



# TOWN OF OCCOQUAN

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314 Mill Street  
PO BOX 195  
Occoquan, VA 22125  
(703) 491-1918  
[www.OccoquanVA.gov](http://www.OccoquanVA.gov)  
[info@occoquanva.gov](mailto:info@occoquanva.gov)

## Occoquan Town Council Regular Meeting June 2, 2020 | Upon Completion of the Public Hearing

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. April 7, 2020 Regular Business Meeting Minutes
  - b. April 21, 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. COVID-19 Town Response Review
    - i. PC/ARB Meetings
    - ii. Council Agendas
    - iii. CARES Act Funding
  - b. Request to Expend Funds to Update Town Annex
9. **Closed Session**
10. **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](http://www.occoquanva.gov).*



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

**Present:** Mayor Earnie Porta; Vice Mayor Pat Sivigny; Councilmembers Matthew Dawson (participated electronically), Cindy Fithian, Laurie Holloway and Eliot Perkins

**Absent:** None

**Staff:** Kathleen Leidich, Town Manager; Martin Crim, Town Attorney (participated electronically); 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 7:03 p.m.

**2. PLEDGE OF ALLEGIANCE**

Mayor Porta requested Council's consent to add to the agenda an ordinance to allow elected officials to participate in meetings by electronic communications under extenuating circumstances.

**Motion to Approve an Ordinance Establishing Procedures for Participation in Meetings by Electronic Communications in the Event of a Declared Disaster or Emergency.**

Moved by Vice Mayor Sivigny; seconded by Councilmember Perkins.

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

Nays: None.

Councilmember Dawson joined the meeting electronically at 7:05 p.m.

Mayor Porta noted that the ordinance included a requirement to include in the meeting minutes the reason for a council member's request for electronic participation. He explained that Councilmember Dawson was participating from home as he recovered from a sinus infection in the midst of the COVID-19 pandemic. Mayor Porta added that he had reviewed and approved Councilmember Dawson's request the previous day.

**3. CITIZENS' TIME**

No comments.

**4. APPROVAL OF MINUTES**

**a. February 18, 2020 Work Session Minutes**

Moved by Councilmember Perkins, as written; seconded by Councilmember Holloway.

Motion **passed** unanimously by voice vote.

**b. February 20, 2020 Special Meeting Minutes**

Moved by Councilmember Fithian, as written; seconded by Councilmember Perkins.

Motion **passed** unanimously by voice vote.

Mayor Porta noted that staff would not be presenting their usual reports in an effort to keep the meeting as brief as possible due to the COVID-19 pandemic.

## 5. REGULAR BUSINESS

### a. **Deferment of Business, Professional and Occupational License (BPOL) Tax Payments**

Mayor Porta explained that he had asked staff to prepare this item, which would extend the BPOL tax payment deadline by two weeks, as a courtesy to businesses in Town. He added that BPOL taxes were based on gross revenues from calendar year 2019, so the revenues already had been incurred, but the extension would provide some extra time for businesses to complete the paperwork.

Councilmember Holloway asked why the proposed extension was not longer than two weeks. Mayor Porta responded that Council could extend the deadline by up to 90 days, but he wanted to ensure that payments were made within FY 2020 for accounting purposes.

**Motion to extend the payment date of May 31, 2020 for business license tax for 15 days until June 15, 2020, as allowed by Virginia Code §58.1-3916.**

Moved by Councilmember Fithian; seconded by Councilmember Holloway.

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

Nays: None.

### b. **Deferment of Meals Tax Payments**

Mayor Porta explained that he had requested to add this topic to the agenda for discussion purposes, but he did not recommend the deferment of meals tax payments. He noted that meals taxes were collected from customers by the restaurants, and that the funds should be set aside for that purpose. He added that by delaying the deadline for meals tax payments, the Town would increase the risk of those funds being used to address cash flow issues. He also noted that the majority of restaurants in Town were not closed, but were open for curbside pickup-to-go service, and he had not heard from anyone who was unable to process the paperwork.

Council agreed not to take any further action on this item.

### d. **Kayak Ramp Project – Budget Amendment Vote**

Mayor Porta reminded Council that the public hearing had taken place at the March 17 work session, so Council simply needed to vote on the budget amendment.

**Motion to approve Budget Amendment #2020-001, to amend the FY 2020 Adopted Budget to revise the cost estimate and funding amount for the Canoe/Kayak Ramp installation and correcting a display error in the Capital Improvement Program (CIP) to reflect Revenues in the amount of \$281,115 and Expenses in the amount of \$444,039.**

Moved by Councilmember Perkins; seconded by Councilmember Holloway.

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

Nays: None.

**c. Selection of Landscaping Plan for Gateway Area**

Mayor Porta asked whether the price was the same for the two landscaping options that had been submitted to Council. Ms. Leidich confirmed that the cost was the same for both options.

Mayor Porta noted that Town Code required the Town to use native plants whenever possible and that the contractor had selected the plants for Plan B from the Virginia Native Plan Guide.

**Motion to select Plan B, as proposed in Attachment 1 and presented to Town Council at its April 7, 2020 Regular Meeting, and set a not-to-exceed amount of \$3,160.00 to complete the enhanced landscaping plan for the Town Gateway Area.**

Moved by Councilmember Fithian; seconded by Councilmember Holloway.

Motion **passed** unanimously by voice vote.

**e. May 5, 2020 Elections**

Mayor Porta explained that this was a discussion item to clarify the plan for the May 5 Town Elections. He noted that the Prince William County Office of Elections was required to hold in-person voting, but that they were strongly encouraging residents to vote absentee. He added that voters could apply online for their absentee ballots, and that he recently had completed the process. Mayor Porta also noted that the Office of Elections would work with Town staff to promote social distancing at the polls.

Councilmember Holloway asked when absentee ballots needed to be received by the Office of Elections. Mayor Porta responded that ballots needed to be received, not just postmarked, by May 5. Councilmember Holloway said this would be an important piece of messaging for residents. Mayor Porta said he expected to receive an informational flyer from the Office of Elections.

Councilmember Fithian asked if there was a way for residents to verify whether their absentee ballots had been received. Mayor Porta responded that residents could request information about who had requested and/or submitted absentee ballots.

Mr. Crim noted that the governor had the authority to delay local elections by up to 14 days, and that Council could petition a Virginia Supreme Court panel to delay an election by up to 30 days from the original date. Mayor Porta responded that the mayor of Haymarket had notified him that a group of five Virginia mayors had requested that the governor notify them and seek their opinions if he was considering delaying local elections. Mayor Porta said he did not sign the letter, but he expected that the governor would contact elected officials from all affected localities if he was considering this option.

**f. RiverFest Discussion**

Mayor Porta explained that he, Ms. Leidich and Ms. Little had discussed the Town's options regarding RiverFest in light of the governor's stay-at-home order, which was effective through June 10. He added that unless the order changed, the Town would not be allowed to hold the event. He reminded Council that the Town would need to make a decision by May 15 to avoid losing money for the shuttles and port-a-johns.

Mayor Porta asked Ms. Little if she had a preference as to the timing of the decision. Ms. Little responded that she preferred the decision to be made as soon as possible, so she could move forward with whatever plan was approved.

Mayor Porta asked Ms. Little whether she would recommend postponing RiverFest to a later date in the summer, or canceling the event. Ms. Little suggested canceling the June event and holding RiverFest as part of the Fall Craft Show.

Councilmember Perkins asked why Ms. Little recommended canceling the June event rather than rescheduling it. He also asked why Ms. Little recommended holding RiverFest as part of the Fall Craft Show. Ms. Little explained that she was not sure whether the Town would be allowed to hold a major gathering later in the summer and that the Town would need to spend approximately \$50,000 on the event. She also expressed concern about holding both major events within a couple of months. She added that she recognized the financial risk of canceling one event and that she would work with the Events Committee to develop ideas for smaller events to help compensate for the loss. She explained that she and others had devoted significant time and energy to developing and publicizing RiverFest and that it was likely to have a broader appeal than the Craft Show.

Councilmember Holloway asked if one of the smaller events prior to RiverFest could be nature-related. Ms. Little said this was a possibility.

Vice Mayor Sivigny said he agreed with Ms. Little's suggestion, as he thought the Craft Show and RiverFest could be combined to create a bigger event. He also noted that holding both events within a couple of months would place a significant burden on staff and volunteers. Councilmembers Fithian and Dawson agreed that they would like to proceed with Ms. Little's recommendation.

Mayor Porta noted that although the combined event likely would not generate twice the usual revenue, there was potential for increased revenue, and the expenses would be lower for a single event than for two. He asked Ms. Little how the event would be marketed. Ms. Little said she would try to balance the new RiverFest identity with that of the Craft Show. Councilmember Holloway added that Council and staff could develop ideas to market the event without losing the Craft Show branding.

Mayor Porta asked Ms. Little how she planned to structure the vendor aspect of the event. Ms. Little said she likely would retain the Artisans' Walk from RiverFest and allow non-joined vendors in the Marketplace. Vice Mayor Sivigny expressed concern that this may upset any joined vendors who expected the entire show to be joined. Mayor Porta responded that vendors could decide whether or not to participate in the new event.

Ms. Little said she expected that the fall show would attract a large number of vendors. Mayor Porta cautioned that there may be more events than usual in the fall due to the numerous spring cancellations, and that vendors may have more options than usual. Councilmember Holloway requested that Ms. Little include as many vendors as possible to help recoup the revenue losses from the spring show.

Councilmember Fithian suggested increasing shuttle prices. Council agreed that they would send additional suggestions for the event to Ms. Little for later discussion.

**Motion to cancel Spring RiverFest and combine RiverFest with the Fall Craft Show.**

Moved by Vice Mayor Sivigny; seconded by Councilmember Perkins.

Motion **passed** unanimously by voice vote.

**g. COVID-19 Response Plan – Police**

Chief Linn explained that he was requesting approval to add additional police hours for COVID-19 response to the current part-time pool. He added that this cost would be reimbursable by FEMA.

Councilmember Perkins asked if there were particular areas in which extra police coverage would be needed. Mayor Porta asked whether there had been any recent increases in domestic violence. Chief Linn responded that his department had noticed an uptick in juvenile-type mischief, including stolen signs, as well as a park bench and trash cans that were thrown into the river. He speculated that these types of incidents likely involved young people with increased free time. He added that he had not noticed an increase in domestic violence-related calls, but that could become more of a problem. He noted that the juvenile mischief often occurred between police shifts, so his department was working to adjust their schedules to make their off-duty hours less obvious, and that they might require some additional hours to help increase coverage and deter such behavior.

Councilmember Perkins asked whether the police presence seemed to increase residents' confidence. Chief Linn said he had received comments from residents who appreciated seeing the police in Town, particularly at a time when many residents were spending additional time at home.

Chief Linn also noted that the department had implemented a welfare check system through the Town website. He added that he had not yet received any requests.

Mayor Porta asked whether the increased police hours could be absorbed by the current budget. Chief Linn responded that the additional hours would be covered by the budget and that he expected the Town to be reimbursed by FEMA for any COVID-19-related hours.

Mayor Porta asked whether Chief Linn had noticed an increase in speeding on the Route 123 bridge due to the decrease in traffic. Chief Linn responded that the department had noticed an increase in drivers speeding more than 80 miles per hour, and in those driving under the influence. He explained that the decrease in traffic made these drivers more visible to police.

Mayor Porta noted that he was concerned about officers interacting with the public, particularly during traffic stops. He asked what precautions the department was taking with regard to the pandemic. Chief Linn responded that officers were wearing gloves, using hand sanitizer and wearing masks when appropriate. He also noted that officers were keeping an increased distance from the public during traffic stops. Councilmember Holloway encouraged the department to be cautious as health recommendations continued to evolve. Chief Linn added that the officers were taking their temperatures daily. Councilmember Holloway asked if the department's body cameras were assigned specifically to each person. Chief Linn responded yes, and that all equipment was being wiped down after use.

**Motion to authorize the Town Police Department to add additional pool hours for police officers to address the COVID-19 pandemic at the discretion of the Chief of Police. And further move that the Chief of Police and Town Manager submit the actual cost incurred for the increased service to the Federal Government through the Prince William County Office of Emergency Management.**

Moved by Vice Mayor Sivigny; seconded by Councilmember Perkins.

Motion **passed** unanimously by voice vote.

Councilmember Fithian noted that some residents had been singing karaoke with microphones on a balcony earlier in the day. Councilmember Holloway said she had been on a conference call in her house, and the other person on the call could hear the singing. Mayor Porta asked Chief Linn whether the situation had warranted any action. Chief Linn, noting that the Town's noise ordinance was unenforceable in many cases, explained that the rain had put an end to the situation. He added that in addition to the noise issue, the singers had used profanity. Mayor Porta asked if there was anything the police could do about such a situation. Chief Linn responded that as far as he knew, the police did not have much recourse beyond asking the singers to stop.

Councilmember Holloway asked Mr. Crim whether the Town could pass a temporary ordinance prohibiting loud noise, as many residents were working from home due to the Governor's stay-at-home order. Mr. Crim responded that the Town could take action, but it would be difficult to create such an ordinance that would be enforceable in court and that would not violate the First Amendment. He added that if the Town wanted a strict enforcement mechanism, it would need to adopt decibel standards and invest in a decibel meter. He noted that a blanket ban on amplified sound also may have enforcement issues due to First Amendment law, but he could look into the matter.

Mayor Porta noted that he did not want to overreact to what was likely to be a temporary situation, but the Town could take a closer look at the quiet hours in its noise ordinance. He asked whether the police could cite people for cursing in public. Chief Linn responded that the police could fine people for cursing in public, but he had not witnessed the residents in question cursing. Councilmember Perkins asked how much one could be fined for cursing in public. Mr. Crim responded that it was a class 4 misdemeanor, fineable up to \$250.00, but the legislation making it a misdemeanor had been repealed effective July 1, 2020.

Mayor Porta noted that the proposed clarifications to the Town Code regarding signs, banners and flags had been delayed due to the cancelation of Planning Commission meetings during the pandemic. He proposed writing a letter to two parties who had been in violation of the Town Code, to explain the requirements for signs, banners and flags, and to encourage civility. Council agreed that Mayor Porta should send the letter to the parties in question, pending Councilmember Holloway's approval. He invited Council to reach out to him with any comments regarding the letter.

Mayor Porta explained that that Ms. Little was seeking Council's approval for promoting the "Virtual 5K" event. Participants would pay \$25.00 and could run, walk, hike, kayak, or paddleboard anywhere through June 10, 2020. Proceeds would benefit the VFW, the Occoquan Historical Society and the Good News Community Kitchen. Council agreed that Ms. Little should move forward with promotion for the event.

Councilmember Fithian asked whether the Town could encourage restaurants to take certain precautions in light of the pandemic. Mr. Crim noted that the Health Department was primarily responsible for ensuring

proper food handling, but the Town could encourage safe practices. Mayor Porta said he was not aware of any additional pandemic-related restaurant requirements from the Health Department, and that as a non-expert in the field, he was reluctant to address such matters with restaurants. Councilmember Holloway noted that health guidelines were changing rapidly, so the Town could not be an authority on the subject. Mayor Porta said he and Chief Linn already had spoken with the restaurant owners about social distancing guidelines, and that they could check in with them again. Councilmember Dawson noted that the use of gloves in food preparation does not necessarily prevent contamination. Mayor Porta suggested that Councilmember Fithian speak with the Health Department about any concerns.

Councilmembers Holloway and Fithian expressed concern about the kayak ramp area, as they had seen children crawling on it. Councilmember Holloway suggested that staff use caution tape to prevent the public from entering the area. She also asked if there were plans in place to keep the public off the kayak ramp after hours once it was installed. Mayor Porta responded that the kayak ramp was intended to be accessible at night. He asked staff to tape off the area for the time being.

#### **h. FY 2021 BUDGET WORK SESSION**

##### **a. Updated Budget Calendar**

Mr. Crim confirmed that he had reviewed the revised budget calendar and that it met all legal requirements.

**Motion to approve the revised Fiscal Year 2021 Budget Calendar dated 4/2/20.**

Moved by Vice Mayor Sivigny; seconded by Councilmember Holloway.

Motion **passed** unanimously by voice vote.

##### **b. Budget Review**

Ms. Leidich noted that she had provided Council with several follow-up items:

- An initial assessment of the impact of the COVID-19 pandemic on the FY 2020 and FY 2021 budgets. Ms. Leidich noted that FY 2020 meals tax revenues through February were in line with projections, and that business license and transient occupancy tax revenues had been lower than projected. She added that the pandemic likely would have an impact on those revenues for the next several months, and staff would have a better idea of the impact after March and April taxes were collected. She recommended performing a mid-year budget adjustment for FY 2021, adding that staff would closely monitor revenues up to that point and adjust spending accordingly.

Mayor Porta asked Ms. Leidich to produce estimates of pandemic-related meals tax decreases for the next meeting. He noted that several restaurants were closed altogether, and the Town would receive no payments from them.

Councilmember Holloway asked how much the Police Department typically spent on gasoline. Chief Linn responded that the department averaged approximately \$800.00 per month for fuel costs. Councilmember Holloway noted that the department likely would see a modest decrease in those costs due to lower gas prices.

- A spreadsheet of personnel expenses, including updated health insurance rates and 3 percent salary increases for FY 2021.

In response to a question from Mayor Porta, Ms. Leidich noted that FY 2020 projected Personnel Services expenditures were \$452,226.00, and as of March 24, those expenses totaled \$296,956.00. She explained that the Town was generally on track with the projected expenditures, and that the recent Town Clerk and Treasurer vacancies likely would lead to some savings.

- An explanation of “unassigned funds.” Ms. Leidich explained that these were operating budget surpluses not committed to any specific projects.
- Clarification of gaslight conversion project. Ms. Leidich explained that this item had been carried over from previous years. She suggested decreasing it to \$5,000.00 to support a study or development of a Request for Information.

Councilmember Perkins said he thought the previous Town Clerk had researched costs for this project, and that he would like the Town to look into the idea if it had not already been researched. Mayor Porta noted that the Town had looked into this in the past, and that the cost savings fluctuated with the price of gas. Councilmember Perkins responded that he would like to see a cost analysis. Ms. Leidich said she would investigate the matter in FY 2021, and that she would find out about any past research. Council agreed to change the FY 2021 budgeted amount to \$5,000.

- Explanation of projects in the Capital Improvement Plan. Ms. Leidich explained that these projects included replacement of gaslight banners, repairs/improvements to the Mamie Davis Park gazebo and lighting system; and computer/server upgrades. Mayor Porta asked Ms. Leidich to include this narrative in the budget document.
- Additional information on the Virginia Retirement System (VRS), including six years of actuarial history.

Mayor Porta noted that Council would need to identify its reasons for potentially joining VRS. He explained that VRS would be beneficial to employees who already were vested in the system or wanted a career in local government, but those who were not pursuing a career in local government might prefer a more portable retirement plan. He added that the Town had the option of increasing its contribution to employees’ defined contribution plans, which would provide more flexibility for employees and the Town.

Councilmember Fithian asked whether the Town could offer both a defined benefit and a defined contribution program. Ms. Leidich responded that all employees working more than 30 hours per week would need to join VRS and that she recommended keeping the Simple IRA for the part-time Administrative Assistant position.

Mayor Porta asked how long it would take for an employee to become vested in VRS. Chief Linn responded that an employee would need five years of service to become vested. Councilmember Perkins asked what would happen to an employee’s VRS funds if they left the system prior to becoming vested. Chief Linn responded that non-vested employees would only receive the funds that they had contributed to VRS. Mayor Porta noted that in these cases, the employer contributions would help to fund the employer’s liabilities. Councilmember Perkins asked what would happen to a vested

employee's contributions if they left VRS. Ms. Leidich responded that the plan would pay out according to years of service and age at retirement.

Councilmember Fithian asked how many employees would be eligible to join VRS. Ms. Leidich responded that six employees would be eligible.

Councilmember Fithian said she would like Council to take the Town's current employees into consideration as well as future employees. Mayor Porta responded that the Town would need to consider whether VRS was a tool for retention or recruitment. Councilmember Perkins added that the Town also would need to consider the cost, as well as the fact that VRS would set the rates for the Town. Mayor Porta noted that the employer rates had varied considerably in previous years.

Vice Mayor Sivigny asked whether the Town would be able to leave VRS after joining. Mayor Porta responded that the decision to join would be permanent.

Mayor Porta asked for clarification regarding the three retirement plans within VRS. Ms. Leidich confirmed that membership in the three plans was determined by an employee's date of employment; the first two plans were defined benefit plans and the newest plan was a defined benefit/defined contribution hybrid plan.

Councilmember Perkins said Council would need to consider the fact that several employees already were VRS members. Mayor Porta added that two employees were not VRS members, three were vested members and one was a non-vested member.

Mayor Porta said the Town also would need to decide whether to offer the Simple IRA in addition to VRS. Ms. Leidich recommended that the Town end its Simple IRA contributions for the six VRS-eligible employees, and continue the Simple IRA for the part-time Administrative Assistant. She added that most local governments throughout Virginia were VRS members, so it would be a strong recruitment tool for candidates who planned to remain employed in local government. Mayor Porta responded that this only applied to people who planned to spend their careers in local government. He asked whether all new eligible employees would need to be enrolled in VRS. Ms. Leidich responded yes.

Mayor Porta said he thought Council would be ready to vote on a proposed budget and tax rate at its next meeting. Ms. Leidich agreed that she would make the requested changes to the proposed budget for the next meeting.

## **8. ADJOURNMENT**

The meeting was adjourned at 9:12 p.m.

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Katy Nicholson  
Town Clerk



**OCCOQUAN TOWN COUNCIL**  
**Work Session Minutes - DRAFT**  
**Town Hall – 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, April 21, 2020**  
**7:00 p.m.**

**Present:** Mayor Earnie Porta; Vice Mayor Pat Sivigny; Councilmembers Matthew Dawson (participated electronically), Cindy Fithian (participated electronically), Laurie Holloway and Eliot Perkins

**Absent:**

**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 7:03 p.m., noting that Councilmembers Dawson and Fithian were participating electronically from home due to COVID-19 health concerns.

Mayor Porta invited Town resident Walt Seiberling to address the Council. Mr. Seiberling inquired about several topics:

- The status of stormwater management funding from the State of Virginia:  
Mayor Porta responded that the due date for state stormwater remediation grants would be coming up in the summer and the Town planned to apply.
- The latest information on Town elections:  
Mayor Porta responded that the Virginia General Assembly would be meeting the following day and would be addressing this topic. He added that he had written to Del. Luke Torian and State Senator Scott Surovell opposing the postponement of elections until November. He said both had written back and noted that potential compromises included the possibility of delaying elections until August.
- Mr. Seiberling said he had not seen the building plans for the kayak ramp, and was concerned about safety and use controls.  
Mayor Porta responded that he would like Ms. Leidich to make the plans available online again. He added that Council would address Mr. Seiberling's other concerns during the kayak ramp project update.

## **2. REGULAR BUSINESS**

### **a. Update on Kayak Ramp Project**

Ms. Leidich reported that she expected the Town to receive a building permit for the project by May 11, and that construction was slated to begin the first week of June.

Councilmember Holloway noted that she shared Mr. Seiberling's concerns about safety and use of the ramp, as she had noticed an increase in fishing and trash accumulation in the area. Councilmember Dawson responded that the increase in fishing was likely due to the COVID-19 pandemic and that he had seen several people fishing on his property. Mayor Porta said he also had noticed more people fishing, but had not seen an increase in trash behind the Mill House Museum.

Mayor Porta asked whether the police had encountered many people fishing without licenses. Chief Linn responded that most of the people he talked to had licenses, and that the

police were simply directing them away from River Mill Park. He added that he had spoken with a representative from Fairfax Water and that, for the time being, they were not interfering with people fishing on their property as long as they did not go beyond the pipe.

Councilmember Holloway noted that she was concerned about fishing lines and hooks interfering with people using the kayak ramp. Mayor Porta responded that he thought the Town could post signs to limit fishing in the vicinity of the ramp. He encouraged Council and staff to keep an eye on the fishing and litter situation.

Ms. Leidich said she had spoken with the Town Engineer and Prince William County Transportation Department about crosswalk installation, and she would like to discuss some questions with Council.

First, Ms. Leidich addressed the location on Mill Street at Ellicott Street across from Town Hall. She explained that there likely would be no impact on parking, but there was a possibility of losing one space. Mayor Porta expressed concern about losing the space in question. Ms. Leidich responded that it was unlikely that the space would be eliminated but she wanted to let Council know that it was a possibility.

Ms. Leidich also addressed the location on Mill Street at Washington Street. She explained that the Town had the option of maintaining the current parking configuration, or creating a more pedestrian-friendly design by moving one standalone parking space into the Post Office parking lot. Mayor Porta noted that he had heard differing opinions on that particular parking space, and he recommended relocating it. Councilmember Perkins asked how the space would be moved into the Post Office parking lot. Ms. Leidich explained that the sidewalk would be moved out further, creating more space in the parking lot. Council collectively agreed that they preferred the option of moving the standalone parking space into the Post Office parking lot.

Councilmember Fithian noted that there was no stop sign at the top of McKenzie Drive, and that she had nearly been hit by cars speeding up the hill when she walked along the road. She added that she had spoken with a resident of Barrington Point who shared her concern. Mayor Porta said he would speak with Ms. Leidich about reaching out to the Barrington Point and Occoquan Point HOAs about the matter.

### **3. FY 2021 BUDGET WORK SESSION**

#### **a. Consideration/Action – FY 2021 Budget to be Advertised**

Council had the following questions/comments about the Capital Improvement Plan (CIP):

- Mayor Porta asked why the costs for in-kind matches for speed and alcohol enforcement grants were included in the budget. Chief Linn explained that the grant required the Town to budget for and pay for fuel and vehicle maintenance, and the grant would match those funds.
- Mayor Porta asked staff to add a narrative to the CIP budget for the Town's pedestrian and bicycle safety grant.
- Mayor Porta asked staff to ensure that each project included a five-year total.
- Mayor Porta asked about the meaning of "set the standard for the community" in regard to the narrative about Building Maintenance. Ms. Leidich explained that the Town should maintain its own buildings since it required private owners to do the same.
- Mayor Porta noted that the interior chimney in the Mill House Museum was deteriorating and would need to be inspected in the near future. Councilmember

Holloway said she would like this to be done soon to prevent the issue from becoming more expensive to resolve. Mayor Porta added that he could provide Ms. Leidich with a conservator report on the Mill House Museum.

- Vice Mayor Sivigny inquired about the Mill Street storage shed. Ms. Leidich responded that holiday decorations were stored in the shed. Councilmember Perkins said he would like the Town to find a way to make the structure look more attractive.
- Councilmember Holloway noted that the River Mill Park bathhouse repairs were listed in the proposed budget. Ms. Leidich responded that she would remove that cost from the budget, as the repairs had been completed.
- Councilmember Dawson noted that there was not much funding for recycling in the proposed budget. Councilmember Fithian said the plan from several years prior had been to place a recycling can next to every trash can in the Historic District. Mayor Porta asked how much the recycling cans cost. Ms. Leidich said she thought the price was approximately \$500.00 per can. Councilmember Perkins proposed purchasing a few recycling cans per year. Councilmember Holloway noted that recycling regulations had changed recently and the Town should determine the latest rules before investing heavily in recycling bins. Councilmember Fithian said she had seen many water bottles in the Town's trash cans, and that those were recyclable. Mayor Porta asked Ms. Leidich to change this budget line to \$2,000.00, to cover the purchase of four recycling bins in FY 2021. Councilmember Dawson asked staff to ensure that any new trash bins were designed with covers.

Council had the following questions and comments about the Operating Budget:

- Mayor Porta asked Ms. Leidich to include the updated projections in the General Fund Consolidated Table.
- Mayor Porta said he appreciated the narrative addressing the financial uncertainty of the COVID-19 pandemic, and he would like to see that reflected in the projected revenues. He noted that Business, Professional and Occupational License (BPOL) tax revenues likely would decrease in FY 2021 due to decreased business in 2020. He asked Ms. Leidich to reduce the FY 2021 BPOL revenue projection by \$18,960, the equivalent of three months' worth. He also asked Ms. Dellinger to contact Prince William County regarding the Town's projected sales tax revenues.
- Mayor Porta asked Ms. Leidich to determine whether the Town could further decrease its FY 2021 expenditures to compensate for the expected decreases in revenue. He noted that the current economic crisis would justify the transfer of reserve funds to the operating budget if necessary.
- Councilmember Holloway asked if any expense lines in the FY 2020 budget were expected to come in under budget. Mayor Porta responded that Facilities Maintenance and Special Events were likely to end up under budget.
- Mayor Porta said he was concerned about decreasing the FY 2021 budget for Facilities Maintenance. He explained that he had observed significant Town maintenance issues, such as overflowing trash bins, trash in the streets, damaged banner holders and debris in storm drains. Councilmember Perkins said he agreed that the Town required more consistent maintenance. Councilmember Holloway noted that she also had noticed maintenance issues, and that the trash bin problem seemed to be exacerbated by increased carry-out trash. Mayor Porta noted that he

was particularly concerned about maintenance issues because the cancelation of Town events presented an opportunity to catch up on Town maintenance. Ms. Leidich responded that she would address the issue with staff.

- Mayor Porta asked Ms. Leidich to make the requested adjustments to the proposed FY 2021 budget. He noted that Council could call a Special Meeting if necessary to ensure timely advertisement of the proposed budget.

**b. Consideration/Action-Joining VRS**

Councilmember Perkins said he thought the Town should join the Virginia Retirement System. He noted that current staff members would benefit from the system and that it was likely that future staff members would like to be VRS members. He added that he had considered the arguments against joining VRS, but he thought the arguments for joining were stronger.

Vice Mayor Sivigny said his main concern regarding VRS was the lack of flexibility. He added that current staff wanted to join and that it would help employee morale and retention.

Councilmember Dawson said he was concerned about the fact that the Town would not control the contribution rates, but he thought joining VRS would benefit the Town overall.

Councilmember Fithian said she strongly supported joining VRS due to the system's good reputation, low administrative overhead and general benefit to employees. She noted that the Town already had staff who were vested in the system and that joining would be good for retention and future recruitment.

Mayor Porta said he had previously posed the question of retention versus recruitment and wondered whether future staff would prefer a defined benefit plan. He added that some younger workers may think they could outperform VRS with defined contribution investments. He noted that most employees who seek a career in local government want to be VRS members, and that the Town primarily hired such employees. He also explained that he was concerned about the fact that the Town would be locked into the system permanently and that VRS would set the rates, but the Town could compensate for rate increases by lowering other personnel costs.

Noting that most council members seemed to be in favor of Joining VRS, Mayor Porta asked whether Council would prefer to join immediately or at the beginning of FY 2021. Ms. Leidich noted that joining May 1 would cost an additional \$2,800.58, as the Town's Simple IRA matches would be redirected to VRS for eligible employees.

**Motion to authorize the Mayor to sign the resolution, as presented as Attachment 7 at the April 21, 2020 Budget Work Session, on behalf of the Council to formally enroll the Town into the Virginia Retirement System as a New VRS Employer:**

Moved by Councilmember Holloway; seconded by Councilmember Perkins.

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

Nays: None.

Mayor Porta asked if Council wanted to discuss any additional topics.

Vice Mayor Sivigny asked if the Police Department was planning to switch to a different type of weapon. Chief Linn responded that the department planned to retain the same type of weapon system, and that they were simply planning to switch to a less expensive caliber.

Mayor Porta asked for Council's opinions on whether he should send out a public communication regarding the reopening of other locations. He explained that he had heard from several people about other jurisdictions/states reopening beaches and parks, and that he wanted to make it clear that Occoquan had not closed these types of amenities to the public in the first place. He also noted that some people seemed not to be aware of the latest local COVID-19 statistics. Councilmember Holloway responded that these were important points to make, and that the Town should continue its clear messaging with the public. Vice Mayor Sivigny agreed that such communications would be beneficial.

Ms. Little said she planned to post banners at the Town entrances to notify the public that various businesses were open for pickup, delivery and online ordering. Councilmember Holloway thanked Ms. Little for her work on the Occoquan Marketplace Facebook page.

## **8. ADJOURNMENT**

The meeting was adjourned at 8:54 p.m.

---

Katy Nicholson  
Town Clerk



# TOWN OF OCCOQUAN

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Cindy Fithian  
Laurie Holloway  
Eliot Perkins

**TOWN MANAGER**  
Kathleen R. Leidich, AICP

## **Town Engineer's Report Town Council Meeting – June 2, 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 dependent on permit issuance.

### **Historic District Parking Exhibit – update from last report**

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

### **Mill Street Cross-walk Improvement Plan by VDOT – no 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 curblin helping. Staff will continue to monitor. Fence being evaluated by Zoning Administrator. Erosion control inspections continue with notices to comply issued as needed.

### **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  
 May 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	OCOQUAN
BLD2019-00547	402 FORTRESS WAY	KITCHEN RENOVATION TO CONDO UNI	Building	Issued	C - Alteration/Repair	07/30/2018		0.00	\$16,000.00	OCOQUAN
PLB2020-00993	417 FORTRESS WAY	REPLACEMENT OF MAIN SHUT OFF VA	Plumbing	Finald	C - Alteration/Repair	10/29/2019	04/20/2020	0.00	\$2,500.00	OCOQUAN
PLB2020-00994	449 FORTRESS WAY	REPLACEMENT OF MAIN SHUT OFF VA	Plumbing	Finald	C - Alteration/Repair	10/29/2019	04/20/2020	0.00	\$2,500.00	OCOQUAN
PLB2020-00995	461 FORTRESS WAY	REPLACEMENT OF MAIN SHUT OFF VA	Plumbing	Finald	C - Alteration/Repair	10/29/2019	04/20/2020	0.00	\$2,500.00	OCOQUAN
GAS2019-00432	270 GASLIGHT LANDING CT	ALTERATION/REPAIRS TO REPLACE H	Gas	Issued	C - Alteration/Repair	09/20/2018		0.00	\$4,751.00	OCOQUAN
FPP2020-00826	12525 GORDON BLVD	EMERGENCY REPAIRS TO REPLACE 1	Fire Protection Permit	Issued	Sprinkler	05/18/2020		0.00	\$876.00	WOODBRI
BLD2020-05195	111 MILL ST	N/S FOR CANOE & KAYAK RAMP IN THE	Building	Pending	C - Accessory Structure			600.00	\$43,000.00	OCOQUAN
BLD2020-01861	125 MILL ST	REPLACEMENT OF 3 EXTERIOR STAIRS	Building	Finald	C - Alteration/Repair	11/07/2019	03/27/2020	0.00	\$17,000.00	OCOQUAN
PLB2020-00752	201 MILL ST	CAPPING THE WATER SERVICE	Plumbing	Issued	C - Alteration/Repair	10/01/2019		0.00	\$300.00	OCOQUAN
BLD2020-04799	204 MILL ST	A/R TO RENOVATE EXISTING KITCHEN	Building	Finald	C - Alteration/Repair	04/14/2020	05/12/2020	230.00	\$4,000.00	OCOQUAN
BLD2020-04893	204 MILL ST	REMOVE PORTION OF NON BEARING I	Building	Finald	Demolition	04/02/2020	05/12/2020	40.00	\$600.00	OCOQUAN
ELE2020-04208	204 MILL ST	A/R TO RENOVATE EXISTING KITCHEN	Electrical	Finald	C - Alteration/Repair	04/16/2020	05/04/2020	230.00	\$4,000.00	OCOQUAN
PLB2020-02362	204 MILL ST	A/R TO RENOVATE EXISTING KITCHEN	Plumbing	Finald	C - Alteration/Repair	04/23/2020	05/11/2020	230.00	\$4,000.00	OCOQUAN
FPP2020-00734	223 MILL ST	EMERGENCY SERVICE REPAIR - DISC	Fire Protection Permit	Finald	Sprinkler	04/08/2020	04/15/2020	0.00	\$1,007.00	OCOQUAN
BLD2020-02762	311 MILL ST	EXISTING TENANT EXPANDING KITCHE	Building	Issued	C - Tenant Layout	01/03/2020		1,861.00	\$150,000.00	OCOQUAN
ELE2020-02671	311 MILL ST	EXISTING TENANT EXPANDING KITCHE	Electrical	Finald	C - Tenant Layout	02/04/2020	05/01/2020	1,861.00	\$5,900.00	OCOQUAN
FPP2020-00664	311 MILL ST	EXISTING TENANT EXPANDING KITCHE	Fire Protection Permit	Finald	Hood System	03/19/2020	04/29/2020	1,861.00	\$2,500.00	OCOQUAN
GAS2020-00918	311 MILL ST	EXISTING TENANT EXPANDING KITCHE	Gas	Finald	C - Tenant Layout	02/05/2020	04/20/2020	1,861.00	\$150,000.00	OCOQUAN
MEC2020-01464	311 MILL ST	EXISTING TENANT EXPANDING KITCHE	Mechanical	Finald	C - Tenant Layout	02/05/2020	04/20/2020	1,861.00	\$59,000.00	OCOQUAN
PLB2020-01445	311 MILL ST	EXISTING TENANT EXPANDING KITCHE	Plumbing	Finald	C - Tenant Layout	02/05/2020	04/30/2020	1,861.00	\$150,000.00	OCOQUAN
BLD2018-04471	313 MILL ST	PARTIAL ROOF REPAIR DUE TO WATER	Building	Issued	C - Alteration/Repair	02/23/2018		800.00	\$10,000.00	OCOQUAN
BLD2018-02969	426 MILL ST	**SEE NOTE* LOT SPECIFIC SFD - K	Building	Issued	R - New Single Family Dwell	10/22/2019		3,056.00	\$100,000.00	OCOQUAN
BLD2018-05964	426 MILL ST	RETAINING WALL	Building	Issued	R - Retaining Wall	10/09/2018		0.00	\$20,000.01	OCOQUAN
BLD2019-04458	426 MILL ST	** SEE NOTE ** SHEETING/SHORING	PE Building	Issued	R - Retaining Wall	04/15/2019		0.00	\$7,500.00	OCOQUAN
BLD2018-02984	430 MILL ST	**SEE NOTE* KIELY RESIDENCE - L	OT S Building	Issued	R - New Single Family Dwell	04/15/2019		3,468.00	\$100,000.00	OCOQUAN
BLD2018-05963	430 MILL ST	RETAINING WALL MAX HEIGHT 9'6"	Building	Issued	R - Retaining Wall	10/09/2018		570.00	\$20,000.01	OCOQUAN
ELE2020-04159	430 MILL ST	HOUSE ELECTRICAL	Electrical	Issued	R - New Single Family Dwell	04/07/2020		3,468.00	\$15,000.00	OCOQUAN
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	WOODBRI
BLD2020-03213	1604 MOUNT HIGH ST	20 X 24 ONE STORY DETACHED ACCES	Building	Finald	R - Accessory Structure	02/12/2020	05/19/2020	480.00	\$3,500.00	WOODBRI
BLD2014-05879	1441 OCCOQUAN HEIGHTS	DECK	Building	Issued	R - Addition	04/25/2014		288.00	\$6,700.00	OCOQUAN
PLB2020-02195	468 OVERLOOK DR	CONVERTING TUB TO STAND UP SHOW	Plumbing	Finald	R - Alteration/Repair	03/17/2020	05/04/2020	0.00	\$2,000.00	OCOQUAN
BLD2018-02753	113 POPLAR LN	36' x 18' INGROUND POOL	Building	Issued	R - Swimming Pool	12/07/2017		648.00	\$60,000.00	OCOQUAN
ELE2018-02286	113 POPLAR LN	}}FDG 36' x 18' INGROUND POOL	Electrical	Issued	R - Swimming Pool	12/07/2017		648.00	\$6,000.00	OCOQUAN
ELE2019-00599	113 POPLAR LN	Install circuits, fixtures, and receptacles	Electrical	Issued	R - Alteration/Repair	08/15/2018		3,550.00	\$2,200.00	OCOQUAN
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	OCOQUAN
BLD2018-04392	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 15	Building	Issued	R - New Townhouse	03/22/2018		2,754.00	\$45,000.00	OCOQUAN
ELE2019-04221	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 15	Electrical	Issued	R - New Townhouse	04/29/2019		2,754.00	\$45,000.00	OCOQUAN
GAS2019-00596	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 15	Gas	Issued	R - New Townhouse	10/22/2018		2,754.00	\$1,000.00	OCOQUAN
MEC2019-01181	1551 RIVERTOWN PL	INSTALL NEW HVAC	Mechanical	Issued	R - New Townhouse	11/20/2018		2,754.00	\$5,500.00	OCOQUAN
PLB2019-00861	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 15	Plumbing	Issued	R - New Townhouse	10/22/2018		2,754.00	\$10,000.00	OCOQUAN
BLD2018-04390	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 15	Building	Issued	R - New Townhouse	03/22/2018		3,246.00	\$45,000.00	OCOQUAN
GAS2019-00603	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 15	Gas	Issued	R - New Townhouse	10/22/2018		3,246.00	\$1,000.00	OCOQUAN
PLB2019-00870	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 15	Plumbing	Issued	R - New Townhouse	10/22/2018		3,246.00	\$10,000.00	OCOQUAN
BLD2018-04393	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1E	Building	Issued	R - New Townhouse	03/22/2018		2,790.00	\$45,000.00	OCOQUAN
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	OCOQUAN
GAS2019-00598	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1E	Gas	Issued	R - New Townhouse	10/22/2018		2,790.00	\$1,000.00	OCOQUAN
MEC2019-01193	1553 RIVERTOWN PL	INSTALL NEW HVAC SYSTEM	Mechanical	Issued	R - New Townhouse	11/21/2018		2,790.00	\$5,500.00	OCOQUAN
PLB2019-00864	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1E	Plumbing	Issued	R - New Townhouse	10/22/2018		2,790.00	\$10,000.00	OCOQUAN
BLD2018-04376	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 15	Building	Issued	R - New Townhouse	03/22/2018		3,246.00	\$45,000.00	OCOQUAN
GAS2019-00601	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 15	Gas	Issued	R - New Townhouse	10/22/2018		3,246.00	\$1,000.00	OCOQUAN
PLB2019-00869	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 15	Plumbing	Issued	R - New Townhouse	10/22/2018		3,246.00	\$10,000.00	OCOQUAN
BLD2018-04394	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1E	Building	Issued	R - New Townhouse	03/22/2018		2,754.00	\$45,000.00	OCOQUAN
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	OCOQUAN
GAS2019-00599	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1E	Gas	Issued	R - New Townhouse	10/22/2018		2,754.00	\$1,000.00	OCOQUAN
MEC2019-01194	1555 RIVERTOWN PL	INSTALL NEW HVAC	Mechanical	Issued	R - New Townhouse	11/21/2018		2,754.00	\$5,500.00	OCOQUAN
PLB2019-00865	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1E	Plumbing	Issued	R - New Townhouse	10/22/2018		2,754.00	\$10,000.00	OCOQUAN
BLD2018-04375	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 15	Building	Issued	R - New Townhouse	03/22/2018		3,246.00	\$45,000.00	OCOQUAN
GAS2019-00600	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 15	Gas	Issued	R - New Townhouse	10/22/2018		3,246.00	\$1,000.00	OCOQUAN
PLB2019-00867	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 15	Plumbing	Issued	R - New Townhouse	10/22/2018		3,246.00	\$10,000.00	OCOQUAN
BLD2018-04008	199 UNION ST	UPDATE AND REPAIR BATHROOM IN R	Building	Issued	C - Alteration/Repair	01/31/2018		64.00	\$1,000.00	OCOQUAN
PLB2018-01862	199 UNION ST	INTERIOR RENOVATIONS TO LAUNDRY	Plumbing	Issued	C - Alteration/Repair	01/31/2018		25.00	\$4,000.00	OCOQUAN
BLD2019-00218	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KIT	Building	Issued	C - Tenant Layout	10/25/2018		1,242.00	\$75,000.00	OCOQUAN
ELE2019-00426	201 UNION ST	//HXF RESTURANT - TLO - NEW KITCHE	Electrical	Issued	C - Tenant Layout	05/15/2019		1,242.00	\$75,000.00	OCOQUAN
FPP2020-00671	201 UNION ST	FPP FOR RANGE HOOD	Fire Protection Permit	Issued	Hood System	03/19/2020		1,242.00	\$75,000.00	OCOQUAN
GAS2019-00113	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KIT	Gas	Issued	C - Tenant Layout	03/19/2019		1,242.00	\$12,000.00	OCOQUAN
MEC2019-00933	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KIT	Mechanical	Issued	C - Tenant Layout	03/19/2019		1,242.00	\$75,000.00	OCOQUAN
PLB2019-00145	201 UNION ST	{{ KJ}} RESTURANT - TLO - NEW KITCH	Plumbing	Issued	C - Tenant Layout	03/19/2019		1,242.00	\$2,000.00	OCOQUAN
BLD2020-03981	202 UNION ST	ALTERATION/REPAIRS TO DEMO SPAC	Building	Issued	Demolition	02/12/2020		0.00	\$2,200.00	OCOQUAN
BLD2020-04453	202 UNION ST	SALAD SALOON - TLO	Building	Pending	C - Tenant Layout			217.00	\$14,000.00	OCOQUAN
MEC2020-02163	202 UNION ST	SALAD SALOON - TLO	Mechanical	Pending	C - Tenant Layout			217.00	\$14,000.00	OCOQUAN
PLB2018-02373	411 UNION ST	CONVERTING FROM SEPTIC TO PUBLI	Plumbing	Issued	R - Alteration/Repair	03/23/2018		0.00	\$15,000.00	OCOQUAN
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	OCOQUAN
BLD2019-00785	131 WASHINGTON ST	FINISH BASEMENT *-REVISED 9/19/18	T Building	Issued	R - Alteration/Repair	08/13/2018		215.00	\$750.00	OCOQUAN
ELE2019-00643	131 WASHINGTON ST	FINISH BASEMENT *-REVISED 9/19/18	T Electrical	Issued	R - Alteration/Repair	08/16/2018		215.00	\$500.00	OCOQUAN
PLB2019-00381	131 WASHINGTON ST	FINISH BASEMENT *-REVISED 9/19/18	T Plumbing	Issued	R - Alteration/Repair	08/15/2018		215.00	\$750.00	OCOQUAN
PLB2018-01956	103 WEST LOCUST ST	Water Service	Plumbing	Issued	R - Alteration/Repair	02/08/2018		0.00	\$1,400.00	OCOQUAN

END OF REPORT



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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 – June 2, 2020**

The following is a list of zoning reviews from May 1 to May 29, 2020:

None.

The following is a list of violation letters from May 1 to May 29, 2020:

Letter sent to the owner of Kiely Court to make them aware of ARB violation of fence installation.  
Request owner to submit application to ARB.

106 E Locust St. – grass violation, grass was cut approximately 1 week later.

124 Mount High Street – will prepare letter regarding potential of running a business without the home occupation certificate.

As a follow up to previous violations, no additional inspections were made in April:

Berrywood – Trash Enclosure is not present, certified letter (3rd notice) was unclaimed  
3<sup>rd</sup> 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 May 1 to May 29, 2020:

None.

-END-



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 J. Matthew Dawson  
 Cindy Fithian  
 Laurie Holloway  
 Eliot Perkins

**TOWN MANAGER**  
 Kathleen R. Leidich, AICP

## Town Treasurer's Report Town Council Meeting - June 2, 2020

### Updates on Payments

Business Name	Type of Payment	Payment Received	Status of Compliance
Cock and Bowl (new owner)	BPOL	5/5/2020	In compliance
Madigan's Waterfront	Meals Tax	5/27/2020	Only penalties & interest due
Ban Thai Old Town	Meals Tax	5/12/2020	In compliance

### Delinquencies

Meals Tax Delinquencies			
Business Name	Months of Delinquency	Date of Last Notice	Status of Compliance
Pink Bicycle Tea Room	25	10/31/2019	Moved Out/collection doubtful
Riverside Coffee & Ice Cream	9	10/24/2019	Not compliant

BPOL Tax Delinquencies			
Business Name	Years of Delinquency	Date of Last Notice	Status of Compliance
13 Magickal Moons	1.25	10/30/2019	Not compliant
Cock and Bowl (previous owner)	1.17	10/03/2019	Not compliant - sold Dec 2019
Pink Bicycle Tea Room	2.17	10/31/2019	Moved out/collection doubtful
Designs by Andre'	1.25	10/07/2019	Not compliant

Real Estate Delinquencies				
Property Owner	Years of Delinquency	Delinquent Tax Amount	Date of Last Notice	Status of Compliance
Granny's Cottage Inc (Houghton, Lance)	4	\$268.80	8/31/2019	Serving Warrant in Debt
Houghton, Lance	2	\$29.89	10/30/2019	Not compliant

Transient Tax Delinquencies			
Property Owner	Months of Delinquency	Date of Last Notice	Status of Compliance
Ballywhack Inc	16	10/30/2019	Not compliant

### Audits

Audit Type	Current Status	Last FY Audit Completed	Next Steps/Action
Meals Tax Audit	Moved out of town May 2020		Pink Bicycle Tea Room
BPOL Audit	Pending	2012 License Year	Fathom Realty
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

**TOWN OF OCCOQUAN**  
**PROFIT and LOSS**  
**AS OF 4/30/2020**  
**Total Funds**

**REVENUES**

General Fund	Audited				
	FY 2019 Budget	Actual as of 6/30/19	FY 2020 Budget	Actual as of 4/30/20	% of Budget Used
Real Estate Taxes	232,500	239,683	240,890	235,313	97.7%
Meals Taxes	220,334	190,442	227,320	172,031	75.7%
Other Taxes (Sales,Utility,Communications,Transient)	102,473	103,483	103,310	73,378	71.0%
Fines (Public Safety)	60,000	160,034	162,360	171,610	105.7%
Fees and Licenses (Auto,Business,Late fees,Arch,PM,ATM,Dock,Admin Fee,Eng Fee)	98,150	79,405	92,550	84,239	91.0%
Grants (Litter,HB599,DMV,PEG)	25,843	27,140	26,123	24,276	92.9%
Service Revenue (Engineer,Legal,Landscape,CC fees,E-Tickets)	5,000	15,712	5,360	7,901	147.4%
Rentals (TH,RMP)	1,500	1,259	4,500	1,388	30.8%
Interest (GF,Brick,Sponsor)	9,120	3,312	7,500	546	7.3%
Other Revenues (Reimbursements, Ins claims,ticket sales)	1,000	7,065	192.00	23,900	73.1%
			32,699		
			TRANSFER FROM RESERVES		
<b>Total Revenues General Fund</b>	<b>755,920</b>	<b>827,535</b>	<b>902,804</b>	<b>794,582</b>	<b>88.0%</b>

**EXPENDITURES**

General Fund	Audited				
	FY 2019 Budget	Actual as of 6/30/19	FY 2020 Budget	Actual as of 4/30/20	% of Budget Used
Personnel Services	380,820	374,811	452,226	364,065	80.5%
Professional Services	122,250	135,578	139,250	111,229	79.9%
Information Technology Services	14,050	17,368	13,500	17,816	132.0%
Materials and Supplies	9,000	13,654	15,414	10,636	69.0%
Operational Services	7,500	7,610	11,050	8,898	80.5%
Contracts (Landscaping, Refuse Collection, Snow Removal)	74,500	74,052	82,000	60,850	74.2%
Insurance	20,120	20,992	20,120	24,534	121.9%
Public Information (Newsletters)	3,400	4,079	3,300	1,601	48.5%
Advertising (Community/ Business Support, Legal Ads)	9,000	7,698	9,000	7,525	83.6%
Training and Travel (Employee, Boards and Commission Training)	13,500	8,368	12,800	7,094	55.4%
Vehicles and Equipment	15,300	28,482	21,000	22,397	106.7%
Seasonal	5,500	1,791	4,500	5,788	128.6%
Facilities Maintenance	68,030	75,168	85,552	61,940	72.4%
Special Events	12,950	11,075	16,000	8,639	54.0%
Other Expense	-	17,099	-	3,841	
Loan Expenditures - Principal & Interest	-	-	-	-	
			16,900		
			TRANSFER TO CIP RESERVE		
<b>Total Expenses</b>	<b>755,920</b>	<b>797,825</b>	<b>902,612</b>	<b>716,853</b>	<b>79.4%</b>
<b>General Fund Net Income</b>	<b>-</b>	<b>29,710</b>	<b>192</b>	<b>77,729</b>	

**TOWN OF OCCOQUAN  
PROFIT and LOSS  
AS OF 4/30/2020  
Total Funds**

CS

Audited					
Public Event Fund	FY 2019 Budget	Actual as of 6/30/19	FY 2020 Budget	Actual as of 4/30/20	% of Budget Used
Revenue (FL )	203,950	232,030	181,900	148,767	81.8%
Expenses (personnel,materials and supplies,contracts,advertising)	101,954	103,646	108,393	91,766	84.7%
<b>Craft Show Net Income</b>	<b>101,996</b>	<b>128,384</b>	<b>73,507</b>	<b>57,001</b>	<b>77.5%</b>

MDP

Audited					
Mamie Davis Fund	FY 2019 Budget	Actual as of 6/30/19	FY 2020 Budget	Actual as of 4/30/20	% of Budget Used
Revenue	2,600	3,505	600	1,267	211.2%
Expenses (repairs and maintenance)	2,000	-	-	2,305	
<b>Mamie Davis Net Income</b>	<b>600</b>	<b>3,505</b>	<b>600</b>	<b>(1,038)</b>	<b>-173.0%</b>

**TOWN OF OCCOQUAN**  
**PROFIT and LOSS**  
**AS OF 4/30/2020**  
**Total Funds**

CIP

CIP Fund	Audited				
	FY 2019 Budget	Actual as of 6/30/19	FY 2020 Budget	Actual as of 4/30/20	% of Budget Used
<b>Revenues</b>					
	446,300	-	121,965	8,452	6.9%
TRANSFER FROM GENERAL FUND	-	-	16,900		0.0%
<b>Expenses</b>					
Property Acquisition	-	-	-	748	#DIV/0!
Intersection Improvements	420,000	86,720	-	-	
Sidewalk Maintenance	10,000	-	-	-	
Building Maintenance	-	-	10,000	-	0.0%
Stormwater Management	-	-	15,000	9,213	61.4%
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	-	-	-	
Canoe Kayak Ramp	140,000	242	140,000	95,552	68.3%
Police Vehicle	-	78,995	16,900	-	0.0%
Police Radios	-	-	23,111	22,836	98.8%
Body Armor	2,400	1,000	1,000	-	0.0%
IBR Reporting	-	-	-	-	
LIDAR Speed Detection and Related Equipment	2,300	-	7,236	2,236	30.9%
Office Safety Equipment	5,100	4,931	-	3,564	
Pedestrian & Bicyclist Safety Program	2,300	-	3,350	-	0.0%
Alcohol Related Safety Projects	-	-	5,879	395	6.7%
Computer Upgrades	-	-	5,000	2,622	52.4%
Document Management	2,500	-	2,500	-	0.0%
Website Redesign	-	475	7,000	4,965	70.9%
Town Recodification	-	2,998	-	-	
Parking Management Plan	-	-	5,000	-	0.0%
AV Equipment-Town Hall	-	-	2,000	506	25.3%
<b>Total Expenses</b>	<b>606,100</b>	<b>187,108</b>	<b>254,476</b>	<b>142,637</b>	<b>56.1%</b>
<b>CIP Net Income</b>	<b>(159,800)</b>	<b>(187,108)</b>	<b>(115,611)</b>	<b>(134,185)</b>	<b>116.1%</b>
<b>Total Net Income All Funds</b>	<b>(57,204)</b>	<b>(25,509)</b>	<b>(41,312)</b>	<b>(493)</b>	<b>1.2%</b>

# TOWN OF OCCOQUAN

AS OF 4/30/20

	<u>4/30/2020</u>
<b>ASSETS</b>	
Current Assets	
Total Checking/Savings	\$ 661,214
Total Accounts Receivable	\$ 55,791
Total Other Current Assets	\$ 3,506
Total Current Assets	<u>\$ 720,511</u>
<b>TOTAL ASSETS</b>	<u><u>\$ 720,511</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Total Accounts Payable	\$ 20,944
Total Credit Cards	\$ (5,614)
Total Other Current Liabilities	\$ 13,489
Total Current Liabilities	<u>\$ 28,819</u>
Total Long Term Liabilities	<u>\$ -</u>
Total Liabilities	<u>\$ 28,819</u>
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	<u>\$ (493)</u>
Total Equity	<u>\$ 691,692</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>\$ 720,511</u></u>

# FUND BALANCES

AS OF 4/30/20

	FINAL - as of 7/1/2019	Unaudited Income/ (Loss) YTD FY20	As of 4/30/20
<b>Nonspendable:</b>			
Inventory	\$ 1,006	\$ -	\$ 1,006
<b>Restricted:</b>			
Mamie Davis Fund	\$ 100,000	\$ -	\$ 100,000
<b>Assigned:</b>			
Operating Reserves	\$ 200,000	\$ -	\$ 200,000
Craft Show & Events	\$ 131,704	\$ 57,001	\$ 188,705
CIP Funds	\$ 115,611	\$ (134,185)	\$ (18,574)
Financing Proceeds	\$ 57,295	\$ (32,024)	\$ 25,271
Public Safety Grant Fund	\$ 45,343	\$ 17,066	\$ 62,409
Mamie Davis Park Fund	\$ 10,323	\$ (1,038)	\$ 9,285
Public Education Grant	\$ 1,044	\$ 269	\$ 1,313
Public Art Fund	\$ 500	\$ -	\$ 500
<b>Subtotal Assigned:</b>	\$ 561,820	\$ (92,911)	\$ 468,909
Unassigned	\$ 61,384	\$ 60,394	\$ 121,778
Rounding			\$ (1)
<b>Total Available Fund Balance:</b>	\$ 724,210	\$ (32,517)	\$ 691,692



# TOWN OF OCCOQUAN

*Circa 1734 • Chartered 1804 • Incorporated 1874*  
314 Mill Street • PO Box 195 • Occoquan, Virginia 22125  
(703) 491-1918 • Fax (571) 398-5016 • [info@occoquanva.gov](mailto:info@occoquanva.gov)  
[www.occoquanva.gov](http://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 June 2, 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.<sup>1</sup> Directed patrols during business hours.<sup>1</sup> Continued community policing and safe sidewalks.<sup>1</sup> Worked with officers to address administrative needs of Police Department.<sup>2</sup>

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).<sup>3</sup> Directed stop sign enforcement and pedestrian safety enforcement in historic district.<sup>3</sup> 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.<sup>4</sup>

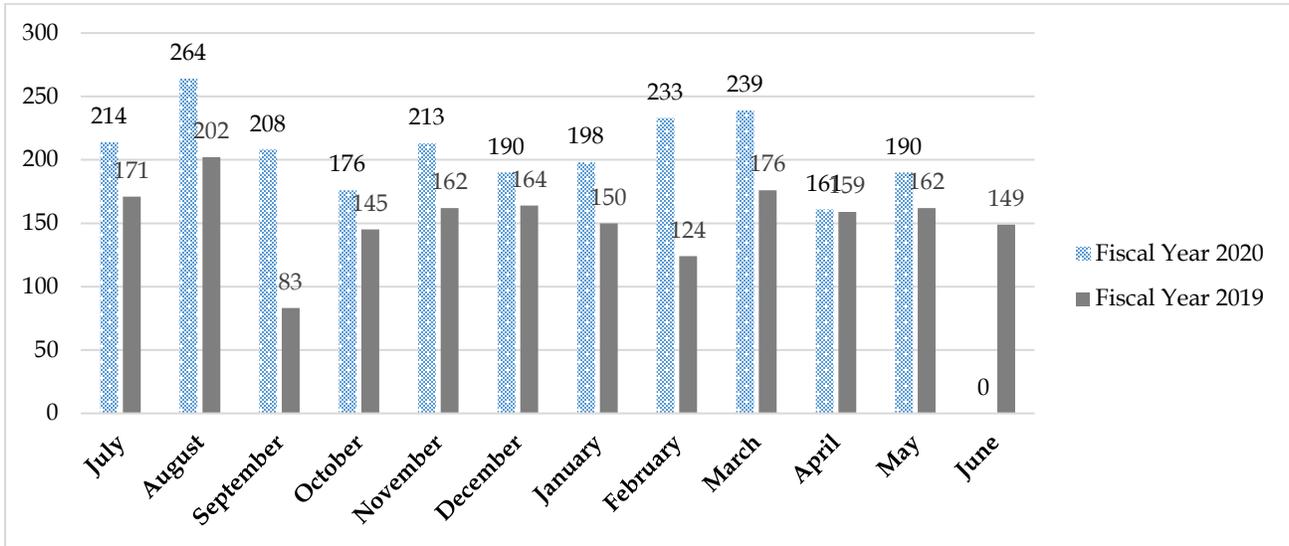
#### Community Relations

Provided patrol and visibility for COVID-19. During the month, we utilized bike patrol and UTV (cart) patrol during the Town election and Memorial Day weekend. 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.

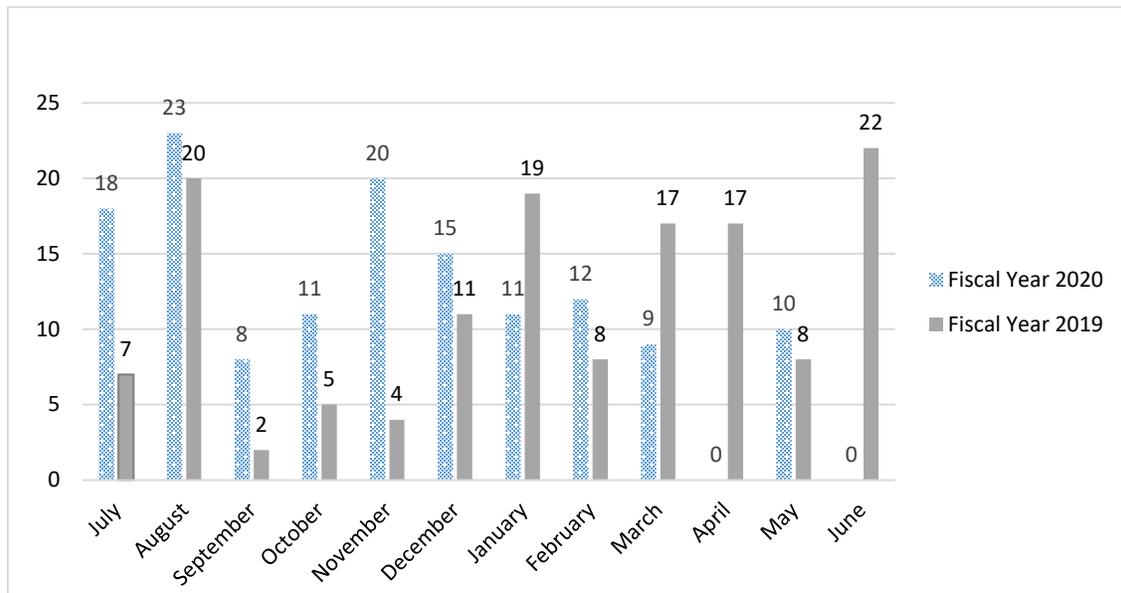
**Patrol and Enforcement Activities**

As of May 28<sup>th</sup>, in the month of May the Town Police made 12 custodial arrests (2 misdemeanor possession with intent to distribute, 1 felony drug possession, 2 misdemeanor drug possession, 2 DUI, 4 DUID, 2 Refusal, 4 Reckless Driving, 1 possession of firearm while intoxicated, 1 child abuse/neglect arrest, issued 190 traffic summonses, and 69 warnings.

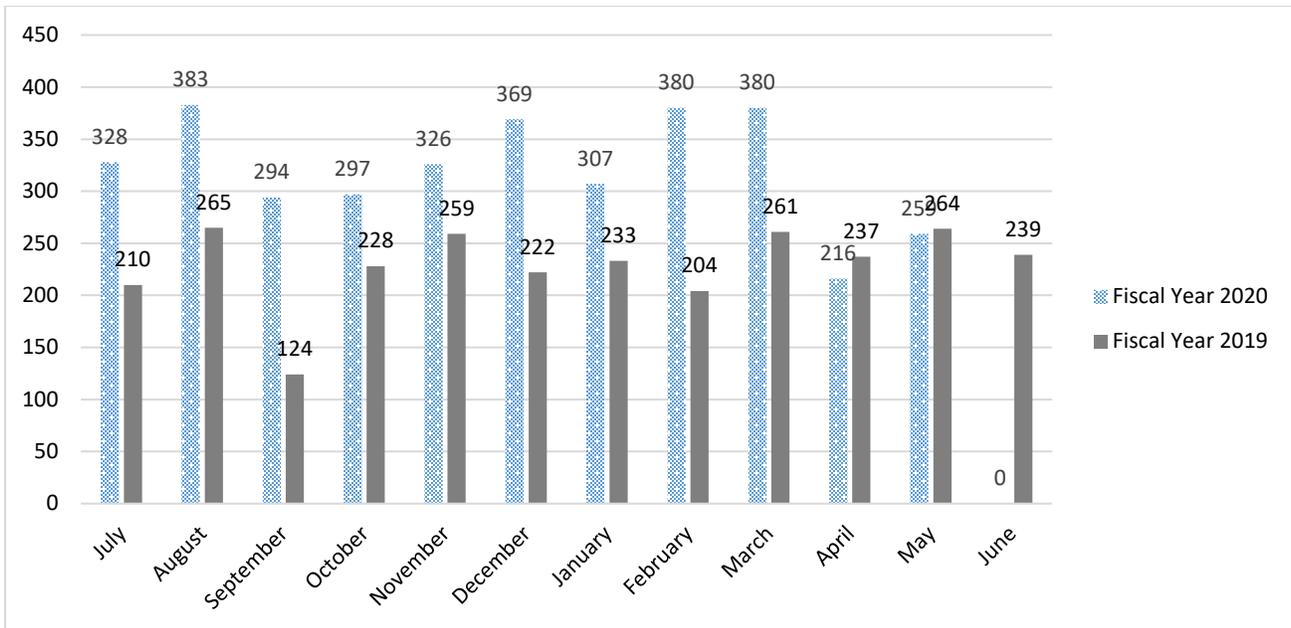
**Traffic Summonses FYTD (GRAPH) <sup>5</sup>**



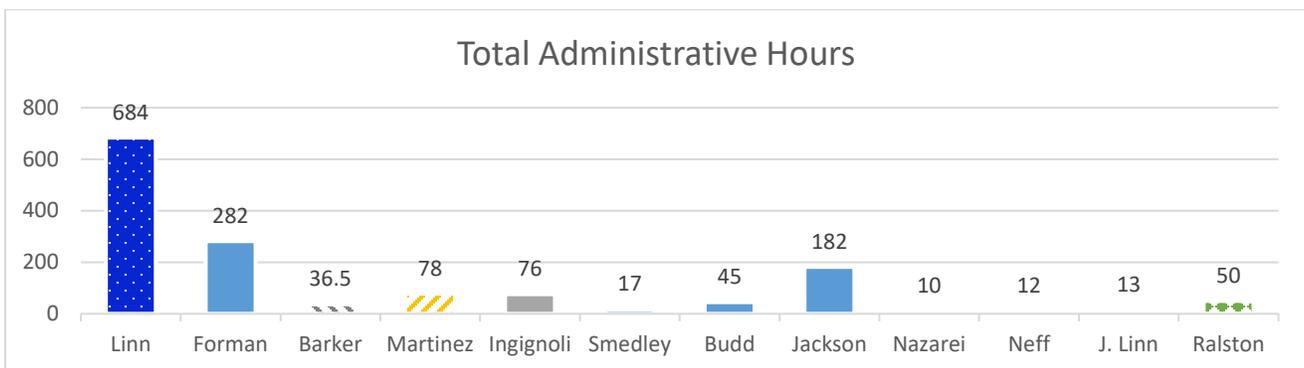
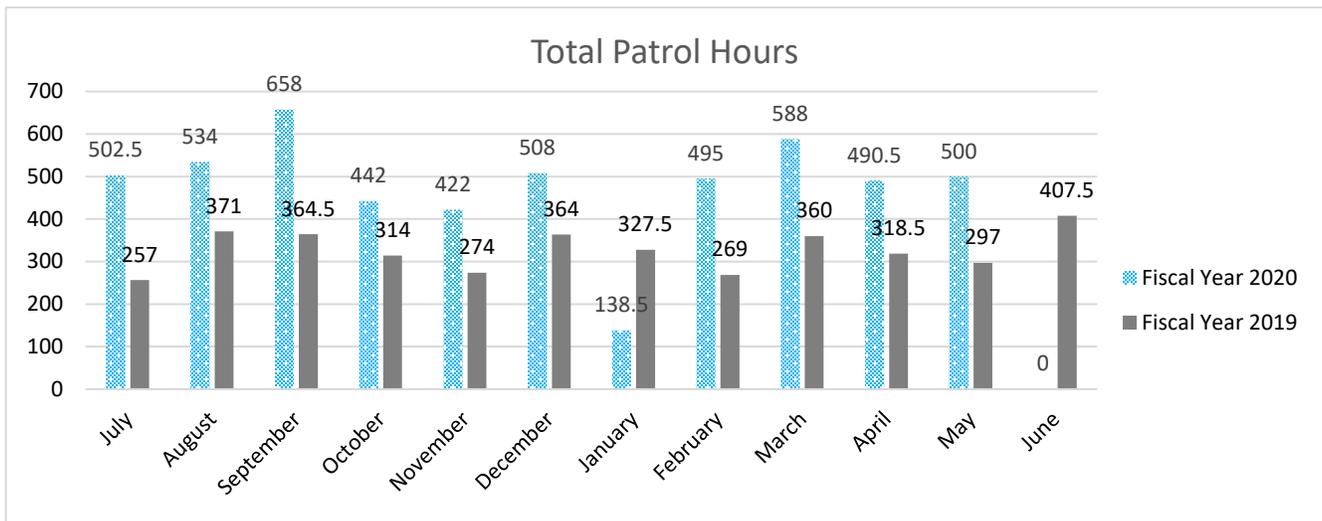
**Parking Tickets Issued FYTD (GRAPH) <sup>3</sup>**



**Traffic Stops YTD (GRAPH) <sup>5</sup>**

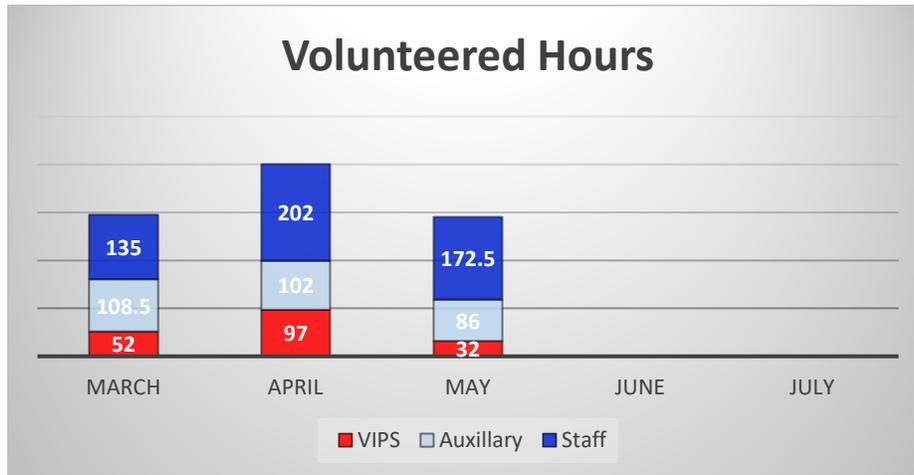


**Patrol/Administrative Hours FYTD (GRAPHS) <sup>5</sup>**



### 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 987 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 1 auxiliary police officer who completed academy.<sup>2</sup> Continued Narcan – Opioid safety program<sup>3</sup>. Worked with public works on Town needs.<sup>5</sup>

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<sup>1</sup> Goals 1, 2, and 3

<sup>2</sup> Goal 2

<sup>3</sup> Goal 3

<sup>4</sup> Goals 1, 2, and 3

<sup>5</sup> Goals 1 and 3

# Events and Community Development Report, Spring-Summer 2020

## Summer Events

Due to COVID-19, The Town has cancelled public events through June 7 since Phase I rollout will limit gatherings to 10 persons. Other municipalities seem to have similar plans. Up for consideration are the remaining events planned for the summer in Occoquan. If the Town hosts events in July and August, we will effectively be saying that it is safe to attend them. We must therefore identify foreseeable health risks from the virus and do what we can to mitigate them before we invite patrons back to public events. Additionally, when limits on public social gatherings are finally lifted, we must allow the safe use of our bathrooms. Wide-spread positive messaging, including signage and modeling of safe social distancing practices and mask use will be important to gain greater public compliance to new safety protocols.

Because the immediate future is so uncertain, it is staff's recommendation to pivot from our previously scheduled concert series, Music on Mill in River Mill Park, to an event or series of events that meet the current safety and social distancing requirements as well as the gathering size limits. A drive-in framework under the 123 bridge lends itself to concerts and movies while still meeting the necessary criteria. Concerts could start at 7pm after many businesses are closed and alternative town parking more widely available. While using under the bridge as a drive-in might interfere with some evening kayak launching this summer, a later concert start would lessen the overlap. Moving concerts to a week night may lend itself more to residential participation and conflict less with parking concerns. A movie would start at sundown, generally around 8:30pm. Patrons would be guided to the first available space for concert or movie. Dining establishments could offer an online dinner or snack package and have it delivered to the vehicles. Patrons will be contained within their vehicles for the duration of the concert or movie and therefore socially distanced. Bathrooms are not necessarily required. Power and bandstand area are two logistical issues still to be considered.

## Recommended Course of Action for Summer Events

- June concert converted to drive in format
- July concert converted to drive-in format
- Lemonade Stroll goes virtual through Merchant Guild
- August concert cancelled or converted to drive-in format
- Discover Occoquan goes virtual August 17-22; beer garden cancelled
- August movie night converted to drive-in format

## Signage for Mandated Mask Wearing

Staff recommends clear and concise, standardized signage for business use.

## Considerations for Reopening Public Bathrooms for Future Events

Summer is nearly here in Occoquan. More visitors will be expected. The Town of Occoquan is a tourist destination and as such, our merchants cannot be expected to handle anticipated bathroom traffic this

# Events and Community Development Report, Spring-Summer 2020

summer. The Town will need to make plans for eventually reopening the bathrooms at River Mill Park in a safe and reasonable manner. Funds from the CARES Act may be used toward providing some of the following concerns:

- Controlled ingress and egress
- Enact social distancing for bathroom use during events
- Sanitizing high-touch areas, including bathroom door handles, sink faucets, counters, and toilet handles, soap dispensers, etc.
- Invest in an electrostatic sprayer for bathrooms
- Provide no-touch activation hand sanitizing stations
- Hire a bathroom attendant
- Increase cleanings

## Virginia's Roll Out Phases

### Phase I

- Safer at home—especially if you are vulnerable
- **No social gatherings of more than 10 individuals**
- Continued social distancing
- Continued teleworking
- Face coverings recommended in public
- Easing limits on business and faith communities

#### Guidelines for All Businesses

- Physical distancing
- Enhanced cleaning and disinfection
- Enhanced workplace safety

Phase I could last 2-4 weeks or longer

### Phase II

- Stay-at-home for vulnerable populations
- **No social gatherings of more than 50 individuals**
- Continued social distancing
- Continued teleworking
- Face coverings recommended in public
- Further easing business limitations

# Events and Community Development Report, Spring-Summer 2020

Phase II could last 2-4 weeks or longer

## **Phase III**

- Safer at home for vulnerable populations
- Remove ban on social gatherings
- Remove capacity limits in establishments
- Continue heightened cleaning and disinfection
- Possible other measures

To move to Phase III, we're looking for no evidence of rebound for a sustained period of time. Phase III could be 10-12 weeks away, or more.



# TOWN OF OCCOQUAN

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J. Matthew Dawson  
Cindy Fithian  
Laurie Holloway  
Eliot Perkins

## **Town Manager's Report Town Council Meeting - June 2, 2020**

**TOWN MANAGER**  
Kathleen R. Leidich, AICP

### **Projects Currently Underway**

- COVID-19 Town Response Plan
- FY 2021 Budget Development: This evening's Budget Public Hearing
- Kayak Ramp Project
- Town Maintenance Projects-Additional trash pickup over weekends

### **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 6/1. The dock is anticipated to be constructed and ready for inspection during the week of 6/30. The dock has been delivered to the Contractor's storage yard in Lorton.

### **Meetings, Training, and Events**

- Friends of the Occoquan Community Clean up TBD
- Occoquan Virtual 5k End Date, June 10
- Business License Fee Deadline, June 15
- Discover Occoquan, August
- First Drawing for OCQ Bingo, August
- RiverFest & Craft Show, September 26 & 27

-End-



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

8A. Regular Business	Meeting Date: June 2, 2020
8 A: Town COVID-19 Response Review	

#### Explanation and Summary:

#### Town COVID-19 Response Plan

On March 12, 2020, Governor Ralph S. Northam declared a state of emergency in the Commonwealth of Virginia due to Novel Coronavirus (COVID-19), a communicable disease of public health threat. On March 30, 2020, the Governor issued Executive Order #55, Temporary Stay-At-Home Order Due to Novel Coronavirus (COVID-19), effective until June 10, 2020. In light of the Temporary Stay-At-Home Order and other subsequent Executive Orders and other official actions, the Town developed and continues to refine its COVID-19 Response Plan, which includes guidance on the operation of Town facilities, public meetings, and Town events.

As the Governor's Temporary Stay-At-Home Order is scheduled to expire on June 10<sup>th</sup>, staff respectfully requests Council to review and re-confirm the Town's current COVID-19 Response Plan (Attachment 1) and provide additional guidance on the following items:

- The Town's Response Plan included maintaining Council regular meeting dates to complete the FY2021 Budget and to conduct essential Town business. As of the June 16<sup>th</sup> Work Session, the Budget process will be completed.
  - Staff is looking for guidance on whether Council desires to limit future meeting agendas to essential business items only or to open future agendas to regular, non-emergency related business items.
- The Town's Response Plan included cancelling the monthly Planning Commission and Architectural Review Board meetings.
  - Staff is looking for guidance on whether Council desires to continue the cancellation of these meetings after June 10<sup>th</sup> or to resume the regularly scheduled monthly meetings on June 23<sup>rd</sup> or in July.



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

#### **CARES Act Funding**

Congress recently passed the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020, which provides funding for several different programs to address the COVID-19 pandemic, including assistance to state and local governments. Funding to state and local governments can be used only for (Attachment 2):

- Necessary expenditures incurred due to the public health emergency with respect to COVID-19.
- Covering costs that were not accounted for in the budget most recently approved as of March 27, 2020 (the enactment date of the CARES Act) for the state or local government.
- Covering costs incurred during the period that begins March 1, 2020 and ends on December 30, 2020.

The Commonwealth of Virginia received \$3.1 billion as its share of the Coronavirus Relief fund payment and has allocated \$41,034,915 to Prince William County and the Towns of Dumfries, Haymarket, Occoquan, and Quantico. On May 19, 2020, the Prince William County Board of Supervisors authorized the Chair of the Board, the County Executive, and the Chief Financial Officer to execute the required Certification for Receipt of the Coronavirus Relief Fund payments. At this meeting, the Board of Supervisors also voted to budget, appropriate, and transfer the per capita allocations of the relief funds to the four towns located in Prince William County. The Town of Occoquan's per capita allocation amount is \$94,380. The County anticipates receiving its allocation of funding from the federal government on June 1<sup>st</sup>. County staff anticipates providing checks to the four towns soon thereafter.

In addition to the expenses incurred by the Town that are directly related to the Town's response to the COVID-19 pandemic, Town staff is currently developing a Small Business Relief Micro-Grant Program that would be supported by the Town's CARES Act allocation. This concept was endorsed by Town Council at its Special Meeting on May 26, 2020. Attachment 3 provides the draft guidelines for the Town Micro-Grant Program. Town staff is currently working with local business owners to refine these guidelines and has requested their initial feedback by June 3<sup>rd</sup>. Staff has scheduled a work session with the business owners on June 4<sup>th</sup> to gather additional feedback on the program. Staff is planning to present the final draft of the program for Council consideration at its June 16, 2020 Work Session.

#### **Attachments:**

1. COVID-19 Town Response Plan
2. Suggested Itemized Expenses for CARES Act Reimbursements
3. Draft Guidelines-Town of Occoquan Small Business Relief Micro-Grant Program



# COVID-19 Response Plan

## *May 28, 2020*

### Public Safety and Administration

The Town Police Department is continuing to provide daily coverage of the Town and have developed a contingency plan for if officers are unable to cover their assigned shift. Town Hall will remain open to the public with an adjusted schedule. The local Court system is currently closed, which will impact current and future court dates. Sergeant Foreman has been assigned as the contact for the Prince William EOC and will be responsible for providing any update information from the Town. The Town Manager will continue serving as the contact for the Northern Virginia Regional Commission (NVRC) and other area jurisdictions.

### Town Facilities and Operations

- Town Hall to remain open to the public with an adjusted schedule, encouraging the public to conduct public business on-line, via phone or drop box
- Maintaining Council Meeting Dates on the Budget Calendar/Regular Schedule to complete FY 2021 Budget Development Process, and conduct essential Town Business
- Closed Town Hall facilities to the public for community group meeting space
- COVID-19 General Orders developed by Police Department
- Enhanced cleaning procedures for Town facilities
- Work from Home Guidelines for Staff (Section 3.20 of Administrative Manual)
- Providing signage to reserve parking spaces for restaurants to facilitate carry out dining
- Cancelling/postponing events (Peep Show, Discover Occoquan, Music/Movies on Mill, RiverFest)
- Cancelling Board/Commission Meetings-Planning Commission/ Architectural Review Board
- Extension of BPOL Tax payment deadline from 5/31 to 6/15/20

### Town Facilities

**Town Hall** remains open with an **adjusted schedule** for providing in-building public assistance. It is no longer available for use for community group meetings. Staff reached out to groups with existing reservations to let them know, including groups scheduled for the duration of the Governor's Stay-At-Home Order until June 10<sup>th</sup>. **Adjusted Schedule: Town Office Public Hours- Monday through Thursday-9:00 AM to 3:00 PM; Friday-Staff Telework Day.**

**Visitor Center** in Town (operated by Prince William County) is currently closed until further notice.

**Mill House Museum** (operated by the Occoquan Historical Society) is currently closed until further notice.

**River Mill Park** remains open during normal park hours (7:00 AM to 7:00 PM).

**River Mill Park Restrooms** are currently closed to the public.

**Mamie Davis Park** remains open during normal park hours (7:00 AM to 7:00 PM).

## Events

**May 5<sup>th</sup> Town Elections:** Town elections were postponed to **Tuesday, May 19<sup>th</sup>**, following an executive order from the governor. The Prince William County Office of Elections strongly encouraged absentee voting due to the COVID-19 pandemic. Absentee ballots had to be requested by 5:00 PM on Tuesday, May 12<sup>th</sup>, and had to be received by the Office of Elections by 7:00 PM on Tuesday, May 19<sup>th</sup>. Town staff worked with PWC Elections staff on the logistics of the Town election. Voting hours took place between 6:00 AM to 7:00 PM, and social distancing measures were implemented. Visit <https://www.elections.virginia.gov/citizen-portal/> or <https://www.pwcgov.org/government/dept/vote/Pages/default.aspx> for additional information.

**The Occoquan RiverFest & Craft Show** will be held 9/26 and 9/27 (originally the dates for the Fall Craft Show). This event will include an Artisan's Walk, Vendor Marketplace, along with activities such as live entertainment, food courts, and a beer garden. Vendors that applied and were accepted into the June event had the option to defer their spring payment and be transferred to the fall event. Vendors not wishing to participate in the fall show had their fees refunded via check. Staff continues working on the logistics for making this change.

**Discover Occoquan** will be moved from May 16<sup>th</sup> to August.

## General Resources

### Prince William County

- <https://emergency.pwcgov.org/>

### Northern Virginia Region

- <https://www.coronavirus-novaregion.org/>
- Dashboard: <https://www.novaregiondashboard.com/coronavirus>

### Centers for Disease Control and Prevention (CDC)

- COVID-19 Website: <https://www.cdc.gov/coronavirus/2019-ncov/>
- Health Alert Network (HAN): <https://emergency.cdc.gov/han/2020.asp>

### General Information-Avoiding Risks Associated with COVID-19

- Erin Bromage- Comparative Immunologist and Professor of Biology (specializing in Immunology) at the University of Massachusetts Dartmouth. <https://www.erinbromage.com/post/the-risks-know-them-avoid-them>

**The Occoquan Marketplace is up and running on Facebook. This is a group where you can view and purchase items from Occoquan merchants, all from your comfort of your couch.**

- <https://www.facebook.com/groups/shopoccoquan/>

**A space for those who live and work in Occoquan to organize and provide support to others within our community during the COVID-19 pandemic.**

- [https://www.facebook.com/groups/1234263820271838/?fref=gs&dti=2356079957&hc\\_location=group](https://www.facebook.com/groups/1234263820271838/?fref=gs&dti=2356079957&hc_location=group)

# Suggested itemized expenses to track for CARES Act reimbursements

VML staff have identified potential categories of expenses that may be eligible for reimbursement under some of the recently passed federal legislation. While this is not an official list, it may prove useful as you consider what expenses to track in response to the COVID-19 pandemic. This tracking should begin as of March 1.

New or enhanced expenses local governments are experiencing with the shutdown and the attendant requirements for additional health-related operating issues, include (but are not limited to) the following:



- PPE for first responders that they're not getting from federal stockpile
- PPE for other staff who deal with the public or with facility populations – CPS, APS staff, jail staff, or day care if any are operating /helping with day care operations for essential personnel
- Overtime for first responders and other essential personnel
- Costs for water treatment staff/facilities for extra cleaning and health-related protection for workers
- Any extra training for staff to take over for other essential personnel in case of illness – e.g. water treatment facilities or other utility type of services
- Health/facility cleaning and other health-related provisions for jail populations and staff
- Cleaning/health measures for municipal buildings still being used by essential staff
- Cleaning/health measures for schools
- Cleaning and health protection measures for public transit staff and riders as well as extra deep cleaning of buses
- Voting – sanitation planning and measures for in-person voting
- Voting – mail-in election costs
- Homeless sheltering costs (finding additional shelter space to allow for social distancing or using hotels to help keep people safer), extra cleaning and sanitation measures to help protect vulnerable populations
- Funding for CSBs to help them with sanitation/health protection for front-line workers and vulnerable populations
- IT costs for local staff to enable them to work remotely (equipment and overtime staffing to get everyone what they need and keep them going)
- Costs related to setting up and staffing citizen information call-in centers or response centers
- IT costs for schools who are able to give laptops to staff and students; IT staffing and overtime as a result of these efforts
- Internet-related costs to keep staff and students connected if provider doesn't allow free access
- Continued health insurance for furloughed employees
- Fees/costs for utilities (e.g., water, sewer) not paid by consumers during the pandemic because they can't afford to pay.
- Locality costs for setting up testing stations - such as site prep and traffic control
- Expenses occurring by economic development staff in assisting local businesses
- Signage and other nontraditional extra public information costs
- Extra child care costs for essential personnel

**Coronavirus Relief Fund**  
**Guidance for State, Territorial, Local, and Tribal Governments**  
**April 22, 2020**

The purpose of this document is to provide guidance to recipients of the funding available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”). The CARES Act established the Coronavirus Relief Fund (the “Fund”) and appropriated \$150 billion to the Fund. Under the CARES Act, the Fund is to be used to make payments for specified uses to States and certain local governments; the District of Columbia and U.S. Territories (consisting of the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands); and Tribal governments.

The CARES Act provides that payments from the Fund may only be used to cover costs that—

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.<sup>1</sup>

The guidance that follows sets forth the Department of the Treasury’s interpretation of these limitations on the permissible use of Fund payments.

***Necessary expenditures incurred due to the public health emergency***

The requirement that expenditures be incurred “due to” the public health emergency means that expenditures must be used for actions taken to respond to the public health emergency. These may include expenditures incurred to allow the State, territorial, local, or Tribal government to respond directly to the emergency, such as by addressing medical or public health needs, as well as expenditures incurred to respond to second-order effects of the emergency, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19-related business closures.

Funds may not be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments.

The statute also specifies that expenditures using Fund payments must be “necessary.” The Department of the Treasury understands this term broadly to mean that the expenditure is reasonably necessary for its intended use in the reasonable judgment of the government officials responsible for spending Fund payments.

***Costs not accounted for in the budget most recently approved as of March 27, 2020***

The CARES Act also requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. A cost meets this requirement if either (a) the cost cannot lawfully be funded using a line item, allotment, or allocation within that budget *or* (b) the cost

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<sup>1</sup> See Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act.

is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation.

The “most recently approved” budget refers to the enacted budget for the relevant fiscal period for the particular government, without taking into account subsequent supplemental appropriations enacted or other budgetary adjustments made by that government in response to the COVID-19 public health emergency. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.

***Costs incurred during the period that begins on March 1, 2020, and ends on December 30, 2020***

A cost is “incurred” when the responsible unit of government has expended funds to cover the cost.

***Nonexclusive examples of eligible expenditures***

Eligible expenditures include, but are not limited to, payment for:

1. Medical expenses such as:
  - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
  - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
  - Costs of providing COVID-19 testing, including serological testing.
  - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
  - Expenses for establishing and operating public telemedicine capabilities for COVID-19-related treatment.
2. Public health expenses such as:
  - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
  - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
  - Expenses for disinfection of public areas and other facilities, *e.g.*, nursing homes, in response to the COVID-19 public health emergency.
  - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
  - Expenses for public safety measures undertaken in response to COVID-19.
  - Expenses for quarantining individuals.
3. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:
  - Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
  - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
  - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
  - Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
  - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
  - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:
  - Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
  - Expenditures related to a State, territorial, local, or Tribal government payroll support program.
  - Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.
6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.

***Nonexclusive examples of ineligible expenditures<sup>2</sup>***

The following is a list of examples of costs that would *not* be eligible expenditures of payments from the Fund.

1. Expenses for the State share of Medicaid.<sup>3</sup>
2. Damages covered by insurance.
3. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

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<sup>2</sup> In addition, pursuant to section 5001(b) of the CARES Act, payments from the Fund may not be expended for an elective abortion or on research in which a human embryo is destroyed, discarded, or knowingly subjected to risk of injury or death. The prohibition on payment for abortions does not apply to an abortion if the pregnancy is the result of an act of rape or incest; or in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself, that would, as certified by a physician, place the woman in danger of death unless an abortion is performed.

Furthermore, no government which receives payments from the Fund may discriminate against a health care entity on the basis that the entity does not provide, pay for, provide coverage of, or refer for abortions.

<sup>3</sup> See 42 C.F.R. § 433.51 and 45 C.F.R. § 75.306.

4. Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.
5. Reimbursement to donors for donated items or services.
6. Workforce bonuses other than hazard pay or overtime.
7. Severance pay.
8. Legal settlements.

# Appendix C - Frequently Asked Questions

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*The content below was provided by the US Department of the Treasury.*

## **Coronavirus Relief Fund Frequently Asked Questions April 22, 2020**

### ***Do governments have to return unspent funds to Treasury?***

Yes. Section 601(f)(2) of the Social Security Act, as added by section 5001(a) of the CARES Act, provides for recoupment by the Inspector General of the Department of the Treasury of amounts received from the Coronavirus Relief Fund (the “Fund”) that have not been used in a manner consistent with section 601(d) of the Social Security Act. If a government has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the Department of the Treasury.

### ***May a State receiving a payment transfer funds to a local government?***

Yes, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act. Such funds would be subject to recoupment by the Treasury Inspector General if they have not been used in a manner consistent with section 601(d) of the Social Security Act.

### ***May governments retain assets purchased with these funds?***

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds provided by section 601(d) of the Social Security Act.

### ***What records must be kept by governments receiving payment?***

A government should keep records sufficient to demonstrate that the amount of Fund payments to the government has been used in accordance with section 601(d) of the Social Security Act.

**Coronavirus Relief Fund  
Frequently Asked Questions  
Updated as of May 4, 2020**

The following answers to frequently asked questions supplement Treasury’s Coronavirus Relief Fund (“Fund”) Guidance for State, Territorial, Local, and Tribal Governments, dated April 22, 2020, (“Guidance”).<sup>1</sup> Amounts paid from the Fund are subject to the restrictions outlined in the Guidance and set forth in section 601(d) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”).

**Eligible Expenditures**

*Are governments required to submit proposed expenditures to Treasury for approval?*

No. Governments are responsible for making determinations as to what expenditures are necessary due to the public health emergency with respect to COVID-19 and do not need to submit any proposed expenditures to Treasury.

*The Guidance says that funding can be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. How does a government determine whether payroll expenses for a given employee satisfy the “substantially dedicated” condition?*

The Fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. For this reason, and as a matter of administrative convenience in light of the emergency nature of this program, a State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise.

*The Guidance says that a cost was not accounted for in the most recently approved budget if the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. What would qualify as a “substantially different use” for purposes of the Fund eligibility?*

Costs incurred for a “substantially different use” include, but are not necessarily limited to, costs of personnel and services that were budgeted for in the most recently approved budget but which, due entirely to the COVID-19 public health emergency, have been diverted to substantially different functions. This would include, for example, the costs of redeploying corrections facility staff to enable compliance with COVID-19 public health precautions through work such as enhanced sanitation or enforcing social distancing measures; the costs of redeploying police to support management and enforcement of stay-at-home orders; or the costs of diverting educational support staff or faculty to develop online learning capabilities, such as through providing information technology support that is not part of the staff or faculty’s ordinary responsibilities.

Note that a public function does not become a “substantially different use” merely because it is provided from a different location or through a different manner. For example, although developing online instruction capabilities may be a substantially different use of funds, online instruction itself is not a substantially different use of public funds than classroom instruction.

***May a State receiving a payment transfer funds to a local government?***

Yes, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act. Such funds would be subject to recoupment by the Treasury Department if they have not been used in a manner consistent with section 601(d) of the Social Security Act.

***May a unit of local government receiving a Fund payment transfer funds to another unit of government?***

Yes. For example, a county may transfer funds to a city, town, or school district within the county and a county or city may transfer funds to its State, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, a transfer from a county to a constituent city would not be permissible if the funds were intended to be used simply to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify as an eligible expenditure.

***Is a Fund payment recipient required to transfer funds to a smaller, constituent unit of government within its borders?***

No. For example, a county recipient is not required to transfer funds to smaller cities within the county’s borders.

***Are recipients required to use other federal funds or seek reimbursement under other federal programs before using Fund payments to satisfy eligible expenses?***

No. Recipients may use Fund payments for any expenses eligible under section 601(d) of the Social Security Act outlined in the Guidance. Fund payments are not required to be used as the source of funding of last resort. However, as noted below, recipients may not use payments from the Fund to cover expenditures for which they will receive reimbursement.

***Are there prohibitions on combining a transaction supported with Fund payments with other CARES Act funding or COVID-19 relief Federal funding?***

Recipients will need to consider the applicable restrictions and limitations of such other sources of funding. In addition, expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds, are not eligible uses of Fund payments.

***Are States permitted to use Fund payments to support state unemployment insurance funds generally?***

To the extent that the costs incurred by a state unemployment insurance fund are incurred due to

the COVID-19 public health emergency, a State may use Fund payments to make payments to its respective state unemployment insurance fund, separate and apart from such State's obligation to the unemployment insurance fund as an employer. This will permit States to use Fund payments to prevent expenses related to the public health emergency from causing their state unemployment insurance funds to become insolvent.

***Are recipients permitted to use Fund payments to pay for unemployment insurance costs incurred by the recipient as an employer?***

Yes, Fund payments may be used for unemployment insurance costs incurred by the recipient as an employer (for example, as a reimbursing employer) related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

***The Guidance states that the Fund may support a “broad range of uses” including payroll expenses for several classes of employees whose services are “substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” What are some examples of types of covered employees?***

The Guidance provides examples of broad classes of employees whose payroll expenses would be eligible expenses under the Fund. These classes of employees include public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Payroll and benefit costs associated with public employees who could have been furloughed or otherwise laid off but who were instead repurposed to perform previously unbudgeted functions substantially dedicated to mitigating or responding to the COVID-19 public health emergency are also covered. Other eligible expenditures include payroll and benefit costs of educational support staff or faculty responsible for developing online learning capabilities necessary to continue educational instruction in response to COVID-19-related school closures. Please see the Guidance for a discussion of what is meant by an expense that was not accounted for in the budget most recently approved as of March 27, 2020.

***In some cases, first responders and critical health care workers that contract COVID-19 are eligible for workers' compensation coverage. Is the cost of this expanded workers compensation coverage eligible?***

Increased workers compensation cost to the government due to the COVID-19 public health emergency incurred during the period beginning March 1, 2020, and ending December 30, 2020, is an eligible expense.

***If a recipient would have decommissioned equipment or not renewed a lease on particular office space or equipment but decides to continue to use the equipment or to renew the lease in order to respond to the public health emergency, are the costs associated with continuing to operate the equipment or the ongoing lease payments eligible expenses?***

Yes. To the extent the expenses were previously unbudgeted and are otherwise consistent with section 601(d) of the Social Security Act outlined in the Guidance, such expenses would be eligible.

***May recipients provide stipends to employees for eligible expenses (for example, a stipend to employees to improve telework capabilities) rather than require employees to incur the eligible cost and submit for reimbursement?***

Expenditures paid for with payments from the Fund must be limited to those that are necessary due to the public health emergency. As such, unless the government were to determine that providing assistance in the form of a stipend is an administrative necessity, the government should provide such assistance on a reimbursement basis to ensure as much as possible that funds are used to cover only eligible expenses.

***May Fund payments be used for COVID-19 public health emergency recovery planning?***

Yes. Expenses associated with conducting a recovery planning project or operating a recovery coordination office would be eligible, if the expenses otherwise meet the criteria set forth in section 601(d) of the Social Security Act outlined in the Guidance.

***Are expenses associated with contact tracing eligible?***

Yes, expenses associated with contract tracing are eligible.

***To what extent may a government use Fund payments to support the operations of private hospitals?***

Governments may use Fund payments to support public or private hospitals to the extent that the costs are necessary expenditures incurred due to the COVID-19 public health emergency, but the form such assistance would take may differ. In particular, financial assistance to private hospitals could take the form of a grant or a short-term loan.

***May payments from the Fund be used to assist individuals with enrolling in a government benefit program for those who have been laid off due to COVID-19 and thereby lost health insurance?***

Yes. To the extent that the relevant government official determines that these expenses are necessary and they meet the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance, these expenses are eligible.

***May recipients use Fund payments to facilitate livestock depopulation incurred by producers due to supply chain disruptions?***

Yes, to the extent these efforts are deemed necessary for public health reasons or as a form of economic support as a result of the COVID-19 health emergency.

***Would providing a consumer grant program to prevent eviction and assist in preventing homelessness be considered an eligible expense?***

Yes, assuming that the recipient considers the grants to be a necessary expense incurred due to the COVID-19 public health emergency and the grants meet the other requirements for the use of Fund payments under section 601(d) of the Social Security Act outlined in the Guidance. As a general matter, providing assistance to recipients to enable them to meet property tax

requirements would not be an eligible use of funds, but exceptions may be made in the case of assistance designed to prevent foreclosures.

***May recipients create a “payroll support program” for public employees?***

Use of payments from the Fund to cover payroll or benefits expenses of public employees are limited to those employees whose work duties are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

***May recipients use Fund payments to cover employment and training programs for employees that have been furloughed due to the public health emergency?***

Yes, this would be an eligible expense if the government determined that the costs of such employment and training programs would be necessary due to the public health emergency.

***May recipients use Fund payments to provide emergency financial assistance to individuals and families directly impacted by a loss of income due to the COVID-19 public health emergency?***

Yes, if a government determines such assistance to be a necessary expenditure. Such assistance could include, for example, a program to assist individuals with payment of overdue rent or mortgage payments to avoid eviction or foreclosure or unforeseen financial costs for funerals and other emergency individual needs. Such assistance should be structured in a manner to ensure as much as possible, within the realm of what is administratively feasible, that such assistance is necessary.

***The Guidance provides that eligible expenditures may include expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. What is meant by a “small business,” and is the Guidance intended to refer only to expenditures to cover administrative expenses of such a grant program?***

Governments have discretion to determine what payments are necessary. A program that is aimed at assisting small businesses with the costs of business interruption caused by required closures should be tailored to assist those businesses in need of such assistance. The amount of a grant to a small business to reimburse the costs of business interruption caused by required closures would also be an eligible expenditure under section 601(d) of the Social Security Act, as outlined in the Guidance.

***The Guidance provides that expenses associated with the provision of economic support in connection with the public health emergency, such as expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures, would constitute eligible expenditures of Fund payments. Would such expenditures be eligible in the absence of a stay-at-home order?***

Fund payments may be used for economic support in the absence of a stay-at-home order if such expenditures are determined by the government to be necessary. This may include, for example, a grant program to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 public health emergency.

***May Fund payments be used to assist impacted property owners with the payment of their property taxes?***

Fund payments may not be used for government revenue replacement, including the provision of assistance to meet tax obligations.

***May Fund payments be used to replace foregone utility fees? If not, can Fund payments be used as a direct subsidy payment to all utility account holders?***

Fund payments may not be used for government revenue replacement, including the replacement of unpaid utility fees. Fund payments may be used for subsidy payments to electricity account holders to the extent that the subsidy payments are deemed by the recipient to be necessary expenditures incurred due to the COVID-19 public health emergency and meet the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, if determined to be a necessary expenditure, a government could provide grants to individuals facing economic hardship to allow them to pay their utility fees and thereby continue to receive essential services.

***Could Fund payments be used for capital improvement projects that broadly provide potential economic development in a community?***

In general, no. If capital improvement projects are not necessary expenditures incurred due to the COVID-19 public health emergency, then Fund payments may not be used for such projects.

However, Fund payments may be used for the expenses of, for example, establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity or improve mitigation measures, including related construction costs.

***The Guidance includes workforce bonuses as an example of ineligible expenses but provides that hazard pay would be eligible if otherwise determined to be a necessary expense. Is there a specific definition of “hazard pay”?***

Hazard pay means additional pay for performing hazardous duty or work involving physical hardship, in each case that is related to COVID-19.

***The Guidance provides that ineligible expenditures include “payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” Is this intended to relate only to public employees?***

Yes. This particular nonexclusive example of an ineligible expenditure relates to public employees. A recipient would not be permitted to pay for payroll or benefit expenses of private employees and any financial assistance (such as grants or short-term loans) to private employers are not subject to the restriction that the private employers’ employees must be substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

***May counties pre-pay with CARES Act funds for expenses such as a one or two-year facility lease, such as to house staff hired in response to COVID-19?***

A government should not make prepayments on contracts using payments from the Fund to the extent that doing so would not be consistent with its ordinary course policies and procedures.

## **Questions Related to Administration of Fund Payments**

### ***Do governments have to return unspent funds to Treasury?***

Yes. Section 601(f)(2) of the Social Security Act, as added by section 5001(a) of the CARES Act, provides for recoupment by the Department of the Treasury of amounts received from the Fund that have not been used in a manner consistent with section 601(d) of the Social Security Act. If a government has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the Department of the Treasury.

### ***What records must be kept by governments receiving payment?***

A government should keep records sufficient to demonstrate that the amount of Fund payments to the government has been used in accordance with section 601(d) of the Social Security Act

### ***May recipients deposit Fund payments into interest bearing accounts?***

Yes, provided that if recipients separately invest amounts received from the Fund, they must use the interest earned or other proceeds of these investments only to cover expenditures incurred in accordance with section 601(d) of the Social Security Act and the Guidance on eligible expenses. If a government deposits Fund payments in a government's general account, it may use those funds to meet immediate cash management needs provided that the full amount of the payment is used to cover necessary expenditures. Fund payments are not subject to the Cash Management Improvement Act of 1990, as amended.

### ***May governments retain assets purchased with payments from the Fund?***

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds provided by section 601(d) of the Social Security Act.

### ***What rules apply to the proceeds of disposition or sale of assets acquired using payments from the Fund?***

If such assets are disposed of prior to December 30, 2020, the proceeds would be subject to the restrictions on the eligible use of payments from the Fund provided by section 601(d) of the Social Security Act.

<sup>1</sup> The Guidance is available at: <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>

# Town of Occoquan Small Business Relief Micro-Grant Program

Applications will be accepted for five (5) days, beginning in early June.

To be eligible for a Town of Occoquan Small Business Relief Micro-Grant, applicants must:

- have the principal place of business be in the Town of Occoquan;
- have a current Town of Occoquan business license;
- be current on Town of Occoquan taxes obligations prior to March 1, 2020;
- be a for-profit business;
- have a brick and mortar establishment open for business more 20 hours a week;
- pay rent and utilities;
- been in business since March 1, 2020;
- complete an online application form, certify that all answers are true and accurate, provide a completed W-9 form and financial documentation, certify that business's revenue and projected impact related to COVID-19, and agree to the application's terms and conditions.

## **The following businesses are ineligible:**

- Banks and financial institutions
- Home-based businesses
- Franchise businesses
- Vape and tobacco retailers
- General service businesses that were not impacted by the COVID shutdown

## **Terms and Conditions**

- Money can only be used in Occoquan
- Businesses will need to provide information how funds will be utilized
- Considerations for distribution of funds include gross receipts and square footage
- Businesses will be verified on company size, economic hardship, and good standing with licenses and taxes to maintain eligibility.

## **What is the program?**

- The program is designed to provide immediate financial assistance to Occoquan's small businesses impacted by the COVID-19 pandemic.

# Town of Occoquan Small Business Relief Micro-Grant Program

- The grant program would provide grants of up to \$5,000 to businesses. Businesses may use grants for employee salaries and benefits, and other business capital and operating expenses directly related to the immediate impacts of COVID-19.
- The grant program is funded under the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

## **How will the grant application work?**

- The application will be posted online beginning early June. The application will be open for five (5) business days.
- Applications will be reviewed by a designated review panel.
- In mid-June 2020, all grant applicants will be notified by email whether they are being awarded a grant.
- Grant recipients will be required to sign a Small Business Relief Micro-Grant Agreement that lays out all the terms and conditions to the grant funds.
- All recipients must complete a final report with documentation of grant use and the impact on your business.



**TOWN OF OCCOQUAN**  
**TOWN COUNCIL MEETING**  
Agenda Communication

<b>8. Regular Business</b>	<b>Meeting Date: June 2, 2020</b>
<b>8 B: Request to Expend Funds to Update Town Annex</b>	

**Explanation and Summary:**

This is a request to authorize the Town Police to expend funds to update and modernize the second floor of the Town Annex.

In the Special Meeting held on May 26<sup>th</sup>, the Town Council approved moving the Town Police to the second floor of the Town Annex located at 122 Commerce St. for several reasons including the ability to provide social spacing and distancing related to COVID-19 type concerns. The Town Council advised the Town Police to review the cost requirement and bring the matter to Town Council at the June 2<sup>nd</sup> meeting.

In order to move the police department, the second floor needs to have minor capital improvements and modernization. Specifically, the Town Annex needs to be updated with internet/IT and phone communications as well as arranging to maximize social spacing. The Town Police have received quotes to complete the updates and modernization. The total cost ranges from \$3,500 to \$4,000. Part of the costs related to IT that permits the police to remotely connect to Town Hall and to provide for social distancing are anticipated to be reimbursable with Federal Funds.

The Town Police are requesting authorization to expend an amount up to \$4,000 to upgrade the second floor of the Town Annex.

**Town Manager's Recommendation:**

**Town Chief of Police's Recommendation: Approval.**

**Cost and Financing:**

**Proposed/Suggested Motion:**

"I move to authorize Town Police to expend an amount not to exceed \$4,000 to provide for minor capital improvements and IT costs for the second floor of the Town Annex."

OR

Other action Council deems appropriate