



TOWN OF OCCOQUAN
Circa 1734 • Chartered 1804 • Incorporated 1874

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

Occoquan Town Council
Work Session Meeting
March 17, 2020 | 7:00 p.m.

1. Call to Order
2. Public Hearing
 - a. Budget Amendment #2020-001: Kayak Ramp Project
3. Regular Items
 - a. FY 2021 Budget Work Session - No materials.
4. Closed Session
5. Adjournment



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

2. Public Hearing	Meeting Date: March 17, 2020
2 A: FY 2020 Budget Amendment #2020-001: Occoquan Water Trail ADA Access Point, Project#VRT-297N130 (Kayak Ramp Project)	

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 environmental permit updating process has been completed. Delta Marine was 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 to be 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 advertised amount reflects \$25,000 in allocable, reimbursable costs incurred prior to FY 2020. Staff is currently identifying/requesting reimbursement for these costs.

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 Permits 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 approval of Budget Amendment #2020-001, to amend the FY 2020 Adopted Budget to revise the cost estimate and funding amount for the Canoe/Kayak Ramp installation and correcting a display error in the Capital Improvement Program (CIP) to reflect Revenues in the amount of \$281,115 and Expenses in the amount of \$444,039."

Attachments (3):

1. Advertisement
2. FY 2020 CIP-Revised
3. Budget Amendment Form



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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 table 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	\$281,115
Expenses	\$254,476	\$444,039

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 PROPOSED FY 2020 BUDGET - EXPENDITURES-Budget Amendment

CAPITAL IMPROVEMENT PROGRAM FUND								
Dept	PROJECT	FISCAL YEAR					TOTALS	
		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		333,063	20,000	0	5,000	1,000	359,063	
	Tanyard Hill Parcel	0	0	0	0	0	0	
	Furnace Branch Park	0	0	0	0	0	0	
	River Mill Park Maintenance	0	5,000	0	0	0	5,000	
	Gaslight Banner Replacement	2,500	5,000	0	5,000	0	12,500	
	Canoe/Kayak Ramp Installation	329,563	0	0	0	1,000	330,563	
	Mamie Davis Park Renovations/Upgrades	1,000	10,000	0	0	0	11,000	\$359,063
	Bond	0	0	0	0	0	0	
	CIP	69,413	20,000	0	5,000	1,000	95,413	
	Grants, Other	263,650	0	0	0	0	263,650	
	TBD	0	0	0	0	0	0	
	Total Funding	\$333,063	\$20,000	\$0	\$5,000	\$1,000	\$359,063	
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	\$112,176
	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	\$56,500
	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								
Dept	PROJECT	FISCAL YEAR					TOTALS	
		FY20	FY21	FY22	FY23	FY24	Project Total	Dept Total

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	146,024	98,500	129,000	55,000	21,000
Grants, Other	281,115	1,000	0	336,000	0
Operating Budget	16,900	16,900	16,900	16,900	0
Total Funding Per FY	\$444,039	\$116,400	\$145,900	\$407,900	\$21,000



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

TOWN MANAGER
Kathleen R. Leidich, AICP

BUDGET AMENDMENT

At a public hearing of the Occoquan Town Council, of Occoquan, Virginia, held in the Town Hall, Council Chamber, 314 Mill Street, Occoquan, Virginia, on Tuesday, March 17, 2020 at 7:00 p.m.

IN RE: FY 2020 Budget Amendment #2020-001: Occoquan Water Trail ADA Access Point, Project #VRT-297N130 (Kayak Ramp Project)

_____ moved that the Town Council approve Budget Amendment #2020-001 to amend the FY 2020 Adopted Budget to revise the cost estimate and funding amount for the Canoe/Kayak Ramp installation and correcting a display error in the Capital Improvement Program (CIP) to reflect Revenues in the amount of \$281,115 and Expenses in the amount of \$444,039.

Seconded by _____

Voting on the Motion: _____-Yes; _____-No;

COPY TESTE:

TOWN CLERK