation Award. This award presents a significant achievement that reflects the Town's commitment to meeting the highest principles of governmental budgeting. The FY 2017 budget process aims to build on this achievement and continue to develop a highly transparent, communicative, informational and effective budget document and process for its community.

The FY 2017 budget process began in November 2015 as staff began to evaluate the Town's expenses and revenues, service delivery needs and expectations, and the manner in which the Town was delivering those needs and expectations to the community. In the development of the budget, staff also considered new services and impacts that are expected within the next

two fiscal years, including parks and recreation programming, historic preservation, maintenance and services, and infrastructure needs.

During the January 20, and February 3, 2015 meetings, Town Council discussed and identified six goals that the Council will focus on during FY 2016 and FY 2017. On February 3, 2015, Town Council adopted the following goals:

1. Parking Issues
2. Pedestrian Safety and Access
3. Historic Preservation and Town Appearance
4. Riverwalk Project
5. Community Development and Programming
6. Stormwater Management

The above goals were utilized in the development of the FY 2017 proposed budget as it relates to identifying required services and allocating resources to accomplish these goals.

Changes in the Proposed Budget

In an effort to better account for revenues and expenses, the FY 2017 Proposed Budget includes previously unbudgeted categories, specifically service revenues, and has based estimates for most of the revenue and expenditure categories on at least three years of data and actual costs. Due to these changes, revenues and expenditures are proposed to increase by \$102,377, or 17.56 percent, over the FY 2016 Adopted Budget. When we remove previously unbudgeted categories from the General Fund, the increase in the FY 2017 Proposed Budget drops to 8.5 percent for expenses and to 3.9 percent for revenues over the FY 2016 Adopted Budget.

The 3.9 percent increase in revenues is attributed to an expected increase in meals taxes and real estate tax revenues. The 8.5 percent increase in expenses is due to proposed staffing changes and increased costs associated with maintenance and programming at the new River Mill Park.

Taxes - General Fund

The Town's Operating Fund is supported through taxes, service fees, licenses, and other revenue from the County, State and Federal government. The FY 2017 Proposed Budget is based on a \$.01 increase in the Town's Real Estate Tax Rate from \$0.11 to \$0.12 per \$100 of assessed value. Properties were reassessed in 2016 and assessments are expected to increase on average by 1.8 percent over last year's assessments. The Town Council advertised a Real Estate tax rate of \$0.13 due to that Virginia law does not allow a higher rate to be adopted than what was advertised; however, Council is able to set a rate at or lower than \$0.13 per \$100 of assessed value. The FY 2017 Proposed Budget is based on a \$0.12 Real Estate tax rate.

Based on 2015 real estate data and including the 1.8 percent estimated increase in assessments, on average, a \$.01 increase on the current real estate tax rate will result in a \$20 to \$40 annual

increase, or \$1.67 to \$3.34 per month, for properties valued between \$200,000 and \$400,000. For properties valued between \$400,000 and \$700,000, a \$.01 increase in the rate will result in a \$40 to \$70 annual increase, or \$3.34 to \$5.84 per month, in taxes paid to the town. Approximately 84 percent of the Town's real estate stock is valued between \$200,000 and \$700,000.

With the average increase in assessments and the \$.01 increase, real estate tax revenue is estimated to increase by \$18,134 over the FY 2016 Adopted Budget. More detailed information on the Town's real estate taxes, and other revenue sources, is available further in the document under the General Fund detail.

The additional revenue generated from the increase in the Real Estate Tax Rate will go toward supporting maintenance and programming needs for the new River Mill Park, which is scheduled to open in June 2016, just before the start of the new fiscal year. The County has provided the capital funding to develop and build the park in partnership with the Town and Fairfax Water; however, maintenance and programming is the sole responsibility of the Town of Occoquan. In addition, there are several proposed staffing changes aimed at increasing efficiencies and improving the delivery of services to our residents and businesses.

Capital Improvements Program

The Capital Improvements Program (CIP) has been revised to include a five year plan, with a list of future projects to be funded and incorporated in years beyond FY 2021. Projects planned for FY 2017 include the installation of the ADA Accessible Canoe and Kayak Ramp, repaving Poplar Alley and replacement speed bumps, installation of crosswalks in the Historic District, development of a Community Plan, body worn camera purchase and installation, document management implementation, Town Code recodification and Zoning Code review and revision, and the first phase of trash can replacement in the Historic District, among others. More detailed information on the FY 2017 Proposed CIP including project descriptions, estimated costs and funding sources, is available under the CIP detail of this document.

Funding for the Capital Improvements Program is generated from the semi-annual Arts and Crafts Shows. Over the last several years, the Town Council has adopted a policy of not utilizing Craft Show revenues to supplement the General Fund and instead designating that funding 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. Currently, the Town's two arts and craft shows generate approximately \$116,000 annually in net revenue. By the current fiscal year end, the Capital Improvements Plan (CIP) Reserve is expected to have approximately \$444,454 available for use

on capital projects in FY 2017. The FY 2017 CIP has approximately \$337,000 in planned projects, including grant and CIP funding sources.

Staffing

The FY 2017 Proposed Budget includes several staffing changes aimed at increasing efficiency and effectiveness of the organization, as well as improving customer service and program delivery to the community. The proposed budget includes the addition of a part-time Administrative Assistant to support all staffing positions and operations; increasing the Town Treasurer position from a part-time 20 hours to part-time 30 hours per week with in-office business hours; and increasing the Maintenance Supervisor from part-time (35 hours) to full-time (40 hours). In addition, the proposed budget includes a 1.7 percent increase for four of the six Town positions. The total budgetary impact for the staffing changes is \$32,917, or an increase of 9.37 percent over the FY 2016 Adopted Budget. More detailed information on the budget and organizational impact is available under the General Fund Detail later in this document.

Events and Community Development

In FY 2017, we will focus on making great strides in the quality and reputation of the Town's semi-annual Arts and Crafts Shows, as well as develop and implement other quality programming and events for our community. Over the last several years, we have made a concerted effort to reduce the number of service vendors and increase the number of quality handcrafters and artisans participating the shows. As we enter our 48th year of shows, we will focus on maintaining our current vendors and bringing in new, quality vendors, as well as creating an all-around experience for our vendors, visitors, residents and businesses.

We are in the process of on-boarding a new Events and Community Development Director (formerly Craft Show Director) who, in addition to improving the Arts and Crafts Shows, will focus on business support, community development and implementing a community events program that will help to support the Town's position as a premier riverfront community.

Summary

This year's budget process has built on and improved upon the budget document that was reformatted during the FY 2016 budget process. Throughout the year, staff evaluated the new revenue and expenditure categories and this budget document includes those minor changes. The intent is to ensure that the way we are reporting revenues and expenditures clearly identifies costs associated with each program, service and activity that the Town provides. During this budget process, we have attempted to categorize the old expenditure categories from FY 2015 in order to compare them to FY 2016 Adopted Budget and the FY 2017 Proposed Budget.

In addition to refining the budget categories, we have included cost estimates for categories that were previously unbudgeted in both revenues and expenditures in the Town's Operating Budget. At first glance, the increase in revenues and expenditures in the Operating Budget seems high; however, a majority of the increases can be attributed to the fact that we are now budgeting for previously unbudgeted categories. When we remove that factor, the revenue increase is 3.9 percent and the expenditure increase is 8.5 percent over the FY 2016 Adopted Budget.

This process has allowed us to take an in-depth look at how we are allocating resources to ensure we are properly funding programs and services, and accurately estimating revenues and expenditures in order to paint a clear picture of the Town's financial health and standing.

As your Town Manager, I am very optimistic about the Town's financial position and our future. As we continue to improve and build upon the budget process now and into future years, the goal will continue to be to produce a transparent and communicative document. I am looking forward to continuing to work with staff, Council and the community to build a vibrant and viable community.

Respectfully Submitted,



Kirstyn Barr Jovanovich
Town Manager

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 and begins 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 future needs and expectations from the community. The budget must be adopted by the Town Council annually prior to July 1. 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 Proposed Budget document.

Budget Calendar

November	<ul style="list-style-type: none"> • Capital Improvements Program review by Town Manager • Performance measures and goals kickoff with Budget Committee
December	<ul style="list-style-type: none"> • Performance measures and goals reviewed by Town Manager
January	<ul style="list-style-type: none"> • Staff meetings to discuss department needs and requests • Budget and financial needs submitted to Town Manager
February	<ul style="list-style-type: none"> • Town Manager develops proposed budget in coordination with Budget Committee • First Town Council Budget Work Session
March	<ul style="list-style-type: none"> • Proposed Budget Submitted to Town Council • Second and Third Town Council Budget Work Sessions
April	<ul style="list-style-type: none"> • Public Hearing on Proposed Budget • Public Hearing on Proposed Tax Rates
May	<ul style="list-style-type: none"> • Budget Adopted
August	<ul style="list-style-type: none"> • Adopted Budget submitted to GFOA

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.

During this year's budget process, the Town built off of the improvements that were implemented during the FY 2016 budget process, during which significant steps were taken to develop a series of planning documents to help guide the growth of the community toward achievement of its potential. The planning process does not end with the development of this revised budget process, but will continue to grow and develop as we work toward long-range goals and planning for our community's future.

Included with this budget document is a revised Five Year Capital Improvements Program (CIP), to include an updated Infrastructure Management Program and Vehicle and Equipment Replacement Schedule. These documents work together to outline the priorities of the organization and community to ensure that the Town takes the necessary steps in maintaining and improving the community for our businesses, residents and visitors in the years to come.

In addition, the Town is in the process of updating its Comprehensive Plan in an effort to bring the plan into line with the needs and desires of the community now and into the future. Once the Comprehensive Plan update is completed by the start of FY 2017, the Town will then begin to update the Town's zoning and subdivision codes, as well as recodify the entire Town Code to ensure these documents are in line with the Comprehensive Plan. In addition, the CIP includes funding for a community planning project, which will work toward developing an overall community planning document that is based off of the Comprehensive Plan and brings to life the vision for our community. The budget is a major function of this planning and development process.

Accounting Method

In FY 2011, the Town converted from the cash basis of accounting to a modified accrual basis of accounting in order to better recognize revenues and expenditures as they are earned and expensed. Capital assets, under this modified method, are not reported on the Statement of Net position, nor is depreciation expense recorded on the Statement of Activities. The Town; however, has financial statements prepared annually by an independent audit firm under the full accrual accounting method, and in accordance with the *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 presentation in this approach includes not just current assets and liabilities, but also capital assets and long-term liabilities. 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. The budget is adopted based on generally accepted accounting principles and is a balanced budget.

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. Craft Show Fund
3. Mamie Davis Fund
4. Capital Improvement Fund

The FY 2017 Proposed Budget all funds totals \$904,540 and \$1,128,523 for revenues and expenditures, respectively. This represents an increase of \$96,677 or 11.97 percent in revenues and a decrease of \$565,697 or 33.39 percent in expenditures from the FY 2016 Adopted Budget.

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

	FY 2015	FY 2016	FY 2017 Proposed	\$ Change	% Change	Increase/ (Decrease) Without Previously Unbudgeted Categories
Revenues	\$505,296	\$583,038	\$685,415	\$102,377	17.56%	3.9%
Expenditures	\$505,296	\$583,038	\$685,415	\$102,377	17.56%	8.5%

CRAFT SHOW FUND

	FY 2015	FY 2016	FY 2017 Proposed	Difference	Increase/ (Decrease)
Revenues	\$210,000	\$222,825	\$217,125	(\$5,700)	(2.6%)
Expenditures	\$90,000	\$104,182	\$104,108	(\$74)	(0.07%)

MAMIE DAVIS FUND

	FY 2015	FY 2016	FY 2017 Proposed	Difference	Increase/ (Decrease)
Revenues	\$2,000	\$2,000	\$2,000	\$0	0%
Expenditures	\$2,000	\$2,000	\$2,000	\$0	0%

CAPITAL IMPROVEMENT FUND

	FY 2015	FY 2016	FY 2017 Proposed	Difference	Increase/ (Decrease)
Revenues	\$0	\$0	\$0	\$0	0%
Expenditures	\$1,640,000	\$1,005,000	\$337,000	(\$680,000)	(66.47%)

General Fund

The General Fund is the Town's main operating account and funds all of the programs and services that are required for daily operations within the Town. This includes administration,

finance, public safety, parks and events, public works and 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 proposed revenues for FY 2017 in the General Fund are expected to be \$685,415. This is up \$102,377, or 17.6 percent over the FY 2016 Adopted Budget. Occoquan's General Fund revenue is supported by taxes, fees, charges for service, fines and state and federal aid.

The Proposed Budget revenues maintain the same budget categories that were developed in the FY 2016 budget process and refined in the FY 2017 Proposed Budget. The increase in revenues over current year budget is attributable to that the FY 2017 Proposed Budget includes revenues for previously unbudgeted categories. For example, while we received revenues for the service accounts throughout the year, these categories were not budgeted for in prior years. The FY 2017 Proposed Budget includes revenue estimates for these categories. If we remove these previously unbudgeted items, the increase over FY 2016 revenues is approximately 3.9 percent. This increase is a result of increased meals tax and real estate tax revenue.

Significant revenues driving the budget and expense related categories include real estate, sales, meals, utility and communications taxes. Other significant revenues are derived from other fees including vehicle license, business license and service revenue.

Real Estate taxes make up the largest portion of General Fund Revenues. Real Estate taxes account for 32% percent of General Fund revenue and are anticipated to be \$217,600 for FY 2017, based on a real estate tax rate \$0.12 per \$100 of assessed value. Real Estate was reassessed for 2016, resulting in an estimated 1.8% increase in overall valuation from \$182,345,500 to \$185,451,000.

General Fund Expenses

The Proposed FY 2017 General Fund expenditures are estimated at \$685,415. This is an increase of \$102,377 or 17.56 percent over the FY 2016 Adopted Budget.

Similar to revenues, part of this increase is attributed to the way we are now budgeting for expenses. In previous years, not all items that were expended annually were identified in the budget document. For example, in July 2015, the Town took over the building official function from Prince William County. While we expended and received funds for this service, funding was not budgeted for expenses or revenues in the FY 2016 Budget. As a result, while the Town was receiving and expending funds for this service, it was not included in the budget.

When we remove previously unbudgeted expense categories, the increase is approximately 8.5 percent over the FY 2016 Adopted Budget. This increase in the Proposed FY 2017 Budget is mostly attributed to proposed staffing changes, and maintenance and programming costs for the new River Mill Park.

Craft Show Fund

The Craft Show Fund is a separate fund that supports the semi-annual craft shows. Previously, revenues generated from the arts and crafts shows went to supplement the General Fund; however, in recent years, the Town Council has made it a policy to utilize these funds primarily for capital improvement projects and large, one-time costs incurred by the Town. Together, the fall and spring shows bring approximately \$116,000 in net revenue each fiscal year to fund the Town's Capital Improvement Program. The Craft Show Fund is primarily used to fund the operation of each craft show. Effective in FY 2016, the Craft Show Director position was expanded and retitled "Events and Community Development Director". This position continues to be responsible for the Craft Show, but is also responsible for parks programming and interacting with the business community.

Mamie Davis Fund

The Mamie Davis fund is a \$100,000 permanent endowment that the Town received in order to maintain Mamie Davis Park and Town Hall properties. 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.

Capital Improvement Program Fund

The Capital Improvement Program Fund is not a revenue generating fund. It utilizes the net revenues generated from the semi-annual arts and crafts shows 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. Many of the projects included in the FY 2017 CIP aim to address the six goals identified by Town Council. The FY 2017 planned projects amount to \$337,000 in capital costs.

Reserves

The FY 2017 Proposed Budget maintains a \$200,000 operating reserve. The Operating Reserve Fund is estimated at approximately 90 to 120 days of operating expenses and is intended to serve as the Town's safety net should the Town incur unexpected costs mid-fiscal year, as well as to compensate for an unexpected loss in revenue or a revenue source. The operating reserve was established during the FY 2016 budget process.

TOWN COUNCIL PRIORITIES

During the FY 2016 Budget process, the Town Council identified six priorities for the next two years. These priorities have been the basis for the budget development during FY 2016 and FY 2017, and guide the Town in its policy and program development activities.

PARKING ISSUES

- Manage Parking and Traffic Issues in Historic District

PEDESTRIAN SAFETY AND ACCESS

- Promote Safe Intersections and Sidewalks
- Manage Traffic Impacts and Pedestrian Safety
- Increase Pedestrian Access

HISTORIC PRESERVATION AND TOWN APPEARANCE

- Maintain and Preserve Historic Properties
- Promote Maintenance of Public and Private Properties

RIVERWALK PROJECT

- Encourage development of Riverwalk along Riverfront

COMMUNITY DEVELOPMENT AND PROGRAMMING

- Develop community programming and events
- Increase reputation and viability of annual events
- Business Support

STORMWATER MANAGEMENT

- Identify and Support Opportunities for Stormwater Management

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 200 years of history with the modern attractions of the future, an island of small time charm in a major metropolitan area.

Occoquan is home to approximately 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 5th wealthiest counties in the United States (Prince William County and Fairfax County, respectively.)

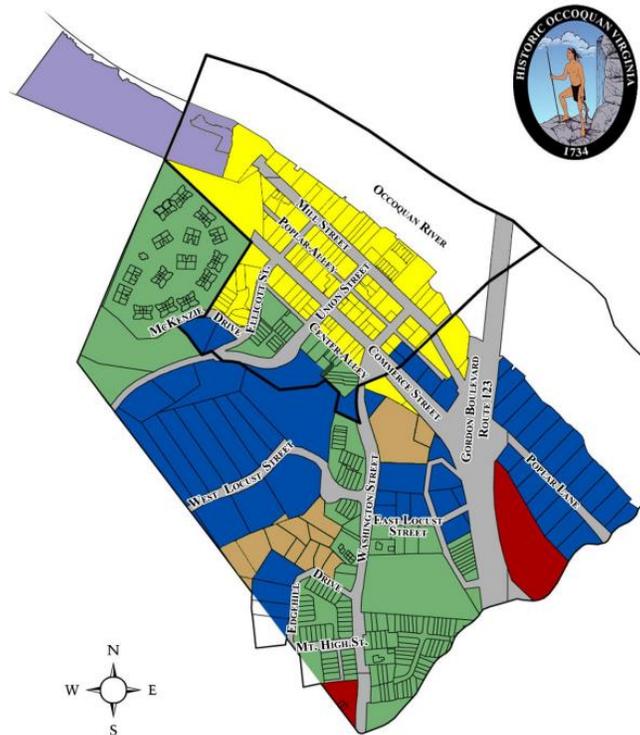
The Town is governed under the Council-Manager form of government. The Town government engages in wide ranges of municipal services including general government administration, public safety, public works, and parks, recreation and cultural. Judicial administration, education, fire, library, health and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

Demographic Snapshot

Category	Town of Occoquan	Prince William County
Population[^]	1,013	446,094
Median Age[*]	45.4	33.7
High School Graduate or Higher[*]	98.8%	89.6%
Bachelor's Degree or Higher[*]	55.1%	38.1%
Housing[*]	504 Units	141,002 Units
Median Income	\$82,396	\$98,514
Individuals Below Poverty Level[*]	7.7%	6.5%
Veterans[*]	116	41,081
Race[*]		
White	80.9%	57.8%
African American	11.6%	20.2%
Hispanic or Latino	4%	20.3%
American Indian + Alaska Native	1.1%	0.6%
Asian	3.3%	7.5%
Native Hawaiian + Pacific Islander	0.0%	0.1%
Other Race	0.9%	8.6%

US. Census Bureau, American Fact Finder[^]

2010-2014 American Community Survey 5-Year Estimates^{*}



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, a scenic bypass.

By Train

The Town of Occoquan is located approximately 10 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. Maps are available on the Town's website, at the Visitors Center and Mill House Museum.

FINANCIAL ASSESSMENT

Through sound management practices and conservative budgeting policies of the Town Council over the years, the Town is in a financially sound position and is able to weather negative economic impacts.

A measure of the Town's long-term financial strength is the size of the Town's unrestricted fund balance. Beginning with the FY 2016 budget process, the Town established a policy to develop an operating reserve and has maintained a \$200,000 balance in that fund. This amount is based on 90 to 120 days' worth of operating expenses and is available should the Town lose a major revenue source or be subjected to some other financial impact.

In addition, the FY 2017 Proposed Budget includes \$337,000 worth of Capital Improvement Program projects. Even with these planned projects, the Town expects to have approximately \$147,454 in additional unassigned funds at the start of FY 2017.

The goal of the Town Council is to maintain the Town's \$200,000 reserve fund and to grow the revenue generated by the semi-annual arts and crafts show in order to continue to fund the Town's Capital Improvement Program in the years to come. By designating the craft show net revenue toward CIP projects, the Town is able to limit its need to incur debt on large scale capital projects. Currently, the Town carries no debt.

FINANCIAL POLICIES

Balanced Budget – the Town will fund all current expenditures with current revenues and use nonrecurring revenues for nonrecurring expenditures.

Long-Range Planning – the Town will identify long-term projects and impacts and incorporate these projects into the Town's Capital Improvement Program and Future Projects list. In addition, the Town will take long-range impacts into consideration when developing the annual operating budget.

Asset Management – the Town will maintain an Infrastructure and Building Maintenance Schedule and a Vehicle Replacement Plan and review these plans as part of the annual budgeting process. The purpose of these documents will be to identify future asset costs and needs and plan replacement and maintenance needs as part of the operating budget and the Capital Improvement Program.

Revenue Diversification – the Town will maintain a diversified and stable revenue structure to protect it from short-term fluctuations in any one revenue source.

Fees and Charges - the Town, where possible, will institute user fees and charges for specialized programs and services. Rates will be established to recover operational as well as indirect costs or capital costs, and the Town will periodically review user fee charges and related expenditures to determine if pre-established recovery goals are being met.

Use of Craft Show Revenues and Nonrecurring Revenues - the Town will use net revenues from the semi-annual craft shows to support the Capital Improvement Program and other nonrecurring revenues for nonrecurring or one-time expenditures.

Reserves - the Town will maintain a balance of 90 to 120 days' worth of operating costs in the operating reserves.

FINANCIAL SUMMARIES



MAJOR FUNDS**GENERAL FUND**

- Serves as Town's chief operating fund.
- All financial resources not included in another fund.

CRAFT SHOW FUND

- Includes operating expenses for semi-annual craft shows.
- Includes net revenues not designated for capital projects.

MAMIE DAVIS FUND

- Includes interest revenues generated from \$100,000 endowment.
- Includes \$100,000 of permanently restricted funds.

CAPITAL IMPROVEMENTS FUND

- Includes funding for current year planned Capital Improvement Program projects.

Other Funds**OPERATING RESERVES**

- Includes 90 to 120 days' worth of operating expenses.
- Goal is to maintain \$200,000 reserve balance.

PUBLIC SAFETY FUND

- Tracks funding received from HB599 for unbudgeted public safety expenses.
- Restricted uses limited to public safety activities.

SUMMARY OF REVENUE SOURCES

Revenue for the Town of Occoquan consists of various sources that fund the Town's day to day operations. The funding sources are categorized as follows:

Taxes - consists of general local taxes including real estate, meals, sales, utility and communications taxes. The real estate and meals tax rates are set annually by the Town Council. Sales taxes are collected by the State and are then passed down to the localities. The Town receives sales taxes from Prince William County and the town's portion is calculated based on the number of school aged children that the Town has within its boundaries.

Fees and Licenses - consists of other revenue categories including late fees, fines, business and precious metal licenses, auto decals, overnight docking fees and service fees. Fee schedules within this category are set by the Town Council.

Grants - consists of grant funding awarded to the Town. This includes the grant funding received through the HB599 grant for public safety, the litter grant, and the Virginia Municipal League Risk Management grant. These are not guaranteed sources of revenue and are reviewed and applied for annually.

Rentals - consists of revenues generated from the rental of town facilities. The public is able to rent the Town Hall and Mamie Davis Park for community events and activities. The Mamie Davis Park rental revenue is accounted for under the Mamie Davis Fund and not the General Fund.

Other - consists of all other revenues, including fund interest and revenues generated in a nonrecurring category including the commemorative brick program, sales from GovDeals, or reimbursements on insurance claims.

PROPOSED TAX RATES AND HISTORY

Real Estate Tax Rate

Real Estate tax assessments within Prince William County are estimated to increase by 1.8 percent over last year's assessments. The FY 2017 Proposed Budget includes a one cent increase in the Real Estate tax rate from \$0.11 cents per \$100 of assessed value to \$0.12 cents per \$100 of assessed value.

Based on 2015 real estate data and including the 1.8 percent estimated increase in assessments, on average, a \$.01 increase on the current real estate tax rate will result in a \$20 to \$40 annual increase, or \$1.67 to \$3.34 per month, for properties valued between \$200,000 and \$400,000. For properties valued between \$400,000 and \$700,000, a \$.01 increase in the rate will result in a \$40 to \$70 annual increase, or \$3.34 to \$5.84 per month, in taxes paid to the town. Approximately 84 percent of the Town's real estate stock is valued between \$200,000 and \$700,000.

Property Values Between	Percentage of Properties in Town	Tax Rate Increase to \$0.12/\$100 Estimated Annual Impact	Tax Rate Increase to \$0.12/\$100 Estimated Monthly Impact
Up to \$200,000	12%	\$0 to \$20	\$0 to \$1.67
\$200,000 - \$400,000	67%	\$20 to \$40	\$1.67 to \$3.34
\$400,000 - \$700,000	17%	\$40 to \$70	\$3.34 to \$5.84
Over \$700,000	5%	\$70 +	\$5.84+

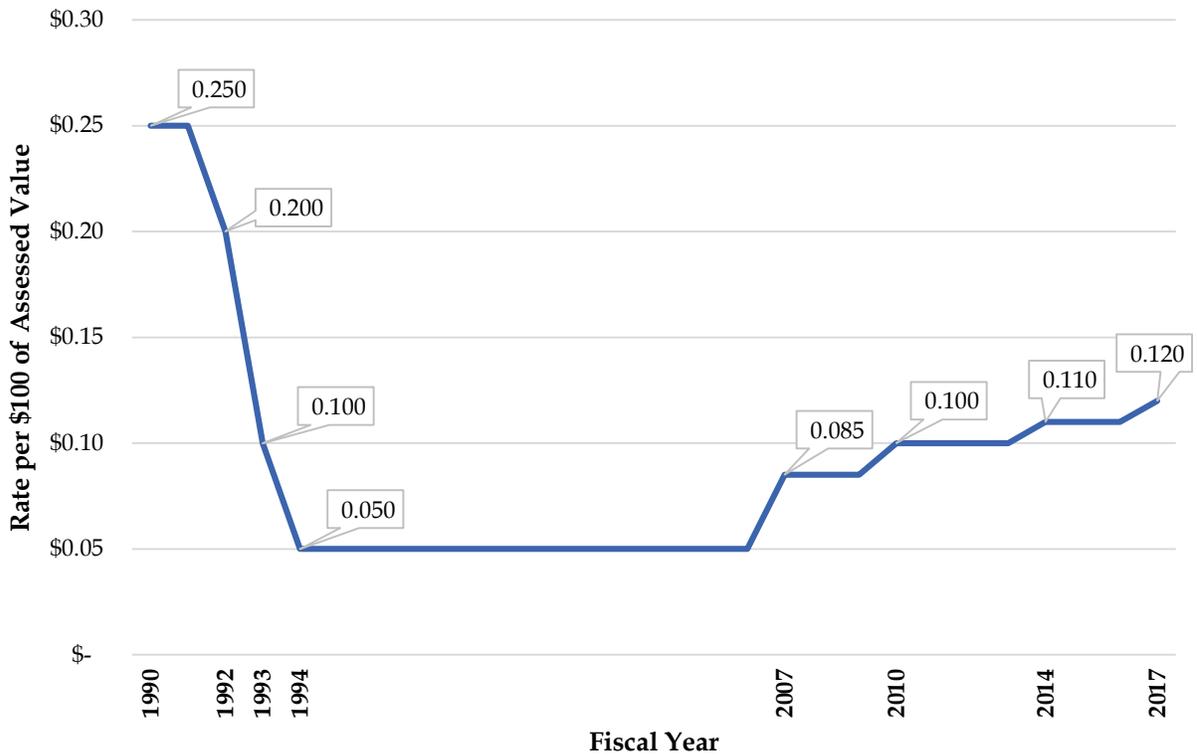
Historically, the Town has advertised a higher rate when considering the adoption of the Town budget as by Virginia law, the Town can adopt either the advertised rate or a lower rate, but cannot adopt a higher rate than what was advertised.

Tax Rate History in Occoquan

The Town's Real Estate Tax accounts for 32 percent of the Town's revenue. The second largest revenue is derived from the Town's Meals Tax, which makes up 26 percent of General Fund revenue.

Prior to 1993, the Town's Real Estate Tax Rate was set at \$0.25 per \$100 of assessed value. During that time period, the Town was a low-density community of approximately 350 residents. Between 1990 and 1994, the Town Council reduced the tax rate from \$0.25 to \$0.05 per \$100 of assessed value with the intent of using the revenue generated from the semi-annual craft shows to offset the tax burden on its residents.

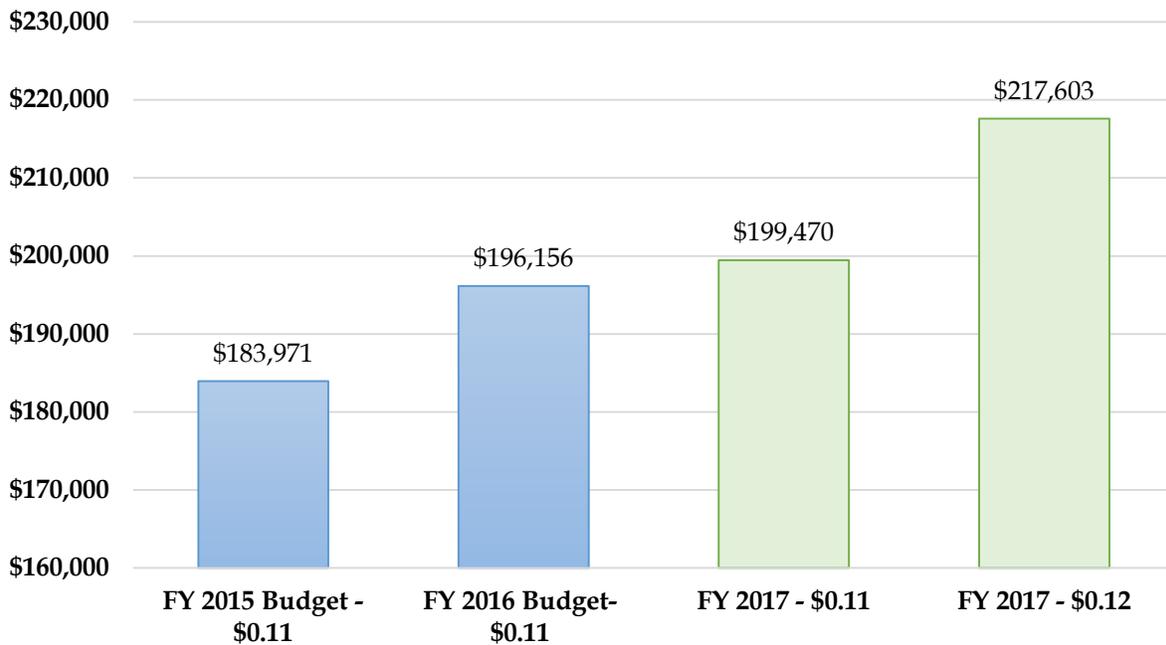
Historical Occoquan Real Estate Tax Rates, 1990-2017



Since that time, the Town has evolved and grown, and is now a higher-density community of almost 1,000 residents with a vibrant business community of approximately 164 small businesses, 82% of which are located in the six acre riverfront historic district. The increase in residents and businesses has required a higher level of service and programming from the Town and expectation to capitalize on the unique character of our historic community and its position in the region.

A few years ago, the Town Council made a fiscal policy decision to focus on using revenue generated from the semi-annual craft shows to support capital improvement projects including infrastructure improvements like sidewalk and road replacement and maintenance, intersection upgrades, public building maintenance, beautification efforts and other larger, long-term projects that require more significant financial investment. This has reduced the amount of funding available from craft show revenues to support the General Fund, which includes all of the day-to-day costs that are required to provide the services that residents and businesses have come to expect from the Town on a regular basis.

Revenue from Real Estate Taxes

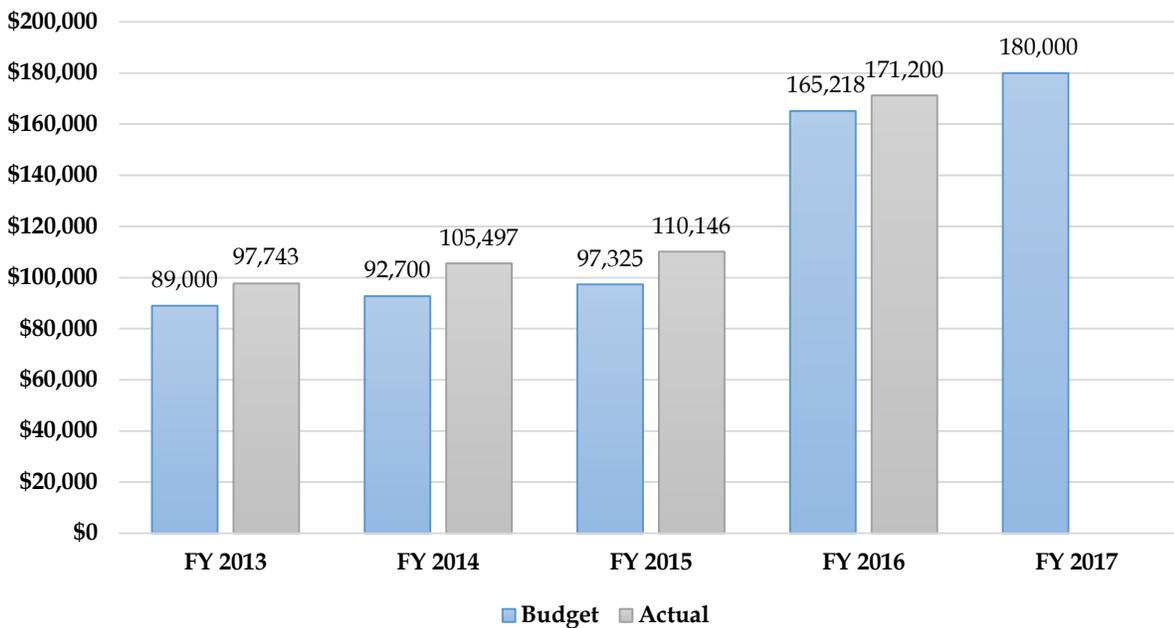


The FY 2017 Proposed Budget is based on increasing the Real Estate Tax Rate from \$0.11 to \$0.12 per \$100 of assessed value, which is estimated to generate approximately \$217,603, which is approximately \$18,134 in additional revenue. No rate increase will result in approximately \$3,314 in additional revenue over the FY 2016 Adopted Budget.

Meals Tax Rate

The Town of Occoquan currently collects three (3) percent on the amount paid for every meal or food purchased from any food establishment or caterer within the Town’s limits. The FY 2017 Proposed Budget includes maintaining that rate, and has projected Meals Tax Revenues for FY2017 as \$180,000. In FY2016, we are estimating Meals Tax Revenues to be \$171,200 by June 30, 2016.

Meals Tax Historical

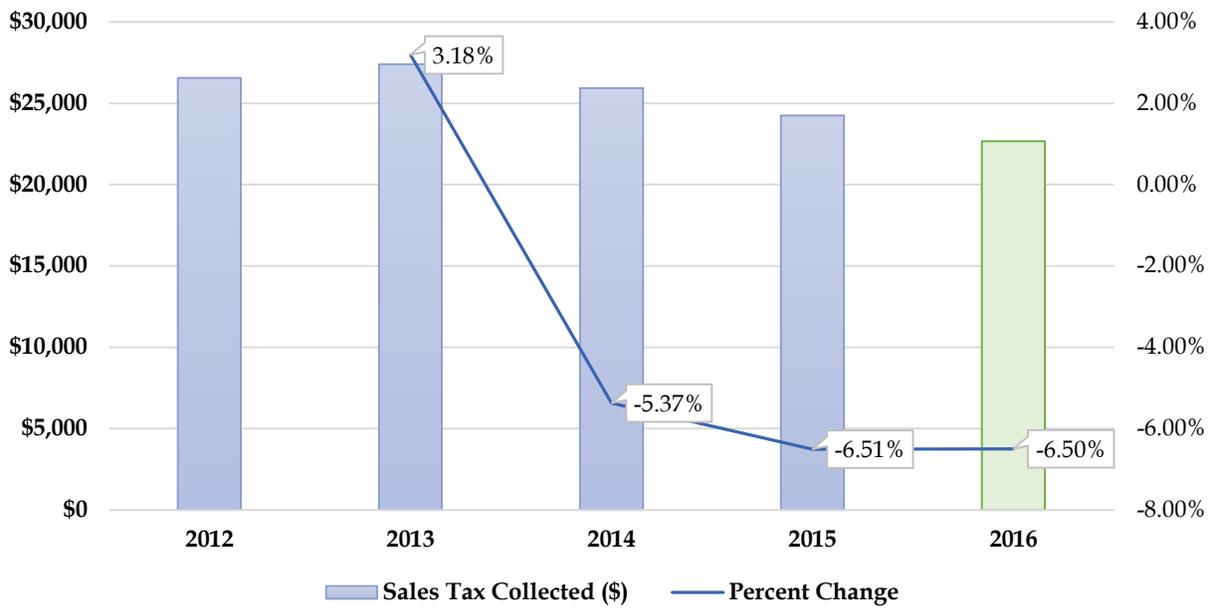


In the FY 2016 budget, the Town Council set aside \$15,000 for Community and Business Development with the intent that a portion of the additional Meals Tax revenue will go back into the community to help support businesses, as well as provide programming for the community. The FY 2017 Proposed Budget includes \$10,000 for Community and Business Development. During FY 2016, this funding was used to support business advertising, as well as utilized to support additional snow removal operations during the January 2016 blizzard in an effort to clear parking areas in the historic district so that businesses could resume as soon as possible. During FY 2017, staff will focus on developing a comprehensive plan in partnership with the businesses, to utilize this funding to benefit and support the entire business community.

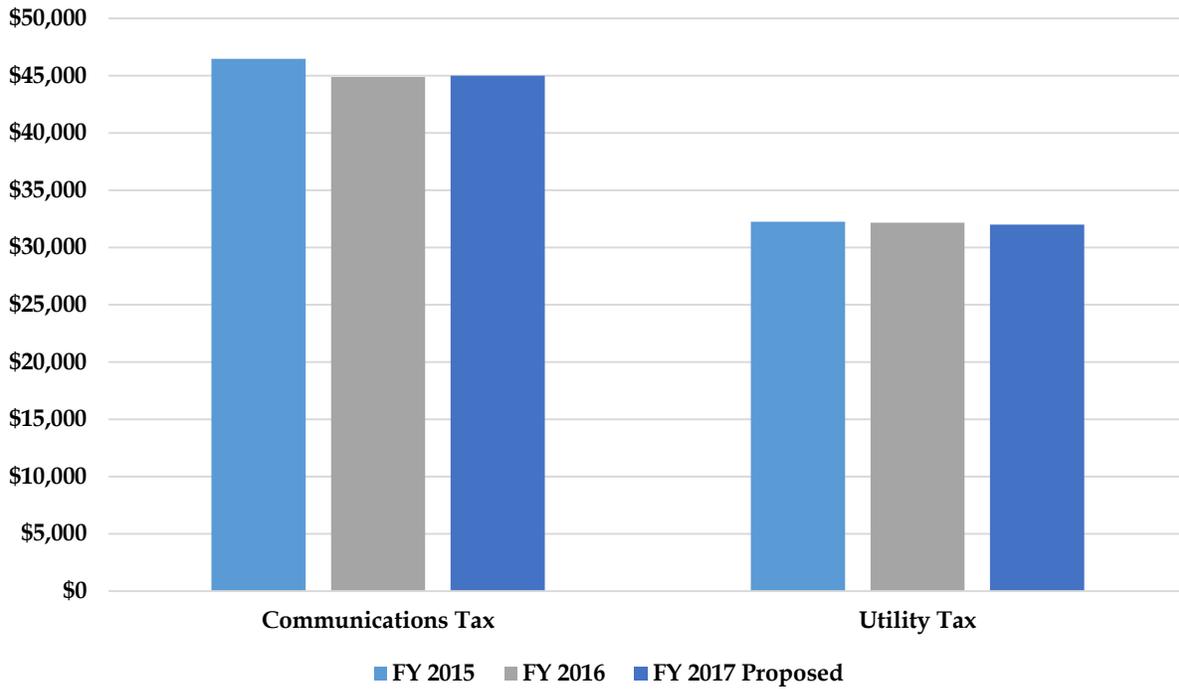
Transient Tax Rate

The proposed Transient Tax rate will experience no increase and remain at two (2) percent. The town does not currently have any lodgings subject to transient tax within its boundaries.

Sales Tax Historical

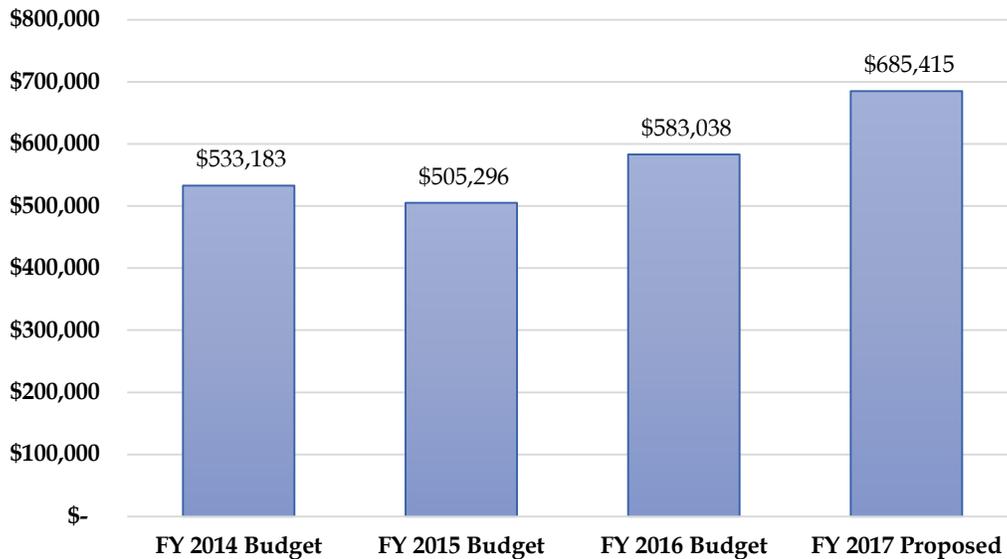


Communications and Utility Taxes Historical



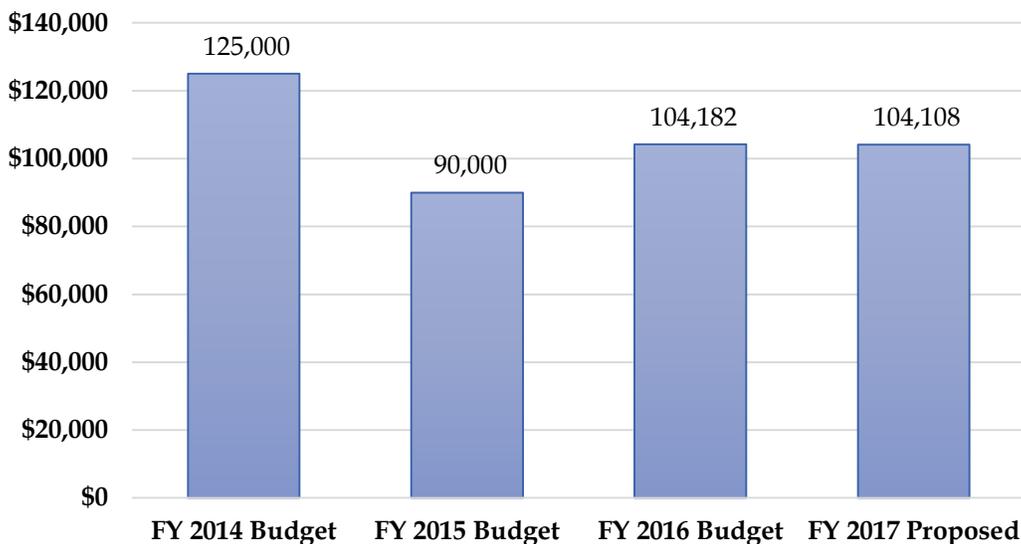
SUMMARY OF FUND EXPENDITURES

General Fund Historical - Expenditures

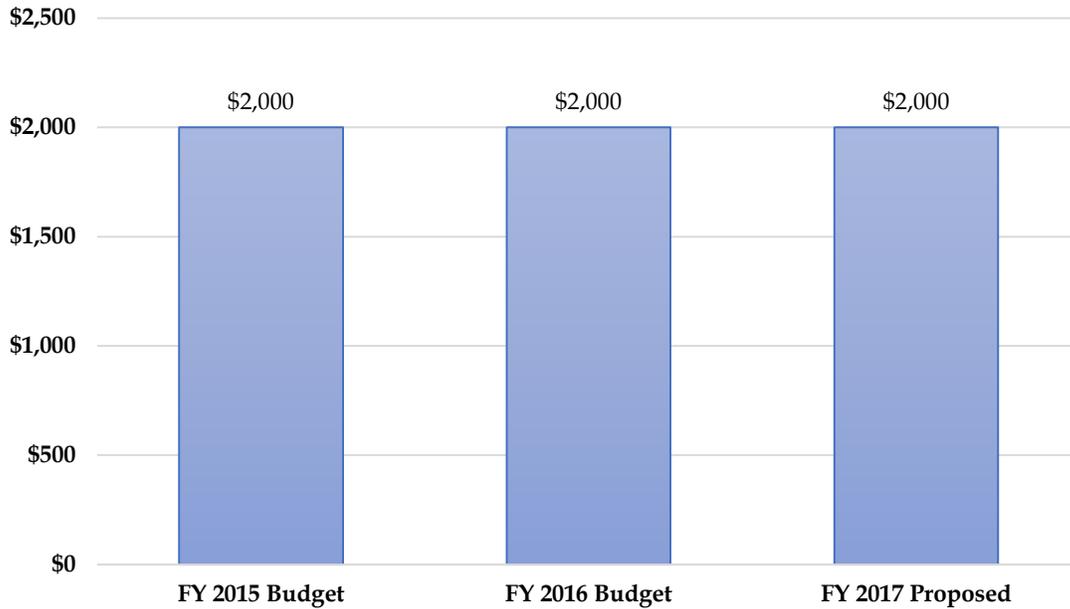


The FY 2017 Proposed General Fund Budget is \$102,377 or 17.56 percent over the FY 2016 Adopted Budget. As mentioned in the transmittal letter, most of this variance is due to the way we are currently budgeting for expenses and revenues. In previous years, the budget did not include estimates for reoccurring costs including some annual events, and service expenses and revenues. The FY 2017 Proposed Budget includes budget estimates in categories that were previously unbudgeted. When these previously unbudgeted categories are removed from the equation, the fiscal impact over the FY 2016 Adopted Budget is reduced to an 8.5 percent increase for expenditures and a 3.9 percent increase for revenues in the General Fund.

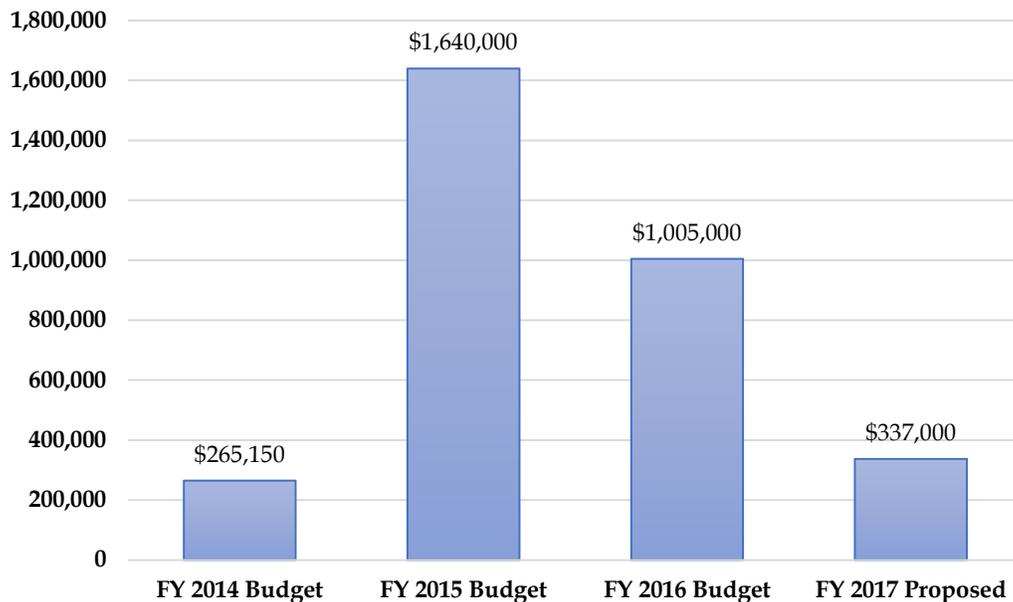
Craft Show Fund Historical - Expenditures



Mamie Davis Fund Historical – Expenditures



Capital Improvement Program Historical – Expenditures



Fiscal Years 2015 and 2016 included funding for the construction of the new River Mill Park. The project was funded through the Prince William County capital program, but the project was included as part of the Town’s CIP projects list. The park is expected to be completed by the end of FY 2016, so no capital funding is budgeted for the park construction in FY 2017.

FY 2017 PROPOSED REVENUE BY FUND

The revenue by fund table represents proposed FY 2017 revenue sources and amounts by type for all funds.

	General Fund	Craft Show Fund	Mamie Davis Fund	CIP Fund	Total
Taxes					
Real Estate Taxes	217,600	-	-	-	217,600
Meals Taxes	180,000	-	-	-	180,000
Sales Taxes	24,500	-	-	-	24,500
Utility Taxes	32,000	-	-	-	32,000
Communications Taxes	45,000	-	-	-	45,000
Sub-Total	\$ 499,100	\$ -	\$ -	\$ -	\$ 499,100
Fees and Licenses					
Auto Decals	11,000	-	-	-	11,000
Business Licenses	53,000	-	-	-	53,000
Late Fees	2,000	-	-	-	2,000
Fines - Public Safety	12,000	-	-	-	12,000
Architectural Review Board Fees	150	-	-	-	150
Precious Metal License	600	-	-	-	600
ATM Fees	3,000	-	-	-	3,000
Dock Fees	350	-	-	-	350
Administrative Fees	2,000	-	-	-	2,000
Service Revenue - Bldg Official	44,000	-	-	-	44,000
Service Revenue - Engineering	20,000	-	-	-	20,000
Service Revenue - Legal	2,500	-	-	-	2,500
Service Revenue - Other	2,000	-	-	-	2,000
Sub-Total	\$ 152,600	\$ -	\$ -	\$ -	\$ 152,600
Grants					
DCR Kayak Grant	-	-	-	100,000	100,000
Litter Grant	1,050	-	-	-	1,050
Public Safety (HB 599)	21,000	-	-	-	21,000
(VML)	2,000	-	-	-	2,000
Sub-Total	\$ 24,050	\$ -	\$ -	\$ 100,000	\$ 124,050
Rentals					
Town Hall	600	-	-	-	600
Mamie Davis Park	-	-	1,400	-	1,400
River Mill Park	2,000	-	-	-	2,000
Sub-Total	\$ 2,600	\$ -	\$ 1,400	\$ -	\$ 4,000
Other					
General Fund Interest	65	-	-	-	65
Craft Show Fund Interest	-	3,000	-	-	3,000
Mamie Davis Fund Interest	-	-	600	-	600
Brick Revenues	7,000	-	-	-	7,000

Other	-	-	-	-	-
Sub-Total	\$ 7,065	\$ 3,000	\$ 600	\$ -	\$ 10,665
Craft Show					
Sponsorships	-	8,000	-	-	8,000
Booth Rentals	-	154,000	-	-	154,000
Shuttle Fare	-	48,000	-	-	48,000
Parking Space Sales	-	3,375	-	-	3,375
Tent Rentals	-	600	-	-	600
Merchandise	-	150	-	-	150
Sub-Total	\$ -	\$ 214,125	\$ -	\$ -	\$ 214,125
Fund Totals	\$ 685,415	\$ 217,125	\$ 2,000	\$ 100,000	\$ 1,004,540

FY 2017 PROPOSED EXPENDITURES BY FUND

The expenditure by fund table represents proposed FY 2017 uses and amounts by type for all funds.

	General Fund	Craft Show Fund	Mamie Davis Fund	CIP Fund	Total
Personnel Services					
Salaries and Wages	268,433	25,000			293,433
Overtime	3,500	0			3,500
On-call Labor/ Auxiliary Wages	1,000	17,280			18,280
Other Benefits (Cell Reimbursement)	480				480
Payroll Taxes (FICA & Medicare)	20,797	1,913			22,710
Life and Disability Insurance	4,670	0			4,670
Health Insurance	0	0			0
Employer Contributions: Simple IRA	8,051	315			8,366
EAP Services	0	0			0
Sub-Total	306,932	44,508			351,440
Professional Services					
Building Official Services	44,000				44,000
Consulting Services	0				0
Zoning, Engineering and Planning Services	50,000				50,000
Legal Services	50,000				50,000
Audit Services	7,500				7,500
Payroll Processing	600				600
Financial System Support and Maintenance	1,500				1,500
Bank Fees	100				100
Sub-Total	153,700				153,700
Information Technology Services					
Website Support	0				0
A/V and Recording Equipment R & M	0				0
Phone Support Services	500				500
Phone Service	1,200				1,200
Internet Service	1,700				1,700
Hardware/Software Upgrades	1,000				1,000
IT Support Services	5,000				5,000
Sub-Total	9,400				9,400
Materials and Supplies					
Office Supplies	2,900	1,200			4,100
Operational Supplies	2,500	3,400			5,900
Books/Periodicals	500				500
Janitorial Supplies	1,000				1,000
Uniforms	2,400				2,400
Sub-Total	9,300	4,600			13,900
Operational Services					
Elections	0				0

Copier Lease, Contract and Fees	3,500		3,500
Postage	1,800		1,800
Postal Meter Rental	500		500
Reproduction Services	0		0
Sub-Total	5,800		5,800
Contracts			
Refuse Collection Contract	61,000		61,000
Equipment Rental	1,500	33,000	34,500
Snow Removal	5,000		5,000
Landscaping	13,083		13,083
Entertainment	0	2,000	2,000
Sub-Total	80,583	35,000	115,583
Insurance			
Insurance	16,720		16,720
Sub-Total	16,720		16,720
Public Information			
Electronic Newsletter	0		0
Design/Print - Auto Decals	500		500
Design/Print - Newsletter	0		0
Postage - Newsletter	2,600		2,600
Sub-Total	3,100		3,100
Advertising			
Advertising - Legal	2,000		2,000
Advertising - Marketing	1,500	20,000	21,500
Community/Business Support	10,150		10,150
Other Promotional	0		0
Sub-Total	13,650		33,650
Training and Travel			
Conferences	2,700		2,700
Membership and Dues	1,700		1,700
Travel Reimbursement	1,700		1,700
Employee Training	4,000		4,000
Boards and Commissions Training	2,000		2,000
Sub-Total	12,100		12,100
Vehicles and Equipment			
Street Sweeper	1,500		1,500
Maintenance and Repairs	1,000		1,000
Fuel	7,400		7,400
Equipment & Tools	3,000		3,000
Sub-Total	12,900		12,900
Seasonal			
Parks/Town Hall Decorations	1,000		1,000
Wreath Installation and Maintenance	2,000		2,000
Utilities - Electricity	1,500		1,500
Sub-Total	4,500		4,500

Town Hall			
Security Services	700		700
Elevator Inspection/Maintenance	300		300
Janitorial Services	2,500		2,500
Window Washing	300		300
Repairs and Maintenance	1,500		1,500
Equipment Maintenance Contracts	350		350
Exterminating Services	120		120
Utilities - Gas/Water/Elec	3,000		3,000
Sub-Total	8,770		8,770
Mill House Museum			
OHS Subsidy (Mill Museum Payroll)	6,000		6,000
Equipment Maintenance Contract	120		120
Exterminating Services	120		120
Repairs and Maintenance	500		500
Sub-Total	6,740		6,740
Visitors Center			
Equipment Maintenance Contracts	120		120
Exterminating Services	120		120
Repairs and Maintenance	500		500
Sub-Total	740		740
Maintenance Yard			
Exterminating Services	120		120
Equipment Maintenance Contracts	120		120
Utilities - Electricity/Water	600		600
Repairs and Maintenance	1,000		1,000
Sub-Total	1,840		1,840
Mill Street Storage Facility			
Exterminating Services	0		0
Repairs and Maintenance	0		0
Sub-Total	0		0
River Mill Park and Facility			
Brick Paver Program	3,000		3,000
Restroom Janitorial Services/Supplies	12,000		12,000
Winterization	250		250
Maintenance and Repairs	1,000		1,000
Utilities - Water, Sewer, Electricity	1,500		1,500
Exterminator Services	120		120
Equipment Maintenance Contracts	120		120
Sub-Total	17,990		17,990
Mamie Davis Park			
Public Dock	0		0
Winterization	250		250
Maintenance and Repairs	1,500	2,000	3,500

Utilities - Water	50			50
Sub-Total	1,800	2,000		3,800
Tanyard Hill Road Parcel				
Maintenance and Repairs	0			0
Sub-Total	0			0
Furnace Branch Park				
Maintenance and Repairs	0			0
Sub-Total	0			0
Streets and Sidewalks				
Street Painting	0			0
Brick Sidewalks Maintenance and Repairs	1,000			1,000
Asphalt Repairs	750			750
Leaf Collection	0			0
Sub-Total	1,750			1,750
Historic District				
Gas Light Maintenance and Repair	1,200			1,200
Gas Light Utilities (Gas)	6,500			6,500
Town Signage Maintenance/Repairs	0			0
Public Gardens	500			500
Street Tree Maintenance/Repairs	0			0
Public Trash Containers	0			0
Sub-Total	8,200			8,200
Special Events				
WinterFest	1,000			1,000
Boards and Commission/Volunteer Thank You Event	1,500			1,500
Town Blessing and Holiday Party	2,000			2,000
Annual Tree Lighting	0			0
Movies in the Park	1,500			1,500
Concerts in the Park	1,500			1,500
Farmers Market	500			500
5K Requests	500			500
Other Special Events	400			400
Sub-Total	8,900			8,900
CIP Projects				
Public Works Projects			134,000	134,000
Parks Projects			155,000	155,000
Public Safety Projects			9,000	9,000
Information Technology Projects			16,000	16,000
Administration Projects			23,000	23,000
Sub-Total			337,000	337,000
Fund Totals	\$685,415	\$104,108	\$2,000	\$337,000
				\$1,128,522

RESERVES

	<u>Actual As of 7/1/15</u>	<u>Income/ (Loss) YTD</u>	<u>Estimated As of 6/30/16</u>	<u>End of Year Transfers</u>	<u>Estimated As of 7/1/2016</u>
Unrestricted					
Unrestricted Funds	(24,699)	-	(24,699)	24,699	-
Temporarily Restricted					
Operating Reserve	200,000	-	200,000	-	200,000
Craft Show	221,407	106,932	328,339	(180,885)	147,454
CIP Funds	226,500	(85,686)	140,814	156,186	297,000
Mamie Davis (Temp)	4,072	602	4,674	-	4,674
Public Safety	<u>14,206</u>	<u>8,000</u>	<u>22,206</u>	<u>-</u>	<u>22,206</u>
<i>Subtotal Temp Restricted</i>	666,186	29,848	696,033	(24,699)	671,334
Permanently Restricted					
Mamie Davis (Perm)	100,000	-	100,000	-	100,000
Total Available Net Assets	\$741,487	\$29,848	\$771,334	-	\$771,334



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: May 4, 2016
8 B: Request to Approve Building Fee Schedule	

Explanation and Summary:

The Town of Occoquan has been providing building official services since July 1, 2015, when the Town Council voted to bring the service back in-house and contracted with Total Construction Solutions (TCS) to serve as the Town's building official. At that time, a fee schedule was developed with the intent of ensuring the service was cost-neutral for the town. Since then, the staff has been working with TCS to revise the fee schedule to better capture the actual costs for the service and have those costs paid for by the service user.

The proposed revised fee schedule was discussed and reviewed during the April 19, 2016 work session. This is a request for the Town Council to adopt the revised Building Official Fee Schedule. No changes are proposed at this time to the Development Fee Schedule.

Engineer's Recommendation: Recommend Approval.

Town Attorney's Recommendation: Recommend Approval.

Town Manager's Recommendation: Recommend Approval.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

"I move to approve the revised building fee schedule as presented effective May 4, 2016."

OR

Other action Council deems appropriate.

Attachments: (1) Revised Building Fee Schedule



FEE SCHEDULE - DRAFT

I. Building Fee Schedule

Application Category	Application Type	Fee	Notes
<i>**Fees will be doubled for all work started without proper permitting.**</i>			
Administrative	All Building Permit Requests	\$25	Per Permit, Non-Refundable
	Building Appeal Requests	\$300	Per Request, Plus Contractor Fees
	Additional Inspections - Residential	\$150	Per Inspection
	Building Official Consultation	\$150	Per Hour (1 hour minimum)
	Additional Inspections - Commercial	\$90 \$180	Per Inspection
Residential	Plan Review (New Construction)	\$300	Per Review
	Permit/Inspections (New Construction)	\$550 \$900	Includes Permit and six (6) inspections.
	Plan Review (Additions, Remodeling, Alterations)	\$150	Per Review
	Permit (Additions, Remodeling, Alterations)	\$400 \$600	Includes permit and four (4) inspections.
	Plan Resubmission Review	\$150 \$000	Per Review
	Deck Inspection/Permit	\$300	Includes permit and two (2) inspections.
	Plumbing Inspection/Permit	\$150 \$90	Per Inspection
	HVAC Inspection/Permit	\$150 \$90	Per Inspection
	Electrical Inspection/Permit	\$150 \$90	Per Inspection
	Fire Inspection/Permit	\$150 \$90	Per Inspection
	Occupancy Permit	\$150 \$90	Per Permit
Commercial	Plan Review (New/Additions)	\$350	Per Review
	Permit/Inspections (New/Additions)	\$1,050 \$1,800	Includes permit and ten (10) inspections.
	Plan Review (Tenant Layout/Alterations)	\$350 \$200	Per Review
	Permit/Inspections (Tenant Layout/Alterations)	\$890 \$1,440	Includes permit and eight (8) inspections.
	Retaining Wall Design Review	\$300	Per Review
	Plan Resubmission Review	\$150 \$000	Per Review
	Plumbing Inspection/Permit	\$180 \$100	Per Inspection
	HVAC Inspection/Permit	\$180 \$00	Per Inspection
	Electrical Inspection/Permit	\$180 \$00	Per Inspection
	Fire Inspection/Permit	\$180 \$00	Per Inspection
Occupancy Permit	\$150	Per Permit	
<i>Note: All commercial projects at or above \$200,000 in total construction budget viable to standard industry sources, will be charged 1% of total construction costs for all permitting and inspection fees. Plan review fees will not be included and will be charged in accordance with the schedule above.</i>			
Amusement Devices	Small Mechanical Ride or Inflatable Amusement Device	\$150 \$35	Per Permit
	Circular Ride or Flat-Ride Less than 20 Feet in Height	\$150 \$55	Per Permit
	Spectacular Ride	\$300 \$75	Per Permit
	Coaster Ride	\$400 \$200	Per Permit
<i>Note: If a private inspector is used for amusement device inspections, applicable fees will be reduced by 75%.</i>			



FEE SCHEDULE - DRAFT

I. Building Fee Schedule

Application Category	Application Type	Fee	Notes
<i>**Fees will be doubled for all work started without proper permitting.**</i>			
Administrative	All Building Permit Requests	\$25	Per Permit, Non-Refundable
	Building Appeal Requests	\$300	Per Request, Plus Contractor Fees
	Additional Inspections - Residential	\$150	Per Inspection
	Building Official Consultation	\$150	Per Hour (1 hour minimum)
	Additional Inspections - Commercial	\$180	Per Inspection
Residential	Plan Review (New Construction)	\$300	Per Review
	Permit/Inspections (New Construction)	\$900	Includes Permit and six (6) inspections.
	Plan Review (Additions, Remodeling, Alterations)	\$150	Per Review
	Permit (Additions, Remodeling, Alterations)	\$600	Includes permit and four (4) inspections.
	Plan Resubmission Review	\$150	Per Review
	Deck Inspection/Permit	\$300	Includes permit and two (2) inspections.
	Plumbing Inspection/Permit	\$150	Per Inspection
	HVAC Inspection/Permit	\$150	Per Inspection
	Electrical Inspection/Permit	\$150	Per Inspection
	Fire Inspection/Permit	\$150	Per Inspection
	Occupancy Permit	\$150	Per Permit
Commercial	Plan Review (New/Additions)	\$350	Per Review
	Permit/Inspections (New/Additions)	\$1,800	Includes permit and ten (10) inspections.
	Plan Review (Tenant Layout/Alterations)	\$200	Per Review
	Permit/Inspections (Tenant Layout/Alterations)	\$1,440	Includes permit and eight (8) inspections.
	Retaining Wall Design Review	\$300	Per Review
	Plan Resubmission Review	\$150	Per Review
	Plumbing Inspection/Permit	\$180	Per Inspection
	HVAC Inspection/Permit	\$180	Per Inspection
	Electrical Inspection/Permit	\$180	Per Inspection
	Fire Inspection/Permit	\$180	Per Inspection
	Occupancy Permit	\$150	Per Permit
<i>Note: All commercial projects at or above \$200,000 in total construction budget viable to standard industry sources, will be charged 1% of total construction costs for all permitting and inspection fees. Plan review fees will not be included and will be charged in accordance with the schedule above.</i>			
Amusement Devices	Small Mechanical Ride or Inflatable Amusement Device	\$150	Per Permit
	Circular Ride or Flat-Ride Less than 20 Feet in Height	\$150	Per Permit
	Spectacular Ride	\$300	Per Permit
	Coaster Ride	\$400	Per Permit
<i>Note: If a private inspector is used for amusement device inspections, applicable fees will be reduced by 75%.</i>			

II. Development Fee Schedule

"Contractor's review charge" include costs incurred by the Town for Town Attorney, Town Engineer, Zoning Administrator, Building Official and any other consulting services required during the review of submissions.

Service	Fee
Rezoning (Zoning Map Amendment)	\$200 + Contractor's Review Charge
Special Use Permit (Use)	\$200 + Contractor's Review Charge
Variance Request (Zoning)	\$200 + Contractor's Review Charge
Appeal to BZA	\$200 + Contractor's Review Charge
Site Plan Review	\$200 + Contractor's Review Charge
Preliminary Site Plan Review	\$200 + Contractor's Review Charge
Revision to Approved Plan	\$200 + Contractor's Review Charge
Preliminary Subdivision Plat/Plan Review	\$200 + Contractor's Review Charge
Final Subdivision Plat/Plan Review	\$200 + Contractor's Review Charge
Public Improvement Plan Review	\$200 + Contractor's Review Charge
Easement Plat Review	\$200 + Contractor's Review Charge
WQIA Review	\$200 + Contractor's Review Charge
Major Landscape Plan Review	\$200 + Contractor's Review Charge <i>(No charge if part of another plan)</i>
Waiver/Exception Request Review	\$200 + Contractor's Review Charge
E & S Control Plan Review	\$200 + Contractor's Review Charge <i>(No charge if part of another plan)</i>
Miscellaneous Plat Review	\$200 + Contractor's Review Charge
Retaining Wall Design Review	\$200 + Contractor's Review Charge
Land Disturbance Permit	\$200 + \$75 per inspection
Bond Reduction or Release Inspection	\$200 + Contractor's Review Charge
Zoning Compliance Review	\$75 per request

III. VSMP

The following fees apply, until June 30, 2014, to coverage under the General Permit for Discharges of Stormwater from Construction Activities issued by the department prior to a VSMP authority being approved by the board in the area where the applicable land-disturbing activity is located, or where the department has issued an individual permit or coverage under the General Permit for Discharges of Stormwater from Construction Activities for a state or federal agency.

VSMP Fee Category	Total Fee to be paid by applicant
General / Stormwater Management - Phase I Land Clearing (Large Construction Activity - Sites or common plans of development equal to or greater than five acres)	\$750
General / Stormwater Management - Phase II Land Clearing (Small Construction Activity - Sites or common plans of development equal to or greater than one acre and less than five acres)	\$450
General / Stormwater Management - Small Construction Activity/Land Clearing (Sites within designated areas of Chesapeake Bay Act localities with land disturbance acreage equal to or greater than 2,500 square feet and less than one acre) (Fee valid until July 1, 2014)	\$200
Individual Permit for Discharges of Stormwater from Construction Activities	\$15,000

The following total fees to be paid by an applicant apply to (i) any operator seeking coverage under a July 1, 2014, General Permit for Discharges of Stormwater from Construction Activities or (ii) on or after July 1, 2014, to any operator seeking coverage under a General Permit for Discharges of Stormwater from Construction Activities, a state or federal agency that does not file annual standards and specifications, or an individual permit issued by the board. On and after approval by the board of a VSMP authority for coverage under the General Permit for Discharges of Stormwater from Construction Activities, no more than 50% of the total fee to be paid by an applicant set out in this part shall be due at the time that a stormwater management plan or an initial stormwater management plan is submitted for review in accordance with [9VAC25-870-108](#). The remaining total fee balance to be paid by an applicant shall be due prior to the issuance of coverage under the General Permit for Discharges of Stormwater from Construction Activities.

When a site or sites are purchased for development within a previously permitted common plan of development or sale, the applicant shall be subject to fees ("total fee to be paid by applicant" column) in accordance with the disturbed acreage of their site or sites according to the following table.

VSMP Fee Category	Total Fee to be paid by applicant	Department portion of "total fee to be paid by applicant" (based on 28% of total fee paid*)
Chesapeake Bay Preservation Act Land-Disturbing Activity (not subject to General Permit coverage; sites within designated areas of Chesapeake Bay Act localities with land-disturbance acreage equal to or greater than 2,500 square feet and less than one acre)	\$290	\$0
General / Stormwater Management - Small Construction Activity/Chesapeake Bay Preservation Act Land-Disturbing Activity (not subject to General Permit coverage)/Land Clearing (Single-family detached residential structures within or outside a common plan of development or sale with land-disturbance acreage less than five acres)	\$209	\$0
General / Stormwater Management - Small Construction Activity/Land Clearing (Areas within common plans of development or sale with land-disturbance acreage less than one acre, except for single-family detached residential structures)	\$290	\$81
General / Stormwater Management - Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than one acre and less than five acres)	\$2,700	\$756

General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than five acres and less than 10 acres)	\$3,400	\$952
General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 10 acres and less than 50 acres)	\$4,500	\$1,260
General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 50 acres and less than 100 acres)	\$6,100	\$1,708
General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 100 acres)	\$9,600	\$2,688
Individual Permit for Discharges of Stormwater from Construction Activities (This will be administered by the department)	\$15,000	\$15,000
* If the project is completely administered by the department such as may be the case for a state or federal project or projects covered by individual permits, the entire applicant fee shall be paid to the department.		

The following fees apply, on or after July 1, 2014, to coverage under the General Permit for Discharges of Stormwater from Construction Activities issued by the board for a state or federal agency that has annual standards and specifications approved by the board.

VSMP Fee Category	Total Fee to be paid by applicant
General / Stormwater Management - Phase I Land Clearing (Large Construction Activity - Sites or common plans of development equal to or greater than five acres)	\$750
General / Stormwater Management - Phase II Land Clearing (Small Construction Activity - Sites or common plans of development equal to or greater than one acre and less than five acres)	\$450



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
 Agenda Communication

8. Regular Business	Meeting Date: May 4, 2016
8 C: Request to Set Not To Exceed Limit for River Mill Park Signage and Refuse Containers	

Explanation and Summary:

This is a request to set a not-to-exceed limit for the purchase of signage and refuse containers for River Mill Park. Staff is preparing for a grand opening event at the end of June and these items must be purchased and in place ahead of the park opening.

The refuse containers purchased for River Mill Park are intended to be the same containers purchased to replace the current aggregate cans throughout the historic district as part of the Town’s Capital Improvement Program, beginning in FY 2017. The pet waste stations will match current stations within the historic district. Staff is working with a sign shop on the design of park signage to include:

1. Park Name Sign (Entry Sign)
2. Restroom Signage (ADA Compliant)
3. Dedication Plaque
4. Park Rules Signage
5. Other Informational Signage (Authorized Personnel, Brick Paver Program, Update to Town Map, Update to Mamie Davis Park Entry Sign)

Mock-ups of the signage will be discussed at the May work session and will be coordinated with the Architectural Review Board.

This is a request to set a not-to-exceed amount for the purchase of trash cans, pet waste stations and signage for River Mill Park from CIP – Mill Street Revitalization Project. These purchases are eligible for reimbursement from Prince William County as part of the capital funding provided by the County for this project.

Item	Amount Requested	Est. Cost
Refuse Containers	8	\$6,500
Pet Waste Stations	5	\$500
Signs	8	\$5,500
Total Requested (Including 10% Contingency)		\$13,750

Town Manager’s Recommendation: Recommend approval.

Cost and Financing: \$13,750

8 C: Request to Set Not To Exceed Limit for River Mill Park Signage and Refuse Containers

May 4, 2016

Page 2

Account Number: CIP – Mill Street Revitalization Project

Proposed/Suggested Motion:

“I move to set a not-to-exceed amount of \$13,750 for the purchase of signage and refuse containers for River Mill Park from CIP Fund, Mill Street Revitalization Project.”

OR

Other action Council deems appropriate.

Attachments: (1) Proposed Containers

Refuse Container Option #1: Rendezvous Receptacle, 36 Gallon

- 20 year limited warranty with 7-year finish warranty
- Steel Slats, with Fusion Advantage Finish – won't rust, fade, peel, chop, crack, mold or mildew
- Fade-resistant, power coated steel top
- Includes top, plastic liner
- ADA Compliant

Pricing: 8 cans + Shipping, \$6,500

Rendezvous in BLACK

Rendezvous 32 Gallon Trash Receptacle, Contour Top



[Write a Review](#)

Item #L1378CT

\$745 / each

[Estimate Shipping](#)



Quantity

1

[Add to Cart](#)

[Save for Later](#)

32"H x 28"Dia. | 89 lbs

[Spec Sheet](#)

RECEPTACLE COLOR: BLACK



Colors may vary due to monitor resolution and personal settings.
For an exact match, please [request a sample](#).

* Select colors require an additional charge.



Rendezvous in GREEN

Rendezvous 32 Gallon Trash Receptacle, Contour Top



[Write a Review](#)

Item #L1378CT

\$745 / each

[Estimate Shipping](#)



Quantity

1

[Add to Cart](#)

[Save for Later](#)

32"H x 28"Dia. | 89 lbs

[Spec Sheet](#)

RECEPTACLE COLOR: PINE



Colors may vary due to monitor resolution and personal settings.
For an exact match, please [request a sample](#).

* Select colors require an additional charge.



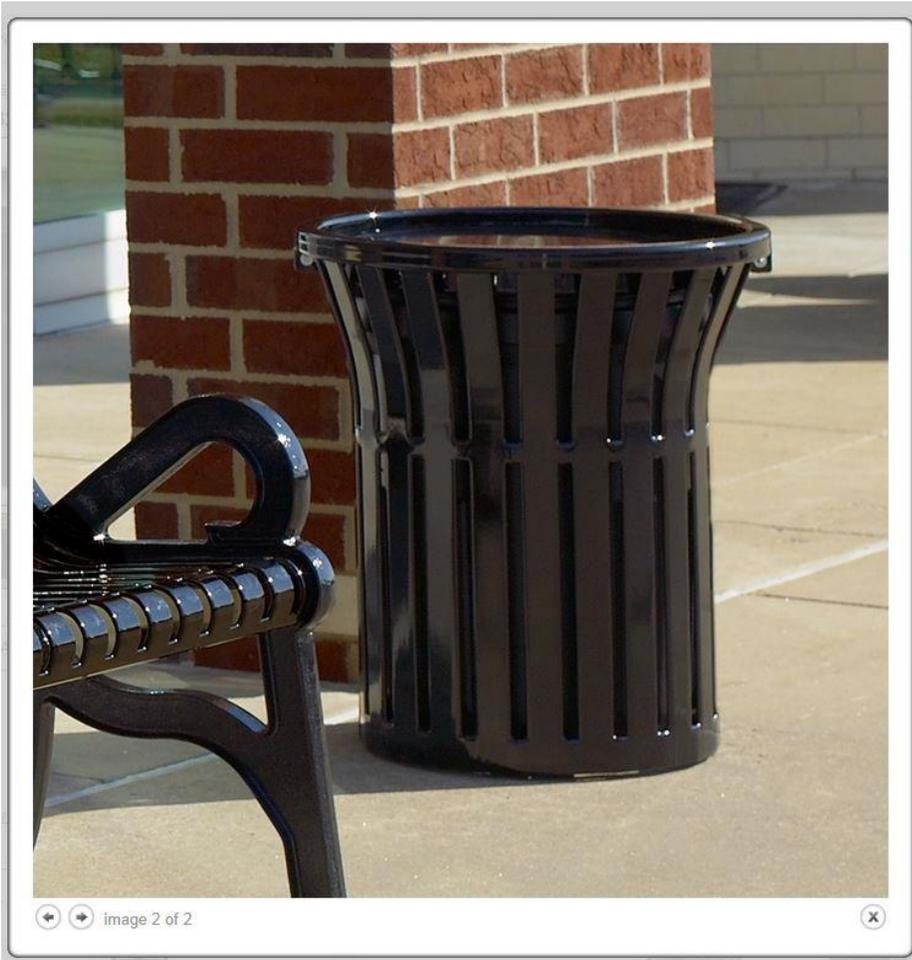


image 2 of 2

Rendezvous Receptacle

Refuse Container Option #2: Standard Band Receptacle, 36 Gallon

- 3 year warranty
- Power coated finish, resists weather and rust
- Includes top, plastic liner, anchor kit
- Made from 75% recycled material, ADA Compliant

Pricing: 8 cans + Shipping, \$5,100

Standard in BLACK

36 Gallon Standard Band Receptacle with Flat Top



★★★★★ (1) [Write a Review](#)

Item #M3601FT

\$599 / each

[Estimate Shipping](#)



Quantity

1

Add to Cart

[Save for Later](#)

36"H x 28"Dia. | 95 lbs

RECEPTACLE COLOR: BLACK



Colors may vary due to monitor resolution and personal settings.
For an exact match, please [request a sample](#).

Standard in GREEN

36 Gallon Standard Band Receptacle with Flat Top



★★★★★ (1) [Write a Review](#)

Item #M3601FT

\$599 / each

[Estimate Shipping](#)



Quantity

1

Add to Cart

[Save for Later](#)

36"H x 28"Dia. | 95 lbs

RECEPTACLE COLOR: GREEN



Colors may vary due to monitor resolution and personal settings.
For an exact match, please [request a sample](#).



Standard Band Receptacle



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: May 4, 2016
8 D: Request to Initiate Zoning Text Amendment Relating to Chapter 66, Article II, Division 5, Uses Permitted Relating to Child Care Facilities	

Explanation and Summary:

This is a request to initiate a Zoning Text Amendment to amend Chapter 66, Article II, Division 5, B-1 District, Sec. 66-142 Uses Permitted, to allow the use of child care facilities with special permit in the B-1 District.

This zoning text amendment initiation is prompted by a recent request of a potential town business to open a child care facility in the B-1 District. Currently, this use is permitted within the R-3 and R-4 Districts, but not in the R-1, R-2, or B-1 Districts. This item was discussed during the April 19, work session.

Town Attorney's Recommendation: Adopt resolution to initiate zoning text amendment and refer to Planning Commission for recommendation to Town Council.

Zoning Administrator's Recommendation: Concur with Town Attorney's recommendation.

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

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

"I move to adopt a resolution to initiate a zoning text amendment for revisions to Chapter 66, Article II of the Town Code and refer the proposed amendment to the Planning Commission for its recommendations, and direct the Town Clerk to advertise a joint public hearing with the Town Council and Planning Commission on the proposed amendment."

OR

Other action Council deems appropriate.

Attachments: (2) Resolution to Initiate Zoning Text Amendment
Proposed Ordinance

RESOLUTION

**INITIATION OF ZONING TEXT AMENDMENT
FOR REVISIONS TO CHAPTER 66, ZONING,
OF THE TOWN CODE TO PERMIT CHILD CARE FACILITIES
IN THE B-1 ZONING DISTRICT WITH SPECIAL USE PERMITS**

WHEREAS, the Town Council finds that public necessity, convenience, general welfare, and good zoning practice requires amending the zoning ordinance to permit child care facilities in the B-1 Zoning District subject to the requirement of obtaining from the Town Council a special use permit, and

WHEREAS, by authority granted in §15.2-2286(A)(7) of the Code of Virginia, the Town Council may amend, supplement, or change the zoning regulations, and

WHEREAS, pursuant to §15.2-2286(A)(7)(i), such amendment may be initiated by resolution of the Town Council, and

WHEREAS, pursuant to §15.2-2285(B), no zoning ordinance shall be amended or reenacted unless the planning commission has given its recommendations on it; and

WHEREAS, pursuant to §15.2-2285(C), before approving and adopting any zoning ordinance or amendment thereof, the governing body shall hold at least one public hearing thereon;

NOW, THEREFORE, BE IT RESOLVED that the Occoquan Town Council does hereby initiate ZTA #2016-01 to amend the Town’s zoning ordinance, Chapter 66 of the Town Code, to provide for child care facilities in the B-1 Zoning District subject to the requirement that the Town Council issue a special use permit for such use; and

BE IT FURTHER RESOLVED that the Occoquan Town Council does hereby refer the proposed amendment to the zoning ordinance to the Planning Commission for its recommendations; and

BE IT FURTHER RESOLVED that effective immediately the Town Clerk is directed to advertise a joint public hearing of the Town Council and Planning Commission on the proposed amendment in accordance with the requirements of §15.2-2204 of the Code of Virginia.

Votes

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

CERTIFIED COPY _____

Christopher Coon, Town Clerk

AN ORDINANCE TO AMEND CHAPTER 66, ZONING, OF THE TOWN CODE TO PERMIT CHILD CARE FACILITIES IN THE B-1 ZONING DISTRICT WITH SPECIAL USE PERMITS

BE IT ORDAINED by the Council for the Town of Occoquan, Virginia meeting in regular session this ____ day of ____, 2016;

1. That the Town Council hereby amends Article II, Division 5, B-1 District, of Chapter 66 of the Town Code, consisting of §§ 66-142, Uses Permitted as follows:

**ARTICLE II.
DISTRICTS**

DIVISION 5. B-1 District

Sec. 66-142 Uses Permitted.

In the B-1 district, structures to be maintained or erected, or land to be used, shall be restricted to one or more of the following uses:

- (1) Auto and home appliance services.
- (2) Bakeries.
- (3) Banks.
- (4) Barbershops and beauty shops.
- (5) Churches.
- (6) Clubs and lodges.
- (7) Drugstores.
- (8) Funeral homes.
- (9) General residential uses, low, medium and high density.
- (10) Hotels, motels.
- (11) Laundries.
- (12) Libraries.
- (13) Lumber and building supply stores (with storage under cover).
- (14) Machinery sales and service.
- (15) Medical uses.
- (16) Office buildings.
- (17) Plumbing and electrical supply stores (with storage under cover).
- (18) Public utilities.
- (19) Restaurants, eating places.
- (20) Retail foodstores.
- (21) Retail stores.
- (22) Theaters, assembly halls.

(23) Waterfront business activities:

- a. Wholesale and retail marine, such as boat docks, piers, small boat docks, yacht clubs and servicing facilities;
- b. Dock and areas for receipt, storage and transshipment of waterborne commerce; and
- c. Recreational activities, primarily conducted on or about a waterfront. All such uses shall be contiguous to a waterfront.

(24) Wearing apparel stores.

(25) Wholesale businesses.

(26) Child Care Facilities subject to the issuance of a special use permit.

2. That this ordinance is effective upon passage.

Date:_____
Regular Meeting
Ord. No. O-2016-##

MOTION:

SECOND:

RE:

ACTION:

VOTES:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

CERTIFIED COPY

Christopher Coon, Town Clerk



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: May 4, 2016
8 E: Request to Appoint Members to the Planning Commission	

Explanation and Summary:

During the April 5 Regular Meeting, Town Council directed staff to identify and bring forward candidates to fill two seats on the Planning Commission. Ms. Ann Kisling, a previous member of the Planning Commission, and Ms. Heather Ozuna, both town residents, have expressed interest in serving on the commission and are recommended for appointment to the Commission.

The Planning Commission is described in Chapter 2, Division 2 of the Town Code. The commission shall consist of not less than five nor more than 15 members, appointed by the council, all of whom shall be residents of the town, qualified by knowledge and experience to make decisions on questions of community growth and development; provided, that at least half the members so appointed shall be owners of real property.

Town Attorney's Recommendation: Recommend appointment.

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

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

"I move to appoint Ann Kisling and Heather Ozuna to serve on the Planning Commission for four year terms, effective May 4, 2016."

OR

Other action Council deems appropriate.

Attachments: (1) Town Code, Chapter 2, Division 2, Planning Commission

DIVISION 1. GENERALLY

Secs. 2-221—2-240. Reserved.

DIVISION 2. PLANNING COMMISSION

Sec. 2-241. Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Commission means the town planning commission.

Cross reference(s)--Definitions generally, § 1-2.

Sec. 2-242. Establishment.

The planning commission created pursuant to authority contained in the Code of Virginia shall continue in force under the provisions of this division.

(Code 1981, § 2-38.1)

Sec. 2-243. Qualifications, appointment, removal, terms, compensation of members.

The commission shall consist of not less than five nor more than 15 members, appointed by the council, all of whom shall be residents of the town, qualified by knowledge and experience to make decisions on questions of community growth and development; provided, that at least half the members so appointed shall be owners of real property. They must have certification within one year. The town council may waive the certification requirement. The town may require each member of the commission to take an oath of office. One member of the commission may be a member of the town council and one member may be a member of the administrative branch of government of the town, the term of each of these two members shall be coextensive with the term of office to which he has been elected or appointed unless the council, at the first regular meeting each year, appoints others to serve as their representatives. The remaining members of the commission shall serve for staggered terms of four years each. Vacancies shall be filled by appointment within 60 days for the unexpired term only. Members may be removed for malfeasance in office. The council may provide for:

- (1) Reimbursement of actual expenses incurred by members of the commission;
- (2) Compensation to such members, or any of them, for their services; or
- (3) Both.

(Code 1981, § 2-38.2; Ord. of 5-13-1997, ch. 2, § 38.2; Ord. O-2002-2, § 2-243)

Sec. 2-244. Meetings.

The commission shall fix the time for holding regular meetings, but it shall meet at least every two months. Special meetings of the commission may be called by the chairman or by two members upon written request to the secretary. The secretary shall mail to all members, at least five days in advance of a special meeting, a written notice fixing the time and place of the meeting and the purpose of the meeting. Written notice of a special meeting is not required if the time of the special meeting has been fixed at a regular meeting, or if all members are present at the special meeting or file a written waiver of notice. When a regular or special meeting cannot be held at the scheduled time due to inclement weather, the chairman shall fix a date and time for the meeting to occur. Matters advertised for a meeting rescheduled due to inclement weather need not be readvertised if the advertisement stated that the meeting may be rescheduled in the event of inclement weather.

(Code 1981, § 2-38.3; Ord. O-2204-12, § 2-244)

Sec. 2-245. Quorum; majority vote.

A majority of the members of the commission shall constitute a quorum, and no action of the commission shall be valid unless authorized by a majority vote of those present and voting.

(Code 1981, § 2-38.4)

Sec. 2-246. Facilities for holding of meetings and preservation of documents.

The town council shall provide the commission with facilities for the holding of meetings and the preservation of plans, maps, documents and accounts.

(Code 1981, § 2-38.5)

Sec. 2-247. Officers.

The commission shall elect from the appointed members a chairman, vice-chairman and secretary, whose terms shall be for one year. The commission may create and fill such other offices as it deems necessary with approval of the town council. The planning commission may contract with consultants for such services as it requires with the approval of the town council.

(Code 1981, § 2-38.6)

Sec. 2-248. Duties.

The commission shall:

- (1) Exercise general supervision of and make regulations for the administration of its affairs;

- (2) Prescribe rules pertaining to its investigations and hearings;
- (3) Supervise its fiscal affairs and responsibilities, under rules and regulations as prescribed by the town council;
- (4) Keep a complete record of its proceedings and be responsible for the custody and preservation of its papers and documents;
- (5) Make recommendations and an annual report to the town council concerning the operation of the commission and the status of planning within its jurisdiction;
- (6) Prepare, publish and distribute reports, ordinances and other material relating to its activities;
- (7) Prepare and submit an annual budget in the manner prescribed by the town council;
- (8) If deemed advisable, establish an advisory committee;
- (9) Make, and recommend to the council for adoption, a comprehensive plan, which, with accompanying maps, plats, charts and descriptive matter, shall show the commission's recommendations for the development of the territory covered by the plan. In the preparation of such plan, the commission shall make careful and comprehensive surveys and studies of existing conditions and trends of growth, and of the probable future requirements of its territory and inhabitants. The plan shall be made with the general purpose of guiding and accomplishing a coordinated, adjusted and harmonious development of the town and its environs that will, in accordance with present and probable future needs and resources, best promote health, safety, morals, order, convenience, comfort, prosperity and general welfare of the inhabitants, as well as efficiency and economy in the process of development;
- (10) Promote public interest in and an understanding of the comprehensive plan, and to that end may publish and distribute copies of the plan or of any report and may employ such other means of publicity and education as it may determine;
- (11) Authorize members of the commission to attend planning conferences or meetings of planning institutes or to attend hearings upon pending planning legislation or to visit other communities, and the commission may request that the town treasurer pay the reasonable traveling expenses incident to such attendance or visit from funds appropriated for such use;
- (12) Review and comment to the town council on proposed development documents as required by town ordinances;
- (13) Review and comment to the town council on all proposed zoning changes;

- (14) Review all proposed amendments to the town ordinances relating to the building and development process and make recommendations to the town council;
- (15) Conduct such studies as requested by the town council;
- (16) Perform special duties as prescribed by the town council; and
- (17) Make an annual report in July to the town council concerning commission activities.

(Code 1981, § 2-38.7)

Sec. 2-249. Expenditures; gifts and donations.

The commission may expend, under regular town procedure as provided by law, sums appropriated to it for its purposes and activities. The town may accept gifts and donations for commission purposes. Any moneys so accepted shall be deposited with the appropriate governing body in a special nonreverting local commission fund to be available for expenditure by the commission for the purpose designated by the donor. The town treasurer may issue warrants against such special fund only upon vouchers signed by the mayor, town clerk and the chairman and the secretary of the commission.

(Code 1981, § 2-38.8)

Secs. 2-250—2-270. Reserved.

DIVISION 3. BOARD OF ZONING APPEALS*

Sec. 2-271. Establishment.

The board of zoning appeals created pursuant to authority contained in the Code of Virginia shall continue in force under the provisions of this division.

(Code 1981, § 2-39.1)

Sec. 2-272. Membership.

The board of zoning appeals shall consist of five residents of the town, who shall be appointed by the circuit court of the county for a five-year term. Appointments shall be made for such terms that the term of one member shall expire each year. An appointment to fill a vacancy shall be only for the unexpired portion of that term. Members may be reappointed to succeed themselves. A member whose term expires shall continue to serve until his successor is appointed and qualifies.

***Cross Reference**—Zoning, ch. 66



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business

Meeting Date: May 4, 2016

8 F: Request to Approve Emergency Repairs to Visitors Center Women's Restroom

Explanation and Summary:

On March 2, 2016, Discover Prince William & Manassas notified Town staff of a leak that was discovered in the Women's restroom at the Occoquan Visitors Center, which was repaired by DPW&M, and that during the repair of the leak, a moldy area was discovered under the sink. The restroom was subsequently closed and the Men's Room was temporarily converted to a unisex bathroom.

As the property owner, the Town submitted an insurance claim with its insurance carrier, VMLIP, to remediate the mold and make repairs associated with the mold remediation work. DPW&M obtained quotes for mold remediation and worked with the Town Manager on contracting the work, which took place from April 27 to 29, 2016, for a cost of \$1,253.59. DPW&M is currently in the process of obtaining quotes from contractors to make the necessary repairs associated with mold remediation, which will be covered under this claim.

The costs for repairs related to mold remediation is covered by the Town's insurance policy, except a \$1,000 deductible.

Town Manager's Recommendation: The repair work has begun; recommend approval.

Cost and Financing: \$1,000

Account Number: Visitors Center

Proposed/Suggested Motion:

"I move to approve after-the-fact mold remediation and repairs of the Women's Restroom in the Visitors Center and payment of a \$1,000 insurance deductible to make necessary repairs."

OR

Other action Council deems appropriate.

Attachments: None.