



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
Work Session Meeting
Tuesday, November 21, 2017 | 7:00 p.m.

1. Call to Order

2. Regular Items

- a. Treasurer's Report – FY 2017 End of Year Final Report
Staff: Carla Rodriguez, Town Treasurer
- b. Arts and Crafts Show Report – Spring and Fall 2017
Staff: Julie Little, Events and Community Development Director
- c. Legislative Priorities
Staff: Kirstyn Jovanovich, Town Manager
- d. Public Safety Assessment Presentation
Staff: Chief Linn
- e. Parking and Traffic Study Final Report
- f. Budget Work Session – FY2019 Goal Setting
Staff: Kirstyn Jovanovich, Town Manager

3. Adjournment



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

2. Work Session Regular Agenda	Meeting Date: November 21, 2017
2 A: Treasurer's Report - FY 2017 End of Year Report	

Explanation and Summary:

The Town Treasurer will provide the final end of year report for Fiscal Year (FY) 2017.

Attachments: (1) Treasurer's Financial Report - Final

TOWN OF OCCOQUAN

FINANCIAL REPORT

AS OF 6/30/2017

	<i>As of 6/30/16</i>	<i>Unaudited Income/(Loss) FY17</i>	<i>Estimated As of 6/30/17</i>
30000 · Restricted-Mamie Davis Fund	100,000	0	100,000
30010 · Operating Reserve	200,000	0	200,000
30020 · Unrestricted Retained Earnings	(95,993)	101,946	5,953
30030 · Temp. Restricted - CS	143,223	133,842	277,065
30040 · Temporarily Restricted - CIP	337,000	(215,122)	121,878
30050 · Temporarily Restricted - MDP	3,673	2,545	6,218
30060 · Temp. Restricted - PS Grant	23,424	0	23,424
30070 · Temporarily Restricted - PEG	209	282	491
	711,536	23,492	735,028

TOWN OF OCCOQUAN
Balance Sheet Previous Year Comparison
As of June 30, 2017

	Jun 30, 17	Jun 30, 16	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10001 · Petty Cash	100	100	0
10020 · Operating Account - Payroll	14,880	16,318	(1,438)
10021 · Operating Account	48,995	60,111	(11,116)
10030 · Craft Show - Checking	110,391	8,636	101,755
10031 · Craft Show - MM/CD	200,000	200,000	0
10032 · Craft Show - MM	165,279	315,238	(149,959)
10034 · Craft Show - Investment Pool	101,541	101,533	8
10080 · Mamie Davis - Checking	4,482	4,473	9
10081 · Mamie Davis - MM/CD	100,000	100,000	0
10090 · Bricks Account	0	4,537	(4,537)
10091 · Bricks - PayPal	0	110	(110)
10092 · Bricks MM	6,808	0	6,808
Total Checking/Savings	752,476	811,056	(58,580)
Accounts Receivable			
10180 · Accounts Receivable	22,679	165,003	(142,324)
10190 · Real Estate Receivable	11,789	1,847	9,942
10200 · Sales Tax Receivable	2,191	4,081	(1,890)
10240 · Craft Show Receivable	0	907	(907)
10250 · Engineering Receivable	712	3,898	(3,186)
10260 · Building Official Receivable	1,260	0	1,260
10270 · BPOL Receivable	4,773	91	4,682
Total Accounts Receivable	43,404	175,827	(132,423)
Other Current Assets			
10290 · Inventory	1,737	1,868	(131)
10300 · Roof Permit Receivable	5,060	0	5,060
11000 · Prepaid Expenses	8,864	14,430	(5,566)
12000 · Property Deposit	40,000	0	40,000
14990 · Undeposited Funds	3,521	350	3,171
Total Other Current Assets	59,182	16,648	42,534
Total Current Assets	855,062	1,003,531	(148,469)
TOTAL ASSETS	\$ 855,062	\$ 1,003,531	\$ (148,469)
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Total Accounts Payable	58,123	217,331	(159,208)
Total Credit Cards Payable	3,001	4,921	(1,920)
Other Current Liabilities			
20930 · Security Deposit	0	2,200	(2,200)
20935 · Performance Bond	9,301	4,126	5,175
20940 · Unearned Craft Show Revenue	32,924	48,857	(15,933)
20960 · Unearned Other Revenue			

TOWN OF OCCOQUAN
Balance Sheet Previous Year Comparison
As of June 30, 2017

	Jun 30, 17	Jun 30, 16	\$ Change
20970 - Rental	1,300	1,150	150
20971 - Unearned Building Official	2,915	2,290	625
20960 - Unearned Other Revenue	4,215	3,440	775
20980 - Unearned R.E. Tax	0	127	(127)
21100 - Fire Dept Grant Pass-thru	0	200	(200)
21200 - Payroll Liabilities	12,471	10,792	1,679
Total Other Current Liabilities	58,911	69,742	(10,831)
Total Current Liabilities	120,035	291,994	(171,959)
Total Liabilities	120,035	291,994	(171,959)
Equity			
30000 - Restricted-Mamie Davis Fund	100,000	100,000	0
30010 - Operating Reserve	200,000	200,000	0
30020 - Unrestricted Retained Earnings	(95,993)	(30,512)	(65,481)
30030 - Temp. Restricted - CS	143,223	221,407	(78,184)
30040 - Temporarily Restricted - CIP	337,000	226,500	110,500
30050 - Temporarily Restricted - MDP	3,673	4,072	(399)
30060 - Temp. Restricted - PS Grant	23,424	14,206	9,218
30070 - Temporarily Restricted - PEG	209	0	209
Net Income	23,492	(24,138)	47,630
Total Equity	735,028	711,535	23,493
TOTAL LIABILITIES & EQUITY	\$ 855,062	\$ 1,003,529	\$ (148,467)

TOWN OF OCCOQUAN
General Fund Profit & Loss Budget vs. Actual 2017
July 2016 through June 2017

	Jul '16 - Jun 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
40000 - TAXES			
40010 - Real Estate	218,151	217,600	551
40020 - Meals Tax	218,205	180,000	38,205
40030 - Sales Tax	22,872	24,500	(1,628)
40040 - Utility Tax	29,589	32,000	(2,411)
40050 - Communications Tax	40,186	45,000	(4,814)
40060 - Transient Lodging Tax	429	0	429
Total 40000 - TAXES	529,432	499,100	30,332
41000 - FEES/LICENSES			
41010 - Auto Decals	13,004	11000	2004
41020 - Business Licenses	62,823	53,000	9,823
41030 - Late Fees	1,764	2,000	(236)
41040 - Fines - Public Safety	33,573	12,000	21,573
41050 - Architectural Review Board Fees	110	150	(40)
41060 - Precious Metal License	400	600	(200)
41070 - ATM Fees	3,000	3,000	0
41080 - Dock Fees	766	350	416
41100 - Administrative Fees	3,295	2,000	1,295
41110 - Services Revenue- Bldg Official	16,915	44,000	(27,085)
41120 - Service Revenue - Engineering	179,059	20,000	159,059
41130 - Service Revenue - Legal	330	2,500	(2,170)
41140 - Services Revenue - Other	360	2,000	(1,640)
41150 - Gas Light Serv. Revenue	889	0	889
Total 41000 - FEES/LICENSES	316,288	152,600	163,688
42000 - GRANTS			
42010 - Litter Grant	1,031	1,050	(19)
42020 - Public Safety (HB 599)	21,984	21,000	984
42030 - Risk Management	1,000	2,000	(1,000)
Total 42000 - GRANTS	24,015	24,050	(35)
43000 - RENTALS			
43010 - Town Hall	0	600	(600)
43020 - River Mill Park	900	2,000	(1,100)
Total 43000 - RENTALS	900	2,600	(1,700)
44000 - OTHER			
44010 - General Fund Interest	121	65	56
44040 - Bricks Revenue	2,919	7,000	(4,081)
44050 - General Fund - Sponsorships	3,246	0	3,246
44060 - Other	7,250	0	7,250
Total 44000 - OTHER	13,536	7,065	6,471
Total Income	\$ 884,170	\$ 685,415	\$ 198,755
Expense			
60000 - PERSONNEL SERVICES			
60400 - PROFESSIONAL SERVICES	315,741	306,932	8,809
60410 - Building Official Services			
60415 - Services Expense-Bldg Official	3,425	0	3,425

TOWN OF OCCOQUAN
General Fund Profit & Loss Budget vs. Actual 2017
July 2016 through June 2017

	Jul '16 - Jun 17	Budget	\$ Over Budget
60410 · Building Official Services - Other	9,735	44,000	(34,265)
Total 60410 · Building Official Services	13,160	44,000	(30,840)
60420 · Consulting	472	0	472
60430 · Zoning and Engineering Services			
60435 · Services Expense - Engineering	99,468	0	99,468
60430 · Zoning and Engineering Services - Other	36,673	50,000	(13,328)
Total 60430 · Zoning and Engineering Services	136,140	50,000	86,140
60440 · Legal Services			
60445 · Services Expense - Legal	1,627	0	1,627
60440 · Legal Services - Other	67,092	50,000	17,092
Total 60440 · Legal Services	68,719	50,000	18,719
60450 · Audit Services	7,500	7,500	0
60460 · Payroll Processing	638	600	38
60465 · Financial System Maintenance	800	1,500	(700)
60470 · Bank Charges	267	100	167
Total 60400 · PROFESSIONAL SERVICES	227,697	153,700	73,997
Total 60800 · INFORMATION TECHNOLOGY SERVICES	17,914	9,400	8,514
Total 61200 · MATERIALS AND SUPPLIES	18,641	9,300	9,341
Total 61600 · OPERATIONAL SERVICES	6,929	5,800	1,129
Total 62000 · CONTRACTS	84,609	80,583	4,026
Total 62400 · INSURANCE	15,428	16,720	(1,292)
Total 62800 · PUBLIC INFORMATION	3,454	3,100	354
Total 63200 · ADVERTISING	7,371	13,650	(6,279)
Total 63600 · TRAINING AND TRAVEL	4,925	12,100	(7,175)
Total 64000 · VEHICLES AND EQUIPMENT	11,785	12,900	(1,115)
Total 64400 · SEASONAL	1,534	4,500	(2,966)
Total 64800 · TOWN HALL	12,382	8,770	3,612
Total 65200 · MILL HOUSE MUSEUM	6,892	6,740	152
Total 65600 · VISITORS CENTER	195	740	(545)
Total 66000 · MAINTENANCE YARD (Commerce)	1,873	1,840	33
Total 66800 · RIVER MILL PARK & FACILITY	25,713	17,990	7,723
Total 67200 · MAMIE DAVIS PARK	1,165	1,800	(635)
Total 68400 · STREETS AND SIDEWALKS	91	1,750	(1,659)
Total 68800 · HISTORIC DISTRICT	14,477	8,200	6,277
Total 69200 · SPECIAL EVENTS	3,409	8,900	(5,491)
Total Expense	\$ 782,224	\$ 685,415	\$ 96,809
General Fund Net Income	\$ 101,946	\$ -	\$ 101,946

TOWN OF OCCOQUAN
General Fund Profit & Loss Budget vs. Actual 2017
July 2016 through June 2017

	Jul '16 - Jun 17	Budget	\$ Over Budget
CRAFT SHOW FUND	Jul '16 - Jun 17	Budget	\$ Over Budget
Income	236,547	217,125	19,422
Expense	102,705	104,108	(1,403)
Total Net Income	\$ 133,842	\$ 113,017	\$ 18,019
MAMIE DAVIS PARK FUND	Jul '16 - Jun 17	Budget	\$ Over Budget
Income	12,980	2,000	10,980
Expense	10,436	2,000	8,436
MDP Net Income/Loss	\$ 2,545	\$ -	\$ 19,416
PEG FUND	Jul '16 - Jun 17	Budget	\$ Over Budget
Income	282	0	0
Expense	0	0	0
PEG Net Income	\$ 282	\$ -	\$ -
CIP FUND	Jul '16 - Jun 17	Budget	Remaining
70002 · Intersection Improvements	0	10,000	(10,000)
70003 · Street Maintenance	0	15,000	(15,000)
70004 · Sidewalk Maintenance	0	20,000	(20,000)
70005 · Building Maintenance	0	5,000	(5,000)
70006 · Stormwater Management	0	5,000	(5,000)
70008 · Trash/Recycling Containers	0	11,000	(11,000)
70009 · Town Hall Renovations	33,439	25,000	8,439
70012 · Gas Light Replacement	0	18,000	(18,000)
70014 · Parking/Traffic Study	0	10,000	(10,000)
70017 · Community Planning Project	0	15,000	(15,000)
70019 · Jennings Property	51,030	0	51,030
72001 · Tanyard Hill	0	5,000	(5,000)
72003 · River Park Project	58,647	5,000	53,647
72003 · River Park Project (Settlement)	17,313	0	17,313
72004 · Canoe/Kayak Ramp	28,231	140,000	(111,770)
72007 · Tree Canopy Maintenance	0	5,000	(5,000)
74002 · In-Vehicle Laptop Replacement	0	2,000	(2,000)
74004 · Body/In-Car Camera System	0	7,000	(7,000)
76001 · Computer Upgrades	1,322	1,000	322
76005 · A/V Equipment - Town Hall	5,993	5,000	993
76006 · Document Management System	0	10,000	(10,000)
78002 · Town Code Recodification	0	20,000	(20,000)
78004 · Comprehensive Plan Review	1,585	0	1,585
78005 · Office Equipment Replacement	0	3,000	(3,000)
78006 · Zoning & Subdivision Update	17,563	0	17,563
Total 70000 · CIP EXPENSE	\$ 215,122	\$ 337,000	\$ (121,878)
Total Net Income/Loss (All Funds)	\$ 23,492	\$ (223,983)	\$ 253,659



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

2. Work Session	Meeting Date: November 21, 2017
2 B: Arts and Crafts Show Report - Spring and Fall 2017	

Explanation and Summary:

The Events and Community Development Director will provide a report on the outcome of the Spring and Fall 2017 Occoquan Arts and Crafts Shows.

Attachments: (2) Spring 2017 Arts and Crafts Show Report
Fall 2017 Arts and Crafts Show Report



TOWN OF OCCOQUAN
 CIRCA 1734 INCORPORATED 1874
 314 MILL STREET, P.O. BOX 195
 OCCOQUAN, VIRGINIA 22125
 703-491-1918, EXT. 2 FAX 703-491-4962

ARTS AND CRAFTS SHOW REPORT
 November 21, 2017
SPRING 2017 ARTS AND CRAFTS SHOW

CATEGORY	NUMBER OF VENDORS ¹ SPRING 2017	NEW SPRING '17	Spring 2016 VENDORS
Merchants	35	4	37
Food	15	5	12
Buy-Sell/Non-Profit	37 / 10	11 / 4	47
Crafter	131	41	147
Sponsors	8	4	7
TOTAL	236	69	250

Expenditures (Budgeted vs. Actual)

Expenditure Category	Budgeted Cost	Actual Cost	(+/-)
Buses	\$14,500	\$14,739	\$239
Rentals - Table/Chair & Portable Johns	\$2,000	\$2,452	\$452
Day of Show Support	\$1,000	\$2,490	\$1,490
Security/Traffic Control	\$7,640	\$8,667	\$1,027
Advertising	\$10,000	\$5,693	-\$4,307
Materials and Supplies	\$2,300	\$1,696	-\$604
Entertainment	\$1,000	\$1,975	\$975
Indirect Expenses (Salaries & Wages)	\$13,614	\$14,858	\$1,244
TOTAL EXPENSE	\$52,054	\$52,570	\$516

Revenue (Budgeted vs. Actual)

Revenue Category	Budgeted Revenue	Actual Revenue	(+/-)
Booth Rentals	\$77,000	\$74,196	-\$2,804
Late Fees	-	\$875	\$875
Sponsors	\$4,000	\$5,600	\$1,600
Parking (Vendors)	\$1,688	\$3,045	\$1,358
Bus Fees	\$24,000	\$23,074	-\$926
Tent Rentals	\$300	\$0	-\$300
Merchandise	\$75	\$75	\$0
TOTAL REVENUE	\$107,063	\$106,865	-\$197

Actual Total Revenue	Actual Total Expense
\$106,865	\$52,570
NET REVENUE	\$54,295

Actual vs. Budget

	FY 17 Budget (Per Show)	Actual Spring 2017
REVENUE	\$107,063	\$106,865
EXPENSES	\$52,054	\$52,570
NET REVENUE	\$55,009	\$54,295

Previous Spring Shows' Net Revenue

2016	\$53,606.94
2015	\$52,353.16
2014	\$54,359.55
2013	\$61,512.59

¹Indicates number of individual vendors, not number of booths sold.



TOWN OF OCCOQUAN
 CIRCA 1734 INCORPORATED 1874
 314 MILL STREET, P.O. BOX 195
 OCCOQUAN, VIRGINIA 22125
 703-491-1918

ARTS & CRAFT SHOW REPORT

November 21, 2017

Fall 2017 Arts and Crafts Show

CATEGORY	NUMBER OF VENDORS ¹ Fall 2017	NEW Fall '17	Fall 2016 VENDORS
Merchants	35	6	39
Food	13	3	13
Buy-Sell/Non-Profit	32/15	12/4	54
Crafter	153	36	167
Sponsors	5	1	8
TOTAL	253	62	281

Expenditures (Budgeted vs. Actual)

Expenditure Category	Budgeted Cost	Actual Cost	(+/-)
Buses	\$15,000	\$14,739	-\$261
Rentals - Table/Chair & Portable Johns	\$2,500	\$2,867	\$367
Day of Show Support	\$2,000	\$1,615	-\$385
Security/Traffic Control	\$8,100	\$8,880	\$780
Advertising	\$7,000	\$8,594	\$1,594
Materials and Supplies	\$3,200	\$689	-\$2,511
Entertainment	\$2,000	\$2,375	\$375
Indirect Expenses (Salaries & Wages) ²	\$14,260	\$13,016	-\$1,244
TOTAL EXPENSES	\$54,060	\$52,776	-\$1,284

Revenue (Budgeted vs. Actual)

Revenue Category	Budgeted Revenue	Actual Revenue	(+/-)
Booth Rentals	\$77,185	\$76,603	-\$582
Late Fees	\$1,000	\$740	-\$260
Sponsors	\$4,000	\$4,000	\$0
Parking (Vendors)	\$2,250	\$2,678	\$428
Bus Fees	\$22,185	\$27,255	\$5,070
Merchandise	\$75	\$104	\$29
TOTAL REVENUE	\$106,695	\$111,380	\$4,685

Actual Total Revenue	Actual Total Expense
\$111,380	\$52,776
NET REVENUE	\$58,604

Actual Vs. Budgeted

	FY 17 Budget (Per Show)	Actual Fall 2017
REVENUE	\$106,695	\$111,380
EXPENSES	\$54,060	\$52,776
NET REVENUE	\$52,635	\$58,604

Previous Fall Shows' Net Revenue

2016	\$60,474
2015	\$49,136
2014	\$63,114
2013	\$55,964

¹ Indicates number of individual vendors, not number of booths sold.

² Indicates estimated balance of salary and payroll taxes for half of the year.



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

2. Work Session	Meeting Date: November 21, 2017
2 C: Legislative Priorities	

Explanation and Summary:

The Virginia General Assembly will begin their 60-day session on January 10, 2018. The Virginia Municipal League's (VML) adopted 2018 Legislative Program is enclosed as part of this agenda packet. VML prepares a legislative program annually that focuses on the relationship between the State and local governments, the fiscal sustainability of Virginia's local governments, and the authority and resources necessary to effectively carry out constitutional and statutory responsibilities. This document is adopted annually by the VML membership and distributed to Virginia legislators ahead of each session.

VML will host VML Legislative Day in Richmond on Wednesday, January 31, 2018, which provides an opportunity for local government officials to interact with members of the General Assembly.

Block the Box Cameras

The Town Council has discussed the implementation of cameras at the Route 123 and Commerce Street intersection to obtain compliance and reduce instances of vehicles blocking the intersection. Currently, the State does not allow cameras to be used for this type of enforcement activity. To allow the use of cameras for block the box enforcement, legislative action and/or a charter change would be required. At the October work session, staff was directed to obtain additional information on costs associated with purchasing the camera system and storing data. Staff will provide additional information at the meeting.

Consolidated Billing

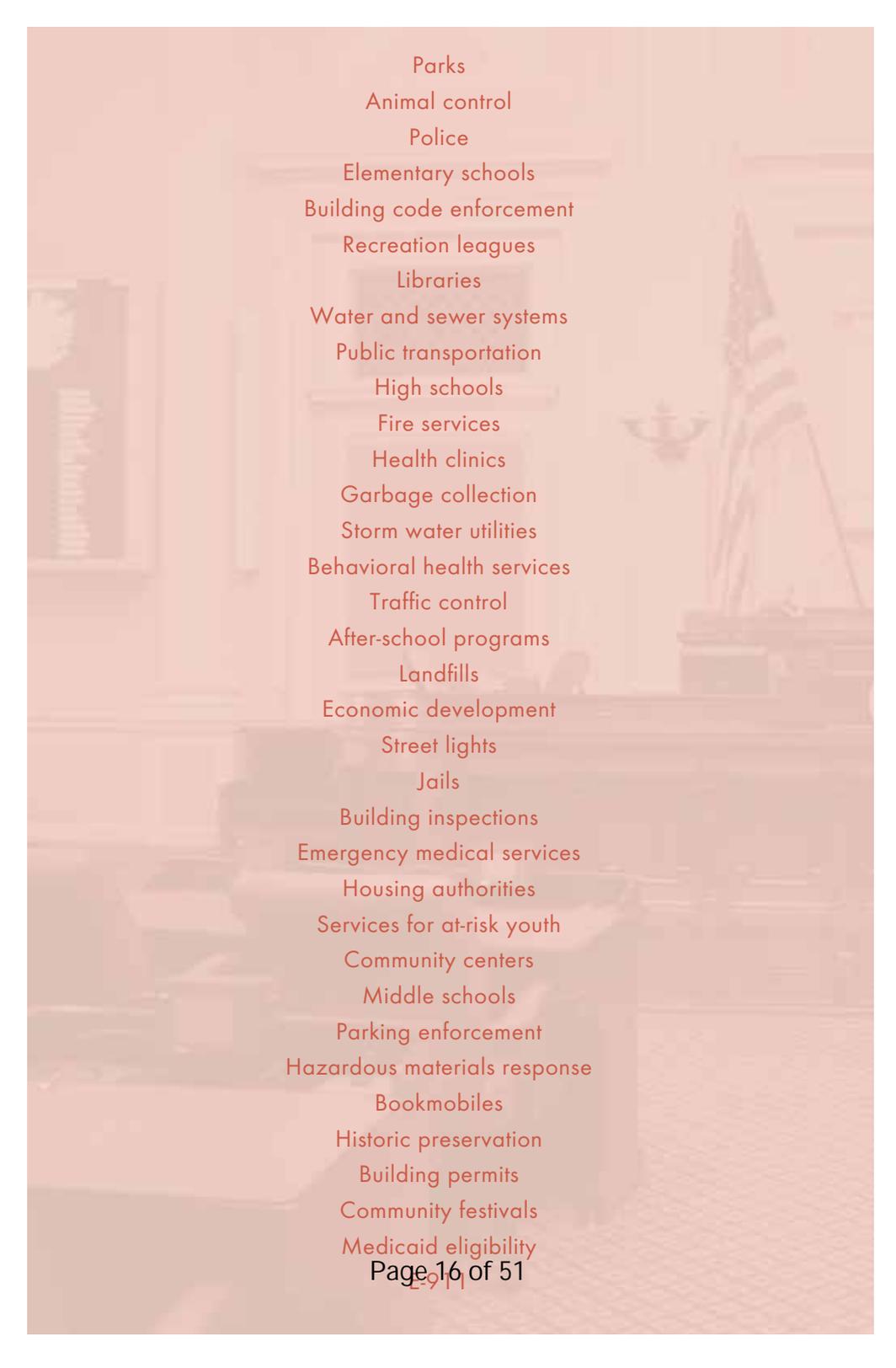
Staff has been researching the ability to allow the County to collect taxes on behalf of the Town for a fee. Staff is proposing the Town request a bill similar to what Leesburg and Loudon County have prepared in order for Loudon County's Treasurer to collect delinquent or non-delinquent real or personal property taxes owed to the Town for a reasonable fee. Town staff would suggest that Prince William County collect vehicle license fee taxes and remit to the town for a small administrative fee. It is anticipated that it would increase compliance and reduce staffing costs.

Attachments: (2) 2018 VML Legislative Program
Loudon County/Town Agreement for Tax Collection

2018

Virginia Municipal League

Legislative Program



Parks
Animal control
Police
Elementary schools
Building code enforcement
Recreation leagues
Libraries
Water and sewer systems
Public transportation
High schools
Fire services
Health clinics
Garbage collection
Storm water utilities
Behavioral health services
Traffic control
After-school programs
Landfills
Economic development
Street lights
Jails
Building inspections
Emergency medical services
Housing authorities
Services for at-risk youth
Community centers
Middle schools
Parking enforcement
Hazardous materials response
Bookmobiles
Historic preservation
Building permits
Community festivals
Medicaid eligibility

Dear Legislator:

We look forward to working with you during the 2018 session of the General Assembly on the many issues facing the State and its cities, towns, and counties. While our communities are numerous and diverse, we share the understanding of the need for the State and its local governments to work together to ensure a strong, vibrant future.

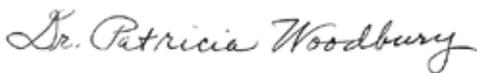
Our legislative priorities and program for the 2018 session are outlined in this brochure. Our priorities remain focused on the relationship between the State and local governments, the fiscal sustainability of Virginia's local governments, and the authority and resources necessary to effectively carry out constitutional and statutory responsibilities.

The Commonwealth relies on local governments to deliver the fundamental services required to ensure healthy communities and a thriving economy. In turn, Virginia's communities need for the Commonwealth to be a steady, reliable partner for our shared responsibilities. We pledge to work with you and the administration to find productive ways to achieve our mutual goals.

Please let us know if we can supply any information or be of assistance to you in the upcoming months.

Thank you for your service to the people of the Commonwealth.

Sincerely,

A handwritten signature in cursive script that reads "Sr. Patricia Woodbury".

Patricia P. Woodbury, Ed. D.
Newport News Council Member
VML President

2018 VML Legislative Program

The Virginia Municipal League adopted the following legislative program for the 2018 session of the General Assembly.

Top Legislative Priorities

State and Local Government Fiscal Relationship

Governance at the local level becomes ever more challenging as the Commonwealth and the Federal government add new programs, or modify existing program guidelines, and promulgate complex regulations and higher standards for local governments to implement. It is not uncommon for the state and federal governments to either underfund their share of the costs or to ignore them altogether.

To that end, the Virginia Municipal League holds as essential these principles on local taxing and budget authority:

- Specific local revenue authority and sources cannot be further restricted without first granting and providing alternative revenue authority with reliable, sustainable revenue sources. This includes, without limitation, the BPOL and M&T taxes.
- Local governments should be involved in any discussions relating to local taxing authority including legislation that exempts specific industries from local taxes and fees.
- Local general fund revenue and special funds cannot be confiscated or re-directed to the state treasury.
- Placing additional administrative burdens on local governments without sufficient resources or administrative flexibility jeopardizes the quality of services delivered at the local level. Local governments cannot be expected to bear the expenses related to the imposition of new funding requirements or the expansion of existing ones on services delivered at the local level without a commensurate increase of state financial assistance or new local taxing authority.
- Shifting traditional state funding responsibilities onto local governments for services including public education, law enforcement, and public safety activities and any core services affecting local government, is bad fiscal policy, resulting in stress on local finances without reductions in overall program costs.
- Imposing state fees, taxes or surcharges on local government services impedes transparency at both the state and local level.

- Any efforts at tax reform must begin with a thorough examination of state tax reform and the financing of state services. The State should reform its own tax structure before taking on the topic of local taxes. State or local tax changes should not negatively affect local revenues.
- State budget cuts to state mandated and other high priority programs should specify the programs to be affected by the cuts.

The Commonwealth should:

- Enter a dialogue with local governments to examine state requirements and service expansions that can be suspended or modified to alleviate to the degree possible the financial burden on state and local taxpayers.
- Examine models in other states that allow for modernizing state and local taxing authority.
- Develop spending and revenue priorities that support economic development, public safety, education and other public goals. State tax credits, tax deductions and tax relief policies must receive the same scrutiny as spending programs as part of the prioritization process.
- In times of revenue crises, review ways to increase revenues to meet constitutional and statutory obligations to Virginia citizens after all other actions have been taken.
- Include local government representatives on any “blue ribbon” commission or other body established by the state that has as its purpose changes to local revenue authority or governance.

Education Funding

A strong public school system is essential to economic development and prosperity. The state must be a reliable funding partner in accordance with the Virginia Constitution and state statutes. The Standards of Quality should recognize the resources, including positions, required for a high-quality public education system. VML opposes changes in methodology and changes in the division of financial responsibility that result in a shift of funding responsibility from the state to localities.

Further, VML opposes policies that lower state contributions but do nothing to address the cost of meeting the requirements of the Standards of Accreditation and Standards of Learning.

Any approach to improving low-performing schools must include adequate state financial support. VML supports increased state funding for the Virginia Preschool Initiative, the K-3 reduced class size program and Early Reading Intervention program. VML also supports increased state stipends for highly effective teachers in high-poverty schools, and other innovative programs for teachers and students.

State Assistance to Local Police Departments (HB 599)

Almost 70 percent of Virginians live in communities served by police departments. The state created a program of financial assistance to local police departments (HB599) when it imposed an annexation moratorium on cities more than 30 years ago. It has increasingly de-emphasized this funding obligation as a priority but has never compromised on the annexation moratorium. VML calls for the state to honor its commitment to local governments and public safety by funding the program as stipulated in the Code of Virginia.

Other Legislative Positions (listed in alphabetical order)

Communications Sales and Use Tax

The Virginia Communication Sales and Use Tax was enacted to establish a statewide tax rate and to pre-empt local taxes on communication sales and services. VML supports setting the tax rate at the same level as the state sales tax rate, and broadening the coverage of the tax to include audio and video streaming services and prepaid calling services.

Community Solar

VML supports legislation that would allow for greater flexibility for community-owned solar facilities. VML supports the protection of current net metering compensation.

Full Funding for Virginia State Parks

VML supports full funding for Virginia State Parks, and supports what is needed to adequately maintain and operate current facilities, infrastructure, and authorized future construction, as detailed in the Virginia Association for Parks' Needs Assessment.

Incentives for In-Fill Development/Tax Abatement

VML supports allowing local governments greater flexibility in creating incentives for in-fill development, including tax abatement for properties that do not have derelict structures.

Landscape Materials

VML supports the ability of localities to regulate the use of specific landscape cover materials or the retrofit of existing landscape cover materials for the health, safety, and welfare of their citizens.

Marijuana Decriminalization

VML supports a change to the Code of Virginia to make anyone found to be in the simple possession of no more than 0.5 oz. of marijuana for personal use subject to a civil rather than criminal penalty. Individuals under 21 years of age found to be in possession should still be required to undergo drug screening and participation in a treatment or education program as a condition of the suspension of a conviction if appropriate.

Medical Use of Marijuana

VML supports the expansion of an affirmative defense to prosecution for the possession or distribution of marijuana if a person has a valid written certification issued by a practitioner licensed by the Virginia Board of Medicine to prescribe cannabidiol oil or THC-A oil for the treatment of, or to alleviate the symptoms of, cancer, glaucoma, HIV, AIDS, ALS, MS, PTSD, traumatic brain injury, and other chronic or terminal conditions.

Price Floor for Regional Gas Taxes

VML supports an amendment to Virginia Code §58.1-2295 that would establish a protective floor price for the 2.1 percent regional gas tax, such as was done for the statewide fuels tax in §58.1-2217. Such a floor concept is essential to provide a more stable, dedicated revenue source needed for long-term financing of regional projects.

Public Transit Funding

VML supports increased federal and state funding for public transit; policies that allow for the equitable distribution of such funding; and dedicated sources for such funding, all to avoid the impending fiscal cliff in 2019.

Regional Greenhouse Gas Initiative and Commonwealth Resilience Fund

VML urges the General Assembly to address greenhouse gas emissions targets through the Regional Greenhouse Gas Initiative (RGGI) or carbon credit auctions. All proceeds derived from the auction of credits should be used to establish the “Commonwealth Resilience Fund,” a special state-dedicated fund to assist localities in addressing flooding, energy efficiency improvements, and economic development.

Retain Local Land Use Authority in Implementation of Wireless Technology

VML supports the implementation of new wireless technology for all localities and providing service to all residents of the Commonwealth. Localities must retain the ability to exercise current land use authority in the implementation of new wireless technology. Local rights-of-way are public property and proper local management

and maintenance are essential to ensure public safety, to protect the integrity of the property, to guarantee the safety of workers and maintain efficient transportation.

School Capital Funding Pilot Program

Local governments pay the majority of public school capital costs. Communities struggle to balance financing the infrastructure and operational costs for 21st century learning environments with other public infrastructure and service needs. The Literary Fund long ago lost its capacity as a viable financing option for most communities' school capital costs. VML supports new avenues for funding public school construction and renovation costs, including the creation of a pilot program of competitive grants using funds from the Virginia Public Building Authority to offset new construction or renovation costs for publicly owned and operated K-12 schools.

Statewide Taxing Authority for Transit Capital Needs

Public transportation is critical to the economy and quality of life of all Virginians. VML supports legislation that would allow localities to adopt additional regional or local taxes to provide needed capital funds.

Stormwater Local Assistance Fund

VML supports continued investment in the Stormwater Local Assistance Fund to assist localities with much-needed stormwater projects to meet federal and state clean-water requirements.

Taxing, Licensing, and Registering Internet-based Businesses and Services

In taking state action to regulate private enterprises employing a business model that emphasizes the use of the Internet to either provide retail or facilitate lodging or ride-sharing services, local government interests should be acknowledged and localities should be included in the decision-making. As general principles, VML believes state and local policies should (1) encourage a level playing field for competing services in the marketplace; (2) seek to preserve and/or replace local and state tax revenues; (3) ensure safety, reliability, and access for consumers, providers, and the public; and (4) protect local government's ability to regulate businesses whether they are traditional, electronic, Internet-based, virtual or otherwise.

Transition of the Commonwealth of Virginia to Next Generation 911

VML supports the Statewide Transition to Next Generation 911 using the state funds that will be dedicated by the 911 Services Board; this should not be an unfunded mandate for which localities become accountable.

VML Executive Committee



President
Patricia P. Woodbury
Council Member,
City of Newport News



President-Elect
Anita James Price
Vice Mayor, City of Roanoke



Vice President
Thomas R. Smigiel, Jr.
Council Member,
City of Norfolk



At-Large Member
Jill Carson
Council Member,
Town of Pennington Gap



At-Large Member
Laurie DiRocco
Mayor, Town of Vienna



At-Large Member
Ophie Kier
Vice Mayor,
City of Staunton



At-Large Member
Bridge Littleton
Council Member,
Town of Middleburg



At-Large Member
Christina Luman-Bailey
Council Member,
City of Hopwell



At-Large Member
Gene Teague
Mayor, City of Martinsville



Town Section Chair
A.D. "Chuckie" Reid
Vice Mayor, Town of Farmville



City Section Chair
Willie Green
Vice Mayor, City of Galax



Urban Section Chair
Shannon Kane
Council Member,
City of Virginia Beach



Past President
Robert K. Cointer
Mayor, Town of Gordonsville

VML Legislative Committee

Chair: Don Harris, Mayor, Town of Bluefield

Vice Chair: Roger Fawcett, Council Member, City of Suffolk

City Section

Gene Teague, Mayor, City of Martinsville

Mary Person, Mayor, City of Emporia

Dan Sze, Council Member, City of Falls Church (*Environmental Quality Chair*)

Billy Withers, Council Member, City of Fredericksburg

Benny Zhang, Council Member, City of Williamsburg

Andrea Oakes, Council Member, City of Staunton

Town Section

Don Harris, Mayor, Town of Bluefield

Sheila Olem, Council Member, Town of Herndon

Edward Owens, Mayor, Town of South Boston

Bill Rush, Town Manager, Town of Marion (*Community and Economic Development Chair*)

Jim Bradley, Council Member, Town of Gordonsville

Phil Miskovic, Council Member, Town of Crewe (*General Laws Chair*)

Urban Section

Ted Byrd, Council Member, City of Harrisonburg (*Transportation Chair*)

John Gilstrap, Mayor, City of Danville

John Rowe, Mayor, City of Portsmouth

Roger Fawcett, Council Member, City of Suffolk

Levar Stoney, Mayor, City of Richmond

Thomas R. Smigiel, Jr., Council Member, City of Norfolk

Tina L. Vick, Vice Mayor, City of Newport News

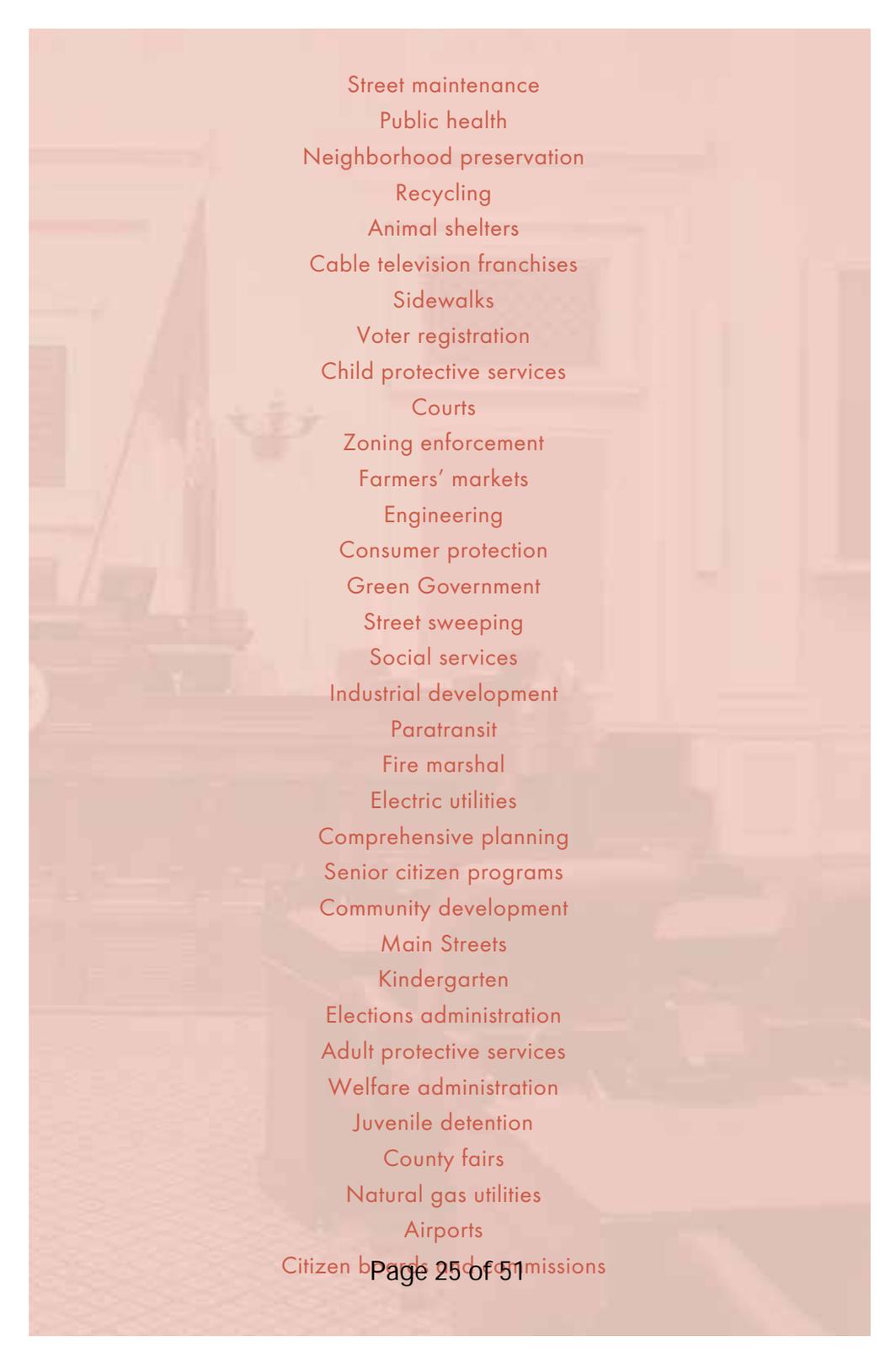
Shannon Kane, Council Member, City of Virginia Beach (*Human Development and Education Chair*)

Katie Cristol, Board Member, County of Arlington

Christine Snead, Council Member, City of Hampton (*Finance Chair*)

Raphael "Ray" Ferris, Council Member, City of Roanoke

Robert Ike, Council Member, City of Chesapeake



Street maintenance
Public health
Neighborhood preservation
Recycling
Animal shelters
Cable television franchises
Sidewalks
Voter registration
Child protective services
Courts
Zoning enforcement
Farmers' markets
Engineering
Consumer protection
Green Government
Street sweeping
Social services
Industrial development
Paratransit
Fire marshal
Electric utilities
Comprehensive planning
Senior citizen programs
Community development
Main Streets
Kindergarten
Elections administration
Adult protective services
Welfare administration
Juvenile detention
County fairs
Natural gas utilities
Airports
Citizen board and commissions

About VML

The Virginia Municipal League is a statewide, nonprofit, nonpartisan association of city, town and county governments established in 1905 to improve and assist local governments through legislative advocacy, research, education and other services. The membership includes all 38 cities in the state, 160 towns and 6 counties.



P.O. Box 12164 Richmond, VA 23241

804/649-8471 [E-mail@vml.org](mailto:mail@vml.org) www.vml.org

SENATE BILL NO. _____

A BILL to authorize agreements for the treasurer of Loudoun County to collect and enforce real and personal property taxes on behalf of any town in such county.

Patrons:

Be it enacted by the General Assembly of Virginia:

1. §1. A. Notwithstanding any other provision of law, the treasurer of Loudoun County, with the approval of the County's governing body, and ~~the treasurer of~~ any town located partially or wholly within Loudoun County, ~~with the approval of their respective local governing bodies~~, may enter into an agreement for the county treasurer to collect and enforce delinquent or non-delinquent real or personal property taxes owed to such town. The county treasurer collecting town taxes pursuant to an agreement made under this act shall account for and pay over to the town the amounts collected, as provided by law. Any such agreement may establish the terms for such collection and enforcement, including payment by the town to the county of reasonable compensation for the services of the county treasurer, and the order in which the county treasurer will credit partial payments between taxes owed to the county and those owed to the town.

~~B. As used in this act, with regard to towns, the term "treasurer" shall mean the town officer or employee vested by statute, charter, or the town governing body with authority to collect town taxes.~~



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

2. Work Session	Meeting Date: November 21, 2017
2 D: Public Safety Assessment Presentation	

Explanation and Summary:

In 2016, the Occoquan Town Council requested that a public safety assessment be performed to identify the Town's public safety needs and how best to address those needs. A preliminary assessment was performed by the Virginia Association of Chiefs of Police (VACP) and presented to the Town Council in February 2017 and focused on like-sized jurisdictions and their department structures.

The goals of this assessment are to identify: (1) the public safety needs of the Town, (2) the police services required to address those needs, and (3) recommendations to achieve those police services.

The Chief of Police will provide a presentation on the assessment. This is an opportunity for the Town Council to review the assessment and provide guidance to staff on next steps in regards to public safety within the Town of Occoquan.

Attachments: (0) None.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

2. Work Session Regular Agenda	Meeting Date: November 21, 2017
2 E: Parking and Traffic Study Final Report	

Explanation and Summary:

At the October 17, 2017 Work Session, JMT presented the draft Parking and Traffic study to the Town Council. The attached final draft includes an implementation plan that provides general timeframes for the study, planning, design and construction of the proposed recommendations and estimated program costs. This is an opportunity for the Town Council to review the final draft and provide guidance to staff on next steps.

About the Study

The Town has been working with JMT to perform a parking and traffic study within the Town of Occoquan. The study has focused on identifying and analyzing parking issues within the study area, which includes the Historic Business District, and also included data collection on cut-through traffic during weekday morning and evening hours, and a review of stall widths and the potential impacts of two-way traffic on parking capacity. A Citizen information meeting for this study was held at Town Hall on September 27, 2017.

Attachments: (1) FINAL Parking and Traffic Study Report



Final Report



Town of Occoquan, Virginia **PARKING STUDY**



Overview

Introduction and Background

The Town of Occoquan, Virginia has partnered with Johnson, Mirmiran and Thompson, Inc. (JMT) to conduct a town-wide parking study to address the Town's concerns with parking availability and safety.

The Town is looking for ways to maintain its vibrant Downtown Historic Business District as a regional destination. They plan to achieve this by, among other things, developing appropriate parking plans and policies that will meet the current needs while maintaining the historic downtown character, as well as sustaining economic growth and high quality of life for residents and visitors.

Parking has been identified by both business owners and residents as a very important challenge facing their community. Many business owners and residents feel that there is not an adequate amount of parking available in the Historic Business District. There is also concern regarding effective wayfinding signage linking visitors and potential

customers to businesses and parking spaces.

The purpose of this study is to analyze the parking challenges and causes facing the Town of Occoquan and identify implementable solutions for the Town to pursue to alleviate its parking challenges.

Study Area

The study area has been identified as roughly the same boundary line as the Historic District of Occoquan (Yellow outlined areas in **Figure 1**). The parking areas identified by the Town for analysis include:

- On-Street Public Parking
- Off-Street Town-Owned Parking
- Private Lots, Mostly Residential
- Private Lots, Mostly Commercial

Figure 1: Study Area



Study Methodology

Data Collection

Using spreadsheets and maps created by JMT, Town staff collected an existing inventory and occupancy count for the following parking areas defined in the project area (**Appendix A**):

- On-Street Public Parking (A Lots)
- Off-Street Town-Owned Parking (B Lots)
- Private, Mostly Residential (C Lots)
- Private, Mostly Commercial (D Lots)

The data was collected on an hourly basis from 7AM-8PM, on a Wednesday (weekday data) and Saturday (weekend data) during sunny August days in 2017. Additional inventory and occupancy counts were also collected during a special event Saturday from 2PM—8PM for the public on-street parking and Town-owned off-street parking areas.

The Town provided the raw data to JMT for analysis.



Parking Demand Analysis

The parking inventory and occupancy data was broken into three overall initial categories for analysis:

- Weekday
- Weekend
- Special Event Weekend (Saturday)

The data was then further compiled into the following four hourly timeframes for each category:

- **7:00 AM—11:00 AM**

Businesses are beginning to open and employees have mostly arrived to work

- **11:00 AM—2:00 PM**

Peak lunch activity at restaurants

- **2:00 PM—5:00 PM**

Lunch peak is over and people have returned to their homes, place of work, or are enjoying other activities

- **5:00 PM—8:00 PM**

Many retail businesses have closed and restaurant/entertainment uses are active.

Occupancy Maps

GIS software was used to understand and analyze the relationships of the spatial locations of parking areas and the results of the inventory and occupancy count data. Overlaying this information illustrates parking occupancy and identifies areas that are near or over capacity as well as highlights parking areas that are underutilized. Analyzing this information based on day of the week and time of day is vital to understanding how the Town's parking patterns change and shift throughout the day and week. Using GIS, a total of 10 parking occupancy maps were generated for analysis purposes. These maps illustrate the various parking challenges and opportunities as they occur throughout the Historic District. The full index of occupancy maps is located in **Appendix B**.



Public Input

Public input was identified as a crucial component to the study method for this project. Not only is public input vital to understanding the Town's parking challenges, it is also key to include the public in the decision making process so that when solutions are implemented they are supported by the public. The Town hosted a Community Input Meeting on September 27th, 2017, which was attended by approximately 26 residents and members of the business community. During this meeting, representatives from the Town and JMT provided an overview of the study process, and attendees were encouraged to ask questions and provide insight on their experiences or issues with parking in the Town .

As part of the public input process, the Town and JMT prepared two online surveys (one which was community focused and one which was business focused) which were distributed electronically to the public as a way to provide input outside of the public meeting. Additional hard copies of the survey were made available at the Community Input Meeting.

The information gathered from the public meeting and the two online surveys was used to supplement the parking data and to help inform and guide the analysis process.

Recommendations From Town Council

The Town Council Work Session on October 17th focused on the results of the Parking Study. Recommendations were presented to the Town Council for input and concurrence as presented within this Study. As with all Town Council Work Sessions, this meeting was recorded for public record.

Review of Data & Existing Town Plans

How Did We Get Here?

Occoquan is a small town, with a population of approximately 1,049 people according to the 2015 American Community Survey (ACS) Census data. The streets of Occoquan were first laid out in 1804 before the boom of the automobile. This is evident in the narrow, often one-way streets, and close building setback lines throughout the Town. The Town also enjoys the scenic and recreational benefits of having its Historic Business District located along the Occoquan River, with many establishments capitalizing on this riverfront property. This type of layout can be very conducive to attracting commercial activity, however along with that commercial activity parking concerns can become a persistent nuisance to residents and a challenge for Town Staff.

The Town is considered a suburb of Washington, D.C. and is located in Prince William County, Virginia. The location of the Town in relation to these more populated areas provides an opportunity for visitors from the DC metro-region to visit Occoquan and enjoy the small town pleasures. These visitors create a positive economic impact that can be capitalized on by local commercial establishments.

The Town has been facing parking challenges for many years. A Charrette was held in 1998 to focus on the issue of parking as well as other important issues that were facing the Town at the time. From this effort a range of potential actions was suggested such as; a parking management program, on-street parking restrictions, parking permits, and formation of a Business Improvement District (BID). To date, none of these recommendations has been put into place due to a variety of reasons, leading to increased parking concerns.

Structured Parking Feasibility Report (2007)

In October 2007, the Town of Occoquan hired a consultant to perform a feasibility study for installing structured parking on four specific parcels within Occoquan. From this study, two

sites were identified as feasible for structured parking: 1) the West Garage (2 parcels owned by Fairfax County Water Authority located at the northwestern-most corner of the border of Town), and; 2) the East Garage (existing Town-Owned parking lot and portion of private parcel owned by Maude Williams, located at the corner of Mill Street & Poplar Alley). The West Garage (est. cost = \$3.2 million) would provide 211 new parking spaces. The East Garage (est. cost = \$2.1 million) would provide a total of 137 new parking spaces. These 2007 cost estimates equate to slightly over \$15,000/space for each garage.

The previously proposed West Garage location is now the River Mill Park. The previously proposed East Garage location has since been further developed.

Comprehensive Plan Vision 2026

The Town of Occoquan adopted its “*Comprehensive Plan Vision 2026*” in 2016. The purpose of this plan is to provide a vision for how Occoquan should grow into the future, maintain public facilities and programs in response to growth, and successfully manage new development and redevelopment actions.

This plan touches on a range of topics and actions with parking identified as an ongoing challenge facing the Downtown and surrounding residential areas. A Town parking study was identified as a recommended action item to address the parking challenges facing the town and begin to chart a plan for how to address the Town’s current and future parking needs.

Town of Occoquan Parking Study (2017)

This current parking study was built upon this previous work as well as extended to include recent data and input from the public.



Public Surveys

The Town published two public surveys to gather and document public input regarding Town parking conditions. The two surveys consisted of a general public survey which could be filled out by any member of the general public, and a business survey for business owners within the study area. The public survey yielded 90 responses and the business survey yielded 44 responses.

The community survey was taken by a mix of residents (51%), visitors (40%), and other members of the public. Both surveys indicated that there is a general consensus that solving parking issues is a high priority facing the Town. Both surveys included support for addressing the parking issues associated with the post office and suggested time-limited parking at this location. Improved parking wayfinding and signage as well as dedicated employee parking areas were common recommendations received through both surveys.

The Community Survey responses included recommendations for parking limits/meters, permits for residents, and increased parking enforcement. The Business Survey responses included recommendations for pedestrian safety improvements, highlighting the lot under the Route 123 Bridge. There were also recommendations to consider shared parking in private lots, and general recommendation to increase parking availability.

Complete survey results are located in **Appendix C**.



Existing Conditions Assessment

JMT staff conducted a field assessment of the existing parking conditions. They advised that improved signage directing people to available parking upon entering town, and continuing consistent signage through town to available parking could be a potential solution to spreading out the parking usage across existing public parking areas. Sidewalk conditions, overall walkability, and ADA accessibility were also identified as needing improvement, which may alleviate some of the parking issues the town is experiencing. Improving the walkability of the town could be a catalyst to improved parking as people are more willing to walk further to their destination.

Cut-Through Traffic Study

As part of this study, JMT conducted a weekday peak period cut-through traffic survey between the Route 123/Commerce Street intersection at the east edge of the Town and the Old Bridge Road/Tanyard Hill Road intersection to the southwest of Town. Specifically, the survey assessed AM peak period cut through volumes traveling from the Old Bridge Road/Tanyard Hill Road intersection to the Route 123/Commerce Street intersection from 6:00 AM – 9:00 AM and in the reverse direction (by way of Mill Street) from 4:30 PM – 6:30 PM. The survey was conducted in late September 2017 using a combination of manual and automated license plate reader (ALPR) technology. The results of the survey indicated the following:

- 871 vehicles cut-through from Old Bridge Road to Route 123 (by way of Commerce Street) during the 3-hour AM period, which equates to 86% of the directional traffic on Tanyard Hill Road and 69% of the directional traffic on Commerce Street
- 596 vehicles cut through from Route 123 to Old Bridge Road (by way of Mill Street and Tanyard Hill Road) during the 2-hour PM period, which equates to 50% of the directional traffic on Commerce Street and 71% of the directional traffic on Tanyard Hill Road
- Each cut-through route experienced between 250-300 cut-through vehicles/hour on average



The cut through percentages and volumes on these routes exceeds the minimum thresholds required for consideration of a formal cut-through study under VDOT's Residential Cut-Through Traffic Policy. JMT was asked by the Town and citizens to assess the potential parking impacts of converting 1-way streets to 2-way streets in the Town (specifically Mill Street, Union Street, Commerce Street, and Washington Street), with a primary goal of reducing the level of PM cut-through traffic along westbound Mill Street. Based on an initial review of traffic volumes, cut-through patterns, and overall traffic circulation patterns in the Historic Business District, JMT offers the following preliminary findings with respect to the 1-way to 2-way conversion:

- Mill Street – the existing 45 on-street parking spaces along the 1-way section of Mill Street (Lots A6, 7 and 8) should be able to be recaptured entirely by restriping both sides of Mill Street for parallel on-street parking (similar to the existing westernmost 2-way segment of Mill Street)
- Union Street – the 36' pavement width could allow for two (2) 11' travel lanes and parallel parking (7' wide) on both sides of the road, which should result in 100% recovery of the 22 existing on-street public spaces in Lot A14
- Ellicott Street – 7 public on-street parking spaces (Lot A4) would be lost with 2-way conversion
- Commerce Street
 - Washington Street to Union Street – 8 of the public on-street parking spaces in Lot 13 would be lost with 2-way conversion
 - Union Street to Ellicott Street – approximately half of the 31 public on-street parking spaces in Lot A3 would be lost, while the remaining could be recovered by converting to parallel parking (1 side only) with 2-way conversion, resulting in a loss of 15-16 public on-street spaces
- Total Net Loss of Public On-Street Parking with 1-way to 2-way conversion of all street segments listed above = approximately 30 spaces, which represents approximately 3% of the Town's total public parking inventory and over 5% of Town's public on-street parking inventory.

From a practical standpoint, the roadway link that appears to offer the greatest positive impact for traffic operations and safety through 1-way to 2-way conversion is Commerce Street between Washington and Union Streets. Converting this link to 2-way operation would eliminate the need for PM cut-through traffic to divert along Mill Street, which has high parking and pedestrian activity. This would likely remove

between 600 to 1,000 cut-through vehicles from Mill Street in the busy weekday afternoon/evening hours, greatly improving parking operations and pedestrian mobility in this section of the HBD. However, this conversion would result in the loss of 8 spaces from Lot A13 along Commerce Street. These spaces were observed to be used frequently by residents as de facto residential parking.

Recommendations – Near Term

The Town should present the cut-through data to VDOT and petition VDOT to conduct a formal cut-through study for the routes between the Old Bridge Road/Tanyard Hill Road intersection and the Route 123/Commerce Street intersection.

Recommendations – Medium/Long Term

The Town should consider converting the segment of Commerce Street between Washington and Union Streets to 2-way operations in the future. This recommendation assumes that the eight (8) lost public on-street parking spaces along Commerce Street that would result from the 2-way conversion could be replaced or otherwise accounted for nearby, for the benefit of the Commerce Street residents who rely upon those spaces as de facto residential parking.



Review & Summary of Parking Demand Analysis

Parking Supply

The parking areas were categorized into the following lot types:

- On-Street Public Parking (A Lots)
- Off-Street Town-Owned Parking (B Lots)
- Private, Mostly Residential (C Lots)
- Private, Mostly Commercial (D Lots)

See **Appendix A** for study area parking location maps.

The parking data collection revealed a total parking inventory of 880 spaces located within the project study area. As a general rule, public parking supply should account for at least 50 percent of the total parking supply in a business district. In Occoquan, public parking (435 spaces) accounts for 49 percent, while private parking (445 spaces) accounts for 51 percent. As illustrated in **Figure 2**, the largest portions of parking fall within the On-Street Public A Lots (264 spaces) and Private, Mostly Commercial D Lots (272 spaces). The supply of spaces in each of these parking lot groups is relatively evenly distributed throughout the Town’s Historic District. Private, Mostly Residential C Lot parking is also distributed relatively evenly across the study area, while Off-Street Town-Owned B Lot parking is located at/beyond the Historic District perimeter, with nearly 70% of the spaces located near or under the Route 123 Bridge (completely outside the Historic District).

Parking Occupancy & Peak Demand

As illustrated in **Figure 3**, parking occupancy is highest on weekends beginning at 11:00 AM and lasting through 8:00 PM. The peak time occurs during the midday on the weekend, with the peak beginning around 11:00 AM and lasting until 5:00 PM, with ultimate peak occupancy from 2:00 PM—5:00 PM (1,613 parked vehicles). The 5:00 PM—8:00 PM timeframe, although not considered the peak of the

weekend, still shows significant numbers of vehicles parking in the Historic Business District, much higher than weekday occupancy rates .

During weekdays the peak parking occupancy occurs from 11:00 AM—2:00 PM, then again from 5:00 PM—8:00 PM.

Figures 4—7 on page 8 illustrate the parking occupancy by lot type. The public parking lots are more utilized during peak demand, whereas the private lots show less of a change in occupancy throughout the day. Overall, none of the lot types *as a whole* reach total capacity, with the greatest availability of spaces in the C and D Lots.

Figure 2: Total Parking Inventory By Lot Type



Figure 3: Peak Parking Occupancy (All Lots)

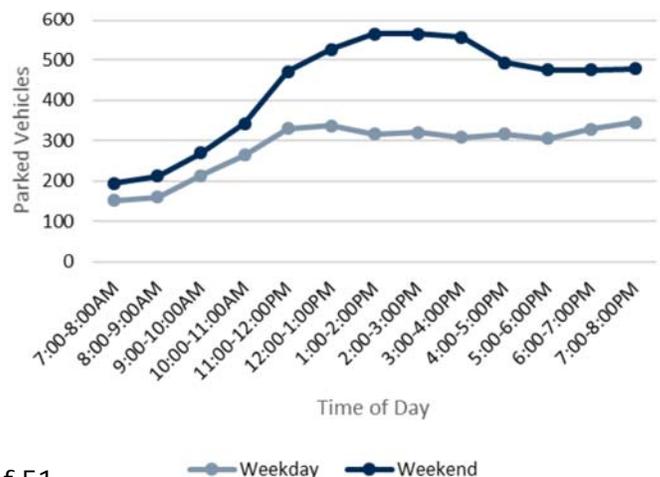




Figure 4: All On-Street Public Parking (A Lots) - Parking Occupancy Count

All A Lots:
 Total Capacity = 264
 Total Max Capacity = 86%

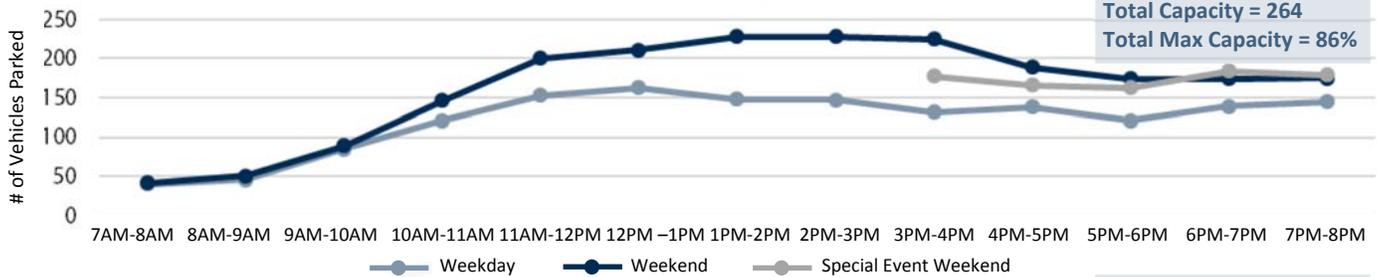


Figure 5: All Off-Street Town-Owned Parking (B Lots) - Parking Occupancy Count

All B Lots:
 Total Capacity = 171
 Total Max Capacity = 96%

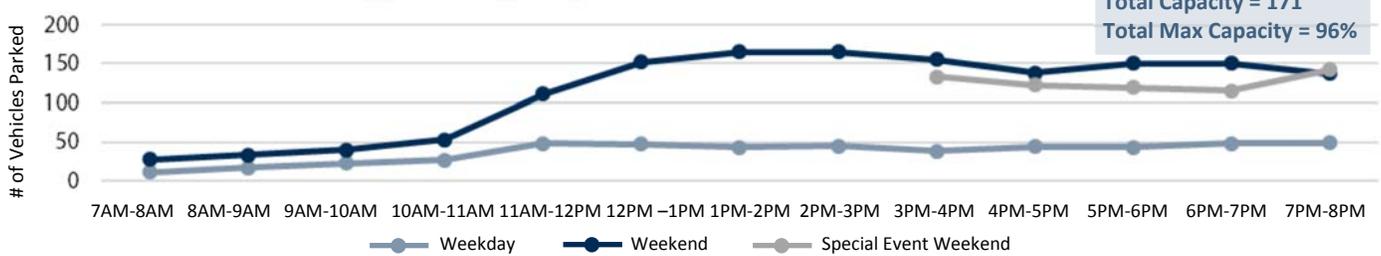


Figure 6: All Private, Mostly Residential (C Lots) - Parking Occupancy Count

All C Lots:
 Total Capacity = 173
 Total Max Capacity = 50%

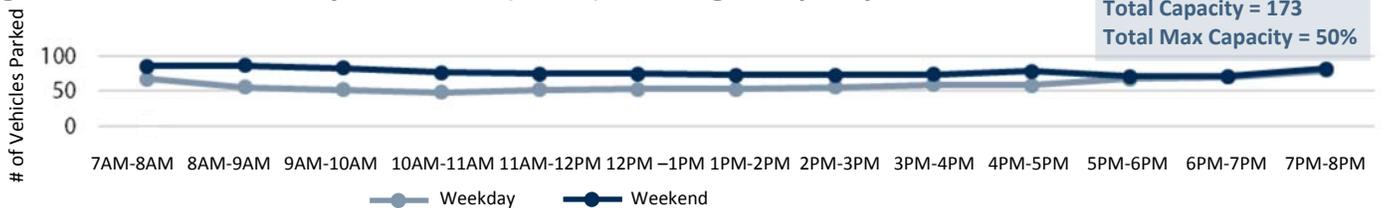
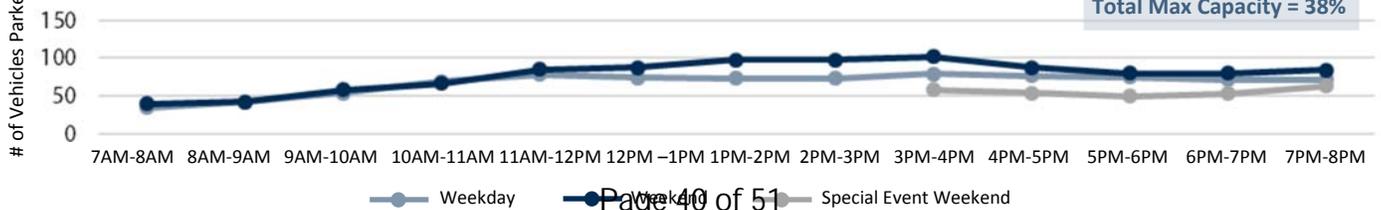


Figure 7: All Private, Mostly Commercial (D Lots) - Parking Occupancy Count

All D Lots:
 Total Capacity = 272
 Total Max Capacity = 38%



Parking Duration and Turnover

Parking duration and turnover rate was studied for the following parking areas:

- A Lots – On-Street Public Parking
- B Lots – Off-Street Town-Owned Parking
- D Lots – Private, Mostly Commercial (select lots*)

*Includes lots closest to the busy Mill Street area (D5, D8, D9, and D18)

These lots were chosen for study because they represent locations where visitors park. It is important to understand the current operation and utilization of these spaces to develop implementable solutions that will best serve the interests of both visitors and business owners in the area. Shorter parking durations allow for a higher turnover rate, which is preferable for on-street parking near businesses. This translates to a higher volume of unique customers per day, which promotes economic vitality in a downtown area. Longer parking durations and lower turnover rates are best served by off-street parking lots.

Parking Duration

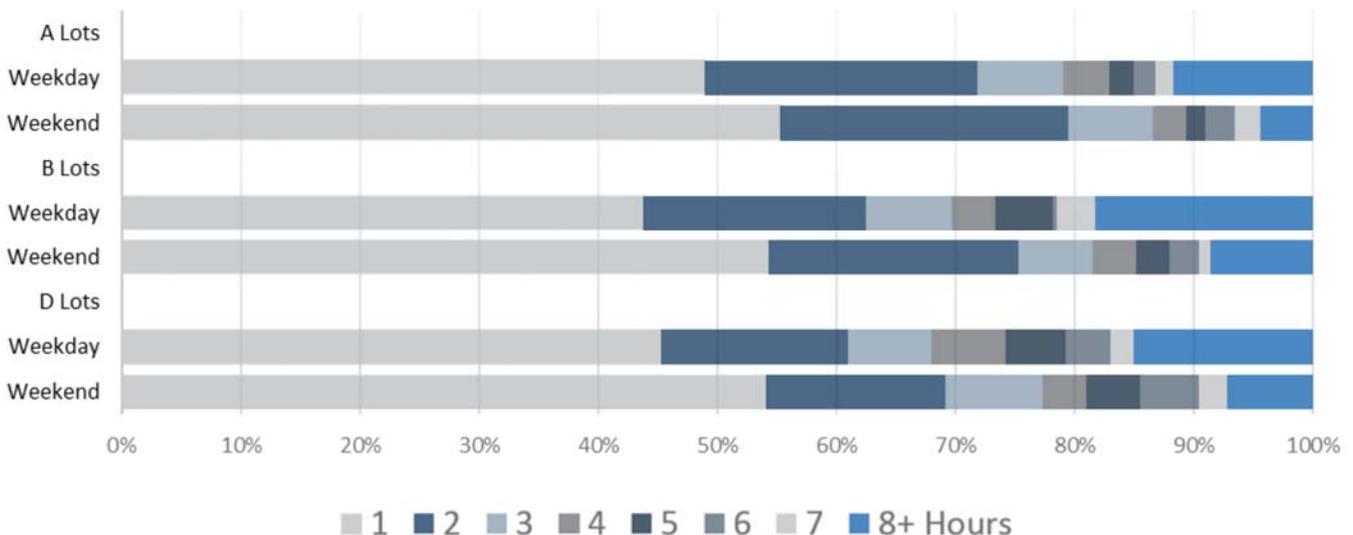
Parking duration is the length of time a vehicle is parked in a given space. For this study, each parking lot in the study area was observed on an hourly basis for a typical weekday and typical weekend day (Saturday) between the hours of

7AM – 8PM. Additional hourly data was collected during a special weekend event (Saturday) from 2PM – 8PM. Parking duration was measured by recording the last three characters of license plates for vehicles parked in each parking space in the study area to determine the length of their stay.

Figure 8 is the result of this evaluation: it depicts the percentage of vehicles that parked for a total of 1 hour, 2 hours, etc. throughout the day for each type of lot. On average, of the total vehicles accounted for, 53 percent stay for 1 hour or less, and 22 percent stay between 1 – 2 hours. Cumulatively, this accounts for 75 percent of all vehicles parking in the Town of Occoquan. On average, vehicle parking duration is 2.2 hours.



Figure 8: Parking Duration by Lot





Parking Turnover

Parking turnover represents the number of different vehicles that park in the same space over a period of time. This parking turnover rate is calculated based on the following relationship:

$$\text{Turnover Rate} = \frac{\text{\# of unique vehicles}}{\text{\# of available spaces}}$$

The results of the turnover analysis are shown in **Figure 9** for all lots in the study area. All public lot types have an average turnover rate of greater than 1.0, which indicates that vehicles are, in fact, turning over throughout the day. These parking turnover rates, in combination with the high percentage of vehicles found to be parking for a duration of 2 hours or less, indicate a good overall turnover condition in the Town.

As illustrated in **Figure 8**, a number of vehicles in each parking area were observed to occupy a parking space for an extended period of time (8+ hours). **Figure 10** summarizes the number of these vehicles per lot type. The on-street parking in the Town (A Lots) showed the overall highest prevalence of vehicles parking for an extended period of time.

Figure 9: Parking Turnover Rate

Lot	Weekday	Weekend
A	2.4	3.2
B	1.5	3.1
D	1.0	1.4
Total	1.8	2.7

Figure 10: Vehicles Parked 8+ Hours

	Lots	Weekday	Weekend
A	All	48	23
	Mill Street	15	9
	Commerce Street	18	8
	B	29	26
	D	13	9

Results and Recommendations

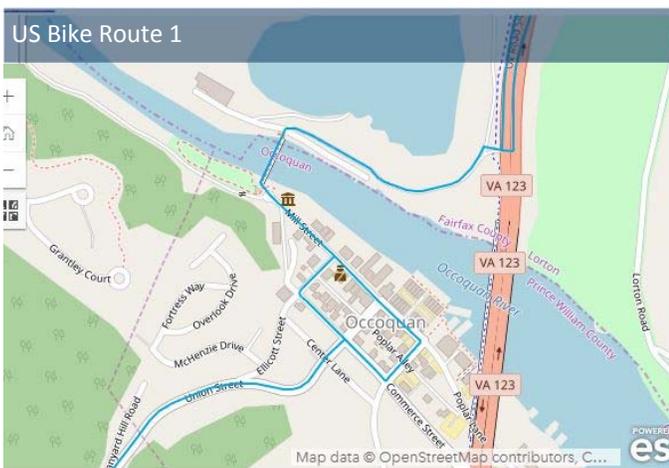
Creating a walkable Town is fundamental to the future plans and vision of the Town Of Occoquan.

Walk Occoquan

(Medium Term Improvement, 1-5 Years / Long Term Improvement 5–10 Years)

A walkable environment will allow residents to commute to the Downtown by foot, likewise visitors can park their vehicle one time and stroll to several destinations comfortably on foot before returning to their vehicle. Increasing walkability means not only updating sidewalk facilities to current ADA standards but also means adequate pedestrian lighting, well maintained sidewalks, and inviting streetscapes and pedestrian amenities. Also crucial to walkability is safe pedestrian street crossings. The Town should consider striping two additional crosswalks across Mill Street, one at Ellicott Street and another at Washington Street. The use of high visibility crosswalks or raised crosswalks should be considered to increase pedestrian visibility and safety at crossings. Strategic pedestrian connections and upgrades should also be prioritized, such as new sidewalks along the west side of Mill Street from the Town-Owned parking lot to Downtown, and safety lighting in the parking area under the Route 123 Bridge.

The following recommendations are also offered to make better use of the available parking supply and to strategically plan how and where new parking areas will be developed.



Bike Occoquan

(Medium Term Improvement, 1-5 Years)

- Capitalize on the location of the various existing and proposed regional bike trails intersecting Occoquan (US Bike Route 1, East Coast Greenway, and the proposed Occoquan Greenway Trail) by marketing Occoquan as a bicycle tourism destination and providing additional, strategically-located bicycle amenities for day trip and overnight riders.
- Incorporate additional public bicycle parking into existing parking inventory to encourage residents to make more trips by bicycle. Further analysis is needed to identify ideal on-street parking spots for conversion to bicycle parking. The bike parking should be branded to match the identity of the entire parking system and Downton Occoquan.



Wayfinding & Signage

(Medium Term Improvement, 1-5 Years)

- The parking system should be branded and incorporate the Downtown identity
- Install consistent directional wayfinding signage to direct those unfamiliar with the system to public parking
- Private parking lots for businesses, particularly along Mill Street, should be consistently and clearly

marked with wayfinding that is compatible with the branding of the public parking wayfinding

- Signage should clearly define the uses of each public parking lot
- Develop online parking resources, such as a parking map, with prominent links on the Town's website

Shared Parking

(Medium Term Improvement, 1-5 Years)

- Discourage new private parking lots, excluding residential uses which do not typically share parking for public use
- Establish and maintain at least 50 percent of parking supply for public use
- Explore opportunities for agreements to share public parking with under-utilized private commercial lots
- Incentivize property owners to share unused parking areas

Encourage Turnover of On-Street Parking

(Medium Term Improvement, 1-5 Years)

- Investigate partnering with under-utilized private lot owners to provide additional long-term parking in off-street lots, preserving the high-demand on-street spaces for shorter trips
- Work with business owners to ensure that employees are parking in appropriate long-term parking lots in lieu of on-street spaces in front of businesses.

Residential Parking Permits

(Medium Term Improvement, 1-5 Years)

- Consider implementing residential parking permits
- Sign specific on-street parking areas that have limited off-street residential parking as permit parking only

On-Street Parking Modifications

(Long Term Improvement, 5-10 Years)

- Remove the horizontal white pavement striping lines between parallel parking spaces on the west end of Mill Street to encourage vehicles to park closer together increasing overall capacity

- Modify pull-in angle parking spaces on Mill Street to be back-in angle parking spaces. This configuration eliminates the difficulty that drivers, particularly older drivers, have when backing into moving traffic. Also increases the ease of loading and unloading cargo and helping children in and out of car seats, and protection as the open car door now directs passengers unloading from vehicles back to the sidewalk rather than out into the street.



Work with Developers

(Short Term Improvement, 1 Year)

- As development plans are finalized, the Town should coordinate with developers to ensure that adequate parking and pedestrian accommodations are included in any new development or redevelopment plans in or near the Downtown.

Parking Enforcement

(Ongoing)

- As these recommendations are implemented, considerations need to be given to how police staff will be able to effectively manage parking enforcement.

Implementation Plan

The implementation plan is illustrated on the following page and provides general timeframes for the study, planning, design, and construction for each of the proposed recommendations. The Program Cost provided includes the total cost, in current dollars, for all of the components of each recommendation.

Wayfinding & Signage

It is recommended that the Branding / Marketing campaign, as associated with the wayfinding recommendation, be completed as an initial activity. This will determine any branding for the Town of Occoquan to be used for additional elements of any improvements proposed for the Town, whether through these projects, or through any developer improvements to be provided.

Walk Occoquan

The Walk Occoquan recommendation has been broken into two components, one for the initial crosswalks at either end of Mill Street to provide immediate pedestrian connectivity. The remaining component of Walk Occoquan requires a full pedestrian study to be completed to determine sidewalk feasibility and full ADA compliancy. These studies will review not only the pedestrian path, but also obstacles and potential solutions such as identifying utility location and right-of-way requirements.

Additional improvements can be programmed as funds and grants are available.

Recommendations	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Feasibility Level Program Cost	Stakeholder Involvement
Walk Occoquan													
Crosswalks / ADA Ramps at ends of Mill Street			■	■								\$40,000	Town Council, VDOT
Walkable, Compliant Network			■	■	■	■						\$2,800,000	Town Council, VDOT
Bike Occoquan													
Website Updates for Bike Occoquan	■											N/A	Town Manager
Bicycle Parking							■	■				\$50,000	Town Council, VDOT
Wayfinding and Signage													
Website Updates for Parking Resources	■					■						N/A	Town Manager
Branding / Marketing Campaign		■	■									\$25,000 - \$50,000	Town Council, Community
Wayfinding Signage			■	■	■							\$25,000 - \$75,000	Town Council, Community, VDOT
Shared Parking													
Consider Zoning Plan Updates	■											N/A	Town Council
Encourage Turn-over of On-Street Parking													
MOU with Private Lots	■	■	■									N/A	Town Council, Businesses
Residential Parking Permits													
Consider Parking Permits and Signage									■			N/A	Town Council, Residents
On-Street Parking Modifications													
Change the Existing Parking Configuration (Mill Street)							■	■	■			\$160,000	Town Council, VDOT
Work with Developers													
Coordinate with Developers	■	■	■	■	■	■	■	■	■	■	■	N/A	Town Council
Parking Enforcement													
Continued Parking Enforcement	■	■	■	■	■	■	■	■	■	■	■	N/A	Police

Study ■ Planning / Design ■ Construction ■ Ongoing Coordination ■

Other Considerations

Several additional recommendations were evaluated for consideration and informational purposes for the Town of Occoquan Parking Study. These recommendations are not included in this plan for implementation based on their conflict with other recommendations that highlight greater potential improvement, or based on not being feasible at this time. These are:

Structured Parking

Providing public (Town-owned) structured parking is not recommended. A planning level cost estimate for building a new structured parking facility is \$25,000 per space, and can increase from there based on incorporated technologies and architectural features for the garage. This cost does not account for the ongoing maintenance and operation for the facility. In addition, with the current development patterns, there is no open space remaining to accommodate the size needed for the structure, access, and other considerations necessary for the implementation of a parking garage as a town-owned facility.

Parking Space Width

Angled parking space widths were evaluated along Mill Street, specifically lots A6, A7, and A8, to understand the impact of widening the existing stall space from 8.5' to 9'. By restriping these three areas evaluated, there would be a total loss of three spaces along Mill Street. In consideration of the length of Mill Street, this would represent a 3% reduction of parking spaces, which is not consistent with the goal to maintain at least 50% public parking spaces for the Historic Business District. Properly restriping parking spaces to ensure the aesthetic for the area would require milling and overlay of the pavement as well as the actual restriping. With the proposed improvement of reverse angled parking to promote safety and efficiency, this improvement is not recommended now.

Time-Limited Parking

Time-limited parking is not recommended at this time. However, it could be a consideration in the future based on customer / employee behaviors, particularly along dense commercial streets or near the Post Office to enhance turnover for customers.

One-Way to Two-Way Conversion: Commerce Street

JMT evaluated the impact from the number of parking spaces, for the conversion of Commerce Street from one-way to two-way. This recommendation was proposed as one potential solution for minimizing the current cut-thru traffic. Commerce Street from Ellicott Street to Union Street is approximately 36' wide. This section of roadway currently provides 31 parking spaces within the Historic Business District. Commerce Street from Union Street to Washington Street is approximately 24' wide. This section of roadway currently provides 11 parking spaces, for a total parking space count along Commerce Street of 42.

Converting the existing one-way street to a two-way street would result in returning Commerce Street to a similar configuration as in the early 2000's with one lane in either direction and limited parallel parking for the block of Commerce Street between Ellicott Street to Union Street. Angled parking would not be able to be provided along Commerce Street, even at 30 degrees, based on the constrained width. The angled parking requires at least 16'-8" from the curb, leaving less than 20' remaining for both travel lanes, which is not permissible for this roadway. This conversion would result in a parking loss of approximately 26 parking spaces which is not consistent with the goal to maintain at least 50% public parking spaces for the Historic Business District.



One-Way to Two-Way Conversion: All Streets in Downtown Historic Business District

JMT evaluated the impact on the number of parking spaces if all the one-way streets in the Downtown Historic Business District were converted to two-way streets. The purposes of this evaluation was to understand an order of magnitude impact to public parking for each street conversion. The results of this evaluation is located in **Figure 11**.

Figure 11: One-Way to Two-Way Street Conversion (All Streets)

Street Name	Width	Existing Spaces	Spaces Remaining After One-Way Conversion*	Difference
Mill St from Washington St to Ellicott St	38'	45	25	-20
Commerce St from Ellicott St to Union St	38'	31	14	-17
Commerce St from Union St to Washington St	31' 22'	11	3	-8
Washington St from Commerce St to Mill St	40'	21	15	-6
Union St from Mill St to Commerce St	36'	22	10	-12
Ellicott St from Mill St to Commerce St	25'	7	0	-7
TOTAL SPACES		137	67	-70

*Assumes 11' minimum lane width.



Richmond, Virginia Office

9201 Arboretum Parkway Suite 310

Richmond, VA 23236

P. (804) 323-9900

jmt.com

Offices strategically located throughout the United States





TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

2. Work Session Regular Agenda	Meeting Date: November 21, 2017
2 F: Budget Work Session – FY2019 Goal Setting	

Explanation and Summary:

This is to discuss goals and priorities for the upcoming fiscal year in preparation for the FY 2019 Budget process.

In February 2015, the Town Council adopted six priorities that guided the budget development for fiscal years 2016, 2017 and 2018. This process should be reviewed annually and priorities should be established and adopted every two years.

The priorities set in 2015 and amended during the FY2018 budget process are:

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

This is an opportunity to review and/or alter the above priorities and provide guidance to staff on the budget development process in term of goals, priorities and expectations.

Attachments: (1) FY 2019 Budget Calendar



TOWN OF OCCOQUAN

Fiscal Year 2019 Budget Calendar

ACTIVITY	DATE	TIME
Budget Committee Meeting - Budget Preparation and Task Setting	Wednesday, October 18, 2017	2:30 p.m.
Town Council Goal Setting Work Session	Tuesday, November 21, 2017	7:00 p.m.
Staff Meeting - Budget Discussion/Priorities	Wednesday, November 22, 2017	10 a.m.
Deadline for Department Budget Requests	Friday, December 15, 2017	COB
Planning Commission/Budget Committee CIP Review and Recommendations	Tuesday, January 9, 2018	7:00 p.m.
Town Council Budget Work Session	Tuesday, January 16, 2018	7:00 p.m.
Town Council Budget Work Session	Tuesday, February 20, 2018	7:00 p.m.
Town Council Budget Work Session (if needed)	Tuesday, March 6, 2018	After Regular Meeting
Proposed FY19 Budget Submitted to Council, Available to Public	Friday, March 23, 2018	COB
Advertise for Tax Rate and Budget Public Hearings	Advertising Dates: March 23 + March 30, 2018	Date to send to paper: March 21, 2018
Public Hearing: Proposed FY19 Budget	Tuesday, April 3, 2018	7:00 p.m.
Public Hearing: Proposed FY19 Tax Rates	Tuesday, April 24, 2018	7:00 p.m.
Adoption of FY19 Tax Rates and Budget	Tuesday, May 1, 2018	7:00 p.m.
Submission of Budget to GFOA	Friday, July 27, 2018	COB

Town Council Meetings/ Actions
 Administrative Deadlines