



TOWN OF OCCOQUAN
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Occoquan Town Council
Work Session Meeting
September 17, 2019 | 7:00 p.m.

- 1. Call to Order**
- 2. Approval of Minutes**
 - a. **September 3, 2019, Regular Meeting Minutes**
- 3. Regular Items**
 - a. Update on Clerk Position Recruitment/Office Coverage
 - b. Town Council Meeting Follow up-Use of Community and Business Support Fund to fund Shuttle Service
 - c. Town Council Meeting Follow up Information-Website Updates
 - d. Town Council Meeting Follow up Information-Maintenance Supervisor Work Schedule
 - e. Event and Community Development Program Support
 - f. Accepting Vehicle Donation from OWL
- 4. Adjournment**



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes-EWP DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, September 3, 2019
7:00 p.m.

Present: Mayor Earnie Porta, Vice Mayor Pat Sivigny, Councilmembers Matthew Dawson, Cindy Fithian, and Eliot Perkins

Absent: Councilmember Laurie Holloway

Staff: Kathleen Leidich, Town Manager; Christopher Coon, Town Clerk; Adam Linn, Chief of Police; Julie Little, Events and Community Development Director; Martin Crim, Town Attorney.

1. Call to Order

Mayor Porta called the meeting to order at 7:06 p.m.

2. Pledge of Allegiance

3. Citizens Time

Walt Seiberling of 107 Poplar Lane noted that there are plans for the construction of an indoor ski facility in Fairfax County just to the northeast of the Town and suggested that the Town investigate potential impacts. Mayor Porta noted that the entity planning the facility had contacted the Town more than a year ago and that it might be possible to have them send a representative to provide an informational presentation to the public.

Lance Houghton of 127 Washington Street reported to the Council that he was concerned about the placement of construction materials, trash, and other items in the Town-owned right-of-way adjacent to Kiely Court. He distributed a photograph showing the items of concern. He suggested that the Town require the owner of Kiely Court to move the items. Staff noted that Mr. Kiely has been cooperative and responsive to staff requests on a variety of matters. Council directed staff to contact Mr. Kiely and ask if he could relocate or shield any particularly egregious items. Councilmember Fithian expressed concern about the placement of the temporary toilet facility and asked if the Town had or could adopt regulations that require such facilities be a minimum distance from establishments like the adjacent restaurant. The Town Attorney responded that such regulations were the province of the Health Department and that the Town does not have the authority to implement additional regulations of that type.

4. Dredging Agreement

Mayor Porta asked for unanimous consent to move up on the agenda the consideration of the Dredging Agreement agenda item. There were no objections.

Mayor Porta noted that this agreement drafted by the Town Attorney is the mechanism by which the Town will allocate the \$5,000 budgeted in the FY2020 Capital Plan to contribute to the removal of sediment buildup at the terminus of the Union Street Pipe portion of the Town's stormwater management system. The remainder of the cost will be borne by the Gaslight Landing HOA.

A motion was made by Councilmember Perkins, seconded by Councilmember Fithian to approve the Dredging Participation Contract, for an amount not to exceed \$5,000, and to authorize the Mayor to sign the contract on behalf of the Town Council. Motion passed, unanimously.

5. On-Call Financial Consulting Services

Mayor Porta asked for unanimous consent to move up on the agenda consideration of the On-Call Financial Consulting Services agenda item. There were no objections.

Staff requested that the Town contract with Quist & Associates, LLC to provide approximately 69 hours of additional on-call financial consulting services for the Town. Ms. Quist was available to respond to questions from the Town Council. After the conclusion of the discussion with Ms. Quist, Mayor Porta requested that the vote on the subject be deferred until after the closed session discussion of personnel issues scheduled for later in the meeting.

6. Report of Events and Community Development Director

Mayor Porta asked for unanimous consent to move up on the agenda the report of the Events and Community Development Director. There were no objections.

Julie Little provided a written update on the planning for the FY2020 RiverFest and the FY2020 Spirits & Spirits events. Mayor Porta asked to what extent, if any, plans were being developed to allow Town businesses to take advantage of the recently-adopted Virginia law that enables existing ABC license holders, working with the Town, to obtain permission for alcohol to be consumed off-premises in designated areas during events. Since this is now being done in Manassas and some businesses in Occoquan have expressed an interest in doing so in Town, the Mayor asked that the Town Council provide Ms. Little with guidance on the subject. A lengthy discussion ensued that centered on the types of events for which this would be appropriate, the potential effects it might have on beer garden vendors, and the benefits that would accrue to Town businesses. At the conclusion of the discussion the Town Council directed Ms. Little to identify and report back to the Town Council which ABC license holders in Town might be interested in such an arrangement for the FY 2020 RiverFest and for any other events she might consider appropriate (e.g. the Merchants Guild Holiday Shopping/Town Tree Lighting event). Mr. Dawson noted that to the extent permissible, the Town should refuse to pursue such permits for businesses who are delinquent on their Town taxes.

7. Christopher Coon Day Proclamation

Mayor Porta asked for unanimous consent to add an item to the agenda and address it at this time. There were no objections.

Mayor Porta read a proclamation honoring Christopher Coon, whose last day in his current position is September 6, 2019.

A motion was made by Councilmember Fithian, seconded by Vice Mayor Sivigny to adopt the proclamation. Motion passed, unanimously.

8. Approval of Minutes

A motion was made by Councilmember Dawson, seconded by Vice Mayor Sivigny that the minutes of August 6, 2019 meeting be approved. Motion passed, unanimously.

9. Mayor's Report

This report is a listing of selected activities that Mayor Porta has performed in his capacity as Mayor since his last report.

8/10 - Attended Town's 257th Army Band event.

8/13 - Participated in the Chamber of Commerce "Meet the Mayors" Breakfast.

8/14 - Attended the ACTS Prince William Food Rescue Launch.

8/14 - Participated in a site visit by the PWC Tourism Office and a travel agent.

8/17 - Attended the Town's Beer Garden/Monallo event.

8/28 - Met with Denise McPhail of the PWC Human Rights Commission

8/28 - Attended the dedication of the John D. Jenkins Elementary School

9/1 - Attended the Craven Kangen Ribbon Cutting

10. Councilmember Reports

Councilmember Perkins reported that he attended the Beer Garden/Monallo event on August 17.

Councilmember Fithian reported that she attended the 257th Army Band event, the Beer Garden/Monallo event, and the Craven Kangen ribbon cutting.

11. Staff Reports

A. Town Attorney:

Mr. Crim reported that he (1) had worked with staff to prepare the legal ad and the staff report for the Mill at Occoquan public hear scheduled to take place before the Planning Commission later this month, (2) had worked with Town Manager on some potential property acquisition related to the pedestrian improvements project, (3) had provided staff with comments on the special events policy scope and legal issues related to that, (4) worked with staff on the close out of the web site contract, and (5) prepared the Dredging Agreement voted on earlier in the meeting.

B. Town Engineer:

The Town Engineer's written report was submitted as part of the meeting agenda. Councilmember Perkins asked about the status of hiring a Project Manager for the kayak/canoe launch. Ms. Leidich responded that she is working with the County to identify potential candidates. She indicated that the Town is pursuing renewal of the relevant permits in the meantime. Mayor Porta noted that he is expecting staff to work diligently to complete the project by December 31. Councilmember Perkins also asked about the status of Tanyard Hill Park. Mayor Porta responded that he has scheduled a trail walk on the site for September 14.

C. Building Official:

The Building Official's written report was submitted as part of the meeting agenda.

D. Zoning Administrator

The Zoning Administrator's written report was submitted as part of the meeting agenda. Mayor Porta noted that it did not include the status of some violations he knows are outstanding. Staff responded that this report only includes reviews conducted in August and that the violations the Mayor is thinking about were cited in July.

E. Town Treasurer

The Town Treasurer's written report of audits and tax delinquencies was submitted as part of the meeting agenda. A discussion ensued about the Meals Tax and Transient Occupancy Tax delinquencies. After discussion Council directed staff to send notices indicating that the delinquencies need to be cleared or the Town will be forced to pursue garnishment.

F. Chief of Police:

Chief Linn submitted a written report as part of the meeting agenda. Chief Linn elaborated verbally on the issues involving racing groups in Town and the Council discussed potential enforcement actions, including collaborating with adjoining property owners on camera surveillance. Chief Linn plans to report further on such possibilities at a future meeting.

Mayor Porta asked about the ability of the Town to restrict parking on Poplar Lane to residents only. The Town Attorney will investigate the issue.

Mayor Porta asked if any progress had been made in determining how timed parking would be enforced if the Town were ever to implement such a system. Chief Linn noted several options and distributed an informational sheet on the iChalk system. Council directed the Town Manager to also investigate and report back on kiosk systems.

Mayor Porta also asked about the status of the sale of the old police vehicle. A discussion ensued about whether or not the Town could sell the vehicle to anyone other than another law enforcement agency without first decommissioning the vehicle (i.e. removing the light bar, etc.). Staff's current plan is to offer the vehicle on Gov deals as a police vehicle first before incurring the cost to decommission it.

A motion was made by Vice Mayor Sivigny, seconded by Councilmember Perkins to authorize up to \$1,000 for the removal of Occoquan identification decals from the vehicle. Motion passed, unanimously.

Police Grant Funding

Mayor Porta asked for unanimous consent to move up on the agenda the Police Grant Funding agenda item. There were no objections.

A motion was made by Councilmember Perkins, seconded by Councilmember Fithian to accept the National Highway Safety Traffic Administration pass-through grant from the DMV and approve the soft match of up to \$6,632.00. Motion passed, unanimously.

12. Energy Efficiency Proclamation

Mayor Porta asked for unanimous consent to move up on the agenda the Energy Efficiency Day Proclamation. There were no objections.

A motion was made by Councilmember Dawson, seconded by Vice Mayor Sivigny to adopt the Proclamation proclaiming October 2, 2019 as Energy Efficiency Day. Motion passed, unanimously.

13. Staff Reports (Continued)

G. Public Works

Staff distributed a written Public Works report with the agenda. Councilmember Perkins indicated that this was a good start at keeping the Council informed of such activities. A lengthy discussion ensued about the need for staff to maintain a list of the regularly-scheduled tasks for Public Works staff (e.g. emptying overflowing trash cans every Friday and Monday; annual turning off of outdoor water sources). Council directed the Town Manager to provide such a schedule at the first meeting in October.

H. Boards and Commissions:

Councilmember Perkins reported that the Planning Commission met on August 27 and reviewed some initial hand-drawn sketches on potential signs for the entrances to Town and discussed the discussed briefly the upcoming public hearing on the Mill at Occoquan.

I. Town Manager:

Ms. Leidich submitted a written manager's report as part of the meeting agenda. In her verbal report she (1) indicated that she had scheduled some site visits to look at other projects comparable to the Mill at Occoquan, (2) noted that the Town's Administrative is planning on moving out of the area in the near future, (3) noted that the public art exhibit of historic photographs on Mill Street had been removed and would soon be updated with the new one, and (4) noted that the poems from the Write by the Rails were mounted in Town Hall.

Mayor Porta requested that Ms. Leidich double-check the numbers on the canoe/kayak launch project in her report as they do not seem to match the understood cost-sharing amount. Councilmember Perkins asked for an update on the status of the Visitor Center Kiosk. Ms. Leidich reported that she was still awaiting a response from County staff on that issue.

Ms. Leidich briefly reviewed the new Town web site, noting in particular the mechanism for public reporting of issues. Council requested that they receive a monthly report from staff regarding such issues, similar to what the Chief of Police

provides. Councilmembers and members of the public made several suggestions for improvement, including ensuring that the mobile version of the site works properly.

14. Storm Water Work Plan

The Town Manager gave a presentation on the staff Stormwater Work Plan. Highlights included an overview of the study conducted in April 2018 by Prince William County, examples of potential problem areas, a proposed maintenance plan, and proposed future remediation projects. Mayor Porta noted three particular items relevant to the report:

- (1) Residents who have experienced stormwater issues have been told for nearly three years to wait for the results of a comprehensive stormwater study before expecting Town action, so it is imperative that the Town start to address such concerns;
- (2) The study conducted by Prince William County was not, nor did the County intend it to be, comprehensive. Instead, it examined the three primary underground arteries in Town. The Council should not assume that these are the only items for which the Town should feel compelled to take some responsibility.
- (3) Major creeks, like Ballywhack Creek, are integral parts of the Town's stormwater management system. These were not examined by the County study, but are aspects of the Town's stormwater management system for which the Town should expect to bear some responsibility, regardless of whether or not they are on private property, since their condition directly impacts the underground conduits over which the Town is presuming to exert control.

The Town Attorney noted that while private property owners have a responsibility not to make the condition of creeks any worse, they have no obligation to maintain them in a manner that benefits the underground stormwater conduits. This, coupled with the fact that management of stormwater is a fundamental responsibility of government, argues for the Town to play some role in the maintenance and remediation of such creeks where warranted.

Mayor Porta emphasized to staff that it is important to review the grant opportunities suggested by our State Senator and State Delegate that might be available for stormwater management and stream remediation so that we are ready to submit the relevant applications by the next deadline.

15. POW/MIA Commemoration

Mayor Porta asked for unanimous consent to add to the agenda and address at this time a request from Vice Mayor Sivigny for the Town to partner with VFW Post 7916 to use River Mill Park on September 20, for the annual POW/MIA commemoration. There were no objections.

A motion was made by Vice Mayor Sivigny, seconded by Councilmember Fithian, that the Town partner with VFW Post 7916 to use River Mill Park on September 20 for the annual POW/MIA commemoration. Motion passed, unanimously.

16. Closed Session

Vice Mayor Sivigny moved that the Council convene in closed session to discuss the following as permitted by the Virginia Code Section 2.2-3711(A)(1), a personnel matter involving assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; and, as permitted by the Virginia Code Section 2.2-3711(A)(3) a matter involving acquisition of real property for public purposes within Town boundaries. Councilmember Dawson seconded. Ayes: all, by voice vote. Closed session began at 10:07 p.m.

The Council came out of Closed Session at 11:08 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 Fithian seconded. Result of roll call vote: Ayes: Vice Mayor Sivigny, Councilmembers Dawson, Fithian, and Perkins. Nays: None.

17. On-Call Financial Consulting Services

Vice Mayor Sivigny moved, and Councilmember Perkins seconded the authorization of additional hours to complete the tasks covered by the Contract for Accounting and Related Service with Quist & Associates, LLC, for an amount not to exceed \$6,210. Result of roll call vote: Ayes: Vice Mayor Sivigny, Councilmembers Dawson, Fithian, and Perkins. Nays: None.

18. Clerk Services Contracts

Vice Mayor Sivigny moved, and Councilmember Fithian seconded entering into a contract with Christopher Coon for 10 hours per week to perform administrative duties for the Town of Occoquan at a rate of \$25 per hour and authorize the Mayor to execute the contract; and, entering into a contract with Luke Seigfried for Town Council meeting meetings at a rate of \$17.50 per hour and authorize the Mayor to execute the contract. Result of roll call vote: Ayes: Vice Mayor Sivigny, Councilmembers Dawson, Fithian, and Perkins. Nays: None.

19. Adjournment

The meeting was adjourned at 11:12 p.m.

Christopher Coon
Town Clerk



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

3. Work Session Regular Agenda	Meeting Date: September 17, 2019
3 A: Update on Clerk Position Recruitment/Office Coverage	

Explanation and Summary: Effective September 6, 2019, the Town Clerk resigned his full-time position and transitioned into providing up to 10 hours of service per week. Since then staff has started the recruitment process to fill the full-time Clerk position. The position has been posted on the VML website and will be posted in the local paper, as well as on other online job posting platforms.

The initial deadline for receiving applications is September 27, 2019. The plan is to review the applications during the week after the Fall Craft Show, and set up the initial candidate interviews beginning the second week of October.

Office Coverage

Between now and when the Clerk position is filled, staff is working to set up temporary administrative assistance to aid with customer service on the phone and at the window. This will require approximately 13 hours per week of administrative assistance. Initial review of temp agency pricing showed a cost of \$26 per hour for this type of assistance. Further research will likely yield a lower price. The funding to support the temporary administrative assistance will be provided from the salary savings resulting from the vacant Clerk position.

Proposed/Suggested Motion:

"I move to provide funding from the salary savings resulting from the vacant Clerk position to support the cost of providing temporary administrative assistance in the Town office for the duration of the vacancy in the Clerk position for an amount not to exceed \$588 per week."

OR

Other action Council deems appropriate

Attachments: (0)



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

3. Work Session Regular Agenda	Meeting Date: September 17, 2019
3 B: Use of Community and Business Support Fund to fund Shuttle Service for Events	

Explanation and Summary: In April of 2015, Town Council directed staff to develop the final budget document for approval on May 5, 2015, based on increasing the Meals Tax rate from 2% to 3% and to ensure that funding was set aside for Community and Business in an effort to support community events, marketing, or other areas that directly support the community.

In FY2019, the Community and Business Support Fund was used to support the redevelopment of the Town. This project was initiated by members of the business community to better promote Occoquan businesses.

As discussed at the September 3rd Regular Meeting, the Community and Business Support Fund will be used in FY 2020 to support satellite parking for town events. Staff has contracted with ABC Limousine to offer free shuttle service from the 123 Commuter Lot during peak hours of special events, such as Spirits & Spirits and WinterFest. Additionally, the fund will be used to support shuttle signage promoting this service.

Attachments: (0)



TOWN OF OCCOQUAN TOWN COUNCIL MEETING Agenda Communication

3. Work Session Regular Agenda	Meeting Date: September 17, 2019
3 C: Website Updates	

Explanation and Summary: At the September 3rd Regular Meeting, Council members and members of the public requested the Town website be updated to provide appropriate visibility on mobile devices from the portrait orientation and to provide protection from bot interference for the “Report an Issue” online form.

Staff requested a proposal from the Town’s website designer, FreshySites, to make these updates to the website. Staff received the work proposal on September 9th. FreshySites is currently in the process of making these updates.

Attachments: (1) FreshySites Project Work Proposal 9-9-19



PROJECT WORK PROPOSAL

Scope OF WORK

Town of Occoquan

September 9, 2019

Overview

Thank you for the opportunity to present this proposal and for considering FreshySites to support your website and website development needs.

FreshySites specializes in providing businesses and organizations with professional and powerful digital marketing services. We utilize unique concepts, high-end talent and fresh online tools to make sure our client projects exceed expectations.

Please find attached our proposed approach, scope of work, estimated fees and payment schedule. Please take your time in reviewing this proposal and contact us with any questions or concerns. We look forward to working with you.



Scope of Work: Setup

Mobile Responsive Clean Up

\$625

FreshySites to review website on mobile devices and correct any visibility/useability errors that are found

Primary focus on portrait view

Includes testing/confirmation across multiple devices

Report an Issue Adjustments

\$250

Add character limit (amount clarified by client) for message of "Report an Issue"

Add reCAPTCHA to form to help prevent bot submissions

Add link to "Report an Issue" under "How Do I" under Town Government

Page and Menu Adjustments

\$125

FreshySites to aid in cloning of pages

Once new pages have all content fill in by client, FreshySites to help add new pages to main menu/make any menu adjustments to work with new event pages.



Important Notes

Client Owns All Assets/Content: All delivered content is solely owned by client upon project completion and final payment. Any items outside of the scope of work subject to FreshySites' hourly rate of \$125/hr.

Agreement

Town of Occoquan (hereafter known as "Client") agrees to enter into the marketing program update initiative as outlined above. Client agrees to FreshySites terms of service located at <https://freshysites.com/terms/>. Any changes or deviations to the scope of work may result in additional fees. FreshySites, will not adjust or modify the scope of work outlined in this proposal without the prior consent of Client. Further, Client understands that the agreement of the outlined timeline for this project is contingent on certain expectations of Client to gather and provide necessary information and data to FreshySites. In addition, to the fullest extent permitted by law the client shall indemnify and hold harmless FreshySites from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work. Client agrees to pay FreshySites all project fees at project onset. Client agrees to start monthly services at project onset with a corporate credit card.

To Accept This Agreement Please Click the Button Below and Complete the Form:

[Start Here!](#)



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

3. Work Session Regular Agenda	Meeting Date: September 17, 2019
3 D: Maintenance Supervisor Work Schedule	

Explanation and Summary: At the September 3rd Regular Business Meeting, Council requested a weekly work schedule for the Maintenance Supervisor. The attached work schedule provides an overview of Maintenance Supervisor's weekly and Craft Show work plans.

Attachments: (1) Maintenance Supervisor Work Schedule: Weekly/Craft Show Overviews



Maintenance Supervisor Work Schedule

Weekly Work Schedule

Mondays

- Drive through Town, sweep, dump trash, clean River Mill Park bathrooms

Tuesdays

- Miscellaneous Repairs
- Check Tanyard Hill Park

Wednesdays

- Ensure trash cans dumped by Town's contractor, clean up loose trash left behind
- Clean River Mill Park bathrooms
- Service truck, gator-cart, street sweeper

Thursdays

- Miscellaneous Repairs
- Annex clean up

Fridays

- Ensure trash cans dumped by Town's contractor, clean up loose trash left behind
- Sweep Streets
- Concert prep: Assisting with stage preparation and unloading/moving band equipment
- Clean River Mill Park bathrooms

Saturdays

- Prep River Mill Park for Movie nights
- Assist Events and Community Development director with Movie nights
- Check/empty public trash cans

Craft Show

- Fix and build signs, order as needed
- Clean coolers
- Stage cones for traffic control
- Pick up ice, load coolers
- Placement of handicapped parking signs
- Set up bus stops (cooler, sign, chairs)
- Placement of parking warning signs on poles (72 hours before event)
- Placement of Craft Show Pick up Signs in parking lots
- Close lot for dumpster and Porto Johns
- Placement of lot parking signs on Rt. 123
- Set up permit parking lots
- Bus stop pick ups
- Refill coolers during the event
- Town Hall set up
- Pick up sodas/waters
- Close Commerce Street at Rt. 123 for event
- Parking enforcement
- Clean up after the show (taking down tents, folding chairs/tables, etc.)
- Break down and put away cones, signs, cans coolers, chairs
- Stage trash cans and bags for trash crew
- Pick up food, drinks, ice, etc. when needed



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

3. Work Session Regular Agenda	Meeting Date: September 17, 2019
3 E: Event and Community Development Program Support	

Explanation and Summary: During the approval process for the FY 2020 Budget, Council included \$6,610 of funding in the Craft Show Budget to support part-time assistance for the Event and Community Development program. This assistance will provide the Event and Community Development Director support in regards to the on-going social media plan development and implementation for the Town.

The proposed contractor, Megan Matheny, will provide on-call assistance with the following activities: marketing research, quarterly media planning and strategy development, creating stock photography, spot coverage of Town events, promotional design for special events. Deliverables include quarterly media plans, stock footage, and promotional images

Proposed/Suggested Motion:

“I move to enter into a contract with Megan Matheny for on-call social media program support services, for an amount not to exceed \$6,610, as approved/included in the FY 2020 Craft Show Budget.”

OR

Other action Council deems appropriate

Attachments: (1) Contract for Social Media Program Support and Related Services

TOWN OF OCCOQUAN
CONTRACT FOR SOCIAL MEDIA PROGRAM SUPPORT AND RELATED SERVICES

This Contract is entered into on and as of its Effective Date by and between the **TOWN OF OCCOQUAN**, a body politic and corporate of the Commonwealth of Virginia (hereinafter, “Town”), and **MEGAN MATHENY** (hereinafter “Contractor”), for Services identified herein, on the following terms and conditions:

I. DEFINITIONS

- A. Capitalized terms that are defined in the Virginia Public Procurement Act (VPPA) or Town Policy have the same meanings in this Contract as are given in that law, policy, or Solicitation. Capitalized terms not defined in those sources but used in this Contract have the following meanings, unless the context clearly requires otherwise. Undefined terms have their common meanings appropriate to their context.
1. “Contract Administrator” means the person designated by the Town Council to administer the Contract for the Town. The initial Contract Administrator is **Kathleen Leidich**, but the Town Council may designate a new Contract Administrator by notice to the Contractor.
 2. “Contractor's Representative” means the person who is responsible for the performance obligation of the Contractor under this Contract. The initial Contractor’s Representative is **Megan Matheny**, but the Contractor may designate a new Contractor’s Representative by notice to the Town.
 3. “Drug-free workplace” means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.
 4. “Notice of Default” means a notice sent to the other party’s designee (Contract Administrator for the Town, Contractor’s Representative for the Contractor) setting forth the facts showing that party to be in default under the Contract.
 5. “Notice of Termination” means a notice sent to the other party’s designee (Contract Administrator for the Town, Contractor’s Representative for the Contractor) informing that party of the termination of the Contract as of a particular date.
 6. “Party” means either the Contractor or the Town.
 7. “Town” means the Town of Occoquan, Virginia, the Town Council, or the Council’s designee assigned responsibility for this Contract, as permitted by the context.
 8. “Work” means the Services and deliverables to be provided under this Contract.

II. FORMATION

A. Conditions Precedent to Formation:

Before any Contract between the Town and the Contractor is effective, the following conditions precedent must be satisfied. Satisfaction of these conditions is the responsibility of the Contractor. If, after performance under the Contract, the Town learns that a condition precedent was not met, the Town may, if permitted by law, ratify the Contract by affirmative recorded vote or may disclaim it, in its sole discretion.

1. Permits and licenses: Contractor shall have and maintain all necessary licenses and permits throughout the term of the Contract.
2. Payment of Debts: Contractor must pay all amounts shown as due to the Town on the Town's accounts, even if a dispute exists as to the debt's validity or enforceability.

B. Parties

1. The sole parties to this Contract are the Town of Occoquan and the Contractor.
2. Neither this Contract, nor any part hereof, may be assigned by the Contractor to any other party without the express written permission of the Town in advance. No assignment without such permission will relieve the Contractor of any responsibility under this Contract.
3. There are no intended third-party beneficiaries of this Contract, unless it is made available by rider for other governmental entities to use. Making the Contract available to them by rider is the sole extent of the intended third-party benefit.
4. If this Contract is made available by rider for other governmental entities to use, any contracts formed between the Contractor and such other governmental entities shall be solely between those parties. The Town shall not be a party to any of these Contracts.
5. Contractor may not subcontract any of the work under this Contract without the prior, written approval of the Town, which will not be unreasonably withheld. The Contractor will, prior to award of the contract, provide the Town with a written list of each proposed subcontractor and the work to be done by that subcontractor. The Town shall, after reasonable investigation, promptly inform the Contractor if it objects to a particular subcontractor. If the Town objects, the Contractor will not use that subcontractor for any part of the work and will promptly submit in writing for the Town's approval the name of another subcontractor (or propose to use the Contractor's own personnel) to perform those portions of the work. The Contractor will not change a subcontractor without giving the Town written notice of the proposed new Subcontractor and receiving the Town's approval after reasonable investigation. If the Town objects, the Contractor will either retain the existing subcontractor or propose a different subcontractor to the Town for approval. It is the Contractor's responsibility to obtain subcontractors whom the Town approves, and no delay due to the Town's

objection to a subcontractor will authorize any change in the time required to perform the work.

C. Authority to Execute

By executing this Contract on behalf of Contractor, the Contractor's Representative warrants that he or she has full authority to do so.

D. Incorporation of Documents

The Contract consists of the following documents, which are hereby incorporated by reference and fully made a part of the Contract. This Contract and the incorporated documents describe the subject of the Procurement, the particulars of its performance, the process and time for payment, and the rights and remedies of the parties (collectively, "the terms"). In case of any conflict between those documents' terms, the documents shall be given precedence in the following order, from highest to lowest:

1. This Contract for Social Media Program Support and Related Services, and
2. The email from the Contractor dated July 12, 2019 ("the Email")

E. Effective Date

The Effective Date of this Contract shall be the last to occur of (1) the date on which the Contractor's Representative signs the Contract, (2) the date on which the Mayor signs the Contract, and (3) the date that all conditions precedent to formation are satisfied.

III. PERFORMANCE

A. Scope of Work

1. The Contractor will provide on-call Social Media program support on an as-needed basis to the Town. On-call assistance includes both remote and occasional on-site services.
2. Assistance will include, but is not limited to, marketing research, quarterly media planning and strategy development, creating stock photography, spot coverage of two Town special events per quarter, promotional design for two special events per quarter.
3. Ala Carte Services include, but are not limited to, Photography/Videography, image editing, design, copywriting & research, content management/posting, marketing/engagement, and consulting.
4. Deliverables include quarterly media plans, stock footage, and promotional images.

B. Contacts

In addition to the Contract Administrator and the Contractor's Representative, the parties may designate additional contacts for exchange of information.

C. Acceptance of Work

Performance of the work and delivery of all Goods shall be conducted and completed in accordance with recognized and customarily accepted industry practices and shall be considered complete when the services are approved as acceptable by the Contract

Administrator. In the event of rejection of any deliverable, the Contractor shall be notified and shall have fourteen (14) calendar days from date of issuance of notification to correct the deficiencies and resubmit the deliverable.

D. Warranty

The Contractor warrants that all Services it performs will be of good quality and meet the specifications of this Contract and of all literature supplied by the Contractor as part of the selection process which led to the award of this Contract. "Literature" as used in this provision means any and all brochures, fliers, catalogs, Proposals, web sites, email, or other information, in whatever written form, relating to the quality, utility, economic advantages, or composition of the Services of deliverables.

E. Invoices

1. Contractor will bill the Town at a rate of \$40.00 per hour of service.
2. Contractor will submit all its invoices for payment in the fiscal year in which the Services were performed or within thirty days thereafter. Late invoices are subject to rejection if no appropriated funds are available for their payment.
3. The invoice must be in the name of the Contractor unless an assignment has been received and approved by the Town.

F. Payment

1. In return for the Services that are the subject of this Contract, and subject to section IV.D) of this Contract relating to "Non-appropriation of Funds," the Town shall compensate the Contractor within thirty (30) days after receipt of proper invoice for the amount of payment due or thirty (30) days after receipt of the goods or services, whichever is later provided that an unconditional lien release is provided from the Contractor and all subcontractors who provided any goods and/or services for which the Town is being charged.
2. Within seven days after receipt of amounts paid to the Contractor by the Town for satisfactorily completed performance, the Contractor agrees to:

- a. Pay each subcontractor for the proportionate share of the total payment received from the Town attributable to the Work performed by each subcontractor under that contract; or
- b. Notify the Town and subcontractor, in writing, of their intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.

If the Contractor, after having received payment from the Town, fails to pay each subcontractor its proportionate share of the total payment, the Contractor shall be obligated to pay interest to each subcontractor on all amounts that remain unpaid after the seven days following receipt by the Contractor of payment from the Town. Under no circumstances will the Town pay or reimburse this interest payment.

3. Unless otherwise provided under the terms of this Contract or by statute, interest shall accrue at a rate of one percent per month or twelve percent per annum against the Contractor on any unpaid amounts owed to each subcontractor.
4. The Contractor shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.
5. A Contractor that is an individual must provide his or her social security number and a Contractor that is any form of business entity must provide its federal employer identification number to the Contract Administrator before payment can be made. This requirement permits the Town to comply with federal reporting requirements for income tax.
6. The Town may offset any payment due to Contractor by any debt shown on the Town's accounts, even if a dispute exists as to the debt's validity or enforceability.

IV. TERM AND TERMINATION

A. Base Term and Extensions

1. The base term for this Contract shall be for the period October 1, 2019, through June 30, 2020.
2. This Contract may be extended by written change order or amendment. No extension in time may increase the price without a recorded affirmative vote of the Town Council.

B. Termination for Default

1. Either party may terminate this Contract, without further obligation, for the default of the other party or its agents or employees with respect to any agreement or provision contained herein.

2. Except in an emergency endangering life, safety, or the operation of the public, the party claiming default shall provide notice and an opportunity to cure the default to the other party before terminating the Contract for default.
 - a. Notice of Default shall be given at least ten business days before the date set for termination and shall set forth the grounds for claiming default of the other party and the steps demanded to cure the default.
 - b. If the party receiving the Notice of Default cures the default before the end of the cure period set out in the Notice, then the party sending the Notice of Default shall not terminate the Contract for default.
3. If the period for cure passes without curing of the default, then the party sending the Notice of Default may send a Notice of Termination for default to the defaulting party.
4. Default of one party shall not excuse the default of the other party. If either party is in default, either or both may send a Notice of Default and, if warranted, a Notice of Termination.

C. Termination for Convenience

1. The Town may terminate this Contract or any work or delivery required hereunder from time-to-time either in whole or in part, whenever the Contract Administrator, with the concurrence of the Town Council, determines that such termination is in the best interest of the Town.
2. Termination may occur in whole or as to any discrete part of the Contract. A partial termination shall set forth the portions of the Contract which are terminated.
3. The effective date of the termination shall be three days after issuance of a Notice of Termination signed by the Contract Administrator and Mayor and its mailing or delivery to the Contractor, or any later date specifically set forth in the Notice of Termination.
4. The Contractor may terminate this contract upon 30 days written notice to the Town.

D. Termination for Non-Appropriation

1. If funds are not appropriated for purposes of this Contract for any succeeding fiscal year subsequent to the one in which this Contract is entered into, then the Town may terminate this Contract upon thirty (30) days written notice to the Contractor. The notice shall set forth the grounds for termination and its effective date.
2. If the Town terminates for non-appropriation, the Town shall be liable only for payments due through the effective date of termination.
3. Until the effective date of the termination, the Contractor shall continue to perform its duties under the Contract and is not excused from any portion of the Contract.

E. Claims Upon Termination

1. Upon receipt of a Notice of Termination, the Contractor shall:
 - a. Cease any further deliveries or work due under this Contract, on the date, and to the extent, which may be specified in the Notice;
 - b. Place no further orders with any subcontractors except as may be necessary to perform any portion of the Contract not subject to the Notice (in the case of partial termination only);
 - c. Terminate all subcontractors except to the extent necessary to complete work which was not subject to the Notice (in the case of partial termination only);
 - d. Settle all outstanding liabilities and claims which may arise out of such termination, with the ratification of the Contract Administrator; and
 - e. Use its best efforts to mitigate any damages which may be sustained by the Contractor or any of its subcontractors as a consequence of termination under this clause.
2. After complying with the foregoing provisions, the Contractor shall submit a termination claim within thirty days unless an extension is granted by the Contract Administrator. This termination claim shall document all amounts due under this provision.
 - a. Upon receipt of the Contractor's termination claim, the Contract Administrator, with the approval of the Town Council, shall pay from the Town's budget the reasonable costs of termination, including a reasonable amount for profit on services delivered or completed. In no event shall this amount be greater than the hourly rate stated in the Email. The calculation of the amount to be paid the Contractor shall be documented and made a part of the Contract file.
3. The Contractor shall include similar provisions for termination in any subcontractors and shall require subcontractors to make reasonable efforts to mitigate damages if the Contract is terminated. Failure to include such provisions shall bar the Contractor from any recovery from the Town whatsoever for loss or damage sustained by a subcontractor as a consequence of termination.

F. Survival of Certain Provisions After Termination

Notwithstanding the termination of this Contract, the following provisions remain in effect until they are waived in writing, expire by their own terms, or become unenforceable by operation of law: sections VI, VII.A), VII.B), and VII.CVII.C).

V. STATUTORY REQUIREMENTS

A. Employment Discrimination

In all contracts, regardless of contract amount, the Contractor will abide by the provisions of the Americans with Disabilities Act, and will require each sub-contractor to do so. If this Contract is for a consideration in excess of Ten Thousand Dollars (\$10,000.00), then during the performance of this Contract, the Contractor agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
2. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
3. Notices, advertisements, and solicitations placed in accordance with Federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this paragraph.
4. The Contractor will include the provisions of this Contract paragraph in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

B. Ethics

The provisions contained in Chapter 43, Article 6, Sections 2.2-4367 through 2.2-4377 of the Virginia Public Procurement Act, as set forth in the 1950 Code of Virginia, as amended, apply to this contract. The provisions of Article 6 of Chapter 43 supplement, but do not supersede, other provisions of law including, but not limited to, the Virginia Conflict of Interest Act (§ 2.2-3100 et seq.), the Virginia Governmental Frauds Act (§ 18.2-498.1 et seq.) and Articles 2 and 3 of Chapter 10 of Title 18.2. The provisions apply notwithstanding the fact that the conduct described may not constitute a violation of the Virginia Conflict of Interests Act.

C. Drug-Free Workplace

During the performance of this contract the contractor agrees to:

1. Provide a drug-free workplace for the Contractor's employees.
2. Post in conspicuous places, available to employees and applicants for employment a statement notifying employees that the unlawful manufacture, sale, distribution,

dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition.

3. State in all solicitations or advertisement for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace.
4. Include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000.00, or so that the provisions will be binding upon each subcontractor or vendor.

D. Faith-Based Organizations

The Town of Occoquan in procuring goods and services, or in making disbursements pursuant to this section, shall not discriminate against a faith-based organization on the basis of the organization's religious character or impose conditions that restrict the religious character of the faith-based organization, except funds provided for expenditure pursuant to contracts with public bodies shall not be spent on religious worship, instruction, or proselytizing, or impair, diminish, or discourage the exercise of religious freedom by the recipients of such goods, services, or disbursement.

E. Employment of Illegal Aliens

The contractor agrees that it does not, and shall not during the performance of this contract for goods and services, knowingly employ any unauthorized alien or aliens as defined in the federal Immigration Reform and Control Act of 1986.

F. Foreign And Domestic Business Authorized to Transact Business in the Commonwealth

1. A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 or as otherwise required by law.
2. A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of this contract. The Town may void any contract with a business entity if the business entity fails to remain in compliance with this provision.

VI. DISPUTES

A. Governing Law

This Contract is governed by the law of the Commonwealth of Virginia, including but not limited to the applicable portions of the Virginia Public Procurement Act (VPPA), Sections 2.2-4300 et seq. of the Code of Virginia (1950), as amended. As a town of less than 3,500 population, the Town is exempt from all portions of the VPPA except as provided in Virginia Code § 2.2-4343 A(9). The Town reserves the right to adopt generally applicable policies on procurement, which will apply to this Contract except to the extent anything in such policies is inconsistent with the express terms of this Contract.

B. Hold Harmless

1. To the fullest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless the Town and its officers, agents, employees, community representatives, volunteers or others working on behalf of the Town from any and all claims, judgments, suits, losses, damages, payments, costs, fines and/or fees levied against the Owner and expenses of every nature and description, including attorney's fees, arising out of, connected or associated with or resulting from the lack of performance or the negligent performance of work or infringement of intellectual property rights as described in this Contract, Contract Documents or any agreement that results from this Contract. Further, if the Contractor subcontracts for work, it will require in its subcontracts that each subcontractor indemnify, defend, and hold harmless the Town and its officers, agents, employees and community representatives, from any and all claims and losses accruing or resulting from the negligent performance of work or infringement of intellectual property rights as described in any agreement that results from this Contract.
2. To the fullest extent permitted by law, the Contractor shall also indemnify, defend, and hold harmless the Town and its officers, agents, employees, community representatives, volunteers or others working on behalf of the Town against all costs, including reasonable attorney's fees, arising from liens encumbering the Town's Property filed by subcontractors, sub-subcontractors, material suppliers, and all other persons and entities acting for and under the Contractor, and the Contractor shall immediately discharge or bond such liens off.
3. Virginia is a Dillon Rule state. Unless specifically permitted by statute, indemnification or any attempt to have the Town hold others harmless is invalid and unenforceable as an impermissible waiver of the Town's sovereign immunity which may create potential future debt in violation of Virginia Constitutional and statutory requirements. The Town cannot waive its sovereign immunity.

C. Conditions Precedent to Pursuit of Legal Remedies

Before the Contractor may exercise any legal remedy it may have in relation to rights arising out of this Contract, it must comply fully and strictly with each of the applicable conditions below. Failure to comply fully and strictly with an applicable condition

precedent bars the Contractor from exercising any legal remedies it may otherwise have in relation to this Contract until it complies with the condition precedent or the Town knowingly and intentionally waives the condition precedent.

1. Submission of Disputes: A Contractor must submit any dispute arising out of this Contract to the Town for adjustment. In doing so, it shall provide all relevant evidence that bears on the Town's liability for the amount claimed or responsibility to grant any non-monetary relief requested.
2. Disputes by the Contractor with respect to this Contract shall be decided within fifteen (15) days from submission by the Town Council's designee, who shall reduce his/her decision to writing, and mail or otherwise furnish a copy thereof to the Contractor. This decision shall be final and binding unless within five (5) days from the date of such decision the Contractor mails or otherwise furnishes the Mayor a written appeal addressed to the Town Council. The Town Council shall consider the appeal and render its written decision within forty (40) days. The decision of the Town Council shall be final and binding unless set aside by a court of competent jurisdiction as fraudulent, capricious, arbitrary, or so grossly erroneous as necessarily to imply bad faith, or as not supported by any evidence. Pending a final determination of a properly appealed decision of the Town Council's designee, the Contractor shall proceed diligently with the performance of the Contract in accordance with that decision.

D. Venue

Any action brought under this Contract must be brought in the state courts for the County of Prince William and may not be removed to the Federal Court system.

E. Limitations on Actions

Any action brought under this Contract, except an action for breach of warranty, shall be brought within the shorter of the statutory limitations period and the period of three years from the date of final payment without any tolling of this statutory limitations period for any reason whatsoever.

F. Waiver of Jury Trial

In any action brought under this Contract, the parties expressly waive their right to trial by jury and agree to submit all questions of fact to the judge as trier of fact.

VII. MISCELLANEOUS

A. Time of the Essence

The Contractor and the Town may develop work plans for the completion of Work within the scope of this Contract. Such work plans, once agreed to by both Parties, will be binding

on both Parties as if incorporated into this Contract. Time shall be of the essence to this Contract and any work plan created as provided above.

B. Integration Clause; Modifications to the Contract

1. This Contract, including its incorporated documents, contains the whole agreement between the parties as to its subject, and no prior or contemporaneous communications, representations, or agreements, written or verbal, may alter, add to, or contradict any provision in it. There are no promises, terms, conditions, or obligations related to the subject of this Contract other than those contained herein.
2. All modifications and changes to the Contract shall be in writing and signed by the party to be charged, or its authorized representative. Any attempted modification or change without the Town's written approval shall be void and shall be grounds for declaring a default.

C. Examination of Records

1. The Contractor agrees that the Town or any duly authorized representative of the Town may have access to and the right to examine and copy any directly pertinent books, documents, papers, and records of the Contractor related in any manner to this Contract. This right shall expire on the third anniversary of the issuance of final payment under this Contract.
2. The Contractor further agrees to include in any subcontract for more than \$10,000 entered into as a result of this Contract, a provision to the effect that the subcontractor agrees that the Town or any duly authorized representative may have access to and the right to examine and copy any directly pertinent books, documents, papers, and records of such subcontractor involved in transactions related to such subcontract, or this Contract. The term subcontract as used herein shall exclude subcontracts or purchase orders for public utility services at rates established for uniform applicability to the general public. This right expires on the third anniversary of the issuance of final payment to the subcontractor.

D. Assignment of Rights

1. Antitrust: By entering into a contract, the Contractor conveys, sells, assigns, and transfers to the Town all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Town under said contract.
2. Warranty: By entering into a Contract, the Contractor conveys, sells, assigns and transfers to the Town all warranties related to goods provided to the Town under this Contract.

E. Incorporation of Town Fleet Vehicle Anti-Idling Policy

This Contract incorporates by reference the Town Fleet Vehicle Anti-Idling Policy, which applies to the Contractor.

IN TESTIMONY WHEREOF, the Town of Occoquan has caused its name to be hereunto subscribed by Earnest W. Porta, Jr., its Mayor, with its corporate seal hereunto duly affixed and attested by its Clerk, pursuant to authority heretofore duly granted by the Town of Occoquan; and

Contractor has caused its name to be hereunto subscribed by Contractor's Representative, and (if a Corporation) has caused its corporate seal to be duly affixed and attested by the person authorized to do so, signifying that it intends to be bound by this Contract.

THE TOWN OF OCCOQUAN
By:

CONTRACTOR

Mayor

Contractor's Representative

Megan Matheny

Print Name and Title

ATTEST:

ATTEST:

Clerk

Its:

Date

Date

Kathleen Leidich

From: Julie Little
Sent: Friday, August 23, 2019 2:23 PM
To: Kathleen Leidich
Subject: FW: Part-time position for Social Media Manager

Thank you for your time this week, and providing insight on the Town of Occoquan. It was a pleasure to sit down with you and Kathleen Leidich in person! From our meeting, I gathered you are in early stages to develop a Social Media Manager position. Below is a proposal, using costs that I developed for client with a scope of work similar to your needs expressed at our meeting. I wanted provide this information quickly to assist in your planning efforts!

Regarding the \$6500 budget, I've run a few scenarios. My standard hourly rate for Social Media + Graphic Design Services is \$65/hour (Ala Carte). My standard hourly rate in a Retainer Contract is \$40/hour. These rates vs. your budget lend itself to a Consultant + Project-services role for me in FY2020. My availability frees up at the start of Q2/Oct1—which means we could do quarterly contracts for Q2, Q3 + Q4 of FY2020.

Here are a few scenarios that could work:

1. Quarterly Retainer Contract (50hrs):

10 hrs	Quarterly Media Strategy, Whiteboard + Misc. Planning/Check-ins with Julie Little
5 hrs	Hashtag, Marketing + Engagement Research
10 hrs	Deliverable: Create Quarterly Media Plan (Facebook + Instagram)
5 hrs	Shoot Town Stock Photography (meet with Julie on shot list needs)
5 hrs	Spot Coverage of 2 special events; Deliverable: photography/video footage ready for immediate upload
15 hrs	Special Event Design (1-2 events); Deliverable: promo images, sized and compressed for posting to Instagram & FB.
<hr/>	
	\$2,000 (retainer rate \$40/hr)*

*Note: As Contractor, I will provide my own equipment/software at no charge. I will bill for mileage/misc. costs as needed.

2. General Ala Carte Services (standard rate \$65/hr)

- Photography/Videography
- Image Editing
- Design
- Copywriting + Research
- Content Mgt/Posting
- Marketing/Engagement
- Consulting

3. Misc. Projects (per estimate upon request)

- Develop a job description, estimated costs proposal for the Town budget to hire a full-time Social Media Manager.
- Develop a job description, estimated costs proposal for the Town budget to hire a part-time Intern.
- Develop an equipment list proposal (hardware/software/apps) needed to create in-house workstation.
- Research best scheduling software; Implement and offer employee training

Please let me know your thoughts. I wanted to provide some base information up front to better plan and communicate rates, scope, and level of effort.

Thank you again for considering my services. The Town of Occoquan is a true gem in the DC area that I would love to help promote.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

3. Work Session Regular Agenda	Meeting Date: September 17, 2019
3 F: Request to Accept Utility Vehicle form Occoquan-Woodbridge-Lorton (OWL) Volunteer Fire Department	

Explanation and Summary:

This is a request to authorize the Town to accept a donation of a Utility Cart Vehicle from the Occoquan-Woodbridge-Lorton ("OWL") Volunteer Fire Department.

OWL approached Town Staff and advised that they had a UCV available to donate to the Town at no cost. The UCV is a two-person vehicle with a flat rear bed (originally used for a stretcher). The UCV is in very good operable condition. The Town Police and Staff would use the UCV to transport people and equipment during town events.

Town Manager's Recommendation: Approval.

Cost and Financing: N/A

Proposed/Suggested Motion:

"I move to authorize Town Staff to accept the donation of a Utility Cart Vehicle from the Occoquan-Woodbridge-Lorton ("OWL") Volunteer Fire Department at no cost."

OR

Other action Council deems appropriate

Attachments: Vehicle Picture

The OWL Utility Cart Vehicle looks similar to this vehicle.

