



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

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**Occoquan Town Council**  
**Work Session Meeting**  
**January 17, 2017 | 7:00 p.m.**

1. Call to Order
2. Regular Items
  - a. FY 2018 Budget Work Session
3. Adjournment



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

<b>2. Work Session Regular Agenda</b>	<b>Meeting Date:</b> January 17, 2017
<b>2 A: FY 2018 Budget Work Session</b>	

**Explanation and Summary:**

This is the first of three scheduled work sessions to discuss the proposed Fiscal Year 2018 Budget and Capital Improvement Plan. The proposed budget will be published on March 17, 2017, and a public hearing on the budget will be held on April 4, 2017, and a public hearing on the proposed tax rates will be on April 25, 2017. The budget and tax rates are scheduled for adoption during the May 2, 2017 meeting.

**BUDGET SCHEDULE**

Town Council Budget Work Session	Tuesday, January 17, 2017	7:00 p.m.
Town Council Budget Work Session	Tuesday, February 21, 2017	7:00 p.m.
Town Council Budget Work Session (if needed)	Tuesday, March 7, 2017	After Regular Meeting
Proposed FY18 Budget Submitted to Council, Available to Public	Friday, March 17, 2017	COB
Public Hearing: Proposed FY18 Budget	Tuesday, April 4, 2017	7:00 p.m.
Public Hearing: Proposed FY18 Tax Rates	Tuesday, April 25, 2017	7:00 p.m.
Adoption of FY18 Tax Rates and Budget	Wednesday, May 2, 2017	7:00 p.m.

**Attachments: (1)** FY 2018 Proposed Budget Presentation

# FY 2018 Proposed Budget Town Council Work Session



TOWN OF OCCOQUAN  
JANUARY 17, 2017

## FY 2018 Budget Schedule

- ✓ November 1, 2016 – Priorities Discussion
- January 17, 2017 – Budget Work Session #1
- February 21, 2017 – Budget Work Session #2
- March 7, 2017 – Budget Work Session #3 (if needed)
- April 4, 2017 – Public Hearing on Proposed Budget
- April 25, 2017 – Public Hearing on Proposed Tax Rates
- May 2, 2017 – Adoption of FY2017 Tax Rates and Budget
- July 28, 2017 – Submission of Budget to GFOA



*Distinguished  
Budget  
PRESENTATION  
Award*



## Town Council Priorities - 2017 Update

Town Council identified six goals during the FY2016 budget process and amended the goals during the November 2016 work session.

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



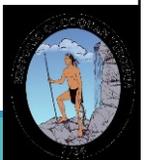
## Council Priority: Parking

### YEAR 1 & 2 - Activities

- Investigated additional parking opportunities under Route 123 bridge
- Restriped parking lines throughout town, defined parking areas on Mill and Union Streets
- Contracted Parking and Traffic Study

### YEAR 3 - FY 2018 Initiatives

- Incorporate parking and traffic recommendations into FY2018 operating and CIP budgets
- Identify opportunities for additional parking



## Council Priority: Pedestrian Safety

### YEAR 1 & 2 - Activities

- Completed Comprehensive Plan Update to include transportation map
- Completed installation of Washington Street sidewalk project
- Repaired significant sidewalk issues on Mill and Union Streets and Repaired brick sidewalks in Mamie Davis Park; continued sidewalk maintenance
- Re-painted yellow curbing in 2015

### YEAR 3 - FY 2018 Initiatives

- Apply for and obtain grant funding for intersection improvements/ crosswalks along Mill Street; implement
- Develop Community Plan to include pedestrian and vehicle circuits, street scape improvements, parking adjustments
- Continue to repair current brick sidewalks
- Refresh yellow curb painting



## Council Priority: Historic Preservation and Town Appearance

### YEAR 1 & 2 - Activities

- Replaced Town Hall Roof, completed office renovations and exterior paint
- Landscaping contract included year-round services including tree maintenance and leaf removal
- Mamie Davis Park and boardwalk and River Mill Park part of KPWB Adopt-A-Spot program
- Partnered with OHS on historic sign refurbishing project
- Continued zoning enforcement of grass, weed, sign, refuse ordinances
- Partnered with Eagle Scouts to repair town boardwalk, install a garden and trash enclosure at Town Hall, sign and benches at River Mill park and bench pad replacement at Mamie Davis Park
- Participated in Comcast Cares Day, a large day of service with multiple community projects being completed
- Replaced old/damaged signage throughout town.

### YEAR 3 - FY 2018 Initiatives

- Continue to enforce zoning regulations related to property appearance and refuse storage and enforce illegal sign removal in right-of-ways
- Continue to research Town's participation as a Main Street Community
- Historic District refuse container replacement
- Refurbishment and major maintenance to gaslights
- Continue to partner with Eagle Scouts on community projects
- Continue to participate in town-wide cleanup events throughout the year



## Council Priority: Riverwalk and Usage

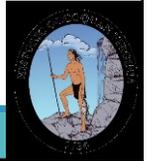
### YEAR 1 & 2 - Activities

- Opened boardwalk section behind Gaslight Landing project to the public
- Major repairs to boardwalk through Comcast Cares Day and Eagle Scout project



### YEAR 3 - FY 2018 Initiatives

- Identify CIP plan to update docking configuration, electric and water connections
- Install lighting along boardwalk and dock
- Install camera system
- Continue to work with property owners to encourage easement allowance to build the continuation of the boardwalk to River Mill Park



## Council Priority: Community Development and Programming

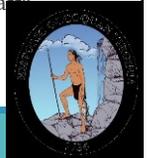
### YEAR 1 & 2 - Activities

- Completed River Mill Park and implemented summer concert series, Halloween kids event
- Participated in WinterFest, tree lighting ceremony, town blessing
- Established Business and Community E-Newsletters
- Held semi-annual arts and crafts shows
- Partnered with DPWM on tourism/marketing activities within the town



### YEAR 3 - FY 2018 Initiatives

- Continue to partner with business community for events
- Coordinate and hold quarterly meetings with business community
- Work with DPWM on developing and promoting electronic Occoquan Business listing
- Continue to meet with HOAs on an annual basis
- Contract and build ADA Kayak and Canoe ramp
- Hold and improve on semi-annual arts and crafts shows
- Support continued Visitor Center operations



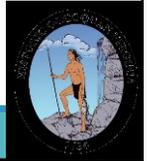
# Council Priority: Stormwater Management

## YEAR 1 & 2 -Activities

- VDOT replaced drainage barrier on Ballywhack Creek on Union Street
- PWC completed repairs to Pond 28 BMP in August 2016
- Town Manager participated in Certified Floodplain Manager training program, CFM (January 2016)

## YEAR 3 - FY 2018 Initiatives

- Map current BMPs and Stormwater management facilities
- Track maintenance of all BMPs within the Town
- Develop maintenance and management schedule for public and private Stormwater management systems within the Town



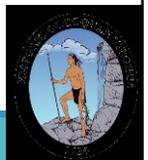
# Council Priority: Public Safety

## YEAR 1 & 2 -Activities

- Town Council set departmental goals in 2016: (1) protection of private property, (2) improvement of pedestrian safety, (3) increased patrol hours including nights and weekends, (4) prioritize community meetings outside of town, (5) update department policies.
- Performed an assessment of the police department to identify community and departmental needs
- Successfully transitioned between retiring Chief of Police and Interim Chief of Police during hiring process for permanent replacement
- Expanded Auxiliary officer program to support public safety operations

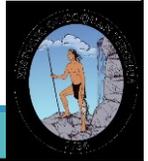
## YEAR 3 - FY 2018 Initiatives

- Incorporate assessment recommendations as part of FY2018 Capital Improvement Program and Operating Fund
- Update General Orders by July 2017



## Other FY2017 Accomplishments

- Began document management process, conversion to electronic documents
- Completed update to zoning and subdivision ordinances (June 2017); recodification and community plan process to be done in FY18
- Implemented new work order and maintenance tracking and scheduling system
- Hired new Town Clerk, Event Director and Administrative Assistant positions
- Completed Update to Administrative Manual
- Implemented Employee Review tool and process
- Replaced aging Town Hall sound system
- Completed staff reorganization
- Received GFOA Distinguished Budget Award for FY2017 Approved Budget Document (2<sup>nd</sup> consecutive year)
- Designated as Prince William County's #1 Tourist Destination in 2015 and 2016; and #1 Community Event (Craft Show) in 2016.



## Occoquan Community – Quick Facts

### TOWN OF OCCOQUAN

Population: 1,025\*  
 Median Age: 45.4 Years  
 Median Household Income: \$82,396  
 Median Home Value: \$320,900  
 Total Housing: 504 units  
 High School Graduate or Higher: 98.8%  
 Bachelors or Higher: 55.1%

### PRINCE WILLIAM COUNTY

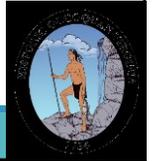
Population: 451,721\*  
 Median Age: 33.7 Years  
 Median Household Income: \$98,514  
 Median Home Value: \$323,400  
 Total Housing Units: 141,002  
 High School Graduate or Higher: 89.6%  
 Bachelors or Higher: 38.1%

*\*American Fact Finder, 2015 Population Estimate  
 2010-2014 American Community Survey, 5-Year Estimates*

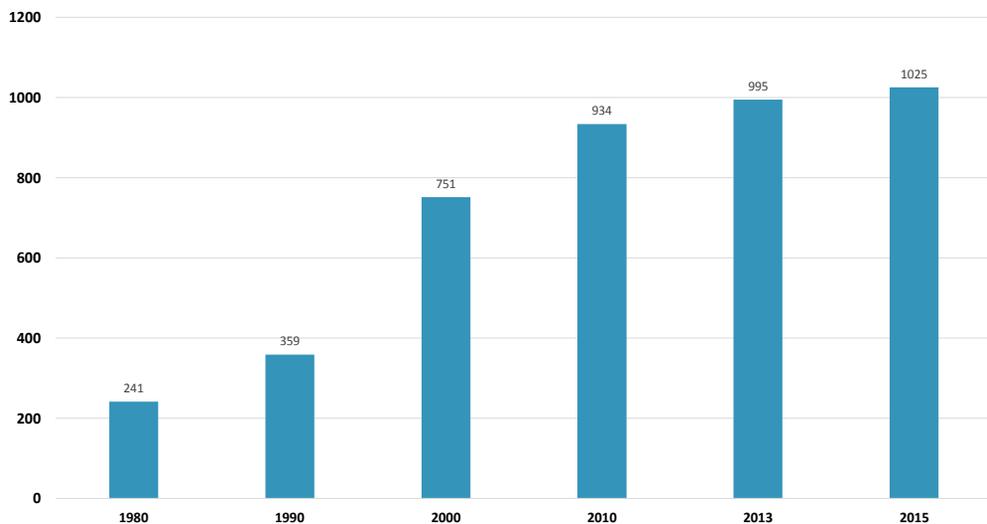


## Town Services and Programs

- Trash and Recycling Collection
- Infrastructure Maintenance: Town Streets, Brick Sidewalks, Public Parking Lots
- Public Building Maintenance and Improvements
- Building Official Services
- Parks Maintenance and Improvements
- Recreation Programming: Parks, Community Events, Annual Arts and Crafts Shows
- Historic District Maintenance: Gas Lights, Public Refuse Receptacles, Street Sweeping, Street Tree Maintenance, Parks
- Zoning and Engineering Services
- Public Safety Services
- Stormwater Management



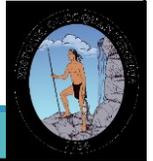
### Town of Occoquan Historical Population Data



## Revenues

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- Meals Tax
- Sales Tax
- Real Estate Tax
- Vehicle License Fee
- Business License Fee
- Other (public safety, professional services)



## FY 2018 Anticipated Impacts

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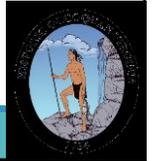
- Benefits and Salaries
  - Evaluate health insurance options for employees
    - Local Choice - available through the state; Evaluate potential cost for the town
    - Option should be available for staff as a benefit of employment
  - Implemented Evaluation process for employees; February evaluations will be submitted as part of consideration for salary increases, as appropriate and as resources are available
- Staffing
  - Potential impacts to police department - unknown; to be incorporated as part of FY2018 Budget Process
  - Dock Oversight and Safety - consideration of seasonal, part-time dock master for fee collection, maintenance
- Programming/Maintenance
  - Costs for maintenance of River Mill Park higher than anticipated (restrooms, trails)
  - Conduct permanent Stormwater repairs and asphaltting to trail - reduces annual maintenance costs
  - Need to identify reliable on-call maintenance support for special events and activities



## FY2018 Proposed Budget Guidance

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- Maintain current tax rate of \$0.12 per \$100 of assessed value
- Maintain current meals tax rate of 3%
- Maintain current transient tax rate of 2%
- Maintain current Vehicle License Fee rates
- Maintain current Business Licensing Rates



## Proposed FY 18 Budget Revenue Development Philosophy

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- Historical Data
- Conservative Approach
- Expected Impacts to Revenue Environment



# General Fund

REVENUES

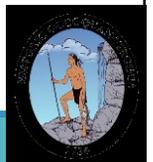
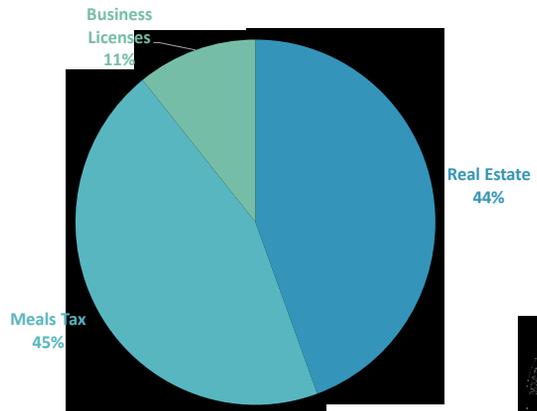


## General Fund Revenues

Preliminary FY18 Proposed Revenue Figures

### Major Revenue Categories

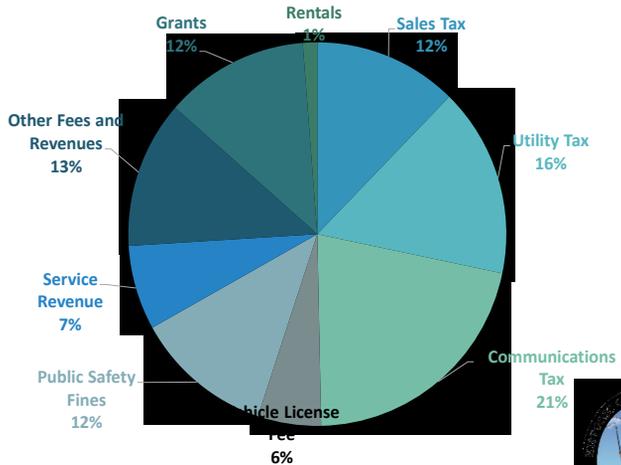
- Real Estate Tax
- Meals Tax
- Business Licenses



# General Fund Revenues

## Preliminary FY18 Proposed Revenue Figures

Other Revenues - Taxes, Fees, Grants, Interest, Other



# Real Estate Taxes

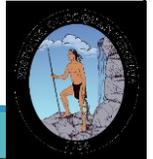
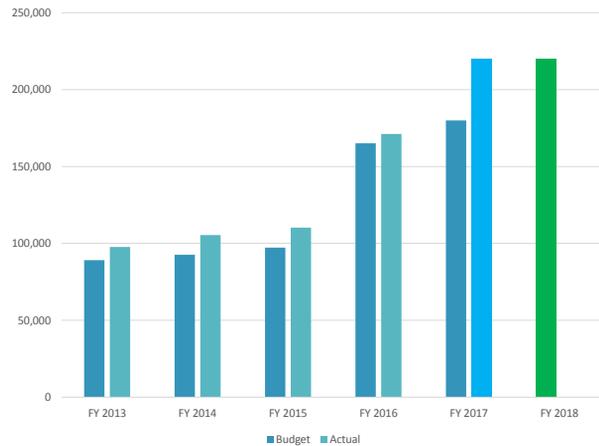
- Have not received assessment estimates from Prince William County.
- Proposed budget revenues currently based on current year projected.
- Estimates expected in mid-February.
- Budget developed based on maintaining \$0.12 RE tax rate.

FY 2017 Adopted Budget	FY 2017 Projected	FY 2018 Preliminary Estimate
\$217,600	\$218,192	\$218,192



## Meals Tax

- Maintain 3% Rate
- FY2017 figures trending better than budget by 22%
- FY2018 proposed figure uses FY2017 projected revenue figure



## Business Licenses

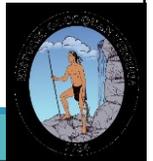
- Healthy business community, low vacancy rate
- Rates are comparable to County rates
- Impacts to revenue -increased promotion of business community, marketing efforts, community activities and events
- Performing annual BPOL audits to ensure compliance and accuracy



## Service Fees

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- Engineering and Building Fee Schedule regulates service fees
- Building Official goal – cost neutral; limited town costs
- Engineering and Zoning not cost neutral – town costs associated with engineering and zoning requirements and activities
- Improve service revenues through adjustment to fee schedule
- Reduction in service revenues for FY2018 due to completion of River Mill Park project



## Utility and Communications Taxes

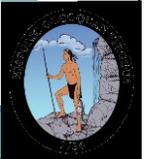
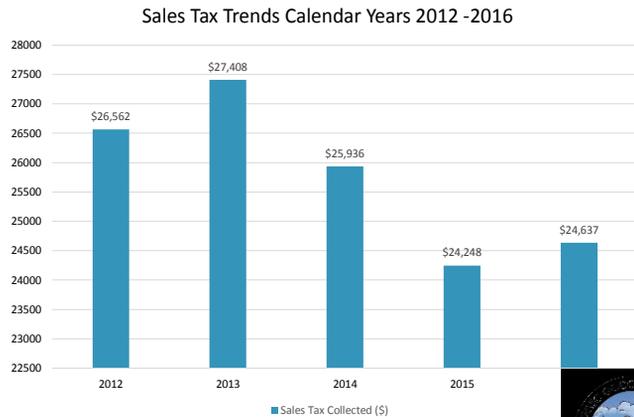
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- Communications Tax trending downward
- Utility Tax stable
- Communications Tax estimate for FY18 = \$43,500, 3.4% decrease over FY17 Budget
- Utility Tax estimate for FY17 = \$32,500, 1.6% increase over FY17 Budget



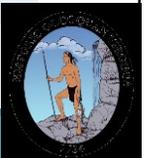
## Sales Tax

- Sales Tax is distributed to localities based on percentage of school aged children, not a reflection on sales trends within community
- FY 2017 Budget: \$24,500  
FY 2018 Estimate: \$25,000 (2% increase)



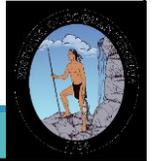
## General Fund Tax Revenues Summary - PRELIMINARY

Revenue Category	FY 2017 Budget	FY 2018 Estimate	Percent Change
Real Estate (FY18 Estimate based FY17 Projected)	\$217,600	\$218,192	0.3%
Meals Tax	\$180,000	\$220,250	22.2%
Sales Tax	\$24,500	\$25,000	2.0%
Utility Tax	\$32,000	\$32,500	1.6%
Communications Tax	\$45,000	\$43,500	(3.3%)
<b>Total</b>	<b>\$499,100</b>	<b>\$539,192</b>	<b>8.0%</b>



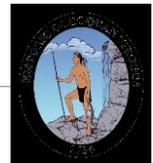
# General Fund Other Revenues Summary - PRELIMINARY

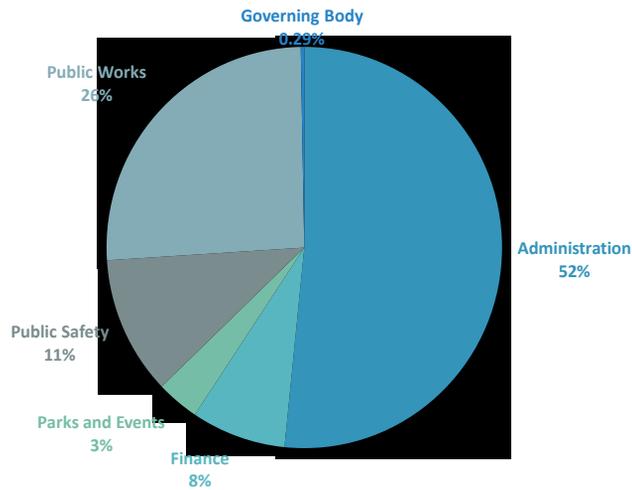
Revenue Category	FY 2017 Budget	FY 2018 Estimate	Percent Change
Vehicle License Fee	\$11,000	\$11,000	0.0%
Public Safety Fines	\$12,000	\$24,000	100.0%
Service Revenue	\$68,500	\$14,500	(78.8%)
Grants	\$24,050	\$25,050	4.2%
Rentals	\$2,600	\$2,500	(3.8%)
Other Fees and Revenues	\$15,165	\$25,270	66.6%
<b>Total</b>	<b>\$133,315</b>	<b>\$102,320</b>	<b>(13.4%)</b>



# General Fund

EXPENDITURES





## General Fund – Expenditures

PRELIMINARY Proposed FY18 General Fund Expenditures by Activity

## FY 2018 Proposed Budget – Expenditures General Fund, PRELIMINARY

	FY 2017 BUDGET	FY 2018 PROPOSED	DIFFERENCE	INCREASE/ (DECREASE)
ADMINISTRATION	\$352,512	\$372,445	5.7%	\$19,993
FINANCE	\$54,339	\$55,838	2.8%	\$1,499
PARKS AND EVENTS	\$25,550	\$25,150	(1.6%)	(\$400)
PUBLIC SAFETY	\$85,932	\$80,605	(6.2%)	(\$5,327)
PUBLIC WORKS	\$167,009	\$185,693	11.2%	\$18,684
GOVERNING BODY	\$72	\$2,072	2,778%	\$2,000
<b>TOTAL</b>	<b>\$685,415</b>	<b>\$721,803</b>	<b>5.3%</b>	<b>\$36,389</b>

## Service and Program Impacts

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- River Mill Park Maintenance Costs
  - Increase in cost associated with River Mill Park cleaning services
  - Estimate based on 1 weekly cleaning, 26 weeks per year; 2 weekly cleanings, 2 weeks per year at \$180 per service (including supplies and restocking), \$15,000
- Dock Master
  - Result of community input and informal dock committee recommendation to improve dock conditions and evaluate usages
  - Includes estimates for seasonal Dock Master position (Memorial Day to Labor Day, weekends and holidays)
  - Assist with maintenance issues, fee collection enforcement, safety
  - Estimate based on 15 weeks per year, average of 24 hours per week, \$15 per hour rate



## Service and Program Impacts

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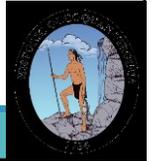
- Gaslight Maintenance Repair
  - Utilized historical data to estimate gaslight repair costs
  - Increased from \$1,200 to \$4,400
- Health Insurance
  - Includes estimate for Town cost associated with offering health insurance benefit to current and new employees
  - Local Choice premium estimates expected in February to finalize cost estimates



## Next Steps

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- Next Work Session: February 21, 2017
- Refined Revenue and Expenditure Estimates
- Third Work Session (if needed): March 7, 2017
- Proposed Budget Document Available to Public/Council: March 17, 2017



- END -

