



TOWN OF OCCOQUAN
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Occoquan Town Council
Regular Meeting
May 6, 2020 | 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. **March 4, 2020 Regular Business Meeting Minutes**
 - b. **March 17, 2020 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
 - i. Boards and Commissions
 - j. Town Manager
- 8. Regular Business**
 - a. Decision on whether to hold May 19, 2020 Work Session
 - b. Drone Usage
 - c. Discussion of Maintenance Issues
- 9. FY 2021 Budget Work Session**
 - a. Consideration/Action FY 2021 Budget to be Advertised
- 10. Closed Session**
- 11. Adjournment**

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



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes - DRAFT
Town Hall – 314 Mill Street, Occoquan, VA 22125
Tuesday, March 4, 2020
7:00 p.m.

Present: Mayor Earnie Porta; Vice Mayor Pat Sivigny; Councilmembers Cindy Fithian and Laurie Holloway

Absent: Councilmembers Matthew Dawson and Eliot Perkins

Staff: Kathleen Leidich, Town Manager; Bruce Reese, Town Engineer; Martin Crim, Town Attorney; Adam Linn, Chief of Police; Julie Little, Events Director; Katy Nicholson, Town Clerk

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. CITIZENS' TIME

Amy Wong, a Town resident, voiced her concern about the Town's "Authentic Occoquan" tagline. Ms. Wong said the tagline implied that there was a fake Occoquan or that the Town was not authentic before. She noted that she and other residents would like to have input about such branding decisions and that she would be willing to create a petition to demonstrate the community's disapproval of "Authentic Occoquan."

Patricia O'Riordan, also a Town resident, said she agreed with Ms. Wong and that she wished the community had been consulted during the branding process. She also expressed concern about losing the name "Historic Occoquan" in favor of "Authentic Occoquan."

Mayor Porta responded that he had heard from other residents who were dissatisfied with the new tagline. He explained that the existing Town Council and staff inherited the website/logo project and that the tagline was determined as a sort of compromise after extensive discussion between Council and the public. He said he was concerned that notice of the initiative and the public input process had not reached all residents, as staff had made an effort to publicize it. He further explained that the term "historic" had been used in past decades by many other local organizations, which had resulted in some confusion and copycat websites. The intention behind "Authentic Occoquan" was that people could come to the Town for an authentic experience, he added.

Councilmember Holloway agreed with Mayor Porta that the tagline was intended to convey that the Town offered "real-deal" experiences – not that Occoquan was inauthentic before. She said the current Council had taken over the logo project and that it was intended as a marketing tool for the Events Director. Mayor Porta added that the logo had not replaced the Town seal. He said the Town could revisit this topic and perhaps make minor adjustments to the branding.

Councilmember Holloway said she also would like to gather additional feedback from the community. She cautioned that the branding power could be lost if the Town went back and forth between concepts. She added that the logo was the product of extensive conversation during two Council meetings.

Mayor Porta said he had wondered what longtime residents would think of suddenly calling the Town “authentic.” He noted that he had heard positive feedback about the general design of the logo and that he hoped to add this topic to a future meeting agenda to solicit additional feedback. He added that if residents did create a petition, that would help demonstrate community concern and the need for further discussion.

4. APPROVAL OF MINUTES

a. February 4, 2020 Regular Business Meeting Minutes

Moved by Councilmember Holloway; seconded by Councilmember Fithian.
Motion **passed** unanimously by voice vote.

5. MAYOR’S REPORT

Mayor Porta reported on the following activities in which he participated:

- February 7 – Attended the Prince William Historic Preservation Foundation Inaugural Gala.
- February 20 – Met with a resident regarding the Kiely construction site.
- February 21 – Met with Councilmember Perkins, Ms. Leidich and the developer of Mill at Occoquan to review a new set of plans for the development. Mayor Porta noted that the Town would schedule public meetings once the developer submitted renderings.
- February 28 – Phone call with Virginia Secretary of Natural Resources regarding stormwater issues and grant programs for stream remediation. Mayor Porta added that submission deadlines for the grants would likely be in the summer and that he would discuss this in more detail with Ms. Leidich.

6. COUNCILMEMBER REPORTS

Mayor Porta noted on behalf of Councilmember Perkins that the Planning Commission did not meet in February.

Councilmember Holloway said she appreciated staff’s timely and creative solution to the issue of water/ice running from the end of Mill Street.

7. STAFF REPORTS

a. Town Attorney

Mr. Crim noted the following:

- Mr. Crim said he had advised staff on the draft sign ordinance that was included on the agenda. He added that the ordinance would need to undergo a public review process, and that he had expressed some concerns about potential enforcement issues.
- The Town was working toward an agreement with AT&T, which would allow a master franchise subject to site licenses.
- Mr. Crim reported that he had identified a warning notice used by other jurisdictions for meals tax delinquencies. The notice informed delinquent business owners that failure to turn over meals taxes collected from customers was embezzlement.
- Mr. Crim reported that he attended a meeting with the developer for the Mill at Occoquan on February 7 and that the project redesign was still in progress. Councilmember Fithian asked whether the developer had indicated a target date for

public meetings. Mayor Porta responded that the developer had been notified that the Town would prefer for the meetings to be held in March, but the developer would need to complete renderings before the project could be presented to the public. Councilmember Fithian asked whether the Town would need to provide the same amount of notice for these meetings as it would for a public hearing. Mr. Crim responded that the legal requirement was two weeks' notice but he recommended providing more notice than that. Mayor Porta noted that the date of the public meetings would depend on when the developer was able to complete his plans for the project, and that the Town was not rushing him. He added that he would like to see a more detailed update on the status of the project in the next Town newsletter.

b. Town Engineer

The meeting agenda included a written report from the Town Engineer.

Mr. Reese introduced three of his colleagues who would be assisting him with future Town work: Shane Giglio, Isaiah Overton and Aaron Tillar. Council welcomed them and thanked them for attending.

Mayor Porta mentioned that during his conversation with the Secretary of Natural Resources, he learned that the Town would need a professional assessment before applying for any stream remediation grants. Mr. Reese responded that stream remediation was a specialized branch of engineering and the Town would have several options for firms that specialized in the subject. Mayor Porta asked whether the Town had the expertise to create a Request for Proposals for such work. Mr. Reese responded that the Town would be able to create an RFP for the restoration design. He noted that the design work would be separate from the actual restoration, and that the Town may want to investigate stream restoration credits. Mayor Porta responded that all of the proposed projects were on private property. Mr. Reese said in that case, those credits might go to the property owner. Council agreed that Mr. Reese should reach out to two companies regarding the project.

Councilmember Fithian asked about a note on the Town Engineer's report regarding Boundary Branch, which mentioned the possibility of working with George Mason University students. Mr. Reese responded that the Virginia Department of Transportation suggested this could be a class project. He explained that his company had worked with George Mason University in the past, and that the school sometimes reached out to engineering firms for participation in mentorships and senior class projects.

Councilmember Holloway asked whether there was any time limit for Town construction projects. Mr. Reese responded that as long as the project's bond remained active, the Town did not have much control over construction duration. Councilmember Holloway asked whether the Town would be notified when a project's bonds were expiring. Mr. Reese responded that the Town would typically be notified six months in advance of the expiration. Councilmember Holloway noted that she had heard concerns about the duration of construction on the Rivertown development. Ms. Leidich responded that the developer was working with Dominion Power to provide electricity to the buildings.

c. Building Official

The meeting agenda included a written report from the Building Official.

Mayor Porta confirmed with Ms. Leidich that any items over two years old would be sent to enforcement. Ms. Leidich responded yes. Mayor Porta noted that several items would be subject to enforcement in the next few months.

d. Zoning Administrator

The meeting agenda included a written report from the Zoning Administrator.

Mayor Porta noted that a trash enclosure violation for the Berrywood development was included in the report, and that several certified letters regarding the violation had gone unclaimed. Mayor Porta asked Ms. Leidich to reach out to the developer about this issue.

Mayor Porta said he planned to speak with the owners of Third Base Pizza regarding their string lights and the proposed updates to the Architectural Review Board rules for seasonal lights.

e. Town Treasurer

The meeting agenda included a written report from the Town Treasurer.

Mayor Porta asked Chief Linn about the status of the warrant in debt for the Pink Bicycle Tea Room. Chief Linn responded that the sheriff's office had not served the warrant and that he expected the warrant to be sent back to the Town.

Mayor Porta reminded Ms. Leidich that the Town's policy was to serve a warrant in debt for businesses that were more than a year delinquent, and that one business had reached that point for delinquent Transient Occupancy Taxes.

Mayor Porta asked Mr. Crim whether the sign for the Pink Bicycle Tea Room, which was 22 months delinquent on its meals taxes, could be removed once the business reached 24 months of delinquency. Mr. Crim responded that the Town could remove the sign with appropriate notice if the business was abandoned, but he was under the impression that Pink Bicycle was still operating. Mr. Crim added that the Town did not have such an ordinance in its Town Code, but this could be added. Mayor Porta noted that the sign presented safety issues. Mr. Crim responded that if it was a safety problem, the Town could address it as a building code or nuisance issue.

f. Chief of Police

The meeting agenda included a written report from the Chief of Police.

Chief Linn noted that he submitted applications to renew the Town's pedestrian safety, speed enforcement and impaired driving grants.

g. Public Works

No discussion.

h. Events and Community Development Director

The meeting agenda included a written report from the Events and Community Development Director.

Mayor Porta noted that the FY2020 projected revenues for RiverFest had increased significantly since the previous meeting. Ms. Little responded that she had taken a less conservative approach to the estimates due to Council's concern.

Councilmember Fithian said she was happy to see the increased participation in the Chocolate Walk, and asked if Ms. Little attributed the increase to any particular factors. Ms. Little responded that there had been more marketing for the event and that an additional passport pickup location had been added. Mayor Porta said he was impressed with the event participation considering the brisk weather.

i. Boards and Commissions

Mayor Porta requested that the Action Item titled "Proposed Changes to Town Code Signage Regulations" be bundled with the Architectural Review Board report. There were no objections.

Brenda Seefeldt, Chair of the Architectural Review Board, reported that the Board had reviewed two Applications for Exterior Elevations at its last meeting, including a pre-approval for the new Tourist Information Kiosk that would replace the Visitors' Center.

Mayor Porta said he and Ms. Seefeldt worked together to address several issues with the Town Code regarding signage. He explained that they were proposing several changes to add clarity and provide flexibility, including:

- Providing definitions of "yard sign," "commercial sign," "abandoned sign" and "obsolete sign"
- Consistently distinguishing between "residential-use" and "non-residential-use" properties
- Removing inconsistencies in requirements regarding signs, banners and flags
- Allowing white string lights year-round and colored lights October 15 – February 15

Councilmember Holloway thanked Ms. Seefeldt and Mayor Porta for their work on the proposed Code changes. She expressed concern about allowing colored string lights for four months of the year. Mayor Porta explained that the Town could not legally tie this rule to a particular holiday season, and that the intent was to allow colored string lights during the darkest months of the year. Councilmember Holloway suggested limiting colored lights to November 1 – February 1. Mr. Crim suggested that the Planning Commission hold a public hearing to consider the timeframe and determine what would best suit the Town.

Councilmember Holloway asked whether the proposed timeframe would mean businesses could put up orange Halloween lights on October 15 and leave them up until February 15. Mayor Porta responded that businesses could technically do this, but the Town would count on businesses to act in their own best interests. He added that several businesses had displayed Halloween decorations and lights in the past. Councilmember Holloway noted that some businesses might want to put up Easter or Fourth of July lights. Mayor Porta responded that those holidays take place during months with longer daylight hours, which would defeat the purpose of the lights. Councilmember Holloway noted that allowing white string lights year-round undercut that point. She added that she did not want to start an argument but she thought four months was too long of a period to allow colored lights. Mayor Porta noted that the proposed change was intended to provide more flexibility

during the darkest months of the year. Ms. Seefeldt noted that string lights currently were allowed November 15 – January 15.

8. REGULAR BUSINESS

c. Proposed Changes to Town Code Signage Regulations – ARB Recommendations

Motion to refer the proposed changes to Town Code §§157.300 - §§157.339 to the Planning Commission and request that they submit a recommendation regarding such changes to the Town Council at the earliest feasible date:

Moved by Councilmember Holloway; seconded by Councilmember Fithian.

Motion **passed** unanimously by voice vote.

7. STAFF REPORTS

j. Town Manager

The meeting agenda included a written report from the Town Manager.

Ms. Leidich noted that she had spoken with Mr. Crim regarding a resident request for the Town to establish a definition of “bedroom,” and they determined that the Town would not pursue this change. Mr. Crim explained that the Building Code already contained a definition of “bedroom,” but other types of rooms potentially could fall under this definition. He noted that the request for a definition was intended to address parking management, and that although the number of bedrooms in a residence determined the required number of parking spaces, the number of bedrooms did not always indicate the number of people living at a residence. He added that a parking permit program or other similar system would be more direct and effective in managing parking issues.

Vice Mayor Sivigny asked whether this decision ignored the Town’s requirement for parking spaces per bedroom. Mr. Crim responded that he was not ignoring the requirement, but builders could easily circumvent it and the Town would still end up with a parking shortage. He added that any parking issues beyond what could legally be enforced by the Zoning Ordinance would best be addressed with a permit system. Mayor Porta noted that in many cases, residents with more cars than parking spaces would be inconveniencing themselves.

Ms. Leidich presented an enhanced landscaping plan for the Town entrance at Route 123 and Commerce Street. Mayor Porta said he would investigate whether any of the proposed plants were native to the area in accordance with Town Code, as native plants would be better in terms of maintenance and suitability to the environment. Councilmember Holloway suggested that the Town notify prospective landscaping companies of this requirement before they bid on the work. Mayor Porta said he would speak about this with the chair of the Planning Commission and the Town Manager. Ms. Leidich said she would make this recommendation to the contractor, and that she welcomed any additional comments on the plan.

Ms. Leidich also presented an estimate to perform repairs to the lower level of the River Mill Park bathhouse. Mayor Porta asked the Council for consent to add the approval of the quote for repairs to the River Mill Park bathhouse to the agenda. No objections. Mayor Porta asked why it had taken two years to address the repairs for which the cost was only \$2,000. He and Ms. Leidich agreed to discuss this later.

Mr. Crim asked whether the funding for the repairs had already been appropriated. Ms. Leidich responded that it had been included in the FY 2020 budget, but any purchase over \$500.00 would require Council approval.

Motion to authorize the Town Manager to expend up to \$2,000 to complete the work to repair outstanding building code-related issues relating to the lower-level storage room of the River Mill Park bathhouse:

Moved by Councilmember Fithian; seconded by Vice Mayor Sivigny.

Ayes: Councilmember Holloway, Councilmember Fithian and Vice Mayor Sivigny, by roll call vote.

Nays: None.

8. REGULAR BUSINESS

a. Update on Kayak Ramp Project – FY 2020 Budget Adjustment (Recognizing Kayak Ramp Grant Funding)

Ms. Leidich explained that the Town was in the process of considering a budget amendment to recognize state grant funding for the Kayak Ramp. She added that Council already had reviewed the legal ad for the public hearing, which would run on March 6 and March 13.

Mayor Porta said this agenda item was simply an update and did not require Council approval. He added that costs incurred starting in FY 2017 could be applied to the grant match, but the budget amendment only included expenses incurred in FY 2020.

Mayor Porta asked if the contractor had provided an estimated completion date for the project. Ms. Leidich responded that the project likely would be completed by the first weekend in June.

Motion to place Budget Amendment #2020-001, which amends the FY 2020 Adopted Budget, on the agenda of the March 17, 2020 Work Session:

Moved by Councilmember Holloway; seconded by Vice Mayor Sivigny.

Motion **passed** unanimously by voice vote.

b. Resolution Appointing Town Treasurer

Motion to appoint M. Kathleen Dellinger as the Town Treasurer, effective March 9, 2020:

Moved by Vice Mayor Sivigny; seconded by Councilmember Holloway.

Ayes: Councilmember Holloway, Councilmember Fithian and Vice Mayor Sivigny, by roll call vote.

Nays: None.

d. Request to Amend Chapter 71 of the Town Code – Licensing Requirements for Parked Vehicles

Motion to adopt the proposed Ordinance #0-2020-01 to amend Chapter 71 of the Town Code, specifically §71.06 as reflected in the attachment presented at the March 4, 2020 Regular Business Meeting:

Moved by Councilmember Holloway; seconded by Councilmember Fithian.

Ayes: Councilmember Holloway, Councilmember Fithian and Vice Mayor Sivigny, by roll call vote.

Nays: None.

e. FY 2021 Budget Work Session

Ms. Leidich noted that Council had requested several follow-up items:

- An explanation of funding included in “Other Revenues”:
 - General Fund interest (\$374.00)
 - Brick revenue (\$678.00)
 - General Fund sponsorships (\$130.00)
 - Other, i.e. Govdeals sales and insurance proceeds (\$15,389.00)
- An explanation of increased costs for “Personnel Services”:

This budget line increased by \$57,606.00 and included the conversion of a part-time treasurer position to a full-time position and the conversion of two part-time police officer positions to one full-time position. Mayor Porta asked whether the change in the police officer position would be a wash, as the total number of service hours would decrease. Chief Linn responded that the conversion of two part-time officer positions to one full-time position would result in an increase of \$4,000. Mayor Porta asked Ms. Leidich to clarify this in the budget document.
- An explanation of increased costs for “Professional Services”:

This budget line increased by \$24,150.00 and included additional hours and a rate increase for the Town Attorney, as well as consulting services for the development review process.
- Projected real estate revenues based on Prince William County tax assessments:

Ms. Leidich reported that real estate tax revenues were projected to increase by approximately 2 percent between FY 2019 and FY 2020. Mayor Porta asked Ms. Leidich to estimate the average increase per homeowner.
- An additional staff review of Public Event Fund projections:

Ms. Leidich said she and Ms. Little had reviewed the projections and planned to increase shuttle fees by \$1.00 and adjust vendor fees. Vice Mayor Sivigny asked how much vendor fees would increase. Ms. Little responded that she had not yet determined the amount. Vice Mayor Sivigny noted that he had spoken with several vendors who told him that they would not mind if the Town increased vendor fees. Councilmember Fithian asked whether the Town would consider increasing the shuttle fee by \$2.00. Vice Mayor Sivigny noted his concern about fee collectors being overwhelmed by dollar bills. Mayor Porta said Council would rely on Ms. Little to make a recommendation regarding the fee.

Mayor Porta expressed concern about the proposed transfer of \$71,267.00 from Craft Show revenues into the Operating Budget. He explained that Council had worked for years to minimize the reliance of the Town’s Operating Budget on Craft Show revenues, which were the Town’s primary means of funding capital projects. In recent years, however, the Town had established a practice of subsidizing the Operating Budget with Craft Show surpluses. Mayor Porta noted that he was not entirely opposed to this idea, as this would help to keep residents’ tax bills low. He was, however, concerned about the prospect of nearly doubling such a transfer, from approximately \$31,000.00 in FY 2020 to \$71,267.00 in FY 2021. He

asked Ms. Leidich to create a budget option that would not increase tax rates or the Craft Show revenue transfer.

Ms. Leidich noted that \$16,900.00 of the transfer was for police vehicle payments and ultimately would be covered by revenue from fines. Mayor Porta responded that this also was the case in FY 2020, so either way, the proposed budget would significantly increase the amount transferred from Craft Show revenues to the Operating Budget. Councilmember Holloway said she agreed with Mayor Porta's points, particularly in light of Prince William County's recent budget increase.

Mayor Porta also asked Ms. Leidich to be sure to include dollar amounts with all of her explanations of cost increases in the budget document.

9. CLOSED SESSION

Motion to convene in closed session to discuss, as permitted by the Virginia Code Section 2.2-3711(A)(3), a matter involving acquisition of real property for public purposes.

Moved by Vice Mayor Sivigny; seconded by Councilmember Fithian.

Motion **passed** unanimously by voice vote.

Closed session began at 8:55 p.m.

Closed session ended at 9:00 p.m.

Motion to 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.

Moved by Vice Mayor Sivigny; seconded by Councilmember Holloway.

Ayes: Councilmember Holloway, Councilmember Fithian and Vice Mayor Sivigny, by roll call vote.

Nays: None.

10. ADJOURNMENT

The meeting was adjourned at 9:01 p.m.

Katy Nicholson
Town Clerk



OCCOQUAN TOWN COUNCIL
Work Session and Public Hearing Minutes - DRAFT
Town Hall – 314 Mill Street, Occoquan, VA 22125
Tuesday, March 17, 2020
7:00 p.m.

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

Absent: Councilmember Matthew Dawson

Staff: Kathleen Leidich, Town Manager; Kathleen Dellinger, Town Treasurer; Adam Linn, Chief of Police; Jason Forman, Town Sergeant; Julie Little, Events Director; Katy Nicholson, Town Clerk

1. CALL TO ORDER

Mayor Porta called the meeting to order at 7:01 p.m.

2. PUBLIC HEARING

a. Budget Amendment #2020-001: Kayak Ramp Project

No comments. Public comment period closed at 7:02 p.m.

Mayor Porta gave staff a chance to discuss the COVID-19 pandemic, followed by comments from Council. He noted that in response to a communication from Councilmember Holloway, he had contacted the Prince William County School Board for clarification about its handling of meetings. He added that the School board was limiting its agendas to essential business and broadcasting on Facebook Live in lieu of its regular TV coverage, eliminating the need for A/V staff at meetings. He also noted that the School Board and the Town had the authority to limit the number of people attending their meetings. Councilmember Holloway said she had hoped to obtain the Town Attorney's opinion on the matter for future reference.

Ms. Leidich reported that she had distributed to Council the most recent information and resources regarding the pandemic. She noted that Ms. Little had notified her of a Facebook group that had been organized to offer support within the community. She explained that the Town's Peep Show would be going completely virtual, Discover Occoquan would be postponed, and planning for RiverFest was still underway. She added that Ms. Little had reached out to the shuttle and port-a-john contractors and that May 15 was the deadline for canceling those services without losing money.

Ms. Leidich reported that Town Hall and River Mill Park (including the restrooms) remained open, and the Visitors' Center and Mill House Museum were closed until further notice. She added that she had participated in conference calls with representatives from nearby jurisdictions and that their responses included:

- Closing facilities to the public and requiring business by phone, online, or drop box
- Canceling board/commission meetings
- Providing work-from-home guidelines for staff
- Canceling events
- Closing facilities for meeting rentals by outside groups
- Implementing enhanced cleaning procedures

Ms. Leidich explained that the Town's plan included:

- Enhanced cleaning procedures
- A review of work-from-home guidelines
- Providing carry-out parking signage to Town restaurants
- Development of a COVID-19 plan for the Police Department

Ms. Leidich noted that staff requested Council's consideration regarding the following proposals:

- Closing Town facilities to the public and requiring business by phone, online, or drop box
- Closing Town facilities for meeting rentals by outside groups
- Canceling or postponing events
- Canceling Planning Commission and/or Architectural Review Board meetings
- Maintaining Town Council meeting dates to allow for budget discussion

Councilmember Holloway noted that two Facebook accounts had been established to assist area residents – one specific to the Town of Occoquan and the other based in Lake Ridge. Mayor Porta asked how the Town should promote the groups. Councilmember Holloway suggested notifying the public of the groups rather than promoting them, as they were not Town-sponsored.

Councilmember Holloway asked whether the River Mill Park restrooms were on an accelerated cleaning schedule. Ms. Leidich responded that the Town Maintenance Supervisor was wiping down the restrooms daily in addition to their regularly scheduled weekly professional cleanings.

Councilmember Perkins noted that several restaurants were offering a carry-out option, and that the Town should advocate for them and help to promote them consistently.

Councilmember Perkins asked whether a new date had been set for Discover Occoquan. Ms. Leidich responded that the date had not been determined.

Mayor Porta noted that he wanted to make it clear that staff members were not obligated to report to work during the pandemic. He added that compared to larger jurisdictions, the Town's small size afforded it some flexibility. He commended staff for their work keeping the Town facilities safe.

Mayor Porta also noted that a recent press release from the Governor had established more stringent distancing guidelines, and that he planned to update Town business owners on this. He added that he would defer to Chief Linn's discretion in regard to enforcement. Councilmember Holloway noted that restaurant owners risked losing their Health Department licenses and/or being charged with a misdemeanor if they did not follow the new regulations, so it was crucial that they remain informed.

Councilmember Perkins asked about the status of the Town's restaurants. Mayor Porta responded that Ballywhack Shack, Bottle Stop and Cock and Bowl were closed, but others were likely to close as the situation progressed. He added that the state had waived the waiting period for unemployment benefits for employees who were laid off or whose hours had been reduced.

Mayor Porta, Councilmember Holloway and Councilmember Perkins agreed that Town Hall should not be available for use by outside groups during the pandemic. Mayor Porta asked Ms. Leidich to contact the one group that was already on the calendar for March to find out the size of their meeting.

Mayor Porta noted that he would like to keep Town Hall open to the public. Councilmember Perkins said he agreed as long as staff members were comfortable with the situation. Ms. Leidich said she would meet with staff to discuss Council's sentiments. Mayor Porta said he had heard from several residents who appreciated the fact that Town Hall was open with appropriate precautions. He confirmed with Ms. Leidich that staff had been provided with sanitizing products. Councilmember Holloway said she agreed, and that the situation should be re-evaluated daily. She noted that staff should be cautious as people could be contagious prior to showing symptoms, particularly considering the Town's significant senior population.

Councilmember Holloway suggested that Council and staff develop a notification plan in the event of a COVID-19 case in Town. Mayor Porta asked Ms. Leidich to discuss this subject with the Town Attorney.

Councilmember Fithian suggested that the Town establish a system to check on vulnerable residents. Mayor Porta noted that Ms. Little's community messaging included a request for residents to check on their neighbors. Councilmember Fithian responded that the Town may need to take further action if residents were concerned about their neighbors and could not get in touch with them. Mayor Porta asked whether there was a system in place for residents to request a welfare check by police. Chief Linn responded that anytime a resident was concerned about a neighbor, they could call the Prince William County Police non-emergency line and request a welfare check. He also noted that Occoquan police had conducted welfare checks for residents in the past. He added that he would work with Ms. Little to facilitate the welfare check process between residents and Town police. Mayor Porta said he would like a communication to go out later in the week addressing the subject. Councilmember Perkins noted that consistent messaging was important for this and other pandemic-related information.

Mayor Porta said the chairs of the Planning Commission and Architectural Review Board could decide whether their groups would continue to meet as scheduled. Councilmember Perkins said the Planning Commission likely would not need to meet in March and could notify the public of its next meeting date. Councilmember Holloway said she would check in with the Architectural Review Board chair. Mayor Porta said he would like to continue to hold Council meetings as scheduled, and that Council could cancel any unnecessary meetings as needed.

Mayor Porta also reported that he had spoken with Vivian Le of the 99 Percent Invisible podcast. He explained that the March 10 episode discussed the negative effects of Pokémon Go on Occoquan businesses, and that he did not think the episode told the full story. He added that Ms. Le had agreed to produce an update on the subject.

Ms. Leidich noted that she and Ms. Little had met with a local artist who proposed a design for the Town's "Love" sign. The concept consisted of a painted plywood façade that would be displayed in front of the sign. Councilmember Perkins said he liked the idea of adding some color to the design. Ms. Leidich explained that the design was black-and-white, and that she would speak with the artist about the possibility of a full-color design.

Ms. Leidich also reported that she had spoken with the landscaping contractor regarding the project at the entrance to Town at Route 123 and Commerce Street. She noted that the contractor had submitted an alternate plan incorporating native plants in accordance with Council's request, and that she welcomed any additional comments on the plan.

In regard to a potential real estate acquisition, Mayor Porta noted that the Town would not make an offer in April due to the pandemic. He added that the Town likely would decide in April whether to fund its own appraisal. Council agreed with this assessment of the situation.

Council agreed to vote on the budget amendment for the kayak ramp project at it April 7 meeting.

3. REGULAR ITEMS

a. FY 2021 Budget Work Session - No materials.

Ms. Leidich noted that Council had requested several follow-up items:

- A breakdown of costs for “Personnel Services” between FY 2020 and FY 2021:
Ms. Leidich provided a written breakdown of these costs.
- Projected real estate tax average increase per housing unit:
The average per-unit Town real estate tax bill in 2019 was \$402.11. For the estimated 2020 assessments, the average bill would be \$411.85, an average per-unit increase of \$9.74.
- A breakdown of individual operational costs:
Ms. Leidich provided a written breakdown of these costs.
- Eliminating the Net Asset transfer:
The revised budget included the conversion of part-time police officer positions to a full-time position, the conversion of a part-time treasurer position to a full-time position, supplemental funding for the social media contract, an increase in professional services and the transfer from the Operating Budget expenditures to the Capital Improvement Plan. The initial proposed Net Asset transfer was \$71,267.00. Ms. Leidich noted that real estate tax revenues were projected to increase by approximately \$5,000.00 for FY 2021. She explained that she reduced the following expenditures to reduce the Net Asset transfer to \$16,900, which was a placeholder payment for a police vehicle that would be paid for by public safety fine revenue:
 - \$13,434.00 for Personnel Services to fund a proposed part-time parking enforcement position. This also would decrease the Capital Improvement Plan budget by \$5,000 (parking enforcement equipment).
 - \$3,588.00 for Travel and Training
 - \$26,509.00 for Facilities and Maintenance
 - \$2,036.00 for Information Technology
 - \$2,800.00 for Vehicles and Equipment
 - \$1,000 for Seasonal

Ms. Leidich also noted that she had provided Council with a proposal for the Town to join the Virginia Retirement System.

Mayor Porta expressed concern that the Budget Calendar included a date of March 20 to advertise the proposed budget. He explained that Council was not yet ready to vote on a proposed budget for advertisement. Ms. Leidich responded that Council could adjust the budget calendar as needed. Mayor Porta said he would discuss the calendar adjustments with Ms. Leidich after the meeting, and that Ms. Leidich would need to prepare the proposed advertisements for Council’s review.

Regarding the breakdown of Personnel Services costs, Mayor Porta asked Ms. Leidich to include health insurance information for each employee.

Mayor Porta asked Ms. Leidich to include the \$5,000.00 projected real estate increase in the original proposed budget as well as the new version.

Councilmember Holloway noted that Council may want to discuss the potential financial impact of the COVID-19 pandemic. Mayor Porta responded that Council would need to watch meals tax revenues closely during the remainder of the budget development process, and that the budget may require further adjustments. Councilmember Holloway asked staff and Council to keep this in mind during the next few months.

Mayor Porta asked whether the Police Department had noticed a decrease in traffic fines. Chief Linn responded that Town Police continued to conduct traffic enforcement as usual, but Prince William County and the Town of Haymarket had suspended regular traffic enforcement due to the closure of the county courts. Councilmember Perkins said he thought the Town Police should continue to conduct enforcement. Chief Linn added that although the courts were closed to the public, it was his understanding that the County was still processing summonses.

Mayor Porta noted that the Town Attorney was looking into the option of extending the payment deadline for Business, Professional and Occupational License taxes. Council agreed that this would be a good option to show support for the Town's business community.

Ms. Leidich introduced the new Town Treasurer, Kathleen Dellinger. Council welcomed Ms. Dellinger to the Town.

Mayor Porta asked Ms. Little about RiverFest and the Fall Craft Show. Ms. Little said she had noticed a decrease in vendor applications, but this was expected due to the new vendor restrictions. Councilmember Perkins asked how this compared to Ms. Little's expectations for applications. Ms. Little said she had received about half the expected number of applications for juried vendors. She added that due to the uncertainty caused by the pandemic, she was concerned that she may not receive many more applications. She reminded Council that they would need to make a decision about RiverFest by May 15 at the latest to avoid losing money for the shuttles and port-a-johns. Councilmember Fithian noted that Council might want to make this decision earlier, depending on how the situation progressed. Council agreed that they would monitor the situation. Councilmember Holloway asked if vendors would receive a refund for their fees if the event needed to be canceled. Ms. Little said she did not think the contract addressed this. Mayor Porta said he would expect the Town to refund those fees. Ms. Little asked whether she should continue with her RiverFest advertisement plan. Mayor Porta responded that she should proceed with her advertising plan for the time being.

Mayor Porta asked Council to review the Capital Improvement Plan items before the next meeting. Ms. Leidich explained that the Capital Improvement Plan included funding for a parking management system. Mayor Porta noted that Councilmember Perkins had investigated paid parking options relating to a potential property acquisition, and Council could discuss it at a future meeting.

Ms. Leidich provided Council with the results of an actuarial study from the Virginia Retirement System (VRS). She suggested that Council use this time for a preliminary discussion of the matter, following up with a vote at the April 7 meeting. She added that

by joining the Virginia Retirement System, the Town would strengthen its ability to attract and retain quality staff.

Ms. Leidich explained that for FY 2021, the cost of VRS to the Town would be \$27,230.00. If Council took action at its April meeting, the cost for the remainder of FY 2020 would be \$4,544.00. She recommended that the Town reallocate the funding for its full-time employees' Simple IRA plans to help cover the cost of the VRS. With this reallocation, the net cost increase for VRS would be \$16,828.00 in FY 2021.

Mayor Porta asked Ms. Leidich to provide Council with historical information on variation in VRS rates, as the Town's rate would be subject to change every two years.

Mayor Porta asked whether any of the Town's current staff had previously been enrolled in VRS and could purchase prior service. Ms. Leidich responded that the majority of the Town's employees had been enrolled in VRS and that they would have the option to purchase prior service.

Mayor Porta asked why the Town would join VRS prior to the beginning of FY 2021. Ms. Leidich responded that Council could choose to join immediately or at the beginning of the next fiscal year.

Councilmember Holloway asked why VRS was the best retirement option. Ms. Leidich responded that VRS was a defined benefit plan and several staff members already were vested in the system. Councilmember Holloway said she would need more information to justify the cost increase. Mayor Porta explained that VRS was considered by some to be a recruitment and retention tool for staff because it provided a guaranteed retirement income unlike a defined contribution plan. Councilmember Holloway noted that many private sector employees were not enrolled in defined benefit plans.

Vice Mayor Sivigny asked whether other regional jurisdictions participated in VRS. Ms. Leidich responded that most towns in Prince William and Loudoun counties were VRS members.

Mayor Porta asked if any staff members would like to speak about VRS. Chief Linn, Ms. Dellinger and Ms. Leidich said they were enrolled previously and they would like to be enrolled again. Mayor Porta asked if these employees could purchase all of their prior service with the Town. Ms. Leidich responded that they would be able to do so with their own funds within a year of joining VRS.

8. ADJOURNMENT

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

Katy Nicholson
Town Clerk



TOWN OF OCCOQUAN

Circa 1734 • Chartered 1804 • Incorporated 1874
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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 – May 5, 2020

Kayak/Canoe Launch – update from last report

Delta Marine submitted permit package to Prince William County week of April 6, 2020. Tentative completion date is June 1, 2020.

Historic District Parking Exhibit –no update from last report

Prepared exhibit showing re-striping options in Historic District for possible changes when roads repaved by VDOT.

Mill Street Cross-walk Improvement Plan by VDOT –update from last report

Pre-final plans issued by VDOT – Right of Way Authorization (22 square feet on property of Walker). Conference call on April 21, 2020 with PW County Transportation resolved comments from VDOT on configuration of cross walks.

Kiely Court Project –update from last report

Land Disturbance Permit issued - construction commenced. Zoning permits have been issued for both houses. Town staff continues to monitor erosion and sediment controls and parking on/near job site. Water runoff continues to cause issues on sidewalk and in Mill Street. Temporary measure installed to keep runoff in curblines helping. Staff will continue to monitor. Fence being evaluated by Zoning Administrator.

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

Meeting on site with VDOT to review options for Poplar Lane crossing of Boundary Branch - VDOT providing possible options, which may include George Mason University students. Also inspected erosion issues at Mill Cross Lane and provided possible costs to correct.

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 – no change 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 to date to be determined.

-END-

Town of Occoquan - Permit Report
 April 2020

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
PLB2020-00993	417 FORTRESS WAY	REPLACEMENT OF MAIN SHUT OFF V	Plumbing	Finalized	C - Alteration/Repair	10/29/2019	04/20/2020	0.00	\$2,500.00	OCCOQUAN
PLB2020-00994	449 FORTRESS WAY	REPLACEMENT OF MAIN SHUT OFF V	Plumbing	Finalized	C - Alteration/Repair	10/29/2019	04/20/2020	0.00	\$2,500.00	OCCOQUAN
PLB2020-00995	461 FORTRESS WAY	REPLACEMENT OF MAIN SHUT OFF V	Plumbing	Finalized	C - Alteration/Repair	10/29/2019	04/20/2020	0.00	\$2,500.00	OCCOQUAN
FPP2020-00602	262 GASLIGHT LANDING C1	FPP FOR FIRE ALARM - ALTERATION/	Fire Protection Permit	Finalized	Fire Alarm	03/06/2020	03/10/2020	0.00	\$2,100.00	OCCOQUAN
GAS2019-00432	270 GASLIGHT LANDING C1	ALTERATION/REPAIRS TO REPLACE H	Gas	Issued	C - Alteration/Repair	09/20/2018		0.00	\$4,751.00	OCCOQUAN
BLD2020-05195	111 MILL ST	N/S FOR CANOE & KAYAK RAMP IN TH	Building	Pending	C - Accessory Structure			0.00	\$0.00	OCCOQUAN
BLD2020-01861	125 MILL ST	REPLACEMENT OF 3 EXTERIOR STAIR	Building	Finalized	C - Alteration/Repair	11/07/2019	03/27/2020	0.00	\$17,000.00	OCCOQUAN
PLB2020-00752	201 MILL ST	CAPPING THE WATER SERVICE	Plumbing	Issued	C - Alteration/Repair	10/01/2019		0.00	\$300.00	OCCOQUAN
BLD2020-04799	204 MILL ST	A/R TO RENOVATE EXISTING KITCHEN	Building	Issued	C - Alteration/Repair	04/14/2020		230.00	\$4,000.00	OCCOQUAN
BLD2020-04893	204 MILL ST	REMOVE PORTION OF NON BEARING I	Building	Issued	Demolition	04/02/2020		40.00	\$600.00	OCCOQUAN
ELE2020-04208	204 MILL ST	A/R TO RENOVATE EXISTING KITCHEN	Electrical	Issued	C - Alteration/Repair	04/16/2020		230.00	\$4,000.00	OCCOQUAN
PLB2020-02362	204 MILL ST	A/R TO RENOVATE EXISTING KITCHEN	Plumbing	Issued	C - Alteration/Repair	04/23/2020		230.00	\$4,000.00	OCCOQUAN
FPP2020-00601	223 MILL ST	FPP FOR FIRE ALARM -ALTERATION/R	Fire Protection Permit	Finalized	Fire Alarm	03/06/2020	03/10/2020	0.00	\$2,100.00	OCCOQUAN
FPP2020-00734	223 MILL ST	EMERGENCY SERVICE REPAIR - DISCI	Fire Protection Permit	Finalized	Sprinkler	04/08/2020	04/15/2020	0.00	\$1,007.00	OCCOQUAN
BLD2020-02762	311 MILL ST	EXISTING TENANT EXPANDING KITCHI	Building	Issued	C - Tenant Layout	01/03/2020		1,861.00	\$150,000.00	OCCOQUAN
ELE2020-02671	311 MILL ST	//HXF EXISTING TENANT EXPANDING	Electrical	Issued	C - Tenant Layout	02/04/2020		1,861.00	\$5,900.00	OCCOQUAN
FPP2020-00664	311 MILL ST	EXISTING TENANT EXPANDING KITCHI	Fire Protection Permit	Issued	Hood System	03/19/2020		1,861.00	\$2,500.00	OCCOQUAN
GAS2020-00918	311 MILL ST	EXISTING TENANT EXPANDING KITCHI	Gas	Finalized	C - Tenant Layout	02/05/2020	04/20/2020	1,861.00	\$150,000.00	OCCOQUAN
MEC2020-01464	311 MILL ST	EXISTING TENANT EXPANDING KITCHI	Mechanical	Finalized	C - Tenant Layout	02/05/2020	04/20/2020	1,861.00	\$59,000.00	OCCOQUAN
PLB2020-01445	311 MILL ST	EXISTING TENANT EXPANDING KITCHI	Plumbing	Issued	C - Tenant Layout	02/05/2020		1,861.00	\$150,000.00	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
BLD2018-02969	426 MILL ST	*SEE NOTE* LOT SPECIFIC SFD - KIE	Building	Issued	R - New Single Family Dwel	10/22/2019		3,056.00	\$100,000.00	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	Building	Issued	R - Retaining Wall	04/15/2019		0.00	\$7,500.00	OCCOQUAN
BLD2018-02984	430 MILL ST	*SEE NOTE* KIELY RESIDENCE - LOT	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
ELE2020-04159	430 MILL ST	HOUSE ELECTRICAL	Electrical	Issued	R - New Single Family Dwel	04/07/2020		3,468.00	\$15,000.00	OCCOQUAN
BLD2020-02847	1604 MOUNT HIGH ST	20 X 24 FRONT YARD OPEN DECK W 2	Building	Issued	R - Addition	11/26/2019		480.00	\$3,500.00	WOODBIDGE
BLD2020-03213	1604 MOUNT HIGH ST	20 X 24 ONE STORY DETACHED ACCE	Building	Issued	R - Accessory Structure	02/12/2020		480.00	\$3,500.00	WOODBIDGE
BLD2014-05879	1441 OCCOQUAN HEIGHTS	DECK	Building	Issued	R - Addition	04/25/2014		288.00	\$6,700.00	OCCOQUAN
PLB2020-02195	468 OVERLOOK DR	CONVERTING TUB TO STAND UP SHO'	Plumbing	Issued	R - Alteration/Repair	03/17/2020		0.00	\$2,000.00	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	}}FDG 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 1	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 1	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 1	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 1	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 1	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 1	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 1	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 1	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 1	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 1	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 1	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 1	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 1 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 1 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 1 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 F Building	Issued	C - Alteration/Repair	01/31/2018	64.00	\$1,000.00	OCCOQUAN
PLB2018-01862	199 UNION ST	INTERIOR RENOVATIONS TO LAUNDR Building	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
FPP2020-00671	201 UNION ST	FPP FOR RANGE HOOD Fire Protection Permit	Issued	Hood System	03/19/2020	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	{{ KJJ{{ RESTURANT - TLO - NEW KITC Plumbing	Issued	C - Tenant Layout	03/19/2019	1,242.00	\$2,000.00	OCCOQUAN
BLD2020-03981	202 UNION ST	ALTERATION/REPAIRS TO DEMO SPA Building	Issued	Demolition	02/12/2020	0.00	\$2,200.00	OCCOQUAN
BLD2020-04453	202 UNION ST	SALAD SALOON - TLO Building	Pending	C - Tenant Layout		217.00	\$14,000.00	OCCOQUAN
MEC2020-02163	202 UNION ST	SALAD SALOON - TLO Mechanical	Pending	C - Tenant Layout		217.00	\$14,000.00	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
BLD2020-05154	103 VISTA KNOLL DR	20 X 10 OPEN DECK NO STAIRS - COU Building	Issued	R - Addition	04/22/2020	200.00	\$5,000.00	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

END OF REPORT



TOWN OF OCCOQUAN

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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 – May 5, 2020

The following is a list of zoning reviews from April 1 to April 30, 2020:

TZP2020-011 Gaslight Landing HOA repair 3" fire service
TZP2020-012 103 Vista Knoll Dr. 10' x 20' deck
TZP2020-013 111 Mill St. Kayak Launch Ramp

The following is a list of violation letters from April 1 to April 30, 2020:

Researching Kiely Court installation of fence along retaining wall.

As a follow up to previous violations, I inspected the following on April 27, 2020:

Berrywood – Trash Enclosure is not present, certified letter (3rd notice) was unclaimed
3rd Base Pizza –seasonal lights still in place.
426/430 Mill Street – working with contractor on water/ice/snow on sidewalk

The following is a list of plan reviews from April 1 to April 30, 2020:

201 Union Street - Lighting plan required to be submitted.

-END-

TOWN OF OCCOQUAN
PROFIT and LOSS
AS OF 3/31/2020
Total Funds

GENERAL OPERATING ACCOUNTS

REVENUES		Audited				
General Fund	FY 2019 Budget	Actual as of 6/30/19	FY 2020 Budget	Actual as of 3/31/20	% of Budget Used	
Real Estate Taxes	232,500	239,683	240,890	235,313	97.7%	
Meals Taxes	220,334	190,442	227,320	158,930	69.9%	
Other Taxes (Sales,Utility,Communications,Transient)	102,473	103,483	103,310	70,371	68.1%	
Fines (Public Safety)	60,000	160,034	162,360	171,510	105.6%	
Fees and Licenses (Auto,Business,Late fees,Arch,PM,ATM,Dock,Admin Fee,Eng Fee)	98,150	79,405	92,550	80,238	86.7%	
Grants (Litter,HB599,DMV,PEG)	25,843	27,140	26,123	20,777	79.5%	
Service Revenue (Engineer,Legal,Landscape,CC fees,E-Tickets)	5,000	15,712	5,360	7,897	147.3%	
Rentals (TH,RMP)	1,500	1,259	4,500	1,388	30.8%	
Interest (GF,Brick,Sponsor)	9,120	3,312	7,500	547	7.3%	
Other Revenues (Reimbursements, Ins claims,ticket sales)	1,000	7,065	192.00	16,388	50.1%	
			32,699			
			TRANSFER FROM RESERVES			
Total Revenues General Fund	755,920	827,535	902,804	763,359	84.6%	
EXPENDITURES		Audited				
General Fund	FY 2019 Budget	Actual as of 6/30/19	FY 2020 Budget	Actual as of 3/31/20	% of Budget Used	
Personnel Services	380,820	374,811	452,226	328,863	72.7%	
Professional Services	122,250	135,578	139,250	103,812	74.6%	
Information Technology Services	14,050	17,368	13,500	17,695	131.1%	
Materials and Supplies	9,000	13,654	15,414	8,599	55.8%	
Operational Services	7,500	7,610	11,050	8,489	76.8%	
Contracts (Landscaping, Refuse Collection, Snow Removal)	74,500	74,052	82,000	52,147	63.6%	
Insurance	20,120	20,992	20,120	24,534	121.9%	
Public Information (Newsletters)	3,400	4,079	3,300	1,439	43.6%	
Advertising (Community/ Business Support, Legal Ads)	9,000	7,698	9,000	7,242	80.5%	
Training and Travel (Employee, Boards and Commission Training)	13,500	8,368	12,800	6,924	54.1%	
Vehicles and Equipment	15,300	28,482	21,000	22,073	105.1%	
Seasonal	5,500	1,791	4,500	5,788	128.6%	
Facilities Maintenance	68,030	75,168	85,552	47,193	55.2%	
Special Events	12,950	11,075	16,000	8,650	54.1%	
Other Expense	-	17,099	-	1,637	0.0%	
Loan Expenditures - Principal & Interest	-	-	-			
			16,900			
			TRANSFER TO CIP RESERVE			
Total Expenses	755,920	797,825	902,612	645,085	71.5%	
General Fund Net Income	-	29,710	192	118,274		

**TOWN OF OCCOQUAN
PROFIT and LOSS
AS OF 3/31/2020
Total Funds**

		Audited				
	FY 2019 Budget	Actual as of 6/30/19	FY 2020 Budget	Actual as of 3/31/20	%	of Budget Used
CS	Public Event Fund					
	Revenue (FL)	203,950	232,030	181,900	148,264	81.5%
	Expenses (personnel,materials and supplies,contracts,advertising)	101,954	103,646	108,393	86,344	79.7%
	Craft Show Net Income	101,996	128,384	73,507	61,920	84.2%
		Audited				
MDP	Mamie Davis Fund					
	Revenue	2,600	3,505	600	1,225	204.2%
	Expenses (repairs and maintenance)	2,000	-	-	2,305	0.0%
	Mamie Davis Net Income	600	3,505	600	(1,080)	-180.0%

TOWN OF OCCOQUAN
PROFIT and LOSS
AS OF 3/31/2020
Total Funds

CIP Fund	Audited				
	FY 2019 Budget	Actual as of 6/30/19	FY 2020 Budget	Actual as of 3/31/20	% of Budget Used
Revenues					
	446,300	-	121,965	8,452	6.9%
TRANSFER FROM GENERAL FUND	-	-	16,900		0.0%
Expenses					
Property Acquisition	-	-	-	748	0.0%
Intersection Improvements	420,000	86,720	-	-	0.0%
Sidewalk Maintenance	10,000	-	-	-	0.0%
Building Maintenance	-	-	10,000	-	0.0%
Stormwater Management	-	-	15,000	3,000	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	94,937	67.8%
Police Vehicle	-	78,995	16,900	-	0.0%
Police Radios	-	-	23,111	22,836	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	2,236	0.0%
Office Safety Equipment	5,100	4,931	-	3,564	0.0%
Pedestrian & Bicyclist Safety Program	2,300	-	3,350	-	0.0%
Alcohol Related Safety Projects	-	-	5,879	395	0.0%
Computer Upgrades	-	-	5,000	2,622	0.0%
Document Management	2,500	-	2,500	-	0.0%
Website Redesign	-	475	7,000	4,965	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	187,108	254,476	135,809	
CIP Net Income	(159,800)	(187,108)	(115,611)	(127,357)	0.0%
Total Net Income All Funds	(57,204)	(25,509)	(41,312)	51,757	-125.3%

CIP

TOWN OF OCCOQUAN
BALANCE SHEET
AS OF 3/31/2020

	3/31/2020
ASSETS	
Current Assets	
Total Checking/Savings	\$ 699,943
Total Accounts Receivable	\$ 69,920
Total Other Current Assets	\$ 2,244
Total Current Assets	\$ 772,107
TOTAL ASSETS	\$ 772,107
LIABILITIES & EQUITY	
Liabilities	
Total Accounts Payable	\$ 18,828
Total Credit Cards	\$ (5,735)
Total Other Current Liabilities	\$ 15,072
Total Current Liabilities	\$ 28,165
Total Long Term Liabilities	\$ -
Total Liabilities	\$ 28,165
Equity	
Nonspendable	
Inventory	\$ 1,006
Net Assets without Restrictions	
Operating Reserves	\$ 200,000
Unrestricted Net Assets	\$ 61,384
Event Fund	\$ 131,704
CIP Fund	\$ 115,611
Net Assets with Restrictions	
Financing Proceeds	\$ 25,271
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	\$ 51,757
Total Equity	\$ 743,942
TOTAL LIABILITIES & EQUITY	\$ 772,107

TOWN OF OCCOQUAN

FUND BALANCES

AS OF 3/31/2020

	FINAL - as of 7/1/2019	Unaudited Income/ (Loss) YTD FY20	As of 3/31/20
Nonspendable:			
Inventory	\$ 1,006	\$ -	\$ 1,006
Restricted:			
Mamie Davis Fund	\$ 100,000	\$ -	\$ 100,000
Assigned:			
Operating Reserves	\$ 200,000	\$ -	\$ 200,000
Craft Show & Events	\$ 131,704	\$ 61,920	\$ 193,624
CIP Funds	\$ 115,611	\$ (127,357)	\$ (11,746)
Financing Proceeds	\$ 57,295	\$ (32,024)	\$ 25,271
Public Safety Grant Fund	\$ 45,343	\$ 17,767	\$ 63,110
Mamie Davis Park Fund	\$ 10,323	\$ (1,080)	\$ 9,243
Public Education Grant	\$ 1,044	\$ -	\$ 1,044
Public Art Fund	\$ 500	\$ -	\$ 500
Subtotal Assigned:	\$ 561,820	\$ (80,774)	\$ 481,046
Unassigned	\$ 61,384	\$ 100,507	\$ 161,891
Rounding			\$ (2)
Total Available Fund Balance:	\$ 724,210	\$ 19,733	\$ 743,943



TOWN OF OCCOQUAN

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www.occoquanva.gov

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

TOWN MANAGER
Kathleen R. Leidich, AICP

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

Occoquan Police Department

Monthly Town Council Report May 6, 2020

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 COVID-19 response by attending online briefings, conference calls, and monitoring COVID-19 orders from the Governor. 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 community policing and safe sidewalks.¹ Worked with officers to address administrative needs of Police Department.²

Limited 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 and Union 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

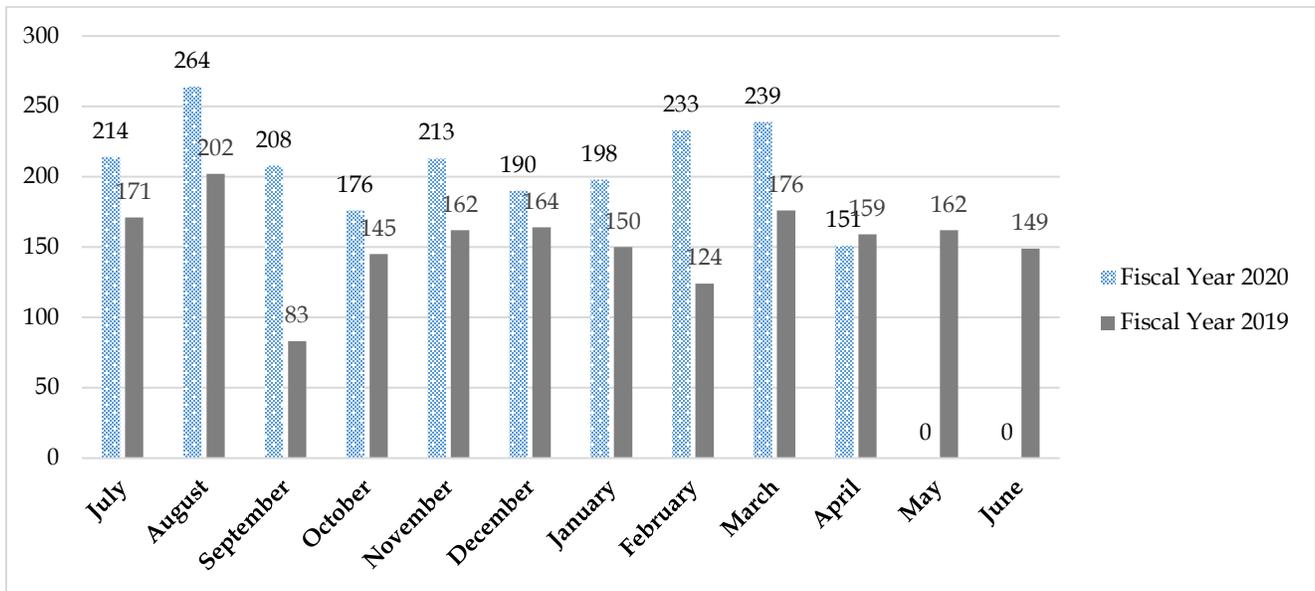
Community Relations

Provided patrol and visibility for COVID-19. 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.

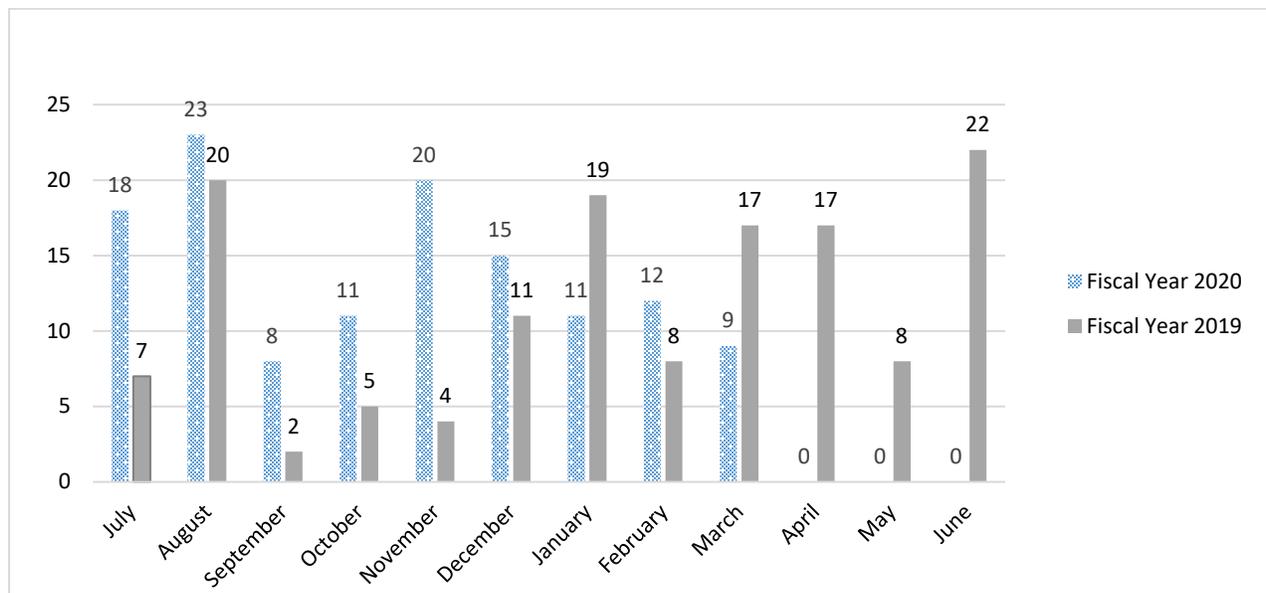
Patrol and Enforcement Activities

As of April 29th, the Town Police made 11 custodial arrests (1 felony possession with intent to distribute, 1 felony drug possession, 2 misdemeanor drug possession, 2 DUI, 3 DUID, 2 Refusal, 3 Reckless Driving, 1 felony warrant service, 1 open container violation, issued 151 traffic summonses, and 54 warnings.

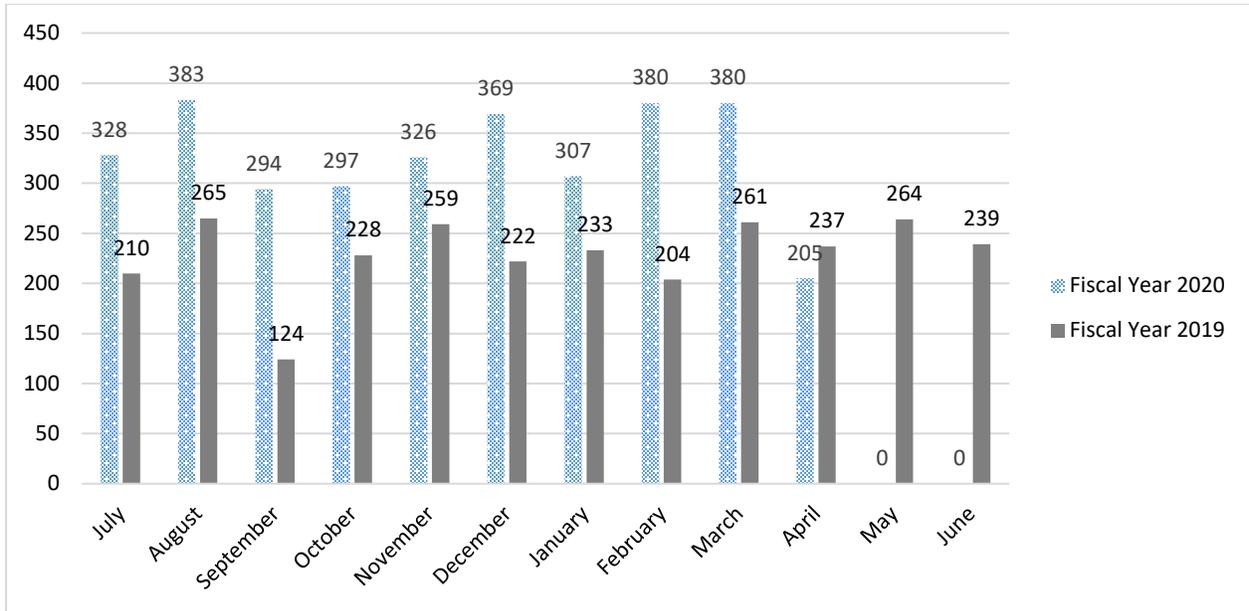
Traffic Summonses FYTD (GRAPH)⁵



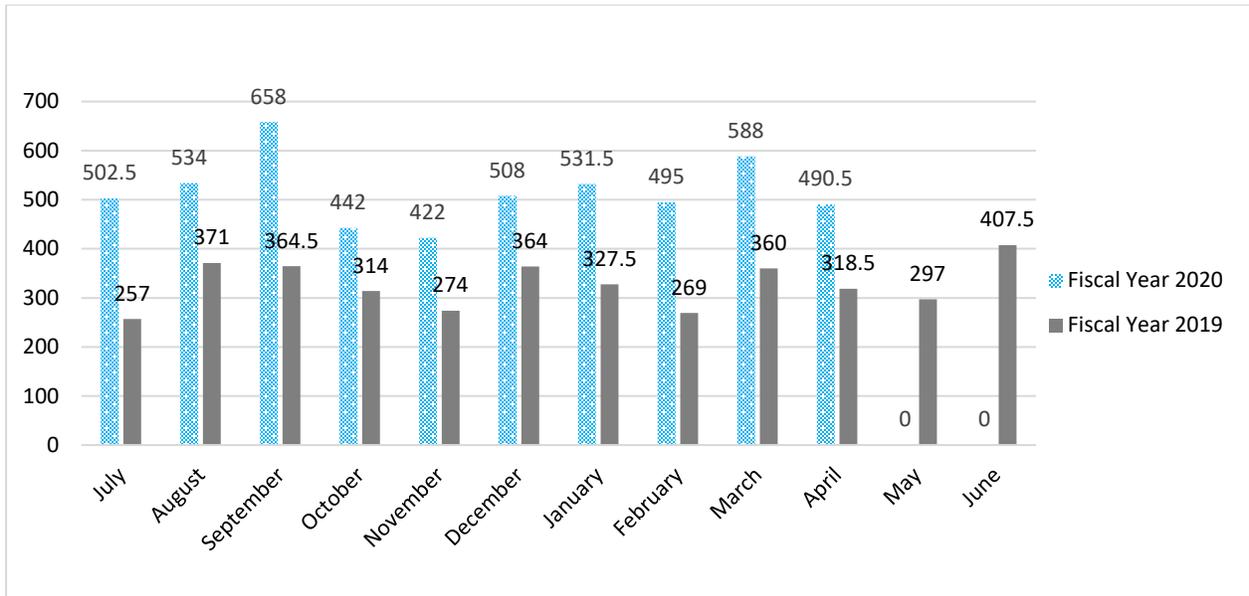
Parking Tickets Issued FYTD (GRAPH)³

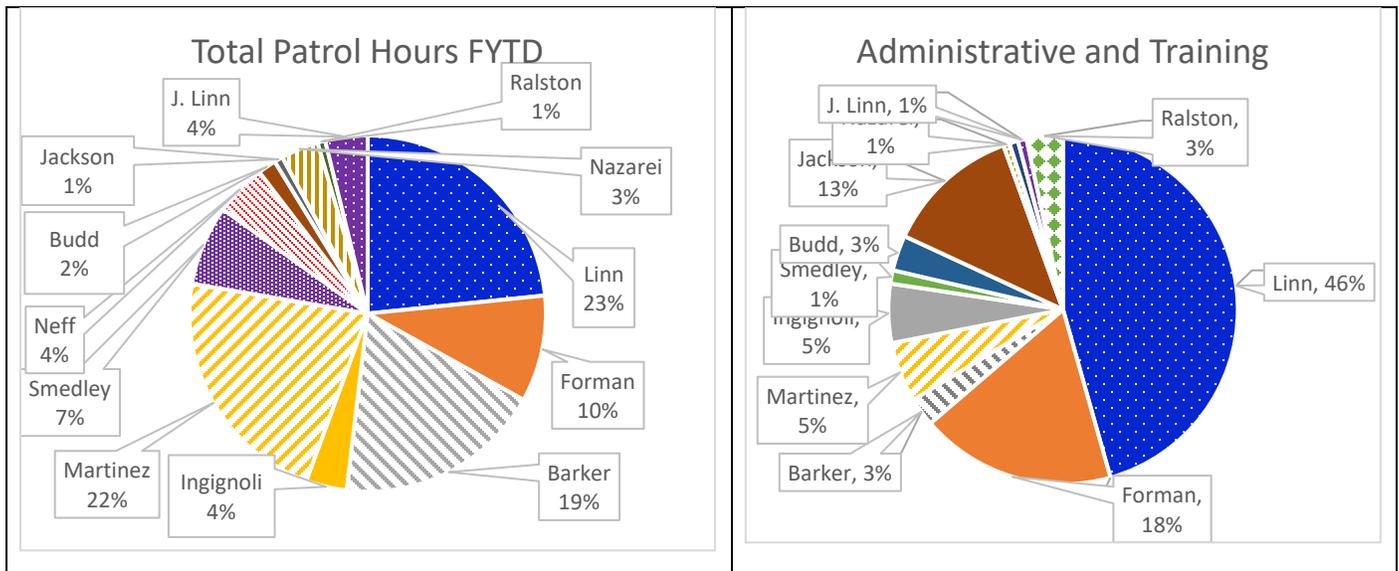


Traffic Stops YTD (GRAPH)⁵



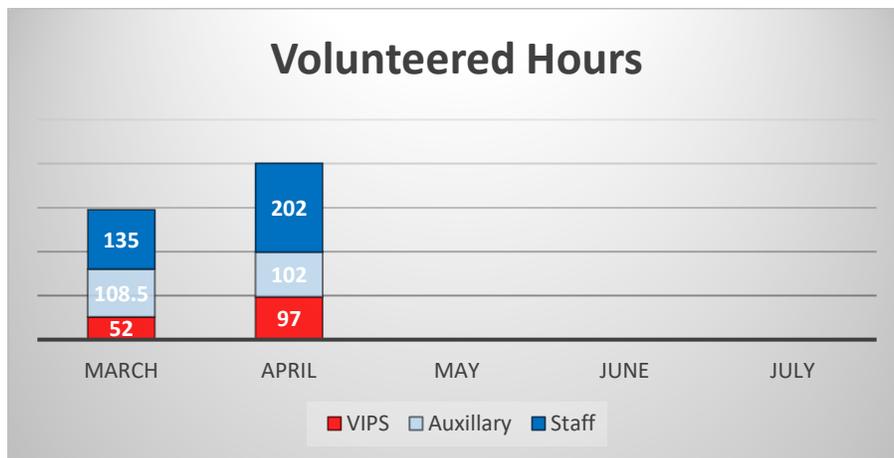
Patrol Hours FYTD (GRAPH)⁵





Volunteer in Police Service (New)

Since March, our volunteer in police service (VIPS) members, auxiliary police officers, and paid police staff have donated a total of 696.5 uncompensated hours to the Town. Below is a list of volunteer hours (uncompensated time) provided by our VIPS members, auxiliary police officers, and paid police staff:



Miscellaneous

Continued Field Training for 2 auxiliary police officer who completed academy.² Continued Narcan - Opioid safety program³. Worked on building maintenance on Town buildings.⁵

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



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Eliot Perkins

Town Manager's Report Town Council Meeting – May 6, 2020

TOWN MANAGER
Kathleen R. Leidich, AICP

Projects Currently Underway

- COVID-19 Town Response Plan
- FY 2021 Budget Development: This evening's Budget Work Session
- Kayak Ramp Project
- Town Maintenance Projects-Started trash collection on Saturday afternoons/Added larger containers next to cans heavily impacted by weekend trash

River Mill Park Bath House

Lower level storage room: the corrective work has been completed. The PWC Building Department will perform an inspection in the future.

Mill at Occoquan Development Application

The Planning Commission Public Hearing that was scheduled for 11/6/19 was deferred by the applicant. To prepare for the future Public Hearing(s), the Planning Commission Chairman, Mayor, Town Attorney and staff met with the applicant on 2/21/20 to review revised information regarding the application. Prior to any future Public Hearings, the applicant has agreed to holding at least one, possibly two, Town Hall meetings with the public to review the revised application/plan.

Visitor Center Kiosk

PWC staff presented the updated concept for the Kiosk to the ARB at its 2/25/20 meeting and received tentative approval on the design. PWC staff will be presenting an updated design of the Kiosk to the ARB at a future meeting for consideration/action in regards to the required Certificate of Appropriateness. Town staff has reviewed the MOA regarding the Kiosk and is working to finalize it with the County. The Virginia Tourism Corporation has confirmed that the Kiosk meets the required criteria to enable the Tourism sign to remain on Route 95.

Kayak Ramp Project

The approved Commercial Building Permit is anticipated to be received from the County during the week of 5/11. The Contractor is planning to re-mobilize during the week of 5/4. The deck/landing is anticipated to be delivered during the week of 5/11. The dock is anticipated to be constructed and ready for inspection during the week of 6/1. Dock fabrication is on-going.

Meetings, Training, and Events

- Town Mayor/Council Elections, May 19
- Memorial Day, May 25
- Friends of the Occoquan Community Clean up TBD
- Occoquan Virtual 5k End Date, June 10
- Business License Fee Deadline, June 15
- Discover Occoquan, August 1
- First Drawing for OCQ Bingo, August
- RiverFest & Craft Show, September 26 & 27