



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
Regular Meeting
October 3, 2017 | 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. September 5, 2017 Regular Meeting Minutes
 - b. September 19, 2017 Work Session Meeting Minutes
5. **Councilmember Reports**
6. **Mayor's Report**
7. **Staff Reports**
 - a. Town Attorney
 - b. Town Engineer
 - c. Building Official
 - d. Town Manager
 - e. Town Treasurer
 - f. Chief of Police
 - g. Boards and Commissions
8. **Regular Business**
 - a. Request to Set Not-To-Exceed Amount for Gaslight Maintenance
 - b. Request to Set 2018 Town Holiday and Meeting Schedule
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, September 5, 2017
7:00 p.m.

Present: Mayor Liz Quist, Vice Mayor Pat Sivigny, Councilmembers Matthew Dawson, Jim Drakes, Cindy Fithian, and Joe McGuire

Planning Commission: Chairman Joe McGuire, Dan Braswell, Eliot Perkins, and Ryan Somma

Staff: Kirstyn Jovanovich, Town Manager; Martin Crim, Town Attorney; Bruce Reese, Town Engineer; Adam Linn, Chief of Police; Chris Coon, Town Clerk

1. Call to Order

Mayor Quist called the meeting to order at 7:04 p.m.

2. Pledge of Allegiance

3. Citizens Time

Lance Houghton, 127 Washington St., stated that he wanted to advise the Town Council that he has set the maximum occupancy of Rockledge at 100. He stated that Town Hall had a maximum occupancy of 118 and Rockledge was similar in size. He also stated that he will be updating the safety features of Rockledge soon.

Pat Lynn, 407 Union St., wanted to commend Chief Linn for enforcing traffic laws. She stated that the Town has a problem with speeding on Union Street and Tanyard Hill Road. She asked if a sign or rumble strips could be installed in that area to slow down traffic. She also stated that there is also a problem with speeding on Poplar Alley. She said it is only a matter of time before someone has a bad accident at Tanyard Hill Road and Ellicott Street.

The Mayor requested that Item 10E be moved up on the agenda.

10E. Resolution in Recognition of VFW Post 7916 All-American Status

It was moved to adopt a resolution of congratulations and appreciation of VFW Post 7916 for achieving the designation as an All-American Post, and authorize the Mayor to sign.

A motion was made by Vice Mayor Sivigny, seconded by Councilmember Fithian that the Action Item be approved. The motion carried by poll vote, unanimous.

4. Approval of Minutes

It was moved to approve the minutes for the August 1, 2017 Regular and Work Session Meetings.

A motion was made by Councilmember Drakes, seconded by Councilmember McGuire that the Action Item be approved. The motion carried by poll vote, unanimous.

5. Councilmember Reports

Councilmember Fithian stated that she was misquoted during an interview for a recent newspaper article on the parking and traffic study. She indicated that all Town Council and staff had been working diligently on data collection for the study.

6. Mayor's Report

Mayor Quist reported on the continued work on the parking and traffic study and that there will be a community meeting on September 27, 2017. The consultant that is assisting with the project will be in attendance to speak to some of the data they have already collected and there should be a preliminary report in October.

7. Staff Reports

A. Town Attorney: Mr. Crim, Town Attorney, reported on the following:

- i. Live Venue Ordinance** - Mr. Crim reported that this item has been added to Prince William County's Board of Supervisor's Agenda. They will be discussing this topic today. He will report on the results of the meeting at a later date. He stated that if the Town is interested in creating a Live Venue Ordinance they should seek input from businesses.
- ii. Visitor Center** - Mr. Crim reported that the Convention and Visitors Bureau has been dissolved and is now under the PWC Department of Parks and Recreation. The Town is now going to be dealing with the Prince William County Parks and Recreation Department for leasing the Visitor Center.
- iii. River Mill Park** - Mr. Crim stated he is working with Town Staff on design issues at River Mill Park.
- iv. Recodification** - Mr. Crim stated the Town Staff is working on update the Town's Ordinances.

Vice Mayor Sivigny inquired about the change in reporting for the Visitor Center. Mr. Crim indicated that there is a lease with the Visitor Center and that was with the Convention and Visitors Bureau, which no longer exists, and now the lease would be with Prince William Parks and Recreation Department.

B. Town Engineer: Mr. Reese, Town Engineer, submitted a report as part of the meeting agenda and reported on the following:

- i. Kayak Ramp** - Mr. Reese spoke with DCR to identify if there was any additional funds for this project; there was none. He stated that there may be money that becomes available towards the end of the grant deadline.
- ii. Subdivision** - 205 Union Street is requesting to subdivide into two properties. He stated that both lots already exist and this is a lot line adjustment.
- iii. River Mill Park** - Mr. Reese stated that the Town is working with a consultant on the moisture issue in the lower level of River Mill Park bathhouse.

Councilmember McGuire inquired about the application to receive federal funding for a Canoe/Kayak Ramp. Mr. Reese stated that the federal funds need to be used for a non-motorized boat ramp. Councilmember McGuire wanted to look for alternative

uses for use of the federal funding. Mr. Reese stated that there are things that could be done to lower cost and that is currently being evaluated to find potential solutions.

- C. **Building Official:** Mr. Barbeau was not present, however, his report was submitted as part of the meeting agenda. No questions were received.
- D. **Town Manager:** Ms. Jovanovich submitted a manager's report as part of the meeting agenda and reported on the following:
 - i. **Supervisor Anderson Meeting** - Ms. Jovanovich stated that she is set to meet with Supervisor Anderson and Mayor Quist to discuss the Tanyard Hill proffers and possible funding for the Kayak Ramp.
- E. **Town Treasurer:** Ms. Rodriquez was not present; however, a treasurer's report was submitted during the meeting. No questions were received.
- F. **Chief of Police:** Chief Linn provided a report with the agenda packet and reported on a specific question concerning enforcement of loitering. After speaking with the Town Attorney, it was suggested that the current practice be continued.
- G. **Boards and Commissions:**
 - i. **Architectural Review Board:** Ms. Seefeldt reported that the ARB approved one exterior elevation application and one member resigned. She stated that they are actively looking for alternate members.
 - ii. **Planning Commission:** No report.

8. Zoning Text Amendment

8A. Request to Adopt Resolution to Initiate Zoning Text Amendments

It was moved to adopt a resolution to initiate a zoning text amendment for comprehensive revisions to Chapter 54 and 66 and refer the proposed amendment to the Planning Commission for its recommendations.

A motion was made by Councilmember Fithian, seconded by Councilmember Drakes that the Action Item be approved. Motion passed by poll vote, unanimous.

9. Public Hearing

9A. Joint Public Hearing on Updates to Chapter 54, Subdivisions and Chapter 66, Zoning of the Occoquan Town Code

Mayor Quist opened the Town Council public hearing at 7:22 p.m. and invited the public to provide comments on the proposed updates to Chapter 54, Subdivisions and Chapter 66, Zoning of the Occoquan Town Code.

Councilmember McGuire opened the Planning Commission public hearing at 7:25 p.m. A roll call for the Planning commission was conducted: Eliot Perkins, Dan Braswell, Ryan Somma and Joe McGuire were present; Heather Ozuna and Ann Kisling were absent.

Before public comment, Mayor Quist explained that the purpose of the proposed changes was to improve definitions and update sections of the Code that are out of date and not in alignment with the Virginia State Code. She noted that one significant proposed change is to the B-1 district, in which it would require that properties be mixed-use in an effort to preserve the business district. Mr. Reese also indicated that the changes are being made to coordinate with the Comprehensive Plan.

Cindy Chapman, 310 Union Street, inquired if the change would affect her ability to have her business on the first floor of her home in the Historic District. Mayor Quist stated no property will be required to change unless there is a change of use.

Lance Houghton, 127 Washington Street, stated that the Council should consider creating a separate entity to consider an appeal on a Special Use permit instead of the appeal being heard by the Town Council.

Wanda McKenzie Massie, 406 Union Street, inquired about the difference between a 2014 zoning map and a 2016 map. Ms. Jovanovich stated that the 2014 zoning map is the current zoning map and the 2016 map was the future land use map that is in the Comprehensive Plan. She also stated that there are no changes to the zoning map as part of this update.

Pat Lynn, 407 Union Street, inquired about what is changing and if it will affect her property. Mr. Reese indicated that no zoned property in the Town is changing. He stated that the only thing changing is how some property in the B-1 district is used. He stated that if you are currently using your property in a specific way, that use will be grandfathered until at which time the use changes.

Councilmember McGuire closed Planning Commission public hearing at 7:35 p.m.

It was moved to close the Town Council public hearing at 7:35 p.m.

A motion was made by Councilmember Dawson, seconded by Councilmember Fithian, that the Action Item be approved. The motion carried by poll vote, unanimous.

It was moved for the Planning Commission to make a recommendation to Council to approve the zoning amendments as provided.

A motion was made by Chairman McGuire, seconded by Planning Commission member Somma, that the Action Item be approved. The motion carried by poll vote, unanimous.

10. Regular Business

10A. Request to Adopt Ordinances to Update Chapter 54, Subdivisions and Chapter 66, Zoning of the Occoquan Town Code

It was moved to adopt an ordinance to amend Chapter 54, Subdivision, and Chapter 66, Zoning of the Town Code for comprehensive revisions to amend and update subdivision and zoning.

A motion was made by Councilmember McGuire, seconded by Councilmember Fithian that the Action Item be approved. The motion carried by poll vote, unanimous.

10B. Request to Consider Waiving Certification Requirement for Planning Commission Members

It was moved to waive the certification requirement for the following Planning Commission members: Joe McGuire, Dan Braswell, and Anne Kisling, and further moved that certification be required for these members in their consideration for reappointment to the Planning Commission.

A motion was made by Councilmember Fithian, seconded by Vice Mayor Sivigny that the Action Item be approved. The motion carried by poll vote, 4 Ayes (Dawson, Drakes, Fithian, and Sivigny) and 1 Nay (McGuire), motion passes, 4-1.

10C. Request to Renew BB&T ATM Lease

It was moved to approve the revised lease and authorize the Mayor to sign.

A motion was made by Councilmember Dawson, seconded by Councilmember Drakes that the Action Item be approved. The motion carried by poll vote, unanimous.

10D. Request to Accept Engagement Letter for FYE2017 Financial Audit Services with Robinson, Farmer, Cox Associates

It was moved to accept the Letter of Engagement with Robinson, Farmer, Cox Associates (RFC) for the performance of the FYE 2017 financial audit in the amount of \$10,250.

A motion was made by Councilmember Dawson, seconded by Councilmember Drakes that the Action Item be approved. The motion carried by poll vote, unanimous.

10F. Proclamation for Blood Cancer Awareness Month

It was moved to approve the Blood Cancer Awareness Month proclamation.

A motion was made by Councilmember Dawson, seconded by Councilmember Fithian that the Action Item be approved. The motion carried by poll vote, unanimous.

11. Adjournment

The meeting was adjourned at 8:30 p.m.

Christopher Coon
Town Clerk



OCCOQUAN TOWN COUNCIL
Work Session Minutes - DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, September 19, 2017
7:00 p.m.

Present: Mayor Liz Quist, Vice Mayor Pat Sivigny, Councilmembers Matthew Dawson, Cindy Fithian, and Joe McGuire

Absent: Councilmember Jim Drakes

Staff: Kirstyn Jovanovich, Town Manager; Christopher Coon, Town Clerk; Adam Linn, Chief of Police

Other: Jay du Von and Jonelle Cameron, Walsh Colucci Lubeley & Walsh PC; Kevin Sills and Mike Gordon, Mid-Atlantic Real Estate Investments, Inc.

1. Call to Order

Mayor Quist called the meeting to order at 7:01 p.m.

2. Regular Items

A. Presentation/ Discussion- Jennings' Property

Jay du Von and Jonelle Cameron, WCL&W, and Kevin Sills and Mike Gordon, Mid-Atlantic Real Estate Investment Inc., presented a concept for potential development for the Jennings' Property, 401-411 Mill Street. The presentation indicated that the development would include approximately 15,000 square feet of retail/commercial space on the street level with residential units above. They stated that there would be parking for public use, as well as separate residential and business parking. They wanted to have a boardwalk along the water similar to the existing boardwalk. They also indicated there was an Urban Land Institute report that was done for the Town that discussed the property and they believe that their development would address the majority of the concerns noted in the report. The group wanted to hear any and all feedback from the Town Council before they proceeded with acquiring the property.

Councilmember Fithian inquired about the number of residential units. Mr. Sills stated that they are currently estimating 60 units.

Councilmember McGuire inquired about the average size of the residential units. Mr. Sills stated that they want two sizes, one that would be between 1,000 to 1,200 square feet and a larger size what would be around 2,000 square feet.

Councilmember Fithian inquired about the type of residential units. Mr. Sills indicated they will be condominium type of ownership.

Councilmembers inquired about specific locations and architectural details of the development. The group indicated that being that they are still in the beginning stages, they do not have a specific site plan to provide exact details. They indicated that they have been asked to provide a line of sight exhibit to show what the

development would look like in the current streetscape next to the existing buildings. They stated that if the buyer moves forward, they would provide line of sight exhibit.

B. Public Safety Discussion and Department Assessment Process

Chief Linn presented the goal review and assessment process for the police department. Chief Linn provided information to illustrate progress on the goals set by Council in 2015. He inquired if the Council would like to update the police department goals. Chief Linn stated the police department has gone from three auxiliary officers to one auxiliary officer. Chief Linn also stated he needs assistance with administrative duties and attending required meetings. Chief Linn suggested that the Town develop a program to utilize level three Auxiliary Officers to assist with administrative responsibilities. Council directed Chief Linn to develop a plan and present to Town Council at a later date regarding the level three Auxiliary position. Chief Linn presented an outline for the Town of Occoquan Police Department Assessment, which includes a community survey component. He indicated that the information gathered from this process will be provided to Town Council for consideration of future goals and department development.

Vice Mayor Sivigny inquired about an example of a Priority 1 meeting Chief Linn would attend as directed by the Town Manager or Town Council. Ms. Jovanovich stated that a recent example is she requested that the Chief attend a Prince William County EOC meeting, where the Town has a seat.

Vice Mayor Sivigny stated that during the code review, the Town needs to add the duties and qualifications for auxiliary officers. Also, the auxiliary officer's able to work independent from the Chief should also have to take a psychological test.

C. Intersection Enforcement- Use of Cameras Discussion

Ms. Jovanovich stated Chief Linn and Martin Crim, Town Attorney, consulted on the topic and indicated that currently the use of cameras for intersection enforcement is not permitted. The signage and ordinance that was recently passed by Town Council permits the Chief to cite individuals that "Block the Box" at Route 123 and Commerce Street. Chief Linn indicated that currently, the Virginia Code only allows red light civil violations to be enforced by cameras.

Councilmember McGuire inquired about reaching out to State legislators to update the code to allow for camera enforcement of intersections. Mayor Quist stated that this would be something that the Town Council needs to present to the State legislators. Ms. Jovanovich suggested that the Town Council develop a Legislative Agenda to provide to their State Legislators each year. Town Council agreed to look into creating a Legislative Agenda this October.

D. BPOL Tax Structure Discussion

Mayor Quist stated that this item was based on a correspondence received by one town business. She also indicated that she spoke with the business owner about this

issue and he stated that he felt like the structure was unfair based on the impact business types have on the town and town services. Mayor Quist explained that while those other businesses may have a lower rate of Business License Tax, the retail merchants provide sales tax and the restaurants provide meals tax, as an example of other taxes that are applied.

Councilmember McGuire inquired about the type of business that the Town wants to attract to the area. He stated that if the Town has a parking issue, the Town should be looking to attract more businesses that have a limited parking impact. He stated that if this is an issue that is turning people away from doing business in Occoquan, the Council should review the tax structure and consider revisions.

Vice Mayor Sivigny inquired about having a report of how changing the tax structure would impact the FY19 Town Budget. Mayor Quist and Ms. Jovanovich stated that this is something that could be done as part of the budget process.

Councilmember McGuire inquired about the breakdown of revenue that each type of entity provides to Town. Ms. Jovanovich stated that she was working on those numbers currently and they will be provided at a later date. Town Council agreed to speak on what type of businesses they want to attract to Town during the budget discussion in coordination with a discussion on the business license tax rates.

3. Adjournment

The meeting was adjourned at 8:54 p.m.

Christopher Coon
Town Clerk



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Jim Drakes
Cindy Fithian
Joe McGuire

TOWN MANAGER
Kirstyn Barr Jovanovich

TOWN ENGINEER
Bruce A. Reese, P.E., L.S.

Town Engineer's Report Town Council Meeting –October 3, 2017

Kayak/Canoe Launch – no change from last report

Two bids received, both over budget. Looking for alternative funding sources, working with Department of Conservation and Recreation (DCR).

Parking Study – update from last report

Underway with volunteer assistance in counts and turn-over rates. JMT under contract for analysis of data. Public meeting held 9/27/17.

River Mill Park – Moisture Issue in Storage Room – update from last report

Spaces Design Studio can spearhead effort to identify source of problems and recommend remediation. Cost for evaluation and recommendation forthcoming.

Tanyard Hill property – no change from last report

Proffer Condition Amendment (PCA) required for any work on site or to add signage. Working with Prince William County (PWC) Planning staff to establish process and time frames. Updated rezoning package, including new proffers, GDP, application, Comprehensive Plan Amendment, narrative, etc. ready when funding issues resolved.

Kiely Court Project – update from last report

Land Disturbance Permit issued - construction to start soon.

Rivertown Project – update from last report

Land Disturbance Permit issued – construction to start soon.

VDOT Revenue Sharing and Grant Funding – update from last report

Town Manager meeting with PWC Transportation officials for teaming options.

113 Poplar Lane – Site Plan for Swimming Pool – update from last report

Site plan to add swimming pool and patio submitted for review. Comments addressed to satisfaction of staff and will be forwarded to Planning Commission for recommendation to Town Council.

205 Union Street – Lot Line Adjustment Plat – update from last report

Lot line adjustment between two parcels at the corner of Commerce and Union Streets. Parcel 6737 increased from 565 SF to 729 SF, while parcel 6735 decreases from 890 SF to 726 SF. Comment letter issued 8/28/17 – awaiting response from surveyor.

401-411 Mill Street – Zoning Determination – update from last report

Zoning Determination made by Zoning Administrator for need to obtain ARB review due to location within Historic District. Administrator determined ARB review is not mandated by code for demolition of buildings not specified on Historic Landmarks list.



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TOWN MANAGER
Kirstyn Barr Jovanovich

BUILDING OFFICIAL
Joseph E. Barbeau, Jr.

SEPTEMBER 2017 REPORT TO THE TOWN COUNCIL BUILDING OFFICIAL REPORT

PERMITS ISSUED

9/6/2017, 202 Commerce St, Permits issued to add fixtures, receptacles, and switches, as well as update the HVAC system.
9/22/2017, 320 Center Lane, Permits issued for Building, Plumbing and Gas work to construct the River Town project.

CERTIFICATES OF OCCUPANCY ISSUED

No certificates of Occupancy have been issued in the past month.

INSPECTIONS

Date	Activity
8/28/2017	404 Mill St, meeting with project architects on site.
8/31/2017	320 Center Lane, Pre-con Meeting with developers at Town Hall.
9/5/2017	1602 Sebring Court, Footing Inspection, rejected, not ready for inspection.
9/8/2017	1602 Sebring Court, Deck Final inspection, Approved.

DOCUMENT REVIEW

Currently our reviewers are looking at the submissions for the project at Kiely Court; this review should be completed on or after October 4.

ACTIONS

A Code Modification request was received and accepted to allow the new addition at The Secret Garden Café, 404 Mill St., to be separated from the existing areas by a Fire Barrier. This allows the old section to be considered existing, and only the new addition will be required to meet current code. Thus, providing a method of improving the overall fire safety of this structure and those adjoining it, without requiring a complete overhaul of the existing non-conforming structure. Thereby keeping the project within a feasible budget, with a net gain of improved fire safety.

RECOMMENDATIONS

There are no recommendations for the Council at this time.

OTHER

Various questions from constituents have been received and answered by this department.

End of Report, submitted on 9/26/2017.



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Town Manager's Report Town Council Meeting - October 3, 2017

TOWN MANAGER
Kirstyn Barr Jovanovich

River Mill Park

The concrete at the bathhouse was repaired on September 20, 2017.

The Town will be reaching out to VDOT a final time to see if they will assist the Town in installing the lights along the bridge. Current estimates for bracket manufacturing and light install is between \$8,000 and \$10,000.

A warranty walkthrough on the trees planted in the park was conducted in June. Several trees have been marked for replacement in the fall under warranty. The Town is working with the landscaper to identify suitable substitutions as necessary and schedule the replacement installation.

The FeelFree Music on Mill concert has been rescheduled to Saturday, October 14, from 4 pm to 6 pm at River Mill Park. In addition, there will be a Halloween-themed magic show for kids at River Mill Park on Saturday, October 28, from 4:30 pm to 5:30 pm.

Intersection Improvements

Staff met with Supervisor Anderson and representatives from Prince William County on the VDOT Smart Scale projects. As a locality of PWC, the Town will be partnering with the County to submit a grant request under the TAP program (30% local match) to fund intersection improvements at Mill/Ellicott and Mill/Washington Streets to update the sidewalk ramps and install crosswalks. This would be funding available in Fiscal Years 2019 and 2020, with the Town providing the required 30% local match. Application deadline is in November; staff will work with the County to prepare the application for submission under this grant cycle.

LOVE Sign Repairs

A new sign has been installed at River Mill Park and was constructed by the Town's Maintenance Supervisor, Bucky Brill. In addition, the Town was awarded a \$1,000 grant through VML's Risk Management grant program to install landscaping that would discourage and limit the public's ability to climb on the new sign. New signage has been installed prohibiting climbing on the sign.

Parking and Traffic Study

Data was collected by Town Staff and Councilmembers on August 19, 23 and 26, and submitted to JMT. A community meeting was held on September 27, 2017, from 5 p.m. to 7 p.m. at Town Hall and surveys for the community and businesses were open through October 2, 2017. The draft report is expected to be presented at the October work session.

Stormwater BMP Mapping Project

The Town is working with GMU to develop an intern program to inventory all BMPs located within the town on public and private property. This will allow the town to map its current Stormwater system, and to begin planning for an evaluation on the health of the system and plan maintenance and improvements.

Recodification Update

Staff held a kick-off meeting on August 30, on the recodification process with American Legal. Staff is in the process of compiling edits for the Code and will forward to the contractor during the first week of October. The contractor will begin the legal review and staff will be bringing policy changes for Council consideration throughout the process. The process is expected to last through the remainder of the current fiscal year.

Development Activity

- Rivertown Overlook, 320 Center Street, LDP has been issued.
- Kiely Court, 430 Mill Street, LPD has been issued; building plans under review.
- 202 Commerce Street, Interior renovations for new business.
- 113 Poplar Alley, Swimming Pool, Site Plan scheduled for October Planning Commission, November Town Council meeting.
- 205 Union Street, Subdivision Plat request.

-END-



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TOWN MANAGER
 Kirstyn Barr Jovanovich

TOWN TREASURER
 Carla M. Rodriguez

Town Treasurer's Report Town Council Meeting - October 3, 2017

Audits

Audit Type	Current Status	Last FY Audit Completed	Next Steps/Action
Financial Audit	Preparing for FYE 2017 Audit Process	FYE 2016	FY2017 Field Work scheduled for November
Meals Tax Audit	Pending (2)	None	Documentation in review
BPOL Audit	Pending (3)	2012 License Year	Documentation in review

Delinquencies

Meals Tax Delinquencies			
Business Name	Length of Delinquency (months)	Date of Last Notice	Status of Compliance
Occoquan Inn/Virginia Grill	1	8/31/17	Notified
<i>Pink Bicycle Tea Room</i>	0	5/23/17	<i>Compliant (pending audit)</i>

Business License Delinquencies			
Business Name	Length of Delinquency (Years)	Date of Last Notice	Status of Compliance
Capital Custom Clothiers	4 months	8/8/17	Not compliant/reminder letter sent
Allstate Insurance/ Anthony Cancel	4 months	8/8/17	Not compliant/New Owner
Kaluca Art	4 months	8/8/17	Not compliant/reminder letter sent
Loric Counseling & Mediation	4 months	8/8/17	Not compliant/reminder letter sent
Meticulous Painting	4 months	8/8/17	Not compliant/reminder letter sent
Quickpro Property Improvement	4 months	8/8/17	Not compliant/reminder letter sent
Real Estate Executive	4 months	8/8/17	Not compliant/reminder letter sent
Rivershore Charters	4 months	8/8/17	Not compliant/reminder letter sent
VACS LLC	4 months	8/8/17	Not compliant/reminder letter sent
<i>13 Magickal Moons</i>	0	6/29/17	<i>Compliant (pending audit)</i>
<i>Red Art and Design</i>	0	6/29/17	<i>Compliant (pending audit)</i>
<i>Fathom Realty</i>	0	6/29/17	<i>Compliant (pending audit)</i>
<i>Becker Family/Yarn Cloud</i>	0	8/8/17	<i>Compliant</i>
<i>Allegiance Management</i>	0	8/8/2017	<i>Compliant</i>

Real Estate Delinquencies				
Property Owner	Length of Delinquency (Years)	Amount of Delinquency (Tax Only)	Date of Last Notice	Status of Compliance
Selecman, James	4	\$1,110	08/07/17	Not Compliant/Final Notice delivered by Chief
Caldwell, Linda V.	7 months	\$369.84	02/15/17	Not Compliant
Campbell, Rachel Jones	7 months	\$433.32	02/15/17	Not Compliant
Cruise, Claudia A	7 months	\$351.36	02/15/17	Not Compliant
Ekman, Dean & Tammy	7 months	\$997.20	02/15/17	Not Compliant
Fore, Ernest	7 months	\$810.10	02/15/17	Not Compliant
Gannon, James & Glenn	7 months	\$269.40	02/15/17	Not Compliant
Granny's Cottage	7 months	\$67.20	02/15/17	Not Compliant
Paddock, Tracey & Grant	7 months	\$325.92	02/15/17	Not Compliant
Potter, Marvin & Marie	7 months	\$320.52	02/15/17	Not Compliant
Rivenburg, Earl & Emel	7 months	\$366.60	02/15/17	Not Compliant
Wojono, Ewelina	7 months	\$136.20	02/15/17	Not Compliant

Other Items of Note

None.



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 Kirstyn Barr Jovanovich

**CHIEF OF POLICE/
 TOWN SERGEANT**
 Adam C. Linn

Occoquan Police Department

Monthly Town Council Report September 2017

Departmental Goals

(Set by Town Council in February 2016)

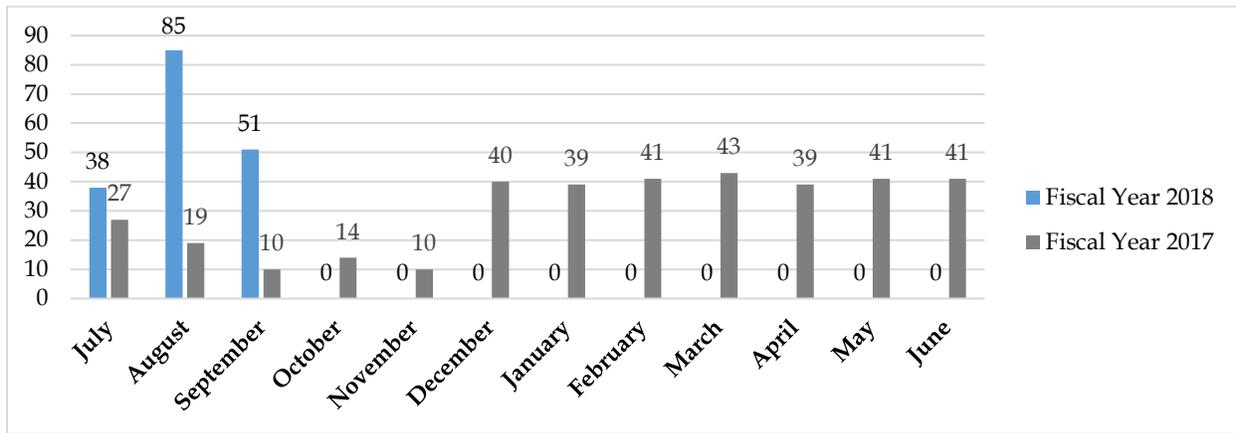
- Goal 1: Protection of private property
- Goal 2: Improvement of pedestrian safety
- Goal 3: Increased patrol hours including nights and weekends
- Goal 4: Prioritizing community meetings outside of town
- Goal 5: Updating department policies

Significant Incidents

Nature	Date	Location	Details
Vandalism Complaint	9/3/2017	Town	Received a complaint from a citizen that unknown persons threw a bag containing dog feces onto the windshield of their moving vehicle. Investigating the matter.
Parking Complaints	9/4/2017	Town	Received multiple parking complaints of illegally parked vehicle on Poplar Ln. Vehicle was identified and ticketed.
Court	9/7/2017	Manassas	Attended General District Court.
Lost Property	9/10/2017	Town	Received a report that personal property of a Town visitor was lost near Madigan's Waterfront. Property was located and returned to owner.
Traffic Complaint	9/12/2017	Town	Received two complaints of vehicles running stop signs and blocking intersections on Commerce St.
Impersonating a Police Officer	9/13/2017	Out of Town	Received complaint that an individual claiming to be an Occoquan deputy sheriff was

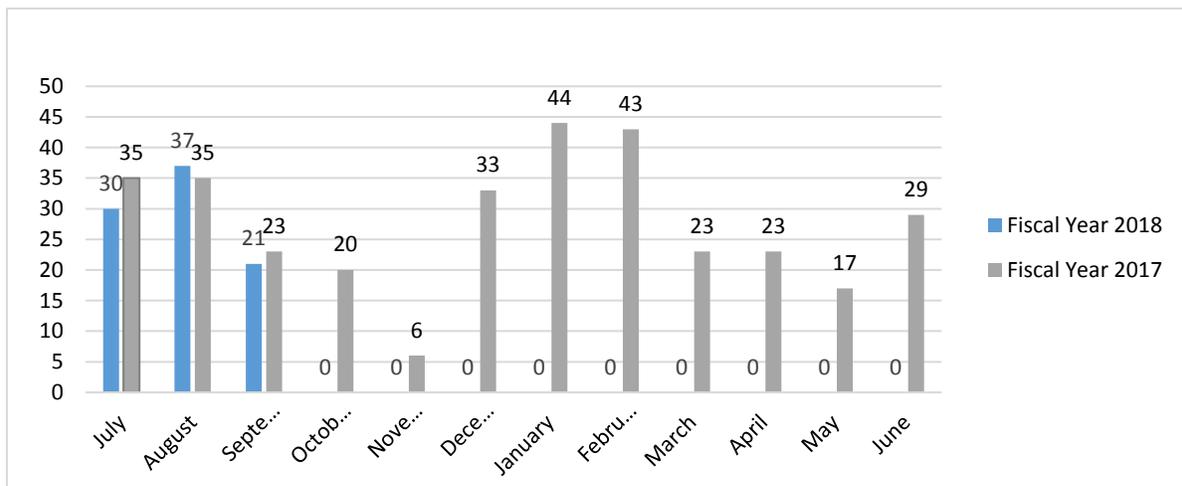
			soliciting money. Investigated matter and directed investigation to proper agency.
Firearm Turn-in	9/14/2017	Town	Resident turned in a rifle to the Police Department. Rifle turned over to PWCPD for destruction.
Found Stolen Bike	9/15/2017	Out-of-Town	Received a walk in complaint of a girl's bicycle that appears to have been stolen located on Mount High Street. Investigated and determined was outside of Town limits. Turned over investigation to PWCPD.
Craft Show	9/23-24/17	Town	Provided public safety during Arts and Crafts Show.
Firearm Found	9/23/2017	Town	During Craft Show a firearm was found in the Occoquan River behind Patriot Scuba and turned in.
Parking Complaint	9/23/2017	Town	Received parking complaints of illegal parking on River Road and East Locust St.
Felony Arrest	9/23/2017	Town	End of Craft Show observed a vehicle traveling wrong way on Ellicott St. Driver of vehicle was found to be "armed and dangerous" and had felony and misdemeanor warrants. Driver was placed under arrest and transported by OPD to the Adult Detention Center.
Motorist Assist	9/24/2017	Town	Responded to stranded motorist parked on Commerce St.
Hit & Run	9/27/2017	Town	Received complaint that a parked vehicle was struck on Commerce Street. Responded and took accident report.

Traffic Summonses FYTD (GRAPH) ¹



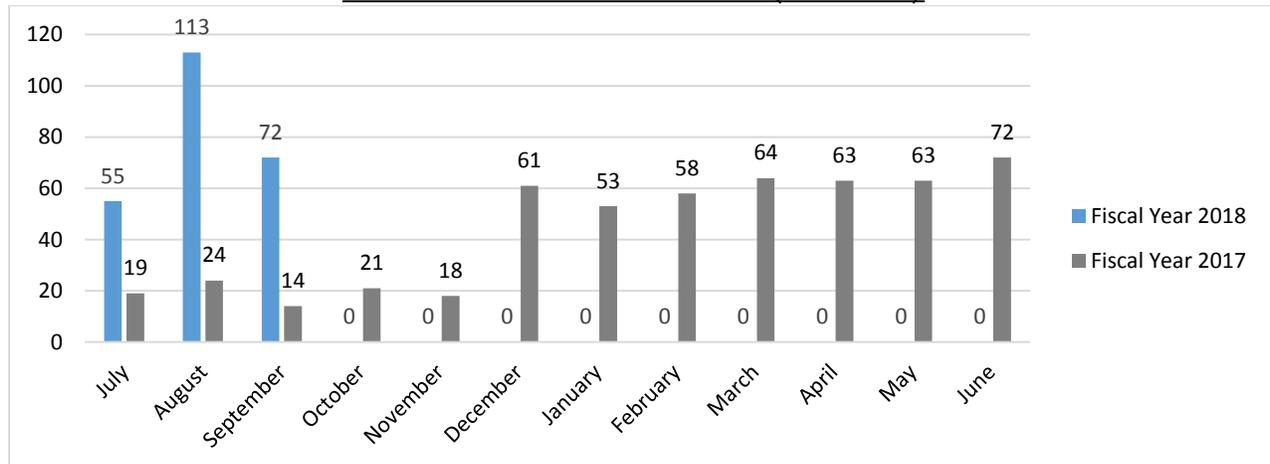
¹Goals 1, 2

Parking Tickets Issued FYTD (GRAPH) ²



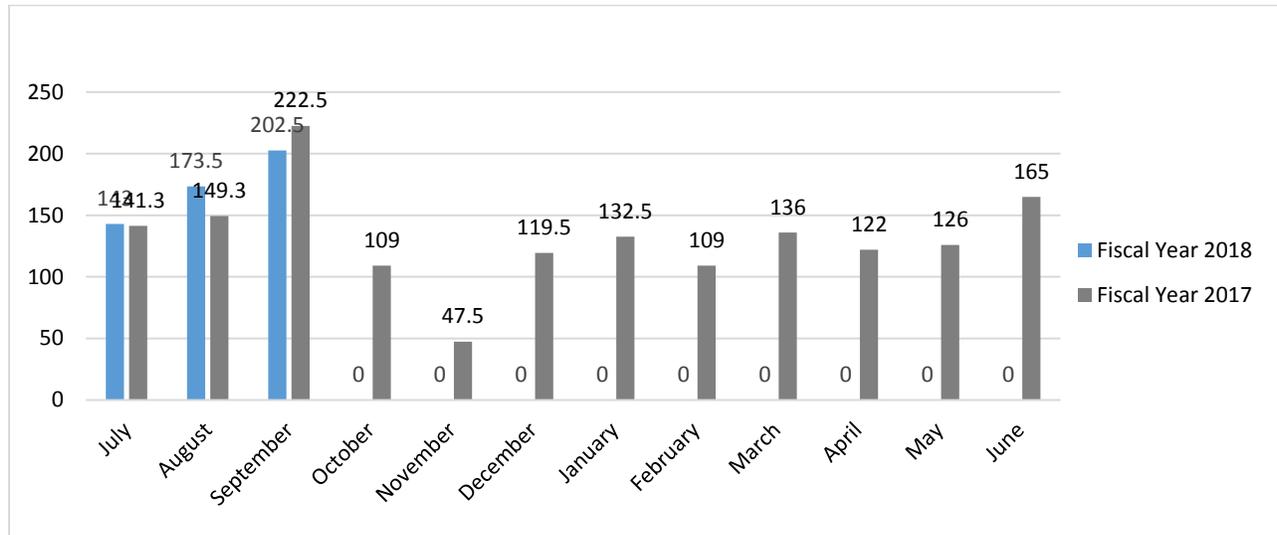
²Goal 2

Traffic Enforcement FYTD (GRAPH) ³

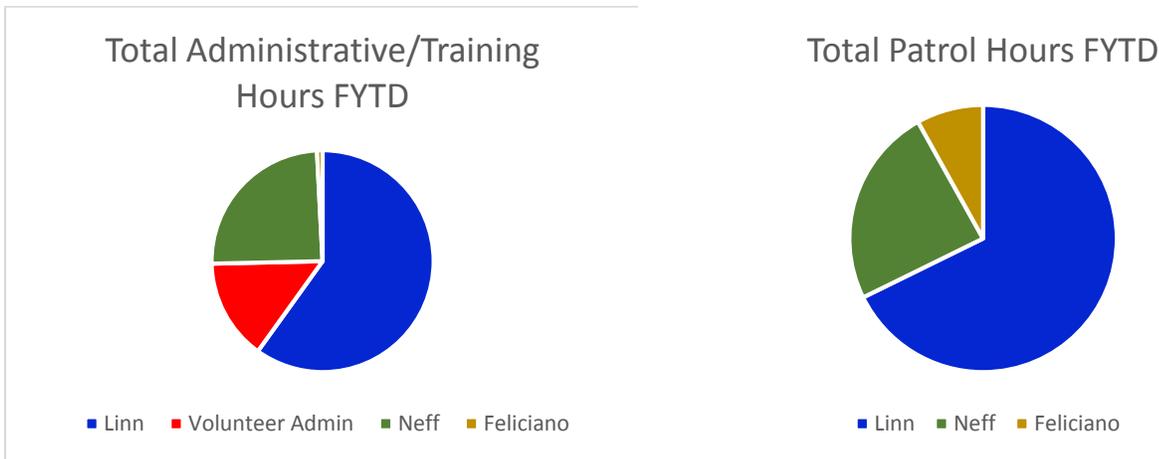


³Goal 2

Patrol Hours FYTD (GRAPH) ⁴



⁴Goals 1, 2, 3



Community Relations

Provided patrol and visibility during Occoquan Arts & Crafts Show and Music on Mill free summer concerts. Engaged in nightly foot patrols on Town boardwalk.

Attended Town Council Work Session regarding Public Safety. Attended Community meeting regarding parking and cut through traffic study.

Engaged in foot and vehicle patrols in Town, as well as stop sign and speed compliance details.

Current Initiatives

Field training new auxiliary officer to increase patrols and visibility on nights and weekends.¹
Research and survey development on police services assessment for Town.

Increased directed patrols during rush hours in Town to improve pedestrian safety.²

Miscellaneous

Developed Job Description for Auxiliary Police Officer 3 in accordance with DCJS standards.

¹Goal 3

²Goal 2



Town of Occoquan, Virginia

Job Description

314 Mill Street, Occoquan, VA 22125

www.occoquanva.gov

Position: AUXILIARY POLICE OFFICER III	Salary: Uncompensated Volunteer Position
Department: PUBLIC SAFETY	Work Schedule: 20 hours per month
Position Type: TEMPORARY, PT	

Performs limited police work which normally consists of administrative duties, provides support on patrol and traffic control operations throughout the Town with a DCJS certified Police Officer, and assists with community events. The Auxiliary Police Officer III position is not authorized to carry a firearm on duty. The Auxiliary Police Officer III reports directly to the Chief of Police or other supervisory officer as may be designated.

ESSENTIAL JOB FUNCTIONS

- Performs administrative support for the Town Police Department.
- Police duties are performed under the direct supervision of a DCJS certified police officer.
- Patrols the Town with a DCJS certified police officer to preserve law and order, identify and solve problems, prevent and discover the commission of crimes, serve the public and direct traffic and enforce motor vehicle laws.
- Secures crime scenes, administers first aid, conducts preliminary investigations, gathers evidence, obtains witness statements and makes limited arrests.
- Enforces parking and Town regulations.
- Operates in accordance with all applicable Federal, State and Town rules, regulations and Occoquan Police Department's General Orders, and policies and procedures.
- Testifies in court, as needed.
- Performs periodic vehicle inspections of police vehicles to ensure proper running condition and maintenance as needed.
- Work a minimum of 20 hours per month.

ADDITIONAL JOB FUNCTIONS

- Support the Town's administrative office as needed.
- Available to work during Town events, holidays and any court dates assigned.
- Other duties as assigned.

MINIMUM TRAINING AND EXPERIENCE

Able to meet all applicable DCJS Auxiliary Police applicable performance outcomes listed in the Auxiliary Police Training Matrix within one year of initial employment. (See attached matrix.) General knowledge of the geography of the Town and the location of important landmarks and buildings or the ability to acquire this knowledge rapidly; ability to deal courteously but firmly with the general public; demonstrated ability to understand and carry out oral and written instructions, and to prepare clear and comprehensive reports; must be able to act and exercise independent judgment in meeting emergencies; physical ability to perform job tasks; and the ability to establish and maintain effective working relationships with coworkers and the general public. Must be high school graduate or possess a GED; at least 21 years of age; U.S. citizen; possess a high school diploma or equivalent; possess a valid Virginia driver's license with a good driving record; no felony or misdemeanor convictions involving moral turpitude or domestic violence; good physical condition. Applicants must successfully complete oral interviews, background investigation, drug screen, and may be required to complete a medical examination or psychological evaluation as required by the Town.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS

Typically performs duties on foot or from a motor vehicle; regular desk duties include data entry, writing reports, filing documents, accessing computer information from computer terminals; frequent and extensive walking, standing and occasional running is necessary; occasional heavy lifting and pushing is required; ability to physically subdue and restrain an individual is occasionally required; this position requires performance of duties in adverse weather, day and night; regular exposure to life-threatening and emotionally stressful situations is required; regular contact is made with the general public; occasional contact with government officials including Judges and lawyers is necessary to serve as a witness or in conjunction with arrests and citations. Contacts may require considerable tact, diplomacy and discretion.

POSITION SPECIFICS

Salary: This is an uncompensated volunteer position.

Benefits: Not eligible

Job Category: Police

Job Location: Occoquan, VA

Attachment: DCJS Auxiliary Police Officer Training Requirements

Disclaimer: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

The Town of Occoquan is an Equal Opportunity Employer (EOE) and is fully committed to the principles of equal employment opportunity. The Town maintains and promotes equal opportunity for all employees and applicants for employment in accordance with relevant state and federal laws. The Town will not discriminate on the basis of race, color, religion, sex, national origin, age, or physical or mental disability unrelated to the ability to perform the essential functions of the position

Revised September 2017



AUXILIARY POLICE OFFICER TRAINING REQUIREMENTS

Level of Auxiliary Police Officer Responsibility	Professional	Legal Issues	Communication	Patrol	Investigations	Defensive Tactics - Use of Force	Weapons Use	Driver Training	Physical Training	Field Training	Timeline	Training Location
Level 1 Capable of all normal duties (certified)	Meet all objectives	Meet all objectives	Meet all objectives	Meet all objectives	Meet all objectives	Meet all objectives	Meet all objectives	Meet all objectives	Optional	Meet all objectives	12 months **	Academy or DCJS-approved satellite facility
Level 2 Limited duties; sworn, armed with firearm	Meet all objectives	Meet all objectives	Meet all objectives	Meet all Objectives EXCEPT 4.16, 4.24, 4.30, 4.31, 4.32 and 4.53	Meet all Objectives EXCEPT 5.6, 5.7, 5.8, 5.13, 5.14, 5.15 and 5.16	Meet all objectives	Meet all objectives	Yes, if applicable	Optional	Complete to level of responsibility	12 months **	Academy, DCJS-approved satellite facility, or in-house
Level 3 Limited duties; sworn, armed with less-than-lethal weapons only	Meet all objectives	Meet objectives: 2.1, 2.6, 2.14, 2.22, 2.25, 2.27, 2.30, 2.36, 2.38, and 2.41-2.46	Meet objectives: 3.1-3.11, 3.13 and 3.14	Meet objectives: 4.42, 4.43, 4.44, 4.52, 4.54 and 4.56	N/A	Meet objectives: 6.5, 6.8, 6.10-6.14, 6.16, 6.17 and 6.18	N/A	Yes, if applicable	Optional	Complete to level of responsibility	12 months **	Academy, DCJS-approved satellite facility, or in-house

Objectives are the compulsory minimum training requirements for entry level law enforcement officers.

* Driver training is optional if the duties of the auxiliary officer do not require operation of a law enforcement vehicle

** §15.2-1731 – Any such officer shall have one (1) year following the approval by the Board to comply with the compulsory minimum training standards



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: October 3, 2017
8 A: Request to Set Not-to-Exceed Amount for Gaslight Maintenance	

Explanation and Summary:

The FY2018 CIP Budget includes \$10,000 in funding for refurbishment of 40 existing gaslight fixtures within the historic district. The current gaslights were installed between 1994 and 1996 when gas lines were first brought into the town. Since that time, the lights have been maintained by the Town with major repairs and replacements to damaged lights being performed by Brite Lite Gas, Inc.; however, significant maintenance has not been performed regularly.

Since February 2016, the Town has been tracking maintenance costs associated with the gaslights. On average, during FY2017, the town replaced 24 mantels each month for a cost of \$1,650.25 for materials only. On average, the Town is replacing 30 percent of the mantels each month, which indicate that the mantles have a much shorter life span than intended, which can be up to one year if maintained properly. Much of this may be attributed to the need for proper line cleaning, debris removal, pressure adjustment and part replacements.

The Town is working with Brite Lite to develop a quote for this service.

The Town is currently researching the future replacement of the gaslights with a similar light fixture that is electric. Currently, there is funding earmarked in FY2021 for the conversion of the gaslights to electric.

In addition, the Town is researching the cost to construct and install bollards to protect the lights from being hit by vehicles. Due to the location of some of the lights on the street side of the sidewalk, the lights are damaged regularly by vehicles.

This is a request to set a not-to-exceed amount to perform significant maintenance on all gaslights including line cleaning and adjustment, and part replacement.

Town Manager's Recommendation: Recommend approval.

Cost and Financing: \$10,000
Account Number: CIP - Public Works - Gaslights

Proposed/Suggested Motion:

"I move to set a not-to-exceed amount of \$10,000 for the maintenance of gaslights within the historic district."

OR

Other action Council deems appropriate.

Attachments: (1) FY2018 CIP Project List, Public Works

CIP DETAIL**PUBLIC WORKS**

Project	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Project Totals
Community Planning Project	25,000	-	-	-	-	25,000
Intersection Improvements (See Intersection Improv Schedule)	-	30,000	20,000	20,000	-	70,000
Street Maintenance (See Street Paving Schedule)	15,000	-	25,000	15,000	-	55,000
Sidewalk Maintenance (See Infrastructure Schedule)	-	25,000	30,000	30,000	30,000	115,000
Building Maintenance (See Building Maintenance Schedule)	2,500	20,000	20,000	15,000	5,000	62,500
Stormwater Management	5,000	5,000	5,000	5,000	5,000	25,000
Trash/Recycling Containers Replacement/ Maintenance	11,000	11,000	11,000	2,500	2,500	38,000
Town Hall Renovations - Lower Level	15,000	-	-	-	-	15,000
Annex Property Improvements	-	-	-	10,000	-	10,000
Street Sweeper Replacement	-	-	25,000	-	-	25,000
Snow Blower Replacement	-	2,500	-	-	-	2,500
Gaslight Conversion to Electric/Maintenance	10,000	5,000	5,000	100,000	5,000	125,000
Street/Curb Striping Program	8,000	-	8,000	-	8,000	24,000
Town Dock Maintenance	10,000	5,000	5,000	50,000	5,000	75,000
Bond	-	-	-	-	-	-
CIP	85,500	102,500	153,000	246,500	59,500	647,000
Grants, Other	16,000	1,000	1,000	1,000	1,000	20,000
TBD	-	-	-	-	-	-
Total Funding	\$101,500	\$103,500	\$154,000	\$247,500	\$60,500	\$667,000

Project Detail**Community Planning Project**

Description: To develop a robust community plan that will guide the community's growth and development.

Justification: The funding in FY 2018 will go towards conducting a parking and traffic study that will be used as part of the over community planning project. Ultimately, the community plan will be a comprehensive plan that will guide future projects and assist in developing grant applications to fund implementation of components of the plan.

Council Goals: Pedestrian Safety and Access; Historic Preservation and Town Appearance

FY 2018 Budget: \$25,000

Operating Impact: There are no anticipated operating impacts during FY 2018; however, operating impacts will be incurred upon implementation of various plan components in future years, including annual maintenance costs associated with infrastructure improvements.

Intersection Improvements

Description: To increase pedestrian safety by upgrading intersections to install pedestrian crosswalks.

Justification: During FY 2018, staff will focus on obtaining grant funding for use in future years to build crosswalks in key areas in the Historic District. Future year funding has been earmarked as potential matching funds for awarded grants.

Council Goals: Pedestrian Safety and Access

Time Frame: Annually

FY 2018 Budget: \$0

Operating Impact: Engineering costs will be incurred in FY 2018 as part of the grant application process, including plan development, estimated at \$5,000. This has been included as part of the Engineering Service fees in the General Fund, Administration division. In addition, future operating costs will be incurred as it relates to regular maintenance costs to maintain the crosswalks.



Streetscape, Town Brick Sidewalks and Gaslights

Street Maintenance

Description: To regularly maintain Town-owned streets and public parking lots.

Justification: Annual maintenance and improvements are detailed in the Infrastructure and Building Maintenance Schedule. In FY 2018, repairs and repaving are planned for the public parking lot and Maintenance Facility lot at the corner of Commerce and Washington Streets.

Council Goals: Parking Issues; Historic Preservation and Town Appearance

Time Frame: FY 2018

FY 2018 Budget: \$15,000

Operating Impact: Funding is allocated annually in the General Fund for regular maintenance and repairs associated with street maintenance (\$400) in the Public Works division. Repaving and repairing these locations will reduce overall maintenance associated with potholes and erosion in the General Fund.

Sidewalk Maintenance

Description: To regularly maintain Town-owned brick sidewalks.

Justification: Annual maintenance and improvements are detailed in the Infrastructure and Building Maintenance Schedule. No major sidewalk installations or renovations are planned for FY 2018.

Council Goals: Pedestrian Safety and Access, Historic Preservation and Town Appearance

Time Frame: Annually

FY 2018 Budget: \$0

Operating Impact: Funding is allocated annually in the General Fund for regular maintenance costs. FY 2018 includes \$1,000 in funding for regular maintenance of brick sidewalks in the General Fund, Public Works division.

Building Maintenance

Description: To maintain and preserve Town-owned buildings.

Justification: Four of the Town-owned buildings are public buildings accessed by residents, businesses and visitors to the Town of Occoquan. The remaining two buildings are used for maintenance purposes. Maintenance on the six Town-owned buildings will be performed in accordance with the Infrastructure and Building Maintenance Program. In FY 2018, funding is included to replace damaged doors at the Town's maintenance facility.



Mill House Museum

Council Goals: Historic Preservation and Town Appearance

Time Frame: Annually

FY 2018 Budget: \$2,500

Operating Impact: Costs associated with maintenance of replacement equipment is included as part of the Public Works division in the General Fund (\$1,000). In addition, cost savings are realized in the General Fund when antiquated equipment is replaced with higher efficiency equipment.

Stormwater Management

Description: To address issues relating to stormwater management within the Town of Occoquan.

Justification: Funding in FY 2018 will be used to study the Town's current stormwater management system and to identify recommended improvements.

Council Goals: Stormwater Management

Time Frame: Annually

FY 2018 Budget: \$5,000

Operating Impact: Costs associated with regular maintenance of stormwater facilities are included as part of the General Fund.

Trash/Recycling Containers Replacement/Maintenance

Description: To replace public refuse and recycling containers within the Historic District.

Justification: Replacement of the refuse containers is funded through FY 2020; Phase I replacement will occur in FY 2018.

Council Goals: Historic Preservation and Town Appearance

Time Frame: FY 2018 - FY 2020

FY 2018 Budget: \$11,000

Operating Impact: Routine maintenance and repairs included in General Fund, Public Works division. The FY 2018 General Fund does not include funding for regular maintenance on public containers as the process to replace the cans will begin and repairs of existing cans will not be performed.

Town Hall Renovations - Lower Level

Description: To update the Town's government building to include needed interior and exterior maintenance.

Justification: Town Hall serves as the Town's administrative office and governing chamber, and is also used throughout the year for community events and activities. Both the interior and exterior of the building are in need of significant maintenance including exterior and interior painting, office renovations and restroom and kitchen improvements. In FY 2017, improvements were made to the main level office and meeting area and a significant amount of the exterior was re-painted. In FY 2018, funding is identified to perform updates to the outdated kitchen, restroom and lower-level office areas.



Council Goals: Historic Preservation and Town Appearance

Time Frame: FY 2018

FY 2018 Budget: \$15,000

Operating Impact: Regular maintenance costs are included as part of the General Fund under the Public Works division (\$1,500). Updates to the restroom and kitchen areas will assist in water conservation and reduce utility costs.

Annex Property Improvements

Description: To remediate site deficiencies.

Justification: The annex is the Town's Maintenance Facility and site deficiencies have been identified. Funding is budgeted within the FY 2021 CIP budget.

Council Goals: Historic Preservation and Town Appearance

Time Frame: FY 2021

FY 2018 Budget: \$0

Operating Impact: Costs associated with regular maintenance of the facility and associated equipment are included as part of the General Fund (\$1,000) in the Public Works division.

Street Sweeper Replacement

Description: To replace the Town's street sweeper.

Justification: The Town performs street sweeping activities on a weekly basis between March and October. Replacement is scheduled in accordance with the Vehicle and Equipment Replacement Program.

Council Goals: Historic Preservation and Town Appearance

Time Frame: FY 2020

FY 2018 Budget: \$0

Operating Impact: Routine maintenance and repairs included in General Fund (\$1,500) in the Public Works division. The replacement of aging equipment will reduce maintenance costs and impact on General Fund maintenance costs.

Snow Blower Replacement

Description: The Town is responsible for removing snow and ice from Town-owned property and owns and maintains a snow blower.

Justification: The replacement is in accordance with the Vehicle and Equipment Replacement Program.

Council Goals: Historic Preservation and Town Appearance; Pedestrian Safety and Access

Time Frame: FY 2019

FY 2018 Budget: \$0

Operating Impact: Routine maintenance and repairs included in General Fund (\$1,500), Public Works division. The replacement of aging equipment will reduce maintenance costs and impact on General Fund maintenance costs.

Gaslight Conversion to Electric/Maintenance

Description: To renovate and maintain the Town's gaslights and plan for future conversion to electric.

Justification: The Town's gaslights are aging and are in need of refurbishment. Funding is set aside in FY 2018 for refurbishment and overhaul of the gaslight units. In FY 2021, funding in the amount of \$100,000 is identified for conversion from gas to electric light units.

Council Goals: Historic Preservation and Town Appearance

Time Frame: FY 2018

FY 2018 Budget: \$10,000



Operating Impact: Routine maintenance and repairs, utility costs included in General Fund (\$8,910), Public Works division. Cost savings will be realized in annual maintenance in regards to repairs and utilities after completion of refurbishment of the lights. In addition, significant costs savings will be realized in the General Fund in annual utility costs and maintenance when the units are converted from gas to electric. Potential annual costs savings on maintenance and utilities is approximately \$8,000.

Street/Curb Striping Program

Description: To maintain road and curb markings on Town-owned roads and parking areas.

Justification: The Street Maintenance Program plans for street and curb marking activities every two years. The next repainting is planned for FY 2018.

Council Goals: Historic Preservation and Town Appearance; Pedestrian Safety and Access

Time Frame: FY 2018

FY 2018 Budget: \$8,000

Operating Impact: Annual costs associated with routine maintenance of marked roads and public parking areas are included in the General Fund, Public Works division. The FY 2018 General Fund does not allocate funding for this activity as the costs for refurbishment are included in the CIP.

Town Dock Maintenance

Description: To properly maintain and ensure safe access to the Town public dock and Riverwalk boardwalk.

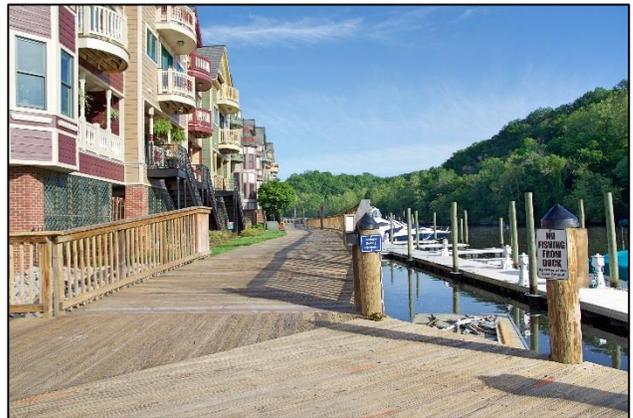
Justification: The FY 2018 CIP includes funding for new lighting along the boardwalk and dock area, as well as other necessary repairs.

Council Goals: Historic Preservation and Town Appearance; Riverwalk and Usage; Pedestrian Safety and Access

Time Frame: FY 2018

FY 2018 Budget: \$10,000

Operating Impact: Regular maintenance and utility costs associated with the dock and boardwalk are included as part of the General Fund (\$1,000) in the Public Works and Administration divisions.



Town boardwalk behind Gaslight Landing



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: October 3, 2017
8 B: Request to Approve 2018 Meeting and Town Holiday Calendar	

Explanation and Summary:

This is a request to set the Town Council meeting schedule for the 2018 calendar year. The Town Code Section 2-61, Date and time of regular meetings, states that the Council shall meet in regular session on the first Tuesday of each month at 7:00 p.m. or at such other times as may be fixed by resolution; provided at least one regular meeting per month shall be held as required by section 16 of the Charter.

The proposed meeting calendar includes regular meetings on the first Tuesday of each month and work session meetings on the third Tuesday of each month, except for the months of July, August and December, during which no work session is scheduled. Work session meetings are intended to discuss issues that would come before the Council for action at a regular meeting or other items that do not require formal action, but merit review and consideration by the full Council.

Town Manager's Recommendation: Recommend approval.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

"I move to approve the 2018 Town Council meeting and holiday schedule as presented."

OR

Other action Council deems appropriate.

Attachments: (1) Calendar Year 2018 Town Council Meeting and Holiday Schedule

TOWN OF OCCOQUAN 2018 Meeting Schedule

DATE	MEETING TYPE
Tuesday, January 2, 2018	Regular Meeting
Tuesday, January 16, 2018	Work Session + Budget Work Session
Tuesday, February 6, 2018	Regular Meeting
Tuesday, February 20, 2018	Work Session (Budget)
Tuesday, March 6, 2018	Regular Meeting + Budget Work Session
Tuesday, March 20, 2018	Work Session
Tuesday, April 3, 2018	Regular Meeting + Budget Public Hearing
Tuesday, April 17, 2018	Work Session
Tuesday, April 24, 2018	Public Hearing Proposed Tax Rates
Wednesday, May 2, 2018*	Regular Meeting
Tuesday, May 15, 2018	Work Session
Tuesday, June 5, 2018	Regular Meeting
Tuesday, June 19, 2018	Work Session
Tuesday, July 3, 2018	Regular Meeting
Tuesday, August 7, 2018	Regular Meeting
Tuesday, September 4, 2018	Regular Meeting
Tuesday, September 18, 2018	Work Session
Tuesday, October 2, 2018	Regular Meeting
Tuesday, October 16, 2018	Work Session
Wednesday, November 7, 2018*	Regular Meeting
Tuesday, November 20, 2018	Work Session
Tuesday, December 4, 2018	Regular Meeting

Total Regular Meetings: 12

Total Work Sessions: 10

Total Special Meetings: 1

*Added additional meeting in April for Budget Public Hearing.

*Moved regular May meeting date to following Wednesday due to Town Election Day.

*Moved regular November meeting date to following Wednesday due to Election Day.

2018 Town observed holidays

Town Hall will be closed in observance of the following holidays:

January 1, 2018 - New Year's Day	October 8 - Columbus Day
January 15 - Martin Luther King, Jr. Day	November 12 - Veterans Day (observed)
February 19 - Presidents' Day	November 22, 23 - Thanksgiving Holiday
May 28 - Memorial Day	December 24, 25 - Christmas Holiday
July 4 - Independence Day	December 31, January 1, 2019 - New Year's Holiday
September 3 - Labor Day	

Staff Work Days: June 4, 2018 and October 1, 2018