Occoquan Town Council
Work Session Meeting
November 19, 2019 | 7:00 p.m.

1. **Call to Order**

2. **Regular Items**

   a. Update on Kayak Ramp Project- No materials.

   b. Meeting 2020 Meeting Calendars for Council, Boards and Commissions

   c. Town Project Overview

3. **Closed Session**

4. **Adjournment**

Portions of this meeting may be held in closed session pursuant to the Virginia Freedom of Information Act.
A copy of this agenda with supporting documents is available online at www.occoquanva.gov.

TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

2. Work Session Regular Agenda	Meeting Date: November 19, 2019
2 B: 2020 Meeting Schedules for Town Council, Boards and Commissions	

Explanation and Summary:

This is a request to set the Town Council meeting schedule for the 2020 calendar year. The Town Code Section 31.015, Date and Time of regular meetings, states that the Council shall meet in regular session on the first Tuesday of each month at 7:00 PM or at such other times as may be fixed by resolution; provided at least one regular meeting per month shall be held as required by Section 16 of the Town Charter.

<u>Current Meeting Schedules</u>

- **Town Council**: The Town Council currently meets on the first Tuesday of the month at 7:00 PM in Town Hall. In addition, the Town Council meets on the third Tuesday of the month, except for August and December, for work sessions at 7:00 PM in Town Hall.

- **Planning Commission**: The Planning Commission currently meets on the fourth Tuesday of the month at 6:30 PM in Town Hall when it has business to conduct.

- **Architectural Review Board:** The Architectural Review Board (ARB) meets on the fourth Tuesday of each month at 7:30 PM in Town Hall.

Town Staff Recommendation: Approval.

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

Proposed/Suggested Motion:
"I move to approve the 2019 Town Council meeting and holiday schedule as presented."

OR

Other action Council deems appropriate.

Attachments (2):
1. **Town Code Section 31.015**
2. **2020 Monthly Meeting/Holiday Schedules**

§ 31.015 DATE AND TIME OF REGULAR MEETINGS. The Town Council shall meet in regular session on the first Tuesday of each month at 7:00 p.m., or at such other times as may be fixed by resolution; provided that at least one regular meeting per month shall be held as required by § 16 of the Charter. When the first Tuesday of a month falls on a legal holiday, or the town election day, the Town Council shall advance the regular meeting to the next day Town Council 7 following, and notice of such advancement shall be published at the Town Hall in an area accessible to the public and by such means as the Town Council may select. When a regular or special meeting cannot be held at the scheduled time due to inclement weather, the Mayor shall fix a date and time for the meeting to occur. Matters advertised for a meeting rescheduled due to inclement weather need not be re-advertised if the advertisement stated that the meeting may be rescheduled in the event of inclement weather. (1998 Code, § 2-61) (Ord. O-2004-12, passed 4-13-2004; Ord. O-2007-07, passed - -; Ord. O-2011-04, passed 6-14-2011)

TOWN OF OCCOQUAN
2020 Meeting Schedule

DATE	MEETING TYPE
Tuesday, January 7, 2020	Regular Meeting
Tuesday, January 21, 2020	Work Session
Tuesday, February 4, 2020	Regular Meeting
Tuesday, February 18, 2019	Work Session
Tuesday, March 3, 2020	Regular Meeting
Tuesday, March 17, 2020	Work Session
Tuesday, April 7, 2020	Regular Meeting
Tuesday, April 21, 2020	Work Session
Wednesday, May 5, 2020	Regular Meeting
Tuesday, May 19, 2020	Work Session
Tuesday, June 2, 2020	Regular Meeting
Tuesday, June 16, 2020	Work Session
Tuesday, July 7, 2020	Regular Meeting
Tuesday, July 21, 2020	Work Session
Tuesday, August 4, 2020	Regular Meeting
Tuesday, September 1, 2020	Regular Meeting
Tuesday, September 15, 2020	Work Session
Tuesday, October 6, 2020	Regular Meeting
Tuesday, October 20, 2020	Work Session
Wednesday, November 4, 2020*	Regular Meeting
Tuesday, November 17, 2020	Work Session
Tuesday, December 1, 2020	Regular Meeting

Total Regular Meetings: 12
Total Work Sessions: 10
*Moved regular November meeting date to following Wednesday due to Election Day.

2020 Town observed holidays
Town Hall will be closed in observance of the following holidays:

January 1, 2020 – New Year's Day	September 7 – Labor Day
January 20 – Martin Luther King, Jr. Day	October 12 – Columbus Day
February 17 – Presidents' Day	November 11 – Veterans Day
May 25 – Memorial Day	November 26, 27 – Thanksgiving Holiday
July 3 – Independence Day (Observed)	December 24, 25 – Christmas Holiday
Staff Work Weeks: 6/8 and 9/28	January 1, 2021 - New Year's Holiday

Floating Holiday: December 31-New Year's Eve

TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

2. Work Session Regular Agenda	**Meeting Date:** November 19, 2019
2 C: Town Projects Currently Underway-Closed Session	

Explanation and Summary:

In addition to the day-to-day operations of the Town, staff is currently working on 21 Town projects. Eight of the project areas are on-going and critical to the core services provided by the Town. These project areas include: Development Review, Records Management, Grant Application/Management, Updating the Town Code, Developing the OCQ Alert System, Community/Public Events and the Police Community Programs.

There are 13 Priority Projects that are currently underway. These projects include, projects like the River Mill Bath House-Lower Level, Stormwater Management, Development of the Riverfest spring event, Developing a plan for the use of the Visitor Center, Intersection Improvements, and implementation of the Parking Study.

Attachments (2):
1. **Town Council Priorities FY 2020**
2. **Town Projects Currently Underway**

Town Council Priorities FY 2020

Community Development and Programming

- **Develop community programming and events**
    - Participate in VML's Green Government Challenge
    - Be Clean, Green, Safe and Stable
    - On-going Coordination with Prince William/Fairfax Counties

- **Increase reputation and viability of annual events**
    - Be the shopping, dining, entertainment hub of Prince William County, Southern Fairfax County and Northern Stafford County
    - Promote coordination with LRPA and with Lorton Work House Arts Center in regards to artistic programs

- **Business support**
    - Be an attractive center of employment for start-ups/small businesses (5-25) employees.

Historic Preservation and Town Appearance

- **Maintain and preserve historic properties**
    - Be regarded as one of the top 5 most attractive small towns in Virginia

- **Promote maintenance of public property**
    - Plan for Riverwalk (concept drawing)
    - Improve the Town's gateways
    - Stewardship of Town's natural resources
    - Beautification/landscaping efforts to enhance Town aesthetics

Parking Management

- **Manage parking and traffic issues in Historic District**
    - Completion of cut-through traffic and parking study (FY 2018)
    - Implementation plan for cut-through traffic and parking study
    - Improved parking management plan
    - Develop Town-owned parking lots
    - Continue requiring developers to provide appropriate off-street parking

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 the Town.

Stormwater Management

- **Identify and support opportunities for stormwater management**

Town Projects Currently Underway

Priority Projects

1. River Mill Park Bath House

2. Kayak/Canoe Launch

3. Website Redevelopment-**Complete**

4. Stormwater Management
   a. Stormwater Plan

5. Exploring the development of 2 New Town Events to Replace Spring Craft Show-Riverfest and Spirits & Spirits

6. Tanyard Hill Park and Sidewalk

7. Intersection Improvements
   a. Washington and Mill Streets
   b. Ellicott and Mill Streets

8. Parking Study Implementation

9. Standard Operating Procedures/Policies
   a. Special Events Policy-**Complete**
   b. Dock Usage
   c. Bond Release
   d. OCQ Alert System-**Complete**

10. Develop/Update Town Maps

11. Town Gateway Project-**Complete**

12. Visitor Center and Kiosk

13. Additional Equipment/Vehicle Storage Capacity
    a. Annex
    b. River Road property
    c. River Mill Park Bath House (Lower Level)
    d. Town Hall

Ongoing Projects

14. Development Projects
    a. Kiely Court
    b. The Mill at Occoquan
    c. Rivertown

15. Records Management
    a. Review/Destroy documents
    b. Convert documents to electronic form
    c. Create online document library (document organization)

16. Grant Application/Management
    a. Police Department
    b. Administration
    c. Public Works

17. Event Sponsorship Program
    a. Business Outreach
    b. Additional Advertising

18. Town Code Update
    a. Chapter by Chapter Review
    b. Proposed edits/amendments
    c. Public Hearings/Input

19. OCQ Alert System
    a. Compilation of contact information (ongoing)
    b. Dissemination of information

20. Police Community Programs
    a. Good Driver Reward Program
    b. Business Outreach
    c. Pedestrian Safety/Blocking the Box

21. Community/Public Events (Craft Shows, New Spring Event, Movie/Concert Series, Holiday Events, etc.)
    a. Developing/hosting events for the community
    b. Developing/hosting public events for the community/region that generate revenue to support the event