



TOWN OF OCCOQUAN

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314 Mill Street
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Occoquan, VA 22125
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Occoquan Town Council Regular Meeting February 4, 2020 | 7:00 p.m.

1. Call to Order
2. Pledge of Allegiance
3. **Citizens' Time** - Members of the public may, for three minutes, present for the purpose of directing attention to or requesting action on matters not included on the prepared agenda. These matters shall be referred to the appropriate town official(s) for investigation and report. Citizens may address issues as they come up on the agenda if advance notice is given during 'Citizens' Time'.
4. **Approval of Minutes**
 - a. January 7, 2020 Regular Business Meeting Minutes
5. Mayor's Report
6. Councilmember Reports
7. **Staff Reports**
 - a. Town Attorney
 - b. Town Engineer
 - c. Building Official
 - d. Zoning Administrator
 - e. Town Treasurer
 - f. Chief of Police
 - g. Public Works
 - h. Events and Community Development Director
 - i. Boards and Commissions
 - j. Town Manager
8. **Regular Business**
 - a. FY 2019 Audit Report Presentation
 - b. Confirmation of FY 2021 Budget Calendar
 - c. Update on Kayak Ramp Project-FY 2020 Budget Adjustment (Recognizing Kayak Ramp Grant Funding)
 - d. Stormwater Management Report Discussion
 - e. Resolution Establishing Town Signatories During Recruitment for Town Treasurer
9. Closed Session
10. Adjournment

Portions of this meeting may be held in closed session pursuant to the Virginia Freedom of Information Act.
A copy of this agenda with supporting documents is available online at www.occoquanva.gov.



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes - DRAFT
Town Hall – 314 Mill Street, Occoquan, VA 22125
Tuesday, January 7, 2020
7:00 p.m.

Present: Mayor Earnie Porta; Vice Mayor Pat Sivigny; Councilmembers Matthew Dawson, Cindy Fithian and Laurie Holloway

Absent: Councilmember Eliot Perkins

Staff: Kathleen Leidich, Town Manager; Bruce Reese, Town Engineer; Adam Linn, Chief of Police; Julie Little, Events Director; Katy Nicholson, Town Clerk

1. CALL TO ORDER

Mayor Porta called the meeting to order at 7:05 p.m., noting that he would like to move the establishment of the Community Partnership Award to the top of the agenda. Council had no objections to this change.

2. REGULAR BUSINESS

a. Community Partnership Award - Resolution

Mayor Porta read a resolution establishing a Community Partnership Award for the Town.

Motion to approve the resolution establishing a Community Partnership Award:

Moved by Councilmember Holloway; seconded by Councilmember Fithian.

Motion **passed** unanimously by voice vote.

Mayor Porta presented the 2020 Community Partnership Award to Jeff and Merial Curren of Patriot Scuba, noting that the concept for the award was inspired by their consistent contributions to the Town.

3. CITIZENS' TIME

- Lance Houghton, 440 Mill Street, said he received a letter from the town requiring a Certificate of Appropriateness from the Architectural Review Board for a fence on his property. Mr. Houghton asked whether such letters are typically sent due to resident complaints, or whether the Zoning Administrator patrols the town looking for violations. Mayor Porta told him that such letters are typically motivated by observations by Architectural Review Board members and the public. Mr. Houghton asked whether such complaints are subject to the Freedom of Information Act; Mayor Porta replied that most information of that sort is subject to FOIA. Mr. Houghton asked whether a fence at 426/430 Mill Street has received a Certificate of Appropriateness. Mayor Porta requested that Town staff look into the matter for Mr. Houghton. Regarding a zoning ordinance limiting the number of bedrooms per parking space, Mr. Houghton asked whether the town has established a definition for "bedroom." He noted that the ordinance is not enforceable without a definition of what a bedroom is. Ms. Leidich responded that she would consult with the Town Attorney on the matter. Mr. Houghton noted that he has given permission for the contractor for 426 Mill St. to pour concrete from his driveway, and the contractor has in turn agreed to clean up the town-owned right-of-way in front of the property.

- Betsy Merklein, 402 Mill Street, thanked the Town for its support of the Un-Trim-A-Tree program on behalf of the Occoquan Merchants' Guild. She reported that Town residents and business owners donated nearly 90 gifts to children in the local school district. Mayor Porta thanked Ms. Merklein for facilitating the Town's involvement in the program, noting that it has become an Occoquan holiday tradition.

4. APPROVAL OF MINUTES

a. December 3, 2019 Regular Business Meeting Minutes

Moved by Vice Mayor Sivigny, as written; seconded by Councilmember Fithian.

Motion **passed** unanimously by voice vote.

5. MAYOR'S REPORT

Mayor Porta reported on the following activities in which he participated:

- 12/7 – Judged Prince William Marina Boat Lighting
- 12/13 – Judged the Community Gingerbread Contest
- 12/13 – Participated in an event with business owners honoring JoAnn Barney
- 12/14 – Participated in WinterFest, including judging the Lake Ridge Santa Parade, greeting Santa at the Town Dock and escorting him to Town Hall, and introducing the Rockledge Elementary Music Program at Town Hall
- 12/19 – Served on an economic development panel for Leadership Prince William's Economic Development and Tourism Day
- 12/30 – Spoke with Delegate Torian regarding Stormwater funds
- 12/30 – Met with representative regarding real estate in Town
- 1/3 – Participated in meeting on Mill at Occoquan
- 1/6 – Attended the swearing-in of the Sheriff, Commonwealth Attorney, and Board of County Supervisors.

Mayor Porta also reported on or inquired of staff regarding the following items:

- Mayor Porta asked the Town Manager about the updates to the Town Code on the Town website. The Town Manager responded that the updates had been made.
- Mayor Porta asked the Town Manager about ensuring that the final minutes of meetings have been signed and then placed on the Town website. The Town Manager responded that this had been completed.

6. COUNCILMEMBER REPORTS

- Councilmember Holloway expressed her disappointment at having been unable to attend the Town's recent holiday events. She also thanked staff for bringing her some food from their holiday luncheon.
- Councilmember Fithian noted that she was glad Councilmember Holloway was on the mend.

7. STAFF REPORTS

a. Town Attorney

The meeting agenda included a written report from the Town Attorney.

No further discussion.

b. Town Engineer

The meeting agenda included a written report from the Town Engineer.

Mayor Porta proposed moving up the Kayak Ramp and Stormwater Management agenda items in consideration of the Town Engineer's time. Council had no objections.

8. REGULAR BUSINESS (CONTINUED)

b. Update on Kayak Ramp Project – Change Order

Ms. Leidich explained that there was discussion between the Town and the project manager regarding financial responsibility for the building permit and related costs. These discussions resulted in the change order that was submitted in the agenda packet for Council's consideration. Ms. Leidich said that she had just spoken with the project manager, and that they expected the building permit application to be ready for submission to Prince William County by the end of the following week. She added that the Town and the project manager were working to ensure that pile driving would be complete by February 15, in accordance with construction regulations for fish spawning season.

Mayor Porta asked Ms. Leidich to keep him apprised as to the status of the building permit application, as he wanted to ensure it was reviewed as quickly as possible.

Motion to approve a change order not to exceed \$8,500 for the Kayak Ramp Project:

Moved by Councilmember Fithian; seconded by Councilmember Holloway.

Ayes: Councilmember Holloway, Councilmember Fithian, Councilmember Dawson and Vice Mayor Sivigny, by roll call vote.

Nays: None.

c. Stormwater Management Work Plan

Ms. Leidich explained that she was working with the Prince William County Public Works Department to determine the costs of projects included in the Town's Stormwater Management Plan, and to create a five-year work plan. Ms. Leidich noted that:

- The proposed work primarily focused on the three pipes that run through Occoquan. It also included three streams that run through Town, as there may be future opportunities to improve those. She planned set up a time in the next couple of weeks to walk along the streams with Mr. Reese and Prince William County Public Works staff.
- Additional projects may be identified as the Town works with the Department of Environmental Quality to implement the Virginia Stormwater Management Program.
- Projects planned for FY2020 include the installation of a trash rack entrance to the pipe in Cooper's Alley on Washington Street to keep out debris, followed by cleaning and epoxying trouble spots in all three pipes that run through Town. Additionally, the Town has already spent a portion of its FY2020 Capital Improvement Plan funding on its share of a dredging project in the vicinity of the Gaslight Landing condominiums.
- She recommended that Council budget at least \$25,000 in the Capital Improvement Projects fund for stormwater management projects going forward.
- Potential projects for FY2021-2023 also were listed in the work plan.

- One potential candidate for grant funding was the lining of the Ellicott and Union street pipes, which would cost approximately \$850,000.

Regarding one of the FY2022 recommended projects, “Inspection/Repair of Vantage Point Infiltration Ditch,” Mayor Porta asked why the cost was listed as \$550.00 when the repairs would significantly exceed that amount. Ms. Leidich responded that the price quoted was for an inspection of the ditch by Prince William County staff. Depending on the outcome of the inspection, the county may be able to perform repairs at a reduced cost. Mayor Porta asked Ms. Leidich to remove “repair” from the project title to avoid confusion.

Mayor Porta also noted that Delegate Luke Torian, chair of the state’s House Appropriations Committee, had taken an interest in the Town’s stormwater management issues. Mayor Porta said he planned to work with Ms. Leidich and Mr. Reese to compile information about projects with grant funding potential, and to pass that information along to Del. Torian. Vice Mayor Sivigny requested that the streams mentioned in the work plan be added as potential Capital Improvement Projects.

Mayor Porta asked whether any discussion has taken place regarding Boundary Branch on Poplar Lane. Ms. Leidich responded that she had spoken with the Virginia Department of Transportation (VDOT) about its propensity for flooding, and that VDOT had not submitted a cost estimate for remediation. Mayor Porta asked that Mr. Reese take a look at the stream, as he had heard from a resident who was concerned about the flooding and had been unable to reach a resolution with Prince William County or VDOT. Mayor Porta also noted that he would like an engineer to take a closer look at a collapsed retaining wall further up Boundary Branch.

Councilmember Dawson recommended adding two areas to the Stormwater Management Plan list: The storm drain in front of Gaslight Landing and the storm drain in front of Kiely Court. Mayor Porta asked Ms. Leidich to go outside the next day after it rained and observe those areas, and to note any other problem areas that could be added to the plan.

Councilmember Holloway asked whether the Boundary Branch flooding on Poplar Lane was eroding the road. Mayor Porta responded that it did not seem to be damaging the road, but that the flooding of the road was generally a problem that should be addressed. Mayor Porta asked Ms. Leidich to confirm that there were reflectors at the location to prevent vehicles from driving into the ditch.

9. STAFF REPORTS (CONTINUED)

c. Building Official

Mayor Porta asked Ms. Leidich whether an item from April 25, 2014 had been sent to enforcement; Ms. Leidich confirmed that the matter was being handled by the Prince William County Building Department.

d. Zoning Administrator

The meeting agenda included a written report from the Zoning Administrator.

Mayor Porta asked Town staff to find out for Mr. Houghton whether the fence at 426/430 Mill Street had been approved or cited by the Zoning Administrator.

e. Town Treasurer

The meeting agenda included a written report from the Town Treasurer.

Mayor Porta noted that Ms. Leidich had made a few clarifications to the Treasurer's Report:

- The "Accounts Receivable" number (\$277,000) on the Balance Sheet included anticipated real estate receipts.
- Two extra line items in revenues (fuel reimbursement for public safety and e-ticket for public safety) had been added to the Profit/Loss document. Mayor Porta asked Ms. Leidich to ensure that those items would be moved to the "Other Revenues" category in the future, as he did not want to add revenue categories that were not in the approved budget.
- The Profit/Loss document was titled "As of 10/31/2019." This should have read "As of 11/30/2019."

Vice Mayor Sivigny asked for clarification about Madigan's, which was noted to be seven months' delinquent and in a weekly payment plan. Ms. Leidich explained that the Town sometimes creates payment plans with restaurants that are in arrears, and that Madigan's is trying to catch up by making weekly payments rather than the usual monthly Meals Tax payments. Mayor Porta noted that the more frequent payments should result in a decrease in the length of delinquency; otherwise, the payment plan is not effective.

f. Chief of Police

The meeting agenda included a written report from the Chief of Police.

Vice Mayor Sivigny asked about a note in the report stating that intersection control would be conducted when two officers were available, and whether that was different from what had been conducted previously. Chief Linn explained that the Police Department had increased intersection control activities at Commerce and Union streets during the previous month. He found that two officers were necessary for their efforts to be effective, as a second officer was needed to prevent drivers from cutting through Center Lane to avoid the officer at the main intersection.

Vice Mayor Sivigny noted that such an issue would not exist if the officer were stationed at Washington and Commerce. Chief Linn responded that the Department had tried enforcement at that intersection and received many complaints from Town residents. He explained that at Commerce and Washington, all traffic, including Occoquan Residents, is affected. At Commerce and Union, enforcement primarily affects traffic cutting through Town to get from Route 123 to Old Bridge Road. Mayor Porta noted that he was concerned about officer safety, and that he thought the Department could conduct intersection control more safely and efficiently in a police vehicle.

Councilmember Holloway said she had recently asked Chief Linn for an update on intersection control, and that he told her that pedestrians had thanked him, and she had also heard positive feedback from pedestrians. She also expressed her hope that traffic apps might divert some through traffic away from Town due to the police presence and subsequent slower speeds. She and Councilmember Fithian confirmed that they have noticed a decrease in vehicles speeding through town during rush hour since enforcement began.

Mayor Porta said in his experience, vehicles often rev their engines on the uphill streets due to the stop signs they encounter as they make their way uphill. He asked Chief Linn to look into the feasibility of two-way traffic on Commerce Street, which would prevent drivers from needing to circle around Town. Councilmember Holloway responded that she did not want to make it more convenient for people to cut through Town. Mayor Porta replied that people cut through regardless of the inconvenience, and that two-way traffic on Commerce Street would at least reduce the need for many Town residents to circle around the Town.

Councilmember Dawson suggested changing Tanyard Hill Road to a one-way street, changing directions during rush hour to discourage through traffic. He noted that the road is not designed to carry large amounts of traffic. Mayor Porta responded that the Route 123/Old Bridge Road intersection also is overwhelmed at rush hour, so the County may be unwilling to resolve the Tanyard Hill Road issue until Route 123/Old Bridge is addressed.

Mayor Porta asked Chief Linn to look into the safety implications of alternate traffic patterns and provide a recommendation for Council. He also asked Ms. Leidich to find out whether VDOT had performed a recent traffic count on Tanyard Hill Road. Councilmember Fithian asked whether the Town had given any consideration to roundabouts. Mayor Porta responded that he is a proponent of roundabouts, and that VDOT determined several years ago that there was not enough space within Town boundaries to create any roundabouts.

Regarding an January 3 incident in the weekly police report, Councilmember Holloway expressed her thanks to the officer who purchased \$5 of gas for a mother and baby who had run out of gas and were stranded on Route 123.

Vice Mayor Sivigny asked whether the Town had undertaken any initiatives to promote individual officers on the Town website. Ms. Leidich responded that she discussed the idea with Chief Linn and that there was some concern about officer safety and security. Mayor Porta said he appreciated the improvement in police-community relations of late, and that there may be some opportunities to familiarize residents with the officers without compromising the officers' safety. Councilmember Fithian suggested officer profiles in the Post Office. Ms. Leidich said staff could likely include information about the officers in the Town newsletter.

g. Public Works

No discussion.

h. Events and Community Development Director

The meeting agenda included a written report from the Events and Community Development Director.

Mayor Porta said he thought the Winterfest Event was a success, and he had heard from residents and business owners who had a good time. Ms. Little noted that she would continue to develop tactics to drive more people to the end of Mill Street near River Mill Park.

Ms. Little presented her social media report, noting that the next big social media campaign would be the promotion of Riverfest.

Vice Mayor Sivigny said that he wanted staff to be careful to avoid “mission creep” as the Events and Community Development Director worked to market the town as a regional destination. Mayor Porta explained that in the past, some people pushed for an economic development director position, which was outside of the Town’s budget, and that he did not want the Events and Community Development Director to become a full-time marketing or economic development position. Councilmember Holloway asked if there was a particular reason for this concern; Mayor Porta and Vice Mayor Sivigny responded that their concerns were precautionary.

Councilmember Holloway commended Ms. Little on the content and frequency of the Town’s recent social media posts. Councilmember Fithian said she liked one of the future promotional campaign ideas: “50 Top Things to Do in OCQ.” Mayor Porta suggested that 25 ideas might be more manageable. Regarding another future promotional idea, “Invite Media Influencers to Endorse the Town,” Mayor Porta suggested that Ms. Little contact the Prince William Tourism Office for their ideas and support.

i. Boards and Commissions

Councilmember Holloway said the Architectural Review Board met December 10 and approved a new venting system for the Bottle Stop Wine Bar.

Councilmember Holloway also noted that a representative from the Prince William County Tourism Office presented the proposed concept for a new Visitor Center kiosk, and that the proposed placement had shifted slightly. Councilmember Holloway also noted that the board had some concern about placement of specific materials within the kiosk. Ms. Leidich said she and Ms. Little planned to meet with County staff regarding the materials. Mayor Porta noted that the Visitor Center (as well as the kiosk that will replace it) is a County Tourism Office and it is required to promote attractions throughout Virginia in order to maintain its status and keep the signage for the location on I-95. In light of this, he encouraged staff to be realistic in their negotiations with County staff. He also asked any councilmembers who were interested in participating in these discussions to let Ms. Leidich know.

Councilmember Fithian pointed out that map signage at the end of Mill Street was oriented backward and was confusing. She requested that the sign be replaced. Mayor Porta said this had been included in a sign review by the Planning Commission and that it would be replaced when the sign fails. Councilmember Fithian also requested a larger parking sign to direct visitors to the parking lot under the Route 123 bridge.

j. Town Manager

The meeting agenda included a written report from the Town Manager.

Ms. Leidich noted that she had received a resignation letter from the Town Treasurer, and that she was requesting a closed session to discuss the recruitment of a new Treasurer.

Vice Mayor Sivigny asked about the River Mill Park bathhouse item in Ms. Leidich’s written report. Ms. Leidich said the project was still underway and that the project manager that had been hired for the kayak ramp project also had substantial experience relevant to the bathhouse project. She added that the Town had submitted a plan to Prince William County and was awaiting a response. Mayor Porta asked Ms. Leidich to keep Council informed about the status of the project.

Vice Mayor Sivigny also asked about the outcome of a January 3 meeting regarding the Mill at Occoquan development. Mayor Porta explained that the developer and the architect discussed their draft revisions, which incorporated some suggested changes, with the Town Attorney. Mayor Porta added that the developer and architect planned to undergo another round of revisions based on suggestions from the January 3 meeting. Mayor Porta noted that the latest updates included an increased setback from the sidewalk in some locations, structural changes, and potentially a wider boardwalk and restaurant. The meeting also included discussion of public comments on the project.

Councilmember Fithian asked whether there was a timeline for the Mill at Occoquan project. Mayor Porta responded that he expected the plans to be revised again in the next couple of weeks, and that he hoped the developer would be amenable to providing additional opportunities for public input besides the formal public hearings.

Councilmember Holloway asked whether the height of the project was discussed at the meeting. Mayor Porta said he made it clear that building height is a significant issue for the project, but the varying heights and grades of other properties in Town could make it difficult to enforce height restrictions. Mayor Porta noted that there would be more to discuss when Planning Commission Chair Eliot Perkins was present and when the next round of revisions to the building plans were submitted.

Councilmember Fithian asked whether the building façade had been discussed. Mayor Porta said the updated plan included more variations in the façade to give the appearance of five separate buildings, but that the rear side of the building was not as visually interesting.

10. REGULAR BUSINESS (CONTINUED)

d. Walter D. Bailey Volunteer Award – Resolution

Mayor Porta noted that this award was originally established in 2007, but the information about past recipients had been removed from the Town website in recent years. He suggested that Council reaffirm the award and ensure future documentation of award/recipient information.

Motion to adopt resolution to reaffirm the Walter D. Bailey Volunteer Award:

Moved by Councilmember Dawson; seconded by Councilmember Fithian.

Motion **passed** unanimously by voice vote.

e. Confirmation of 2020-2021 Council Focus Areas

Mayor Porta noted that a document from 2019 had been included as part of the agenda item, which had caused confusion because it included proposed focus areas that had not ultimately been approved by Council. Mayor Porta explained that Ms. Leidich had included the old document as background information, and he requested that in the future, Ms. Leidich further clarify the focus areas approved by Council versus background information.

Vice Mayor Sivigny noted that the focus areas were listed in alphabetical order rather than by order of priority. Mayor Porta said he thought the 2019-2020 items had been listed in order of priority. Councilmember Holloway said she thought the 2020-2021 items should be listed in order of priority. Vice Mayor Sivigny said he would like public safety to be listed first. Ms. Leidich explained that the focus areas would be used as a framework for the

Town's budget. Mayor Porta said he would like to see the proposed budget prior to finalizing the focus areas, in order to see the costs associated with each item.

Mayor Porta noted that he would like to change "Be the shopping, dining and entertainment hub of the premier leisure destination in Prince William, southern Fairfax, and northern Stafford counties" to "Be a shopping, dining and entertainment hub..." Councilmember Holloway responded that she preferred the "aspirational" wording, with the understanding that Council would have realistic expectations.

Mayor Porta pointed out that a Council meeting scheduled for May 5 coincided with the Town's election day and would need to be changed. Ms. Leidich noted that she expected the FY2019 audit report to be presented at the February 4 Council meeting.

11. CLOSED SESSION

Motion to convene in closed session to discuss the following:

- **As permitted by the Virginia Code Section 2.2-3711(A)(1), a personnel matter involving assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town, specifically dealing with the Town Treasurer.**
- **As permitted by the Virginia Code Section 2.2-3711(A)(3) a matter involving acquisition of real property for public purposes.**

Moved by Vice Mayor Sivigny; seconded by Councilmember Holloway.
Motion **passed** unanimously by voice vote.

Closed session began at 8:49 p.m.

Closed session ended at 9:18 p.m.

Motion to certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in that motion.

Moved by Vice Mayor Sivigny; seconded by Councilmember Holloway.

Ayes: Councilmember Holloway, Councilmember Fithian, Councilmember Dawson and Vice Mayor Sivigny, by roll call vote.

Nays: None.

Motion to authorize the Town Manager to advertise the Town Treasurer position as a full-time position with a cost not to exceed \$56,305 annually:

Moved by Vice Mayor Sivigny; seconded by Councilmember Holloway.
Motion **passed** unanimously by voice vote.

Motion to authorize the Town Manager to retain Carla Rodriguez to provide Treasurer services for the Town up to 20 hours per week at a rate of \$25 per hour:

Moved by Councilmember Holloway; seconded by Councilmember Fithian.
Motion **passed** unanimously by voice vote.

12. ADJOURNMENT

The meeting was adjourned at 9:20 p.m.

Katy Nicholson
Town Clerk

DRAFT



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TOWN COUNCIL
Earnie W. Porta, Jr., Mayor
Patrick A. Sivigny, Vice Mayor
J. Matthew Dawson
Cindy Fithian
Laurie Holloway
Eliot Perkins

TOWN MANAGER
Kathleen R. Leidich, AICP

Town Engineer's Report Town Council Meeting – February 4, 2020

Kayak/Canoe Launch – update from last report

Bid awarded to Delta Marine. Project Manager engaged. Contract signed and Delta moving toward building permits with PW County. Pile test drilling commenced. Change Order for Building Permits and fees approved by Council

Kiely Court Project – no change from last report

Land Disturbance Permit issued - construction commenced. Building permit applications have been submitted for both houses, but not yet issued. Zoning permits have been issued for both houses. Town staff continues to monitor erosion and sediment controls and parking on/near job site.

Rivertown Overlook Project – no change from last report

Land Disturbance Permit issued – construction proceeding.

Vantage Point BMP maintenance – no change from last report

Bid received from Total Development Solutions (\$38,730). Lynn property – re-inspected with calculations on channel capacity and protective lining. Town Engineer evaluated runoff onto downstream property and prepared channel improvement plan for owner.

Boundary Branch – update from last report

Meeting on site with VDOT to review options for Poplar Lane crossing of Boundary Branch - VDOT providing possible options. Also inspected erosion issues at Mill Cross Lane and provided possible costs to correct.

Boundary Branch, Vantage Point BMP – various stormwater issues throughout Town.

Tanyard Hill Park (Oaks III) – no change from last report

Approved by PWC BOS 5/15/18 with revised proffers

- Use as park and open space – trails and Stormwater Pond shown on GDP
- Plat vacating lot line when site plan needed - NRA to review first
- Access to potential parking lot for trail head allowed off Tanyard Hill
- Reserve ROW along Tanyard Hill and Old Bridge Roads
- Use LID as part of any development
- Pay \$75 per acre zoned (4.229 acres)

Mill at Occoquan – no change from last report

Revised preliminary site plan and Special Use Permit applications re-submitted August 2, 2019 – staff report prepared and distributed for Planning Commission hearing. Developer asked for postponement of Planning Commission to date to be determined.

-END-

**Town of Ocoquan - Permit Report
January 2020**

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date	Sq Feet	Valuation	City
BLD2019-03820	206 COMMERCE ST	ANTENNA MOUNTED TO POLE IN TOWN	Building	Pending	C - Alteration/Repair			0.00	\$16,000.00	OCCOQUAN
BLD2019-00547	402 FORTRESS WAY	KITCHEN RENOVATION TO CONDO UNIT	Building	Issued	C - Alteration/Repair	07/30/2018		0.00	\$16,000.00	OCCOQUAN
PLB2020-00993	417 FORTRESS WAY	REPLACEMENT OF MAIN SHUT OFF VALVE	Plumbing	Issued	C - Alteration/Repair	10/29/2019		0.00	\$2,500.00	OCCOQUAN
PLB2020-00994	449 FORTRESS WAY	REPLACEMENT OF MAIN SHUT OFF VALVE	Plumbing	Issued	C - Alteration/Repair	10/29/2019		0.00	\$2,500.00	OCCOQUAN
PLB2020-00995	461 FORTRESS WAY	REPLACEMENT OF MAIN SHUT OFF VALVE	Plumbing	Issued	C - Alteration/Repair	10/29/2019		0.00	\$2,500.00	OCCOQUAN
GAS2019-00432	270 GASLIGHT LANDING CT	ALTERATION/REPAIRS TO REPLACE GAS	Building	Issued	C - Alteration/Repair	09/20/2018		0.00	\$4,751.00	OCCOQUAN
BLD2020-01861	125 MILL ST	REPLACEMENT OF 3 EXTERIOR STAIRS	Building	Issued	C - Alteration/Repair	11/07/2019		0.00	\$17,000.00	OCCOQUAN
FPP2020-00283	125 MILL ST	REPLACEMENT OF THE EXISTING FIRE	Fire Protection Permit	Finalized	Fire Alarm	10/21/2019	12/11/2019	0.00	\$5,000.00	OCCOQUAN
PLB2020-00752	201 MILL ST	CAPPING THE WATER SERVICE	Plumbing	Issued	C - Alteration/Repair	10/01/2019		0.00	\$300.00	OCCOQUAN
BLD2020-02762	311 MILL ST	EXISTING TENANT EXPANDING KITCHEN	Building	Issued	C - Tenant Layout	01/03/2020		1,861.00	\$150,000.00	OCCOQUAN
ELE2020-02671	311 MILL ST	EXISTING TENANT EXPANDING KITCHEN	Electrical	Pending	C - Tenant Layout			1,861.00	\$150,000.00	OCCOQUAN
GAS2020-00918	311 MILL ST	EXISTING TENANT EXPANDING KITCHEN	Gas	Pending	C - Tenant Layout			1,861.00	\$150,000.00	OCCOQUAN
MEC2020-01464	311 MILL ST	EXISTING TENANT EXPANDING KITCHEN	Mechanical	Pending	C - Tenant Layout			1,861.00	\$150,000.00	OCCOQUAN
PLB2020-01445	311 MILL ST	EXISTING TENANT EXPANDING KITCHEN	Plumbing	Pending	C - Tenant Layout			1,861.00	\$150,000.00	OCCOQUAN
BLD2018-04471	313 MILL ST	PARTIAL ROOF REPAIR DUE TO WATER	Building	Issued	C - Alteration/Repair	02/23/2018		800.00	\$10,000.00	OCCOQUAN
BLD2018-02969	426 MILL ST	*SEE NOTE* LOT SPECIFIC SFD - KIEL	Building	Issued	R - New Single Family Dwelling	10/22/2019		3,056.00	\$100,000.00	OCCOQUAN
BLD2018-05964	426 MILL ST	RETAINING WALL	Building	Issued	R - Retaining Wall	10/09/2018		0.00	\$20,000.01	OCCOQUAN
BLD2019-04458	426 MILL ST	** SEE NOTE ** SHEETING/SHORING PER	Building	Issued	R - Retaining Wall	04/15/2019		0.00	\$7,500.00	OCCOQUAN
BLD2018-02984	430 MILL ST	*SEE NOTE* KIELY RESIDENCE - LOT SI	Building	Issued	R - New Single Family Dwelling	04/15/2019		3,468.00	\$100,000.00	OCCOQUAN
BLD2018-05963	430 MILL ST	RETAINING WALL MAX HEIGHT 96"	Building	Issued	R - Retaining Wall	10/09/2018		570.00	\$20,000.01	OCCOQUAN
BLD2020-02847	1604 MOUNT HIGH ST	20 X 24 FRONT YARD OPEN DECK W/2	Building	Issued	R - Addition	11/26/2019		480.00	\$3,500.00	WOODBRIDGE
BLD2020-03213	1604 MOUNT HIGH ST	20 X 24 ONE STORY DETACHED ACCESS	Building	Pending	R - Accessory Structure			480.00	\$3,500.00	WOODBRIDGE
BLD2020-03654	1409 OCCOQUAN HEIGHTS	20 X 14' OPEN DECK NO STAIRS	Building	Issued	R - Addition	01/24/2020		280.00	\$5,000.00	OCCOQUAN
BLD2014-05879	1441 OCCOQUAN HEIGHTS	DECK	Building	Issued	R - Addition	04/25/2014		288.00	\$6,700.00	OCCOQUAN
BLD2018-02753	113 POPLAR LN	36' x 18' INGROUND POOL	Building	Issued	R - Swimming Pool	12/07/2017		648.00	\$60,000.00	OCCOQUAN
ELE2018-02286	113 POPLAR LN	36' x 18' INGROUND POOL	Electrical	Issued	R - Swimming Pool	12/07/2017		648.00	\$6,000.00	OCCOQUAN
ELE2019-00599	113 POPLAR LN	Install circuits, fixtures, and receptacles	Electrical	Issued	R - Alteration/Repair	08/15/2018		3,550.00	\$2,200.00	OCCOQUAN
GAS2018-01390	113 POPLAR LN	Gas Line to Pool Heater and Gas Line to	Gas	Issued	R - Swimming Pool	01/16/2018		0.00	\$2,000.00	OCCOQUAN
BLD2018-04392	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 15'	Building	Issued	R - New Townhouse	03/22/2018		2,754.00	\$45,000.00	OCCOQUAN
ELE2019-04221	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 15'	Electrical	Issued	R - New Townhouse	04/29/2019		2,754.00	\$45,000.00	OCCOQUAN
GAS2019-00596	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 15'	Gas	Issued	R - New Townhouse	10/22/2018		2,754.00	\$1,000.00	OCCOQUAN
MEC2019-01181	1551 RIVERTOWN PL	INSTALL NEW HVAC	Mechanical	Issued	R - New Townhouse	11/20/2018		2,754.00	\$5,500.00	OCCOQUAN
PLB2019-00861	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 15'	Plumbing	Issued	R - New Townhouse	10/22/2018		2,754.00	\$10,000.00	OCCOQUAN
BLD2018-04390	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 15'	Building	Issued	R - New Townhouse	03/22/2018		3,246.00	\$45,000.00	OCCOQUAN
GAS2019-00603	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 15'	Gas	Issued	R - New Townhouse	10/22/2018		3,246.00	\$1,000.00	OCCOQUAN
PLB2019-00870	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 15'	Plumbing	Issued	R - New Townhouse	10/22/2018		3,246.00	\$10,000.00	OCCOQUAN
BLD2018-04393	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 15'	Building	Issued	R - New Townhouse	03/22/2018		2,790.00	\$45,000.00	OCCOQUAN
ELE2019-04222	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 15'	Electrical	Issued	R - New Townhouse	04/29/2019		2,790.00	\$45,000.00	OCCOQUAN
GAS2019-00598	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 15'	Gas	Issued	R - New Townhouse	10/22/2018		2,790.00	\$1,000.00	OCCOQUAN
MEC2019-01193	1553 RIVERTOWN PL	INSTALL NEW HVAC SYSTEM	Mechanical	Issued	R - New Townhouse	11/21/2018		2,790.00	\$5,500.00	OCCOQUAN
PLB2019-00864	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 15'	Plumbing	Issued	R - New Townhouse	10/22/2018		2,790.00	\$10,000.00	OCCOQUAN
BLD2018-04376	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 15'	Building	Issued	R - New Townhouse	03/22/2018		3,246.00	\$45,000.00	OCCOQUAN
GAS2019-00601	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 15'	Gas	Issued	R - New Townhouse	10/22/2018		3,246.00	\$1,000.00	OCCOQUAN
PLB2019-00869	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 15'	Plumbing	Issued	R - New Townhouse	10/22/2018		3,246.00	\$10,000.00	OCCOQUAN
BLD2018-04394	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 15'	Building	Issued	R - New Townhouse	03/22/2018		2,754.00	\$45,000.00	OCCOQUAN
ELE2019-04220	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 15'	Electrical	Issued	R - New Townhouse	04/29/2019		2,754.00	\$45,000.00	OCCOQUAN
GAS2019-00599	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 15'	Gas	Issued	R - New Townhouse	10/22/2018		2,754.00	\$1,000.00	OCCOQUAN
MEC2019-01194	1555 RIVERTOWN PL	INSTALL NEW HVAC	Mechanical	Issued	R - New Townhouse	11/21/2018		2,754.00	\$5,500.00	OCCOQUAN
PLB2019-00865	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 15'	Plumbing	Issued	R - New Townhouse	10/22/2018		2,754.00	\$10,000.00	OCCOQUAN
BLD2018-04375	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 15'	Building	Issued	R - New Townhouse	03/22/2018		3,246.00	\$45,000.00	OCCOQUAN
GAS2019-00600	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 15'	Gas	Issued	R - New Townhouse	10/22/2018		3,246.00	\$1,000.00	OCCOQUAN
PLB2019-00867	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 15'	Plumbing	Issued	R - New Townhouse	10/22/2018		3,246.00	\$10,000.00	OCCOQUAN
BLD2018-04008	199 UNION ST	UPDATE AND REPAIR BATHROOM IN REAR	Building	Issued	C - Alteration/Repair	01/31/2018		64.00	\$1,000.00	OCCOQUAN
PLB2018-01862	199 UNION ST	INTERIOR RENOVATIONS TO LAUNDRY	Plumbing	Issued	C - Alteration/Repair	01/31/2018		25.00	\$4,000.00	OCCOQUAN
BLD2019-00218	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KIT	Building	Issued	C - Tenant Layout	10/25/2018		1,242.00	\$75,000.00	OCCOQUAN
ELE2019-00426	201 UNION ST	//HXF RESTURANT - TLO - NEW KITCHEN	Electrical	Issued	C - Tenant Layout	05/15/2019		1,242.00	\$75,000.00	OCCOQUAN
GAS2019-00113	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KIT	Gas	Issued	C - Tenant Layout	03/19/2019		1,242.00	\$12,000.00	OCCOQUAN
MEC2019-00933	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KIT	Mechanical	Issued	C - Tenant Layout	03/19/2019		1,242.00	\$75,000.00	OCCOQUAN
PLB2019-00145	201 UNION ST	{ KJ } RESTURANT - TLO - NEW KITCHEN	Plumbing	Issued	C - Tenant Layout	03/19/2019		1,242.00	\$2,000.00	OCCOQUAN
PLB2018-02373	411 UNION ST	CONVERTING FROM SEPTIC TO PUBLIC	Plumbing	Issued	R - Alteration/Repair	03/23/2018		0.00	\$15,000.00	OCCOQUAN
BLD2019-00785	131 WASHINGTON ST	FINISH BASEMENT - *REVISED 9/19/18	T Building	Issued	R - Alteration/Repair	08/13/2018		215.00	\$750.00	OCCOQUAN
ELE2019-00643	131 WASHINGTON ST	FINISH BASEMENT - *REVISED 9/19/18	T Electrical	Issued	R - Alteration/Repair	08/16/2018		215.00	\$500.00	OCCOQUAN
PLB2019-00381	131 WASHINGTON ST	FINISH BASEMENT - *REVISED 9/19/18	T Plumbing	Issued	R - Alteration/Repair	08/15/2018		215.00	\$750.00	OCCOQUAN
PLB2018-01956	103 WEST LOCUST ST	Water Service	Plumbing	Issued	R - Alteration/Repair	02/08/2018		0.00	\$1,400.00	OCCOQUAN



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Patrick A. Sivigny, Vice Mayor
J. Matthew Dawson
Cindy Fithian
Laurie Holloway
Eliot Perkins

**TOWN ZONING
ADMINISTRATOR**
Ned A. Marshall

Town Zoning Administrator's Report Town Council Meeting – February 4, 2020

The following is a list of zoning reviews from January 4, 2020 to January 31, 2020:

TZP2019-018 201 Union St fencing and lighting
The directory sign has been removed. I will review the fencing and lighting plan.

TZP2020-002 1409 Occoquan Heights Court Deck Approved
TZP2020-003 101 West Locust Street water service replacement

The following is a list of violation letters from January 4, 2020 to January 31, 2020:

None

As a follow up to previous violations, I inspected the following on December 12, 2019:

Berrywood – Trash Enclosure is not present, certified letter (3rd notice) was unclaimed
3rd Base Pizza –seasonal lights still in place.
201 Union St. - Ice Cream Shop – now in compliance
426/430 Mill Street – working with contractor on ice/snow on sidewalk
440 Mill Street – sent letter to owner regarding newly constructed fence visible from right of way.
Fence still in place.

The following is a list of plan reviews from January 4, 2020 to January 31, 2020:

Follow up with Kirk Copeland regarding 3rd Base Pizza parking/loading space via email.
Follow up with Kirk Copeland regarding Ebenezer Church possible development via email.

Meeting with town staff on January 29, 2020 to discuss various applications and procedures.
Organize various plans and plats.

-END-



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Town Treasurer's Report Town Council Meeting - February 4, 2020

TOWN MANAGER
Kathleen R. Leidich

TOWN TREASURER
Carla M. Rodriguez

Audits

Audit Type	Current Status	Last FY Audit Completed	Next Steps/Action
Meals Tax Audit	Pending	None	Pink Bicycle Tea Room
BPOL Audit	Pending	2012 License Year	Fathom Realty
BPOL Audit	Pending	None	The Reclaimed Treasurers
Meals Tax Audit	Pending	None	Tastefully Yours
BPOL Audit	Pending	None	Patriot Scuba
Meals Tax Audit	Pending	None	MCKR Management/Cock and Bowl

Delinquencies

Meals Tax Delinquencies			
Business Name	Length of Delinquency (months)	Date of Last Notice	Status of Compliance
Pink Bicycle Tea Room	21	10/31/2019	Serving Warrant in Debt
Madigan's Waterfront	7	12/18/2019	Not Compliant/weekly payments
Riverside Coffee & Ice Cream	3	10/24/2019	Not compliant
Ban Thai Old Town	1	12/30/2019	Not compliant

BPOL Tax Delinquencies			
Business Name	Length of Delinquency (Years)	Date of Last Notice	Status of Compliance
Fathom Realty	0	10/30/2019	Compliant
13 Magickal Moons	1	10/30/2019	Not compliant
MCKR Management/Cock and Bowl	1	10/03/2019	Not compliant
Pink Bicycle Tea Room	1	10/31/2019	Serving Warrant in Debt
Berrywood, Inc	1	10/30/2019	Not compliant
Designs by Andre'	1	10/07/2019	Not compliant

Real Estate Delinquencies				
Property Owner	Length of Delinquency (Years)	Amount of Delinquency (Tax Only)	Date of Last Notice	Status of Compliance
Granny's Cottage Inc (Houghton, Lance)	3	\$201.60	8/31/2019	Serving Warrant in Debt
Houghton, Lance	1	\$10.57	10/30/2019	Not compliant

Transient Tax Delinquencies			
Property Owner	Length of Delinquency (months)	Date of Last Notice	Status of Compliance
Ballywhack Inc	11	10/30/2019	Not compliant

NOTES:

TOWN OF OCCOQUAN

NET ASSETS

AS OF 12/31/2019

	Draft - as of 7/1/2019	Unaudited Income/ (Loss) YTD FY20	Draft - as of 12/31/19
Net Assets without Restrictions			
Operating Reserves	\$ 200,000	\$ -	\$ 200,000
Unrestricted Net Assets	\$ 62,590	\$ 147,544	\$ 210,134
Event Fund	\$ 129,418	\$ 57,953	\$ 187,371
CIP Fund	\$ 115,611	\$ (19,544)	\$ 96,067
Subtotal NA without Restrictions	\$ 507,619	\$ 185,953	\$ 693,572
Net Assets with Restrictions			
Public Safety Grant Fund	\$ 45,343		\$ 45,343
Mamie Davis Park Fund	\$ 10,323	\$ (1,953)	\$ 8,370
Public Education Grant	\$ 1,044	\$ -	\$ 1,044
Public Art Fund	\$ 500	\$ -	\$ 500
Mamie Davis (Endowment)	\$ 100,000	\$ -	\$ 100,000
Subtotal NA with Restrictions	\$ 157,210	\$ (1,953)	\$ 155,257
Total Available Net Assets	\$ 664,829	\$ 184,000	\$ 848,829

TOWN OF OCCOQUAN

BALANCE SHEET

AS OF 12/31/2019

	12/31/2019
ASSETS	
Current Assets	
Total Checking/Savings	\$ 689,305
Total Accounts Receivable	\$ 244,249
Total Other Current Assets	\$ 4,767
Total Current Assets	\$ 938,321
TOTAL ASSETS	\$ 938,321
LIABILITIES & EQUITY	
Liabilities	
Total Accounts Payable	\$ 11,330
Total Credit Cards	\$ 3,771
Total Other Current Liabilities	\$ 14,811
Total Current Liabilities	\$ 29,912
Total Long Term Liabilities	\$ 59,581
Total Liabilities	\$ 89,493
Equity	
Net Assets without Restrictions	
Operating Reserves	\$ 200,000
Unrestricted Net Assets	\$ 62,590
Event Fund	\$ 129,418
CIP Fund	\$ 115,611
Net Assets with Restrictions	
Public Safety Grant Fund	\$ 45,343
Mamie Davis Park Fund	\$ 10,323
Public Education Grant Fund	\$ 1,044
Public Art Fund	\$ 500
Mamie Davis (Endowment)	\$ 100,000
Net Income	\$ 184,000
Total Equity	\$ 848,828
TOTAL LIABILITIES & EQUITY	\$ 938,321

**TOWN OF OCCOQUAN
PROFIT and LOSS
AS OF 12/31/2019**

Total Funds

GENERAL OPERATING ACCOUNTS

REVENUES		Unaudited			
General Fund	FY 2019 Budget	Actual as of 6/30/19	FY 2020 Budget	Actual as of 12/31/19	% of Budget Used
Real Estate Taxes	232,500	239,882	240,890	235,284	97.7%
Meals Taxes	220,334	190,442	227,320	131,884	58.0%
Other Taxes (Sales,Utility,Communications,Transient)	102,473	103,483	103,310	50,126	48.5%
Fines (Public Safety)	60,000	160,034	162,360	110,819	68.3%
Fees and Licenses (Auto,Business,Late fees,Arch,PM,ATM,Dock,Admin Fee,Eng Fee)	98,150	79,405	92,550	26,545	28.7%
Grants (Litter,HB599,DMV,PEG)	25,843	27,141	26,123	14,856	56.9%
Service Revenue (Engineer,Legal,Landscape,CC fees,E-Tickets)	5,000	15,712	5,360	7,838	146.2%
Rentals (TH,RMP)	1,500	1,259	4,500	2,138	47.5%
Interest (GF,Brick,Sponsor)	9,120	3,312	7,500	1,073	14.3%
Other Revenues (Reimbursements, Ins claims,ticket sales)	1,000	7,065	-	13,359	40.9%
TRANSFER FROM RESERVES			32,699		
Total Revenues General Fund	755,920	827,735	902,612	593,922	65.8%

EXPENDITURES		Unaudited			
General Fund	FY 2019 Budget	Actual as of 6/30/19	FY 2020 Budget	Actual as of 12/31/19	% of Budget Used
Personnel Services	380,820	374,811	452,226	223,799	49.5%
Professional Services	122,250	135,578	139,250	74,068	53.2%
Information Technology Services	14,050	17,368	13,500	12,442	92.2%
Materials and Supplies	9,000	13,654	15,414	6,976	45.3%
Operational Services	7,500	7,610	11,050	5,076	45.9%
Contracts (Landscaping, Refuse Collection, Snow Removal)	74,500	74,052	82,000	39,454	48.1%
Insurance	20,120	20,992	20,120	12,543	62.3%
Public Information (Newsletters)	3,400	4,079	3,300	875	26.5%
Advertising (Community/ Business Support, Legal Ads)	9,000	7,698	9,000	6,387	71.0%
Training and Travel (Employee, Boards and Commission Training)	13,500	8,368	12,800	5,918	46.2%
Vehicles and Equipment	15,300	28,482	21,000	16,741	79.7%
Seasonal	5,500	1,791	4,500	4,451	98.9%
Facilities Maintenance	68,030	75,168	85,552	30,614	35.8%
Special Events	12,950	11,074	16,000	6,812	42.6%
Other Expense(Dues and Subscriptions)	-	17,099	-	222	0.0%
TRANSFER TO CIP RESERVE	-	-	16,900	-	0.0%
Total Expenses	755,920	797,824	902,612	446,378	49.5%
General Fund Net Income	-	29,911	-	147,544	

TOWN OF OCCOQUAN
PROFIT and LOSS
AS OF 12/31/2019

CS

Unaudited					
Public Event Fund	FY 2019 Budget	Actual as of 6/30/19	FY 2020 Budget	Actual as of 12/31/19	% of Budget Used
Revenue (FL)	203,950	231,298	181,900	119,918	65.9%
Expenses (personnel,materials and supplies,contracts,advertising)	101,954	102,915	108,393	61,965	57.2%
Craft Show Net Income	101,996	128,383	73,507	57,953	78.8%

MDP

Unaudited					
Mamie Davis Fund	FY 2019 Budget	Actual as of 6/30/19	FY 2020 Budget	Actual as of 12/31/19	% of Budget Used
Revenue	2,600	3,505	600	352	58.7%
Expenses (repairs and maintenance)	2,000	-	-	2,305	0.0%
Mamie Davis Net Income	600	3,505	600	(1,953)	-325.5%

TOWN OF OCCOQUAN
PROFIT and LOSS
AS OF 12/31/2019

Unaudited

CIP

CIP Fund	FY 2019 Budget	Actual as of 6/30/19	FY 2020 Budget	Actual as of 12/31/19	% of Budget Used
Revenues	446,300	-	121,965	-	0.0%
TRANSFER FROM GENERAL FUND	-	-	16,900	-	0.0%
Expenses					
Property Acquisition	-	-	-	657	0.0%
Intersection Improvements	420,000	86,720	-	-	0.0%
Sidewalk Maintenance	10,000	-	-	-	0.0%
Building Maintenance	-	-	10,000	-	0.0%
Stormwater Management	-	-	15,000	-	0.0%
Trash/Recycling Containers	17,000	11,747	1,000	-	0.0%
Annex Property Improvements	-	-	1,000	-	0.0%
Street/Curb Program	-	-	5,000	-	0.0%
Mamie Davis Renovations/Upgrades	-	-	1,000	-	0.0%
Gaslight Banner Replacement	-	-	2,500	-	0.0%
Tanyard Hill	4,500	-	-	-	0.0%
Canoe Kayak Ramp	140,000	242	140,000	7,221	5.2%
Police Vehicle	-	81,281	16,900	-	0.0%
Police Radios	-	-	23,111	-	0.0%
Body Armor	2,400	1,000	1,000	-	0.0%
IBR Reporting	-	-	-	-	0.0%
LIDAR Speed Detection and Related Equipment	2,300	-	7,236	2,236	0.0%
Office Safety Equipment	5,100	4,931	-	3,564	0.0%
Pedestrian & Bicyclist Safety Program	2,300	-	3,350	-	0.0%
Alcohol Related Safety Projects	-	-	5,879	395	0.0%
Computer Upgrades	-	-	5,000	-	0.0%
Document Management	2,500	-	2,500	-	0.0%
Website Redesign	-	475	7,000	4,965	0.0%
Town Recodification	-	2,998	-	-	0.0%
Parking Management Plan	-	-	5,000	-	0.0%
AV Equipment-Town Hall	-	-	2,000	506	0.0%
Total Expenses	606,100	189,394	254,476	19,544	
CIP Net Income	(159,800)	(189,394)	(115,611)	(19,544)	0.0%
Total Net Income All Funds	(57,204)	(27,595)	(41,504)	184,000	-443.3%



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Eliot Perkins

TOWN MANAGER
Kathleen R. Leidich, AICP

CHIEF OF POLICE
Adam C. Linn, J.D.

Occoquan Police Department

Monthly Town Council Report February 4, 2020

Departmental Goals

- Goal 1: Provide for the public safety of the persons and property of the residents, businesses, and visitors of the Town of Occoquan.
- Goal 2: Promote a professional and accountable police department.
- Goal 3: Promote safe roads and sidewalks in the Town of Occoquan.

Current Initiatives

Continued the Calls for Service police coverage in Town. Working with town officers and auxiliary police officers to increase patrols and visibility during peak calls for service times.¹ Directed business checks and patrols during business hours.¹ Continued community policing and safe sidewalks.¹ Worked with officers to address administrative needs of Police Department.²

Directed traffic enforcement on Gordon Boulevard and Commerce Street area (speeding, Block the Box and Driving off Roadway), Union Street/Tanyard Hill Road (speed enforcement), and Washington Street and Union Street (pedestrian safety and speeding).³ Directed stop sign enforcement and pedestrian safety enforcement in historic district.³ Continued foot patrols and visibility in historic business area.

Continued body worn cameras program for Town Officers and DMV selective enforcement grants to reduce accidents and pedestrian safety.⁴

Community Relations

Provided patrol and visibility during New Year's Eve, Pokémon Community Event, and Town Hall Meeting sponsored by State Senator Scott Surovell. Continued Pedestrian Safety Campaign. Provided patrol and visibility throughout Town, including foot patrols through Historic Downtown and residential areas on Washington Street, East Colonial Drive, Overlook Drive, Fortress Way, Occoquan Heights, and Mill Cross. Continued stop sign and speed compliance details.

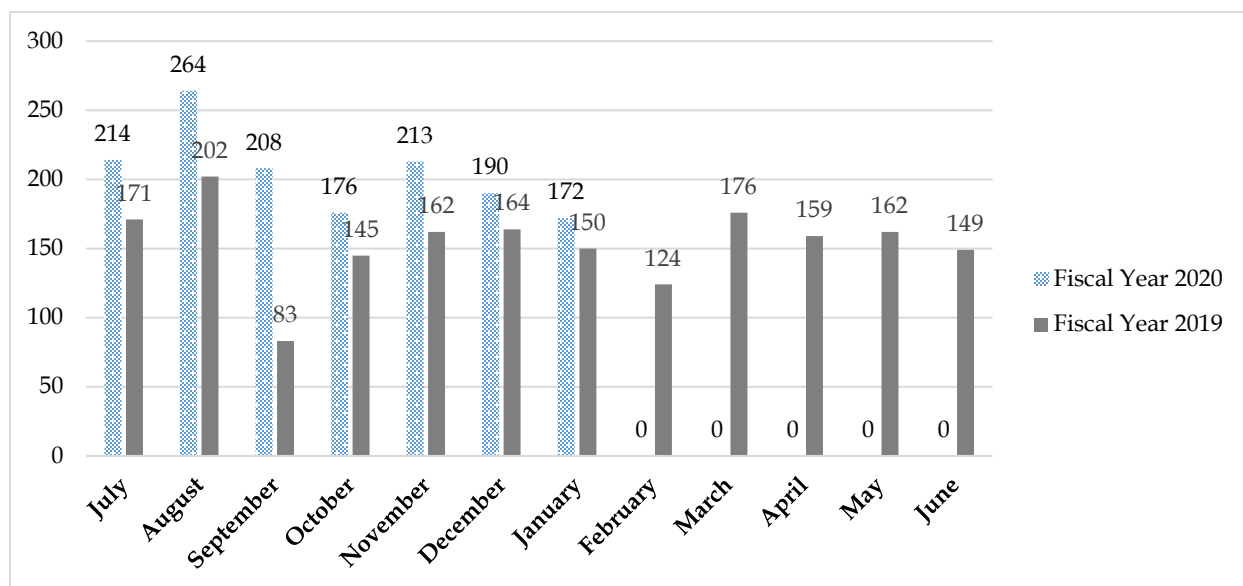
Continued with Business Outreach by having Police do regular business checks and speak with

business partners regarding any concerns. Spoke with multiple residents, visitors, and business owners throughout the month. Continued Police Department's Instagram site as part of SHIELD program.

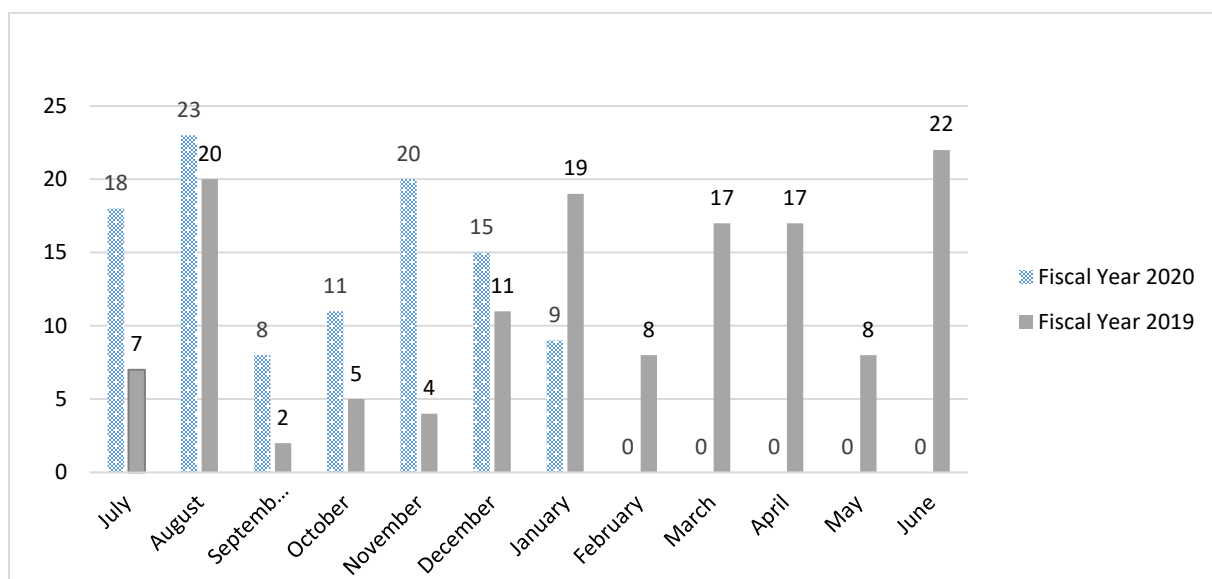
Patrol and Enforcement Activities

As of January 29, 2020, the Town Police made 21 custodial arrests (1 felony drug possession, 1 felony firearm violation, 4 misdemeanor drug possession, 3 DUI, 3 DUID, 2 Refusal, 4 Reckless Driving, 2 outstanding warrant, 1 false identification), issued 172 traffic summonses, and 107 warnings.

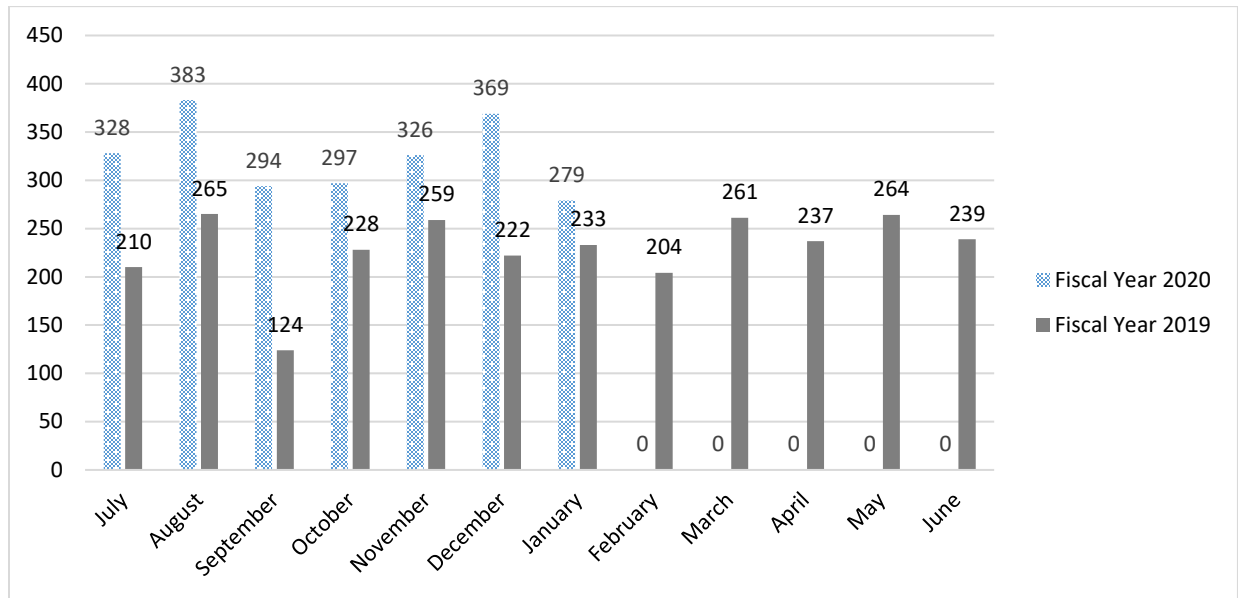
Traffic Summonses FYTD (GRAPH) ⁵



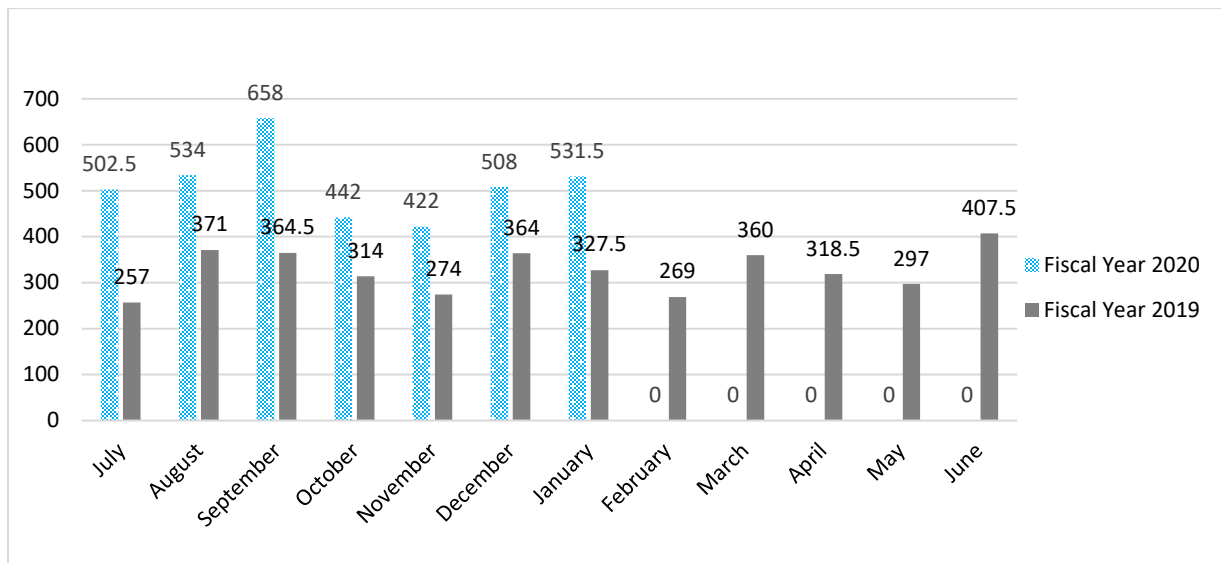
Parking Tickets Issued FYTD (GRAPH) ³

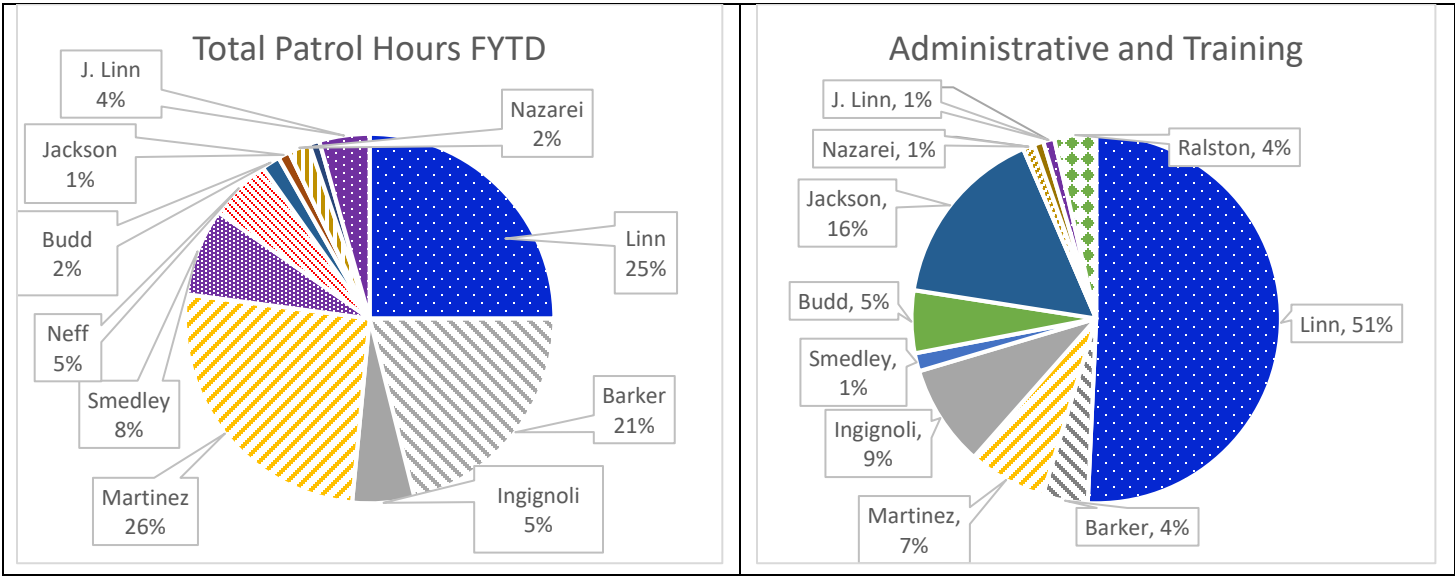


Traffic Stops YTD (GRAPH) ⁵



Patrol Hours FYTD (GRAPH) ⁵





Miscellaneous

Continued Field Training for 2 auxiliary police officer who completed academy.² Continued Narcan – Opioid safety program³.

¹ Goals 1, 2, and 3
² Goal 2
³ Goal 3
⁴ Goals 1, 2, and 3
⁵ Goals 1 and 3

FY 2020 RiverFest Update

Updated 1/21/20

Background

In April 2018, Town Council established the Craft Show Exploratory Committee to review the goals of the annual Town Arts & Crafts Shows and to provide recommendations to Council on the future of the Shows going forward. Council acknowledged receipt of the Committee's report in January 2019¹. The Events and Community Development Director provided the first update regarding the future event development process for FY 2020 to Council in April 2019.

The current Town Craft Show goals are to:

- **Enhance** the Town of Occoquan as a center for living, shopping, dining, art, and history²
- **Generate** funds for Town capital projects and other Town financial needs

Since 2013, the net revenue for the Spring Craft Show has remained in the \$52,300 to \$54,000 range. The net revenue for the FY 2018 Show was substantially lower (\$29,902) due to extreme weather conditions. The combined annual average net revenue for both shows has been \$106,000. The two major contributors to Craft Show revenues are shuttle bus sales and vendor booth sales. The shuttle bus revenue has remained relatively constant, while the vendor booth revenue has plateaued. Booth slots for each season used to be over 350 in the mid 1990's. More recently, it has been around 250 (For 2019 Spring Craft Show it was 240). Spring Craft Show booth slots are harder to fill.

The Craft Show Exploratory Committee recommendation was for the FY 2020 Spring Craft Show to be replaced with an Occoquan-branded event or events that have a revenue-generating alcohol sales component included. The Committee recognized that the revenue from one event may not be sufficient income to replace the Spring Craft Show revenue, so they also recommended at least one additional revenue-generating event be added in FY 2020 to compensate.

RiverFest

During the FY 2018 Fall Craft Show, 858 patrons completed a survey requesting opinions on what they would like to see in future Town events. Survey respondents felt the Town would benefit from a more diverse set of events. RiverFest incorporates several desired elements that were mentioned by the survey respondents:

- Alcohol related event
- Art Festival
- Retail Event

The relatively stable performance of the Spring Craft Show in years past, provides a solid base for the Town to build on as it develops future events that will ultimately replace it in FY 2020. Because RiverFest will be held on the first weekend of June, keeping the same dates as the Spring Craft Show, the dates will already be familiar to past attendees who already associate this weekend with a Town event.

¹ Council Acknowledged receipt of the report, with the disclaimer that acknowledgement of receipt and authorization to post did not constitute adoption of the recommendations in the report.

² Corresponds with Town Council FY 2020 Priority Area: Community Development and Programming (Increase reputation and viability of annual events).

RiverFest Event

Date

The event will take place Saturday, June 6, 2020, 10-8pm and Sunday, June 7, 2019, 10-5pm

Schedule

- Artisan's Walk 10am – 6pm, Saturday; 10am-5pm, Sunday
- Commercial Booths- 10am – 6pm, Saturday; 10am-5pm, Sunday
- Two Food Courts-10am – 6pm, Saturday; 10am-5pm, Sunday
- Climbing Wall –10am – 6pm, Saturday; 10am-5pm, Sunday
- Beer Garden and live entertainment, 12pm-8pm, Saturday; 12pm-5pm, Sunday
- Shrimp Boil in RMP-4pm-8pm, Saturday only
- River Activities
 - River Cruises with Sea Knight Cruises, 10am-5pm both days
 - Standing Paddle Board Slalom Fun Run, Saturday only, 10-4pm

Participation from Occoquan Regional Park

- Coast Guard Educational Demos
- LLBean: Fly Fishing Demos
- Boy Scouts: Educational Demos
- Matt Johnson, Fairfax County Conservation Naturalist: Family-friendly hikes
- Water Taxi—possible service provided; not revenue generating

Street Closures

Street closures include the length of Mill Street, from under the Rt. 123 Bridge to the Cul-de-sac; Washington, Ellicott, and Union Streets at Poplar Alley.

Shuttle

Event Shuttle-3 shuttle stops:

- Yellow (under 123 Bridge) delivers patrons directly to water activities, kids climbing wall, commercial booths and one of two food courts
- Green (Footbridge) delivers patrons directly to the Beer Garden, 2nd of 2 food courts and Artisan's Walk
- Purple (Moms) delivers patrons directly to the middle of the show.

Revenue

The event has been determined to be a two-day event for the following reasons:

- Estimate that a two-day event will generate 30-35% increase in revenue over a one-day event
- Two-day event will create an easier transition for long time artisans that are able to be juried into the Artisan's Walk

- Spring Craft Show vendors polled: over 25% said that would not apply to a one-day event, citing distance, logistics, and potential weather as reasons not to attend a one-day event

Revenue Generators

Artisan's Walk: Booth sales

Marketplace: Booth sales

Food Courts: Booth sales

Climbing Wall: Wall will be staffed both days of event and tickets will be available onsite.

Beer Garden: Water's End will offer beer, wine and one themed mixed drink (to be named); the Town receives 15% of total sales.

Shrimp Boil: Ticket sales; tickets available online and onsite

River Cruises with Sea Knight Cruises: Ticket sales; tickets available online and onsite

Standing Paddle Board Slalom Fun Run: Ticket sales; tickets available online and onsite

Shuttle Bus Revenue

Projected Revenues and Expenditures

RiverFest 2020 Two Days Updated 1 11 20		
RiverFest 2020 Revenue		
		Notes
Sponsorships	3,000	3 Sponsors @\$1000
Booth Rentals	52,125	125 Artisans @\$300; 20 Commercial @\$500; 10 Food @400
Shuttle Fare	20,000	4000 Patrons @ \$5
Merchandise Sales	1,500	Souvenirs
Activity Revenue	8,075	75 Racers @\$15 + 80 Cruisers @\$30 + 160 Climbers @\$5 + 150 dinners @25
Beer Garden Revenue	1,800	
Vendor Parking	2,250	30 spaces @ 75
Total	88,750	
RiverFest 2020 Expenditures		
		Notes
On Call Labor	1000	
PWC PD	5400	
Materials and Operational Supplies		
Signage	500	
Merchandise for resale	500	
Activity Supplies	750	
Volunteer shirts	500	
TOTAL MATERIALS & SUPPLIES	2,250	
Equipment Rental		
Tent/ table Rental	1,000	
Portajohns	2,300	
Shuttle	16,000	
Boat Charter	3,000	
Shrimp Boil	2,000	
ipad rental	534	\$89 each includes 4 G service
Entertainment		
Bands	2,000	2 bands; magician
Rock Wall	3,000	
TOTAL CONTRACTS	29,834	
Advertising - Marketing	8,500	
TOTAL ADVERTISING	8,500	
TOTALS	46,984	
RiverFest 2020 Revenue	\$88,750	
RiverFest 2020 Expenditures	\$46,984	
Net	\$41,766	





TOWN OF OCCOQUAN

Circa 1734 • Chartered 1804 • Incorporated 1874
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TOWN COUNCIL
Earnest W. Porta, Mayor
Patrick A. Sivigny, Vice Mayor
J. Matthew Dawson
Cindy Fithian
Laurie Holloway
Eliot Perkins

Town Manager's Report Town Council Meeting – February 4, 2020

TOWN MANAGER
Kathleen R. Leidich, AICP

Projects Currently Underway

- Treasurer Recruitment: First Review of candidates after 1/31
- FY 2021 Budget Development: Council Presentation 2/18
- Kayak Ramp Project: Project Management/Reimbursement Requests
- Stormwater Management Work Plan-Grant Application
- Signs/Parking Work Plan: Installation of Public Parking Directional Sign (Washington/Mill Street)

River Mill Park Bath House

Lower level storage room: Project Manager has provided plan for completing the corrective work to the PWC Building Department. PWC staff has confirmed that the plan is acceptable. Project Manager is developing estimate to complete the work.

Mill at Occoquan Development Application

The Planning Commission Public Hearing that was scheduled for 11/6/19 was deferred by the applicant. To prepare for the future Public Hearing(s), the Planning Commission Chairman, Mayor, Town Attorney and staff met with the applicant and his architect on 1/3/20 to review revised information regarding the application. Prior to any future Public Hearings, the applicant has agreed to holding at least one, possibly two, Town Hall meetings with the public to review the revised application/plan.

Visitor Center Kiosk

PWC staff presented the concept for the Kiosk to the ARB at its 12/10/19 meeting. Town staff met with PWC staff on 1/17/20 to follow up on the Kiosk design. The final design of the Kiosk will be presented to the ARB at a future meeting for consideration/action in regards to the required Certificate of Appropriateness. Town staff has reviewed the MOA regarding the Kiosk and is working to finalize it with the County. The Virginia Tourism Corporation has confirmed that the Kiosk meets the required criteria to enable the Tourism sign to remain on Route 95.

Kayak Ramp Project

The Change Order requesting additional funding for the completion of the Commercial Building Permit process with PWC was approved by Town Council on 1/7/20. The test drilling has been completed and the Contractor's engineer has given approval for the piles to be test driven. There is a barge in the area, so there is a chance that this work can be completed this week. The Project Manager is working with the Contractor to complete the pile driving process prior to the February 15th deadline.

Meetings, Training, and Events

- Test Drilling-Kayak Ramp Project, January 27
- Planning Commission/Architectural Review Board Meetings, January 28
- Chocolate Walk, February 8
- VLGMA Conference, February 12-14
- Friends of the Occoquan Community Clean up, April 18

-End-



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

8. Regular Business	Meeting Date: February 4, 2020
8A: Request to Accept FYE 2019 Financial Audit	

Explanation and Summary:

The review of the FYE 2019 financials has been completed and a representative from Robinson, Farmer, Cox & Associates will provide a presentation of the audit. This is an opportunity for Council to be briefed on the status of the report and have any questions addressed.

This is a request to accept the FYE June 30, 2019 Financial Report.

Town Treasurer's Recommendation: Recommend approval.

Town Manager's Recommendation: Recommend approval.

Proposed/Suggested Motion:

"I move to accept the Fiscal Year End June 30, 2019 Financial Report."

OR

Other action Council deems appropriate.

Attachments: None



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

8. Regular Business	Meeting Date: February 4, 2020
8B: Request to Confirm the FY2021 Budget Calendar	

Explanation and Summary:

This purpose of this item is for Council to review and confirm the proposed FY 2021 Budget Calendar. An initial review of the proposed Budget calendar during the 1/7 Council Regular Business Meeting, revealed that there were Council meetings/budget work sessions that would conflict with the primary scheduled for 3/3/20 and the Town Election scheduled for 5/5/20.

The attached FY 2021 Budget calendar has been revised to eliminate these conflicts by making the following adjustments:

- Moving the 3/3/20 Town Council Work Session/ Budget Work Session to 3/4/20
- Moving the 5/5/20 Town Council Adoption of the proposed FY 2021 Tax Rates and Budget to 5/6/20

The Council meeting schedule on the Town website will be adjusted to reflect these changes.

This evening's agenda item provides another opportunity to review and/or alter the suggested dates and provide guidance to staff on the budget development process.

Town Manager Recommendation: Approval.

Town Attorney Recommendation: Approval

Proposed/Suggested Motion:

"I move to confirm the FY 2021 Budget Calendar"

OR

Other action Council deems appropriate.

Attachments: (1)

1. FY 2021 Budget Calendar



TOWN OF OCCOQUAN

Fiscal Year 2021 Budget Calendar

ACTIVITY	DATE	TIME
Budget Preparation and Task Setting	December 2019	COB
Town Council Goal Setting Work Session	Tuesday, January 7, 2020	7:00 p.m.
Staff Meeting – Budget Discussion/Priorities	Tuesday, January 14, 2020	10 a.m.
Deadline for Department Budget Requests	Friday, January 17, 2020	COB
Town Council Budget Work Session	Tuesday, February 18, 2020	7:00 p.m.
Town Council Budget Work Session	Wednesday, March 4, 2020	7:00 p.m.
Town Council Budget Work Session	Tuesday, March 17, 2020	7:00 p.m.
Proposed FY21 Budget Submitted to Council, Available to Public	Friday, March 20, 2020	7:00 p.m.
Advertise for Tax Rate and Budget Public Hearings	Advertising Dates: March 20 + March 27, 2020	Date to send to paper: March 18, 2020
Public Hearing: Proposed FY21 Budget	Tuesday, April 7, 2020	7:00 p.m.
Public Hearing: Proposed FY21 Tax Rates	Tuesday, April 21, 2020	7:00 p.m.
Adoption of FY21 Tax Rates and Budget	Wednesday, May 6, 2020	7:00 p.m.
Submission of Budget to GFOA	Friday, August 28, 2020	COB

Town Council Meetings/ Actions
Administrative Deadlines



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

8. Regular Business	Meeting Date: February 4, 2020
8 C: Kayak Ramp Project Update-FY 2020 Budget Amendment #2020-001	

Explanation and Summary:

In 2013, the Town was awarded a grant through the Federal Highway Administration's Recreational Trails Program (RTP) for the construction of an ADA non-motorized watercraft launch under the Route 123 Bridge. The intent of the project is to provide free water access to the community, including for persons with ambulatory disabilities. This project is consistent with the Town's Comprehensive Plan to increase pedestrian access to the water and will facilitate access to the Town for non-motorized watercraft users on the Occoquan River.

The total budget for the project is \$354,563, with DCR contributing \$283,650. The Town local match is \$70,913. The permit updating process has been completed. Delta Marine has been selected as the Contractor for the project. The Town is required to obtain a Commercial Building Permit from Prince William County for the project. The actual construction of the project will take approximately 45-60 days to complete.

Budget Amendment

FY 2020 Budget Amendment #2020-001: Occoquan Water Trail ADA Access Point, Project # VRT-297N130 is necessary to recognize and appropriate the \$283,650 in grant funding received for the project from the Recreational Trails Program (RTP), Federal Highway Administration (FHWA), and Virginia Department of Conservation and Recreation (DCR), and to amend FY 2020 CIP to reflect the actual cost of the project \$354,563. The required public hearing for the Budget Amendment will be held at the Town Council Work Session on 3/17/20.

Project Overview

- The Virginia Department of Department of Conservation and Recreation (DCR) has set aside \$283,650 for the project (overall budget for the project is \$354,563). Town Local Match is \$70,913
- Project Agreements signed by Town and DCR
- Construction agreement signed by Town and Contractor
- Environmental Permit updates have been completed
- Building Permit Process is underway
- FY 2020 Budget Amendment #2020-001 under Council consideration



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

Proposed/Suggested Motion:

"I move that the Town Council place Budget Amendment #2020-001, which amends the FY 2020 Adopted Budget, on the agenda of the March 17, 2020 Work Session."

Attachments (2):

1. Kayak Project Update
2. FY 2020 Budget Adjustment #2020-001: Recognizing/ Appropriating Kayak Ramp Grant Funding
3. FY 2020 CIP-Revised
4. Draft Advertisement

Canoe/Kayak Ramp Project Update

2/4/20

Background

In 2013, the Town was awarded a grant through the Federal Highway Administration's Recreational Trails Program (RTP) for the construction of an ADA non-motorized watercraft launch under the Route 123 Bridge. The intent of the project is to provide free water access to the community, including for persons with ambulatory disabilities. This project is consistent with the Town's Comprehensive Plan to increase pedestrian access to the water and will facilitate access to the Town for non-motorized watercraft users on the Occoquan River.

The Town has obtained/renewed/extended all required permitting as necessary.:

- Marine Resource Commission (VMRC) Permit, VMRC#2012-1293 (extended to 11/31/21)
- Army Corps of Engineers, 18-RP-19 (extended to 9/5/23)
- VDOT Land Use Permit, 948-46789
- US Department of the Interior, Project Review Certification
- Section 106 National Historic Preservation Act
- Town of Occoquan Approved Site Plan

Update

- Project Manager has been Selected: Rick DeMerle (DeMerle Construction Management LLC)
- Project Kick-off Meeting Held with Town Engineer, Project Manager, Contractor-Delta Marine 10/23/19
- Town Manager, Town Engineer, Project Manager Meeting Held with PWC Building Department 10/31/19
- Construction documents signed by Town/Contractor
- Confirmation with Contractor that work can continue work after 2/15/19 on other portions of dock-once pilings are installed
- Change Order Drafted/Signed by both parties for Completion of PWC Commercial Building Permit process
- FY 2020 Budget Amendment #2020-001 (Recognizing/Appropriating Grant Funding) under Council Consideration

Next Steps

- Work through PWC Commercial Building Permit process-completion of Geotech work
- Project Construction

TOWN OF OCCOQUAN PROPOSED FY 2020 BUDGET - EXPENDITURES-Budget Amendment

CAPITAL IMPROVEMENT PROGRAM FUND								
		FISCAL YEAR					TOTALS	
Dept	PROJECT	FY20	FY21	FY22	FY23	FY24	Project Total	Dept Total
Public Works		37,000	74,500	105,000	371,000	15,000	602,500	
	Parking Management Plan	5,000	0	0	0	0	5,000	
	Intersection Improvements (See Intersection Improv Schedule)	0	0	0	336,000	0	336,000	
	Street Maintenance (See Street Paving Schedule)	0	0	0	0	0	0	
	Sidewalk Maintenance (See Infrastructure Schedule)	0	0	0	0	0	0	
	Building Maintenance (See Building Maintenance Schedule)	10,000	12,000	25,000	12,000	10,000	69,000	
	Stormwater Management	15,000	10,000	5,000	5,000	5,000	40,000	
	Trash/Recycling Containers Replacement/ Maintenance	1,000	0	0	0	0	1,000	
	Annex Property Improvements	1,000	0	0	10,000	0	11,000	
	Street Sweeper Replacement	0	0	25,000	0	0	25,000	
	Snow Blower Replacement	0	2,500	0	0	0	2,500	
	Gaslight Conversion to Electric	0	50,000	50,000	0	0	100,000	
	Street/ Curb Striping Program	5,000	0	0	8,000	0	13,000	
	Town Dock Maintenance	0	0	0	0	0	0	\$602,500
	Bond	0	0	0	0	0	0	
	CIP	37,000	73,500	105,000	35,000	15,000	265,500	
	Grants, Other	0	1,000	0	336,000	0	337,000	
	TBD	0	0	0	0	0	0	
	Total Funding	\$37,000	\$74,500	\$105,000	\$371,000	\$15,000	\$602,500	
Parks		358,063	20,000	0	5,000	1,000	384,063	
	Tanyard Hill Parcel	0	0	0	0	0	0	
	Furnance Branch Park	0	0	0	0	0	0	
	River Mill Park Maintenance	0	5,000		0	0	5,000	
	Gaslight Banner Replacement	2,500	5,000	0	5,000	0	12,500	
	Canoe/Kayak Ramp Installation	354,563	0	0	0	1,000	355,563	
	Mamie Davis Park Renovations/Upgrades	1,000	10,000	0	0	0	11,000	
	Bond	0	0	0	0	0	0	
	CIP	358,063	20,000	0	5,000	1,000	384,063	
	Grants, Other	283,650	0	0	0	0	283,650	
	TBD	0	0	0	0	0	0	
	Total Funding	\$641,713	\$20,000	\$0	\$5,000	\$1,000	\$667,713	
Public Safety		57,476	16,900	20,900	16,900	0	112,176	
	Police Vehicle	16,900	16,900	16,900	16,900	0	67,600	
	In-Vehicle Laptops	0	0	4,000	0	0	4,000	
	LIDAR Speed Detection and Related Equipment	7,236	0	0	0	0	7,236	
	Body Armor	1,000	0	0	0	0	1,000	
	Alcohol-Related Safety Project	5,879	0	0	0	0	5,879	
	Pedestrian and Bicyclist Safety Program	3,350	0	0	0	0	3,350	
	Police Radios	23,111	0	0	0	0	23,111	
	Bond	0	0	0	0	0	0	
	CIP	23,111	0	4,000	0	0	27,111	
	Grants, Other	17,465	0	0	0	0	17,465	
	Operating Budget	16,900	16,900	16,900	16,900	0	67,600	
	Total Funding	\$57,476	\$16,900	\$20,900	\$16,900	\$0	\$112,176	
Information Technology		16,500	5,000	20,000	10,000	5,000	56,500	
	Computer Upgrades/Replacement	5,000	0	10,000	0	0	15,000	
	Document Management Project	2,500	5,000	0	0	0	7,500	
	Server Room Relocation	0	0	0	10,000	0	10,000	
	Financial System	0	0	0	0	0	0	
	Website Redesign	7,000	0	0	0	5,000	12,000	
	Town Hall Phone Upgrade	0	0	10,000	0	0	10,000	
	A/V Equipment - Town Hall	2,000	0	0	0	0	2,000	
	Bond	0	0	0	0	0	0	
	CIP	16,500	5,000	20,000	10,000	5,000	56,500	
	Grants, Other	0	0	0	0	0	0	
	TBD	0	0	0	0	0	0	
	Total Funding	\$16,500	\$5,000	\$20,000	\$10,000	\$5,000	\$56,500	

TOWN OF OCCOQUAN PROPOSED FY 2020 BUDGET - EXPENDITURES-Budget Amendment

CAPITAL IMPROVEMENT PROGRAM FUND								
		FISCAL YEAR					TOTALS	
		FY20	FY21	FY22	FY23	FY24	Project Total	Dept Total
Dept	PROJECT							

Administration		0	0	0	5,000	0	5,000	
	Comprehensive Plan Review/Update	0	0	0	5,000	0	5,000	\$5,000
	Bond	0	0	0	0	0	0	
	CIP	0	0	0	5,000	0	5,000	
	Grants, Other	0	0	0	0	0	0	
	TBD	0	0	0	0	0	0	
	Total Funding	\$0	\$0	\$0	\$5,000	\$0	\$5,000	

Totals		FY20	FY21	FY22	FY23	FY24
	Bond	0	0	0	0	0
	CIP	434,674	98,500	129,000	55,000	21,000
	Grants, Other	301,115	1,000	0	336,000	0
	Operating Budget	16,900	16,900	16,900	16,900	0
	Total Funding Per FY	\$469,039	\$116,400	\$145,900	\$407,900	\$21,000



TOWN OF OCCOQUAN

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PROPOSED FY 2020 BUDGET AMENDMENT – MARCH 17, 2020

PUBLIC HEARING TO SOLICIT COMMENT ON THE FOLLOWING:

1. Proposed FY 2020 Budget Amendment (see synopsis below.) A copy of the proposed budget amendment is available at Town Hall from 9 a.m. to 4 p.m., Monday through Friday, and on the Town's website at www.occoquanva.gov.

An amendment to the approved FY 2020 budget for the purpose of revising the cost estimate and funding amount for the Canoe/Kayak Ramp Installation and correcting a display error in the Capital Improvement Program (CIP) Fund that showed a transfer of \$254,476 as revenue. The total cost of the Canoe/Kayak Ramp Installation is estimated at \$354,563. \$283,650 is scheduled to be received from a Virginia Department of Conservation and Recreation (DCR) grant and the remaining \$70,913 is the required local match from the Town. Because this amendment exceeds 1% of the Town's budget, state law requires a public hearing.

	FY 2020 Budget	FY 2020 Proposed Amendment
CIP FUND		
Revenues	\$254,476	\$301,115
Expenses	\$254,476	\$469,039

KATHLEEN R. LEIDICH, AICP
Town Manager

A public hearing on the proposed budget amendment will be held on March 17, 2020 at 7:00 p.m. at Occoquan Town Hall, 314 Mill Street, Occoquan, VA 22125. A Town Council Work Session will immediately follow the public hearing and will include a vote on the budget amendment.

The required legal publication of this notice occurred on March 6, and an additional courtesy notice was published on March 13, 2020.

Instruction to Publisher:

Run This Notice Twice

March 6, 2020

March 13, 2020

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



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

8. Regular Business	Meeting Date: February 4, 2020
8 D: Draft Stormwater Management Report	

Explanation and Summary:

The attached draft Stormwater Management Report includes an overview of the Town's stormwater management system along with a historical discussion of past flooding events and Town/County efforts to address the resulting stormwater issues. The focus of this evening's discussion is to gather additional feedback from Council so that it can be included in the final version of the report. The Mayor will be providing the final version of the report to the state delegation for consideration in regards to potential future funding opportunities for the stormwater management projects that have been identified by the Town.

Ultimately, the information contained in this Report will be incorporated into the Town's Stormwater Management Work Plan to provide a single, comprehensive source of information to support the Town's efforts to address stormwater issues.

Attachments (1):

1. Town of Occoquan Storm Water Management Program Review-1/8/20

Town of Occoquan
Storm Water Management Program Review
January 8, 2020
Mayor Earnest W. Porta, Jr., JD, PhD

Background

The Town of Occoquan experiences periodic flooding, particularly in the spring and fall, from two primary sources. First among these is the Occoquan River. Flooding associated with spring thaws and rains to the west, and fall hurricanes or tropical storms that create a tidal bore, are fairly common, occurring roughly every other year. Intensity varies significantly, but damage is typically limited to riverfront property and the water rarely reaches the level of Mill Street. Although of understandable concern to riverfront property owners (some of whom have built seawalls), the potential for river-based flooding is fairly predictable, and the combination of weather forecasts and assessments of potential river levels from Fairfax Water (who operates the Occoquan High Dam approximately one mile to the west of the Town) typically provide sufficient advance notice for precautions to be taken. Additionally, most riverfront property owners appear to recognize that periodically high river levels and accompanying flooding are acceptable risks associated with choosing to live on a river bank.

The second primary source of flooding in Occoquan is flash-flooding from two major streams that flow through Town to the Occoquan River – Ballywhack Creek and Boundary Branch. This flooding is much less predictable, affects inland properties in Town, endangers traffic on major streets in Town, and threatens damage to the Town's storm water system. Each of these tributaries originates outside of Town, thus drawing from watersheds well beyond Town boundaries, and is significantly affected by development and storm water practices beyond the Town's control. Sitting at the bottom of hillsides along the banks of the Occoquan River, the Town of Occoquan and its storm water management system is a recipient of runoff, some uncontrolled, from developments and roadways outside of Occoquan.

Town Measures Taken to Date

After major flash flooding associated with Tropical Storm Lee in 2011, the Town of Occoquan instituted a variety of measures to begin the process of addressing flooding associated with water runoff from outside of Town. Ballywhack Creek enters Town boundaries by traveling underneath Tanyard Hill Road/Union Street. From there it crosses several private properties and then feeds directly into the Town's underground storm water system and flows into the Occoquan River.

Property owners at 407 and 409 Union Street where Ballywhack Creek flows into Town have regularly experienced flooding, even during modest rainfall, as a result of water sheeting across the road from a hillside, water jumping Tanyard Hill Road when a culvert for Ballywhack Creek becomes blocked, or water running down Tanyard Hill Road from outside of Town. After Tropical Storm Lee the Town paid for the inspection and removal of debris from a concrete channel and tunnel installed on the properties following Hurricane Agnes in 1973. Additionally, the Town petitioned the County to upgrade a storm water management pond on the property of

an out-of-town HOA (LRPRA), upgrade the debris catchers on Ballywhack Creek outside of Town, and regularly inspect and clean the culvert under Tanyard Hill Road before anticipated rainfall.

Over the years, Prince William County has taken all of these actions. Additionally, the Town purchased some of the wooded property at the corner of Tanyard Hill and Old Bridge Roads and placed it in a conservation easement to prevent further development that it was believed would generate additional storm water runoff. VDOT has also installed an asphalt drainage ditch to capture some of the water that sheets across Tanyard Hill Road. Currently, the Town and County are discussing installation of a sidewalk with curb and gutter on the western side of Tanyard Hill Road within Town boundaries that should eliminate the remaining sheeting of water across Tanyard Hill Road during storms. In combination these actions, when complete, should eliminate the flooding associated with Ballywhack Creek's entrance to Town in all but the most extreme circumstance.

The Town has also adopted the practice of making financial contributions to remediation efforts on private property where those remediation efforts contribute to the improvement of the Town's storm water management system and where the damage requiring remediation can be attributed to flows from outside of Town. A recent example is the decision of the Town to make a modest contribution to a dredging project undertaken by a riverfront HOA. Sediment runoff from outside of Town flows via Ballywhack Creek through the Town's storm water system to the Occoquan River and is deposited adjacent to the HOA's docks, which suffer damage as the sediment builds. Other locations are also under evaluation, and include an offer to contribute to a stilling pond on 407 Union Street (the property owner there has decided to pursue other remedies for the moment).

County Study and Other Analyses

In the spring of 2018 Prince William County presented a study it had conducted of some of the primary arteries associated with the Town's storm water management system. It is important to note that this was not a comprehensive study of the Town's system, but rather a detailed inspection of various storm water collection points and three underground arteries. Notably, it did not include comprehensive analyses of either Ballywhack Creek or Boundary Branch. Occoquan's underground storm water system is a hodgepodge of legacy installations from development over an extended period of time. No comprehensive map exists. Among the concerns the study revealed was (a) original deficiencies in some installations, (b) private encroachments, and (c) deterioration of materials.

Town staff has also worked with Prince William County and VDOT to examine storm water erosion concerns where Boundary Branch passes Mill Cross Lane, and flooding concerns where it passes underneath Poplar Lane and enters the Occoquan River. The latter has been a particularly complex area to address given its location on the boundary between the Town and the County and the presence of VDOT and utility structures.

Prioritization and Financial Considerations

Since the completion of the study the Town has held a public town hall on the subject and discussed the matter at several Town Council meetings. Staff has worked to estimate remediation costs and prioritize potential projects. Funding for remediation is obviously a major challenge. Like the other Towns in Prince William County, Occoquan chose in the 1990s not to participate in Prince William County's storm water management program, which would have required residents to pay an annual fee for the County to manage the Town's storm water. While with the passage of time many now view this as a short-sighted decision, the reality is that joining the County system now is impractical. County officials are understandably resistant to taking over an unmapped hodgepodge of deteriorating legacy systems, and the back payment the Town would be required to pay into the County storm water management fund (something upon which the County would insist in fairness to other County taxpayers who have been paying the storm water fee for decades) would be prohibitive.

What differentiates Occoquan, however, from other Towns in the County is that it sits at the bottom of an extensive upland watershed, with the result that the sediment and runoff from impervious surfaces attributable to development outside of town over the past several decades has significantly impacted and altered stream morphology and placed substantial unanticipated burdens on the Town's storm water systems. These are human-induced factors outside of the Town's control.

To begin addressing the deteriorating condition of the Town's storm water system, staff has proposed capital investments over the next several years to address particular areas of concern that are within the capacity of the Town's tax base to address. These are outlined in Attachment A. Unfortunately, this leaves substantial needs that are well beyond the Town's capability to address. Outlined in Attachment B, these are areas where the Town must seek outside funds for assistance, which it feels is warranted given the Town's status as a geographic drainage point for sizeable, upland areas outside of Town boundaries.

ATTACHMENT A
Storm Water Management Plan – CIP Estimates

FY 2020

Project	Cost Estimate
Installation of trash rack-entrance to Cooper's Alley pipe (near Washington St.)	\$ 4,450.00
Clean out/epoxy trouble spots identified by PWC 2018 study (all 3 pipes)	5,000.00
Inspection of Vantage Point Infiltration Trench	550.00
FY 2020 Subtotal	\$ 10,000.00

FY 2021

Project	Cost Estimate
Cleaning out all 3 Pipes	\$ 19,332.00
Proper abandonment of Union Street pipe on Center Lane at Washington Street	25,459.00
Joint repair/epoxy trouble spots identified by PWC 2018 Study (all 3 pipes)	5,000.00
Inspection of Vantage Point Infiltration Trench	550.00
Contribution to Boundary Branch/Mill Cross Lane project	5,000.00
FY 2021 Subtotal	\$ 55,341.00

FY 2022

Project	Cost Estimate
CCTV Inspection of all 3 pipes	\$ 8,937.00
Joint repair/epoxy trouble spots identified by PWC 2018 Study (all 3 pipes)	5,000.00
Repair of Vantage Point Infiltration Trench	39,000.00
FY 2022 Subtotal	\$ 52,937.00

FY 2023

Project	Cost Estimate
Joint repair/epoxy trouble spots in Ellicott/Union Street pipes	\$ 4,000.00
Complete joint repair/epoxy Cooper's Alley pipe	35,000.00
Inspection of Vantage Point Infiltration Trench	550.00
FY 2022 Subtotal	\$ 39,550.00

ATTACHMENT B
Storm Water Management Plan – External Funding Required

Project	Cost Estimate
Relining of Ellicott and Union Street storm water pipes	\$ 853,099.00
Replacement of VDOT Culvert on Poplar Lane	162,016.00
FY 2022 Subtotal	\$ 1,015,115.00



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

8. Regular Business	Meeting Date: February 4, 2020
8 E: Resolution Establishing Town Signatories During Recruitment for Treasurer	

Explanation and Summary:

On January 23, 2020, the Town Treasurer served her last full day as the Treasurer for the Town of Occoquan. During the recruitment process for the Treasurer position, it will be necessary for the Town Council to designate a second signatory for Town financial documents. Currently, the financial signatories for the Town are the Town Mayor and Treasurer.

To continue the fiscally prudent policy of having a senior Town Administrative Staff member as a second signatory with the Mayor on Town financial documents, it is recommended that the Council designate the Town Manager to fill that role during the recruitment process for the Treasurer position.

Town Manager's Recommendation: Approval.

Town Attorney's Recommendation: Approval

Proposed/Suggested Motion:

"I move to approve the resolution to designate the Town Manager as the second signatory with the Mayor on Town financial documents during the recruitment process for Treasurer, as presented."

OR

Other action Council deems appropriate

Attachments: (1)

1. Resolution #R-2020-01: To Establish Signatories During Recruitment Process for Treasurer

RESOLUTION**RESOLUTION TO ESTABLISH SIGNATORIES DURING RECRUITMENT
PROCESS FOR TREASURER**

WHEREAS, Town Treasurer Carla Rodriguez left her position with the Town of Occoquan effective January 23, 2020, as she has accepted a position with another locality, and

WHEREAS, the current signatories on checks and other financial documents for the Town are the Town Mayor and Treasurer, the Town Council must make plans for processing Town financial documents during the recruitment process to fill the Treasurer position, and

WHEREAS, the Town Council wishes to continue the fiscally prudent policy of having the Mayor and a senior Town Administrative Staff member as signatories on Town financial documents, and

NOW, THEREFORE, BE IT RESOLVED that effective February 4, 2020, the Town Council designates Town Manager Kathleen Leidich as the second signatory on Town financial documents to temporarily exercise the signatory powers of the Town Treasurer until the position is permanently filled, and

Adopted by the Town Council of the Town of Occoquan, Virginia this 4th Day of February 2020.

MOTION: _____

**DATE: February 4, 2020
Regular Meeting**

SECOND: _____

Votes

Ayes: _____

Nays: _____

Absent from Vote:

Absent from Meeting:

BY ORDER OF THE TOWN COUNCIL

Attested:

Earnie Porta, Mayor

Katy Nicholson, Town Clerk