



TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

314 Mill Street
PO BOX 195
Occoquan, VA 22125
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occoquanva.gov
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Occoquan Town Council

Swearing-In Ceremony January 17, 2023 | 6:45 p.m.

1. Swearing-In

The full Council will be sworn in to serve their term through December 31, 2026.

Town Council Meeting January 17, 2023 | 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. Election of Vice Mayor

5. Public Hearing

- a. Public Hearing on CIP Budget Amendment for FY23 to Incorporate Coronavirus State and Local Fiscal Recovery Funds (SLFRF) and DEQ 2022 ARPA Appropriation Grant Funds Revenues and Projected Capital Expenses into the Capital Improvement Plan (CIP).

6. Consent Agenda

- a. December 6, 2022 Meeting Minutes
- b. December 20, 2022 Special Meeting Minutes

7. Mayor's Report

8. Councilmember Reports

9. Boards and Commissions

10. Administrative Reports

- a. Administrative Report
- b. Town Treasurer's Report
- c. Town Attorney

11. Regular Business

- a. Request to Amend the CIP Budget for FY23

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.

12. Discussion Items

- a. Budget Priorities for FY24
- b. Riverfest Boat Parade Benefits for Occoquan River Conservation

13. Closed Session

14. Adjournment



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

6. Consent Agenda	Meeting Date: January 17, 2023
6 A: Request to Approve Consent Agenda	

Attachments: See below

Submitted by: Adam Linn
Interim Town Manager

Explanation and Summary:

This is a request to approve the consent agenda:

- a. Request to Approve December 6, 2022, Town Council Meeting Minutes
- b. Request to Approve December 20, 2022, Special Town Council Meeting Minutes

Staff Recommendation: Recommend approval as presented.

Proposed/Suggested Motion:

"I move to approve the consent agenda."

OR

Other action Council deems appropriate.



OCCOQUAN TOWN COUNCIL
Meeting Minutes - DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, December 6, 2022
7:00 p.m.

Present: Mayor Earnie Porta; Vice Mayor Jenn Loges; Councilmembers Cindy Fithian, Robert Love, Laurie Holloway, and Eliot Perkins

Absent: None

Staff: Adam Linn, Chief of Police/Interim Town Manager; Philip Auville, Town Clerk; Matt Whitmoyer, Management Fellow; Julie Little, Events Director; Manuel Casillas, Town Treasurer; Jason Forman, Deputy Chief of Police; Martin Crim, Town Attorney (remote); Bruce Reese, Town Engineer (remote); Sara Fila, Town Zoning Administrator (remote)

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Mayor Porta presented plaques of appreciation to outgoing Councilmembers Robert Love and Laurie Holloway and thanked them for their service to the town.

3. CITIZENS' TIME

No one spoke during citizens' time.

4. CONSENT AGENDA

- a. November 1, 2022 Meeting Minutes
- b. Request to Adopt a Resolution Approving Rappahannock Regional Criminal Justice Academy Charter Change

Councilmember Perkins moved approval of the Consent Agenda. Councilmember Holloway seconded. Motion passed unanimously by voice vote.

5. MAYOR'S REPORT

Mayor Porta reported the following:

- On November 9th, he attended the Annual Occoquan River Safety Forum.
- On November 14th, he joined the County's Committee on the 250th anniversary of the American Revolution.
- On November 15th, he participated in the Fairfax Water plant and dam tour along with members of Council.
- On November 16th, he met with the director of Occoquan Regional Park about partnership opportunities.
- On November 17th, he participated in a meeting of LOCA/Pelt.
- On November 18th, he served as the keynote speaker for the Leadership Prince William Emerging Leaders program graduation ceremony.

- On November 19th, he participated in a ribbon cutting for a new business, Earth Addiction. He also participated in the Towns' Tree Lighting and Shop Late Event.
- On December 3rd, he brought Santa to Town by boat for the Holiday Artisan Market.

Mayor Porta noted that he sent letters to Congressman Connelly thanking him for being our representative, and to The Computer Doctor for their years of IT service to the Town.

Mayor Porta stated that he was approached by a local Jewish Community Group to hold a Hanukkah menorah lighting ceremony in Town. He noted that the Town restricts private displays on the Town Hall lawn due to space concerns, but indicated he felt that a dedicated area in River Mill Park for such displays, under appropriate time and space restrictions, would be appropriate. The community group indicated that they would purchase and donate a menorah to the town for use in an annual lighting ceremony as a yearly lighting event, and Mayor Porta recommended accepting their offer and noted that he would handle organizing the lighting ceremony.

Councilmember Fithian stated that she approves having the lighting of the Menorah. Councilmember Holloway stated she approved and recommended adding a sign in River Mill Park about the display area noting its designation. Vice Mayor Loges stated that she approved of the lighting and added that this should occur during Hanukkah each year. Councilmember Love asked Mr. Linn if there would be any security concerns and noted he supports the lighting ceremony idea. Mr. Linn replied that there are not any security concerns and that the police do nightly patrols of the park. Councilmember Perkins stated that he approved as well.

Mayor Porta directed staff to develop a policy for unattended displays in River Mill Park. He further noted that when developing a policy, a time frame and how long displays can be in the park should be included.

Mayor Porta reminded Council that the volunteer dinner is December 12th at Madigan's Waterfront.

Mayor Porta made Council aware that the Town has received a request from Delegate Sewell for any requests from Town that would go before the Virginia Legislature. Mayor Porta noted that one request is to ask for funding for our stormwater system. Vice Mayor Loges noted that the 599 funding to supplement public safety has certain restrictions regarding its use for salaries and suggested that a change be requested for small towns and cities under 3,500 residents. She also suggested a one-time formula adjustment would be appropriate. Mayor Porta asked Vice Mayor Loges to draft up a request for him to use in crafting a request to our General Assembly representatives.

Mayor Porta mentioned that John Amodia is sponsoring a caroling event at Grind N Crepe on December 10th starting at 7pm.

Mayor Porta also noted that in the past, gift cards were given to staff during the Holiday season. Council approved of having gift cards given to staff.

6. COUNCILMEMBER REPORTS

Councilmember Perkins stated that he enjoyed the events during HolidayFest and volunteering.

Councilmember Holloway thanked the ARB Chair Seefeldt for welcoming her to the ARB commission before she joined Council. She also thanked everyone in Town for trusting her to serve on the Council and noted the love she has for the town. She noted the work on getting a kayak ramp installed, mentioned that the police force is a model for other forces, and asked the Council to continue being a guardian of the river and environment here in Town.

Councilmember Love noted that he attended the tour of Fairfax Water plant and dam. He also noted that his last official act will be attending the White House Electrification Summit on December 14th.

Vice Mayor Loges thanks Councilmembers Love and Holloway for their service and stated that she had learned a lot from them.

Councilmember Fithian thanked Councilmembers Love and Holloway for their service to the Town.

7. BOARDS AND COMMISSIONS

Councilmember Perkins reported that the Planning Commission did not have a meeting in November.

Architectural Review Board (ARB) Chair Seefeldt reported that the ARB did not have a meeting in November. Ms. Seefeldt asked Council for their opinion on an ARB Application for a request to use vinyl railings on a porch. Mayor Porta replied that there did not appear to be grounds for denying such an application since there was no restriction on such porch railings in the town code or ARB guidelines. Mayor Porta noted that there appear to be a number of structures in the historic district with vinyl porch railings. There are also, he noted, vinyl fences, which are specifically prohibited; one was recently installed, in fact, at 202 Mill Street and appeared to have come before the ARB. Town Staff will review the latter.

8. ADMINISTRATIVE REPORTS

a. Administrative Report

Mr. Linn provided a written report as part of the agenda packet and responded to brief questions from the council.

Mayor Porta mentioned the Community Flood Preparedness Fund Grant request and asked if there is an update to when awards will be made. Mr. Linn replied that awards are going out after December 1st on a rolling basis.

Mayor Porta mentioned that he has received two complaints on the width of McKenzie Road with the sidewalk now in place. He had spoken to staff on the issue and staff has talked to the Town Engineer. Once construction is complete and the centerline is painted each lane will be approximately 10 feet in width, which exceeds the VDOT requirement.

Mayor Porta asked if there will be loud noise from construction once Fairfax Water begins laying the new pipes under the river. Mr. Linn replied that they don't know yet, but it will depend on the amount of rock to be drilled through.

Vice Mayor Loges asked about the DEQ ARPA Wastewater Funds Appropriation project only receiving one RFP Response. Mr. Linn replied that he is confident in the company and met the vendor with Councilmember Love. Councilmember Love noted that this vendor has a good track record on projects that are much larger in scope than this one.

Vice Mayor Loges recommended a 2022 calendar year review of parking enforcement. Mr. Linn replied that he can submit a report. Vice Mayor Loges also recommended to put a QR Code on the dock fee box for electronic payments.

Vice Mayor Loges asked if there was any ridership information on the shuttle bus for the Holiday

Artisan Market. Ms. Little replied that ridership was full and had good feedback from users.

b. Town Treasurer's Report

Mr. Casillas provided a written report as part of the agenda packet and responded to brief questions from the council.

Mayor Porta reminded everyone that there is an increase in total funds as a result of the ARPA money being received earlier in the year.

Mayor Porta asked if we have received all or only half of the ARPA money. Mr. Linn replied that we have received all of the funds. Mayor Porta noted that the balance sheet assets are only around \$300,00 higher than last year at the same time and asked if we had received part of the money in the last fiscal year. Mr. Linn replied that there were two payments and we had received one payment in the prior fiscal year.

Vice Mayor Loges considered having financial reviews at the mid-month meetings to be able to see finances in a more timely manner. Mr. Linn replied that staff will look into providing mid-month statements.

Mayor Porta asked if there is a penalty for late meals tax. Mr. Casillas replied that there is a late penalty fee of 10%.

c. Town Attorney Report

Mr. Crim provided a written report as part of the agenda packet and responded to brief questions from the council.

Councilmember Holloway asked about the as-built plans on number two in the report. Mr. Crim replied that the as-built plans are in regard to Rivertown Overlook, which need to be provided to be released from the bond.

9. REGULAR BUSINESS

a. Request to Adopt a Resolution to Refer Zoning Map Amendments to the Planning Commission

Mayor Porta noted that the first step in allowing parking facilities in Town was to amend the town's Comprehensive Plan to permit parking structures in town generally, which has been completed. The next step is to ensure zoning of relevant parcels is in accord with the Comprehensive Plan. Prior to its recent amendment, the Comprehensive Plan already had parcels relevant to a parking facility designated as B-1; the zoning of those parcels, however, was not in conformance with the Comprehensive Plan. By this action Council will refer the relevant zoning map amendments to the Planning Commission. Additionally, the Council will be referring to the Planning Commission an adjustment to the Comprehensive Plan and rezoning from B-1 to R-3 of the residences on Myrtle Place, consistent with their current and intended future use. The result of these changes would finally fully update the town's Comprehensive Plan as it applies to the historic and business districts, and bring all the zoning in those areas into conformance with the Comprehensive Plan.

Councilmember Holloway moved to adopt Resolution R-2022-13 to refer a zoning map amendment to the Planning Commission for its recommendation after public hearing. Councilmember Fithian seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Love, Councilmember Fithian, Councilmember Holloway, and Councilmember Perkins

Nays: None

b. Request to Adopt a Resolution to Refer Zoning Map and Comprehensive Plan Amendments to the Planning Commission

Councilmember Perkins moved to adopt Resolution R-2022-14 to refer a comprehensive plan amendment and a zoning map amendment to the Planning Commission for its recommendation after public hearing. Vice Mayor Loges seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Love, Councilmember Fithian, Councilmember Holloway, and Councilmember Perkins

Nays: None

c. Request to Adopt Ordinance to Update Title III: Administration, Chapters 31 Through 32 of the Town Code to Amend and Recodify the Chapters as a Whole for the Purpose of Updating and Addressing Changes Necessitated by the Charter Change

Mayor Porta asked if this makes the code conform to what's in the Town Charter. Mr. Linn replied that is correct and added that there is an increase from \$500 to \$1,500 limit for individual expenditures requiring approval from Town Council.

Vice Mayor Loges asked if the wording at 32-06 Section B, the third line says, "as the Town Council believes", should be changed to "as the Town Manager believes". Mr. Crim replied that the wording of Town Council is correct. Vice Mayor Loges also asked if the wording under Town Officers Section 9, under the Town Engineer, says, "the Town Engineer will assist the Mayor and Town Council", should change to the Town Manager. Mr. Crim confirmed that is correct.

Councilmember Love moved to adopt Ordinance O-2022-06 with the following changes: to change the Town Engineer will assist the Mayor and Town Council to the Town Engineer will assist the Town Manager. Councilmember Perkins seconded. Motion passed unanimously by voice vote.

d. Request to Execute Contract for IT Services

Mr. Linn thanked Vice Mayor Loges, Mr. Whitmoyer, and Mr. Forman for taking the time to review the proposals. Mr. Linn added that 40 vendors responded, 20 came out to visit, and 16 submitted a proposal. Vice Mayor Loges added that this review was comprehensive, and the key was reaching out to different groups.

Vice Mayor Loges moved to execute the attached contract with Digicon, Inc. for IT support services. Councilmember Holloway seconded. Motion passed unanimously by voice vote.

e. Request to Execute Contract for DEQ ARPA Funds Occoquan River Stormwater Sediment Removal (Dredging)

Councilmember Love noted that this project started back in 2019 with a bathymetric survey. Sediment removal would occur at the cauldron at Gaslight Landing and at 101 Poplar Lane. Both sites needed to receive their own set of permits from the Army Corps of Engineers and from the State of Virginia's Department of Environmental Quality. Three vendors visited and only one submitted a proposal. Councilmember Love also noted that there is a second contract which is a Threatened and Endangered Species Review that has to be completed. Councilmember Love noted that there will be a third contract for a post-bathymetric survey of the two sites and a fourth contract for site plans. The total amount for the project will be around \$260,000, and the current two contracts to be approved by Council totals around \$237,000. The project will last about a month long and is planned to get done during the winter before the shad run.

Mr. Linn noted that this will be brought back at the next Council meeting for a budget amendment for remainder of the funds.

Councilmember Fithian noted that the discrimination clause in our contracts is outdated and should be updated. Mayor Porta moved to have staff look at the clause with the Town Attorney.

Councilmember Holloway moved that the Interim Town Manager execute the attached contract with Lake Services, Inc. and approve an amount not-to-exceed \$150,000 to have stormwater sediment removed from the Occoquan River and authorize the Town Treasurer to submit the actual cost incurred for reimbursement from DEQ ARPA grant funds. Councilmember Perkins seconded. Motion passed unanimously by voice vote.

f. Request to expend DEQ ARPA Funds for Occoquan River Stormwater Sediment Removal (Threatened and Endangered Species Review)

Vice Mayor Loges moved to approve an amount not-to-exceed \$2,500 to have a Threatened and Endangered Species Review completed and authorize the Town Treasurer to submit the actual cost incurred for reimbursement from DEQ ARPA grant funds. Councilmember Holloway seconded. Motion passed unanimously by voice vote.

g. Request to Execute Contract for Marketing/ Sponsorship Services

Mr. Linn noted that the contract is to have sponsorship packages developed and potential sponsors solicited before RiverFest 2023 and for events in FY23.

All members of the Council expressed concerns about the proposal, noting in particular some differences between the details of the proposal and its summary, some confusion about what types of sponsors would be sought, and some work that seemed unnecessary, such as an event study. Accordingly, the staff was directed to seek out other proposals and discuss shortcomings or areas of confusion with the applicant whose proposal was submitted to Council.

10. DISCUSSION ITEMS

a. Field Revisions to Site Plan SP-2021-005(SPR-2022-005), Occoquan Beer Garden

Mayor Porta indicated that the reason this was being brought back to Council was because the Council had originally approved the site plan under previous code provisions and that there are proposed changes to the site plan that Council may want to question. Ms. Fila replied that they are still working with the developer on the property and haven't approved of any of the changes. The biggest change was the original site plan approved a True Grid system, which has been replaced with gravel.

Councilmember Perkins asked what stormwater steps are being taken now that the True Grid system is not being used. Ms. Fila replied that there isn't a discharge point on site for stormwater and the water will continue to flow off site. The issue is the water quality runoff. Since there is no True Grid system, more phosphorus will sheet flow off the site rather than be absorbed into the ground. Ms. Fila advised that that the developer would have to do nutrient credit purchase and show proof before any approvals can be done.

Vice Mayor Loges asked why the developer chose to use gravel instead of the True Grid system. The developer replied that they use gravel at their other locations and their architect told them it was good to use gravel, and the gravel costs less and is easier to maintain.

After discussion and with Council agreement, Mayor Porta directed staff to move forward on the site plan revisions.

b. Update on Facility Use and Special Events Fees

Mayor Porta noted that this was a request that he had made at a previous meeting.

Mr. Linn asked Mr. Whitmoyer to review the update. Mr. Whitmoyer advised that the update was made to address inconsistencies between the original Facility Use and Special Events policies, and to make the parks more accessible for people to use. The two main additions to the policy are for recurring events and for-profit competitive events, all to take place in River Mill Park.

11. ADJOURNMENT

Mayor Porta added that there are plans to give former Councilmember Krys Bienia the Volunteer Award at the Annual Volunteer Holiday Party.

Vice Mayor Loges moved to approve giving Krys Bienia the Volunteer Award. Councilmember Perkins seconded. Motion passed unanimously by voice vote.

The meeting was adjourned at 10:00 p.m.

Philip Auville, Town Clerk



OCCOQUAN TOWN COUNCIL
Special Meeting Minutes - DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, December 20, 2022
7:00 p.m.

Present: Mayor Earnie Porta; Vice Mayor Jenn Loges (remotely); Councilmembers Cindy Fithian, Robert Love, Laurie Holloway (remotely), and Eliot Perkins

Absent: None

Staff: Adam Linn, Chief of Police/Interim Town Manager; Philip Auville, Town Clerk; Matt Whitmoyer, Management Fellow; Manuel Casillas, Town Treasurer

1. CALL TO ORDER

Mayor Porta called the meeting to order at 7:05 p.m.

As a result of a family medical emergency, Vice Mayor Loges attended remotely from Galveston, TX. As a result of a family medical emergency, Councilmember Holloway attended remotely from Nashville, TN.

2. Special Business

a. Request to Set Public Hearing on Proposed Amendment to Fiscal Year 2023 Capital improvement Program Budget

Councilmember Fithian moved to set a public hearing date of Tuesday, January 17, 2023, for amendments to the Town's Fiscal Year 2023 Capital Improvement Program Budget. Councilmember Perkins seconded. Motion passed unanimously by voice vote.

b. Request to Execute Contract for Sponsorship / Marketing Services

Councilmember Perkins asked Mr. Linn how he felt about the additional materials that were now included in the proposal. Mr. Linn replied that he and Ms. Little talked with Mr. Butterman to address concerns from Council, and now felt comfortable with what was being offered.

Mayor Porta clarified with staff that Mr. Butterman wasn't found on Upwork, but that staff had seen his products on Upwork after contacting him. He also clarified that Mr. Butterman has national sponsors that he can reach out to, while staff would reach out to local groups for sponsorships.

Mr. Linn noted that he and Ms. Little had talked to the contact recommend by Councilmember Holloway for sponsorship / marketing services and was told that this was too short of a turn-around and that she does not do any soliciting for sponsorships.

Councilmember Perkins moved to execute a contract with Matthew Butterman/Verba Optima for Sponsorship marketing services as provided in the proposal in an amount not to exceed \$2,800 for sponsorship packages and sponsor lists and 20% commission for cash sponsorships obtained directly by Matthew Butterman/Verba Optima. Councilmember Holloway seconded. Motion passed unanimously by voice vote.

Mayor Porta noted that he has received complaints that residents were not receiving mail and it was

being sent back by the post office for not having the PO box listed. He also stated he has spoken to the postmaster who advised that mail would be sent back at this point without a PO Box listed. Mayor Porta noted that this issue originally arose in June, that it had been the subject of multiple announcements and mailings since then, and that the recent increase in complaints may be associated with holiday cards being returned. Councilmembers Perkins and Love mentioned that they were aware that the Post Office staff had recently been subjected to a processing audit by the U.S. Postal Service and that the staff had been criticized for slow processing, which the auditors attributed to the processing of mail without a PO Box in contravention of policy. This also may be responsible for more rigid enforcement and the rise in complaints.

Mayor Porta thanked Town staff for attending the special meeting, Manuel Casillas for getting mid-month financial reports sent to Council, and for staff and Councilmember Love attending the Menorah lighting in River Mill Park.

3. ADJOURNMENT

The meeting was adjourned at 7:21 p.m.

Philip Auville, Town Clerk



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TOWN COUNCIL
Earnest W. Porta, Jr., Mayor
Jenn Loges, Vice Mayor
Cindy Fithian
Eliot Perkins
Nancy Freeborne Brinton
Theo Daubresse

INTERIM TOWN MANAGER
Adam C. Linn, J.D.

TO: The Honorable Mayor and Town Council

FROM: Adam C. Linn, Interim Town Manager

DATE: January 13, 2023

SUBJECT: Administrative Report

This is a monthly report to the Town Council that provides general information on departmental activities including administration, public safety, engineering, zoning and building, public works and events.

Administration

- **Coronavirus Updates:** As of the date of this report, Prince William County's COVID-19 community level is LOW. This is based on the revised guidance issued by CDC in February 2022 on how localities can assess COVID-19 related risk within their communities. The optional masking policy remains in place for town facilities: masking is optional for fully vaccinated individuals; unvaccinated and high-risk individuals should continue to wear masks in public indoor spaces. Staff continues to closely monitor information from the CDC and local health and government authorities to guide decisions about Town activities and policies.
- **ARPA (SLFRF) Update:** The Town Council approved the Town's SLFRF Spending Plan during their July 19, 2022 meeting. The Spending Plan is available on the Town's website at www.occoquanva.gov/american-rescue-plan-act. The Spending Plan identifies four funding groups: Infrastructure - Parks and Public Spaces; Infrastructure - Energy Efficiencies and Building Upgrades; Infrastructure - Stormwater; and Administrative. Each funding group includes a list of potential uses. Staff will bring the projects to the Town Council as they are refined for final approval and appropriation.
- **SLFRF Spending Plan Projects - UPDATED:**
 - **Community Flood Preparedness Fund Grant Request:** In April, town staff prepared and submitted a grant application for the third round of the Virginia Community Flood Preparedness Fund administered by the Virginia Department of Conservation and Recreation (DCR). The grant request is for \$127,353 to fund the development of a Resilient Stormwater and Flood Management and Implementation Plan. The plan will evaluate the Town's stormwater and flood resilience and ultimately result in an actionable plan that when implemented, increase the town's overall resiliency and response to the impacts of climate change within the community and region. Town staff received feedback on September 28, 2022, and supplied more information for the grant determination on October 14, 2022. Updates will be available at www.occoquanva.gov/construction-updates.
 - **McKenzie Sidewalk:** Town Council approved the McKenzie Drive Sidewalk project (Infrastructure - Parks and Public Spaces) at the August 2, 2022, meeting and authorized a not-to-exceed limit of \$158,000 on October 18, 2022. Staff has executed the quote,

prepared and received the Land Disturbance Permit, and authorized the purchase of the Nutrient (Phosphorus) Credits. Construction began on November 29th and as of January 6th the majority of construction is complete. A railing install and final acceptance walk through in mid-January are the only remaining items.

- Riverwalk Expansion Project: At the September 20, 2022, meeting, Town Council set a not-to-exceed amount of \$41,000 SLFRF funding for the Berkley Group to support the Planning Commission on its Riverwalk Visioning process. With the approval of Town Council, Town staff secured a contract with the Berkley Group. The kickoff meeting occurred on Thursday, October 27, 2022. The process will involve multiple opportunities for community input and produces visioning documents, maps, and vignettes that will help the Town and potential partners visualize the future Riverwalk. A Riverwalk Visioning Workshop is scheduled from 5-7 pm on Monday, January 23rd, 2023, at Town Hall for all community members to attend. Staff will meet with the Berkley Group for a tour of the potential expansion area on the 23rd as well.
- River Mill Playground and Picnic Area: Town staff is currently exploring equipment options and will update Town Council as the search progresses.
- Town Signage Updates: Town staff is currently identifying and cataloging signs for repair and replacement and coordinating designs with potential vendors as they craft a signage update plan.
- Solar Streetlight Pilot: In late December, Town staff installed the first pilot of its solar streetlight conversion at the intersection of Ellicott and Mill Streets. The black solar light fixture runs from dusk to dawn with a similar light output to that of the current gaslights. It will serve as potential replacement for the current gaslight fixtures along with another fixture style set to be installed by mid-January. The current poles will remain intact with either option. Town staff will provide updates as the pilot progresses and a final recommendation on lighting is made to Town Council. Share your feedback on the solar lights at: <https://www.occoquanva.gov/solar>
- Other Projects: In addition, staff is actively working on scope and estimate refinement on the following SLFRF proposed projects: Energy Audit - Town Hall Energy and Ventilation Upgrades.
- **Development Project Updates - UPDATED:**
 - The Mill at Occoquan: The Mill at Occoquan project's site plan has been submitted and first round comments have been sent to the applicant. Approval of the floodplain study was provided by FEMA on November 4, 2022. The developer has advised that demolition is expected in March 2023. Signage on the property will be installed in the coming months.
 - The Mill Street Beer Garden: The Mill Street Beer Garden project is pending a revised site plan containing field changes approval. The applicants submitted a revised site plan which is under review. No opening date has been provided.
 - More information on both projects can be found in the Engineering Section of the Administrative Report.
- **Signage Education - UPDATED:** As part of zoning enforcement, staff has developed a handout highlighting the Town's sign ordinance and will be sent to all businesses and property owners within the B-1 district. This is intended to serve as an educational outreach to first educate on the regulations and then follow up with enforcement procedures. On September 27th, Town staff reviewed the guide with the Architectural Review Board. Town staff presented the guide at the OBP Quarterly Meeting on October 4, 2022. On December 21, 2022, Town staff sent business and property owners in the business district notice of renewed sign enforcement starting February 2023 and asks all sign owners to review their signage and bring any noncomplying signs into compliance. Staff is currently working with sign owners to address any questions about

compliance with the sign ordinance and has created an email (signpermits@occoquanva.gov) for such purposes. Staff will keep Town Council updated.

- **VDOT TAP Grant Project - UPDATED:** In early May, we received notification that additional funding for the Transportation Alternatives Set-Aside Program was received through the federal infrastructure bill and that the Ellicott Street Sidewalk (Occoquan Greenway Connection) project was selected. This funding is available for fiscal years 2023-2024 and will be a coordination project with the Town, PWC Transportation and Parks Departments. The project includes trail installation on Union Street to connect a planned off-road trail section of the Occoquan Greenway Trail, sidewalk improvements along Ellicott Street, and construction of a sidewalk section between Poplar Alley and Mill Street along Ellicott Street. The Town Council adopted a resolution of support for the project at its September 21, 2021 meeting. Staff is waiting to receive start dates from the County. Staff will work with County staff in administering this project. Updates will be available at www.occoquanva.gov/construction-updates.
- **VDOT Road Paving Update - UPDATED:** Work concluded the week of July 31, 2022. Town staff is waiting on VDOT and it's contractor to resolve two remaining items include resurfacing curbs on Mill Street and addressing standing water on Mill Street near Washington Street. Staff has been advised that resurfacing of the curbs will be completed in spring when weather is not expected to be an issue.
- **FY2023 Capital Projects:** Updates on FY2023 capital projects will be available at www.occoquanva.gov/construction-updates.
- **Mill Street Water Issue - UPDATED:** Town staff reinstalled the temporary pipe to direct water from the pipe at 426/430 Mill Street to the Ellicott Street stormwater inlet. The recrowning work completed by VDOT contractors in June along the section of Mill Street near the Ellicott Street intersection did not adequately address the longtime water flow issues in this area. As a result, water is continuing to flow across Mill Street instead of traveling along the curb line to the Ellicott Street inlet. During the winter holiday intense cold contributed to multiple breaks in the pipe and icing of the immediate section of Mill Street. Town staff had VDOT treat the area and has repaired the broken segments. Staff is actively reviewing better temporary solutions as well as permanent solutions. Updates will be available at www.occoquanva.gov/construction-updates.
- **Block the Box:** OPD is continuing its Don't Block the Box education and enforcement campaign at the intersection of Rt 123 and Commerce Street to improve compliance and educate drivers. VDOT has scheduled the installation of additional signage on the traffic light arm. Staff will continue to coordinate with VDOT and monitor this issue.
- **DEQ ARPA Wastewater Funds 2022 Appropriation - UPDATED:** The Town has received through the Department of Environmental Quality (DEQ) up to \$325,000 in ARPA funding for wastewater and stormwater remediation as a result of a funding request made by Mayor Porta in November 2021. Town staff submitted an initial program application on September 28, 2022, for part of the funding for storm water remediation through sediment removal from the Occoquan River in the areas of 101 Poplar Lane and Mill Street, Gaslight Landing (locations where stormwater has created significant sediment buildup). On November 4, 2022, based on comments and recommendation form DEQ, Town staff submitted a revised application to include other related stormwater projects for the full \$325,000. On November 1, 2022, through November 15, 2022, Town staff posted an RFP on the Town website and forwarded the RFP to three vendors who saw the initial posting on the eVa website on September 28, 2022. The Town received one proposal in response. As part of the DEQ stormwater remediation, staff is required to obtain an environmental endangered animal study update for the applicable area. Town Staff has provided further information to DEQ upon their request and is awaiting a response. The parking lot behind D'Rocco's has been posted with no parking and will be used Monday

through Friday 7am-5pm for loading the dredged material onto trucks for removal from town. Dredging is expected to take place from January 9th-20th. Staff will provide more information as we move through this process.

- **New IT Support Services - UPDATED:** On August 22, 2022, the Town issued RFP No. 2023-01 seeking proposals from qualified contractors to provide information technology support services to the Town. Over 40 vendors responded to the solicitation and over 20 came to a site-visit. The Town received 16 proposals which were reviewed by a technical review and price review team. Town Council awarded the contract to Digicon, Inc. on December 6, 2022. Town staff has conducted an initial meeting with the contractor and, as of January 4th, 2023, Digicon has taken over the Town's IT support services.
- **Fairfax Water Construction - UPDATED:** Fairfax Water officials have given an approval to the contractor to begin work on boring under the river. The project has begun and the contractor has made improvements to the roadway and property to assist traffic flow. Completed of the project is expected by summer of 2024. Boring will commence outside the Fairfax Water pump station on the Fairfax side of the Occoquan River and terminate in the Fairfax Water property on the Prince William side, south of River Mill Park.
- **Property Maintenance Enforcement - UPDATED:** Town staff are working with the Prince William County Neighborhood Services Division who handles the County's Property Maintenance Code Enforcement on the conditions for them to take on the review and enforcement of the Town's property maintenance code.
- **Zoning Map Amendments - NEW:** As of January 6th, 2023, Town staff has notified affected property owners of the Planning Commission's public hearing, scheduled for 6:30 pm on January 24, 2023, on potential zoning map and comprehensive plan amendments. Amendments will include use changes at properties on Myrtle Place as well as Commerce Street and Poplar Alley. The agenda and draft ordinance for the public hearing will be available on January 20th at: www.occoquanva.gov/government/boards-and-commissions/planning-commission/
- **Facility Use and Special Event Policy Updates - NEW:** Over the past several months, Town staff has been working to update the Facility Use and Special Event policies as well as their respective permits. A new fee schedule and updated definitions and guidelines for facility use requests and special event permits take effect and are published on the Town website on January 3rd, 2023. More info can be found at: www.occoquanva.gov/government/town-parks-and-facilities/

Treasurer Report - Supplemental Information

The November 2022 Financial Report is included in the Town Council agenda packet. Highlights from the current report are below, as well as additional information regarding current delinquencies.

BPOL Tax Delinquencies		
Business Name	Years of Delinquency	Date of Last Notice/Status
GHR INVESTMENTS, LLC	1	11/23/2022

Transient Tax Delinquencies		
Business Owner	Months of Delinquency	Date of Last Notice/Status
BALLYWHACK INC.	1	
OCCOQUAN VIEWS LLC	2	
RIVER MILL INVESTMENTS LLC	2	

Meals Tax Delinquencies		
Business Name	Months of Delinquency	Date of Last Notice/ Status
BANN THAI OLD TOWN	5	11/28/2022
BABBANME LLC	3*	11/28/2022

**Most recent report filed - Feb 2022. Paid town estimate for March - August 2022.*

Real Estate Delinquencies*				
Property Owner	Years of Delinquency	Delinquent Tax Amount*	Date of Last Notice	Notes
GRANNY'S COTTAGE INC	6	\$403.20	12/1/2022	
HOUGHTON RONALD W ETAL	4	\$70.08	12/1/2022	

**Excludes penalties and interest*

Engineering

- **FEMA Flood Insurance Rate Map (FIRM) - no change from last report:** Minor changes suggested on stream names. FEMA will issue a “Revised Preliminary” map, after which there will be another 90-day appeal period. Following resolution of any comments FEMA will issue a Letter of Final Determination, with an effective date. May require update of ordinance.
- **Rivertown Overlook Project - no change from last report:** Land Disturbance Permit issued – construction complete. Erosion inspections recommended to cease. Awaiting submission of as-built plans and request for bond reduction/ release.
- **Mill at Occoquan - no change from last report:** Site plan submitted June 4, 2022, with Town and VDOT comments provided to Applicant’s engineer on July 19, 2022. Town staff is currently working on the relocation of an osprey nest on the property to another location nearby.
- **Stormwater Management Grants - no change from last report:** Reviewing various grant and loan opportunities for multiple projects throughout Town. Grant request forwarded to Department of Conservation and Recreation (DCR) for Virginia Community Flood Preparedness Fund on April 8, 2022.
- **State Local Fiscal Recovery Funds (SLFRF)**
 - **McKenzie Drive Sidewalks - update from last report:** Sidewalk substantially complete.
 - **Playground Structure in River Mill Park - no change from last report:** Met with Town Manager and Fairfax Water on June 21, 2022, to begin discussions on engineering design for potential future installation of a playground structure in River Mill Park. Town Manager working to establish playground type and fixtures to determine impact on FCWA infrastructure. Previous structural calculations for stage reviewed with option to use outside consultant under consideration. Sketch plan will be required.
- **FCWA River Crossing Construction - no change from last report:** Project delayed but expected to begin in the fall/winter.
- **Barrington Point Erosion & Sediment Control plan for retaining wall - no change from last report -** work complete and request for bond release being processed.
- **Occoquan Heights landscape maintenance bond - update from last report -** HOA has requested inspection of current plantings for release of maintenance bond. Inspection complete and maintenance bond release being processed
- **200 Mill Street - Beer Garden - no change from last report:** Land Disturbance Permit issued. Bonds and agreements posted and executed. Construction nearing completion and developer has requested bond release. Bond release being held to resolve site plan update. Field revision submitted and under review to eliminate TruGrid, revise parking, revise landscaping.
- **127 Washington Street - landscape plan - update from last report:** landscape plan submitted and reviewed with comments requesting changes to comply with native planting requirements. Updated plan submitted on November 28, 2022. Staff requested change to meet code required percentage of native vegetation
- **Site Plans/Plats Under Review or Being Discussed with Owner/Tenant:**

Address	Plan Number	Use	Status
Mill at Occoquan	SP2022-001	Mixed Use project	First submission 6/4/22, comments provided 7/19/22

Zoning Administrator

A. The following is a list of **zoning reviews** from December 1 to December 31, 2023:

	Zoning Application #	Property Address	Activity
1	TZP2022-042	109 Vista Knoll Drive	Add deck to rear
2	TZP2022-043	125 Mill Street, Unit 4	New business zoning approval

B. The following is a list of **new violation letters** from December 1 to December 31, 2023:

	Property Address	Violation #	Violation	Town Action
1	N/A	N/A	N/A	N/A

C. The following is a list of **active/previous violations** from December 1 to December 31, 2023:

	Property Address	Violation #	Violation	Town Action
1	127 Washington St.		Tree removal without permit	Letter sent on 6/10/22. On-site meeting held on 6/29 to discuss abatement and next steps. Plan to be submitted by 8/8/22. Comments sent on 8/26/22. Updated plan submitted on 11/28/22.

Building Official

The Building Official monthly report provided by Prince William County for the month of December is attached.

Public Safety

Departmental Goals

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

Current Initiatives

Continued patrol and business coverage in town. Continued community policing and safe sidewalks. Continued speed enforcement on Route 123, Washington Street, and Union Street/Tanyard Hill Road. Continued DMV selective enforcement grants to address impaired driving, reduce accidents, and increase pedestrian safety. Level 2 Auxiliary Police Academy continues and is expected to finish in April 2023. Business check notification continued with officers leaving property check stickers on businesses checked after hours.

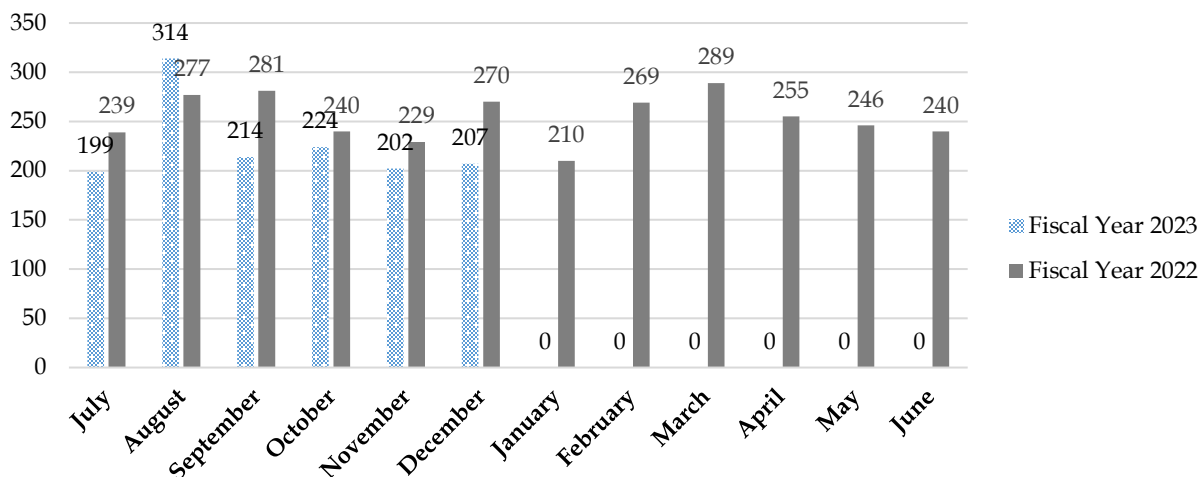
Community Relations

Provided public safety patrols during Town events (Holidayfest/Artisan Market and Holiday weekends). Engaged in foot patrols throughout historic district and Town riverwalk. Officers spoke with business owners and residents throughout the month. Officers began placing property checks notices during patrols.

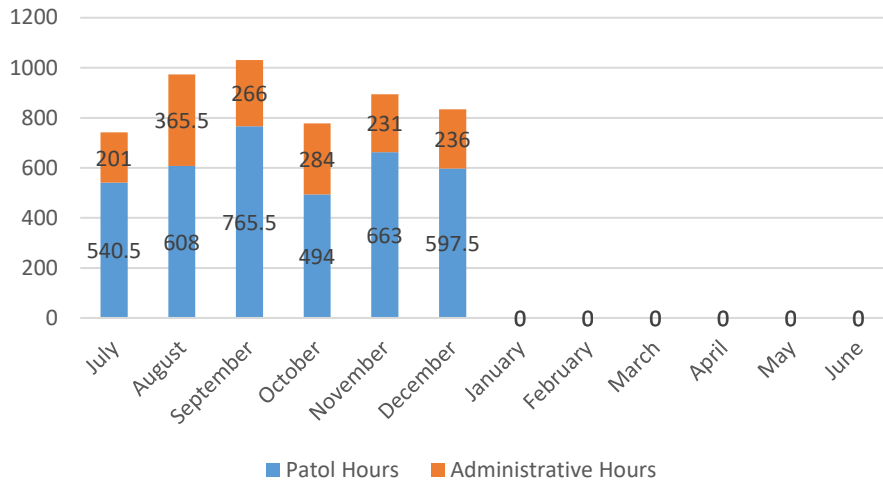
Patrol and Enforcement Activities

As of December 29th, during the month of December, the Town Police made 84 business checks and 158 park checks. The Town Police also had 103 calls for service, with 11 vehicle crashes, 9 disorderly in progress calls, 6 disabled vehicles/motorist assist calls, 5 alarm calls, 5 medical/mental health calls, 5 trespassing calls, 5 suspicious person/vehicle/circumstance calls, 4 welfare checks, 4 domestic in progress calls, 4 hit and run calls, 2 roadway obstruction calls, 1 noise complaints, 1 missing person calls, 1 lost property call, 1 harassment call, 1 robbery in progress call, 1 suicide in progress call, 1 larceny (theft) call, 1 roadway obstruction call, multiple service/assist calls, and issued 241 traffic summonses, 36 parking violations, and 52 warnings.

Traffic Summonses FYTD (GRAPH)



Patrol/Administrative Hours FYTD (GRAPH)

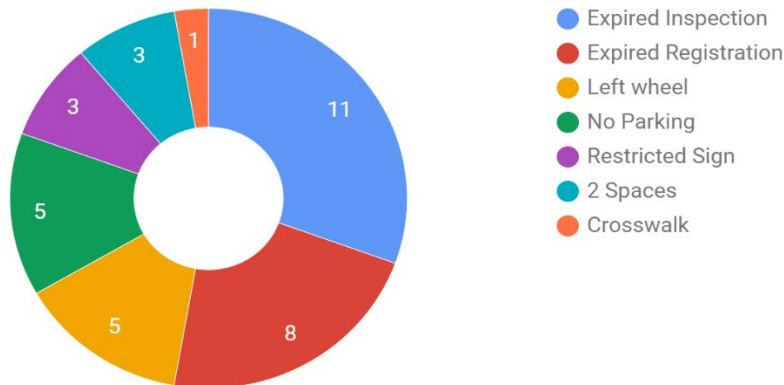


Parking Enforcement (CHART/GRAPH)

	Parking Tickets	Warning
July	56	1
August	77	3
September	62	2
October	20	1
November	47	1
December	36	2

Total Parking Enforcement

Occoquan VA - Tickets By Violation (Month To Date)

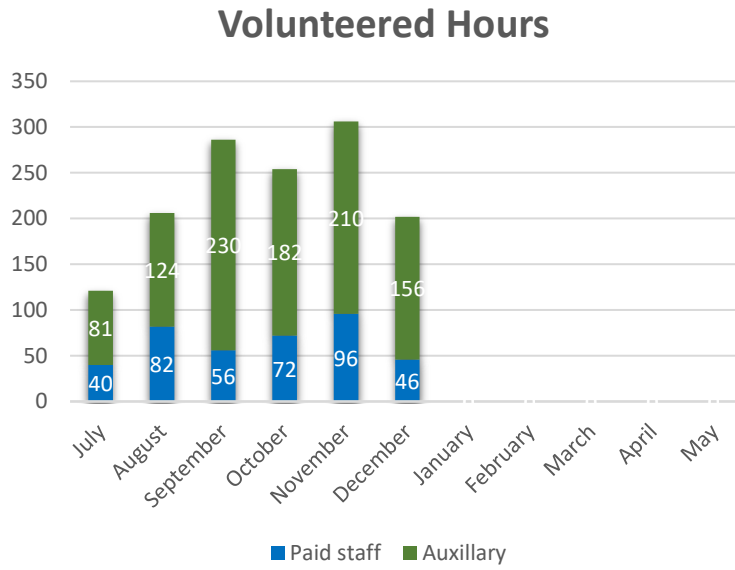


Data as of 12/30/2022, 12:00:00 AM



Volunteer in Police Service

For Fiscal Year 2023, our auxiliary police officers and paid police staff have donated a total of 1,375 uncompensated hours to the Town. Below is a list of volunteer hours (uncompensated time) provided by our auxiliary police officers and paid police staff:



Public Works

Routine Activities

The Public Works Department engages in the following regular maintenance activities:

Activity	Weekday	Sat/Sun	Weekly	Monthly	Notes
Trash Collection/Check	X	X			Weekend checks during high traffic seasons
Street Sweeping			X		Sweeping Season: April - October
Check/Repair Gaslights	X				Review and schedule repairs as needed
Check/Repair Gaslight Banners	X				
Check/Replace Doggie Bags			X		
Check/Clear Storm drains			X		Weekly + Storm Prep
Check Public Restrooms	X	X			Weekend checks during high traffic seasons
Contractor Cleaning - RMP			X		Contractor cleans Fridays and Mondays
Check Tanyard Hill Park			X		Review and schedule repairs as needed
Check Mamie Davis Park and Boardwalk	X				Review and schedule repairs as needed
Check/Clean Kayak Ramp				X	Monthly to quarterly cleaning
Check River Mill Park	X				Review and schedule repairs as needed
Clean/Maintain RMP Light Poles				X	
Check Furnace Branch Park			X		Review and schedule repairs as needed
Minor Brick Sidewalk Check/Repairs			X		Review and schedule repairs as needed
Maintain Town Buildings			X		Review and schedule repairs as needed
Maintain Town Equipment			X		Vehicle and small engine repair, seasonal and as needed
Clean Town Vehicle			X		Ensure cleanliness and care of town vehicle
Maintain Annex/PW Facility	X				External and Internal clean up and organization
Maintain Events Building at RMP				X	Monthly to quarterly
Check/Maintain Dumpster and storage area				X	
Water Flowers	X				Seasonal
Graffiti Check/Removal	X				
Litter Check/Removal	X				
Install/Repair Event Banners as Needed				X	Seasonal
Maintain Temporary Pipe on Mill Street			X		Until no longer needed

Maintenance Highlights (December 2022)

- Supported HolidayFest events
- Initiated solar streetlight conversion pilot
- Started rewiring of post lights in River Mill Park
- Repaired broken pipe on Mill Street

Special Maintenance Projects

Projects In-Progress: 18 Projects Completed: 13

Below is an updated list of maintenance activities with statuses updated as of January 6, 2023:

Project	Status	Completion Date	Notes
Building Maintenance			
Create new mailboxes and keybox area for Town Hall front office	Not started		Spring 2023
Replace Town Hall upstairs lights	Not started		Spring 2023
TH Window Cleaning 2023	Not started		Spring 2023
Repair Town Hall Eave	Not started		
Kitchen Updates	Not started		
Retrofit rain spout to barrel to water TH garden	In progress		
Replace Town Hall Windows and Doors	In progress		
Replace Town Hall HVAC	In progress		
Repair concrete steps at Town Hall	In progress		
Check and Fix Town Hall Tree Outlet	Completed	01/03/2023	
Plant flowers in garden behind Town Hall	Completed	01/04/2023	
Fix Town Hall Thermostat/Heating	Completed	12/16/2022	
Craft Show and Events Preparation			
Support Peep Week 2023	Not started		Spring 2023
Remove and store holiday decorations	In progress		January 2023
Take Down HolidayFest Banners	Completed	12/09/2022	
Reinstall Welcome to Occoquan Banner at Tanyard Entrance	Completed	12/09/2022	
Support HolidayFest events	Completed	12/01/2022	
Landscaping			
Hardscaping RMP Bench Swing	Not started		

Project	Status	Completion Date	Notes
Install Riprap at River Mill Park	Not started		
Hardscaping stairs at LOVE sign	Not started		
Phlox in front of MDP	In progress		Coordinating with landscaper
Cut back vegetation on River Rd	In progress		Coordinating with landscaper
Plant lirioppe along Mill St buffer in front of 402 Mill	In progress		Coordinating with landscaper
Address garden area along Washington/Commerce St	In progress		Coordinating with landscaper
Replant flower pots/boxes in Town ROW on Union	In progress		Coordinating with landscaper
Coordinate spring flower planting with landscaper	In progress		Coordinating with landscaper
Seed and aerate town parks	In progress		Coordinating with landscaper
Coordinate Snow Treatment of Ellicott with VDOT	In progress		Coordinating with landscaper
Fall Mulching	Completed	01/04/2023	
Procure Ice Melt for Winter Weather	Completed	12/06/2022	
Park Maintenance			
Install Shelf for Fridge	Not started		
Replace signs at dock	Not started		
Power wash Riverwalk/dock	Not started		Spring 2023
RMP Bathroom Upgrades	Not started		
Repair Dock Fees Box at Town Dock	Not started		
Add Outlets to RMP and Footbridge	In progress		
Mamie Davis Park Signage Update	In progress		
Rewire and convert RMP lights to LED	In progress		
Buy LED Lights for RMP Light Poles	Completed	12/02/2022	
Special Projects			
Public Works Inventory	Not started		
Transfer box set up at Annex	Not started		
Backup Generator Project	Not started		

Project	Status	Completion Date	Notes
Install Solar Pilot on Gaslights	In progress		
Remove banner for damn siren test	Completed	12/01/2022	
Spring Clean Up			
Clean public trash and recycling cans	Not started		Spring 2023
Touch up paint on gaslights	Not started		Spring 2023
Clean glass on gaslights	Not started		Spring 2023
Streets, Sidewalks, and Parking			
Paint Street Sign Poles Black Outside Historic District	Not started		
Cut bolts on parking signs	Not started		
Convert old 123 trash cans to flower holders	In progress		
Check and repair directional sign at MDP	In progress		
Paint curb at Ellicott onto Center Lane	In progress		
Put out new trash cans	Completed	1/4/2023	New Placement on Mill Street and Rt. 123 Bridge
Install Custom Bricks at RMP	Completed	12/14/2022	
Replace new head for broken gaslight	Completed	12/08/2022	

Brick Installation and Maintenance Projects

Below is the status of the replacement and maintenance of sidewalk bricks:

Location	Not Started	In Progress	Completed	Notes
Town Hall	X			FY2023
Minor Brick Repairs		X		Repairs and replacement ongoing; loose and missing brick repairs ongoing

Events and Community Development

HolidayFest, November 19 – December 4, 2022 Recap

HolidayFest celebrates the unique character of the town as the best part of living, dining, and shopping in Occoquan and embraces our general small-town experience during the holidays.

HolidayFest this year was 3-week event that was kicked off with the annual Tree Lighting, with firepits and marshmallow roasting combined with a business Shop Late night. The change to a 6pm start for this activity proved popular with visitors as the crowd was estimated to be the largest in recent memory. The Occoquan Business Partners offered a passport shopping experience and giveaway for patrons during this period. The Town produced the Holiday Artisan Market the first weekend of December, supported by 45 vendors. Activities included the arrival of and visits with Santa, a community gingerbread contest, caroling, and two live concerts over the weekend with Lake Ridge Chorale and the Hot Lanes Band. This year the Town and Occoquan Business Partners offered free Saturday shuttles into town to help alleviate parking concerns during the busy holiday shopping season.

Planning for 2023

Staff’s primary event focus for the new year will be on RiverFest, scheduled for June 3 & 4, 2023. The Occoquan Business Partners and Town staff will continue to partner on major tourism events for 2023.

2023 Events

Below is the general calendar of events for 2023:

2023 Town of Occoquan Events	
Apr 4-8, 2023	Peep Week
5/20/23	Concert
5/26/23	Trivia Night
Jun 3-4, 2023	RiverFest & Craft Show
	w/Sip & Stroll
6/17/23	Concert
6/23/23	Trivia Night
7/15/23	Concert
7/21/23	Trivia Night
8/1/23	National Night Out
Aug 12-13, 2023	Discover Occoquan

	w/Sip & Stroll
8/12/23	257th Army Band Concert
8/13/23	Duck Splash TBD
8/18/23	Trivia Night
9/15/23	Trivia Night
Sep 23 & 24, 2023	Fall Arts & Crafts Show
	w/Sip & Stroll
10/20/23	Trivia Night
Oct 27-29, 2023	Spirits & Spirits
10/27/23	Movie in the Park
10/28/23	Costume Parade
10/28/23	Haunted Maze and Beer Garden
Nov 18-Dec 3, 2023	HolidayFest
11/18/23	Tree Lighting & Caroling/Firepits
	w/Shop Late/Sip & Stroll
Dec 2-3, 2023	Holiday Artisan Market

Marquee Events



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

11. Regular Business	Meeting Date: January 17, 2023
11A: Request to Amend the Fiscal Year 2023 Capital Improvement Program Budget	

Attachments: a. Draft Ordinance to Amend CIP Budget

Submitted by: Adam C. Linn
Interim Town Manager

Explanation and Summary:

This is a request to adopt an ordinance to amend the Town’s Fiscal Year 2023 Capital Improvement Program (CIP) approved budget to include revenues and capital expenses from Coronavirus State and Local Fiscal Recovery Funds (SLFRF) and Department of Environmental Quality (DEQ) American Rescue Plan Act (ARPA) 2022 Appropriation Program funds.

Background

The Town has received \$949,560 in SLFRF funds and is expected to receive \$325,000 in DEQ ARPA 2022 Appropriation Program funds. The SLFRF funds are to be spent by December 31, 2026, and the DEQ ARPA funds are to be spent by December 31, 2024. The Town Council approved the Town’s SLFRF Spending Plan on July 19, 2022, which identified funding levels within four identified funding groups. Individual projects within the funding groups will be brought to Council for approval on a project-by-project basis as project scopes and estimates are refined. The DEQ ARPA funds are specifically for outfall sediment removal projects and stormwater dredging activities. The resulting budget amendment for the FY2023 CIP is as follows:

FY2023 Capital Improvement Program Budget Expenditures	Activity	FY23 Approved Budget	FY23 Proposed Budget	Change
Street Improvements/Maintenance	Public Works	-	-	-
Sidewalk Improvements/Maintenance	Public Works	10,000	175,000	165,000
Intersection Improvements	Public Works	-	-	-
Riverwalk Improvements/Maintenance	Public Works	-	49,704	49,704
Building Improvements/Maintenance	Public Works	74,500	174,500	100,000
Vehicles and Equipment	Public Safety	16,000	16,000	0
Stormwater	Public Works	155,000	495,000	340,000
Information Technology	Administration	10,500	10,500	0
Other Infrastructure	Public Works	-	102,000	102,000
SLFRF Administration	Administration	-	10,000	40,226
		\$266,000	\$1,032,704	796,930

Revenue Sources:

FUND SOURCES	FY23 Approved Budget	FY23 Proposed Budget	Change
CIP Funds	85,000	85,000	-
Other Grants (DCR)	165,000	138,750	-26,250
599 Funding	16,000	16,000	-
SLFRF	-	467,954	467,954
DEQ ARPA	-	325,000	325,000
Total	266,000	1,032,704	796,930

According to Virginia Code § 15.2-2507, the Town may amend its budget to adjust the aggregate amount to be appropriated during the current fiscal year after having a public hearing.

The draft ordinance is to incorporate and appropriate the SLFRF and DEQ ARPA revenues and projected capital expenses into the FY2023 CIP budget.

Town Manager’s Recommendation: Recommend approval.

Cost and Financing: Revenues increase \$851,704 and Expenditures increase \$766,704

Account Number: Capital Improvement Program

Proposed/Suggested Motion:

“I move to adopt Ordinance O-2023-01 to amend the Fiscal Year 2023 Capital Improvement Plan, as presented in the budget amendment amount of \$1,032,704 in expenditures and \$1,032,704 in revenue and appropriate the funds for the expenditures shown in the budget amendment.”

OR

Other action Council deems appropriate.

ORDINANCE # O-2023-___

AN ORDINANCE TO AMEND THE CAPITAL IMPROVEMENT PROGRAM BUDGET, AND AMEND APPROPRIATIONS FOR THE FISCAL YEAR ENDING JUNE 30, 2023

WHEREAS, The Town Council approved the Capital Improvement Program Budget for Fiscal Year 2023 ending June 30, 2023, on June 7, 2022; and

WHEREAS, In accordance with Virginia Code, § 15.2-2507, any locality may amend its budget to adjust the aggregate amount to be appropriated during the current fiscal year as shown in the currently adopted budget and if any such amendment exceeds one percent of the total expenditures shown in the currently adopted budget must be accomplished by publishing a notice of a meeting and a public hearing once in a newspaper having general circulation in that locality at least seven days prior to the meeting date; and

WHEREAS, The proposed budget amendment is more than one percent; and

WHEREAS, A brief synopsis of the proposed budget amendment and notice of a public hearing to be held at Town Hall on January 17, 2023, at 7:00 p.m. was published in the public notices section of InsideNOVA publication on January 5, 2023; and

WHEREAS, A public hearing was in fact held at the time and place advertised at which citizens had the right to attend and state their views on the budget amendment.

NOW, THEREFORE BE IT ORDAINED by the Council for the Town of Occoquan, Virginia meeting in regular session this ___ day of _____, 2023:

1. That the Town Council hereby amends the Capital Improvement Budget for the Fiscal Year 2023 ending June 30, 2023, as presented in the attached Exhibit.
2. That appropriations for the Capital Improvement Budget are hereby made for the fiscal year ending June 30, 2023, in the amounts shown to the categories and accounts therein.

BY ORDER OF THE TOWN COUNCIL

Meeting Date:
Town Council Meeting
Ord No. O-2023-___

RE:

MOTION:
SECOND:

ACTION:

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

CERTIFIED COPY_____

Town Clerk

DRAFT

FY2023 BUDGET AMENDMENT

CAPITAL IMPROVEMENT FUND

Categories	FY 2022 Budget	FY 2023 Adopted	FY 2023 Proposed Amended	Change Adopted to Budget	
				\$	%
Revenues (Sources)	\$5,000	\$181,000	\$1,032,704	\$851,704	470.55%
Expenditures (Uses)	\$153,900	\$266,000	\$1,032,704	\$766,704	288.23%

EXPENDITURES

FY2023 Improvement Program	Capital Budget	Activity	SLFRF & DEQ ARPA		Change to Adopted Budgeted	
			FY23 Approved Budget	FY23 Proposed Budget	\$\$	%
Street Improvements/Maintenance		Public Works	-	-	-	
Sidewalk Improvements/Maintenance		Public Works	10,000	175,000	165,000	
Intersection Improvements		Public Works	-	-	-	
Riverwalk Improvements/Maintenance		Public Works	-	49,704	49,704	
Building Improvements/Maintenance		Public Works	74,500	174,500	100,000	
Vehicles and Equipment		Public Safety	16,000	16,000	0	
Stormwater		Public Works	155,000	495,000	340,000	
Information Technology		Administration	10,500	10,500	0	
Other Infrastructure		Public Works	-	102,000	102,000	
SLFRF Administration		Administration	-	10,000	10,000	
			\$266,000	\$1,032,704	766,704	

FUND SOURCES

	FY23 Approved Budget	FY23 Proposed Budget	Change
CIP Funds	85,000	85,000	-
Other Grants (DCR)	165,000	138,750	-26,250
599 Funding	16,000	16,000	-
Other TBD	-	-	-
SLFRF	-	467,954	467,954
DEQ ARPA	-	325,000	325,000
Total	266,000	1,032,704	766,704



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

12. Discussion Items

Meeting Date: January 17, 2023

12 A: FY 2024 Budget – Town Council Priority Discussion

Attachments:

- a. FY2023 Town Council Focus Areas
- b. PowerPoint Presentation
- c. FY2024 Budget Calendar

Submitted by:

Adam C. Linn
Interim Town Manager

Explanation and Summary:

This is to discuss goals and priorities for the upcoming fiscal year in preparation for the FY 2024 Budget process.

Prior to developing the Proposed Budget for Town Council consideration, staff is seeking direction on priorities or focus areas that the Council wants to focus on in the coming year. The focus areas identified by the Town Council serve as the foundation to the budget development process.

Attached is the list of FY 2023 Focus Areas identified as part of the current fiscal year budget process.

This is an opportunity to review and/or alter focus areas and provide guidance to staff on the budget development process in term of goals, priorities and expectations.

Staff Recommendation: Recommend identifying and/or updating list of priorities for the FY2024 budget.

TOWN COUNCIL PRIORITIES FY2023

1. COMMUNITY DEVELOPMENT AND PROGRAMMING

- **Develop community programming and events**
 - Be clean, green, safe and stable
 - On-going coordination with Prince William/Fairfax Counties
- **Plan and promote Occoquan as a trail junction**
- **Outreach to HOAs**
- **Increase reputation and viability of annual events**
 - Be a shopping, dining, entertainment hub for Prince William County, Southern Fairfax County and Northern Stafford County
 - Promote coordination with Alpine-X, North Woodbridge Town Center, LRPA and with Lorton Work House Arts Center
- **Business support**
 - Be an attractive center of employment for start-ups/small businesses (5-25) employees

2. HISTORIC PRESERVATION AND TOWN APPEARANCE

- **Maintain and preserve historic properties**
- **Promote maintenance of public and private properties**
 - Plan for expansion and maintenance of the Riverwalk
 - Improve the Town's gateways
 - Stewardship of Town's natural resources
 - Beautification/landscaping efforts to enhance Town aesthetics

3. PARKING MANAGEMENT

- **Manage parking and traffic issues in Historic District**
 - Measure, analyze and refine timed parking program
 - Continue development and implementation of comprehensive parking plan including paid private lots, development of parking facilities, and timed parking
 - Continue to analyze thru-traffic management, including continuing discussions with local jurisdictions regarding the issue
 - Develop town-owned parking lots

4. PUBLIC SAFETY

- **Identify and address public safety concerns**
 - Provide for the public safety of the persons and property of the residents, businesses and visitors to the town
 - Promote a professional and accountable police department
 - Promote safe roads and sidewalks in town

5. STORMWATER MANAGEMENT


- **Identify and support opportunities for stormwater management**
 - Sediment Response policy
 - Explore funding options for stormwater maintenance program

6. ECONOMIC AND PANDEMIC RECOVERY

- **Identify economic development opportunities**
- **Replenish reserves**

Town Council Focus Areas
For FY 2024 Budget
Town Council Discussion


TOWN OF OCCOQUAN
JANUARY 17, 2023



1

Town Council Priorities - FY2023


- Community Development and Programming
- Historic Preservation and Town Appearance
- Parking Management
- Public Safety
- Stormwater Management
- Economic and Pandemic Recovery



2

Community Development and Programming

- **Develop community programming and events**
 - Be clean, green, safe and stable
 - On-going coordination with Prince William/Fairfax Counties
- **Plan and promote Occoquan as a trail junction**
- **Outreach to HOAs**
- **Increase reputation and viability of annual events**
 - **Use Town events as the backbone of tourism and economic development**
 - Be a shopping, dining, entertainment hub for Prince William County, Southern Fairfax County and Northern Stafford County
 - Promote coordination with Alpine-X, North Woodbridge Town Center, LRPA and with Lorton Work House Arts Center
- **Business support**
 - Be an attractive center of employment for start-ups/small businesses (5-25) employees



3

HISTORIC PRESERVATION AND TOWN APPEARANCE

- **Maintain and preserve historic properties**
- **Promote maintenance of public and private properties**
 - Plan for expansion and maintenance of the Riverwalk
 - Improve the Town's gateways
 - Stewardship of Town's natural resources
 - Beautification/landscaping efforts to enhance Town aesthetics



4

Parking Management

- **Manage parking and traffic issues in Historic District**
 - Measure, analyze and refine timed parking program
 - Continue development and implementation of comprehensive parking plan including paid private lots, development of parking facilities, and timed parking
 - Continue to analyze thru-traffic management, including continuing discussions with local jurisdictions regarding the issue
- ~~Develop town-owned parking lots~~



5

Public Safety

- **Identify and address public safety concerns**
 - Provide for the public safety of the persons and property of the residents, businesses and visitors to the town
 - Promote a professional and accountable police department
 - Promote safe roads and sidewalks in town
- **Police Officer Retention**



6

Stormwater Management

- Identify and support opportunities for stormwater management
 - Sediment Response Policy
 - Explore funding options for stormwater maintenance
 - Action Plan and future management system



7

Economic and Pandemic Recovery

- Identify economic development opportunities
 - Tourism and Business Collaboration
- Replenish reserves



8

FY2024 Proposed Budget Guidance

- Maintains current tax rate of \$0.12 per \$100 of assessed value
- Maintains current meals tax rate of 3%
- Maintains current transient tax rate of 7%
- Maintains current Vehicle License Fee rates
- Maintains current Business Licensing Rates



9

Next Steps

- Work Session #1: March 7, 2023
 - Discuss Proposed General Fund and Events Fund
 - Discuss Proposed eSummons Fund, and Mamie Davis
- Work Session #2: March 21, 2023
 - Discuss Capital Improvement Program
 - Discuss Updates to Funds reviewed at First Work Session
 - Discuss Reserves
- Budget Available to Council/Public: March 31, 2023
- Work Session (if needed): April 4, 2023
- Public Hearing on Budget: April 4, 2023
- Public Hearing on Tax Rates: April 18, 2023
- Adoption of Budget and Tax Rates: May 2, 2022



10

- END -



11



TOWN OF OCCOQUAN

Fiscal Year 2024 Budget Calendar

ACTIVITY	DATE	TIME
Budget Staff Meeting - Budget Preparation and Task Setting	Wednesday, December 14, 2022	Completed
Town Council Goal Setting Discussion	Tuesday, January 17, 2023	7:00 p.m.
Staff Meeting - Budget Discussion/Priorities	Wednesday, January 18, 2022	TBD
Deadline for Department Budget Requests	February 3, 2023	COB
Town Council Goal Setting Discussion Follow Up <i>if needed</i>	February 7, 2023	7:00 p.m.
Staff Budget Work Session Prep	Monday, February 20, 2023	TBD
Town Council Budget Work Session #1	Tuesday, March 7, 2023	7:00 p.m.
Staff Meeting - Budget Discussion	Wednesday, March 8, 2023	TBD
Staff Budget Work Session Prep	Monday, March 20, 2023	TBD
Town Council Budget Work Session #2	Tuesday, March 21, 2023	7:00 p.m.
Staff Meeting - Budget Discussion	Wednesday, March 22, 2023	TBD
Proposed FY24 Budget Submitted to Council, Available to Public	Friday, March 31, 2023	COB
Advertise for Tax Rate and Budget Public Hearings	Advertising Dates: March 23, 2023	Date to send to paper: March 21, 2023
Public Hearing: Proposed FY23 Budget	Tuesday, April 4, 2023	7:00 p.m.
Town Council Budget Work Session #3 <i>if needed</i>	Tuesday, April 4, 2023	7:00 p.m.
Public Hearing: Proposed FY23 Tax Rates	Tuesday, April 18, 2023	7:00 p.m.
Adoption of FY23 Tax Rates and Budget	Tuesday, May 2, 2023	7:00 p.m.
Submission of Budget to GFOA	90 Days from adoption	COB

Town Council Meetings/ Actions
 Administrative Deadlines



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

12. Discussion Items	Meeting Date: January 17, 2023
12B: Riverfest Boat Parade Benefits for Occoquan River Conservation	

Submitted by: Adam C. Linn
Interim Town Manager

Explanation and Summary:

This is to discuss the new RiverFest *Whatever Floats Your Boat* parade's potential benefits for environmental projects that preserve and improve the quality of the Occoquan River.

Town staff is modeling the parade after similar events where registrants create and launch their own decorated watercraft and compete for various prizes, with proceeds from registration fees and donations dedicated to environmental efforts. Town staff intends to add the activity to RiverFest as a way to introduce an exciting river experience to the festival as well as contribute to funding efforts to protect the Occoquan River, such as the Potomac Riverkeeper Network's projects.

Town staff requests that the Town Council provide guidance on:

- a) whether the Town will participate in the *50 Million Mussel Project* and/or the annual river water quality testing with the Potomac Riverkeeper Network; and
- b) whether the Town Council wants to use a certain percentage of the proceeds of the parade as a funding source for the abovementioned programs.

Background:

At the November 1, 2022, Town Council meeting, the Potomac Riverkeeper Network gave a presentation on their water quality testing program, which could include testing on up to three sites along the Occoquan River every week from May to October. The tests would determine the safety of the water for swimming, with additional tests added in the future depending on the funding the Network receives. The Network requested \$2,500 per testing site and 6-8 volunteers per year to run the program.

The Network also addressed the Town Council about the *50 Million Mussel Project* which is a Network initiative to restore 50 million native freshwater mussels to the Potomac River by 2030. The project employs mussel cages to reintroduce the freshwater mussels to the Potomac and its tributaries. The mussels filter and clean the water and their cages can be pulled out of the water regularly for use as a monitoring station for educational purposes. The Network requested \$5,000 for initial install and \$2,000 per year to manage the system.