



**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)  
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## Occoquan Town Council

### Regular Meeting

March 1, 2016 | 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. February 2, 2016 Special and Regular Meeting Minutes
  - b. February 16, 2016 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. Chief of Police
  - f. Boards and Commissions
8. **Regular Business**
  - a. Request to Make Town Position Appointments
  - b. Request to Approve After-the-Fact Snow Removal Activities and Expenditures
  - c. Request to Contract with Berkley Group to Perform Comprehensive Plan Update as it Relates to the Chesapeake Bay Act
  - d. Appointment to Board of Zoning Appeals

**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](http://www.occoquanva.gov).*

**9. Closed Session**

**10. Work Session Business**

- a. FY 2017 Proposed Budget Discussion

**11. Adjournment**



**OCCOQUAN TOWN COUNCIL**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, February 2, 2016**

**Special Meeting Minutes**  
**6:30 p.m.**

**Present:** Mayor Liz Quist, Vice Mayor Pat Sivigny, Councilmembers Joe McGuire, Jim Drakes, and Tyler Brown  
Staff: Kirstyn Jovanovich, Town Manager

**Absent:** Councilmember Matt Dawson

**1. Call to Order**

Mayor Quist called the meeting to order at 6:35 p.m.

**2. Closed Session**

Vice Mayor Sivigny moved that the Council convene in closed session to discuss the following as permitted by Virginia Code Section 2.2-3711(A) (1), a personnel matter involving consideration or interviews of candidates for employment or appointment to Town Clerk. Councilmember Drakes seconded. The motion carried unanimously.

Mayor Quist noted that Councilmembers Joe McGuire and J. Matthew Dawson were absent at the time of the vote. Councilmember McGuire arrived after the Council convened into closed session.

The Council came out of closed session at 7:02 p.m. Vice Mayor Sivigny moved that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in that motion. Councilmember Brown seconded.

Motion passed, Ayes - Councilmember Brown, Councilmember Drakes, Councilmember McGuire and Vice Mayor Sivigny, by roll call vote.

**Regular Meeting Minutes**

7:00 p.m.

**Present:** Mayor Liz Quist, Vice Mayor Pat Sivigny, Councilmembers Joe McGuire, Jim Drakes, and Tyler Brown  
Staff: Kirstyn Jovanovich, Town Manager; Martin Crim, Town Attorney; Bruce Reese, Town Engineer; Sheldon Levi, Chief of Police; Stan Orndorff and Billy Flynn, The Engineering Groupe  
Planning Commission Members: Daniel Braswell, David Irwin, Ramsey Baerga, Joe McGuire

**Absent:** Councilmember Matt Dawson

**4. Call to Order**

Mayor Quist called the meeting to order at 7:03 p.m.

**5. Pledge of Allegiance****6. Citizen's Time**

David Irwin, Gaslight Landing, requested that the Town inquire about revising mail delivery services within the Town, specifically adding cluster boxes within HOA communities. He further stated that requiring mail to be picked up daily from one location adds to issues with pedestrian safety and traffic congestion in the historic district.

Ellalyne Brayman, Labella Bridal owner, commended the Town staff and Council on snow removal activities that were conducted by the town during the January blizzard. She thanked the Town for the extra efforts and helping businesses get back to business quickly after the snow storm.

Nathalie Quiveors-Omar, So Bohemian owner, also thanked the Town for their efforts in snow removal within the business district.

Mayor Quist commented that the Town received many compliments and positive comments on the town's snow removal efforts in January and commended the staff on their efforts.

Councilmember Drakes commended Maintenance Supervisor Bucky Brill for his dedication to the town in overseeing and coordinating snow removal activities during the blizzard. His determination and support for the Town was above and beyond the call of duty and much appreciated.

**7. Approval of Minutes**

It was moved to approve the minutes of the January 5, 2016 Regular Meeting and the January 19, 2016 Work Session Meeting minutes.

**A motion was made by Council Member Drakes, seconded by Vice Mayor Sivigny that the Action Item be approved. The motion carried by poll vote, unanimous.**

### **8. Council Member Reports**

None.

### **9. Mayor's Report**

None.

### **10. Staff Reports**

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

1. There is an appeal to the PWC Building Appeals Board for a denial of a plumbing permit made by the Town's Building Official to be held on February 17. The appeal is in reference to a plumbing permit denial for the Kiely Court project, of which the applicant requested to cut an existing lateral line that services upstream properties. It was denied based on public health and safety grounds. Mr. Crim stated that this is really a dispute between neighbors; however, the Town will attend and defend its position on the denial to the board.
2. In regards to body worn cameras, there are currently four bills in subcommittee, one of which would require the state pay half the cost of body worn cameras. Prince William County has circulated a draft body camera policy to the Bar Association for their input.
3. There is a bill this year to require the use of government emails for government business; anyone doing town business would need to be assigned an occoquanva.gov email address. There is a bill that would require taping of closed sessions; currently in committee. There is a bill that would provide a one-year jail term for a knowing violation of the Freedom of Information Act. There is an Airbnb Bill – provide for a model ordinance to tax and regulate Airbnb-type relationships. There are a number of bills that will allow the town to post legal notices on the internet as opposed to paying to place in a newspaper. All of the house bills have been continued until next year, but there are still two senate bills that are in the Committee on Local Government.

Councilmember McGuire asked when the hearing was on February 17. Mr. Crim stated it was at 2 p.m.

Councilmember Drakes asked what the Town's role is in the building appeal hearing, further adding that if it is a matter between two private property owners, when does the town's involvement in this matter end. Mr. Crim stated that if the PWC Building Appeals should overrule the Town, then the Council could pursue the matter to the State Board of Building Code Appeals; that would be a policy decision for the Council to make. But, at this point, it is appropriate

for the town to defend its position with the appeals board, but how far the town pursues this matter is entirely up to the Town Council. From the staff point of view, the appeal is important to defend at the administrative level.

**B. Town Engineer:** Mr. Reese, Town Engineer, reported on the following engineering activities:

1. Matt Williams has resigned from The Engineering Groupe and introduced Billy Flynn and Stan Ordndorff who will be taking over Matt's responsibilities.
2. Land Disturbance Activity report
  - a. Vistas at Occoquan – revised plans to extend sidewalk to Rivertown project.
2. Occoquan Heights – the bypass has been installed and staff will continue to monitor.

Mayor Quist asked if we have seen any runoff conditions from the snow that are causing any issues at this point. Mr. Reese stated he has not seen any issues regarding the snowmelt at this time.

Councilmember Brown asked about the status of the Berrywood project. Mr. Reese stated that it is currently for sale and a sale is pending, to his knowledge. Mr. Reese stated it is not on the land disturbance list as it is a dormant site at this time.

**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, Town Manager, submitted a manager's report as part of the agenda and held further discussion on the following:

- a. Received a \$1,000 grant from VML for Risk Management and will be using it to purchase a security camera system for Town Hall.

Vice Mayor Sivigny inquired as to the state of the delinquent taxes owed to the Town. Ms. Jovanovich stated that once the new Town Clerk is brought on board, staff will focus on bringing those businesses up to date on taxes owed.

Councilmember Brown inquired as to the accuracy of the amount spent on snow removal listed within the Manager's report. Ms. Jovanovich is estimating that the Town spent around \$10,000 on snow removal during the January blizzard. Ms. Jovanovich stated that the overage on snow removal can be offset from the community and business support funding that was set aside during the FY16 budget process, as the snow removal activities directly benefited the business community in assisting them in opening their doors faster after the end of the snow event.

- E. **Chief of Police:** Chief Levi provided his January 2016 report with the agenda packet.

Councilmember McGuire inquired into the specifics of a DUI stop during Chief's shift on New Year's eve including whether he was the first, second or third person on scene, who pulled the vehicle over, how long he was on scene, his role in the process, who performed the field sobriety test, and inquired why Chief Levi left the Town. He further inquired if he was dispatched on the call by the County.

Chief Levi stated that he was the first to respond, he assisted with pulling the individual over, did not make the arrest, could not definitively recall how long he was on scene and stated that he assisted with this issue outside of town as PWC resources were in Dale City and not readily available in this area. Chief Levi stated he was dispatched on the call.

Councilmember McGuire inquired about the stop Chief Levi made at Woodbridge High School.

Chief Levi stated that he recognized the individual on the call as a town resident and made the decision to stop to assist. He stated that he did not get dispatched to the call.

Mayor Quist inquired as to whether or not there was a concern with procedure.

Councilmember McGuire stated he is concerned about Chief Levi responding to incidences outside of the confines of the Town.

F. **Boards and Commissions:**

Councilmember McGuire had no report from the Planning Commission.

Ms. Brenda Seefeldt reported for the Architectural Review Board – during the January meeting no actions were taken.

## 11. Public Hearing

### A. Joint Public Hearing of the Planning Commission and Town Council on Revised Floodplain Ordinance and Association Subdivision Amendments

Mayor Quist called the public hearing to order at 7:30 p.m.

Councilmember McGuire called the Planning Commission meeting to order at 7:31 p.m.

No comments were received from the public.

Councilmember McGuire moved to close the public hearing. The public hearing was closed at 7:32 p.m.

## 12. Regular Business

### A. Request to Approve Floodplain Management Ordinance and Associated Subdivision Amendments

It was moved that the Planning Commission recommend approval of the ordinance and associated subdivision amendments to the Town Council.

**A motion was made by Planning Commission Chair McGuire, seconded by Planning Commission Member Irwin that the Action Item be approved. The motion carried, roll call: Ayes – David Irwin, Ramsey Baerga, Joe McGuire and Dan Braswell. Nays – none.**

Councilmember Brown inquired whether these revisions were going to impact development on the riverfront. Ms. Jovanovich stated that it would impact riverfront development as it relates to its existence in the floodplain. Development would still be permitted; however, there will be certain requirements that would need to be met in order to limit flooding impacts on properties.

Mr. Reese added that this is related to the National Flood Insurance Program in order to ensure the Town's continued participation in the program.

It was moved to approve the revised Floodplain Management Ordinance and associated subdivision amendments.

**A motion was made by Councilmember Drakes, seconded by Council Member Brown that the Action Item be approved. The motion carried, unanimous.**

### B. Request to Award Contract for Construction of Phase II of the River Mill Park Project

Ms. Jovanovich stated there is a funding gap between the total cost of the project and the funding provided by Prince William County in the amount of approximately \$95,000, should the project be implemented as planned. She further stated that the amount of the total budget meets the budgeted amount prior to the County cutting back on that amount during the last budget cycle from \$1.5 million to \$1.3 million. The town has reached out to the County and they have advised that the town needs to stay within the current budget of \$1.3 million, and Mayor Quist has reached out to Supervisor Anderson's office to seek assistance. In addition, Ms. Jovanovich stated that she looked into current financing options that the Town could put toward the park project to address the funding gap. She stated that there is funding set aside in the CIP in the Mill Street Revitalization project that could cover the gap, and still accomplish some items including intersection improvements

and parking improvements under the Route 123 bridge within this fiscal year and not impact the reserves. If the Town cannot cover the funding gap, the Town will need to reduce the scope of the project in order to meet currently available funding from the County. Ms. Jovanovich stated that the engineers performed value engineering with the top two contractors and reduced the project costs by changing the shade vendor, and removing pavement stamping and repaving on the Mill Street cul-de-sac.

Mr. Drakes inquired as to what was the shade reduction. Ms. Jovanovich stated that it was a different manufacturer and reduced the cost by \$40,000.

Councilmember Brown asked whether or not in the County's next budget cycle we could lose more funding. Ms. Jovanovich stated that no funding is set aside in the FY 17 Budget as we expect to have the project completed by June 30, 2016.

Ms. Jovanovich stated that if the Town did not apply additional funding to cover the project's funding gap, she would suggest removing the completion of the stone dust trail and focus on installing the pavilion and park lighting.

Councilmember Drakes expressed concerns about cutting the scope with the expectation the Town would come back in a future year to complete the project. He stated that we have the resources available that can be applied to the downtown area and that applying it to this project is within the intent of what that funding was tasked for during the budget process.

Councilmember McGuire expressed concerns about taking funding that was expected to be used to spruce up Mill Street and putting it toward the park.

Mayor Quist stated that the reason we set that funding aside during FY2016 was because we recognized that we had sufficient funding within the reserve and still had additional funding available above and beyond current CIP plans. She stated that there is still opportunity to obtain funding from the County to assist with the overage.

Vice Mayor Sivigny stated that the Town needed to get the park done, and get it done properly and suggested moving forward with re-appropriating funding from the Mill Street project toward the Park and ask that the Mayor continue to reach out to the County to obtain some funding from the County to cover the gap.

It was moved to award a contract in the amount of \$288,590 to Dominion Construction Group, and re-appropriate \$96,000 from the Mill Street Revitalization Project in the FY2016 CIP to the River Mill Park project. It was further moved to authorize the Mayor to sign all associated agreements, contracts and other documentation related to the construction of the project.

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

### 13. Closed Session

Vice Mayor Sivigny moved that the Council convene in closed session to discuss the following as permitted by Virginia Code Section 2.2-3711(A) (1), a personnel matter involving consideration or interviews of candidates for employment or appointment to Town Clerk and appointment or promotion of particular officers or employees, specifically Town Clerk. Councilmember McGuire seconded. The motion carried unanimously.

The Council came out of closed session at 8:46 p.m. Vice Mayor Sivigny moved that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in that motion. Councilmember McGuire seconded.

Motion passed, Ayes - Councilmember Brown, Councilmember Drakes, Councilmember McGuire and Vice Mayor Sivigny, by roll call vote.

It was moved to offer the position of Town Clerk to Christopher S. Coon, contingent upon successful completion of a background check.

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

### 14. Adjournment

The meeting was adjourned at 8:48 p.m.

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Kirstyn Jovanovich  
Town Manager/ Acting Town Clerk



**OCCOQUAN TOWN COUNCIL**  
**Work Session Minutes**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, February 16, 2016**  
**7:00 p.m.**

**Present:** Mayor Liz Quist, Vice Mayor Pat Sivigny, Tyler Brown, Jim Drakes and Joe McGuire

Staff: Kirstyn Jovanovich, Town Manager; Abigail Breeding, Town Treasurer; Chief Sheldon Levi.

**Others:** Mike Chandler, Virginia Tech Land Use Education Program, Town Comprehensive Plan consultant; and Ramsey Baerga, Daniel Braswell, David Irwin, Planning Commission Members.

**Absent:** Councilmember J. Matthew Dawson

**1. Call to Order**

Mayor Quist called the meeting to order at 7:00 p.m.

**2. Regular Items**

**A. Occoquan Comprehensive Plan: A Diagnostic Review - Report and Presentation**

Mr. Mike Chandler, Virginia Tech Land Use Education Program, presented the final report on the diagnostic review of the Town's 2003/2013 Comprehensive Plan. He discussed the upcoming Planning Commission revision process that will include a 120-day process, with the final draft of the revised 2016 Comprehensive Plan going to Town Council for approval prior to June 30, 2016. The process will include a public input process, and utilizing readers/reviewers to provide input on drafted sections of the plan.

The diagnostic included a suggested structure and outline, draft chapter titles and planning themes, and a draft vision for Planning Commission consideration. In addition, Mr. Chandler recommended reformatting the plan to 'front load' the plan with the essential information, include existing land use plan and future land use maps, and setting a ten year planning horizon (2016-2025) for the document.

Mr. Chandler suggested holding several Planning Commission work sessions beginning in March through the adoption of the revised plan and offered to assist the Planning Commission pro-bono throughout the remainder of the process.

Ms. Jovanovich stated that that Town received a grant for \$5,000 to update the Comprehensive Plan as it relates to the Chesapeake Bay Preservation Act. The contractor who assisted the town in applying for the grant is proposed to assist the town through this process, with the update being required by June 30, 2016.

Mr. Chandler will be providing proposed strategies and policies, as well as updated demographic information once the planning process commences.

The Planning Commission will schedule work session dates during their March 8, 2016 regular meeting, with the intention of having a draft plan discussion with Town Council at the April Town Council work session.

**B. Treasurer's Report - FY2016 Year to Date Report (Second Quarter)**

Abigail Breeding, Town Treasurer, provided the FY2016 Second Quarter report.

- General Fund actual net income is \$6,700 below budget.
- General Fund actual net income is \$12,000 below General Fund net income for December 31, 2014.
- Received \$4,300 in brick revenue as of December 31, 2015.
- Of Services Expense/Revenue-Engineering, \$361,400 is attributed to River Mill Park.

Ms. Jovanovich stated that the Town is currently working with the Building Official to work toward achieving cost-neutral revenues and expenditures within the building official service category. She further stated that either the contractor's fee schedule needs to be adjusted or the Town's fee schedule needs to be changed in order to recover actual costs to the town.

**C. Public Safety Discussion**

Ms. Jovanovich provided a summary of previous public safety discussions since March 3, 2015 and reviewed Council's established public safety goals:

- Protection of private property;
- Improvement of pedestrian safety;
- Increased patrol hours including nights and weekends;
- Prioritizing community meetings outside of town; and
- Updating department policies.

Ms. Jovanovich discussed steps taken by staff to achieve the goals including onboarding two new auxiliaries, developing an internal affairs function, revised general orders for the department, working on body camera policy for FY2017, adjusted Chief's schedule to include nights and weekends, and limited out-of-town meetings. She further stated she met with Captain Vago who is the town's liaison with the County and discussed the agencies' roles and cooperation between the organizations.

Vice Mayor Sivigny stated he believed that the consensus was that our police department should focus on daytime work and that if coverage is needed on nights and weekends, the County should respond to those issues. He further stated that he did not see the need to have Occoquan PD coverage on nights and weekends

and wanted the police department to focus on traffic enforcement and cut through traffic.

Councilmember Drakes stated that he would like to have the Town's police available during more active times, in addition to the traffic enforcement and rush hour coverage; he stated he does see a need to have the Occoquan police available during nights and weekends.

Vice Mayor Sivigny was concerned that if we require nights and weekends, that it will cut into Chief's ability to handle daytime traffic enforcement. He stated he would like to see the data to show that there is an issue during weekends and nights before we require nights and weekends of our police department.

Mayor Quist stated that when this was discussed previously, there was a split amongst Council, and that was when the suggestion of an auxiliary position was introduced to allow Chief to focus on daytime work to include traffic enforcement and cut through traffic, and utilize the auxiliary to provide coverage on nights and weekends.

Councilmember Drakes has concerns about security at the new park and to take steps to prevent crime.

Ms. Jovanovich stated that the concern about nights and weekends was the response time; if we have an Occoquan officer in town they are able to respond much faster than a Prince William County officer is able.

The auxiliaries are expected to work 20 hours per month, per auxiliary.

Staff will continue to work toward the goals established by Town Council and as we move through the process utilizing auxiliaries, staff will update Council on its public safety strategy.

Councilmember Sivigny inquired about compensatory time accrual for staff. Ms. Jovanovich stated that each employee receives benefits based on their individual contract. The personnel manual is currently under review and a draft policy will be provided to Council.

#### **D. FY 2017 Budget Work Session – Review and Priority Setting**

Ms. Jovanovich provided an overview of current year achievements and FY 2017 proposed initiatives and discussed staffing needs and proposed staffing adjustments including changing the Treasurer position from 20 hours, flexible schedule to 30 hours, in-office core hours; Maintenance Supervisor position from 35 hours part time to 40 hours full time; and the addition of a part time administrative position at 20 hours per week.

She stated that the FY 2017 budget was developed based on the six priorities that were set by Town Council during the FY 2016 budget process including: Parking Issues, Pedestrian Safety and Access, Historic Preservation and Town Appearance, Riverwalk Project, Community Development and Programming, Stormwater Management.

Ms. Jovanovich presented information on revenue generated from the current \$.11 real estate tax rate and a one-cent increase from \$.11 to \$.12 per \$100 of assessed value.

The Council discussed upcoming programming needs and capital programming for FY 2017 and beyond.

Ms. Jovanovich stated that there would be another opportunity for Council discussion on the proposed budget in order to provide guidance and set priorities for FY 2017 budget. The proposed budget will be available to the public after the March 1, 2016 meeting.

### **3. Adjournment**

The meeting adjourned at 9:50 p.m.

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Kirstyn Jovanovich  
Town Manager/ Acting Town Clerk



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**TOWN COUNCIL**  
Elizabeth A. C. Quist, Mayor  
Patrick A. Sivigny, Vice Mayor  
Tyler C. Brown  
J. Matthew Dawson  
Jim Drakes  
Joe McGuire

**TOWN MANAGER**  
Kirstyn Barr Jovanovich

**BUILDING OFFICIAL**  
Joseph E. Barbeau, Jr.

## FEBRUARY 2016 REPORT TO THE TOWN COUNCIL BUILDING OFFICIAL REPORT

### PERMITS ISSUED

No new permits issued.

### CERTIFICATES OF OCCUPANCY ISSUED

- Temporary Certificate to Occupy was issued to Bar J Restaurant located at 125 Mill St., on 2/8/16, to facilitate PWC Health and ABC inspections.
- Certificate to Occupy was issued to Bar J Restaurant located at 125 Mill St., on 2/10/16, upon documentation of passed ABC and PWC Health inspections.

### INSPECTIONS

Date	Activity
2/5/2016	Final Inspection for work done at 125 Mill St. was approved.
2/18/2016	Final Inspection of Electrical work performed for the bathroom construction at 458 Mil St., River Mill Park Project.

### DOCUMENT REVIEW

No documents are currently under review.

### ACTIONS

A substantial amount of time has been expended regarding the Appeal of the Denial of the Plumbing Permit for work to be conducted at 430 Mill St. The position of this Official being that to allow this work would place the Town at risk of Litigation by being party to the discontinuance of service for abutting properties. And, that the issuance of this permit would allow the circumvention of the Civil Process that should adjudicate such issues upon privately owned properties. The Appeal of this Denial of Permit was heard before the Prince William County Board of Building Code Board of Appeals, whom by agreement fulfills this function for the Town. The Decision to Deny this Plumbing Permit was sustained, and a copy of the Board's Resolution is attached. The aggrieved property owner maintains the right to Appeal this decision to the State Building Code Technical Review Board (SBCTRB), and such an Appeal must be filed within 21 days of their receipt the Certified Mail copy of the Board's resolution. This status should be determined no later than the end of March, accounting for the possibility that the County's language refers to 'business days'. Consideration of whether

the issue warrants, and/or how to proceed regarding the property owners' public declaration that the property presents a danger through the potential for sewage discharge, is being researched and discussed. This office will continue to update the Council as to the status and evolving issues regarding this property. (See attachment)

### **RECOMMENDATIONS**

There are no recommendations for the Council at this time.

### **OTHER**

A constituent complaint regarding damage to a residential unit at Woodlee Terrace has been forwarded to this department. The complainant has been contacted, as has the management company for this property. Work is currently underway to repair damage caused by a leak. It is the understanding that this work does not require a permit. A second inquiry has been made by this complainant, and this is being followed up.

**End of Report, submitted on 2/23/16.**

PRINCE WILLIAM COUNTY  
BUILDING CODE BOARD OF APPEALS  
**Resolution**

**WHEREAS**, the Prince William County Building Code Board of Appeals is duly appointed to resolve disputes arising out of enforcement of the Virginia Uniform Statewide Building Code; and

**WHEREAS**, an appeal has been filed and brought to the attention of the Board of Appeals; and

**WHEREAS**, a hearing was held on February 17, 2016 to consider the aforementioned appeal; and

**WHEREAS**, the board has fully deliberated this matter; now, therefore, be it

**RESOLVED**, That in the matter of

Appeal No. APL2016-00012

IN RE: Kiely vs. Town of Occoquan

The decision of the Building Official is hereby *upheld*, for the reasons set out below:

1. The Building Code Board of Appeals concurs that based on the evidence, the denial of the Plumbing Permit was proper.

Date: February 17, 2016

Signature:   
Chairman of Local Board of Appeals

Note: Any person who was a party to the appeal my appeal to the State Building Code Technical Review Board by submitting an application to such board within 21 calendar days upon receipt by certified mail of this resolution. Application forms are available from the Office of the State Review Board, 600 East Main Street, Richmond, VA 23219, (804) 371-7150.



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Jim Drakes  
Joe McGuire

**TOWN MANAGER**  
Kirstyn Barr Jovanovich

## **Town Manager's Report Town Council Meeting – March 1, 2016**

### **Delinquencies**

Meals Tax Delinquencies: Enforcement notices were issued to Pink Bicycle (Aug 2015 – Jan 2016), Occoquan Inn (Dec 2015 and Jan 2016) and Riverside Coffee and Mini-Mart (Sept 2015 – Jan 2016) for delinquent meals taxes on February 24, 2016. Wolfe & Beane is assumed to be out of business; staff is following up to obtain meals tax information on months in operation from August 2016 to present. Continuing to work through VFW meals tax issue.

Real Estate delinquency notices are being processed.

### **Town Clerk Hiring Process**

The new Town Clerk, Christopher Coon, began work with the Town on Monday, February 22, 2016. Council will be asked to officially appoint Mr. Coon to the position of Town Clerk on March 1, 2016.

### **Leadership Prince William**

The Town of Occoquan has been selected as the location for this year's Comcast Cares Day on Saturday, April 30, 2016. The community service project will include repairs to the Town dock, improvements to Mamie Davis Park, installation of a community garden and preparing the retaining wall on Commerce Street and Route 123 for a public art project. Leadership Prince William will be responsible for working with Comcast and the town to identify resources, donations and volunteers. As the scope of the project is refined, more information will be provided to Town Council.

Participated in the February session of Leadership Prince William, which focused on Health and Human Services. The next session will be held on March 17, and focus on Arts and Culture.

### **Chesapeake Bay Implementation Grant Fund**

The Town was selected to receive a \$5,000 grant from the 2016 Chesapeake Bay Implementation Grant Fund for use to update the Town's Comprehensive Plan as it relates to the Chesapeake Bay Act.

### **CFM Certification**

Received notification of certification by the Association of State Floodplain managers, Inc. as an ASFPM Certified Floodplain Manager.

### **Events and Community Development Director Hiring Process**

The position announcement closed on Sunday, February 21, 2016 and we received 35 applications. The Town Manager, Vice Mayor Sivigny and Councilmember Brown are on the hiring panel and will be reviewing applications and scheduling interviews within the first two weeks of March, with the goal of having the position filled by end of March or early April.



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Jim Drakes  
Joe McGuire

**TOWN MANAGER**  
Kirstyn Barr Jovanovich

**CHIEF OF POLICE**  
Sheldon E. Levi

## FEBRUARY 2016 REPORT TO THE TOWN COUNCIL CHIEF OF POLICE/TOWN SERGEANT REPORT

- Completed required training on new CPR/First Aid guidelines to maintain instructor certification.
- Started working with auxiliary officers to familiarize them with the Town.
- Drove several residents to their homes during the President's Day snow storm. Streets were plowed, but due to their particular vehicle's size, tire condition, etc. were unable to get up the hills.
- Took the auxiliary officers on a tour of the Gar-Field station.
- Handled a complaint about a resident not cleaning up after their dog on a residential property.
- Assisted the Town Manager in staffing Town Hall, as needed.



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

<b>8. Regular Business</b>	<b>Meeting Date:</b> March 1, 2016
<b>8 A: Request to Make Town Position Appointments</b>	

**Explanation and Summary:**

This is a request to make appointments for the following Town positions:

Asst. Town Engineer / Asst. Zoning Administrator / Asst. Subdivision Agent  
Stan Orndorff, Senior Project Manager, The Engineering Groupe

Town Engineer / Asst. Zoning Administrator / Asst. Subdivision Agent / Asst. Floodplain Manager  
Bruce Reese, Vice-President, Legacy Engineering

Zoning Administrator / Subdivision Agent / Asst. Town Engineer  
Ned Marshall, Executive Vice President, The Engineering Groupe

Floodplain Manager  
Kirstyn Jovanovich, CFM, Town Manager

Town Clerk  
Christopher Coon

**Engineer's Recommendation:** Recommend appointments.

**Town Attorney's Recommendation:** Recommend appointments.

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

**Cost and Financing:** Per contract(s) and fee schedule(s)

**Account Number:** Professional Services

**Proposed/Suggested Motion:**

"I move to appoint,

- Stan Orndorff as Asst. Town Engineer, Asst. Zoning Administrator, Asst. Subdivision Agent;
- Bruce Reese as Town Engineer, Asst. Zoning Administrator, Asst. Subdivision Agent, Asst. Floodplain Manager;

## Town Appointments

Page 2

- Ned Marshall as Zoning Administrator, Subdivision Agent, Asst. Town Engineer;
- Town Manager Kirstyn Jovanovich as Floodplain Manager; and
- Christopher Coon as Town Clerk.

OR

Other action Council deems appropriate.

**Attachments: None.**



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

<b>8. Regular Business</b>	<b>Meeting Date:</b> March 1, 2016
<b>8 B: Request to Approve After-the-Fact Snow Removal Expenditures</b>	

**Explanation and Summary:**

Due to the large snow storm that occurred during the weekend of January 22 through 24, 2016, the Town exceeded its snow removal budget of \$5,000 for FY 2016. Additional resources were utilized to remove snow from on-street parking and relocate snow piles in order to allow businesses and residents to access properties within the historic district.

The cost for FY2016 snow removal activities will be offset by the Business and Community Support funding included as part of the FY2016 budget.

<b>Event Date(s)</b>	<b>Activities/Impact</b>	<b>Cost</b>
January 22-25, 2016	Plowing, Sanding, Snow Relocation, Front Loader Rental and Labor	\$12,488.75
February 14, 2016	Plowing, Sanding	\$776.25
<b>Total Cost To Date</b>		<b>\$13,265</b>

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

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

**Cost and Financing:** \$13,265  
**Account Number:** Snow Removal

**Proposed/Suggested Motion:**

"I move to approve after-the-fact snow removal activities in the amount of \$13,265."

OR

Other action Council deems appropriate.

**Attachments: (3)** Contractor Invoices

**Virginia Lawn Service, Inc.**

1051-A Cannons Court  
Woodbridge, VA 22191-1434

**Invoice**

DATE	INVOICE #
1/27/2016	8234565

BILL TO
Town of Occoquan c/o Kirstyn Jovanovich 314 Mill Street Occoquan, VA 22125

Town of Occoquan  
Virginia  
FEB 02 2016  
RECEIVED

TERMS	ACCOUNT NO.
Due on receipt	

SERVICED	DESCRIPTION	QTY	RATE	AMOUNT
1/20/2016	Sand Hills - inch of snow - late evening	1.75	135.00	236.25 ✓
1/22/2016	Blizzard - Plow - arrive 5:20 pm	1.75	120.00	210.00 ✓
1/22/2016	Blizzard - Plow - arrive 9:41 pm	1.5	120.00	180.00 ✓
1/23/2016	Blizzard - Plow - arrive 8:10 am	2.25	120.00	270.00 ✓
1/24/2016	Blizzard - Plow - arrive 4 am	1.75	120.00	210.00 ✓
1/27/2016	Plow - touch-up - arrive 8:55 am	2	120.00	240.00 ✓
1/22/2016	Apply sand/salt to hills - arrive 11 pm	2	135.00	270.00 ✓
1/24/2016	Apply sand/salt to hills - arrive 11:37 pm	2.25	135.00	303.75 ✓
1/26/2016	Apply sand/salt to hills - arrive 8:45 am	2.25	135.00	303.75 ✓
1/27/2016	Shovel walkways - arrive 8:55 am - requested	4	65.00	260.00 ✓
			<b>Total</b>	<b>\$2,483.75 ✓</b>

KM Equipment, LLC

8422 Terminal Rd  
Lorton, Va 22079

# Invoice

Date	Invoice #
2/1/2016	6397

Bill To
Town of Occoquan

Town of Occoquan  
Virginia  
FEB 04 2016  
RECEIVED

P.O. No.	Terms	Project
	Net 30	Town of Occoquan

Quantity	Description	Rate	Amount
<del>21.5</del> 23	Move snow from Main street to public parking lot from Sun 1800 hours to Monday 1700 hours ✓	2687.5 125.00	2687.5 2,875.00 ✓
<del>21.5</del> 23	Move snow from Main street to public parking lot from Sun 1800 hours to Monday 1700 hours ✓	125.00	2687.5 2,875.00 ✓
<del>21.5</del> 23	Move snow from Main street to public parking lot from Sun 1800 hours to Monday 1700 hours ✓	125.00	2687.5 2,875.00 ✓
21.5 23	30 cy Roll Off Truck	100.00	2150. 2,300.00 ✓
	DELIVERY CHARGES	200.00	200.00
		200.00	200.00
		200.00	200.00
		-600.00	-600.00
21.5 23	Discount from \$475 per hour to \$450 per hour	-25.00 ✓	-575.00

ASked to stop at 3pm.  
Mayor + Maint sup  
End time: 15:30 hours  
K

**Total** ~~\$10,350.00~~  
\$9,165.00

TOWN OF OCCOQUAN - Hourly Bi-weekly Employee Timesheet

Employee's Name: Don Mitchem

Pay period ending Saturday, \_\_\_\_\_

	TIME IN	TIME OUT	REGULAR	OVERTIME	HOLIDAY	WORK PERFORMED	HOURS WORKED
SUNDAY							
MONDAY							
TUESDAY						oversight of snow removal from parking lots / use of front loaders \$15 per hour \$330 KJ	22
WEDNESDAY						JAN 24, 2016	
THURSDAY						JAN 25, 2016	
FRIDAY							
SATURDAY							
Total hours worked this week							22

SUNDAY							
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
Total hours worked this week							

Employee's Signature

Supervisor's Signature

TOTAL HOURS WORKED THIS PAY PERIOD:

Virginia Lawn Service, Inc.

1051-A Cannons Court  
Woodbridge, VA 22191-1434

Town of Occoquan  
Virginia  
FEB 22 2016  
RECEIVED

# Invoice

DATE	INVOICE #
2/18/2016	8234608

BILL TO
Town of Occoquan c/o Kirstyn Jovanovich 314 Mill Street Occoquan, VA 22125

TERMS	ACCOUNT NO.
Due on receipt	

SERVICED	DESCRIPTION	QTY	RATE	AMOUNT
2/15/2016	Plow hills - Snow - arrive - 12:50 AM	1.5	120.00	<b>180.00</b>
2/15/2016	Sand Hills - icy - arrive - 1:25 PM	1.75	135.00	<b>236.25</b>
2/15/2016	Plow - Snow - arrive - 4:50 AM	1.5	120.00	<b>180.00</b>
2/15/2016	Plow - Snow - arrive - 12:01 PM	1.5	120.00	<b>180.00</b>
2/15/2016	Sand Hills - icy - arrive 10:02 PM		0.00	<b>0.00</b>
<b>Total</b>				<b>\$776.25</b>



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

<b>8. Regular Business</b>	<b>Meeting Date:</b> March 1, 2016
<b>8 C: Request to Contract with Berkley Group to Perform Comprehensive Plan Update as it Relates to the Chesapeake Bay Act</b>	

**Explanation and Summary:**

The Town of Occoquan has been selected to receive an award in the amount of \$5,000 from the 2016 Chesapeake Bay Implementation Grant Fund (CBIGF). The funds are to be used specifically for updates to the town's Comprehensive Plan as it relates to the Chesapeake Bay Act. The project scope is described in the attached project scope and grant application. The Berkley Group assisted the Town in developing the grant application and specializes in providing planning services including land use and transportation planning, zoning, project management, Stormwater management, and related services to localities. They have provided planning services for the Towns of Haymarket and Dumfries, and the City of Manassas Park.

This is a request to approve a contract with The Berkley Group to provide the services described in the attached scope and grant application, as it relates to the update of the Comprehensive Plan. The time line for the update is in accordance with the current proposed time line for the Comprehensive Plan update, which is scheduled to be approved by Town Council by end of the current Fiscal Year. This is a reimbursable grant based on receipt of quarterly financial reports and deliverables as required by the grant contract.

**Engineer's Recommendation:** Recommend approval.

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

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

**Cost and Financing:** \$5,000

**Account Number:** CBIGF Grant Funding

**Proposed/Suggested Motion:**

"I move to enter into a contract with The Berkley Group in the amount of \$5,000 to provide planning services to amend the Town's Comprehensive Plan in accordance with the requirements of Phase II of the Chesapeake Bay Preservation Act utilizing Chesapeake Bay Implementation Grant Funds."

OR

Other action Council deems appropriate.

**Attachments: (3)**    CBIGF Scope and Schedule - The Berkley Group  
                                 Grant Proposal  
                                 Grant Award Notification - February 21, 2016



February 19, 2016

Ms. Kirstyn Jovanovich  
Town Manager  
314 Mill Street  
Occoquan, VA 22125

**RE: Contract Services  
Work Order #1: Chesapeake Bay Preservation Act Comprehensive Plan Revisions**

Dear Ms. Jovanovich:

We are pleased to present the associated scope and fee to amend the Town's Comprehensive Plan in accordance with the requirements of Phase III of the Chesapeake Bay Preservation Act. The amendments to the comprehensive plan will result in provisions that promote the protection of water quality through reducing impervious cover, preserving indigenous vegetation, and minimizing land disturbance.

Should you or your staff have any questions related to the scope and associated fee, please let me know.

Thank you for the opportunity to work with you and your staff to help you achieve your goals.

Sincerely,

A handwritten signature in black ink that reads "Darren K. Coffey". The signature is written in a cursive, flowing style.

Darren K. Coffey, AICP  
Chief Executive Officer, Principal

I have reviewed the scope and fee for the associated task order and I hereby give the consultant notice to proceed for the work described herein.

---

Kirstyn Jovanovich, Town Manager

---

Date

## **SCOPE OF WORK**

The Berkley Group will identify and analyze the components of the Town's Comprehensive Plan that may be applicable to the updated regulations of 9VAC25-830 of the Chesapeake Bay Preservation Act. Following the identification of these components, the Berkley Group will draft updated language to existing sections and add new sections where applicable. The draft language will be developed under guidance with 9VAC25-830-170 of the Chesapeake Bay Preservation Act.

The Scope of Work will include the follow tasks:

### ***Task 1 – Review Comprehensive Plan***

The existing comprehensive plan must be reviewed in coordination with the requirements of Phase III of the Chesapeake Bay Preservation Act (9VAC25-830-170). Initial review will provide framework for revisions to be completed.

### ***Task 2 – Perform Diagnostic***

Diagnostic will be performed for each applicable section of the comprehensive plan to determine compliance with the requirements of 9VAC25-830-170 of the Chesapeake Bay Preservation Act. Results of diagnostic will serve as guidance for developing revised comprehensive plan language.

### ***Task 3 – Develop Draft Comprehensive Plan Language***

Results of diagnostic will be used to revise comprehensive plan language to comply with updated regulations of 9VAC25-830-170. Draft comprehensive plan language will be thoroughly reviewed to ensure full compliance. Summary chart of updates and changes made will also be created. Applicable Town forms will also be updated as necessary to include and reference revised sections.

### ***Task 4 – Submit Draft Comprehensive Plan Language to DEQ***

Draft comprehensive plan language will be submitted to DEQ no later than June 30<sup>th</sup>, 2016.

### ***Task 5 – General Administration and Reporting***

Meetings with Town staff will be held at grant intervals to provide updates on progress. Quarterly and final reports will be developed and submitted to DEQ at required due dates.

## **SCHEDULE**

Draft comprehensive plan revisions and a summary chart of updates and changes to the Town's Comprehensive Plan will be submitted to DEQ by June 30, 2016. The draft revisions will be ready for consideration by Town Council by July 30, 2016.

**FEE**

<b>Town of Occoquan Work Order #1 Chesapeake Bay Preservation Act Comprehensive Plan Revisions 2/19/2016</b>			
<i>Task</i>	<i>Description</i>	<i>Lump Sum</i>	<i>% of Fee</i>
Task 1	Review Comprehensive Plan	\$ 750	15%
Task 2	Perform Diagnostic	\$ 1,450	29%
Task 3	Develop Draft Comprehensive Plan Language	\$ 1,550	31%
Task 4	Submit Draft Comprehensive Plan Language to DEQ	\$ 250	5%
Task 5	General Administration and Reporting	\$ 500	10%
	Non Direct Expenses	\$ 500	10%
<b>TOTAL</b>		<b>\$ 5,000</b>	<b>100.0%</b>



## REQUEST FOR APPLICATIONS

### 2015–2016 CHESAPEAKE BAY PRESERVATION ACT IMPLEMENTATION

*Funding Source: EPA Chesapeake Bay Implementation Grant (Federal Funds)*

#### **Administering Agency:**

Department of Environmental Quality  
Water Division – Office of Local Government Stormwater Programs  
629 East Main Street, 10<sup>th</sup> Floor  
Richmond, Virginia 23219

Mailing Address:  
P.O. Box 1105  
Richmond, Virginia 23218

#### **RFA and Grant Awards Timeline**

October 5, 2015	Issue Request for Applications
November 1, 2015	Submission Deadline
November 16, 2015	Target date for Notice of Intent to Award to be issued
January 1, 2016	Target date to begin executing project agreements
September 30, 2016	Completion date for all projects
October 15, 2016	Final report submission deadline

#### **I. PURPOSE**

The purpose of this Request for Applications (RFA) is to solicit project proposals from local governments and Planning District Commissions within the Chesapeake Bay Preservation Act (CBPA) area for the implementation of: 1) septic tank pump-out programs; and 2) land use ordinance comprehensive plan revisions to address the land use water quality requirements of local government Chesapeake Bay Preservation Act programs.

Funded projects will reduce non-point source pollution into the Chesapeake Bay through the implementation of septic tank pump-out requirements and/or through the development of comprehensive plan provisions to address water quality and ordinance requirements that reduce impervious cover, preserve indigenous vegetation, and minimize land disturbance. Funding will be awarded through a competitive process.

## II. ELIGIBLE APPLICANTS

Counties, Cities, and Towns in Tidewater Virginia, as defined in § 62.1-44.15:68 of the Code of Virginia, required to implement the CBPA, as well as Planning District Commissions directly assisting in the achievement of local compliance with the CBPA are eligible to apply for funding.

## III. ELIGIBLE ACTIVITIES

### A. **Septic Tank Pump-Out Assistance:**

Grant funds may be used to provide financial assistance to low-to-moderate income homeowners within Chesapeake Bay Preservation areas to address the septic tank pump-out requirements of a local government's septic tank pump-out program, pursuant to the Chesapeake Bay Preservation Act.

It is expected that the Grantee will develop and implement an income verification process to ensure that individuals seeking financial assistance have low-to-moderate incomes. Limited funding may also be requested to cover other direct costs associated with the implementation of the program (i.e., determination of eligibility, processing payments to vendors, etc...). Grant deliverables will include reporting the number of tanks pumped on a hydrologic unit code (HUC) basis.

### B. **Water Quality Comprehensive Plan and Ordinance Revisions:**

Grant funds may be used for the development of land use ordinance provisions that address the water quality requirements of Phase III of the Chesapeake Bay Preservation Area Designation and Management Regulations (9VAC25-830.-1902 and 3) and the plan and plat notation requirements outlined in 9VAC25-830-190.4 and 5. This includes development of ordinance provisions in response to the results of a DEQ Advisory Review of the water quality provisions of a locality's code. The project must result in ordinance provisions that promote the protection of water quality through reducing impervious cover, preserving indigenous vegetation and minimizing land disturbance. Required grant deliverables include a copy of the proposed ordinance and a schedule for its consideration by the local elected body.

Funds may also be used for updating the CBPA components of local Comprehensive Plans. Required grant deliverables include draft, updated comprehensive plan provisions, and a schedule for their consideration by the local elected body.

## IV. AVAILABLE FUNDING

Approximately \$100,000 is available through the EPA Chesapeake Bay Implementation Grant (CBIG) for the above listed eligible activities. All funds must be spent by **September 30, 2016**. No Match is required.

- A. The amounts provided to localities and/or Planning District Commissions will be distributed on a competitive basis according to criteria established in this RFA. Please note that this is a reimbursement grant program with a spending deadline of **September 30, 2016**.

- B. The Department of Environmental Quality reserves the right to determine the final grant awards, in order to maximize the cost-effectiveness of grant funds awarded and support the maximum number of applicants with priority projects. Accordingly, the amount requested by the applicant may not equal the amount of the final grant award.
- C. For on-site septic tank pump-out programs:
  - a. Grant funds may only be used by the Grantee to pump on-site septic systems of occupied residential properties located within Chesapeake Bay Preservation Areas.
  - b. Owners of residential properties with on-site septic systems cannot receive grant funds more than once within a five-year period.
  - c. The Grantee is responsible for determining a homeowner's eligibility for assistance by verifying that the household's income does not exceed 80% of Area Median Income as determined by the U. S. Department of Housing and Urban Development or other valid State or Federal source.
  - d. The cost-share payment per pump-out will not exceed 50% of the total eligible cost or a cap amount of \$150, whichever is less.
  - e. The Grantee is responsible for providing hydrologic unit codes (VAHU6) for all on-site septic systems pumped. The following map service can be used to find the VAHU6 code for a particular location:  
<http://dswcapps.dcr.virginia.gov/htdocs/maps/HUExplorer.htm>

## V. GRANT AGREEMENT REQUIREMENTS & GUIDELINES

- A. The Department of Environmental Quality will make use of a standard grant agreement template and general terms and conditions for state and federally funded grant projects for awarding funding through this request for applications.
- B. Projects selected for funding will be required to provide quarterly progress and financial reports and a final report to the assigned DEQ Project Manager (details below).
- C. For Grantees using funds for a septic tank pump-out program, the deliverable expected to be included with the final report is the total number of pump-outs achieved through the use of the funds. The pump-outs must be reported on a hydrologic unit code (HUC) basis. A reporting template will be provided.
- D. For Grantees using funds for the development or revision of land use ordinances to address water quality, the expected deliverable is the draft or final ordinance(s) and a schedule for the consideration of the proposed ordinance provisions by the local government.

## V. GRANT REPORTING REQUIREMENTS

- A. Quarterly Progress Report Summary (Attachment A): The Grantee shall report progress to DEQ through a narrative summary of accomplishments that relate to the grant agreement and any key Milestones.
- B. Project Financial Report (Attachment B): The Grantee will summarize expenses incurred in the appropriate columns under "DEQ Funds" and Grantee contributions (optional)

under “Match Funds.” This form also serves as the reimbursement request, or invoice, for the Grantee.

- C. Financial Narrative: The Grantee shall submit a financial narrative that includes itemized details of expenditures by budget category. This narrative may be submitted in lieu of receipts; however, DEQ may request receipts and detailed financial accounting if the financial narrative does not provide enough detail to justify expenditures. The financial narrative should include any required employee time reporting forms required to meet federal reporting rules as outlined in the available Grant Project Management Manual. <http://www.deq.virginia.gov/programs/water/cleanwaterfinancingassistance/nonpointsourcefunding/grantprojectmanagementmanual.aspx>
- D. Milestones Table (Attachment C): The Grantee shall enter “Actual Completion Date” for specific tasks on the table and provide relevant notes. The Grantee shall inform DEQ of any expected delays in accomplishment of milestones and provide revised completion dates.
- E. NPS Pollution Tracking Data for BMPs (Attachment D): If the project is paying for the implementation of BMPs or activities that could produce pollution reductions, then this form must be filled out. The Grantee shall document BMP installation and shall ensure that required Operation and Maintenance Plans and Landowner Agreements are developed and submitted to DEQ if applicable.

## VI. SUBMITTAL REQUIREMENTS

- A. Applicants must complete the attached 2015–2016 Chesapeake Bay Preservation Act Implementation Support Application.
- B. In order to be considered for selection, project sponsors must submit their complete application by midnight November 1, 2015. Email and fax submittals will be accepted, if received by the deadline, but must be followed within three business days by a hard copy of the completed grant application with an authorized signature. Incomplete application materials or those not delivered or mailed accordingly will be disqualified.

Email application packages to:

[Joan.Salvati@deq.virginia.gov](mailto:Joan.Salvati@deq.virginia.gov)

Mail application packages to:

Joan Salvati, Program Manager  
Department of Environmental Quality  
Office of Stormwater Management Programs  
PO Box 1105  
Richmond, VA 23218

## VII. EVALUATION CRITERIA

Projects will be evaluated based on the criteria listed in the tables below in order to ensure that projects are prioritized based upon available funds. Final decisions regarding grant awards will be made by DEQ staff.

A. Septic Tank Pump-out Programs

<b>Evaluation Criteria</b>	<b>Maximum Points</b>
• Overall project approach.	15
• Demonstrated need for assistance.	15
• Cost effectiveness of the project.	15
• Applicant qualification and experience with similar activities or programs.	15
• Streams in the locality have been deemed impaired for bacteria or nutrients.	15
• The proposed project builds upon a previous Bay Implementation Grant proposal for which there has been a record of success and which facilitates the long term success of the locality’s septic tank pump-out program.	10
• Project demonstrates that a significant portion of the funds would go to low-income residents. Project ensures that the cost-share payment per pump-out will not exceed 50% of the total eligible cost or a cap amount of \$150, whichever is less.	15
<b>Evaluation Maximum Points</b>	<b>100</b>

B. Phase III Ordinance Revisions

<b>Evaluation Criteria</b>	<b>Maximum Points</b>
• Overall project approach.	20
• Demonstrated need for assistance.	20
• Cost effectiveness of the project.	15
• Applicant has qualification and experience with similar activities or programs.	15
• The proposed project will advance compliance with 9VAC25-830.-190.2 and 3, 9VAC25-830-170 of the CBPA Regulations and/or the plan and plat notation requirements outlined in 9VAC25-830-190.4 and 5.	20
• Transferability and/or usefulness of project to other localities.	10
<b>Evaluation Maximum Points</b>	<b>100</b>

## APPLICATION

**1. Applicant Information**

Name of Organization: Town Of Occoquan  
 Mailing Address: 314 Mill St.  
*(include street and PO Box)* P.O. Box 195  
 City, State, Zip: Occoquan, VA 22125  
 DUNS Number: 00-128-6582  
 Federal ID Number: 54-0842144

**2. Contact Information**

Contact Name: Kirstyn Barr Jovanovich  
 Contact Title: Town Manager  
 Phone Number: 703-491-1918 ext.2  
 Fax *(if applicable)*:  
 E-mail: kjovanovich@OccoquanVa.gov

**3. Project Information**

Project Title: Comprehensive Plan Revisions  
 Project Start Date, End Date: January 1, 2016-June 30, 2016  
 Total Requested Funding: \$5,000  
 Area Served *(list all localities or other geographic description)*:

Town of Occoquan

Does this area contain any impaired waters? Yes √ No     

If so, please list

Impaired Water(s)	Cause of Impairment
Occoquan River	Fecal Coliform and Estuarine Bioassessments

(A list of Virginia Impaired Waters is available at:  
[http://www.deq.virginia.gov/Programs/Water/WaterQualityInformationTMDLs/WaterQualityAssessments/2012305\(b\)303\(d\)IntegratedReport.aspx](http://www.deq.virginia.gov/Programs/Water/WaterQualityInformationTMDLs/WaterQualityAssessments/2012305(b)303(d)IntegratedReport.aspx) )

**4. Scope of Work**

Please provide a description of the proposed project and organization seeking funding. Be sure to include the following:

- A description of the personnel and/or partners involved in the project and their respective role(s).
  - If the proposal involves partnering with any other governmental entity, include a letter (or other statement) from the entity endorsing the application and expressing willingness to participate.
- The organization's qualifications and experience in administering this type of program or similar programs.
- How income eligibility will be determined (for septic tank pump-out programs).
- The geographic area(s) to be served.
- A description of any third parties that will administer the program.
- A description of the process for selecting contractors or third party participants.
- A description of the proposed process for developing ordinance revisions (for ordinance revision programs).
- A list of all anticipated results and deliverables (# of septic tanks pumped to be pumped, ordinances developed, etc.), and a timeline for the completion of all deliverables.

**Scope of Work:**

*Introduction:* The Town of Occoquan, VA is an incorporated town within Prince William County. The Town is currently responsible for administering an erosion and sediment control program, issuing land disturbing permits, approving site plans, subdivisions, and zoning permits.

*Purpose/Objective:* The Town of Occoquan is required to revise comprehensive plans to meet requirements of Phase III of the Chesapeake Bay Preservations Act (9VAC25-830-170). Comprehensive plans must incorporate the components described in Parts I and II. The purpose of these comprehensive plan revisions is to protect the integrity of Chesapeake Bay Preservation Areas by incorporating an information base, analysis and local policies about future land use issues relative to water quality protection. The comprehensive plan revisions will apply to the geographic area known as Occoquan, VA. The Town of Occoquan does not wish to claim grant funds to subsidize any town staff salaries or fringe benefits. The grant funds will be utilized to fund the cost of service provided by The Berkley Group, LLC, or a similarly qualified consultant approved by the Town Council, serving as an extension of Town staff in drafting language to ensure that CBPA components of the Town’s Comprehensive Plan are in compliance with 9VAC25-830-170.

*Scope of Work:* The Town will identify and analyze components of its Comprehensive Plan that may be applicable to the updated regulations of 9VAC25-830. Following the identification of these components, staff will draft updated language to sections and add new sections where applicable. Draft language will be developed under guidance with 9VAC25-830-170. Draft language will be reviewed by all relevant Town staff, and changes and edits will be made as necessary. Town of Occoquan will provide DEQ with completed draft language and a summary chart of updates and changes made to any sections of the Comprehensive Plan. Applicable Town forms will also be updated when necessary to include and reference revised sections.

*Anticipated Results and Deliverables:*

- Draft comprehensive plan revisions in compliance with 9VAC25-830-170
  - June 30, 2016
- Summary chart of updates and changes made to the Town’s comprehensive plan
  - June 30, 2016
- Schedule for revisions to be considered by Town Planning Commission
  - July 30, 2016
- Schedule for revisions to be considered by Town Council
  - August 30, 2016

## 5. Project Budget

Use the following guidelines for determining budget categories for estimated project expenses. DEQ grant agreements for projects awarded funding will include a Project Budget and Expense Report Template, which breaks down the project budget into categories. This form is to be used for reimbursement request according to actual expenses within each of the budget categories. All costs must be reasonable and necessary. Adherence to Generally Accepted Accounting Principles, the Virginia Public Procurement Act (VPPA), and all applicable state regulations must be followed.

**Personnel:** Grant funds for personnel charges shall only be for staff within the project sponsors' organization and for staff members who are directly involved in the project. This category does not include contractual staff. In-kind personnel contributions from project partners may be listed as personnel under the Match funds section of the budget narrative. Use the actual annual salary or hourly wage of project staff to determine expenditures and/or Match amounts based on estimated time to be spent working on the project.

**Fringe Benefits:** In the budget narrative please provide the percentage used for fringe benefits, the basis for its computation, and the types of benefits included.

**Travel:** Mileage traveled and other costs for travel including lodging and meals. Travel reimbursements are for actual costs based on organization policies, and is not to exceed those included in the *Commonwealth of Virginia Policies & Procedures, Topic No. 20335, State Travel Regulations*. A maximum vehicle mileage rate of \$0.56/mile shall be used (2014 IRS rate).

**Supplies:** This category includes tangible property items with a per unit cost value of less than \$5,000. Supplies must be itemized in the budget narrative.

**Contractual:** Contractual costs include subcontracted work to be completed by those other than the project sponsor such as design and engineering services, legal contracts, easement surveys, and analysis of water samples.

**Other Direct:** Miscellaneous items. These items must be listed in the budget narrative, in sufficient detail to determine if they are reasonable and allowable.

**Indirect:** Grant proposals may include indirect costs; DEQ will pay indirect costs up to the entity's maximum rate approved by its federal cognizant agency.

**Budget Detail:**

Budget Category	Total	Grant Amount	Match Amount <sup>1</sup>
Personnel <i>(positions and hourly rates)</i>			
Subtotal:			
Fringe			
Subtotal:			
Contractual Services <sup>2</sup> <i>(list by type)*</i>			
Comprehensive Plan Revisions	\$4500	\$4500	
Subtotal:	\$4500	\$4500	
Equipment			
Subtotal:			
Supplies <i>(Itemized by categories)</i>			
Subtotal:			
Travel <i>(at current IRS rates)</i>			
Subtotal:			
Other Direct Costs			
Subtotal:			
Indirect Costs	\$500	\$500	
One on-site meeting			
Subtotal:			
<b>Total Project Costs</b>	<b>\$5000</b>	<b>\$5000</b>	

1. Financial Match is not required
2. Actual pump-out costs should be included in “Contractual Services”

**6. Name and Signature of Individual Authorized to Submit Application**

Kirstyn Jovanovich  
Name (please print or type)

Town Manager  
Title

*Kirstyn Jovanovich*  
Signature

October 30, 2015  
Date

## Kirstyn Jovanovich

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**From:** Moore, Daniel (DEQ) <Daniel.Moore@deq.virginia.gov>  
**Sent:** Thursday, February 11, 2016 9:18 AM  
**To:** Kirstyn Jovanovich  
**Subject:** 2016 CBIG Funds

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Ms. Jovanovich:

The Department of Environmental Quality is pleased to announce that the Town of Occoquan has been selected to receive an award in the amount of \$5,000 from the 2016 Chesapeake Bay Implementation Grant fund. These funds are to be used specifically for the scope of work described in your grant application. Please note that the total requests for funding exceeded the fund allotted for this grant. Accordingly, in order to provide funding to all of the qualifying applications, individual grants had to be reduced. The grant agreements are now being developed and will be sent to you in a separate e-mail.

In the meantime, if you have any questions, please contact me at (804) 698-4520.

Daniel Moore  
Principal Environmental Planner  
Department of Environmental Quality  
Water Division  
Office of Local Government Programs  
629 East Main Street, 10th Floor  
Richmond, Virginia 23219  
(804) 698-4520  
daniel.moore@deq.virginia.gov  
[www.deq.virginia.gov](http://www.deq.virginia.gov)



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

<b>8. Regular Business</b>	<b>Meeting Date:</b> March 1, 2016
<b>8 D: Appointment to Board of Zoning Appeals</b>	

**Explanation and Summary:**

Vicky Somma's appointment to the Board of Zoning Appeals (BZA) expired on January 31, 2016. The Prince William County Circuit Court makes appointments to the Board of Zoning Appeals; however, the Town Council is asked to recommend three names to the Court for consideration and appointment of one individual.

The Board of Zoning Appeals is described in Chapter 2, Division 3 of the Town Code. The Board is to consist of five residents of the town, who are appointed by the circuit court for a five-year term. Members are able to serve consecutive terms. Ms. Somma will continue to serve until she is reappointed or a successor is appointed and qualified.

**Town Attorney's Recommendation:** Recommend identifying three residents to submit to the Circuit Court for consideration and appointment on one individual to the BZA.

**Town Manager's Recommendation:** Concur with Town Attorney's recommendation.

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

**Proposed/Suggested Motion:**

"I move to submit the following individuals for consideration of appointment to the Board of Zoning Appeals to the Prince William County Circuit Court: \_\_\_\_\_."

OR

Other action Council deems appropriate.

**Attachments: (1)** Town Code, Chapter 2, Division 3, Board of Zoning Appeals



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

<b>10. Work Session Business</b>	<b>Meeting Date:</b> March 1, 2016
<b>10 A: FY 2017 Proposed Budget Discussion</b>	

**Explanation and Summary:**

This is the second of three work sessions to discuss the proposed Fiscal Year 2017 Budget and Capital Improvement Plan. This work session will focus on tax rates and proposed revenues and expenditures. Budget documents will be provided during the work session.

**BUDGET SCHEDULE**

Town Council Budget Work Session	Tuesday, February 16, 2016	7:00 p.m.
Town Council Budget Work Session	Tuesday, March 1, 2016	After Regular Meeting
Town Council Budget Work Session	Tuesday, March 15, 2016	7:00 p.m.
Public Hearing: Proposed FY17 Budget	Tuesday, April 5, 2016	7:00 p.m.
Public Hearing: Proposed FY17 Tax Rates	Tuesday, April 26, 2016	7:00 p.m.
Adoption of FY17 Tax Rates and Budget	Wednesday, May 4, 2016	7:00 p.m.

**Attachments: None.**