



TOWN OF OCCOQUAN
Circa 1734 • Chartered 1804 • Incorporated 1874

314 Mill Street
PO BOX 195
Occoquan, VA 22125
(703) 491-1918
www.OccoquanVA.gov
info@occoquanva.gov

Occoquan Town Council
Regular Meeting
November 7, 2019 | 7:00 p.m.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Citizens' Time** - Members of the public may, for three minutes, present for the purpose of directing attention to or requesting action on matters not included on the prepared agenda. These matters shall be referred to the appropriate town official(s) for investigation and report. Citizens may address issues as they come up on the agenda if advance notice is given during 'Citizens' Time'.
4. **Approval of Minutes**
 - a. **October 15, 2019 Work Session Minutes**
5. **Mayor's Report**
6. **Councilmember Reports**
7. **Staff Reports**
 - a. Town Attorney
 - b. Town Engineer
 - c. Building Official
 - d. Zoning Administrator
 - e. Town Treasurer
 - f. Chief of Police
 - g. Public Works
 - h. Events and Community Development Director-Riverfest Vendor Information
 - i. Boards and Commissions
 - j. Town Manager
8. **Regular Business**
 - a. Update on Kayak Ramp Project
 - b. Financial Services Update
 - c. Ordinance to Chapter 78 of the Town Code-Generally Relating to Shared Mobility Systems
 - d. Snow Removal Contract

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.

9. Closed Session

10. Adjournment



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes-DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, October 15, 2019
7:00 p.m.

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

Absent: None

Staff: Kathleen Leidich, Town Manager; Adam Linn, Chief of Police; Julie Little, Events and Community Development Director

1. Call to Order

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

2. Approval of Minutes

A motion was made by Councilmember Perkins, seconded by Councilmember Fithian that the minutes of the October 1, 2019, regular meeting be approved. Motion passed unanimously, by voice vote.

3. Regular Items

A. Visitor Center Lease Agreement

Ms. Leidich explained that the County Tourism Office would like to continue to lease 200 Mill Street as a Visitor Center on a month-to-month basis until such time as plans for the replacement full service kiosk are finalized. She confirmed that the lease agreement had been reviewed and approved by legal counsel.

A motion was made by Councilmember Holloway, seconded by Councilmember Fithian to authorize the Mayor to sign the Visitor Center Lease Agreement on behalf of the Town. Motion passed unanimously. Ayes: Vice Mayor Sivigny, Councilmembers Dawson, Fithian, Holloway, and Perkins, by roll call vote. Nays: None.

B. VRS Request Letter

Ms. Leidich explained that the FY 2020 budget included funding for an actuarial study to provide information necessary in determining whether or not the Town would ultimately wish to participate in the Virginia Retirement System (VRS) for Town employees.

A motion was made by Councilmember Perkins, seconded by Vice Mayor Sivigny to authorize up to \$2,000 for the completion of the BRS actuarial study and authorize the Mayor to sign the request letter on behalf of the Town. Motion passed unanimously. Ayes: Vice Mayor Sivigny, Councilmembers Dawson, Fithian, Holloway, and Perkins, by roll call vote. Nays: None.

C. Update on Kayak Ramp Project

Ms. Leidich updated the Council on the status of the Kayak Ramp project. Council members reiterated to Ms. Leidich the importance of keeping the project on track, noting in particular the hoped-for December 31 completion date and the environmental restrictions that would prevent work from February to June if the project schedule slipped significantly.

D. Report of Events and Community Development Director

Mayor Porta noted that in prior years Ms. Little had been asked to give her Arts & Crafts Show report in November after all related transactions had been finalized. When he was previously Mayor, however, preliminary reports had been provided to the Council a few days after the show, since most of the revenues and expenses were known prior to the show (e.g. vendor booth fees) or very soon thereafter (e.g. bus revenues and expenses). These preliminary reports proved useful to Council members in fielding inquiries from the general public and typically did not differ substantially from final numbers. For that reason he had asked Ms. Little to provide a report on preliminary results at this meeting and wanted to make certain Council members were aware that these are not final figures.

Ms. Little reported that the Fall Arts & Crafts Show had generated net revenues of \$49,000, which was approximately \$10,000 less than budgeted and approximately \$20,000 less than the fall 2018 show. She noted that the fall 2018 show had generated unusually high net revenues (approximately \$10,000 more) as a result of weather conditions in North Carolina that had led to a number of vendors substituting the Occoquan show for shows they normally attended in North Carolina. As to performance relative to budget, the major factors in the approximately \$10,000 difference were (a) security inadvertently budgeted in operations rather than in the Craft Show budget, (b) booth revenues lower because of an increase in Town business vendors replacing external vendors (Town businesses pay a lower booth fee), and (c) \$3,000 less in anticipated sponsorships.

Mayor Porta noted that he and others had thought that sponsorship revenue budgeting was aggressive as it could be hard to see the value that sponsors would receive for their sponsorship. He also noted that it was important for everyone to be aware, as had often been pointed out by Vice Mayor Sivigny, that the staff costs for the show had increased noticeably over the past five years, and that while it had certainly improved the operation of the show, it was important to keep this in mind when making historical comparisons. He noted that he had found this particular subject to be a source of confusion among some participants on the Craft Show Advisory Committee and was unsure to what extent it had influenced their conclusions. Councilmember Holloway noted that she appreciated the increased participation of Town businesses in the show. Vice Mayor Sivigny posed the question of whether or not it was worth considering raising booth fees for external vendors. Councilmembers Holloway, Fithian, Dawson, Perkins, and Vice Mayor Sivigny asked questions about the types of vendors who would be participating in the Riverfest event that is replacing the spring arts and crafts show. Some also asked about the signage that would distinguish the different types of vendors and the activities taking place in River Mill Park during Riverfest. It was agreed that Ms. Little would return at a future meeting to discuss the specific types of vendors intended for Riverfest, including how they are defined and where they will be located. At that time the Town Council will provide additional direction insofar as it is deemed necessary.

E. Request to Purchase LIDAR Speed Detection Device from Grant

Chief Linn explained that the highway safety grant the Town had received requiring speed enforcement included use of a LIDAR speed detection device, which needs first to be purchased by the Town. The grantor will then reimburse the Town for the purchase.

A motion was made by Councilmember Holloway, seconded by Councilmember Fithian to authorize Town staff to purchase a Kustom Signal Pro Laser 4 LIDAR unit in accordance with the Highway Safety Grant in an amount not to exceed \$2,995. Motion passed unanimously. Ayes: Vice Mayor Sivigny, Councilmembers Dawson, Fithian, Holloway, and Perkins, by roll call vote. Nays: None.

F. Police Department SHIELD Program

Chief Linn noted that Mayor Porta had asked him to investigate and report back to the Council on whether or not it would be useful to implement neighborhood and/or waterway watch programs in Occoquan. As a result of that evaluation, Chief Linn introduced officer Forman, who briefed the Town Council on the possible implementation of the SHIELD program in Occoquan, which is a program involving police, other organizations, and the local community. Neighborhood and Business Watch are a part of the program. Chief Linn indicated that there was no action for the Council at this time, but that he would keep the Council informed as the Police Department developed more detailed plans.

Mayor Porta noted that he fully supports the concept of neighborhood watches and recognizes the need for campaigns like “see something, say something,” but noted that he has also directly witnessed the latter sometimes resulting in what only could be described as profiling by citizens themselves. He requested that the issue of profiling thus be addressed in any public training. Councilmember Holloway expressed a similar sentiment and emphasized the need to adequately train police on the subject. Vice Mayor Sivigny noted that he supports the effort as well, but wanted to know the extent to which the program might adversely affect the time police have to perform their other duties. Chief Linn noted that training would include the issue of profiling. He did anticipate that the program would take some additional effort on his part, but at this time he did not believe it would adversely affect his ability and that of his officers to perform their other duties. Over the long-term the expectation is that the program would actually save time and effort on police functions.

G. Planning Commission Chair Letter to Mill at Occoquan Applicant

Councilmember Perkins provided the Council with a copy of a letter he had sent on Friday to the Mill at Occoquan applicant. The letter described numerous mitigation strategies that applicants might consider when asking for the types of exceptions requested by the applicant. It also provided a summary of various concerns expressed to-date by the public about the project. Mr. Perkins thanked the Mayor and the Town Attorney for their input and review of the document and asked that Council members review it at their convenience.

H. Miscellaneous

Mayor Porta noted that some of the QR code markers he is installing under the auspices of the Occoquan Historical Society are to be placed on public property. In those instances he

noted that he would ask if there was any Town Council objection. The next two markers are to be installed on the Town dock (for the 19th century dike) and by the Visitors Center (for the cooperage). There was no objection. Ms. Holloway asked that they be monitored for writing and other defacement.

Mayor Porta also asked about the white fences in front of Mamie Davis Park, noting that they were falling over. Ms. Leidich indicated that they had only been placed there to protect the flower beds during the Arts & Crafts Show and would be removed shortly.

4. 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 consideration or interviews of candidates for employment or appointment as Town Clerk. Councilmember Perkins seconded. Ayes: all, by voice vote. Closed session began at 8:06 p.m.

The Council came out of Closed Session at 8:08 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. Motion passed unanimously. Ayes: Vice Mayor Sivigny, Councilmembers Dawson, Fithian, Holloway, and Perkins, by roll call vote. Nays: None.

5. Town Clerk Appointment

Councilmember Perkins moved to authorize the Town Manager to offer the position of Town Clerk to Katy Nicholson at a salary of \$50,000. Councilmember Dawson seconded. Ayes: Vice Mayor Sivigny, Councilmembers Dawson, Fithian, Holloway, and Perkins, by roll call vote. Nays: None.

6. Adjournment

The meeting was adjourned at 8:10 p.m.

Town Clerk



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TOWN COUNCIL
Earnie W. Porta, Jr., Mayor
Patrick A. Sivigny, Vice Mayor
J. Matthew Dawson
Cindy Fithian
Laurie Holloway
Eliot Perkins

TOWN MANAGER
Kathleen R. Leidich, AICP

Town Engineer's Report Town Council Meeting – November 7, 2019

Kayak/Canoe Launch – update from last report

Bid awarded to Delta Marine. Project Manager engaged. Kick-off meeting held 10/23/19 with Delta, Project Manager, Town Manager, and Town Engineer. Updated Corps of Engineers wetland permits issued 10/28/19. Building permit meeting with PW County held 10/31/19.

Kiely Court Project – no change from last report

Land Disturbance Permit issued - construction commenced. Building permit applications have been submitted for both houses, but not yet issued. Zoning permits have been issued for both houses. Town staff continues to monitor erosion and sediment controls and parking on/near job site.

Rivertown Overlook Project – no change from last report

Land Disturbance Permit issued – construction proceeding.

Vantage Point BMP maintenance – no change from last report

Bid received from Total Development Solutions (\$38,730). Lynn property – re-inspected with calculations on channel capacity and protective lining. Town Engineer evaluated runoff onto downstream property and prepared channel improvement plan for owner.

Boundary Branch – no change from last report

Boundary Branch, Vantage Point BMP – various stormwater issues throughout Town.

Tanyard Hill Park (Oaks III) – no change from last report

Approved by PWC BOS 5/15/18 with revised proffers

- Use as park and open space – trails and Stormwater Pond shown on GDP
- Plat vacating lot line when site plan needed - NRA to review first
- Access to potential parking lot for trail head allowed off Tanyard Hill
- Reserve ROW along Tanyard Hill and Old Bridge Roads
- Use LID as part of any development
- Pay \$75 per acre zoned (4.229 acres)

Mill at Occoquan – update from last report

Revised preliminary site plan and Special Use Permit applications re-submitted August 2, 2019 – staff report prepared and distributed for Planning Commission hearing. Developer asked for postponement of Planning Commission hearing until October – PC hearing set for first week in November.

-END-

Town of Occoquan - Permit Report
 October 2019

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date	Sq Feet	Valuation	City
BLD2019-03820	206 COMMERCE ST	ANTENNA MOUNTED TO POLE IN TOW	Building	Pending	C - Alteration/Repair			0.00	\$16,000.00	OCCOQUAN
BLD2019-00547	402 FORTRESS WAY	KITCHEN RENOVATION TO CONDO UN	Building	Issued	C - Alteration/Repair	07/30/2018		0.00	\$16,000.00	OCCOQUAN
GAS2019-00432	270 GASLIGHT LANDING CT	ALTERATION/REPAIRS TO REPLACE H	Gas	Issued	C - Alteration/Repair	09/20/2018		0.00	\$4,751.00	OCCOQUAN
FPP2020-00283	125 MILL ST	REPLACEMENT OF THE EXISTING FIRE	Fire Protection Permit	Issued	Fire Alarm	10/21/2019		0.00	\$5,000.00	OCCOQUAN
PLB2020-00752	201 MILL ST	CAPPING THE WATER SERVICE	Plumbing	Issued	C - Alteration/Repair	10/01/2019		0.00	\$300.00	OCCOQUAN
BLD2018-04471	313 MILL ST	PARTIAL ROOF REPAIR DUE TO WATE	Building	Issued	C - Alteration/Repair	02/23/2018		800.00	\$10,000.00	OCCOQUAN
BLD2018-05964	426 MILL ST	RETAINING WALL	Building	Issued	R - Retaining Wall	10/09/2018		0.00	\$20,000.01	OCCOQUAN
BLD2019-04458	426 MILL ST	** SEE NOTE ** SHEETING/SHORING P	Building	Issued	R - Retaining Wall	04/15/2019		0.00	\$7,500.00	OCCOQUAN
BLD2018-02984	430 MILL ST	*SEE NOTE* KIELY RESIDENCE - LOT 5	Building	Issued	R - New Single Family Dwel	04/15/2019		3,468.00	\$100,000.00	OCCOQUAN
BLD2018-05963	430 MILL ST	RETAINING WALL MAX HEIGHT 9'6"	Building	Issued	R - Retaining Wall	10/09/2018		570.00	\$20,000.01	OCCOQUAN
BLD2014-05879	1441 OCCOQUAN HEIGHTS	DECK	Building	Issued	R - Addition	04/25/2014		288.00	\$6,700.00	OCCOQUAN
BLD2018-02753	113 POPLAR LN	36' x 18' INGROUND POOL	Building	Issued	R - Swimming Pool	12/07/2017		648.00	\$60,000.00	OCCOQUAN
ELE2018-02286	113 POPLAR LN	36' x 18' INGROUND POOL	Electrical	Issued	R - Swimming Pool	12/07/2017		648.00	\$6,000.00	OCCOQUAN
ELE2019-00599	113 POPLAR LN	Install circuits, fixtures, and receptacles	Electrical	Issued	R - Alteration/Repair	08/15/2018		3,550.00	\$2,200.00	OCCOQUAN
GAS2018-01390	113 POPLAR LN	Gas Line to Pool Heater and Gas Line to F	Gas	Issued	R - Swimming Pool	01/16/2018		0.00	\$2,000.00	OCCOQUAN
BLD2018-04392	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1E	Building	Issued	R - New Townhouse	03/22/2018		2,754.00	\$45,000.00	OCCOQUAN
ELE2019-04221	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1E	Electrical	Issued	R - New Townhouse	04/29/2019		2,754.00	\$45,000.00	OCCOQUAN
GAS2019-00596	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1E	Gas	Issued	R - New Townhouse	10/22/2018		2,754.00	\$1,000.00	OCCOQUAN
MEC2019-01181	1551 RIVERTOWN PL	INSTALL NEW HVAC	Mechanical	Issued	R - New Townhouse	11/20/2018		2,754.00	\$5,500.00	OCCOQUAN
PLB2019-00861	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1E	Plumbing	Issued	R - New Townhouse	10/22/2018		2,754.00	\$10,000.00	OCCOQUAN
BLD2018-04390	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1E	Building	Issued	R - New Townhouse	03/22/2018		3,246.00	\$45,000.00	OCCOQUAN
GAS2019-00603	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1E	Gas	Issued	R - New Townhouse	10/22/2018		3,246.00	\$1,000.00	OCCOQUAN
PLB2019-00870	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1E	Plumbing	Issued	R - New Townhouse	10/22/2018		3,246.00	\$10,000.00	OCCOQUAN
BLD2018-04393	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1	Building	Issued	R - New Townhouse	03/22/2018		2,790.00	\$45,000.00	OCCOQUAN
ELE2019-04222	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1E	Electrical	Issued	R - New Townhouse	04/29/2019		2,790.00	\$45,000.00	OCCOQUAN
GAS2019-00598	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1	Gas	Issued	R - New Townhouse	10/22/2018		2,790.00	\$1,000.00	OCCOQUAN
MEC2019-01193	1553 RIVERTOWN PL	INSTALL NEW HVAC SYSTEM	Mechanical	Issued	R - New Townhouse	11/21/2018		2,790.00	\$5,500.00	OCCOQUAN
PLB2019-00864	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1	Plumbing	Issued	R - New Townhouse	10/22/2018		2,790.00	\$10,000.00	OCCOQUAN
BLD2018-04376	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1E	Building	Issued	R - New Townhouse	03/22/2018		3,246.00	\$45,000.00	OCCOQUAN
GAS2019-00601	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1E	Gas	Issued	R - New Townhouse	10/22/2018		3,246.00	\$1,000.00	OCCOQUAN
PLB2019-00869	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1E	Plumbing	Issued	R - New Townhouse	10/22/2018		3,246.00	\$10,000.00	OCCOQUAN
BLD2018-04394	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1	Building	Issued	R - New Townhouse	03/22/2018		2,754.00	\$45,000.00	OCCOQUAN
ELE2019-04220	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1E	Electrical	Issued	R - New Townhouse	04/29/2019		2,754.00	\$45,000.00	OCCOQUAN
GAS2019-00599	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1	Gas	Issued	R - New Townhouse	10/22/2018		2,754.00	\$1,000.00	OCCOQUAN
MEC2019-01194	1555 RIVERTOWN PL	INSTALL NEW HVAC	Mechanical	Issued	R - New Townhouse	11/21/2018		2,754.00	\$5,500.00	OCCOQUAN
PLB2019-00865	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1	Plumbing	Issued	R - New Townhouse	10/22/2018		2,754.00	\$10,000.00	OCCOQUAN
BLD2018-04375	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1E	Building	Issued	R - New Townhouse	03/22/2018		3,246.00	\$45,000.00	OCCOQUAN
GAS2019-00600	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1E	Gas	Issued	R - New Townhouse	10/22/2018		3,246.00	\$1,000.00	OCCOQUAN
PLB2019-00867	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1E	Plumbing	Issued	R - New Townhouse	10/22/2018		3,246.00	\$10,000.00	OCCOQUAN
BLD2018-04008	199 UNION ST	UPDATE AND REPAIR BATHROOM IN R	Building	Issued	C - Alteration/Repair	01/31/2018		64.00	\$1,000.00	OCCOQUAN
PLB2018-01862	199 UNION ST	INTERIOR RENOVATIONS TO LAUNDR	Plumbing	Issued	C - Alteration/Repair	01/31/2018		25.00	\$4,000.00	OCCOQUAN
BLD2019-00218	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, K	Building	Issued	C - Tenant Layout	10/25/2018		1,242.00	\$75,000.00	OCCOQUAN
ELE2019-00426	201 UNION ST	//HXF RESTURANT - TLO - NEW KITCH	Electrical	Issued	C - Tenant Layout	05/15/2019		1,242.00	\$75,000.00	OCCOQUAN
GAS2019-00113	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, K	Gas	Issued	C - Tenant Layout	03/19/2019		1,242.00	\$12,000.00	OCCOQUAN
MEC2019-00933	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, K	Mechanical	Issued	C - Tenant Layout	03/19/2019		1,242.00	\$75,000.00	OCCOQUAN
PLB2019-00145	201 UNION ST	{ KJ}{ RESTURANT - TLO - NEW KITCH	Plumbing	Issued	C - Tenant Layout	03/19/2019		1,242.00	\$2,000.00	OCCOQUAN
PLB2018-02373	411 UNION ST	CONVERTING FROM SEPTIC TO PUBLI	Plumbing	Issued	R - Alteration/Repair	03/23/2018		0.00	\$15,000.00	OCCOQUAN
BLD2019-00785	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18	Building	Issued	R - Alteration/Repair	08/13/2018		215.00	\$750.00	OCCOQUAN
ELE2019-00643	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18	Electrical	Issued	R - Alteration/Repair	08/16/2018		215.00	\$500.00	OCCOQUAN
PLB2019-00381	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18	Plumbing	Issued	R - Alteration/Repair	08/15/2018		215.00	\$750.00	OCCOQUAN
PLB2018-01956	103 WEST LOCUST ST	Water Service	Plumbing	Issued	R - Alteration/Repair	02/08/2018		0.00	\$1,400.00	OCCOQUAN



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TOWN COUNCIL
Earnest W. Porta, Jr., Mayor
Patrick A. Sivigny, Vice Mayor
J. Matthew Dawson
Cindy Fithian
Laurie Holloway
Eliot Perkins

**TOWN ZONING
ADMINISTRATOR**
Ned A. Marshall

Town Zoning Administrator's Report Town Council Meeting – November 7, 2019

The following is a list of zoning reviews from September 28, 2019 to October 30, 2019:

TZP2019-018	201 Union St	fencing and lighting	
Disapproved, pending resolution of sign violations			
TZP2019-023	125 Mill St	replace exterior stairs	Approved
TZP2019-024	106 Washington St	Replace AC unit	Approved
TZP2019-025	202 Union Street	new tenant	Approved
TZP2019-026	407 McKenzie Dr	shutoff valve replacements	Approved
TZP2019-027	154 Washington St	new stove gas connection	Approved

The following is a list of violation letters from September 28, 2019 to October 30, 2019:

As a follow up to previous violations, I inspected the following on 10-25-19:

Touch of Gold-202A Washington Street. The banner has been removed.
Berrywood – Trash Enclosure is not present, certified letter (3rd notice) was unclaimed
3rd Base Pizza –seasonal lights still in place.
201 Union St. - Ice Cream Shop –inspection, no change.

The following is a list of plan reviews from September 28, 2019 to October 30, 2019:

Review Visitor Center proposed kiosk.

-END-

TOWN OF OCCOQUAN

BALANCE SHEET

AS OF 09/30/2019

	<u>9/30/2019</u>
ASSETS	
Current Assets	
Total Checking/Savings	\$ 736,278
Total Accounts Receivable	\$ 33,806
Total Other Current Assets	\$ 1,202
Total Current Assets	<u>\$ 771,286</u>
TOTAL ASSETS	<u><u>\$ 771,286</u></u>
LIABILITIES & EQUITY	
Liabilities	
Total Accounts Payable	\$ 31,217
Total Credit Cards	\$ 5,343
Total Other Current Liabilities	\$ 14,302
Total Current Liabilities	<u>\$ 50,862</u>
Total Long Term Liabilities	<u>\$ 59,581</u>
Total Liabilities	\$ 110,443
Equity	
Net Assets without Restrictions	
Operating Reserves	\$ 200,000
Unrestricted Net Assets	\$ 62,590
Event Fund	\$ 129,418
CIP Fund	\$ 115,611
Net Assets with Restrictions	
Public Safety Grant Fund	\$ 45,343
Mamie Davis Park Fund	\$ 10,323
Public Education Grant Fund	\$ 1,044
Public Art Fund	\$ 500
Mamie Davis (Endowment)	\$ 100,000
Net Income	<u>\$ (3,985)</u>
Total Equity	<u>\$ 660,843</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 771,286</u></u>



**TOWN OF OCCOQUAN
PROFIT and LOSS
AS OF 9/30/2019**

Total Funds

GENERAL OPERATING ACCOUNTS

REVENUES		Unaudited				
General Fund	FY 2019 Budget	Actual as of 6/30/19	FY 2020 Budget	Actual as of 9/30/19	% of Budget Used	
Real Estate Taxes	232,500	239,882	240,890	552	0.2%	
Meals Taxes	220,334	190,442	227,320	59,460	26.2%	
Other Taxes (Sales,Utility,Communications,Transient)	102,473	103,483	103,310	24,560	23.8%	
Fines (Public Safety)	60,000	160,034	162,360	51,894	32.0%	
Fees and Licenses (Auto,Business,Late fees,Arch,PM,ATM,Dock,Admin Fee,Eng Fee)	98,150	79,405	92,550	11,131	12.0%	
Grants (Litter,HB599,VML,PEG)	25,843	27,141	26,123	5,921	22.7%	
Service Revenue (Engineer,Legal,Landscape,CC fees)	5,000	15,712	5,360	1,399	26.1%	
Rentals (TH,RMP)	1,500	1,259	4,500	438	9.7%	
Interest (GF,Brick,Sponsor)	9,120	3,312	7,500	702	9.4%	
Other Revenues (Reimbursements, Ins claims,Public Safety fuel refund)	1,000	7,065	-	1,706	5.2%	
		TRANSFER FROM RESERVES	32,699			
Total Revenues General Fund	755,920	827,735	902,612	157,763	17.5%	
EXPENDITURES		Unaudited				
General Fund	FY 2019 Budget	Actual as of 6/30/19	FY 2020 Budget	Actual as of 9/30/19	% of Budget Used	
Personnel Services	380,820	374,811	452,226	105,261	23.3%	
Professional Services	122,250	135,578	139,250	48,084	34.5%	
Information Technology Services	14,050	17,368	13,500	7,183	53.2%	
Materials and Supplies	9,000	13,654	15,414	4,021	26.1%	
Operational Services	7,500	7,610	11,050	2,795	25.3%	
Contracts (Landscaping, Refuse Collection, Snow Removal)	74,500	74,052	82,000	17,064	20.8%	
Insurance	20,120	20,992	20,120	12,543	62.3%	
Public Information (Newsletters)	3,400	4,079	3,300	875	26.5%	
Advertising (Community/ Business Support, Legal Ads)	9,000	7,698	9,000	1,330	14.8%	
Training and Travel (Employee, Boards and Commission Training)	13,500	8,368	12,800	5,484	42.8%	
Vehicles and Equipment	15,300	28,482	21,000	10,134	48.3%	
Seasonal	5,500	1,791	4,500	360	8.0%	
Facilities Maintenance	68,030	75,168	85,552	20,828	24.3%	
Special Events	12,950	11,074	16,000	2,721	17.0%	
Other Expense	-	17,099	-		0.0%	
		TRANSFER TO CIP RESERVE	16,900		0.0%	
Total Expenses	755,920	797,824	902,612	238,683	26.4%	
General Fund Net Income	-	29,911	-	(80,920)		

**TOWN OF OCCOQUAN
PROFIT and LOSS
AS OF 9/30/2019**

		Unaudited				
CS	Craft Show Fund, Riverfest & Other Events	FY 2019 Budget	Actual as of 6/30/19	FY 2020 Budget	Actual as of 9/30/19	% of Budget Used
	Revenue (FL)	203,950	231,298	181,900	109,896	60.4%
	Expenses (personnel,materials and supplies,contracts,adverting)	101,954	102,915	108,393	24,841	22.9%
	Craft Show Net Income	101,996	128,383	73,507	85,055	115.7%
		Unaudited				
MDP	Mamie Davis Fund	FY 2019 Budget	Actual as of 6/30/19	FY 2020 Budget	Actual as of 9/30/19	% of Budget Used
	Revenue	2,600	3,505	600	151	25.2%
	Expenses (repairs and maintenance)	2,000	-	-	2,305	0.0%
	Mamie Davis Net Income	600	3,505	600	(2,154)	-359.0%

TOWN OF OCCOQUAN
PROFIT and LOSS
AS OF 9/30/2019

Unaudited

CIP

CIP Fund	FY 2019 Budget	Actual as of 6/30/19	FY 2020 Budget	Actual as of 9/30/19	% of Budget Used
Revenues	446,300	-	121,965	-	0.0%
TRANSFER FROM GENERAL FUND	-	-	16,900	-	0.0%
Expenses					
Intersection Improvements	420,000	86,720	-	-	0.0%
Sidewalk Maintenance	10,000	-	-	-	0.0%
Building Maintenance	-	-	10,000	-	0.0%
Stormwater Management	-	-	15,000	-	0.0%
Trash/Recycling Containers	17,000	11,747	1,000	-	0.0%
Annex Property Improvements	-	-	1,000	-	0.0%
Street/Curb Program	-	-	5,000	-	0.0%
Mamie Davis Renovations/Upgrades	-	-	1,000	-	0.0%
Gaslight Banner Replacement	-	-	2,500	-	0.0%
Tanyard Hill	4,500	-	-	-	0.0%
Canoe Kayak Ramp	140,000	242	140,000	370	0.3%
Police Vehicle	-	81,281	16,900	-	0.0%
Police Radios	-	-	23,111	-	0.0%
Body Armor	2,400	1,000	1,000	-	0.0%
IBR Reporting	-	-	-	-	0.0%
LIDAR Speed Detection and Related Equipment	2,300	-	7,236	-	0.0%
Office Safety Equipment	5,100	4,931	-	-	0.0%
Pedestrian & Bicyclist Safety Program	2,300	-	3,350	-	0.0%
Alcohol Related Safety Projects	-	-	5,879	-	0.0%
Computer Upgrades	-	-	5,000	-	0.0%
Document Management	2,500	-	2,500	-	0.0%
Website Redesign	-	475	7,000	5,090	0.0%
Town Recodification	-	2,998	-	-	0.0%
Parking Management Plan	-	-	5,000	-	0.0%
AV Equipment-Town Hall	-	-	2,000	506	0.0%
Total Expenses	606,100	189,394	254,476	5,966	
CIP Net Income	(159,800)	(189,394)	(115,611)	(5,966)	0.0%
Total Net Income All Funds	(57,204)	(27,595)	(41,504)	(3,985)	9.6%

TOWN OF OCCOQUAN

RESERVES

AS OF 09/30/2019

	Draft - as of 7/1/2019	<i>Unaudited</i> Income/ (Loss) YTD FY20	Draft - as of 9/30/19
Net Assets without Restrictions			
Operating Reserves	\$ 200,000	\$ -	\$ 200,000
Unrestricted Net Assets	\$ 62,590	\$ (80,920)	\$ (18,330)
Event Fund	\$ 129,418	\$ 85,055	\$ 214,473
CIP Fund	\$ 115,611	\$ (5,966)	\$ 109,645
Subtotal NA without Restrictions	\$ 507,619	\$ (1,831)	\$ 505,788
Net Assets with Restrictions			
Public Safety Grant Fund	\$ 45,343		\$ 45,343
Mamie Davis Park Fund	\$ 10,323	\$ (2,154)	
Public Education Grant	\$ 1,044	\$ -	\$ 1,044
Public Art Fund	\$ 500	\$ -	\$ 500
Mamie Davis (Endowment)	\$ 100,000	\$ -	\$ 100,000
Subtotal NA with Restrictions	\$ 157,210	\$ (2,154)	\$ 146,887
Total Available Net Assets	\$ 664,829	\$ (3,985)	\$ 652,675



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 Patrick A. Sivigny, Vice Mayor
 J. Matthew Dawson
 Cindy Fithian
 Laurie Holloway
 Eliot Perkins

Town Treasurer's Report Town Council Meeting - Nov 7, 2019

TOWN MANAGER
 Kathleen R. Leidich

TOWN TREASURER
 Carla M. Rodriguez

Audits

Audit Type	Current Status	Last FY Audit Completed	Next Steps/Action
Meals Tax Audit	Pending	None	Pink Bicycle Tea Room
BPOL Audit	Pending	2012 License Year	Fathom Realty
Meals Tax Audit	Closed	FY2018	Riverside Coffee and Ice Cream/Compliant
BPOL Audit	Pending	None	The Reclaimed Treasurers
Meals Tax Audit	Pending	None	Tastefully Yours
BPOL Audit	Pending	None	Patriot Scuba
Meals Tax Audit	Pending	None	MCKR Management/Cock and Bowl

Delinquencies

Meals Tax Delinquencies			
Business Name	Length of Delinquency (months)	Date of Last Notice	Status of Compliance
Pink Bicycle Tea Room	19	10/31/2019	Serving Warrant in Debt
Madigan's Waterfront	4	10/24/2019	Not compliant
Ban Thai	4	10/24/2019	Not compliant
Riverside Coffee & Ice Cream	1	10/24/2019	Not compliant

BPOL Tax Delinquencies			
Business Name	Length of Delinquency (Years)	Date of Last Notice	Status of Compliance
Fathom Realty	1	10/30/2019	Not compliant
13 Magickal Moons	1	10/30/2019	Not compliant
MCKR Management/Cock and Bowl	1	10/03/2019	Not compliant
Pink Bicycle Tea Room	1	10/31/2019	Serving Warrant in Debt
Berrywood, Inc	1	10/30/2019	Not compliant
Designs by Andre'	1	10/07/2019	Not compliant

Real Estate Delinquencies				
Property Owner	Length of Delinquency (Years)	Amount of Delinquency (Tax Only)	Date of Last Notice	Status of Compliance
Granny's Cottage Inc	3	\$201.60	8/31/2019	Serving Warrant in Debt
Mary Ann Auger	0	\$0.00	8/31/2019	Compliant

Joyce Day	0	\$0.00	8/31/2019	Compliant
Houghton, Lance	1	\$10.57	10/30/2019	Not compliant

Transient Tax Delinquencies			
Property Owner	Length of Delinquency (months)	Date of Last Notice	Status of Compliance
Ballywhack Inc	10	10/30/2019	Not compliant

NOTES:

- 2019 Real Estate Assessments are totaling \$232,719. The Public Service Corporation assessments (T-Mobil Licenses, Verizon South, Virginia Electric and Power Company, and Washington Gas) total \$1,449. The invoices will be sent out to taxpayers in November with a due date of February 15, 2020.
- FY19 Audit with Robinson Farmer Cox is in process. The town has turned in documents from their PBC list. A presentation date is to be determined.



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TOWN MANAGER
Kathleen R. Leidich, AICP

CHIEF OF POLICE
Adam C. Linn, J.D.

Occoquan Police Department

Monthly Town Council Report November 7, 2019

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 the Calls for Service police coverage in Town. Working with town officers and auxiliary police officers to increase patrols and visibility during peak calls for service times.¹ Directed business checks and patrols during business hours.¹ Continued Bike Patrol to improve community policing and safe sidewalks.¹ Worked with officers to address administrative needs of Police Department.²

Directed traffic enforcement on Gordon Boulevard and Commerce Street area (speeding, Block the Box and Driving off Roadway), Union Street/Tanyard Hill Road (speed enforcement), and Washington Street (pedestrian safety and speeding).³ Directed stop sign enforcement and pedestrian safety enforcement in historic district.³ Continued foot patrols and visibility in historic business area.

Continued body worn cameras program for Town Officers and DMV selective enforcement grants to reduce accidents and pedestrian safety.⁴

Community Relations

Provided patrol and visibility during Pokémon and Spirits and Spirits community events. Continued Pedestrian Safety Campaign. Provided patrol and visibility throughout Town, including foot patrols through Historic Downtown and residential areas on Washington Street, East Colonial Drive, Overlook Drive, Fortress Way, Occoquan Heights, and Mill Cross. Continued stop sign and speed compliance details.

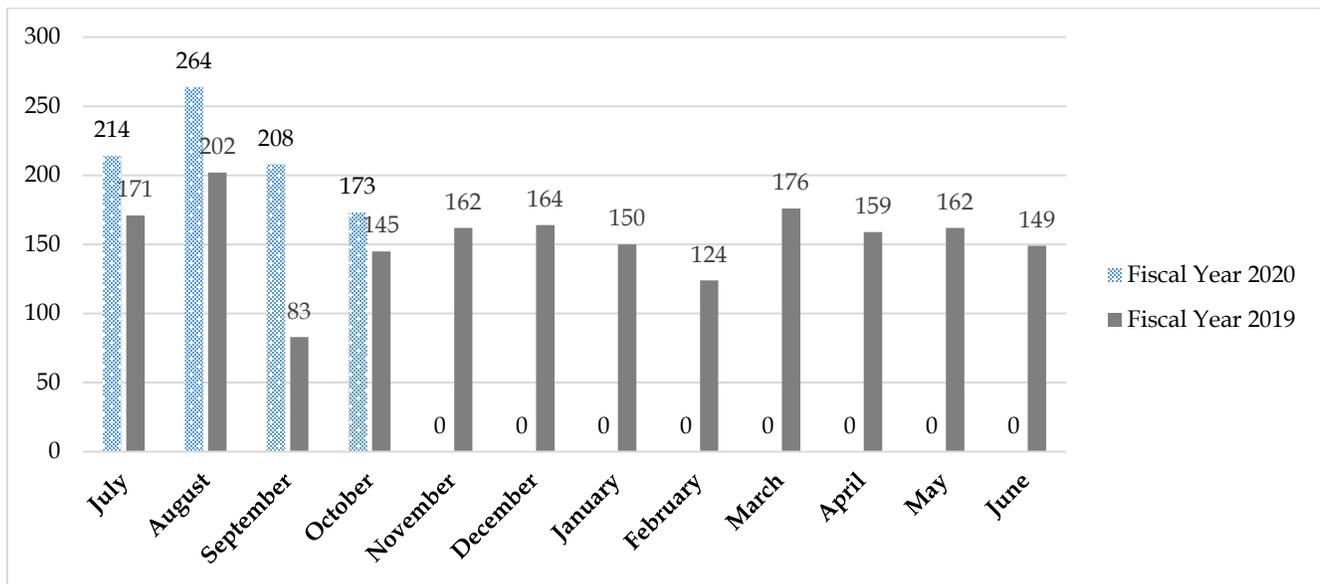
Continued with Business Outreach by having Police do regular business checks and speak with business partners regarding any concerns. Spoke with multiple residents, visitors, and

business owners throughout the month. Spoke with Community Pastor and residents about personal security and relations with Town Police.

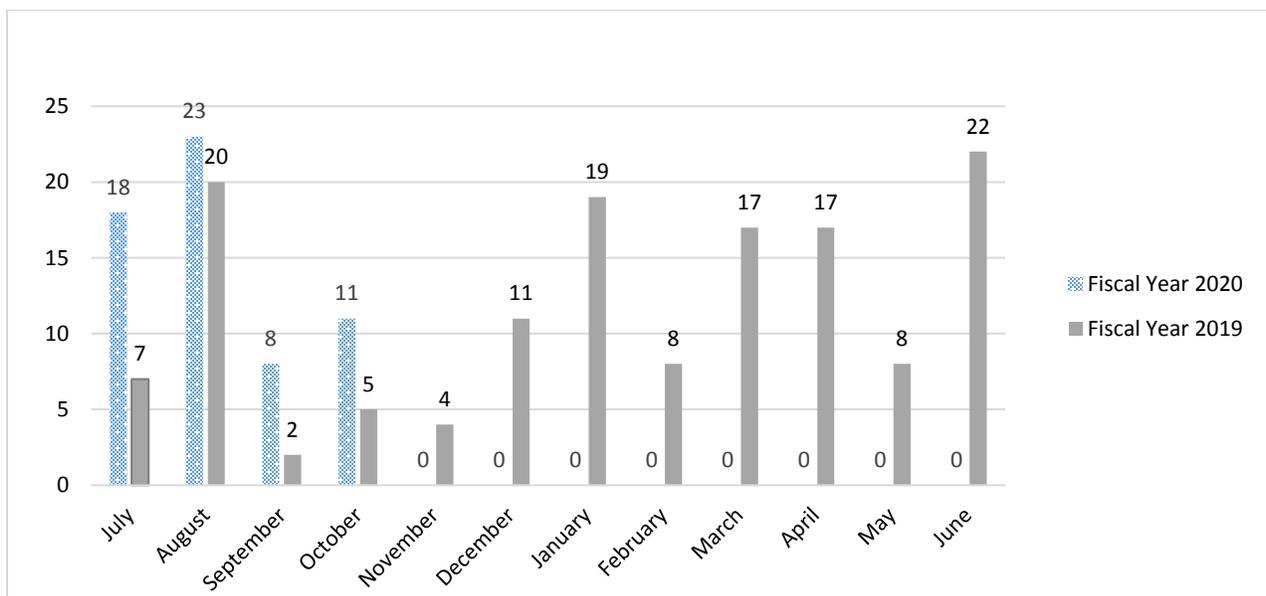
Patrol and Enforcement Activities

As of October 30, 2019, the Town Police made 14 custodial arrests (2 Felony Drug Arrest, 2 Misdemeanor Drug Possession, Reckless Driving, 3 DUI, 2 DUI Refusal and 2 Drunk in Public), issued 173 traffic summonses, and 118 warnings.

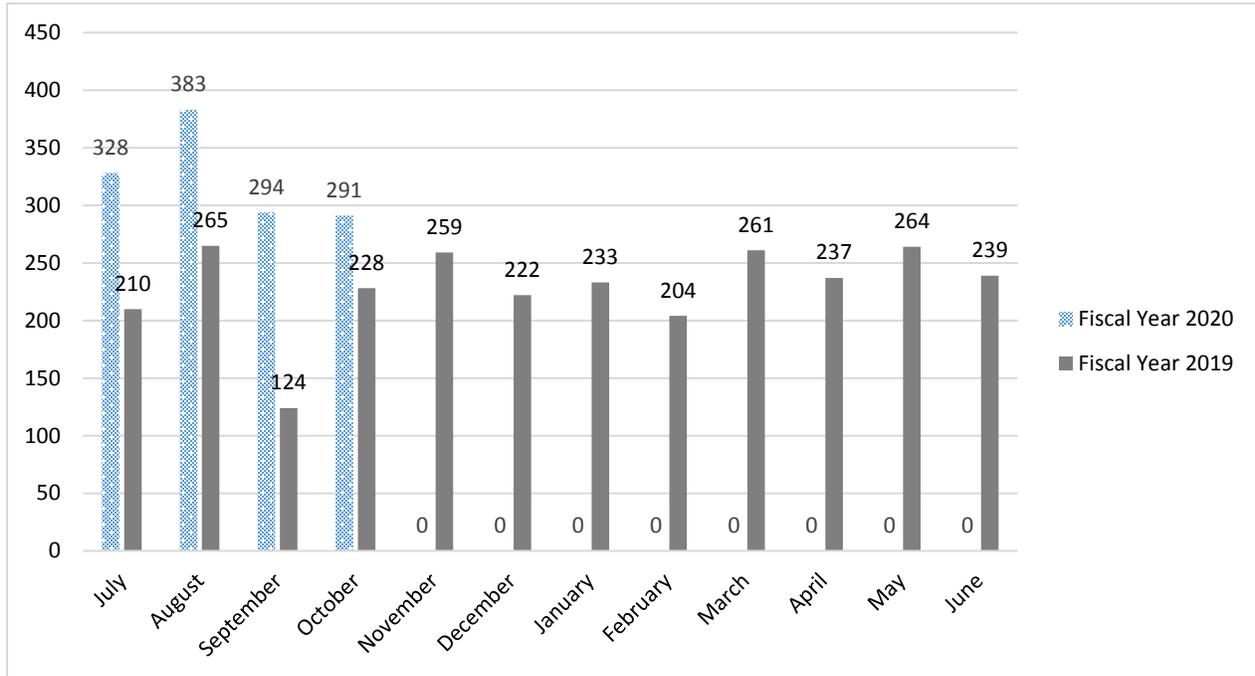
Traffic Summonses FYTD (GRAPH) ⁵



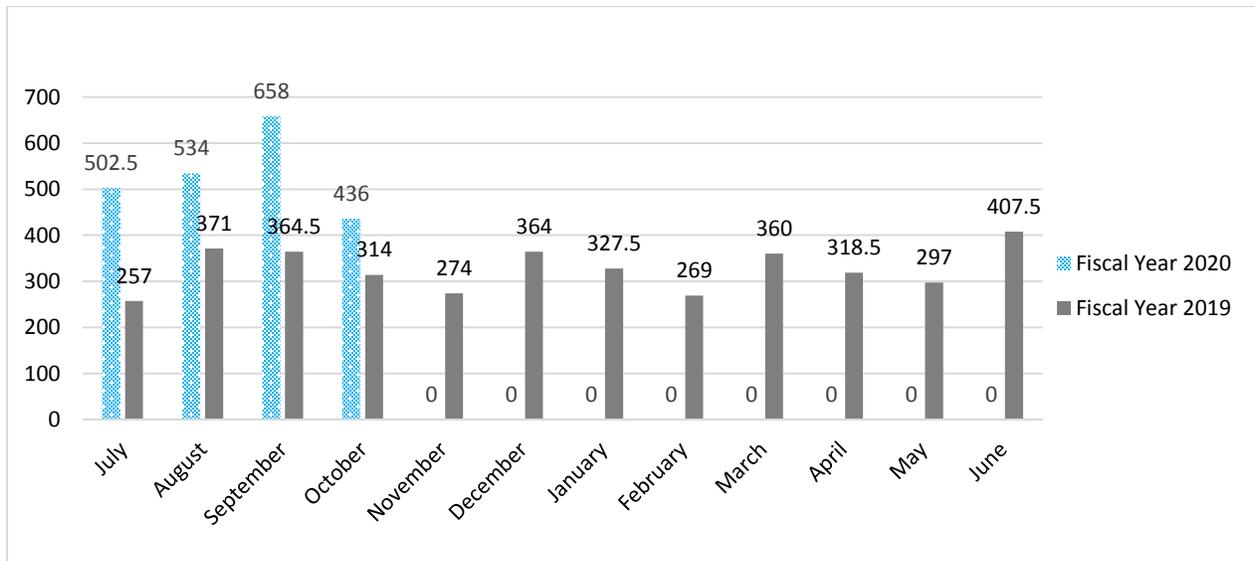
Parking Tickets Issued FYTD (GRAPH) ³

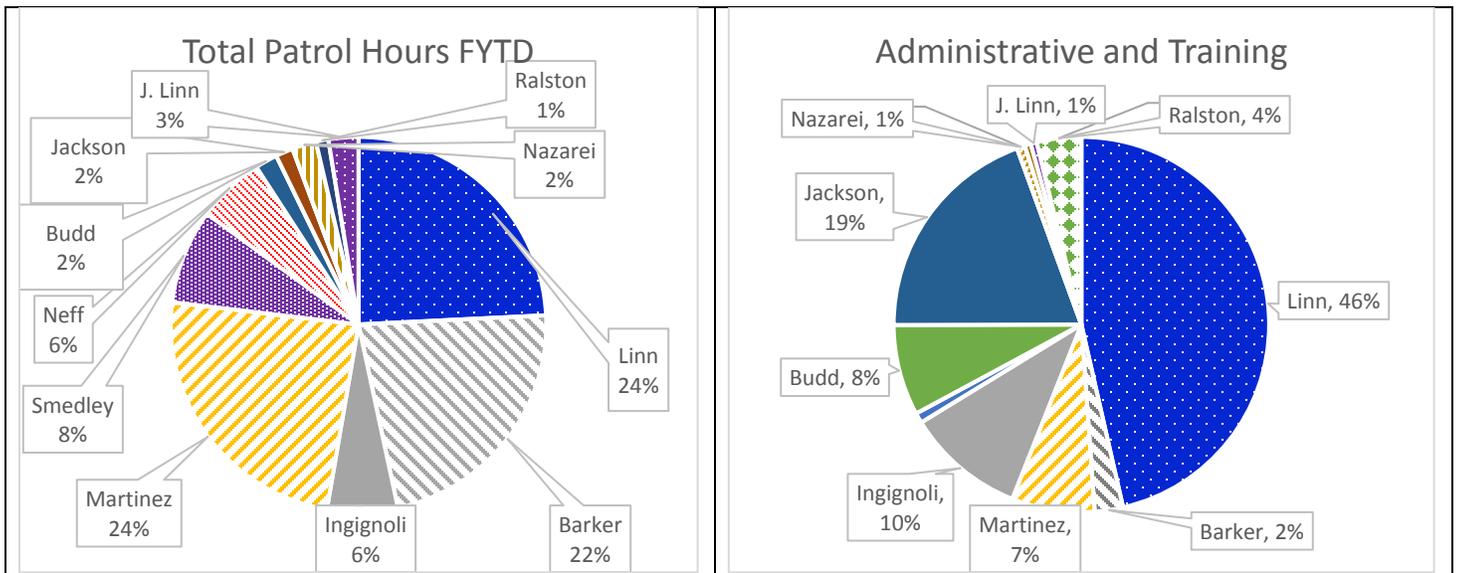


Traffic Stops YTD (GRAPH)⁵



Patrol Hours FYTD (GRAPH)⁵





Miscellaneous

Continued auxiliary police officer training.² Continued Narcan – Opioid safety program³. Chief Linn and Officer Forman attended the FBI-LEEDA Executive Leadership Institute.² Corporal Ingnoli and Officer Barker attended general instructor course.²

¹ Goals 1, 2, and 3
² Goal 2
³ Goal 3
⁴ Goals 1, 2, and 3
⁵ Goals 1 and 3



Maintenance Supervisor Checklist

Weekly Work Checklist

Mondays

- Drive through Town, sweep, dump trash, clean River Mill Park bathrooms
- Check Town rights of way for signs

Tuesdays

- Miscellaneous Repairs (including gaslights and Historic District grates)
- 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 (including gaslights and Historic District grates)
- Annex clean up

Fridays

- Ensure trash cans dumped by Town's contractor, clean up loose trash left behind
- Sweep Streets, check Town rights of way for signage
- 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

Monthly Activities

Annual Activities



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

Regular Business	Meeting Date: November 7, 2019
RiverFest Vendor Information	

Explanation and Summary:

The following is in response to Council's request on the October 15th work session to describe the types of vendors that will be welcomed at RiverFest 2020.

RiverFest 2020

RiverFest will be set up slightly differently than past Spring Craft Shows in that RiverFest is anticipated to be a curated vendor event with a juried Artisans' Market and two Food Courts.

Artisans' Market

The **Artisans' Market** will extend along both sides of Mill Street from Washington to River Mill Park. These crafters and artisans will be a juried mix of regular vendors and new vendors, as well as participating Occoquan merchants. The number of vendors in the Artisan Market is planned to be between 125 and 150. The regular booth rate for the Artisan's Market is \$325. The Artisans' Walk booth fees are projected to be approximately 70% of RiverFest booth fee revenue.

Town Merchants

Town merchants are welcome to set up one 10 x 10 tent space at RiverFest at the rate of \$100.

Marketplace

Washington Street to the 123 Bridge will become the **Marketplace**, a curated range of commercial and independent businesses, direct sales, and non-profits. The **Commercial Business** category encompasses companies and professionals in the adventure and water sports industries, including manufacturers, retailers, and industry advocates. The regular Commercial booth fee rate is \$500. The **Direct Sales** category is distinguished by a distribution method that relies on self-employed sales people who earn money by buying products from a parent organization and selling them directly to customers. Examples include Mary Kay, Pampered Chef, and Usborne Books. The regular Direct Sales booth rate fee is \$375. Marketplace booth fees are projected to be approximately 20% of RiverFest booth fee revenue. Applications will be screened for appeal and suitability.



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

Non-Profits

A select number of charitable non-profit organizations are welcome to apply for space at RiverFest at no cost. These vendors will have space in the Marketplace.

Food Courts

RiverFest will have two food courts. **Food Court A** will be located on Mill Street near River Mill Park, **Food Court B** will be located in front of Mamie Davis Park. Food vendor costs vary by type and range from \$400-\$525.

Sponsorships

Additionally, RiverFest revenue is projected to include three sponsorships. **Sponsors** will be located in the Marketplace. The Food Courts and Sponsorships represent a projected 10% of RiverFest booth fee revenue.

RiverFest Sponsorship of \$1,000 would include:

- 10 x 10 exhibit space at RiverFest.
- Sponsor name recognition in the press release related to that event.
- Name and logo placement on all paid advertising and printed materials related to event.
- Visible placement of banner for the event, which serves as a backdrop in photo opportunities.



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Town Manager's Report Town Council Meeting - November 7, 2019

TOWN MANAGER
Kathleen R. Leidich, AICP

River Mill Park Bath House

Lower level storage room: staff will continue working with Prince William County to complete the required corrective work. Next steps include developing a design plan for the work that conforms to County's building code.

Mill at Occoquan Development Application

The Planning Commission Public Hearing that was scheduled for 11/6/19 was deferred by the applicant. Staff is currently working to schedule the deferred Public Hearing possibly for the first two weeks of December. To prepare for the future Public Hearing, the Planning Commission Chairman, Mayor, Town Attorney and staff will likely meet with the applicant and his attorney to review any revised information provided by the applicant.

Visitor Center Kiosk

PWC staff will hold a design charrette with the ARB at its 12/10/19 meeting. Town staff has reviewed the MOA regarding the Kiosk and is working to finalize it with the County. The Virginia Tourism Corporation has also confirmed that the Kiosk meets the required criteria to enable the Tourism sign to remain on Route 95.

Kayak Ramp Project

The total budget for the project is \$354,563 with DCR contributing \$283,650.40. The Subgrantee Agreements have been signed by both DCR and the Town. The contractor has submitted the updated 18-RP-19 Permit application to the Army Corps of Engineers. Staff expects the permit review process to take approximately 40-50 days to complete. Staff is currently working with Delta Marine to complete the project documents and will be coordinating with the Mayor for his signature (next 30 days). Staff and the Town Engineer have selected a project manager and held a project kick-off meeting on 10/23/19 with Delta Marine. Staff, the Town Engineer and Project Manager met with the PWC Building Department on 10/31/19 to confirm requirements for Building Permit process. Staff is also in the process of submitting reimbursement for project costs that have been incurred since 9/1/16. The actual construction of the project will take approximately 45-60 days to complete.

Meetings, Training, and Events

- Kayak Ramp Project Kick-off meeting, October 23
- Spirits & Spirits, October 26
- Kayak Ramp Project Meeting-PWC Building Department, October 31
- Election Day, November 5
- Mill at Occoquan Planning Commission Public Hearing, November 6
- Veterans Day; Merchant Guild decoration of Town Christmas Tree, November 11
- Dam Siren Test, November 13 (10:00 AM)
- Town Council Work Session, November 19
- Annual Tree Lighting/Merchant Guild Open House, November 22
- Thanksgiving Holiday-Town Hall Closed, November 28-29

-End-



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

8. Regular Business	Meeting Date: November 7, 2019
8 A: Kayak Ramp Project Update	

Explanation and Summary:

In 2013, the Town was awarded a grant through the Federal Highway Administration's Recreational Trails Program (RTP) for the construction of an ADA non-motorized watercraft launch under the Route 123 Bridge. The intent of the project is to provide free water access to the community, including for persons with ambulatory disabilities. This project is consistent with the Town's Comprehensive Plan to increase pedestrian access to the water and will facilitate access to the Town for non-motorized watercraft users on the Occoquan River.

The total budget for the project is \$354,563, with DCR contributing \$283,650. The Town local match is \$70,913. The permit updating process has been completed. Delta Marine has been selected as the Contractor for the project. The Town is required to obtain a Commercial Building Permit from Prince William County for the project. The actual construction of the project will take approximately 45-60 days to complete.

Project Overview

- The Virginia Department of Department of Conservation and Recreation (DCR) has set aside \$283,650 for the project (overall budget for the project is \$354,563). Town Local Match is \$70,913
- Project Agreements signed by Town and DCR
- Environmental Permit updates have been completed
- Building Permit Process is underway

The attached update sheet provides the form and framework for future updates.

Attachments (1): Kayak Project Update

Canoe/Kayak Ramp Project Update

11/7/19

Background

In 2013, the Town was awarded a grant through the Federal Highway Administration's Recreational Trails Program (RTP) for the construction of an ADA non-motorized watercraft launch under the Route 123 Bridge. The intent of the project is to provide free water access to the community, including for persons with ambulatory disabilities. This project is consistent with the Town's Comprehensive Plan to increase pedestrian access to the water and will facilitate access to the Town for non-motorized watercraft users on the Occoquan River.

The Town has obtained/renewed/extended all required permitting as necessary.:

- Marine Resource Commission (VMRC) Permit, VMRC#2012-1293 (extended to 11/31/21)
- Army Corps of Engineers, 18-RP-19 (extended to 9/5/23)
- VDOT Land Use Permit, 948-46789
- US Department of the Interior, Project Review Certification
- Section 106 National Historic Preservation Act
- Town of Occoquan Approved Site Plan

Update

- Project Manager has been Selected: Rick DeMerle (DeMerle Construction Management LLC)
- Project Kick-off Meeting Held with Town Engineer, Project Manager, Contractor-Delta Marine 10/23/19
- Town Manager, Town Engineer, Project Manager Meeting Held with PWC Building Department 10/31/19

Next Steps

- Contractor/Town Signatures on construction documents
- Decision regarding Aluminum Decking, 11/19 Work Session
- Work through PWC Building Permit process
- Project Construction



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: November 7, 2019
8 B: Financial Services Update	

Explanation and Summary:

On June 4, 2019, Town Council approved a contract with Quist & Associates, LLC to provide on-call financial consulting services for the Town. On September 3, 2019, the Town Council authorized additional funding to provide an additional 69 hours of service to assist the Treasurer with completing the Accounting Policies and Procedures Manual, developing a continuing education plan and providing on-call service.

Since June, Ms. Quist has assisted the Treasurer with completing the FY 2019 trial balance, which was provided to the Auditors on 8/31/19, as well as helping to close out FY 2019, and to start a new QuickBooks file for FY 2020.

Attachment (1): 10/29/19 Progress Report

Progress Report
Quist & Associates, LLC
10/29/19

Fiscal Year Ending 6/30/19:

- Q&A worked with the Treasurer to close the FY19 financials, ensuring all balance sheet accounts were properly reconciled, and income and expenses were classified according to the adopted budget and Town policies.
- This included recommending numerous adjustments, made in conjunction with management and the audit team at Robinson Farmer Cox, to correct prior year misstatements which were immaterial in net effect but “cleaned up” long-standing items (over 12 years and at least four part-time Treasurers) within the QuickBooks company file.
- Identified a material misstatement with respect to Craft Show Revenue on the FY18 (fiscal year ending 6/30/18) audited financial statements which resulted in a reduction in net income of \$38,540. The FY18 financial statements, as originally presented, classified \$38,540 of Fall 2018 Craft Show prepayments as FY18 revenue instead of as a liability (for the event to be held in FY19). The auditors agreed and will be making a prior period adjustment on the FY19 statement of revenues, expenditures and changes in fund balance to include this revenue in income.
- Assisted the Treasurer in gathering other items required for audit fieldwork in an effort to complete the audit earlier this year than in prior years, thus preparing staff to provide accurate financial information ahead of budget season (FY21).

Fiscal Year Ending 6/30/20:

- Due to constraints within QuickBooks Desktop software, the size and age of the Town’s company file, we determined that it was time to create a new master company file for use in FY20 and beyond, or risk irrecoverable damage to the file.
- Q&A assisted the Treasurer with the creation of the new file, and loaded the FY17, FY18, and *draft* FY19 trial balances into the new file, so that comparative reports could be prepared, if needed. The old company file will be maintained *for research only*; work began in the new file as of 7/1/19.
- Q&A assisted the Treasurer in preparing the roll-forward of the Town’s net assets schedule. This involves closing out the prior year net income/(loss) for each fund to determine the available balance going into the new fiscal year, as well as releasing restricted grant funds (e.g. – HB 599) and transferring funding to the CIP fund for FY20 capital projects.
- Part of the FY20 CIP transfer this year included a correction to the CIP budget communication document. Originally, it listed in the summary that \$220,111 would be required from Town reserves to fund FY20 projects, when it is, in fact, only \$115,611.
- Beginning with the closing of the month of July 2019, Q&A has been assisting the Treasurer with monthly closing procedures. This includes a cursory review of the Treasurer’s prepared financial statements, and subsequent discussion and training to correct or reclassify specific transactions.
- Q&A has advised staff in data entry and accounting procedures designed to simplify the process and save time, where possible. We are staying within the allotted time/budget approved by Council.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: November 7, 2019
8 C: Ordinance #O-2019-08: Shared Mobility Systems	

Explanation and Summary:

At the October 1, 2019 Regular Business meeting, Council directed the staff to work with the Town Attorney to develop an ordinance to govern the use of scooters in the Town. There is a January 1, 2020 deadline to adopt either a pilot program or an ordinance to regulate motorized skateboards, scooters, etc. If the Town misses the deadline, then any person may offer motorized skateboards or scooters, bicycles, or electric power-assisted bicycles for hire. See Virginia Code § 46.2-1315.

Shared mobility systems include, but are not limited to, electric scooters, motorized skateboards, bicycles and/or electric power-assisted bicycles for hire.

Town Attorney's Recommendation: Approval.

Town Manager's Recommendation: Approval.

Police Chief Recommendation: Approval.

Proposed/Suggested Motion:

"I move that Town Council adopt Ordinance #O-2019-08 adding Chapter 78 generally relating to shared mobility systems, as is reflected in the attachment presented to the Town Council on November 7, 2019, to the Town Code."

OR

Other action Council deems appropriate

Attachment (1): Ordinance #O-2019-08

ORDINANCE # O-2019-08

**AN ORDINANCE TO ADD CHAPTER 78 TO THE TOWN CODE
GENERALLY RELATING TO SHARED MOBILITY SYSTEMS**

WHEREAS, Shared Mobility Systems of electric scooters, motorized skateboards, bicycles and/or electric power-assisted bicycles for hire have become prevalent in the United States since 2018 without significant protection for public health, safety and welfare, and

WHEREAS, Shared Mobility Systems create risks to life, limb, and property for users and non-users alike, and

WHEREAS, the Town Council recognizes that new technologies require careful evaluation based on data, and

WHEREAS, Virginia Code § 46.2-1315 allows any person to offer shared mobility systems on or after January 1, 2020 in a locality unless that locality first imposes a licensing requirement,

BE IT ORDAINED by the Council for the Town of Occoquan, Virginia meeting in _____ session this ____ day of _____, 2019:

1. That the Town Council hereby adopts Town Code Chapter 78, consisting of §§ 78-1 through 78-5 as follows:

Section 78-1. Policy Statement and Purpose

The purposes of this Chapter are (1) to establish rules and regulations governing the operation of Shared Mobility Systems within the Town to protect the health, safety, and welfare of Customers and the general public and (2) to gather data relating to the risks associated with Shared Mobility Systems. These provisions apply to any deployment of Shared Mobility Systems (to include direct rental or similar programs) within the Town's jurisdictional boundaries or on Town-owned property outside its boundaries.

Section 78-2. Definitions

“Customer” means the end user who is riding a Device.

“Geo-fencing” means a virtual perimeter that operates with a Device’s onboard GPS to authorize parking of the Device, to prevent or limit operation of the Device, and/or to provide an alert notice to the Licensee or Customer, whenever the Device crosses the perimeter.

“Operating Regulations” means the regulations imposed on a Shared Mobility System as provided in this Chapter or in a License issued under this Chapter.

“License” means a License issued by the Town to operate a Shared Mobility System under this Chapter.

“Licensee” means any person who holds a License under this Chapter.

“Shared mobility devices” or “Devices” means any docked or dockless bicycle or electric power-assisted bicycle, motorized skateboard, motorized scooter, or other device specified in Virginia Code § 46.2-1315.

“Shared Mobility System” means a system for sharing Devices for compensation.

“This Chapter” means this Chapter 78 of the Town Code.

“Town Manager” means the Town Manager or their designee.

Section 78-3. License Requirement

A. Any person (or entity) seeking to operate a Shared Mobility System within the Town shall first obtain a License from the Town Council, conditioned on compliance with the Operating Regulations contained in this Chapter or additional regulations issued by the Town Manager pursuant to this Chapter. Each Licensee must obtain a business license and will be responsible for all applicable local fees and taxes as a condition of retaining their License. The Town Council shall set and may modify the fee for application for a License by uncodified ordinance.

B. The Town Council may set and modify an annual registration fee per Device by uncodified ordinance.

C. No person (or entity) shall operate a Shared Mobility System within the Town without a License. Any person who operates a Shared Mobility System without a License shall be subject to a civil penalty not to exceed one thousand dollars (\$1000.00) for each violation. Each day of violation shall constitute a separate offense.

D. The Town Manager may revoke any License after notice reasonable under the circumstances for failure to comply with the Operating Regulations.

E. Any person (or entity) whose License application has been denied, or whose License has been revoked or terminated, may file an appeal with the Town Council by submitting a written statement to the Town Manager within 10 business days of the denial or revocation. The written statement shall describe the basis of the objection. Any Licensee whose License has been revoked may not apply for another License within six months of the revocation effective date.

F. The Town Manager may require additional Operating Regulations, consistent with this Chapter, as needed to protect public health, safety, and welfare. Such additional Operating Regulations may apply to all Licensees or, if justified by the operations of a Licensee, single Licensees. Such additional Operating Regulations may include, at the Town Manager's discretion:

1. An increased or decreased limit on the number of Devices deployed by the Licensee in the Town;
2. A ban or limit on use of some or all Devices on some or all sidewalks or in other specified areas;
3. A bond to cover costs incurred by the Town.
4. An increase or decrease in the speed limit for Devices.
5. Additional data sharing.
6. Changed or additional insurance requirements.
7. Similar requirements needed to protect public health, safety, and welfare.

Section 78-4. Operating Regulations

The following subsections set forth the minimum requirements that will be required in any License issued by the Town:

A. Equipment Requirements

1. All bicycles and electric power-assisted bicycles shall meet the standards established in the Code of Virginia, including lighting during operation in darkness.
2. All motorized skateboards or scooters shall meet the safety standards established in the Code of Virginia, requiring both headlight and taillight.
3. Each Device shall be equipped with an on-board GPS capable of providing real-time location and limiting operation of the Device through geo-fencing.
4. An operator identifier must be permanently affixed to each mobility Device.
5. All Devices must be equipped with hardware that allows the Licensee to render a Device inoperable by remote means if it has been reported to Licensee as being damaged or defective.

B. Operations

1. The initial maximum speed limit for Devices shall be 20 miles per hour.
2. Each License shall designate the specific number of shared mobility Devices that the Licensee may deploy in the Town.

3. The Town Manager reserves the right to order the full or partial removal or deactivation of a Shared Mobility System due to weather or other local situations, events, or emergencies for up to 48 hours.
4. Licensees must be aware of and plan for Town events, providing additional staffing, Customer education/awareness, and temporary no-ride and no-park zones as necessary.
5. Licensees shall provide administrative access for town officials to relocate Devices that are blocking the public right-of-way or creating obstacles for vehicles or pedestrians.

C. Safe Riding and Parking

1. Licensees shall make training available to all Customers regarding safe operation of Devices.
2. Motorized scooters, as well as bicycles and electric power assisted bicycles, must be parked upright on hard surfaces in a manner that does not obstruct or impede the public right of way.
3. Licensees must apply geo-fencing specifications to direct Customers to parking areas designated by the Town Manager, which the Town Manager may expand, contract, or change from time to time. Customers shall not be allowed to sign out of their rides unless parked in a designated area.
4. Devices are to be parked in such a manner as to provide a 4-foot pedestrian clear zone area in the sidewalk.
5. Devices shall not be parked in such a manner as to impede or interfere with any fire hydrant, call box, or other emergency facility; bus bench; utility pole or box; evacuation route; snow emergency route; or access to or from any building.
6. Devices cannot be parked in such a manner as to impede or interfere with the reasonable use of any bicycle rack, news rack, or commercial window display.
7. The Town Manager reserves the right to determine certain blocks where parking is prohibited. Bicycles and e-scooters may be left in on-street parking spaces only if the Town Manager has officially designated those spaces as shared mobility parking stations. The Licensee will apply visible markings to identify any such parking stations.
8. Shared mobility Devices shall not be parked adjacent to or within:
 - a. Transit zones, including bus stops, shelters, passenger waiting areas and bus layover and staging zones, except at existing bicycle racks;
 - b. Loading zones;
 - c. Disabled parking zones;
 - d. Street furniture that requires pedestrian access (for example – benches, parking pay stations, bus shelters, transit information signs, etc.);
 - e. Curb ramps; and
 - f. Driveways.
9. To the extent a Licensee desires to park Devices on Town property other than the public right-of-way (e.g., parks, plazas, parking lots, Town Hall grounds, or utility

facilities), the Licensee must first obtain the right to do so in writing from the Town Manager.

10. Licensees shall stop placing Devices or allowing Customers or contractors of the Licensee to place Devices in front of any address provided by the Town Manager within 48 hours of notice.

D. Licensees shall apply geofencing specifications provided by the Town to prohibit riding/parking/locking motorized skateboards or scooters in areas of the Town specified by the Town Manager.

E. Any Device found to be in violation of this section is subject to removal by the Town; the Licensee must pay thirty-five dollars (\$35.00) for each Device removed and five dollars (\$5.00) per day of storage, including the day of removal and the day of release from storage. The Town shall provide notice of removal within twenty-four (24) hours of removal.

F. Licensees shall provide notice to all Customers by means of signage and through a mobile or web application that:

1. Helmets are strongly encouraged for all Customers and required for minors 14 and under. If Licensees prohibit use of shared mobility Devices by certain minors, Licensees shall provide conspicuous notice of this policy to Customers;
2. Parking must be done in designated areas; and
3. Wearing headphones on or in both ears while riding a shared mobility Device is prohibited;
4. Operating a shared mobility Device while texting or while under the influence of alcohol is strongly discouraged.

G. Licensees shall provide education on the Town's existing rules and regulations, safe and courteous riding, and proper parking.

H. Customer Service

1. Licensees shall provide easily visible contact information, including a toll-free phone number and e-mail address, on each Device for Town employees and members of the public to make relocation requests or to report other issues with Devices.
2. Licensees shall maintain a representative physically located within 25 miles of the Town and provide a direct point of contact to the Town and its residents for this representative.
3. Licensees shall maintain a 24-hour customer service phone number for customers to report safety concerns, complaints, or to ask questions. This phone number and its website shall be provided on every Device that is in service in the Town.
4. Upon notification that a Licensee's Device is improperly parked, left standing, or unattended on any sidewalk, street, or public right-of-way under the jurisdiction of the Town, the Licensee shall remove the Device within two hours.

5. Licensees shall provide all Customers with a mechanism to report safety or maintenance issues with a Device.
6. In the event a safety or maintenance issue is reported for a specific Device, the Licensee shall immediately deactivate that Device and shall remove it within two hours of deactivation. Any inoperable or unsafe Device shall be repaired before it is put back into service.

I. Data Sharing

Without prejudice to a Licensee's rights to, and interest in, its commercially privileged and sensitive information, Licensees shall provide the Town the following types of data in a monthly report delivered to the Town no later than the 15th day after the month covered in the report:

1. Total active customers, number of trips in the Town each month, average trip duration times, number of Devices in service, GPS tracking data for every trip route, crashes (giving time, date, and location), injuries, and complaints.
2. Additional specific data to be provided by the Licensee may be stated in the License or required by the Town Manager.

J. Insurance

The Licensee must purchase and maintain, at its sole expense, and from a company or companies authorized to do business within the Commonwealth of Virginia, insurance policies containing the following types of coverages and minimum limits:

1. Workers' Compensation – Statutory requirements and benefits. This policy shall specifically list Virginia as a covered state.
2. Employer's Liability - \$100,000. This policy shall specifically list Virginia as a covered state.
3. Commercial General Liability - \$1,000,000 per occurrence. The Town and its officers, employees, agents and volunteers must be named as an additional insured and so endorsed on the policy.
4. Automobile Liability-\$1,000,000 per occurrence.
5. All insurance coverage:
 - a. shall be issued by an insurance carrier authorized to do business within the Commonwealth of Virginia and otherwise acceptable to the Town;
 - b. shall be kept in force throughout the duration of the License.
6. Prior to offering Devices for use, the Licensee shall:
 - a. have all required insurance coverage in effect; and
 - b. deliver to the Town proof of insurance for all lines of coverage satisfactory to the Town in its sole discretion.
7. The Town reserves the right to revise any insurance requirement as may be necessary for the best interests of the Town, including, but not limited to, limits, coverages and endorsements, or reject any insurance policies which fail to meet the criteria stated herein. Additionally, the Town reserves the right, but not the obligation, to

review and reject any insurer providing coverage due to its poor financial condition or failure to operate legally.

Section 78-5. Transfer of Licenses.

No Licensee may transfer any License without the advance written consent of the Town Manager. The Town Manager may deny a transfer of a License if the transferee has violated a License or violated a similar ordinance in another locality, or if the transferee does not have proof of proper insurance coverage. A transferee shall accept responsibility for all outstanding violations, removal and storage fees for removed Devices, bonds, and Operating Conditions applicable to the transferring Licensee.

2. That this ordinance is effective _____.

MOTION:

SECOND:

RE:

ACTION:

Date: _____
Regular Meeting
Ord. No. _____

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

CERTIFIED COPY _____

Town Clerk



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business

Meeting Date: November 7, 2019

8 D: Request to Award Contract for Snow Removal Services

Explanation and Summary:

This is a request to extend the existing contract with Virginia Lawn Service for the Town's snow and ice removal operations for one year, fiscal year 2020. This contractor provided snow removal services to the Town every year from FY 2015 thru FY 2019 winter seasons and is currently the Town's landscaping service provider.

During FY 2015, the Town competitively bid to provide snow removal operations within the Town of Occoquan. Four companies responded, and Virginia Lawn Service was determined to be the lowest bidder.

In addition to Virginia Lawn Service, the Town has an MOU with Prince William County Public Works to provide snow and ice removal operations as a supplementary option to the Town's snow removal operations in case of severe weather. There is a per-hour cost associated with this service and will only be utilized in extreme weather conditions.

Town Manager's Recommendation: Recommend approval.

Cost and Financing: \$5,000

Account Number: General Fund – Public Works – Contracts - Snow Removal (62030)

Proposed/Suggested Motion:

"I move to extend the existing contract with Virginia Lawn Service for snow and ice removal services for one year, Fiscal Year 2020, and to set a not-to-exceed amount of \$5,000."

OR

Other action Council deems appropriate.

Attachments: (1) FY 2020 Proposed Contract

August 5, 2019

Town of Occoquan
314 Mill Street
Occoquan, VA 22125

**SNOW PLOWING CONTRACT
2019/2020 – 2020/2021 Seasons**

Virginia Lawn Service, Inc. submits the following renewal contract to the Town of Occoquan for snow plowing/sanding for the 2019/2020 – 2020/2021 winter seasons.

We will furnish all labor, material and equipment for the complete performance of the following services:

1. Plowing, to the best of contractor's ability of streets, parking lots, alleys and courts disgnated on Town provided map when snow, frozen precipitation or slush depth reaches two (2) or more inches. Accumulations of less than two (2) inches may require plowing, due to the possibility of hazardous conditions. The fee for plowing is \$120.00 per hour per vehicle (minimum of 1.5 vehicle hours per visit).
2. Sanding of all streets and courts listed above in #1 paying close attention to stop signs and hills for a fee of \$140.00 per ton.
 - A mixture of sand & salt will be \$225.00 per ton.
 - All salt will be \$250.00 per ton.
3. Plowing will be curb to curb and bumper to bumper (unless a vehicle blocks the plowing path).
4. Plowing (or sanding) may not clear the area to "bare pavement" and slippery conditions may continue to prevail even after plowing (or application sand/ice melt). Virginia Lawn Service Inc. assumes no liability for this naturally occuring condition.
5. The application of approved ice melting products (or sand) will not instantly and completely remove all ice from the premises. This known fact is stated so as to avoid any suggestion that Virginia Lawn Service Inc. guarantees the impossible, immediate and total removal of ice. Ice melt cost per applied bag is \$60.00. When requested, snow shoveling of the towns sidewalks can be performed at \$65.00 per man hour.
6. In the event that a storm does not meet the minimum requirements for plowing, Virginia Lawn Service Inc. will at our discretion clear streets

of any remaining snow at the end of the storm in the standard plowing areas to help prevent snow packing and icy conditions.

7. Reports of any damage must be reported within 48 hours. Failure to report the damages constitutes a waiver and Virginia Lawn Service Inc. is released from liability. This may vary with extreme weather conditions such as blizzard or ice storm where damage may not be apparent until melting of ice and snow and samages can present themselves. Damages are to be reported ASAP.
8. If conditions warrant, the use of a front loader to remove excess snow can be used at \$300.00 per hour. If it requires hauling the dump truck will be used at \$150.00 per hour. If town has no location to dump the excess snow, town will pay for transportation and dump fee if one is found.
9. Payment for services will be due upon of receipt of invoice. A \$25.00 late fee will be charged for payments not received within thirty (30) days of invoicing.
10. There will be a forty five dollar (\$45.00) fee charged to your account in the event that a check is returned by your bank.
11. If fuel prices continue to increase Virginia Lawn Service Inc. reserves the right to add a small surcharge.
12. This contract may be terminated by either party with thirty (30) days written notice.

**ACCEPTANCE OF CONTRACT
for 2019/2020 – 2020/2021 seasons**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined.

Kenton E.Sovine Date
Virginia Lawn Service, Inc.

Authorized Rep. Date
Town of Occoquan

Authorized Rep. Date
Town of Occoquan

