



# TOWN OF OCCOQUAN

Circa 1734 • Chartered 1804 • Incorporated 1874

314 Mill Street  
PO BOX 195  
Occoquan, VA 22125  
(703) 491-1918  
[www.OccoquanVA.gov](http://www.OccoquanVA.gov)  
[info@occoquanva.gov](mailto:info@occoquanva.gov)

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## TOWN COUNCIL MEETING JUNE 17, 2014 – 6:30 PM

1. CALL TO ORDER
2. PUBLIC HEARINGS
  - a. Proposed Fiscal Year 2015 Tax Rates Public Hearing
  - b. River Park Zoning Text Amendment  
*Joint Public Hearing – Town Council and Planning Commission*
3. REGULAR BUSINESS
  - a. Adoption of Fiscal Year 2015 Budget and Tax Rates
  - b. Adoption of River Park Zoning Text Amendment
  - c. Adoption of Dangerous Conditions Ordinance
  - d. Potomac Heritage National Scenic Trail Memorandum of Understanding
4. CLOSED SESSION
5. ADJOURNMENT



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

<b>2. Public Hearings</b>	<b>Meeting Date:</b> June 17, 2014
<b>2A: Proposed Fiscal Year 2015 Tax Rates</b>	

**Explanation and Summary:**

Each year, the Town Council and staff develop a proposed budget for the next fiscal year. Part of the budget process also includes the review of the current tax rates, including real estate, meals and occupancy taxes. The Town Council reviewed the proposed FY 2015 budget and tax rates during a work session on April 22, 2014, and held a public hearing on the proposed budget on May 27, 2014.

The Town Council has advertised a proposed FY 2015 real estate tax rate of \$.12 per \$100 of the assessed value, a meals tax of 2% and occupancy tax rate of 2%. This public hearing has been set and published for the Town of Occoquan residents to have the opportunity to provide their input on the proposed tax rates.

**Town Manager's Recommendation:** Recommend the Town Council close the public hearing and adopt the Fiscal Year 2015 Budget and Tax Rates.

**Cost and Financing:** N/A

**Account Number:** N/A

**Proposed/Suggested Motion:**

"I move to close the public hearing."

Or

Other action Council deems appropriate.

**Supporting Material:** (2) Public Notice  
Proposed FY 2015 Budget and CIP



# TOWN OF OCCOQUAN

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

## PROPOSED FY 2015 BUDGET - MAY 27, 2014, 7:00 PM TAX RATES IN SUPPORT OF THE BUDGET - JUNE 17, 2014, 6:30 PM

### PUBLIC HEARINGS TO SOLICIT COMMENT ON THE FOLLOWING:

1. Proposed FY2015 Budget (see synopsis below.) A copy of the proposed budget is available at Town Hall from 9 a.m. to 5 p.m., Monday through Friday, and on the Town's website at [www.occoquan.org](http://www.occoquan.org); and
2. Proposed increase of the current real estate tax rate of \$.11 per \$100 to \$.12 per \$100 of the assessed value; and
3. Maintain the current meals tax rate of 2%; and
4. Maintain the current transient occupancy tax rate of 2%.

		<b>FY2014 Budget</b>	<b>FY2015 Proposed</b>
OPERATING ACCOUNT	Revenues	\$533,284	\$522,839
	Expenses	\$533,183	\$505,296
CIP ACCOUNT	Revenues	--	--
	Expenses	\$265,150	1,640,000
MAMIE DAVIS ACCOUNTS	Revenues	\$2,000	\$2,000
	Expenses	\$2,000	\$2,000
CRAFT SHOW ACCOUNT	Revenues	\$205,000	\$210,000
	Expenses	\$125,000	\$90,000

KIRSTYN L. BARR  
 Town Manager

The Town Council may set the real estate tax rate at 12 cents per hundred dollars value or at a lower rate, but Virginia law does not allow a higher rate than appears in this advertisement. The Town Council may set other tax rates (such as meals tax or transient occupancy tax) either higher or lower than the advertised rates.

## NOTICE OF PROPOSED REAL PROPERTY TAX INCREASE

The Town of Occoquan proposes to increase property tax levies.

1. Assessment Increase: Total assessed value of real property, excluding additional assessments due to new construction or improvements to property, exceeds last year's total assessed value of real property by 4.24 percent.
2. Lowered Rate Necessary to Offset Increased Assessment: The tax rate which would levy the same amount of real estate tax as last year, when multiplied by the new total assessed value of real estate with the exclusions mentioned above, would be \$0.1055 per \$100 of assessed value. This rate will be known as the "lowered tax rate."
3. Effective Rate Increase: The Town of Occoquan proposes to adopt a tax rate of no more than \$0.12 per \$100 of assessed value. The difference between the lowered tax rate and the proposed rate would be \$0.0145 per \$100, or 13.72 percent. This difference will be known as the "effective tax rate increase."

Individual property taxes may, however, increase at a percentage greater than or less than the above percentage.

4. Proposed Total Budget Increase: Based on the proposed real property tax rate and changes in other revenues, the total budget of Town of Occoquan will be 1.96 percent below last year's budget.

A public hearing on the increase will be held on June 17, 2014, at 6:30 p.m. at Occoquan Town Hall, 314 Mill Street, Occoquan, VA 22125.

# TOWN OF OCCOQUAN VIRGINIA



## FISCAL YEAR 2015 PROPOSED BUDGET



# TOWN OF OCCOQUAN

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

**TOWN COUNCIL**  
ELIZABETH A. QUIST, VICE MAYOR  
DENISE M. BUSH  
JOE MCGUIRE  
PATRICK A. SIVIGNY  
JAMES N. WALBERT

**TOWN MANAGER**  
KIRSTYN L. BARR

**TOWN SERGEANT & CHIEF OF POLICE**  
SHELDON E. LEVI

**TOWN CLERK**  
PEGGY BLACKWELL

**TREASURER**  
ABIGAIL BREEDING, C.P.A.

**MAYOR**  
EARNEST W. PORTA, JR.

May 15, 2014

Dear Mayor Porta and Members of the Town Council:

The Proposed Budget for fiscal year (FY) 2015 is submitted for your review and consideration.

The FY 2015 recommended expenditures represent a continued best effort to provide the same level of service to the Town's citizens without requiring a transfer from the Town's Craft Show fund. The Craft Show fund is intended to serve to support the semi-annual arts and crafts show, as well as provide a source of revenue for the Town's use in planning and implementing capital improvement projects.

Fiscal year 2014 is expected to end with a small surplus due to savings experienced on the expense side and increased expected revenues. The FY 2014 budget will require a transfer from the craft show fund in order to cover costs associated with the purchase and implementation of banners in the historic district and new entry signs.

The Town Council has advertised to adopt a real estate tax rate no higher than \$0.12 cents per one hundred of the assessed value; however, this increase results in an estimated revenue of \$522,839, which is \$10,445 or 1.96% less than fiscal year 2014. This can be attributed to the FY 2014 budget including a \$60,000 transfer from the craft show fund in support of proposed community initiatives.

The Capital Improvement Plan (CIP) includes several projects over the next two years including funding from Prince William County in the amount of \$1,500,000 for the future park located on Fairfax Water Authority property at the west end of Mill Street.

The proposed FY 2015 budget is intended to guide the town over the next year with a focus on beautification and maintaining the same level of services our residents and businesses have come to expect.

Kirstyn Barr  
Town Manager

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## DEFINITIONS

**Budget:** The Town’s annual fiscal planning document that outlines anticipated revenues and expenditures. Once adopted by the Town Council, the budget becomes a legal document.

**Fiscal Year (FY):** The Town’s fiscal year runs from July 1, to June 30, as dictated by the Code of Virginia.

**Operating Account:** The primary operating fund of the Town, which receives most of the revenue derived by the Town from local sources, including real estate, local taxes, licenses, and permits. Other sources of revenue to the Operating Account include local and federal grants and revenues shared with the county and state.

**Capital Improvement Plan:** A program that prioritizes and describes major expenditures of public funds, beyond routine maintenance and operating costs, for the acquisition, construction, or repair of a needed facility. Capital improvements include such items as streets, sidewalks, public buildings, and parks.

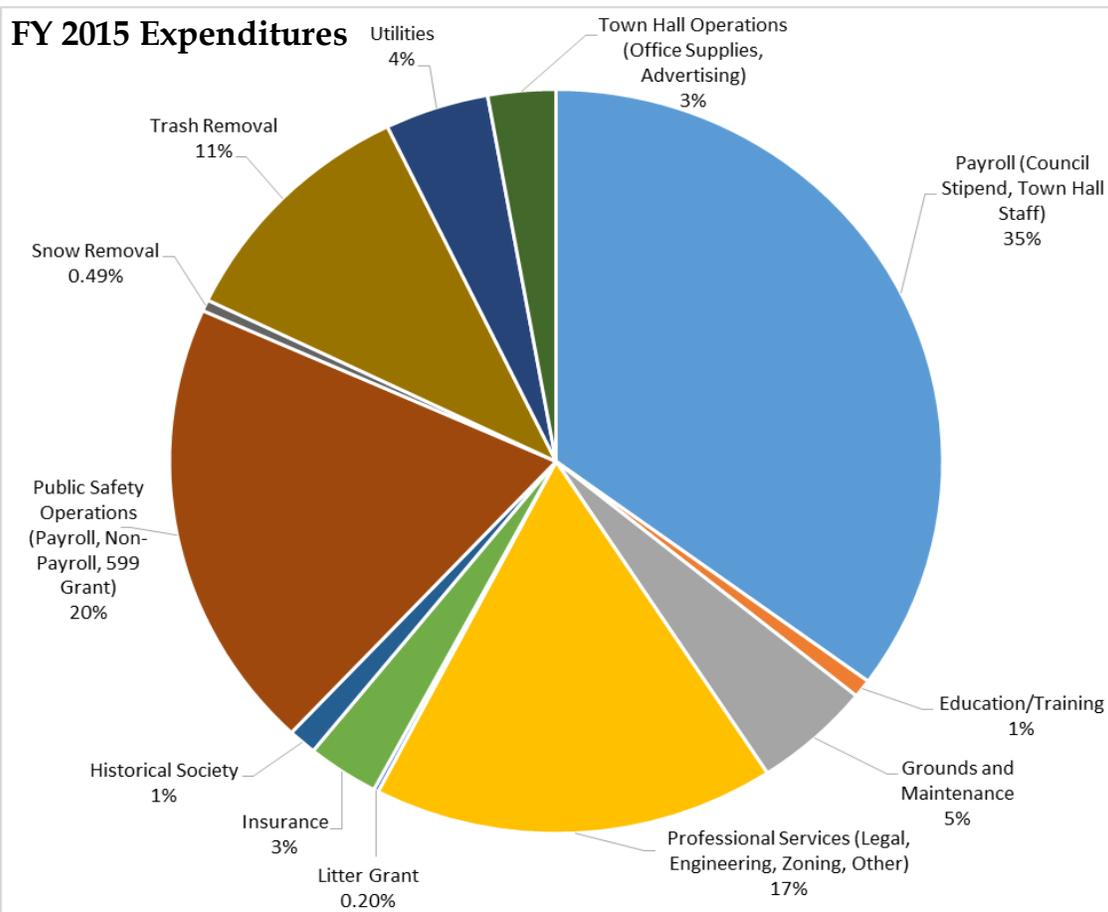
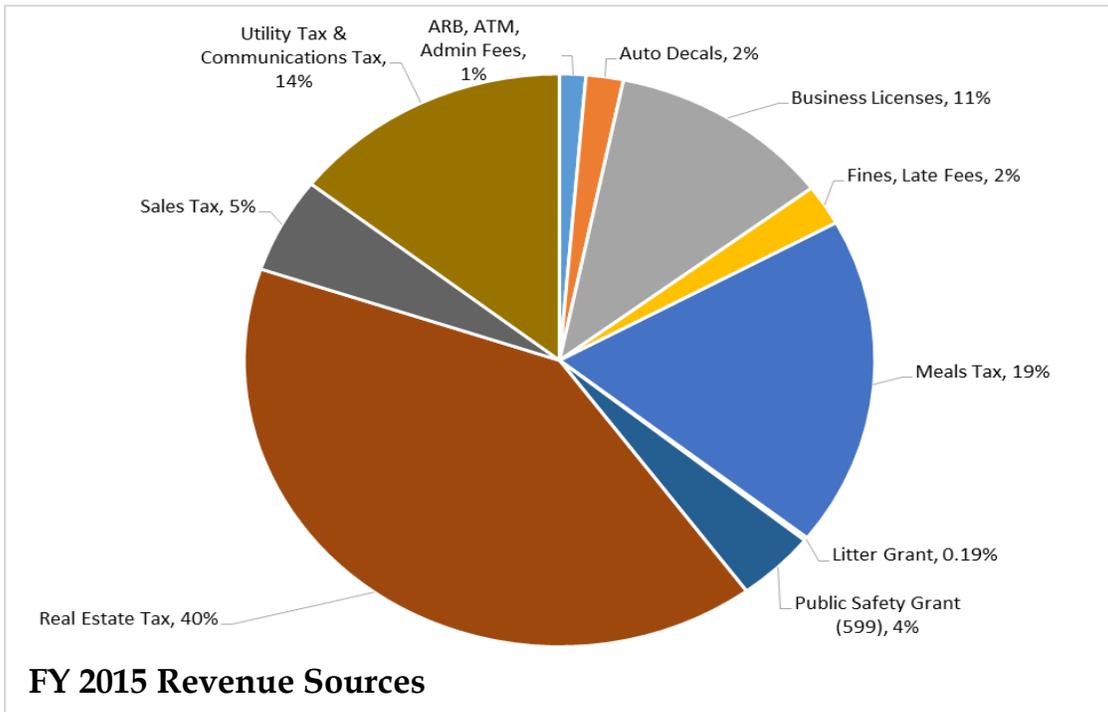
# AS ADVERTISED

## TOWN OF OCCOQUAN

### FY 2015 DRAFT BUDGET - \$0.12/\$100 (5/1/14)

	<b>FY 2013 Budget</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Budget</b>	<b>7/1/2013 through 2/28/2014</b>	<b>Projected 6/30/2014</b>	<b>Proposed FY 2015 Budget</b>	<b>% Increase to 2014 Budget</b>	<b>% Increase to 2014 Projected</b>
<b>Revenues</b>								
ARB, ATM, Admin Fees	5,000	7,888	5,100	4,534	6,801	<b>7,000</b>	37.25%	2.92%
Auto Decals	12,500	10,298	12,750	8,937	9,500	<b>10,000</b>	(21.57%)	5.26%
Business Licenses	56,000	56,346	52,000	2,438	60,000	<b>60,000</b>	15.38%	-
Fines, Late Fees	8,000	16,658	17,000	5,116	8,000	<b>12,000</b>	(29.41%)	50.00%
Meals Tax	89,000	96,797	92,700	64,241	96,362	<b>97,325</b>	4.99%	1.00%
Litter Grant				1,060	1,060	<b>1,000</b>	-	(5.66%)
Public Safety Grant (599)	24,000	21,296	21,300	15,574	22,677	<b>21,300</b>	-	(6.07%)
Real Estate Tax	160,500	150,132	169,234	165,180	165,180	<b>210,514</b>	24.39%	27.45%
Sales Tax	24,500	26,909	26,400	18,747	28,120	<b>28,200</b>	6.82%	0.28%
Utility Tax & Communications Tax	78,000	77,145	76,800	52,035	77,000	<b>75,500</b>	(1.69%)	(1.95%)
Transfer from Craft Show			60,000	-	21,177	<b>-</b>	(100.00%)	(100.00%)
<b>Total Revenues</b>	<b>457,500</b>	<b>463,469</b>	<b>533,284</b>	<b>337,863</b>	<b>495,877</b>	<b>522,839</b>	<b>(1.96%)</b>	<b>0.05</b>
<b>Expenses</b>								
Advertising	5,750	1,539	3,000	3,276	4,914	<b>2,000</b>	(33.33%)	(59.30%)
Council Stipend	72	24	72	-	72	<b>72</b>	-	-
Economic Development Office	-	-	60,000	3,000	7,500	<b>-</b>	(100.00%)	(100.00%)
Education and Training	6,000	1,720	-	-	45	<b>4,000</b>	-	8788.89%
Grounds and Building Maintenance	20,000	25,662	22,500	24,390	36,586	<b>25,000</b>	11.11%	(31.67%)
Insurance	16,000	14,658	15,000	9,908	14,862	<b>15,160</b>	1.07%	2.01%
Legal	35,000	33,560	35,000	20,497	30,746	<b>35,000</b>	-	13.84%
Litter Grant				1,060	1,060	<b>1,000</b>	-	(5.66%)
Occoquan Historical Society	6,000	6,000	6,000	6,000	6,000	<b>6,000</b>	-	-
Office Supplies (decals, bank chgs, dues, late fees)	15,500	12,993	15,500	12,058	17,701	<b>12,338</b>	(20.40%)	(30.30%)
Payroll (Public Safety)	50,255	49,651	69,396	42,832	64,249	<b>70,779</b>	1.99%	10.16%
Payroll (Town), inc'l taxes and benefits	159,690	166,624	173,571	75,903	124,027	<b>177,079</b>	2.02%	42.77%
Public Safety (non-payroll)	10,000	5,580	15,000	12,980	14,000	<b>7,140</b>	(52.40%)	(49.00%)
Public Safety Grant (599)					22,677	<b>21,300</b>	-	-
Professional Services	40,000	49,420	43,500	31,939	47,908	<b>50,000</b>	14.94%	4.37%
Snow Removal	5,000	440	2,500	2,117	2,977	<b>2,500</b>	-	(16.04%)
Trash Removal	49,644	49,467	49,644	33,684	50,527	<b>53,928</b>	8.63%	6.73%
Utilities	24,000	21,713	22,500	14,224	21,337	<b>22,000</b>	(2.22%)	3.11%
<b>Total Expenses</b>	<b>442,911</b>	<b>439,051</b>	<b>533,183</b>	<b>293,869</b>	<b>467,186</b>	<b>505,296</b>	<b>(5.23%)</b>	<b>8.16%</b>
<b>Total Surplus/(Deficit)</b>	<b>\$ 14,589</b>	<b>\$ 24,418</b>	<b>\$ 101</b>	<b>\$ 43,994</b>	<b>\$ 28,691</b>	<b>\$ 17,543</b>	<b>17269.23%</b>	<b>(38.85%)</b>

## FY 2015 REVENUE SOURCES AND EXPENSES



**FY 2015 BUDGET DETAIL**  
**Revenues**

Category	Proposed Change from FY14 Budget
<b>ARB, ATM, Admin Fees</b>	
Estimated based off of expected revenues for FY2014 and actuals for FY 2013.	\$1,900
<b>Auto Decals</b>	
Reduced based on expected revenues for FY 2014 and actuals for FY 2013.	(\$2,750)
<b>Business Licenses</b>	
Increased based on current year actuals.	\$8,000
<b>Fines and Late Fees</b>	
Decreased based on current year actuals.	(\$5,000)
<b>Meals Tax</b>	
Increased based on current year actuals.	\$4,625
<b>Litter Grant</b>	
Expected grant amount for next FY.	\$1,000
<b>Public Safety Grant (599)</b>	
Estimated based on current year's grant amount; contingent upon approval of State budget.	0
<b>Real Estate Tax</b>	
Estimated based on .12 tax rate, current number of residential units and expected homes to be completed and occupied in FY15.	\$41,280
<b>Sales Tax</b>	
Based on current year actuals.	\$1,800
<b>Utility Tax and Communications Tax</b>	
Nominal decrease to reflect current year actuals.	(\$1,300)
<b>Transfer from Craft Show</b>	
Transfer of from craft show fund not included	(\$60,000)
<b>Total Revenue Change from FY 2014</b>	
	<b>(\$10,445)</b>

**FY 2015 BUDGET DETAIL**  
**Expenditures**

Category	Proposed Change from FY2014 Budget
<b>Advertising</b>	
No budgeted new advertising needs.	(\$1,000)
<b>Council Stipend</b>	
No change proposed.	0
<b>Economic Development Office</b>	
No funding allocated during FY 2015.	(\$60,000)
<b>Education and Training</b>	
Increased to support staff training needs.	\$4,000
<b>Grounds and Building Maintenance</b>	
Increased to address deferred maintenance issues.	\$2,500
<b>Insurance</b>	
Estimate based on current VML rates; includes 1% increase.	\$160
<b>Legal</b>	
No change.	0
<b>Litter Grant</b>	
New revenue source.	\$1,000
<b>Occoquan Historical Society</b>	
No change.	0
<b>Office Supplies</b>	
Reflects implementation of cost-saving approach.	(\$3,162)
<b>Payroll - Public Safety</b>	
Includes 2% pay increase and employer paid benefits.	\$1,383
<b>Payroll - Town</b>	
Includes 2% pay increase for three positions and employer paid benefits.	\$3,508
<b>Public Safety - Non Payroll</b>	
Decreased based on expected grant revenue from 599 grant.	(\$7,860)
<b>Public Safety Grant (599)</b>	
Dependent on State budget adoption.	\$21,300
<b>Professional Services</b>	
Increased based on expected professional services in FY 2015.	\$6,500
<b>Snow Removal</b>	
No change.	0
<b>Trash Removal</b>	
Based on contract.	\$4,284
<b>Utilities</b>	
Decreased to reflect actual spending.	(\$500)
<b>Total Expenditure Change from FY 2014</b>	
	<b>(\$27,887)</b>

## CAPITAL IMPROVEMENT PLAN

The Capital Improvement Plan (CIP) is a roadmap that provides direction and guidance for the Town on carefully planning and managing its capital and infrastructure assets. The CIP identifies long-term projects and needs, which assists in the planning and scheduling of finances and the staffing needed to plan, design, and construct the projects.

The FY 2015 draft Capital Improvement Plan is an update of the previous year's plan. It is presented in two components: (1) a table showing the project, projected fiscal year of expenditures, and projected funding sources, and (2) a summary of each of the projects proposed, including a general description, justification, projected time frame for accomplishment, estimated budget, and any source(s) of funding. All monetary amounts noted in the plan are gross estimates presented for preliminary budgetary purposes.

*(See chart on following page.)*

### **Near Term (1-2 Years)**

- Canoe/Kayak Ramp
- McKenzie Drive
- Washington Street Sidewalks
- Mill Street Runoff Remediation
- Document Management
- Occoquan Riverfront Park
- River Road
- Reserve Study
- Annex HVAC
- Water Quality Improvement Sumps
- Replacement Holiday Wreaths
- Town Hall A/V Equipment/Sound System
- Reserve Projects

### **Mid-Term (3-4 Years)**

- Historic Boardwalk (West)
- Computer Upgrades
- Reserve Projects

### **Long Term (6-10 Years)**

- Historic District Parking Facility
- Historic District Underground Power Lines
- Town Hall Renovation/Restoration
- Reserve Projects

**TOWN OF OCCOQUAN PROPOSED CAPITAL PLAN - FY 2015**

						Project Total	Funding Sources			
	2015	2016	2017	2018	Pending		Debt	Existing Reserves	Gifts/Grants & Other	To Be Determined
<b>Near Term (1-2 years)</b>										
Canoe/Kayak Ramp	36,000					36,000		7,500	28,500	-
McKenzie Drive		70,000				70,000		70,000		
Washington Street Sidewalks		150,000				150,000			150,000	-
Mill Street Runoff Remediation	23,000					23,000		23,000		-
Document Management		25,000				25,000		25,000		
Occoquan Riverfront Park (Fairfax Water)	1,500,000					1,500,000			1,500,000	-
River Road	10,000					10,000		10,000		-
Reserve Study	10,000					10,000		10,000		
Annex HVAC	5,000					5,000		5,000		
Water Quality Improvement Sumps		50,000				50,000		50,000		
Replacement Holiday Wreaths	16,000					16,000		16,000		
Town Hall A/V Equipment/Sound System		15,000				15,000		15,000		
Reserve Projects	40,000	40,000				80,000		80,000		-
						-				-
<b>Subtotal Near Term</b>	<b>1,640,000</b>	<b>350,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,990,000</b>	<b>-</b>	<b>311,500</b>	<b>1,678,500</b>	<b>-</b>
<b>Mid Term (3-5 years)</b>										
Historic Boardwalk (West)				500,000		500,000		100,000	400,000	-
Computer Upgrades			20,000			20,000		20,000		-
Reserve Study Projects			40,000	40,000		80,000		80,000		-
						-				-
<b>Subtotal Mid Term</b>	<b>-</b>	<b>-</b>	<b>60,000</b>	<b>540,000</b>	<b>-</b>	<b>600,000</b>	<b>-</b>	<b>200,000</b>	<b>400,000</b>	<b>-</b>
<b>Long Term (6-10 years)</b>										
Historic District Parking Facility						-				-
Historic District Underground Power Lines						-				-
Town Hall Renovation/Restoration						-				-
Reserve Study Projects						-				-
						-				-
<b>Subtotal Long Term</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Funding Sources</b>										
Debt										
Existing Reserves	111,500	200,000	60,000	140,000		511,500				
Gifts, Grants & Other	1,528,500	150,000	-	400,000		2,078,500				
To Be Determined						-				
<b>Total Sources</b>	<b>1,640,000</b>	<b>350,000</b>	<b>60,000</b>	<b>540,000</b>	<b>-</b>	<b>2,590,000</b>				

# CAPITAL IMPROVEMENT PLAN

## Details

### NEAR TERM (1-2 YEARS)

**Project: Canoe/Kayak Ramp**

**Description:** To provide free, public access, canoe/kayak launch ramp suitable for individuals with ambulatory disabilities.

**Justification:** The Occoquan Water Trail is a recognized trail eligible for funding for this 80/20 grant from the Virginia Department of Conservation and Recreation. The grant will provide \$28,500 and the Town will be required to contribute a 20% match, or \$7,500, to meet the total cost of \$36,000.

**Time Frame:** FY 2015

**Budget:** \$36,000

**Project: McKenzie Drive**

**Description:** To bring McKenzie Drive up to VDOT standards.

**Justification:** This project is intended to bring McKenzie Drive up to VDOT standards in order to move the maintenance and responsibility of the road into VDOT's system. Town Council is currently considering whether or not this is feasible.

**Time Frame:** FY 2016

**Budget:** \$70,000

**Project: Washington Street Sidewalks**

**Description:** To construct pedestrian enhancements along Washington Street, including tie in to existing sidewalk in front of the former Beulah Baptist Church cemetery.

**Justification:** While providing continuity with the existing sidewalk, this enhancement also provides a safe and convenient facility for school bus children, a crosswalk near the crest of the road for maximum sight distance, and is ADA compliant.

**Time Frame:** FY 2016

**Budget:** \$150,000

**Project: Mill Street Runoff Remediation**

**Description:** To remediate uncontrolled runoff on to Mill Street from the hillside above the Rockledge Property that leads to icing and unsafe sidewalk conditions.

**Justification:** Several sources of runoff with multiple springmouths exist in the vicinity of 406 to 416 Mill Street. Three possible solutions to the problem are being considered.

**Time Frame:** FY 2015

**Budget:** \$23,000

**Project: Document Management**

**Description:** To implement an electronic document management system for the storage and filing of Town records.

**Justification:** The Town is responsible for record retention of all town documents. The current system is paper reliant. This project would move all records to an electronic storage system, providing easier and more efficient access to town records.

**Time Frame:** FY 2016

**Budget:** \$25,000

**Project: Occoquan Riverfront Park**

**Description:** To establish a 1.11 acre park at the northwest end of Mill Street on the site of the decommissioned water treatment plant owned by Fairfax Water.

**Justification:** As a result of a tri-party agreement between the Town, Fairfax Water, and Prince William County, the town will be leasing 1.11 acres of the former water treatment plant at the northwest end of Mill Street as a park. Fairfax Water is scheduled to complete removal of the existing water tanks and buildings in 2015. Prince William County is providing \$1.5 million in funding for capital improvements (e.g. bathrooms, utilities, pavilion) and the Town will cover operations. The park will provide a variety of recreational opportunities to town residents and visitors, improving the economic health of the Town.

**Time Frame:** FY 2015

**Budget:** \$1,500,000

**Project: River Road**

**Description:** To upgrade and maintain right of way.

**Justification:** Scheduled maintenance of River Road.

**Time Frame:** FY 2015

**Budget:** \$10,000

**Project: Reserve Study**

**Description:** To commission a full reserve study encompassing the identification of component inventory, condition and remaining useful life, and replacement cost. Additionally, perform a financial analysis of available reserves and present value of future needs.

**Justification:** The Council acknowledges that proper reserve planning is required to identify future budget needs, and analyze the current status of reserve funds available to meet those needs.

**Time Frame:** FY 2015

**Budget:** \$10,000

**Project: Annex HVAC**

**Description:** To replace the heating and air conditioning unit at the Town's annex.

**Justification:** The annex is the main storage facility for the Town's records and as such, the environment needs to be controlled in order to protect the condition of those records.

**Time Frame:** FY 2015

**Budget:** \$5,000

**Project: Water Quality Improvement Sumps**

**Description:** To design and install water quality improvement sumps at points of perennial stream runoff into the Occoquan River.

**Justification:** Maintenance and improvement of the quality of water in the river and reduction of silting at inflow points.

**Time Frame:** FY 2016

**Budget:** \$50,000

**Project: Replacement Holiday Wreaths**

**Description:** To replace holiday wreaths.

**Justification:** The current wreaths are in poor condition; the lives of these decorations have come to an end and need to be replaced.

**Time Frame:** FY 2015

**Budget:** \$16,000

**Project: Town Hall A/V Equipment/Sound System**

**Description:** To replace and upgrade Town Hall's sound system and presentation equipment.

**Justification:** Town Hall's current meeting recording system is an analog system and the storage of these records is antiquated. This project would upgrade the system to a digital system and include the installation of presentation equipment for use during meetings held at Town Hall by town staff, council and community groups.

**Time Frame:** FY 2016

**Budget:** \$15,000

**Project: Reserve Projects**

**Description:** This item is intended to serve as a placeholder for potential projects identified by the Reserve Study.

**Time Frame:** FY 2015/FY 2016

**Budget:** \$40,000/\$40,000

# CAPITAL IMPROVEMENT PLAN

## Details

### MID-TERM (3-4 YEARS)

**Project:** Historic Boardwalk (West)

**Description:** To extend the boardwalk to the Mill House Museum.

**Justification:** Extension of the boardwalk to leverage the Town's waterfront location.

**Time Frame:** FY 2018

**Budget:** \$500,000

**Project:** Computer Upgrades

**Description:** To upgrade computer resources in Town Hall.

**Justification:** Regular upgrade of computers is necessary to maintain and improve staff operations.

**Time Frame:** FY 2017

**Budget:** \$20,000

**Project:** Reserve Projects

**Description:** This item is intended to serve as a placeholder for potential projects identified by the Reserve Study.

**Time Frame:** FY 2017/FY 2018

**Budget:** \$40,000/\$40,000

# CAPITAL IMPROVEMENT PLAN

## Details

### LONG TERM (6-10 YEARS)

**Project:** Historic District Parking Facility

**Description:** To construct a parking facility in the Historic District.

**Justification:** Additional parking is an increasing need in the Town's historic district and a potentially necessary precursor to significant growth in the town's economic activity.

**Time Frame:** N/A

**Budget:** N/A

**Project:** Historic District Underground Power Lines

**Description:** To place power lines underground in the Historic District.

**Justification:** Existing, legacy powers lines significantly detract from the appeal of the Historic District and periodically generate safety concerns.

**Time Frame:** N/A

**Budget:** N/A

**Project:** Town Hall Renovation/Restoration

**Description:** To maintain and improve Town Hall.

**Justification:** Maintenance of the government center (Town Hall) is needed including roof replacement and other significant maintenance and structural issues.

**Time Frame:** N/A

**Budget:** N/A

**Project:** Reserve Projects

**Description:** This item is intended to serve as a placeholder for potential projects identified by the Reserve Study.

## ABOUT OCCOQUAN

Historic Occoquan is an original 18<sup>th</sup>-century mill town nestled on the banks of the Occoquan River. Designated for inclusion in the National Register of Historic Places in 1983, Occoquan is neither a precise restoration nor a museum, but a vibrant community that successfully combines over 200 years of history with the modern attractions of the future, an island of small time charm in a major metropolitan area.

### **Vision for the Future**

In July of 2011, the Town began a strategic planning process to position itself as a premier destination within the northern Virginia region, while still preserving its rich charm and quality of life that its residents, visitors and merchants have grown to love. This process included the endorsement of four major goals as a framework for discussion:

Occoquan will be the shopping, dining and entertainment hub of the premier leisure destination in Prince William, southern Fairfax and northern Stafford counties.

Occoquan will be an attractive center of employment for start-ups and small businesses.

Occoquan will be regarded as one of the top five most attractive small towns in Virginia.

Occoquan will be clean, green, safe and stable.

The proposed budget and accompanying capital improvement plan take these goals into consideration and is focused on continuing to provide exceptional service while preserving and enhancing our community for ourselves and future generations.

-- END OF DOCUMENT --



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

<b>2. Public Hearing</b>	<b>Meeting Date:</b> June 17, 2014
<b>2B: River Park Zoning Text Amendment</b>	

**Explanation and Summary:**

Currently, a portion of the Fairfax County Water Authority (FW) property is zoned B-1 and the portion of that property which was recently brought into the town's boundaries by boundary line adjustment with Prince William County has no zoning designation. In preparation for execution of a lease between FW and Prince William County, the Town has been asked to zone the entire FW property to allow the proposed park on it and to allow future utility use whenever the lease terminates. Draft text for the zoning district has been proposed by FW and a version revised by the Town Attorney is attached.

**Zoning Administrator's Recommendation:** Adoption of new zoning district and rezoning of the portion of the FCWA parcel which falls inside the Town boundary to that new district, as suggested by the Town Attorney.

**Town Attorney's Recommendation:** Recommend approval of the Parks and Public Utility District and its application to the entirety of the Fairfax Water Authority property within the Town boundaries.

**Town Manager's Recommendation:** Recommend approval.

**Cost and Financing:** N/A

**Account:** N/A

**Proposed/Suggested Motion:**

"I move to close the public hearing."

OR

Other action deemed appropriate by Council.

**Supporting Material:** (3) Draft Zoning Text Amendment  
Revised Zoning Map  
Revised Chesapeake Bay Preservation Areas Map

TOWN OF OCCOQUAN, VIRGINIA  
PROPOSED ZONING CLASSIFICATION FOR  
OCCOQUAN RIVERFRONT PROPERTY (GPN 8393-46-6704 PART)

**Amend the Zoning Code to add the following new zoning district:**

**Article II. Districts**

**New Paragraph -Division 9. Parks and Public Utility District (PPU)**

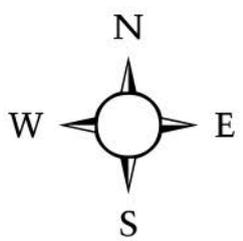
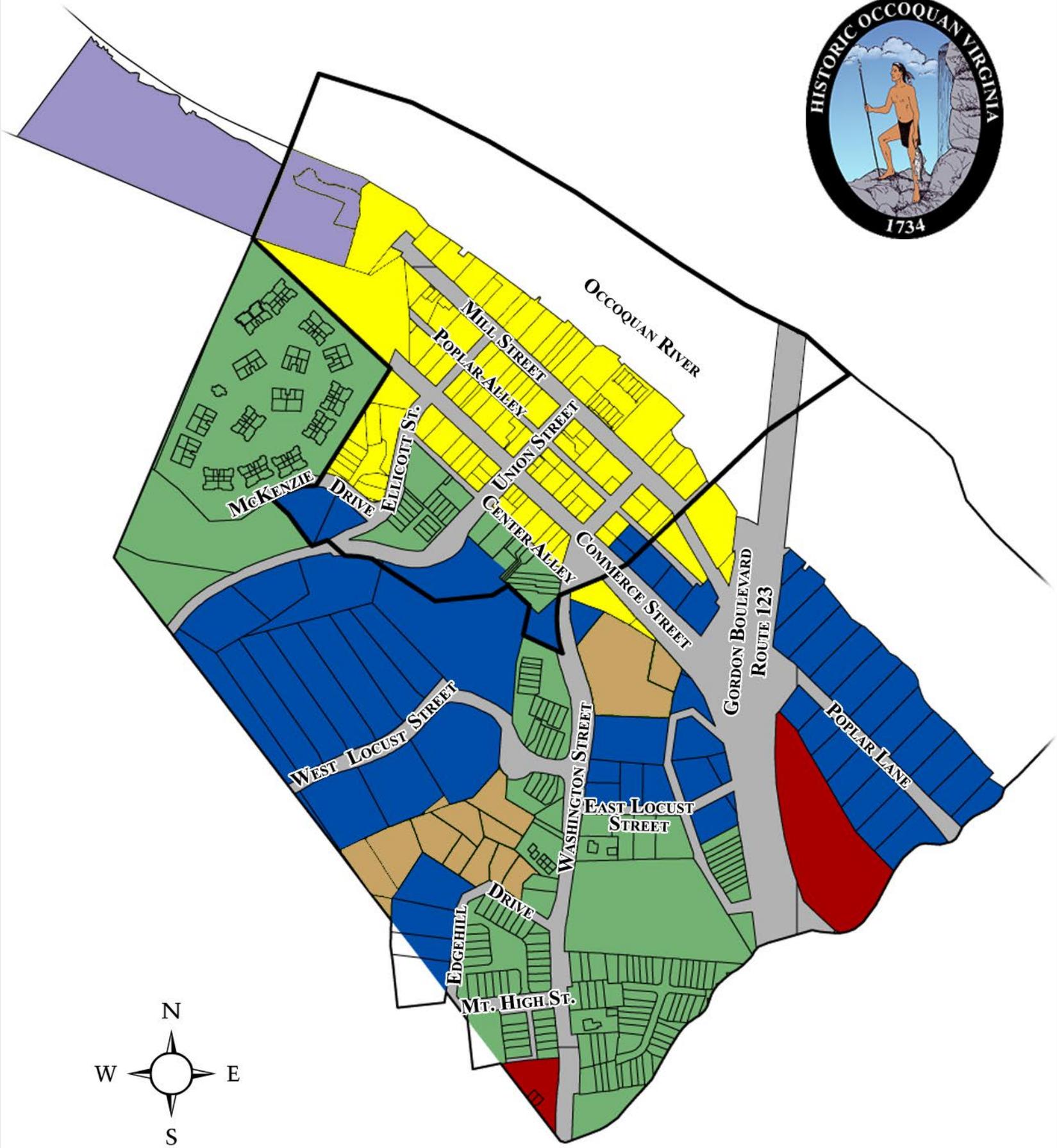
**Statement of Intent.**

The parks and public utility district (PPU) covers the portion of the Town located along the Occoquan River and used as a former water treatment facility. This district is intended to provide for public water utility uses as well as a riverfront public park.

**Uses Permitted.**

In the PPU district, structures to be maintained or erected or land to be used shall be restricted to the following uses:

- 1) Public park, trails/boardwalk, and open space.
- 2) Public Water Utilities to include, but not be limited to, water supply intakes, water purification facilities; water storage, control and pumping facilities; water utility transmission and distribution facilities, including but not limited to pipes, conduits, vaults, laterals, valves, hydrants, or other similar equipment for the transmission and distribution of water; office and maintenance space related to water utility functions; and supporting utility infrastructure (electricity, telecommunications, gas, sanitary and storm sewer) incidental to any use set forth above which may include poles, structures, wires, conduits, cables or other similar equipment.
- 3) Uses ancillary to either or both of the permitted uses, including but not limited to service roads and storage.

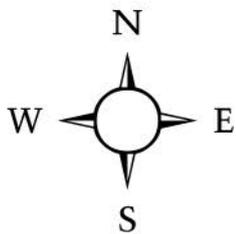
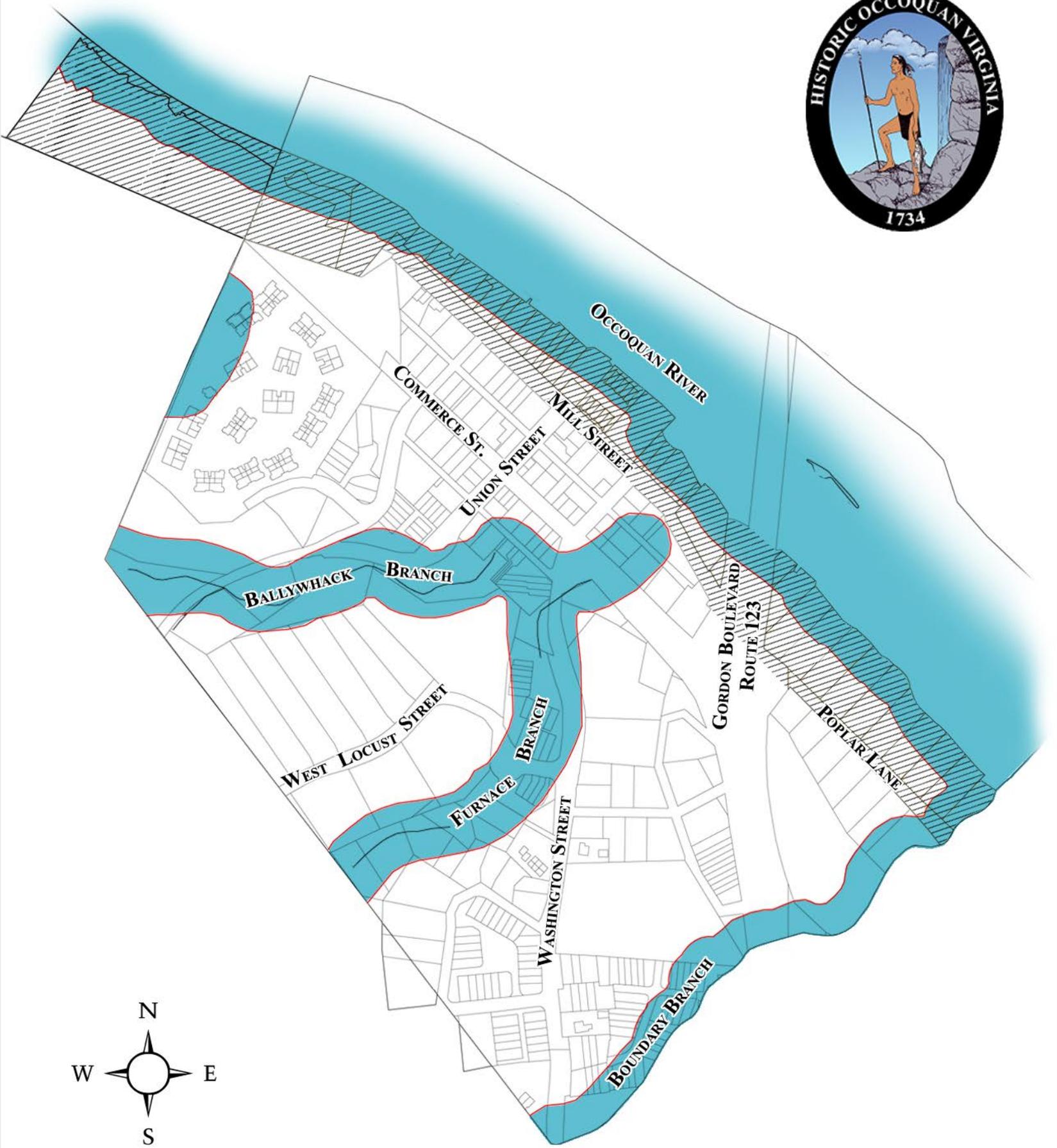


- ZONING DISTRICT DESIGNATION**
- R-1
  - R-2
  - R-3
  - R-4
  - B-1
  - PPU
  - OLD & HISTORIC DISTRICT OVERLAY

# ZONING DISTRICT MAP

## TOWN OF OCCOQUAN, VIRGINIA

JUNE 12, 2014



**LEGEND**

-  RESOURCE PROTECTION AREAS (RPA)
-  INTENSELY DEVELOPED AREAS (IDA)

THE ENTIRE TOWN IS DESIGNATED AS  
A CBPA OVERLAY DISTRICT

# CHESAPEAKE BAY PRESERVATION AREAS MAP

TOWN OF OCCOQUAN, VIRGINIA  
JUNE 12, 2014



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

<b>3. Regular Business</b>	<b>Meeting Date:</b> June 17, 2014
<b>3A: Fiscal Year 2015 Budget and Tax Rates Adoption</b>	

**Explanation and Summary:**

Each year, the Town Council and staff develop a proposed budget for the next fiscal year. Part of the budget process also includes the review of the current tax rates, including real estate, meals and occupancy taxes. The Town Council reviewed the proposed FY 2015 budget and tax rates during a work session on April 22, 2014, and held a public hearing on the proposed budget on May 27, 2014.

The Town Council has advertised a proposed FY 2015 real estate tax rate of \$.12 per \$100 of the assessed value, a meals tax of 2% and occupancy tax rate of 2%.

**Town Manager's Recommendation:** Recommend approval of FY 2015 Budget, Capital Improvement Plan and tax rates.

**Cost and Financing:** N/A  
**Account Number:** N/A

**Proposed/Suggested Motion:**

"I move to set the tax rate for the Fiscal Year beginning July 1, 2014 as follows:

Real Estate Tax Rate of \$.12 per \$100 of assessed valuation,  
Meals Tax Rate of 2%,  
Transient Occupancy Tax Rate of 2%."

"I further move for the adoption of the FY 2015 Proposed Budget as presented by the Town Manager in the total amount of \$522,839."

I further move for the adoption of the FY 2015 Capital Improvement Plan as presented by the Town Manager in the total amount of 1,640,000."

Or

Other action Council deems appropriate.

**Supporting Material:** Reference materials under agenda item Public Hearings, 2A.



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

<b>3. Regular Business</b>	<b>Meeting Date:</b> June 17, 2014
<b>3B: River Park Zoning Text Amendment Adoption</b>	

**Explanation and Summary:**

Currently, a portion of the Fairfax County Water Authority (FW) property is zoned B-1 and the portion of that property which was recently brought into the town's boundaries by boundary line adjustment with Prince William County has no zoning designation. In preparation for execution of a lease between FW and Prince William County, the Town has been asked to zone the entire FW property to allow the proposed park on it and to allow future utility use whenever the lease terminates. Draft text for the zoning district has been proposed by FW and a version revised by the Town Attorney is attached.

**Zoning Administrator's Recommendation:** Adoption of new zoning district and rezoning of the portion of the FCWA parcel which falls inside the Town boundary to that new district, as suggested by the Town Attorney.

**Town Attorney's Recommendation:** Recommend approval of the Parks and Public Utility District and its application to the entirety of the Fairfax Water Authority property within the Town boundaries.

**Town Manager's Recommendation:** Recommend approval.

**Cost and Financing:** N/A  
**Account:** N/A

**Proposed/Suggested Motion:**

"I move to amend the Town of Occoquan official zoning map by adopting the draft zoning map dated June 12, 2014, prepared by Matthew Williams, Town of Occoquan Assistant Zoning Administrator."

OR

Other action deemed appropriate by Council.

**Supporting Material:** Reference materials under agenda item Public Hearings, 2B.



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

<b>3. Regular Business</b>	<b>Meeting Date:</b> June 17, 2014
<b>3C: Dangerous Conditions Ordinance</b>	

**Explanation and Summary:**

From time to time, the Town has been called upon to deal with hazardous conditions on private property, such as storm-damaged piers, failing retaining walls, and rotting trees. The proposed ordinance provides a “toolbox” of potential legal responses and is derived from Virginia Code §§ 15.2-901, 15.2-906, and 15.2-909.

**Town Attorney’s Recommendation:** Recommend approval.

**Town Manager’s Recommendation:** Recommend approval.

**Cost and Financing:** None at this time. Costs for repair or removal of dangerous conditions would come to Town Council for approval and would be recoverable as tax liens.

**Account Number:** N/A

**Proposed/Suggested Motion:**

“I move for adoption of the proposed Town Code Section 30-1, Dangerous Conditions.”

OR

Other action Council deems appropriate.

**Supporting Material:** (1) Draft Dangerous Conditions Ordinance

**ORDINANCE # O-2014-\_\_\_\_\_**

**AN ORDINANCE TO AMEND THE TOWN CODE  
TO ADD AN ORDINANCE DEALING WITH DANGEROUS CONDITIONS**

BE IT ORDAINED by the Council for the Town of Occoquan, Virginia meeting in special session this 17<sup>th</sup> day of June, 2014:

1. That the Town Council hereby amends the Town Code to add in Article 1 of Chapter 30 a Section numbered 30-1 as follows:

**Sec. 30-1. Dangerous conditions**

(a) In addition to any other remedies provided by this Code or the Virginia Code, the Town may protect public health, safety and welfare by addressing dangers to health and safety as provided in this subsection (a).

(1) The owners of property in the Town shall, at such time or times as the council may prescribe, remove therefrom any and all trash, garbage, refuse, litter and other substances which might endanger the health or safety of other residents of the Town. The Town may, whenever the council deems it necessary, after reasonable notice, have such trash, garbage, refuse, litter and other like substances which might endanger the health of other residents of the Town, removed by its own agents or employees, in which event the cost or expenses thereof shall be chargeable to and paid by the owners of such property and may be collected by the Town as taxes are collected. Any tree, bush or other plant which endangers persons or poses a risk of fire or other property damage because of its location and/or condition shall constitute a substance which might endanger the health or safety of residents of the Town for purposes of this subsection (a).

(2) Violations of this subsection (a) shall be subject to a civil penalty of \$50 for the first violation, or violations arising from the same set of operative facts. The civil penalty for subsequent violations not arising from the same set of operative facts within 12 months of the first violation shall be \$200. Each business day during which the same violation is found to have existed shall constitute a separate offense. In no event shall a series of specified violations arising from the same set of operative facts result in civil penalties that exceed a total of \$3,000 in a 12-month period.

(3) The imposition of civil penalties under this subsection (a) shall be in lieu of criminal penalties and shall preclude prosecution of such violation as a misdemeanor. However, such violations shall be a Class 3 misdemeanor in the event three civil penalties have previously been imposed on the same defendant for the same or similar violation, not arising from the same set of operative facts, within a 24-month period. Classifying such subsequent

violations as criminal offenses shall preclude the imposition of civil penalties for the same violation.

(4) Every charge authorized by this subsection (a) or Virginia Code § 15.2-900 with which the owner of any such property has been assessed and that remains unpaid shall constitute a lien against such property ranking on a parity with liens for unpaid local taxes and enforceable in the same manner as provided in Articles 3 (§ 58.1-3940 et seq.) and 4 (§ 58.1-3965 et seq.) of Chapter 39 of Title 58.1, Code of Virginia. The Town council may by resolution waive such liens in order to facilitate the sale of the property. Such liens may be waived only as to a purchaser who is unrelated by blood or marriage to the owner and who has no business association with the owner. All such liens shall remain a personal obligation of the owner of the property at the time the liens were imposed.

(b) In addition to any other remedies provided by this Code or the Virginia Code, the Town may protect public health, safety and welfare by addressing dangerous structures as provided in this subsection (b).

(1) The owners of property in the Town shall remove, repair or secure any building, wall or any other structure that might endanger the public health or safety of other residents of the Town at such time or times as the Town council may prescribe by resolution or ordinance.

(2) The Town through its agents or employees may remove, repair or secure any building, wall or any other structure that might endanger the public health or safety of other residents of the Town, if the owner and lien holder of such property have failed to remove, repair, or secure the building, wall or other structure, after the notice provided in this subsection (b) has been sent and the time to act provided in that notice has elapsed.

a. For purposes of this subsection (b), repair may include maintenance work to the exterior of a building to prevent deterioration of the building or adjacent buildings.

b. For purposes of this subsection (b), reasonable notice includes a written notice (i) mailed by certified or registered mail, return receipt requested, sent to the last known address of the property owner and (ii) published once a week for two successive weeks in a newspaper having general circulation in the locality.

c. No action shall be taken to remove, repair, or secure any building, wall, or other structure for at least 30 days following the later of the return of the receipt or newspaper publication, except that the Town may take action to prevent unauthorized access to the building within seven days of such notice if the structure is deemed to pose a significant threat to public safety and such fact is stated in the notice.

(3) If the Town, through its own agents or employees, removes, repairs, or secures any building, wall, or any other structure after complying with the notice provisions of this subsection (b), the cost or expenses thereof shall be chargeable to and paid by the owners of such property and may be collected by the Town as taxes are collected.

(4) The Town may impose and collect civil penalties, not to exceed a total of \$1,000.00, for violations of this subsection (b).

(5) Every charge authorized by this subsection (b) or Virginia Code § 15.2-900 with which the owner of any such property has been assessed and that remains unpaid shall constitute a lien against such property ranking on a parity with liens for unpaid local taxes and enforceable in the same manner as provided in Articles 3 (§ 58.1-3940 et seq.) and 4 (§ 58.1-3965 et seq.) of Chapter 39 of Title 58.1, Code of Virginia. The Town council may by resolution waive such liens in order to facilitate the sale of the property. Such liens may be waived only as to a purchaser who is unrelated by blood or marriage to the owner and who has no business association with the owner. All such liens shall remain a personal obligation of the owner of the property at the time the liens were imposed.

(c) In addition to any other remedies provided by this Code or the Virginia Code, the Town may protect public health, safety and welfare by addressing dangerous wharves, piers, pilings, bulkheads, vessels or abandoned, obstructing or hazardous property as provided in this subsection (c).

(1) The owners of property in the Town shall, at such time or times as the Town Council may prescribe, remove, repair or secure any vessel which has been abandoned or any wharf, pier, piling, bulkhead or any other structure or vessel which might endanger the public health or safety of other persons, or which might constitute an obstruction or hazard to the lawful use of the waters within or adjoining such locality. If such property is deemed to be abandoned, the Town Council may designate and empower an official to ascertain the lawful owner of such property and to have the owner repair, remove or secure such property.

(2) The Town, through its own agents or employees, may remove, repair or secure any vessel which has been abandoned or any wharf, pier, piling, bulkhead, or other structure or vessel which might endanger the public health or safety of other persons or which might constitute a hazard or obstruction to the lawful use of the waters within the Town, if the owner of such property, after reasonable notice and reasonable time to do so, has failed to remove, repair or secure such wharf, pier, piling, bulkhead or other structure or vessel.

(3) If the Town, through its own agents or employees, removes, repairs or secures any wharf, pier, piling, bulkhead or other structure or vessel after complying with the notice provisions of this subsection (c), the cost or expenses thereof shall be chargeable to and paid by the owners of such property and to the extent applicable may be collected by the locality as taxes are collected.

(4) If the identity or whereabouts of the lawful owner is unknown or not able to be ascertained after a reasonable search and after lawful notice has been made to the last known address of any known owner, the Town, through its own agents or employees, may repair such wharf, pier, piling, bulkhead or other structure or vessel or remove such property after giving notice by publication once each week for two weeks in a newspaper of general circulation in the area where such property is located.

(5) Every charge authorized by this subsection (c) with which the owner of any such property has been assessed and which remains unpaid, to the extent applicable, shall constitute a lien against the owner's real property, and such lien shall be recorded in the judgment lien docket book in the Prince William County circuit court. Such lien may also be reduced to a personal judgment against the owner.

(d) Nothing in this section shall affect the Town's ability to abate or remove dangerous conditions pursuant to a declared national, state, or local emergency.

2. That this ordinance is effective upon passage.

**MOTION:**

**SECOND:**

**RE:**

**ACTION:**

**Date:** \_\_\_\_\_  
**Regular Meeting**  
**Ord. No.** \_\_\_\_\_

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**CERTIFIED COPY** \_\_\_\_\_

**Town Clerk**



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

<b>3. Regular Business</b>	<b>Meeting Date:</b> June 17, 2014
<b>3D: Potomac Heritage National Scenic Trail MOU</b>	

**Explanation and Summary:**

The attached memorandum of understanding (MOU) reaffirms the existing and planned segments of the Potomac Heritage National Scenic Trail in Northern Virginia and includes several jurisdictions: Loudon County, Leesburg, Fairfax County, Arlington County, Alexandria, Prince William County and Occoquan.

The MOU aims to recognize and promote the segments of the Potomac Heritage National Scenic Trail in Northern Virginia, allow the use of the trail logo and foster coordination amongst the agencies as it relates to trail promotions.

**Town Manager's Recommendation:** Recommend approval.

**Cost and Financing:** N/A  
**Account:** N/A

**Proposed/Suggested Motion:**

"I move to approve the Town's participation in Potomac Heritage National Scenic Trail and direct the Mayor to sign the Memorandum of Understanding."

OR

Other action deemed appropriate by Council.

**Supporting Material:** (3) Potomac Heritage National Scenic Trail MOU  
Northern Virginia Trail Southern Section - Map  
Northern Virginia Trail Northern Section - Map

## **Memorandum of Understanding**

**among**

**the incorporated jurisdictions of Loudoun County, Town of Leesburg, Fairfax County, Arlington County, City of Alexandria, Prince William County, and Town of Occoquan;**

**the agencies and organizations that plan, manage and promote the Potomac Heritage National Scenic Trail network in Northern Virginia; and**

**the Potomac Heritage National Scenic Trail Office, National Park Service, U.S. Department of the Interior.**

This Memorandum is entered into by and among representatives of the jurisdictions in Northern Virginia within which the Potomac Heritage National Scenic Trail (the Trail) has been authorized; by the respective agencies and organizations that plan for, manage and promote the experience of the Trail network in Northern Virginia; and the Potomac Heritage National Scenic Trail Office, National Park Service, U.S. Department of the Interior, the purpose of which is to recognize the Trail network in Northern Virginia and to realize fully the benefits associated with such recognition, including increased opportunities for outdoor recreation, for non-motorized transportation, for education, heritage tourism and contributions to a vibrant regional economy.

### **ARTICLE I – BACKGROUND AND OBJECTIVE**

The National Trail System (NTS) was established through enactment of the *National Trail System Act of 1968* (82 Stat. 919, Public Law 90-543) (the Act). The legislation also authorized “feasibility studies” for additional components of the National Trails System, including the Potomac Heritage Trail; such a study was completed in 1974 by the Bureau of Outdoor Recreation. A 1983 amendment to the Act (77 Stat. 43, Public Law 90-543) designated the Potomac Heritage National Scenic Trail (“the Trail”) as a component of the National Trails System, recognized a corridor for the Trail, and assigned administration of the federal interest in the Trail to the Secretary of the Interior, which role is delegated to the National Park Service (NPS).

Today, the evolving Trail network is an enterprise of many partners, including government agencies at all levels, non-profit organizations, volunteers and commercial interests. The growing network provides opportunities for outdoor recreation, education and exploration between the mouth of the Potomac River and the Allegheny Highlands. Partnerships are at the heart of the Trail concept, creating a locally-managed, non-motorized trail network for outdoor recreation, education, transportation, health and heritage tourism.

The objectives of this agreement are to recognize and promote the segments of the Potomac Heritage National Scenic Trail in Northern Virginia; to authorize use of the official Trail logo; and to foster coordination among the various agencies and organizations that plan for, acquire, develop and manage Trail segments and that promote the experience of the Trail network (see Attachment A: “Map of the Potomac Heritage National Scenic Trail network in Northern Virginia,” Northern Virginia Regional Commission, X/2013). Segments of the Trail network in Northern Virginia are recognized in comprehensive and/or other planning documents, contributing to the concept of a

continuous trail network for non-motorized travel and exploration between the confluence of the Shenandoah and Potomac rivers in northern Loudoun County and Locust Shade Park in southern Prince William County; as a whole, the Trail network provides exceptional and varying opportunities for hiking, bicycling, horseback riding and boating; for access to the Potomac River and its tributaries, and other natural and historic landscapes; for transportation; and for promoting heritage tourism.

## **ARTICLE II - AUTHORITY**

Section 5.(a)(11) of the National Trails System Act of 1968, as amended in 1983 and codified at 16 U.S.C. § 1244 (a) (11), designating a general alignment for the Potomac Heritage National Scenic Trail; Section 7.(e) of the same Act, codified at 16 U.S.C. 1246, authorizing the Secretary of the Interior to “enter into such agreements with landowners, States, local governments, private organizations, and individuals for the use of lands for trail purposes...”.

## **ARTICLE III – STATEMENT OF WORK**

### **A. The NPS authorizes Trail segment managers to use the Trail logo and will:**

1. recognize segments of the Potomac Heritage National Scenic Trail (the Trail) on the NPS “unigrid” brochure for the Trail; and
2. provide opportunities for coordination between staff of the signatory agencies to this Memorandum and other Trail stakeholders;
3. provide Trail markers and digital files of the Trail logo in various formats to staff of agencies and organizations that manage segments of the corridor;
4. recognize the status of the Trail in non-NPS reports; and
5. execute, in support of specific projects when deemed to be of mutual advantage, cooperative agreements and sub-agreements between NPS and agencies and organizations for management of segments of the Trail.

### **B. Managers of Trail segments in Northern Virginia will:**

1. plan, acquire lands and easements for, develop and maintain and/or seek designation of segments of the Trail within respective jurisdictions;
2. mark Trail segments with the Trail marker at major trailheads and changes in direction; and
3. recognize and promote Trail segments in publications and on Web sites, through development and installation of way-finding and interpretive exhibits, and through other media as determined through mutual agreement.

### **C. All will:**

1. maintain a point of contact for Trail-related business;
2. review annually the status of the Trail network in Northern Virginia;
3. share geographic information system data when deemed to be of mutual interest; and

4. seek opportunities to conserve Trail-related resources and to promote, to residents and visitors, experiences associated with the Trail network.

#### **ARTICLE IV – EXPENDITURE OF FUNDS**

Any activities agreed to by any party to this agreement are subject to available funding, and nothing in this agreement shall be construed to obligate any party to expend any funds in excess of appropriations authorized by law.

#### **ARTICLE V – TERM OF MEMORANDUM**

This Memorandum will be effective for a period of five years from the date of final signature. Earlier termination by one of the parties pursuant to Article VIII below shall not invalidate the agreement for the other parties.

#### **ARTICLE VI – LETTERS OF SUPPORT**

Additional parties may choose to demonstrate commitments to the development and management of the Trail network through letters of support.

#### **ARTICLE VII – KEY OFFICIALS**

All communications and notices regarding this Memorandum will be directed to the following key officials, acting as contacts for Trail segment management agencies and organizations:

##### **Loudoun County Department of Parks, Recreation and Community Services:**

Mark Novak, Chief Park Planner  
20145 Ashbrook Place, Suite 170, Mailstop 78; Ashburn, VA 20147  
703-737-8992 / [mark.novak@loudoun.gov](mailto:mark.novak@loudoun.gov)

##### **Town of Leesburg Department of Parks and Recreation:**

William Ference, Assistance Director for Parks  
25 West Market Street; Leesburg, VA 20176  
703-737-7143 / [WFerence@leesburgva.gov](mailto:WFerence@leesburgva.gov)

##### **Fairfax County:**

Elizabeth Cronauer, Trail Program Manager  
Fairfax County Park Authority  
12055 Government Center Pkwy #987; Fairfax, VA 22035  
703-324-8629 / [Elizabeth.Cronauer@fairfaxcounty.gov](mailto:Elizabeth.Cronauer@fairfaxcounty.gov)

Charlie Strunk, Bicycle Coordinator  
Fairfax County Department of Transportation  
12000 Government Center Parkway; Fairfax VA 22035  
703-877-5766 / [Charlie.Strunk@fairfaxcounty.gov](mailto:Charlie.Strunk@fairfaxcounty.gov)

**Arlington County:**

Courtney Cacatian, Marketing Manager  
Arlington Convention and Visitors Service  
1100 North Glebe Road, Suite 1500; Arlington VA 22201  
703-228-0877 / ccacatian@arlingtonva.us

**City of Alexandria Dept. of Transportation & Environmental Services:**

Carrie Sanders, Bicycle & Pedestrian Program Manager / Principal Transportation Planner  
421 King Street, Suite 300; Alexandria VA 22314  
703-746-4088 / Carrie.Sanders@alexandriava.gov

**Prince William County Department of Parks and Recreation:**

Michael DePue, Planner  
14420 Bristow Road; Manassas VA 20112  
703-792-5394 / mdepue@pwcgov.org

**Town of Occoquan:**

Kirstyn L. Barr  
Town Manager, Town of Occoquan  
Box 195  
314 Mill Street  
Occoquan, VA 22125  
703-491-1918/

**Northern Virginia Regional Park Authority:**

Kate Rudacille, Deputy Director of Planning and Grants  
5400 Ox Road; Fairfax Station VA 22039-1022  
703-359-4615 / krudacil@nvrpa.org

**Northern Virginia Regional Commission:**

Aimee Vosper, ASLA, RLA, Director of Planning and Environmental Services  
3060 Williams Drive, Suite 510; Fairfax VA 22031  
703-642-4623 / avosper@novaregion.org

**Potomac River Complex National Wildlife Refuge. U.S. Fish and Wildlife Service:**

Daffny Pitchford, Refuge Manager  
12638 Darby Brook Court; Woodbridge VA 22192  
703-492-4979 / Daffny\_Pitchford@fws.gov

**Meadowood Special Recreation Management Area, Bureau of Land Management:**

John Reffitt, Natural Resources Specialist  
Lower Potomac Field Station  
10406 Gunston Road; Lorton VA 22079  
703-339-3467 / jreffit@blm.gov

**Leesylvania State Park:**

Karen Lambey, Park Manager  
2001 Daniel K Ludwig Drive; Woodbridge, VA 22191

703-730-8205 / Karen.Lambey@dcr.virginia.gov

Mason Neck State Park  
Jess Lowry, Park Manager  
High Point Rd, Lorton, VA 22079  
703-490-4979/ Jess.Lowry@dcr.virginia.gov

**George Washington Memorial Parkway:**

Kate Barrett, Landscape Architect  
2700 George Washington Memorial Pkwy.  
Arlington VA 22202  
703-419-6426 / [kate\\_barrett@nps.gov](mailto:kate_barrett@nps.gov)

Brent O'Neill, Site Manager  
Great Falls Park  
9200 Old Dominion Dr.; McLean VA 22101  
703-757-3104 / [brent\\_o'neill@nps.gov](mailto:brent_o'neill@nps.gov)

**Prince William Forest Park:**

George Liffert, Deputy Superintendent  
18100 Headquarters Road; Triangle VA 22172  
703 221-4706 / [george\\_liffert@nps.gov](mailto:george_liffert@nps.gov)

**For the Potomac Heritage National Scenic Trail Office, National Park Service:**

Donald E. Briggs, Superintendent  
Post Office Box B; Harpers Ferry, WV 25425  
304-535-4016 / [don\\_briggs@nps.gov](mailto:don_briggs@nps.gov)

**ARTICLE VIII – MODIFICATION AND TERMINATION**

- A. This Agreement may be modified only by a written instrument executed by the parties.
- B. Any party may terminate its participation in the Memorandum by providing the other parties with sixty (60) days advance written notice. In the event that one party notifies the other parties of an intention to terminate participation, the parties will promptly discuss the reasons for the notice.

**ARTICLE IX – ATTACHMENTS**

- A. Map of the Potomac Heritage National Scenic Trail Network in Northern Virginia (2013).
- B. Letters of Support
- C. NVRC Resolution in support of the Potomac Heritage National Scenic Trail in Northern Virginia

**ARTICLE X – SIGNATURES**

**IN WITNESS WHEREOF**, the parties hereto executed this Agreement on the date(s) set forth below.



*June 13, 2014*

**ARTICLE X – SIGNATURES**

**IN WITNESS WHEREOF**, the parties hereto executed this Agreement on the date(s) set forth below.

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Town of Occoquan

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Date

# Northern Virginia Trail Northern Section

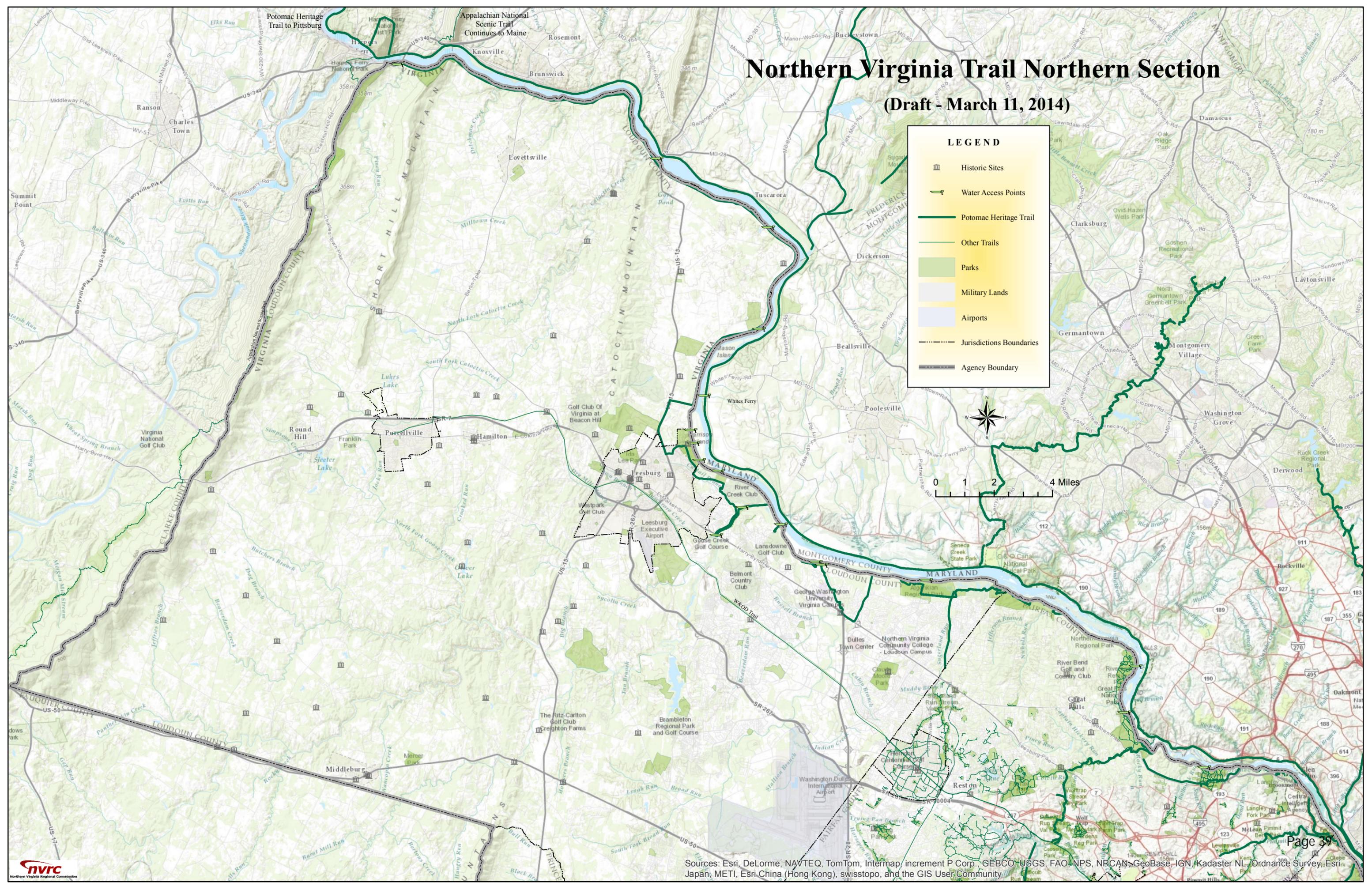
(Draft - March 11, 2014)

**LEGEND**

- Historic Sites
- Water Access Points
- Potomac Heritage Trail
- Other Trails
- Parks
- Military Lands
- Airports
- Jurisdictions Boundaries
- Agency Boundary



0 1 2 4 Miles



**LEGEND**

-  Historic Sites
-  Water Access Points
-  Potomac Heritage Trail
-  Other Trails
-  Parks
-  Military Lands
-  Airports
-  Jurisdictions Boundaries
-  Agency Boundary



0 1 2 4 Miles

# Northern Virginia Trail Southern Section

(Draft - March 11, 2014)

Potomac Heritage Trail Continues to Stafford County

Sources: Esri, DeLorme, NAVTEQ, TomTom, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, and the GIS User Community

