



TOWN OF OCCOQUAN
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Occoquan Town Council
Regular Meeting
July 7, 2020

- 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. Election of Vice Mayor**
- 5. Approval of Minutes**
 - a. May 6, 2020 Regular Business Meeting Minutes
 - b. May 26, 2020 Special Meeting Minutes
- 6. Mayor's Report**
- 7. Councilmember Reports**
- 8. 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
- 9. Regular Business**
 - a. Small Business Relief Micro-Grant Program
 - b. Town Facility Rentals Discussion
- 10. Closed Session**
- 11. Adjournment**

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



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes - DRAFT
Town Hall – 314 Mill Street, Occoquan, VA 22125
Tuesday, May 6, 2020
7:00 p.m.

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

Absent: None

Staff: Kathleen Leidich, Town Manager; Martin Crim, Town Attorney (participated electronically); Adam Linn, Chief of Police; Jason Forman, Town Sergeant; Katy Nicholson, Town Clerk

1. CALL TO ORDER

Mayor Porta called the meeting to order at 7:04 p.m. Councilmembers Dawson and Fithian participated electronically from home due to COVID-19 health concerns.

2. PLEDGE OF ALLEGIANCE

3. CITIZENS' TIME

Ann Meyer, an Occoquan Point resident, said she had lived in the community for 5 ½ years. Approximately two months prior, Ms. Meyer began hearing yelling, profanity, loud music and the sound of furniture moving between the hours of 10:00 p.m. and 6:00 a.m. She attended her March condo association meeting and learned that one of her neighbors had been hearing the same sounds. She said that she and the neighbor had called police and Child Protective Services. She noted that Prince William County police had responded to the calls, and that Occoquan police shared her concern but they usually were not on duty when the problems occurred. She stated that she and her neighbor were frustrated about the situation and that they believed it was a community issue.

Katie Bioty, 472 Overlook Drive, identified herself as Ms. Meyer's concerned neighbor. Ms. Bioty explained that she had lived in her home since 2018 and that three residents moved into an adjacent unit in February 2020. She said she had heard what sounded like bodies hitting walls, children screaming and people yelling. She noted that she also had seen a child alone outside after midnight on numerous occasions and that she was concerned for the child. She also stated that her condo association was slow to act on the situation, and that she had called the police eight times and met with Chief Linn. Ms. Bioty requested that Council strengthen the Town's noise ordinance.

Michelle Lentini, 461 Fortress Way, said she had lived in her home since 2017 and had struggled with loud music and late-night parties in the unit above hers. She noted that she had approached her neighbor about her concerns, but that he seemed to be intoxicated and hostile. She explained that she had called the Prince William County Police Department and that they had told her there was nothing they could do. She stated that she wanted support and protection from the Town.

Councilmember Perkins asked how the condo associations had handled these situations. Ms. Bioty responded that she and Ms. Meyer had attended a condo association meeting in March and had written 30 complaints to the association. She said the management company and condo association had not been responsive until she hired an attorney. She added that the condo association would be holding a hearing with the owner later in the week and that she would pursue further action if the hearing did not yield positive results.

Councilmember Holloway asked if the owner of the unit in question lived outside of Town. Ms. Bioty responded yes.

Councilmember Fithian asked if Child Protective Services had responded to the situation. Chief Linn responded that he had spoken with Child Protective Services about the matter earlier that day.

Chief Linn noted the distinction between the Barrington Point Condo Association (Ms. Lentini's association) and the Occoquan Point Condo Association (Ms. Meyer's and Ms. Bioty's association). Mayor Porta added that there also was a distinction between Town versus condo association issues, and that while the Town could not enforce most condo covenants, it could act on the noise issue.

Councilmember Holloway asked whether there was video evidence of the problems. Chief Linn responded that there was video evidence, and that police had witnessed the problems.

Mayor Porta asked about the penalty for violations of the proposed noise ordinance. Mr. Crim responded that noise ordinance violations were Class 2 misdemeanors, punishable by up to six months in jail and up to a \$1,000.00 fine.

Councilmember Holloway asked whether the proposed noise ordinance would apply to loud vehicles, as she was aware of drag racers in Town. Mr. Crim responded that the ordinance would apply to loud vehicles.

Mayor Porta noted that he would like to adopt the ordinance immediately, but the Town likely would need to make some future adjustments.

Vice Mayor Sivigny asked whether the proposed ordinance would address the concerns of the residents who had spoken. Mr. Crim responded yes.

Councilmember Fithian noted that she was concerned about residents having to put up with this type of behavior, and she was particularly worried about the child involved. She asked Chief Linn to follow up on the matter with Council. Ms. Bioty stated that Chief Linn had been responsive, but the neighbors often would leave before the police arrived.

Mayor Porta asked Council for unanimous consent to add an item to the agenda regarding the Town's noise ordinance. No objections.

Motion to adopt Ordinance #O-2020-03 An Ordinance to Repeal and Replace Town Code 92.02 Generally Relating to Noise:

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 staff to certify the posting of the ordinance. He asked if the ordinance would be effective once it was posted. Mr. Crim responded that the Town could not impose a penalty until the ordinance had been posted for 30 days. Mayor Porta said he understood this to mean that the Town could impose a penalty after 30 days for anyone cited within the 30-day period. He asked Ms. Meyer, Ms. Bioty and Ms. Lentini to meet with Chief Linn regarding the implementation of the new ordinance.

Mayor Porta requested Council's unanimous consent to address the Budget Work Session item next on the agenda. No objections.

9. FY 2021 Budget Work Session

a. Consideration/Action FY 2021 Budget to be Advertised

Mayor Porta asked Ms. Leidich to correct two minor typos on the budget announcement, and to make two clarifications to the supporting documents.

Mayor Porta recommended that Council consider whether to lower the Town real estate tax rate slightly (from 12 cents to 11.7161 cents per \$100.00) in order to keep residents' tax bills the same as the previous year, as assessments had increased. He noted that Council could advertise the current rate of 12 cents per \$100.00 and would have the option of adopting the lower tax rate. He added that this would be a gesture of good will toward Town residents in response to the financial difficulties imposed by the COVID-19 pandemic, and that it would mean a \$4,000.00 to \$5,000.00 total loss of revenue for the Town.

Mayor Porta stated that he thought the Town had a Facilities Maintenance issue, and that he was uncomfortable decreasing this budget line significantly. He noted that the Town might want to modify the amount of funding allocated to a timed parking system versus Facilities Maintenance, and the Town could investigate timed parking at a later time.

Motion to authorize staff to advertise the proposed budget and tax rates with corrections:

Moved by Vice Mayor Sivigny; 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 requested Council's unanimous consent to address the Drone item next on the agenda. He explained that Councilmember Fithian needed to leave the meeting early and wanted to be involved in this discussion. No objections.

8. REGULAR BUSINESS

a. Drone usage

Councilmember Fithian said she had heard from a resident who was almost hit by a drone while walking in River Mill Park. This resident suggested designating a location in the park for drone take-offs and landings. Councilmember Fithian said she knew the park already had quite a few regulations but she hoped Council could develop a solution for this problem.

Mayor Porta noted that he did not want to add many more regulations on activity at River Mill Park, but he thought drone safety was an issue and the take-off and landing location designation made sense.

Councilmember Holloway said she knew of three licensed drone pilots in Town. She agreed that River Mill Park had a lot of regulations, but noted that regardless of where drones took off or landed, they could hit people. She added that the drone pilots she had spoken with did

not think a designated take-off and landing location would prevent these problems, and that a lot of parks disallowed drones for that reason.

Mayor Porta said he thought more people were coming to Town to fly drones due to COVID-19 restrictions. He asked whether the Town could prohibit drones flying over the park. Councilmember Holloway responded that the Town could not control airspace, but it could regulate take-off and landing activity.

Councilmember Perkins asked where the licensed drone pilots in Town took off and landed. Councilmember Holloway responded that they usually took off and landed in River Mill Park and across the footbridge. She added that it was technically illegal to fly drones over people, but that this rule generally was not enforced.

Councilmember Perkins noted that River Mill Park was a small park and that he did not think drones should be taking off and landing in the park outside of special events. Mayor Porta responded that people could take off and land in other areas in Town, so this would not be a major inconvenience for drone operators. Councilmember Holloway noted that all Federal and Virginia state parks had similar rules.

Mayor Porta asked about the issue of it being illegal to fly drones over people. Mr. Crim responded that this was a difficult rule to enforce, as it was often difficult to identify the pilot and the airspace was controlled by the Federal Aviation Administration.

Mayor Porta asked whether the Town needed to adopt an ordinance to prohibit drone take-offs and landings in Town parks. Mr. Crim responded that he would need to look into this. Mayor Porta said in the interim, he would ask Chief Linn to ask drone operators to take off and land elsewhere.

Motion to ban drone take-offs and landings in any Town park:

Moved by Councilmember Fithian; seconded by Councilmember Holloway.

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

Nays: None.

2. APPROVAL OF MINUTES

a. March 4, 2020 Regular Business Meeting Minutes

Moved by Councilmember Perkins; seconded by Councilmember Holloway.

Motion **passed** unanimously by voice vote.

b. March 17, 2020 Work Session Minutes

Moved by Councilmember Perkins; seconded by Vice Mayor Sivigny.

Motion **passed** unanimously by voice vote.

3. MAYOR'S REPORT

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

- April 9: Attended a virtual presentation by Sentara Hospital on the COVID-19 pandemic.

- April 14: Participated in a virtual presentation of the Occoquan Peep Show contest winners.
- April 15: Participated in a virtual meeting for local officials with Congressman Gerry Connolly.
- April 16: Participated in a virtual meeting for local officials with Senator Tim Kaine.
- April 17: Attended a virtual meeting with Events and Community Development Director Julie Little and the leadership of the Occoquan Merchants Guild.
- April 24: Attended a virtual meeting with the Phelps and Lynn families, Prince William County Supervisor Kenny Boddye, and officials from Prince William County and the Virginia Department of Transportation (VDOT) regarding flooding on Tanyard Hill Road. Followed up with another meeting with Supervisor Boddye and VDOT officials on April 30. Mayor Porta said that VDOT planned to resolve the flooding issue by fixing ditches along the road.

Mayor Porta noted that if there were no objections, he would like to hold another food drive the following weekend. No objections.

Mayor Porta also mentioned that he had been contacted by Dave Brickley, a former member of the Virginia General Assembly and former state Secretary of Conservation and Recreation. Mayor Porta explained that Mr. Brickley wanted to place markings along the Potomac National Scenic Heritage Trail, which cut through the Town. Mr. Brickley also asked the Town to pass a resolution endorsing the continuation of the trail. Mayor Porta noted that this could provide an opportunity to promote the Town as a trail junction.

Mayor Porta asked Council how they felt about organizing a community cleanup, dependent on the status of Governor Northam's stay-at-home order. He added that he had spoken with Ms. Little about the idea, and that she thought the event could incorporate safe social distancing.

Mayor Porta asked Council for their thoughts about reopening the River Mill Park restrooms. He explained that he had been contacted by property owners who were having a problem with the public using a port-a-john on their construction site. He noted that Governor Northam's stay-at-home order was expected to be modified starting May 15 and that the restrooms likely were a more hygienic option than the port-a-john.

Councilmember Holloway asked whether there were air dryers or paper towels in the restrooms. Ms. Leidich responded that there were paper towels. Councilmember Holloway asked if there was hot water in the restrooms. Ms. Leidich responded yes.

Ms. Leidich noted that Prince William County had closed all of its park restrooms. Councilmember Holloway expressed concern that additional people might be encouraged to come to River Mill Park if it was the only nearby park with open restrooms. She added that the property owners could put a lock on their port-a-john.

Mayor Porta said he had not noticed many more people in the park than usual. Councilmember Holloway responded that she had noticed an increase in people fishing. Mayor Porta and Councilmember Perkins said the closure of the restrooms likely was not a problem for most Town residents, who could use their own bathrooms. Councilmember Holloway said she would be more comfortable with reopening the restrooms in June.

Vice Mayor Sivigny asked about Prince William County's decision to close all of its park restrooms. Mayor Porta responded that this had been part of the County's decision to close all park facilities.

Councilmember Perkins noted that Occoquan Regional Park was a good example of the reasoning behind closing these facilities, because people often congregated there for picnics and other outings. Mayor Porta added that the decision also was intended to protect park employees. Councilmember Holloway also expressed concerns about the County's infection and death rates. Mayor Porta said he would let the concerned property owners know that the Town would reevaluate this issue on a bi-weekly basis.

4. COUNCILMEMBER REPORTS

None.

5. STAFF REPORTS

a. Town Attorney

No discussion.

b. Town Engineer

The meeting agenda included a written report from the Town Engineer.
No further discussion.

c. Building Official

The meeting agenda included a written report from the Building Official.
No further discussion.

d. Zoning Administrator

The meeting agenda included a written report from the Zoning Administrator.
No further discussion.

e. Town Treasurer

The meeting agenda included a written report from the Town Treasurer.
Mayor Porta asked Ms. Dellinger to correct a problem with the formula in the Profit/Loss report for the Capital Improvement Plan.

f. Chief of Police

The meeting agenda included a written report from the Chief of Police.
Chief Linn noted that he had provided a report on Police Department volunteer hours.

Councilmember Perkins said he was impressed by the amount of volunteer work the Police Department had contributed to the Town. He added that this volunteer time demonstrated the Police Department's dedication to the Town, and noted that he would like to formally thank those involved.

Mayor Porta agreed with Councilmember Perkins, and also thanked Vice Mayor Sivigny for his longtime support for the Police Department. He added that Council would need to

discuss the leveraging of the Police Department for maintenance issues, and whether that was a sustainable solution.

Councilmember Fithian said she appreciated the Police Department's renovations in the lower level of Town Hall.

Councilmember Holloway asked whether Chief Linn had noticed a change in the amount of mischievous activity in Town. Chief Linn responded that he had noticed a decrease in this type of activity, which he attributed to the weather and increased police visibility.

Councilmember Fithian noted that she had noticed people fishing from the bridge, and asked whether it was appropriate for council members to approach people who were breaking the rules. Mayor Porta responded that any citizen could do so at their own discretion.

g. Public Works

No discussion.

h. Events and Community Development Director

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

Mayor Porta said he had spoken with Ms. Little and that they would be determining how to address communications regarding Phase 1 of the Governor's reopening plan.

Councilmember Holloway lauded Ms. Little's collaboration with local merchants on the Occoquan Marketplace. She noted that the Facebook page had been very successful in bringing business to Town merchants during the pandemic.

i. Boards and Commissions

No discussion.

j. Town Manager

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

Ms. Leidich noted that the contractor was expected to resume work on the ramp once the Town received its building permit from Prince William County, which was expected to be May 15. She explained that the ramp had been fabricated and was ready for installation.

Councilmember Holloway asked how Council wanted to address fishing in the area surrounding the kayak ramp. Mayor Porta responded that the ramp would cover most of the area under the Route 123 bridge, and that he expected there would be a need for enforcement due to occasional issues.

Vice Mayor Sivigny said he recommended that the Town prohibit fishing altogether in that area. Councilmember Holloway agreed, noting that there would not be much space for fishing once the ramp was installed anyway. Councilmember Perkins agreed that this would mitigate potential enforcement and maintenance issues, and that the Town would need to install signage prohibiting fishing.

Mayor Porta noted that maintenance likely would be an issue either way, and that staff would need to check the area daily. Councilmember Perkins said he thought the police also would need to check the area regularly. Mayor Porta noted that a security camera also would serve as a deterrent, and asked Chief Linn to investigate this option.

Councilmember Holloway noted that she periodically cleaned the area under the Route 123 bridge and that she always found a significant amount of fishing-related trash. She added that she would continue to perform her clean-ups of the area.

Motion to prohibit fishing under the Route 123 bridge:

Moved by Councilmember Holloway; seconded by Councilmember Perkins.

Motion **passed** unanimously by voice vote.

Note: Councilmember Fithian left the meeting prior to this vote.

Councilmember Holloway asked about the status of several vehicles that had been left under the Route 123 bridge for significant periods of time. Mayor Porta responded that Chief Linn was working with Mr. Crim to address the situation. Chief Linn added that he was aware of the situation and that he planned to post warning notices on the vehicles prior to having them towed. Mayor Porta added that some of the vehicle owners who were Town residents had been asked to move their vehicles periodically to show that they were not abandoned.

Vice Mayor Sivigny asked whether the Virginia Department of Transportation (VDOT) would fix the crowning of the street that was contributing to the spring leak at the end of Mill Street. Ms. Leidich responded that this would be addressed when VDOT repaved the street.

Mayor Porta noted that the crowning was one of several problems contributing to the water issue. He asked Ms. Leidich to find out when VDOT planned to repave the street. Ms. Leidich responded VDOT had indicated they would repave the street in 2022 or 2023. Mayor Porta asked Ms. Leidich to follow up with VDOT on this. Councilmember Porta asked Ms. Leidich to also confirm that VDOT would resolve the crowning problem.

Vice Mayor Sivigny asked about the status of a letter that was to be sent to two residents who were in violation of the Town's Sign Ordinance. Mayor Porta said he would send the letter later in the week.

Mayor Porta said VDOT had inquired about the status of the Town's restriping plan. Ms. Leidich responded that the Town Engineer was working on the plan and that she would follow up with VDOT.

Mayor Porta requested unanimous consent to add to the agenda an request for tree removal. No objections.

Motion to authorize up to \$1,200.00 to complete the cut-up and removal of a fallen tree at the entrance of River Mill Park:

Moved by Councilmember Perkins; seconded by Councilmember Holloway.

Motion **passed** unanimously by voice vote.

Note: Councilmember Fithian left the meeting prior to this vote.

6. REGULAR BUSINESS

a. Discussion of Maintenance Issues

Mayor Porta said Council would need to determine how to sustain the amount of maintenance the Police Department had accomplished through volunteer work. He added that he thought the Town had not looked good recently.

Ms. Leidich said an electrician was working on improving the wiring in the maintenance annex, and that a plumber had installed an exterior faucet to help with grounds maintenance. She noted that she was working on having gutters installed in Town buildings. She also explained that staff had instituted a Saturday garbage pickup and put out additional temporary trash cans to alleviate the recent trash issues.

Councilmember Perkins said he wanted to ensure that the Town's maintenance plan was organized. He added that he would like to use budget surpluses to strengthen the Town's maintenance program.

Mayor Porta noted that Ms. Leidich had provided Council with a maintenance checklist, but he thought the list needed to be more specific. Ms. Leidich responded that she would work more closely with the Maintenance Department now that the clerk and treasurer had been onboarded.

Mayor Porta said he had noticed that the water drainage pipe at the end of Mill Street had been broken for many days at a time, and that this would need better attention. Councilmember Perkins suggested that the Maintenance Department needed a weekly checklist and regular check-ins from Ms. Leidich. Mayor Porta noted that the Maintenance Department may need supervision in the field and that the Town could not rely on the Police Department for regular maintenance needs.

Councilmember Perkins suggested that better organization of the maintenance annex might help to improve the performance of the Maintenance Department. He asked Ms. Leidich to follow up with a plan to increase supervision.

Mayor Porta noted that Town maintenance had been a problem for years and that it was a systemic issue. He added that if the police officers who were skilled in maintenance would be willing to shift some of their hours, this could help with the situation. He asked Chief Linn and Ms. Leidich to speak with the officers about this option.

Mayor Porta noted that he would like Ms. Leidich to come back to Council with a recommendation for the Town's kayak rack.

Councilmember Perkins said he had noticed 50 to 100 loose sidewalk bricks, and that he was under the impression that they were going to be marked and replaced. Ms. Leidich responded that staff would perform a "search and repair" process in the summer. She invited Council to let her know if they noticed any bricks in need of repair. Councilmember Perkins said he wanted staff to develop guidelines and a schedule for brick repair. Councilmember Dawson noted that the bricks and curb in front of 313 Mill Street needed replacement.

Mayor Porta said the pandemic-related decrease in foot traffic created an opportunity to catch up on maintenance projects. He added that improving the Town’s appearance could boost residents’ spirits.

Councilmember Perkins said he would like the small storage building at the corner of Mill and Union streets to look more attractive. He also mentioned a stump at the same intersection. He noted that he would like to establish annual spring and fall Town cleanup days. Mayor Porta responded that Friends of the Occoquan usually held a spring cleanup, but the Town could hold a more targeted event and provide the necessary tools and materials. He added that he would follow up on this with the Events and Community Development Director.

b. Decision on whether to hold May 19, 2020 Work Session

Motion to cancel May 19, 2020 Work Session:

Moved by Councilmember Holloway; seconded by Vice Mayor Sivigny.

Motion **passed** unanimously by voice vote.

Note: Councilmember Fithian left the meeting prior to this vote.

7. ADJOURNMENT

The meeting was adjourned at 9:29 p.m.

Katy Nicholson
Town Clerk



OCCOQUAN TOWN COUNCIL
Special Meeting Minutes - DRAFT
Town Hall – 314 Mill Street, Occoquan, VA 22125
Tuesday, May 26, 2020
7:00 p.m.

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

Absent: None

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

1. CALL TO ORDER

Mayor Porta called the meeting to order at 7:01 p.m. Councilmembers Fithian and Perkins participated electronically from home due to COVID-19 health concerns.

2. REGULAR BUSINESS

a. Preparation for Potential Partial Re-Openings After May 29

Mayor Porta noted that Governor Northam had indicated that Northern Virginia would be permitted to implement Phase One of the COVID-19 reopening plan on May 29. Mayor Porta also explained that there was a pending order from the Governor requiring the wearing of masks in indoor public spaces. He added that enforcement would be conducted by the Health Department and that there would not be any criminal penalties. He anticipated that the Town would receive complaints about individuals not wearing masks, and he suggested that Chief Linn handle such situations by speaking with the business owners in question and ensuring that they were aware of the mandate. If any businesses continued to ignore the mask order, Mayor Porta suggested that Chief Linn report them to the Health Department.

Chief Linn responded that the Health Department's hours of operation were limited, but he agreed with Mayor Porta's suggestions.

Councilmember Perkins said he wanted to ensure that any business owners in violation of the mask order would have a chance to rectify the situation before being reported to the Health Department. Mayor Porta confirmed that the first step would be for Chief Linn to speak with the business owners and educate them about the requirements. He added that Chief Linn would only call the Health Department if such business owners continued to violate the Governor's order.

Vice Mayor Sivigny said he thought any Town officials who received such complaints should respond by explaining that the Police Department could not enforce the mask order, and that concerned individuals should contact the business owner and/or the Health Department. He added that he did not think the police should be responsible for following up on all complaints, as the department was not responsible for enforcement. Mayor Porta said he agreed, but that response might not be sufficient for everyone. He added that he did not want any business owners to think that the Town would ignore violations.

Councilmember Fithian asked whether the mask requirement applied to Town Hall. Mayor Porta responded that it did not apply to government buildings. Councilmember Fithian noted that some government facilities required masks.

Mayor Porta said he had confidentially solicited the opinions of all Town staff members, and that they were unanimously opposed to being required to wear face masks at all times. He added that staff had told him they preferred to wear masks in larger group settings and when they were working closely together. He noted that the Town could impose a mask requirement on visitors to Town Hall, and that there were walls between staff members and a window separating staff from the public.

Councilmember Fithian said she wanted to ensure that staff wore masks when meeting with the public outside of the customer service window. Mayor Porta asked whether staff members met with the public on the other side of the customer service window. Ms. Leidich responded yes, with physical spacing.

Chief Linn noted that the mask mandate applied to state and local government buildings in areas where the public accessed services. Mayor Porta asked Ms. Leidich to make it clear to staff that they would need to wear a face covering when meeting with the public outside of the customer service window.

Councilmember Fithian said she wanted to ensure that Council and staff wore face coverings in public, in order to model appropriate behavior. Mayor Porta said he had observed other Councilmembers wearing masks in public. Councilmember Fithian said she had seen Town staff outside without face coverings. Mayor Porta responded that face coverings were not required outdoors. Councilmember Fithian said she was asking for Council and staff to abide by the same rules that everyone in Town was required to follow. Councilmember Holloway requested that staff ensure that they adhered to the rules.

Councilmember Fithian asked if the mask mandate applied to Council meetings. Mayor Porta responded yes. Councilmember Holloway added that most people in the meeting were wearing face coverings. Councilmember Fithian said she wanted to ensure that everyone kept their masks on their faces, including when they were speaking. She asked when the order would take effect. Mayor Porta responded that the order had not been issued yet, and that he was not sure that it would cover situations in which Councilmembers were speaking.

b. Form for Expanded Outdoor Seating Capacity

Mayor Porta explained that Governor Northam had announced that he would be allowing temporary expanded outdoor seating for restaurants. Mayor Porta noted that he wanted the Town to be prepared to offer this option, and to process applications quickly. Ms. Leidich provided Council with a draft Temporary Outside Dining Area Application form.

Mayor Porta asked if the restaurants' diagrams of their temporary outdoor dining areas could be hand-drawn. Ms. Leidich responded yes.

Mayor Porta asked whether the application complied with the state's requirements. Ms. Leidich responded yes, and that the draft application form was based on Culpeper's form.

Mayor Porta asked if the application could be turned around by Town staff within one day. Ms. Leidich responded yes, assuming that the application was complete. Mayor Porta asked

whether the form needed to be sent to the Zoning Administrator. Ms. Leidich responded no. Mayor Porta noted that he wanted the Town's approval process to be quick, as restaurants also would need approval from the Virginia Alcoholic Beverage Control Authority.

Councilmember Holloway asked whether staff would visit the proposed outdoor dining sites before approving the requests. Ms. Leidich responded that she would visit the sites if the diagrams were not straightforward. Mayor Porta suggested that Ms. Leidich send other staff members or Councilmembers to review the sites if she was not available.

Ms. Leidich explained that the application required her own signature, as well as those of the Events and Community Development Director and the Chief of Police. Mayor Porta said he hoped one signature would suffice, and that he would confirm this with the Town Attorney.

Vice Mayor Sivigny asked whether the Temporary Expanded Outdoor Dining Policy applied only to new outdoor dining areas. Councilmember Dawson responded that it applied to new and expanded outdoor dining areas.

Mayor Porta asked whether Council was willing to block off parking spaces for expanded outdoor restaurant seating. He explained that Manassas already had been closing off small side streets between restaurants for this purpose, but Occoquan did not have any streets that it could close, and blocking sidewalks would create legal issues. He said he already had spoken to several restaurant owners who were not interested in using Town parking spaces for outdoor seating. He suggested that he and staff reach out to the remaining restaurants to find out if any of them were interested in using parking spaces for outdoor seating.

Vice Mayor Sivigny asked whether the Town could close alleys for outdoor seating. Mayor Porta responded yes, as long as residents of the alleys could enter and exit.

Councilmember Perkins asked whether blocking off parking spaces and alleys could present safety concerns. Chief Linn responded that he would be concerned about letting people sit in parking spaces and alleys without some type of barrier. Mayor Porta agreed that safety was the priority, and suggested that the Town deal with these concerns on a case-by-case basis.

c. Preparation/Information on County Grant Funds for Businesses and Transfer of County Funds to the Town for COVID-19 Expenses

Mayor Porta explained that the Town had received more than \$94,000 in Federal Coronavirus Aid, Relief and Economic Security Act grant funding, and that it had been suggested that some of this funding could be used for microgrants for Town businesses.

Ms. Leidich noted that the Town could establish a microgrant program similar to that of Prince William County. She added that staff already had identified approximately \$6,200.00 in eligible Town expenditures.

Mayor Porta asked whether the Town would use all of the grant funding for reimbursement of eligible expenses. Ms. Leidich responded that this was unlikely, and that there probably would be some grant funding left for a microgrant program. She also noted that staff had been looking into programs that other jurisdictions had established, and that most jurisdictions were still working through the details. She added that Prince William County had posted its microgrant program guidelines online, and that funding needed to be tied to COVID-19 response.

Ms. Leidich said that Ms. Little had researched microgrant programs. Mayor Porta asked Councilmember-elect Jenn Loges whether she had any comments, as she had experience with this subject. Ms. Loges replied that her company was helping other municipalities with their microgrant programs, and that any businesses that had lost at least 25 percent of their revenues due to the pandemic were eligible for grant funding. Mayor Porta asked whether these were grant or loan programs. Ms. Loges responded that some jurisdictions had established loan programs, but grant programs were easier to manage.

Mayor Porta noted that he wanted to ensure that businesses receiving Town microgrant funding also would be eligible for County grant funds. He added that he would like to be able to tell business owners that the Town was considering a microgrant program.

Councilmember Holloway said she would like to address eligible Town expenses, such as cleaning, extra law enforcement hours, personal protective equipment, signage and economic development. Mayor Porta responded that he wanted to be conscientious about spending the grant funding, and that the Town would have been spending money on events anyway, whether or not they were COVID-19-related. He added that it was in the best interest of the Town to help its businesses as much as possible, as meals and business tax revenues were dependent on the success of the businesses. Councilmember Holloway responded that the point in the grant funding was to make the Town whole so it could better absorb any losses. She added that the Town likely would need additional funding for extra cleaning and other safety measures for future events. Chief Linn said he thought the grant funding could help the Town open its public restrooms and increase sanitation measures.

Vice Mayor Sivigny asked if the Town's cleaning company would be eligible for any of the grant funding. Mayor Porta responded that the cleaning company would not be eligible for Town grant money, but that it may be eligible for Paycheck Protection Program loans.

Mayor Porta said he would like to see an estimate of the Town's COVID-19 related expenses through the end of the pandemic. He asked whether there was a time limit for the reimbursement of expenses. Ms. Leidich responded that the expenses needed to be paid by the end of December 2020.

Councilmember Perkins said he would like to start by setting aside a certain amount of grant funding for the Town's microgrant program. He suggested starting with one third of the grant funding. Councilmember Holloway responded that she would prefer to start by setting aside a portion of the grant funding for the Town's pandemic-related expenses through December 2020. Mayor Porta suggested that the Town identify an amount for the microgrant and save the rest for Town COVID-19-related expenses. Councilmember Perkins said he wanted to help Town businesses while handling the Town's finances responsibly.

Councilmember Holloway said she would like to set aside \$30,000 of the grant funding for the microgrant program. Mayor Porta asked if there were any objections to this proposal. Hearing none, he said that he planned to announce that the microgrant program was in development. He asked staff to draft microgrant evaluation criteria for the next meeting.

d. Summer Event Plans

Ms. Little noted that the Town had canceled all in-person public events through June 7. She suggested pivoting from summer Movies and Concerts in the Park to a drive-in concept. She

identified the area under the Route 123 bridge as a potential location, and noted that the type of screen necessary for a drive-in event would be more expensive than the type used for the Movies in the Park events. She added that the event could include the promotion of to-go food from Town restaurants. Mayor Porta responded that he did not know why the Town would hold such an event unless it benefited Town businesses.

Councilmember Perkins said the Town would need to ensure social distancing and safety at its events. He asked whether socially distanced events could take place in the park. Mayor Porta responded that the Town could mark socially distanced spaces in the park.

Ms. Little responded that the Town would need to wait until Phase Two or Three of Governor Northam's reopening plan, and that she did not want to cancel all Town events indefinitely. She added that the Town would need to reopen its public restrooms prior to holding any events in the park.

Mayor Porta asked how many cars could fit under the Route 123 bridge. Ms. Little responded approximately 35, with proper distancing.

Vice Mayor Sivigny asked how the Town would handle restrooms for the proposed drive-in events. Ms. Little responded that she did not think the Town needed to provide restrooms for drive-in events.

Mayor Porta said he liked the idea of drive-in events, but he wanted to know the goal. Ms. Little responded that she did not want to give up on holding Town events and that she wanted to offer an opportunity to bring people out.

Councilmember Fithian noted that approximately 200 drive-in movie theaters across the country were open and were doing great business. Councilmember Holloway responded that those drive-ins were profit-driven enterprises, and that the Town's events would be gestures of goodwill.

Mayor Porta asked if the events would be resident-focused. Ms. Little responded yes. Mayor Porta asked whether staff would check IDs. Ms. Little responded that she did not plan to check IDs, but she would only focus the advertising on residents. Mayor Porta expressed concern about the Town's ability to limit participation to residents. Councilmember Fithian suggested requiring participants to have a Town vehicle decal. Mayor Porta responded that he was not sure that the Town wanted to limit participation to that extent.

Councilmember Perkins asked if there were liability concerns for the Town. Mayor Porta responded that Phase Two of the Governor's reopening plan would limit gatherings to 50 people, and the Town's concerns were related to social distancing.

Councilmember Perkins asked whether everyone at the drive-in movie would be able to see the screen. Ms. Little responded yes.

Councilmember Fithian asked whether the screen would be near the location of the new kayak ramp. Ms. Little responded that it would be closer to Madigans.

Councilmember Holloway asked if the drive-in movie would occur in July or August. Ms. Little responded that the movie would likely take place in August. She added that she planned to hold Discover Occoquan online, and the drive-in event would be a nice capstone.

Councilmember Holloway asked whether the Town would need to close the kayak ramp for the drive-in events. Ms. Little responded that it would only interfere with one evening of kayak ramp use.

Mayor Porta said Council would need to make a decision on the matter, and that this would be a commitment due to the screen rental. Ms. Little responded that the Town needed to cancel the screen rental at least one month in advance.

Ms. Little asked whether Council would like to hold drive-in concerts for the artists she had already booked for Concerts in the Park. Mayor Porta said he would like to do this for artists who were already booked, and that the Town could move the events back to River Mill Park if possible. Council generally agreed that the concerts should be held in the drive-in format.

Ms. Little noted that the screen for the drive-in movies would cost approximately \$2,000.00, while the screen for Movies in the Park cost approximately \$1,600.00. Councilmember Perkins asked when the movie events were scheduled. Ms. Little responded that they had been scheduled for May 1 and August 15. Councilmember Perkins said he would like to hold a movie in the park later in the summer if possible.

Mayor Porta proposed that Council authorize Ms. Little to proceed with the drive-in events concept with the understanding that the events would be moved to River Mill Park if possible. Council agreed with this proposal.

Councilmember Fithian noted that the Town could ask for donations for the events. Mayor Porta responded that the Town was not a nonprofit organization, so people may be less likely to donate. He added that Council could decide on this idea later.

e. Status of Grounds and Maintenance Procedures

Ms. Leidich noted that she had provided maintenance staff with a whiteboard to keep a list of projects. She added that the Maintenance Supervisor's hours had been adjusted to increase coverage on weekends for trash management.

Councilmember Perkins said he had some procedural suggestions to ensure that the Town would get the care it needed. Mayor Porta suggested that Council discuss procedural and personnel items in closed session.

Mayor Porta noted several maintenance items in need of regular attention:

- Empty trash cans
- Repair loose/broken bricks
- Clear leaves and debris from storm drains
- Sweep and remove trash from sidewalks, particularly on the 400 block of Mill Street
- Clean street gutters
- Straighten and paint sign poles
- Remove broken traffic mirrors

Councilmember Holloway said she would like to add the replacement of gas light mantles to the list.

Councilmember Perkins noted that many bricks were in need of repair and several trees were hanging over sidewalks. He also said that a tree had damaged Town Hall and he hoped the Town's storage building at the corner of Mill and Union streets could be beautified.

Vice Mayor Sivigny suggested that staff mount the Poplar Alley/Union Street traffic mirror higher on the pole to prevent it from being damaged. He also suggested that the Town's curbs be painted after craft shows to prevent damage.

Mayor Porta suggested that staff ask property owners for permission for the Town to trim the overhanging trees. Ms. Leidich asked Council to notify her if they noticed any specific locations in need of attention. Councilmember Perkins said the Town's historic markers were in need of cleaning.

Councilmember Holloway asked for an update on the kayak ramp project. Ms. Leidich responded that she expected the project to be completed at the end of June, as the Town had received four comments on the building inspection that needed to be addressed.

3. CLOSED SESSION

Motion to convene in closed session to discuss, as permitted by the Virginia Code Section 2.2-3711(A)(1), a personnel matter involving the performance of all Town employees.

Moved by Vice Mayor Sivigny; seconded by Councilmember Dawson.

Motion **passed** unanimously by voice vote.

Closed session began at 8:28 p.m.

Closed session ended at 9:10 p.m.

Motion to certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in that motion.

Moved by Vice Mayor Sivigny; seconded by Councilmember Holloway.

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

Nays: None.

4. ADJOURNMENT

The meeting was adjourned at 9:20 p.m.

Katy Nicholson
Town Clerk



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TOWN COUNCIL
Earnie W. Porta, Jr., Mayor
Krys Bienia
Cindy Fithian
Laurie Holloway
Jenn Loges
Eliot Perkins

TOWN MANAGER
Kathleen R. Leidich, AICP

TOWN TREASURER
M. Kathleen Dellinger

Town Engineer's Report Town Council Meeting – July 7, 2020

Kayak/Canoe Launch – update from last report

Permit issuance imminent with third-party inspection contract executed, but provisionally approved. Mobilization will commence as soon as third-party inspectors in place and unconditioned building permit issued.

Historic District Parking Exhibit – no change 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 change 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. Notice of Violation for lack of appropriate erosion measures has been issued - Staff will proposing a Stop Work order until issues are corrected. Fence being evaluated by Zoning Administrator, awaiting application for Certificate of Appropriateness.

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
 June 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 TOWN	Building	Pending	C - Alteration/Repair			0.00	\$16,000.00	OCCOQUAN
BLD2019-00547	402 FORTRESS WAY	KITCHEN RENOVATION TO CONDO UNI	Building	Issued	C - Alteration/Repair	07/30/2018		0.00	\$16,000.00	OCCOQUAN
GAS2019-00432	270 GASLIGHT LANDING CT	ALTERATION/REPAIRS TO REPLACE H	Gas	Issued	C - Alteration/Repair	09/20/2018		0.00	\$4,751.00	OCCOQUAN
FPP2020-00826	12525 GORDON BLVD	EMERGENCY REPAIRS TO REPLACE 1	Fire Protection Permit	Finalized	Sprinkler	05/18/2020	06/02/2020	0.00	\$876.00	WOODBRIDGE
PLB2020-00752	201 MILL ST	CAPPING THE WATER SERVICE	Plumbing	Issued	C - Alteration/Repair	10/01/2019		0.00	\$300.00	OCCOQUAN
BLD2020-04799	204 MILL ST	A/R TO RENOVATE EXISTING KITCHEN	Building	Finalized	C - Alteration/Repair	04/14/2020	05/12/2020	230.00	\$4,000.00	OCCOQUAN
BLD2020-04893	204 MILL ST	REMOVE PORTION OF NON BEARING I	Building	Finalized	Demolition	04/02/2020	05/12/2020	40.00	\$600.00	OCCOQUAN
ELE2020-04208	204 MILL ST	A/R TO RENOVATE EXISTING KITCHEN	Electrical	Finalized	C - Alteration/Repair	04/16/2020	05/04/2020	230.00	\$4,000.00	OCCOQUAN
PLB2020-02362	204 MILL ST	A/R TO RENOVATE EXISTING KITCHEN	Plumbing	Finalized	C - Alteration/Repair	04/23/2020	05/11/2020	230.00	\$4,000.00	OCCOQUAN
BLD2020-02762	311 MILL ST	EXISTING TENANT EXPANDING KITCHE	Building	Finalized	C - Tenant Layout	01/03/2020	05/26/2020	1,861.00	\$150,000.00	OCCOQUAN
ELE2020-02671	311 MILL ST	EXISTING TENANT EXPANDING KITCHE	Electrical	Finalized	C - Tenant Layout	02/04/2020	05/01/2020	1,861.00	\$5,900.00	OCCOQUAN
FPP2020-00664	311 MILL ST	EXISTING TENANT EXPANDING KITCHE	Fire Protection Permit	Finalized	Hood System	03/19/2020	04/29/2020	1,861.00	\$2,500.00	OCCOQUAN
PLB2020-01445	311 MILL ST	EXISTING TENANT EXPANDING KITCHE	Plumbing	Finalized	C - Tenant Layout	02/05/2020	04/30/2020	1,861.00	\$150,000.00	OCCOQUAN
BLD2018-04471	313 MILL ST	PARTIAL ROOF REPAIR DUE TO WATEF	Building	Issued	C - Alteration/Repair	02/23/2018		800.00	\$10,000.00	OCCOQUAN
BLD2018-02969	426 MILL ST	*SEE NOTE* LOT SPECIFIC SFD - KIEL'	Building	Issued	R - New Single Family Dwell	10/22/2019		3,056.00	\$100,000.00	OCCOQUAN
BLD2018-05964	426 MILL ST	RETAINING WALL	Building	Issued	R - Retaining Wall	10/09/2018		0.00	\$20,000.01	OCCOQUAN
BLD2019-04458	426 MILL ST	** SEE NOTE ** SHEETING/SHORING PE	Building	Issued	R - Retaining Wall	04/15/2019		0.00	\$7,500.00	OCCOQUAN
BLD2018-02984	430 MILL ST	*SEE NOTE* KIELY RESIDENCE - LOT S	Building	Issued	R - New Single Family Dwell	04/15/2019		3,468.00	\$100,000.00	OCCOQUAN
BLD2018-05963	430 MILL ST	RETAINING WALL MAX HEIGHT 9'6"	Building	Issued	R - Retaining Wall	10/09/2018		570.00	\$20,000.01	OCCOQUAN
ELE2020-04159	430 MILL ST	HOUSE ELECTRICAL	Electrical	Issued	R - New Single Family Dwell	04/07/2020		3,468.00	\$15,000.00	OCCOQUAN
BLD2020-02847	1604 MOUNT HIGH ST	20 X 24 FRONT YARD OPEN DECK W 2	Building	Issued	R - Addition	11/26/2019		480.00	\$3,500.00	WOODBRIDGE
BLD2020-03213	1604 MOUNT HIGH ST	20 X 24 ONE STORY DETACHED ACCES	Building	Finalized	R - Accessory Structure	02/12/2020	05/19/2020	480.00	\$3,500.00	WOODBRIDGE
BLD2020-06083	1406 OCCOQUAN HEIGHTS	12' X 20' OPEN DECK - NO STAIRS - PE	Building	Issued	R - Addition	06/15/2020		240.00	\$14,300.00	OCCOQUAN
BLD2014-05879	1441 OCCOQUAN HEIGHTS	DECK	Building	Issued	R - Addition	04/25/2014		288.00	\$6,700.00	OCCOQUAN
PLB2020-02195	468 OVERLOOK DR	CONVERTING TUB TO STAND UP SHOW	Plumbing	Finalized	R - Alteration/Repair	03/17/2020	05/04/2020	0.00	\$2,000.00	OCCOQUAN
BLD2018-02753	113 POPLAR LN	36' x 18' INGROUND POOL	Building	Issued	R - Swimming Pool	12/07/2017		648.00	\$60,000.00	OCCOQUAN
ELE2018-02286	113 POPLAR LN	}}FDG 36' x 18' INGROUND POOL	Electrical	Issued	R - Swimming Pool	12/07/2017		648.00	\$6,000.00	OCCOQUAN
ELE2019-00599	113 POPLAR LN	Install circuits, fixtures, and receptacles	Electrical	Issued	R - Alteration/Repair	08/15/2018		3,550.00	\$2,200.00	OCCOQUAN
GAS2018-01390	113 POPLAR LN	Gas Line to Pool Heater and Gas Line to F	Gas	Issued	R - Swimming Pool	01/16/2018		0.00	\$2,000.00	OCCOQUAN
BLD2018-04392	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 15'	Building	Issued	R - New Townhouse	03/22/2018		2,754.00	\$45,000.00	OCCOQUAN
ELE2019-04221	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 15'	Electrical	Issued	R - New Townhouse	04/29/2019		2,754.00	\$45,000.00	OCCOQUAN
GAS2019-00596	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 15'	Gas	Issued	R - New Townhouse	10/22/2018		2,754.00	\$1,000.00	OCCOQUAN
MEC2019-01181	1551 RIVERTOWN PL	INSTALL NEW HVAC	Mechanical	Issued	R - New Townhouse	11/20/2018		2,754.00	\$5,500.00	OCCOQUAN
PLB2019-00861	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 15'	Plumbing	Issued	R - New Townhouse	10/22/2018		2,754.00	\$10,000.00	OCCOQUAN
BLD2018-04390	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 15'	Building	Issued	R - New Townhouse	03/22/2018		3,246.00	\$45,000.00	OCCOQUAN
GAS2019-00603	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 15'	Gas	Issued	R - New Townhouse	10/22/2018		3,246.00	\$1,000.00	OCCOQUAN
PLB2019-00870	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 15'	Plumbing	Issued	R - New Townhouse	10/22/2018		3,246.00	\$10,000.00	OCCOQUAN
BLD2018-04393	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 15'	Building	Issued	R - New Townhouse	03/22/2018		2,790.00	\$45,000.00	OCCOQUAN
ELE2019-04222	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 15'	Electrical	Issued	R - New Townhouse	04/29/2019		2,790.00	\$45,000.00	OCCOQUAN
GAS2019-00598	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 15'	Gas	Issued	R - New Townhouse	10/22/2018		2,790.00	\$1,000.00	OCCOQUAN
MEC2019-01193	1553 RIVERTOWN PL	INSTALL NEW HVAC SYSTEM	Mechanical	Issued	R - New Townhouse	11/21/2018		2,790.00	\$5,500.00	OCCOQUAN
PLB2019-00864	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 15'	Plumbing	Issued	R - New Townhouse	10/22/2018		2,790.00	\$10,000.00	OCCOQUAN
BLD2018-04376	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 15'	Building	Issued	R - New Townhouse	03/22/2018		3,246.00	\$45,000.00	OCCOQUAN
GAS2019-00601	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 15'	Gas	Issued	R - New Townhouse	10/22/2018		3,246.00	\$1,000.00	OCCOQUAN
PLB2019-00869	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 15'	Plumbing	Issued	R - New Townhouse	10/22/2018		3,246.00	\$10,000.00	OCCOQUAN
BLD2018-04394	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 15'	Building	Issued	R - New Townhouse	03/22/2018		2,754.00	\$45,000.00	OCCOQUAN
ELE2019-04220	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 15'	Electrical	Issued	R - New Townhouse	04/29/2019		2,754.00	\$45,000.00	OCCOQUAN
GAS2019-00599	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 15'	Gas	Issued	R - New Townhouse	10/22/2018		2,754.00	\$1,000.00	OCCOQUAN
MEC2019-01194	1555 RIVERTOWN PL	INSTALL NEW HVAC	Mechanical	Issued	R - New Townhouse	11/21/2018		2,754.00	\$5,500.00	OCCOQUAN
PLB2019-00865	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 15'	Plumbing	Issued	R - New Townhouse	10/22/2018		2,754.00	\$10,000.00	OCCOQUAN
BLD2018-04375	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 15'	Building	Issued	R - New Townhouse	03/22/2018		3,246.00	\$45,000.00	OCCOQUAN
GAS2019-00600	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 15'	Gas	Issued	R - New Townhouse	10/22/2018		3,246.00	\$1,000.00	OCCOQUAN
PLB2019-00867	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 15'	Plumbing	Issued	R - New Townhouse	10/22/2018		3,246.00	\$10,000.00	OCCOQUAN
BLD2018-04008	199 UNION ST	UPDATE AND REPAIR BATHROOM IN RI	Building	Issued	C - Alteration/Repair	01/31/2018		64.00	\$1,000.00	OCCOQUAN
PLB2018-01862	199 UNION ST	INTERIOR RENOVATIONS TO LAUNDRY	Plumbing	Issued	C - Alteration/Repair	01/31/2018		25.00	\$4,000.00	OCCOQUAN
BLD2019-00218	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KIT	Building	Issued	C - Tenant Layout	10/25/2018		1,242.00	\$75,000.00	OCCOQUAN
ELE2019-00426	201 UNION ST	//HXF RESTURANT - TLO - NEW KITCHE	Electrical	Issued	C - Tenant Layout	05/15/2019		1,242.00	\$75,000.00	OCCOQUAN

FPP2020-00671	201 UNION ST	FPP FOR RANGE HOOD	Fire Protection Permit	Issued	Hood System	03/19/2020		1,242.00	\$75,000.00	OCCOQUAN
GAS2019-00113	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KIT	Gas	Issued	C - Tenant Layout	03/19/2019		1,242.00	\$12,000.00	OCCOQUAN
MEC2019-00933	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KIT	Mechanical	Issued	C - Tenant Layout	03/19/2019		1,242.00	\$75,000.00	OCCOQUAN
PLB2019-00145	201 UNION ST	{{ KJJ{{ RESTURANT - TLO - NEW KITCH	Plumbing	Issued	C - Tenant Layout	03/19/2019		1,242.00	\$2,000.00	OCCOQUAN
BLD2020-03981	202 UNION ST	ALTERATION/REPAIRS TO DEMO SPAC	Building	Issued	Demolition	02/12/2020		0.00	\$2,200.00	OCCOQUAN
BLD2020-04453	202 UNION ST	SALAD SALOON - TLO	Building	Pending	C - Tenant Layout			217.00	\$14,000.00	OCCOQUAN
MEC2020-02163	202 UNION ST	SALAD SALOON - TLO	Mechanical	Pending	C - Tenant Layout			217.00	\$14,000.00	OCCOQUAN
PLB2018-02373	411 UNION ST	CONVERTING FROM SEPTIC TO PUBLIC	Plumbing	Issued	R - Alteration/Repair	03/23/2018		0.00	\$15,000.00	OCCOQUAN
BLD2020-05154	103 VISTA KNOLL DR	20 X 10 OPEN DECK NO STAIRS - COUN	Building	Final	R - Addition	04/22/2020	06/10/2020	200.00	\$5,000.00	OCCOQUAN
BLD2019-00785	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18	T Building	Issued	R - Alteration/Repair	08/13/2018		215.00	\$750.00	OCCOQUAN
ELE2019-00643	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18	T Electrical	Issued	R - Alteration/Repair	08/16/2018		215.00	\$500.00	OCCOQUAN
PLB2019-00381	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18	T Plumbing	Issued	R - Alteration/Repair	08/15/2018		215.00	\$750.00	OCCOQUAN
PLB2018-01956	103 WEST LOCUST ST	Water Service	Plumbing	Issued	R - Alteration/Repair	02/08/2018		0.00	\$1,400.00	OCCOQUAN

END OF REPORT



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Eliot Perkins

**TOWN ZONING
ADMINISTRATOR**
Ned A. Marshall

Town Zoning Administrator's Report Town Council Meeting – July 7, 2020

The following is a list of zoning reviews from May 30 to June 25, 2020:

1406 Occoquan Heights Court – new deck - approved
103 Frayes Farm Court – HVAC and hot water heater replacement - approved
93 Heron Lane – deck on front of house - disapproved for 25' setback requirement

The following is a list of violation letters from May 30 to June 25, 2020:

None

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

Berrywood – Trash Enclosure is not present, certified letter (3rd notice) was unclaimed
3rd Base Pizza –seasonal lights still in place.
426/430 Mill Street – working with contractor on water/sediment on sidewalk and street.
Additional enforcement measures are being reviewed.

The following is a list of plan reviews from May 30 to June 25, 2020:

None.

-END-



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
 www.occoquanva.gov

TOWN COUNCIL
 Earnie Porta, Mayor
 Krys Bienia
 Cindy Fithian
 Laurie Holloway
 Jenn Loges
 Eliot Perkins

Town Treasurer's Report Town Council Meeting - July 7, 2020

TOWN MANAGER
 Kathleen R. Leidich, AICP

Meals Tax Delinquencies			
Business Name	Months of Delinquency	Date of Last Notice	Status of Compliance
Madigan's Waterfront	- 0 - months only penalties & interest owed	n/a	Bill pending TBD - date of notice/length of time to pay without further interest accrual.
Riverside Coffee & Ice Cream	10	10/24/19	Not compliant

BPOL Tax Delinquencies			
Business Name	Years of Delinquency	Date of Last Notice	Status of Compliance
13 Magickal Moons	1.33 from 3/1/19	06/17/20 notice 07/2/20 phone message	noncompliant
Designs by Andre'	1.33 from 3/1/19	07/02/20 drafted e-contact form	noncompliant
Touch of Gold	.33 for 2020	No response to 06/17/20 notice	noncompliant
Norma Fayak Photography	.33 for 2020	No response to 06/17/20 notice	noncompliant
Marin Woodturning & Co.	.33 for 2020	No response to 06/17/20 notice	noncompliant
Meticulous Painting, LLC	.33 for 2020	No response to 06/17/20 notice	noncompliant
Talent Acquisition Concepts	.33 for 2020	No response to 06/17/20 notice	noncompliant
Apiary Market	.33 for 2020	No response to 06/17/20 notice	noncompliant
Hair Studio 14	.33 for 2020	No response to 06/17/20 notice	noncompliant
The Secret Jewelry Garden	.33 for 2020	No response to 06/17/20 notice	noncompliant
Riverside Coffee & Ice Cream	.33 for 2020	No response to 06/17/20 notice	noncompliant
Terrestris LLC	.33 for 2020	No response to 06/17/20 notice	noncompliant
Berrywood, Inc.	.33 for 2020	No response to 06/17/20 notice	noncompliant
Penguin Paddling LLC	.33 for 2020	Called town - 06/17/20 notice	noncompliant
Mercedes Naomi, LLC	.33 for 2020	Town called on 06/17/20, delayed notice	noncompliant
Kountrie Lanes Antiques	.33 for 2020	Called town to 06/17/20 notice	noncompliant

Real Estate Delinquencies				
Property Owner	Years of Delinquency	Delinquent Tax Amount	Date of Last Notice	Compliance Status
Granny's Cottage Inc	4	\$268.80	07/02/2020 phone	To do: Contact owner with RPC#
Houghton, Lance	2	\$29.89	07/02/2020 phone	To do: Contact owner with RPC#

Transient Tax Delinquencies			
Property Owner	Months of Delinquency	Date of Last Notice	Status of Compliance
Ballywhack Inc.	16	07/02/20	notice requested gross receipts for 1/1/19 - 12/31/19 and for 1/1/20 - 06/30/20

Audit Type	Current Status	Last FY Audit Completed	Next Steps/Action
BPOL Audit	Pending	2012 License Year	Fathom Realty
BPOL Audit	Pending	None	The Reclaimed Treasures
Meals Tax Audit	Pending	None	Tastefully Yours
BPOL Audit	Pending	None	Patriot Scuba

Write-off Type	Status	Owner/Business	Next Steps/Action
Meals Tax BPOL Tax	Sold Business	MCKR Management/ (former owner) Cock & Bowl	Collection unlikely/steps TBD letter/warrant in debt/write off
Meals Tax BPOL Tax	Moved Out of Town	Pink Bicycle Tea Room	Collection unlikely/steps TBD letter/warrant in debt/write off

TOWN OF OCCOQUAN
PROFIT and LOSS
AS OF 5/31/2020
Total Funds

REVENUES	Audited					
	General Fund	FY 2019 Budget	Actual as of 6/30/19	FY 2020 Budget	Actual as of 5/31/20	% of Budget Used
Real Estate Taxes		232,500	239,683	240,890	235,313	97.7%
Meals Taxes		220,334	190,442	227,320	176,884	77.8%
Other Taxes (Sales,Utility,Communications,Transient)		102,473	103,483	103,310	82,078	79.4%
Fines (Public Safety)		60,000	160,034	162,360	209,182	128.8%
Fees and Licenses (Auto,Business,Late fees,Arch,PM,ATM,Dock,Admin Fee,Eng Fee)		98,150	79,405	92,550	89,244	96.4%
Grants (Litter,HB599,DMV,PEG)		25,843	27,140	26,123	33,115	126.8%
Service Revenue (Engineer,Legal,Landscape,CC fees,E-Tickets)		5,000	15,712	5,360	8,670	161.8%
Rentals (IH,RMP)		1,500	1,259	4,500	1,388	30.8%
Interest (GF,Brick,Sponsor)		9,120	3,312	7,500	599	8.0%
Other Revenues (Reimbursements, Ins claims,ticket sales)		1,000	7,065	192.00	23,112	70.7%
	TRANSFER FROM RESERVES			32,699		
Total Revenues General Fund		755,920	827,535	902,804	859,586	95.2%

EXPENDITURES	Audited					
	General Fund	FY 2019 Budget	Actual as of 6/30/19	FY 2020 Budget	Actual as of 5/31/20	% of Budget Used
Personnel Services		380,820	374,811	452,226	407,520	90.1%
Professional Services		122,250	135,578	139,250	111,547	80.1%
Information Technology Services		14,050	17,368	13,500	19,076	141.3%
Materials and Supplies		9,000	13,654	15,414	14,019	91.0%
Operational Services		7,500	7,610	11,050	10,867	98.3%
Contracts (Landscaping, Refuse Collection, Snow Removal)		74,500	74,052	82,000	62,418	76.1%
Insurance		20,120	20,992	20,120	24,534	121.9%
Public Information (Newsletters)		3,400	4,079	3,300	1,822	55.2%
Advertising (Community/ Business Support, Legal Ads)		9,000	7,698	9,000	9,775	108.6%
Training and Travel (Employee, Boards and Commission Training)		13,500	8,368	12,800	7,284	56.9%
Vehicles and Equipment		15,300	28,482	21,000	28,143	134.0%
Seasonal		5,500	1,791	4,500	5,788	128.6%
Facilities Maintenance		68,030	75,168	85,552	64,500	75.4%
Special Events		12,950	11,075	16,000	9,144	57.2%
Other Expense		-	17,099	-	1,740	
Loan Expenditures - Principal & Interest		-	-	-	32,024	
	TRANSFER TO CIP RESERVE			16,900		0.0%
Total Expenses		755,920	797,825	902,612	810,202	89.8%
General Fund Net Income		-	29,710	192	49,383	

**TOWN OF OCCOQUAN
PROFIT and LOSS
AS OF 5/31/2020
Total Funds**

CS

Audited

Public Event Fund	FY 2019 Budget	Actual as of 6/30/19	FY 2020 Budget	Actual as of 5/31/20	% of Budget Used
Revenue (FL)	203,950	232,030	181,900	144,116	79.2%
Expenses (personnel,materials and supplies,contracts,advertising)	101,954	103,646	108,393	97,324	89.8%
Craft Show Net Income	101,996	128,384	73,507	46,791	63.7%

MDP

Audited

Mamie Davis Fund	FY 2019 Budget	Actual as of 6/30/19	FY 2020 Budget	Actual as of 5/31/20	% of Budget Used
Revenue	2,600	3,505	600	1,308	218.0%
Expenses (repairs and maintenance)	2,000	-	-	2,305	
Mamie Davis Net Income	600	3,505	600	(997)	-166.2%

**TOWN OF OCCOQUAN
PROFIT and LOSS
AS OF 5/31/2020
Total Funds**

Audited

CIP Fund	FY 2019 Budget	Actual as of 6/30/19	FY 2020 Budget	Actual as of 5/31/20	% of Budget Used
Revenues	446,300	-	121,965	69,466	57.0%
TRANSFER FROM GENERAL FUND	-	-	16,900		0.0%
Expenses					
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	97,194	69.4%
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	3,460	69.2%
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%
Total Expenses	606,100	187,108	254,476	145,118	57.0%
CIP Net Income	(159,800)	(187,108)	(115,611)	(75,652)	65.4%
Total Net Income All Funds	(57,204)	(25,509)	(41,312)	19,525	-47.3%

CIP

TOWN OF OCCOQUAN

AS OF 5/31/20

ASSETS

Current Assets

Total Checking/Savings	\$	684,437
Total Accounts Receivable	\$	95,654
Total Other Current Assets	\$	1,264

Total Current Assets \$ 781,356

TOTAL ASSETS \$ 781,356

LIABILITIES & EQUITY

Liabilities

Total Accounts Payable	\$	13,855
Total Credit Cards	\$	3,974
Total Other Current Liabilities	\$	19,791

Total Current Liabilities \$ 37,619

Total Long Term Liabilities \$ -

Total Liabilities \$ 37,619

Equity

Nonspendable

Inventory \$ 1,006

Net Assets without Restrictions

Operating Reserves	\$	200,000
Unrestricted Net Assets	\$	61,384
Event Fund	\$	131,705
CIP Fund	\$	115,612

Net Assets with Restrictions

Financing Proceeds	\$	57,295
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 \$ 19,525

Total Equity \$ 743,736

TOTAL LIABILITIES & EQUITY \$ 781,356

FUND BALANCES

AS OF 5/31/20

	FINAL - as of 7/1/2019	Unaudited Income/ (Loss) YTD FY20	As of 4/30/20
Nonspendable:			
Inventory	\$ 1,006	\$ -	\$ 1,006
Restricted:			
Mamie Davis Fund	\$ 100,000	\$ -	\$ 100,000
Assigned:			
Operating Reserves	\$ 200,000	\$ -	\$ 200,000
Craft Show & Events	\$ 131,704	\$ 46,791	\$ 178,495
CIP Funds	\$ 115,611	\$ (75,652)	\$ 39,959
Financing Proceeds	\$ 57,295	\$ (32,024)	\$ 25,271
Public Safety Grant Fund	\$ 45,343	\$ 20,300	\$ 65,643
Mamie Davis Park Fund	\$ 10,323	\$ (997)	\$ 9,326
Public Education Grant	\$ 1,044	\$ 269	\$ 1,313
Public Art Fund	\$ 500	\$ -	\$ 500
Subtotal Assigned:	\$ 561,820	\$ (41,313)	\$ 520,507
Unassigned	\$ 61,384	\$ 60,838	\$ 122,222
Rounding			
Total Available Fund Balance:	\$ 724,210	\$ 19,525	\$ 743,735



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

TOWN MANAGER
Kathleen R. Leidich, AICP

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

Occoquan Police Department

Monthly Town Council Report July 7, 2020

Departmental Goals

- Goal 1: Provide for the public safety of the persons and property of the residents, businesses, and visitors of the Town of Occoquan.
- Goal 2: Promote a professional and accountable police department.
- Goal 3: Promote safe roads and sidewalks in the Town of Occoquan.

Current Initiatives

Continued COVID-19 response by attending online briefings, conference calls, and monitoring COVID-19 orders from the Governor. Continued the Calls for Service police coverage in Town. Working with town officers and auxiliary police officers to increase patrols and visibility during peak calls for service times.¹ Directed patrols during business hours.¹ Continued community policing and safe sidewalks.¹ Worked with officers to address administrative needs of Police Department.²

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

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

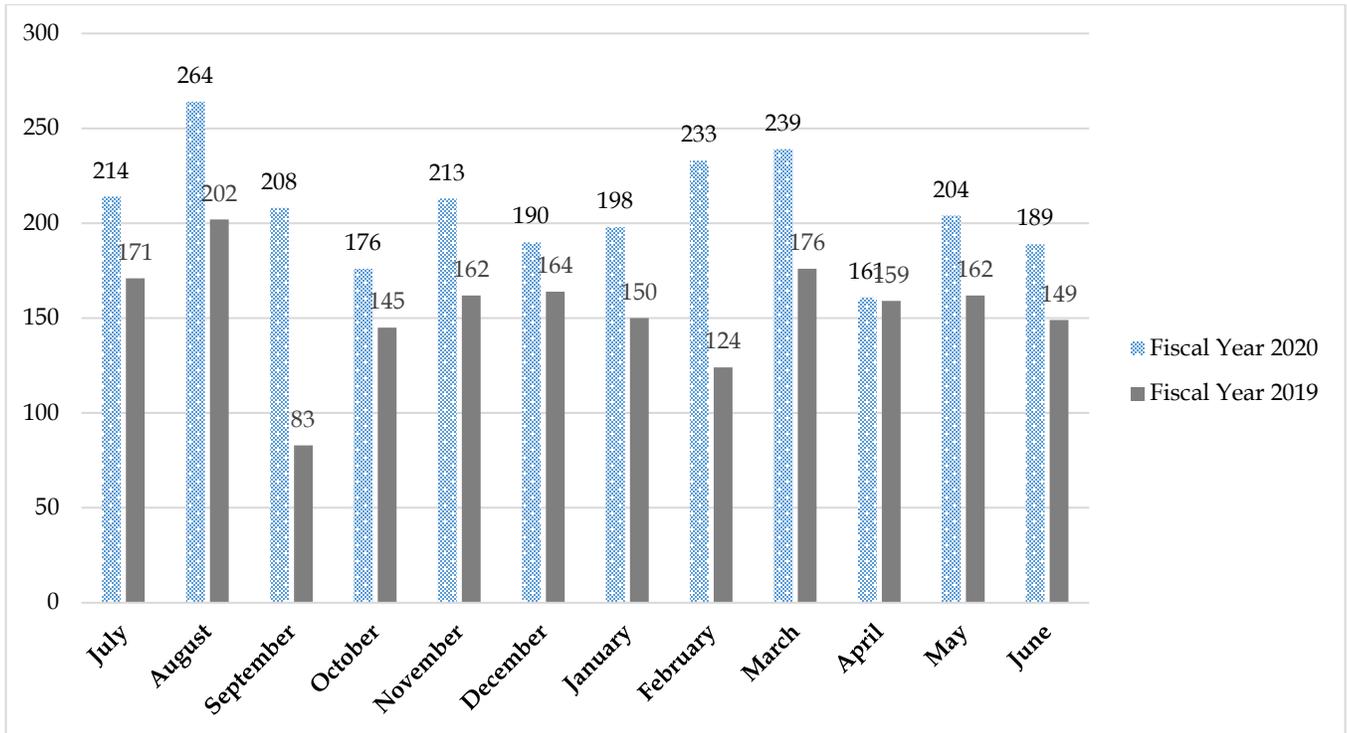
Community Relations

Provided patrol and visibility for COVID-19. Met with community residents to discuss police administration and use of force policies. 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.

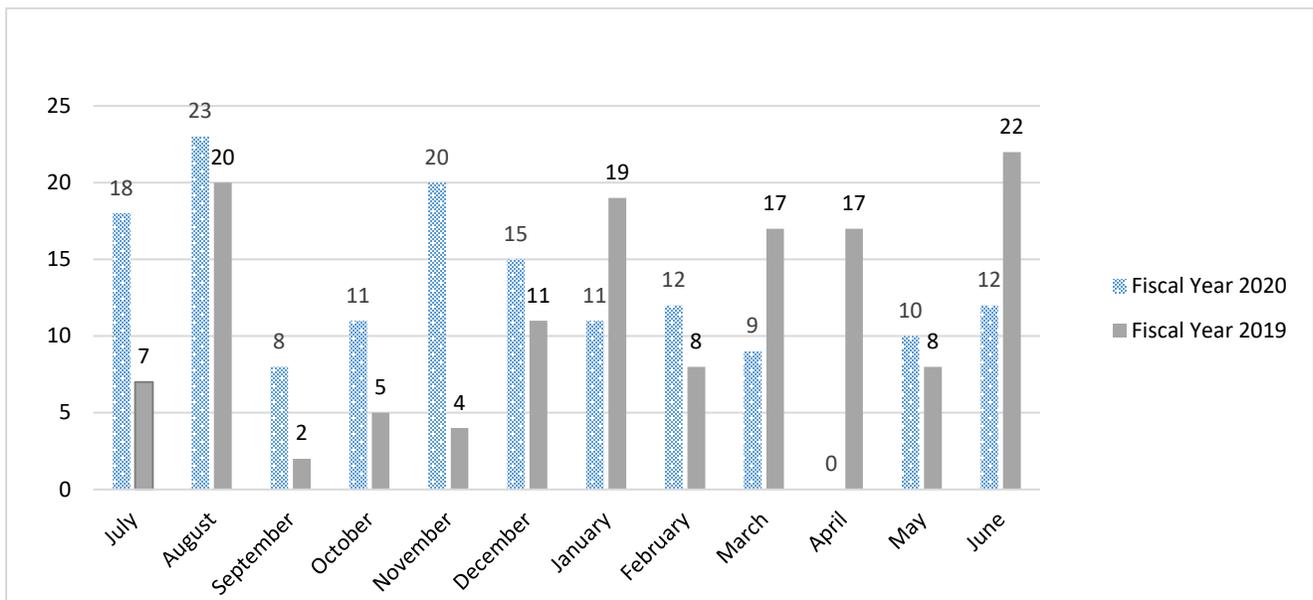
Patrol and Enforcement Activities

In the month of June, the Town Police made 9 custodial arrests (2 DUI, 1 DUID, 1 Refusal, 3 Reckless Driving, 2 Assault and Battery), obtained 1 arrest warrant for assault and battery on a family member, issued 189 traffic summonses, and 84 warnings.

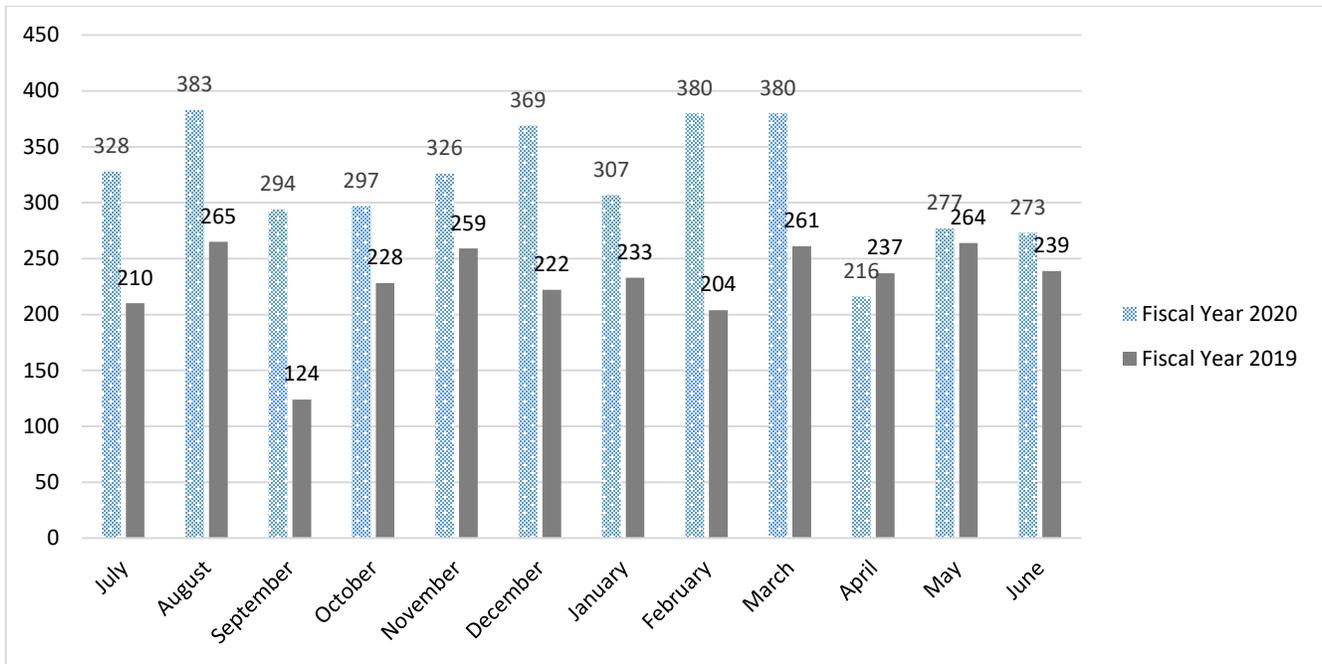
Traffic Summonses FYTD (GRAPH) ⁵



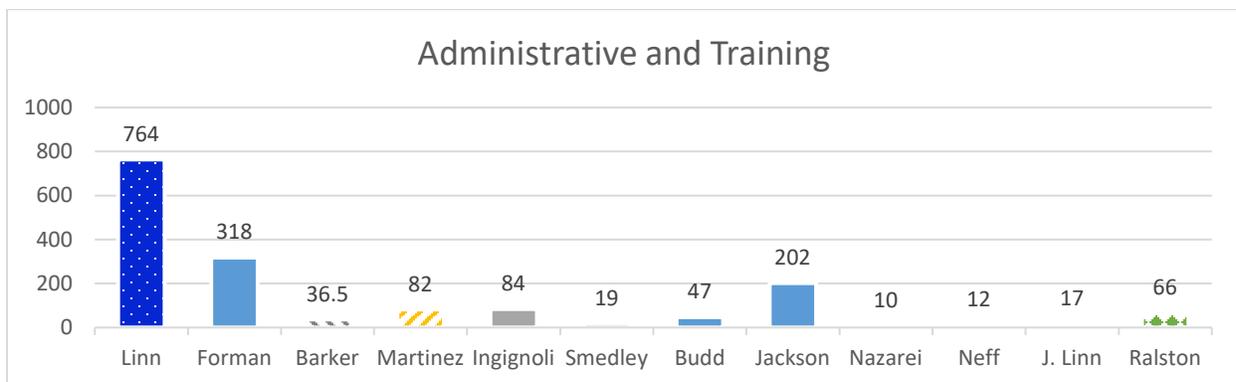
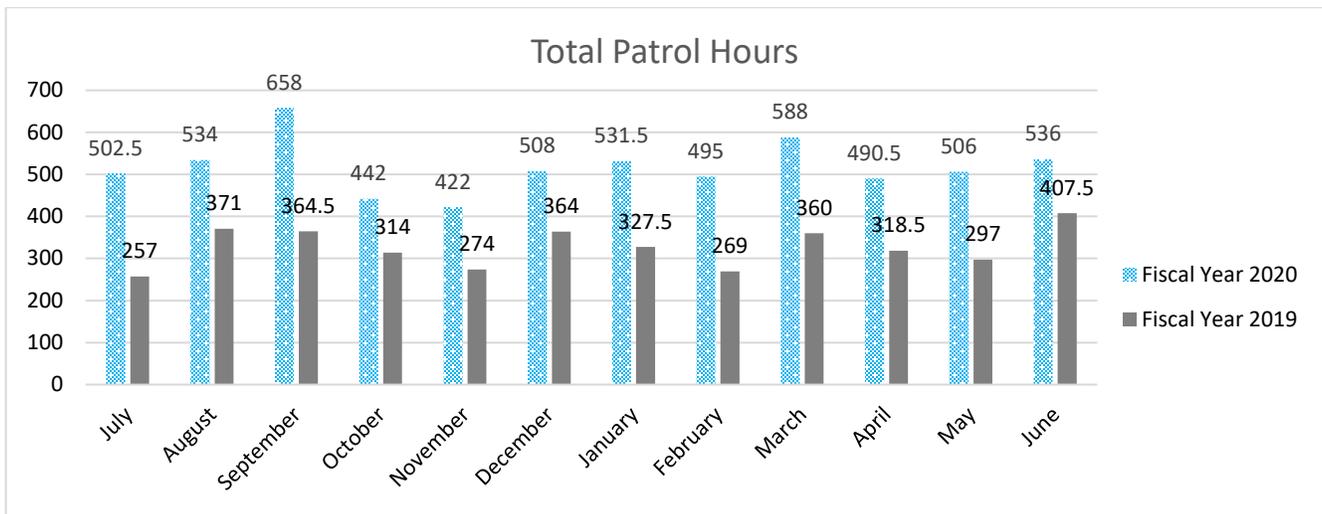
Parking Tickets Issued FYTD (GRAPH) ³



Traffic Stops YTD (GRAPH) ⁵

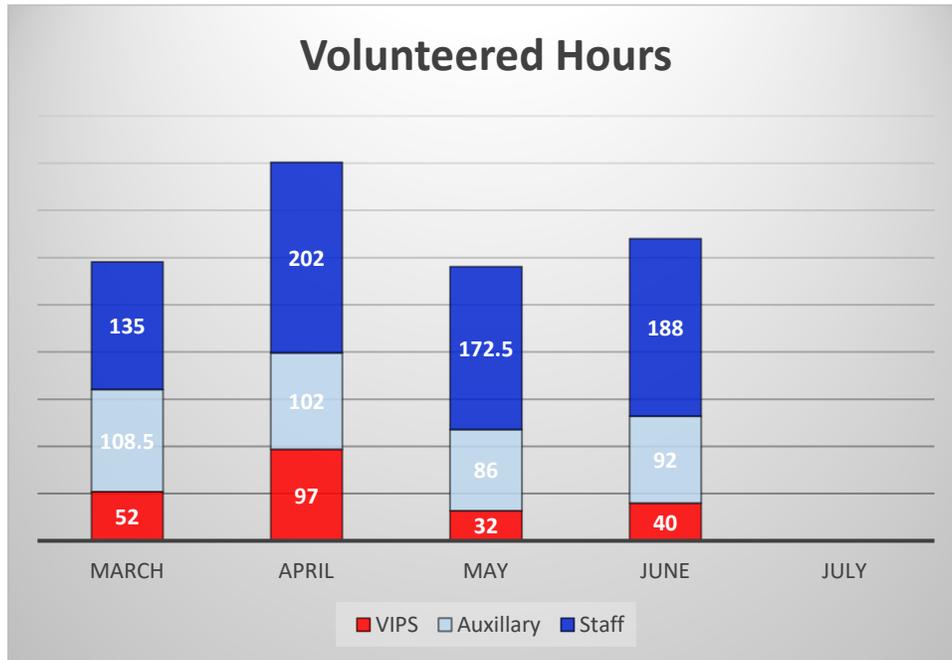


Patrol/Administrative Hours FYTD (GRAPHS) ⁵



Volunteer in Police Service (New)

Since March, our volunteer in police service (VIPS) members, auxiliary police officers, and paid police staff have donated a total of 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.² Continued Narcan – Opioid safety program³. Worked with public works on Town needs.⁵

¹ Goals 1, 2, and 3

² Goal 2

³ Goal 3

⁴ Goals 1, 2, and 3

⁵ Goals 1 and 3

Events and Community Development Report, July 2020

Discover Occoquan Week: August 17-23

Having already postponed this event from May 19 to August, staff is making further changes to support Occoquan businesses by extending the event to an entire week. Staff is currently working with the Events Committee and Merchants' Guild to provide plenty of interesting content to support a fun-filled week, including virtual events as well as live, but socially distanced events. All will be promoted on the various social media channels; a designated page on both the Town and Guild websites will promote the week. The marketing package also includes a press release, flyers, banner, and a sponsored article from Prince William Living. There is no cost for merchant participation and all businesses are welcome. Slots will be scheduled based on order of commitment. The beer garden associated with Discover Occoquan originally scheduled for the May event has not been rescheduled, as gatherings without imposed social distancing seems imprudent at this juncture. It is the goal of this initiative to extend the Town's efforts in supporting businesses during the pandemic.

RiverFest & Craft Show Expenses and Logistics

Planning and implementing health and safety measures for the fall event will be very important. Our first consideration is to ensure that our event if held, is held in a safe and responsible manner. Because of COVID-19, some of the logistics for hosting the craft show this fall will necessarily require change. Below is a breakdown of logistics to consider and approximately \$5000-\$7000 in additional COVID expenses.

1. Booth Spaces
2. No Contact Shopping
3. One-Way Traffic Pattern
4. Portable Toilets
5. Shuttle Bus
6. PPE Supply Kits
7. Hard Questions

Booth Spaces

One way to implement social distancing between vendors is to leave every other booth space empty, though many fewer booth spaces will dramatically affect revenue. Alternatively, we can consider requiring vendors to acquire tent "walls" that will create cubical-like spaces for each vendor. Vendors who arrive on site with no walls can be asked to set up in an alternative space where proper distancing can be assured. Vendors will be asked to wear masks.

No Contact Shopping

While it is difficult to imagine a primarily no-touch craft show, vendors can be asked to consider setting up their spaces in an open or "V" fashion which will allow patrons maximum no-contact viewing with the least amount of crowding possible. Vendors should be asked to bring with them hand sanitizer or disinfecting wipes for customers that will touch their merchandise regardless. The Town should also

have at least 15 free standing hand sanitizer units throughout the show. The approximate cost for these units to purchase is \$2000, (less if we build our own). No contact also suggests that vendors will not be allowed to offer food samples and food vendors will need to forgo shared condiment containers. We will need to discontinue activities such as face painting and temporary tattoo applications.

One Way Traffic Pattern

In order to control directional flow and hopefully decrease the number of patron traffic jams in the middle of Mill, we should consider one-way directional signage and cones, as well as reevaluate the food court set up in an attempt to accommodate their typically long lines. With any logistical changes, the Town will need to increase wayfinding signage and include additional social distancing reminders. An estimate for additional signage throughout the event venue is \$500.

Portable Toilets

Portable toilet expenses will increase to approximately \$5000 from \$2800 LY. This contract will include overnight cleaning and several double sink stations with water reserves. Using an electrostatic sprayer could be an efficient and cost-effective way to frequently disinfect portable toilets during our event. While electrostatically disinfecting our portable toilets would be an additional expense, it would also be considered an added safety feature for our event. Devices are available for rent at approximately \$150/day, but will require a volunteer or staff member dedicated to this task. Additionally, we should make provisions for frequently sanitizing other high-touch areas.

Shuttle Bus Expense

Due to increased overhead fees incurred by the vendor, the Town's shuttle expense has increased from \$23,600 in spring to \$28,300 for the fall show, versus 16,100 LY. This does not include the costs of any additional shuttles due to social distancing shuttle passengers. Staff is considering discontinuing the shuttles designated for the Red lot to save approximately \$5000. This contract is the largest expense of the show and an upfront commitment.

PPE Supply Kits

Staff recommends having PPE supply kits available for sale at the shuttle stops and info booth which would include a personal-sized hand sanitizer and mask. The kit expense is approximately \$1000 per 500 units or \$2 individually. The kits could retail for \$4-\$5 unless a sponsor is obtained to absorb the cost for a giveaway.

Hard Questions

All this assumes that Virginia moves beyond Phase 3. If Virginia is still in Phase 3, staff recommends canceling the show; maintaining social distance and restricting entry would be nearly impossible.

What number might be considered a "safe" sized crowd to responsibly host an event in the streets of Occoquan in September?

What is the minimum net revenue that makes this event cost effective?

Pending Activities

Some activities are still pending for our fall event. They include:

- River Cruises
- Beer Garden
- Catering in River Mill Park to support the beer garden
- Rock Wall

Event Contingencies

Staff recommends setting a hard date of August 1 for cancelling the event if necessary. This early date will mitigate large dollar commitments such as shuttle and advertising contracts. As an aside, *Art on the Avenue* in Fairfax, normally held early October, is already cancelled.

Consideration for creating a virtual event

With expenses ever increasing and fears of not attracting enough vendors to fill booth spaces or patrons to support event costs, or simply fear of spreading the virus by not social distancing, many show directors are now considering converting to a virtual format. Several Occoquan merchants have seen success by pivoting in this manner and, in fact, have had greater sales during their Facebook Live events than in person over the course of a week. The success of these virtual events proves that patrons will buy online given an engaging platform.

Creating a virtual event through an online platform such as Booth Central would be a way to move the Craft Show forward without virus concerns or escalating expenses. At the same time, it would enable vendors to showcase their products and allow attendees to access and explore these offerings in the comfort of their homes. Each exhibitor customizes their space and showcases their unique offerings. Beyond reduced expenditures, another plus is there is no date commitment. Net revenue would be much lower, however, since the only income would be lower vendor fees.

Due to the uncertainties of the coronavirus, staff recommends a feasibility study for a virtual event.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

9. Regular Business	Meeting Date: July 7, 2020
9 A: Small Business Relief Micro-Grant Program	

Explanation and Summary:

Staff recommends that Council approve an amendment to the Small Business Relief Micro-Grant program guidelines to include home-based businesses as eligible if they meet all other requirements.

The Town's original criteria were based on those of Prince William County and the County has since altered its criteria to include home-based businesses. Staff recommends mirroring the updated County criteria to the best of our ability. The application deadline has been extended to July 15, 2020, to accommodate this inclusion.

Proposed/Suggested Motion:

"I move to approve an amendment to the Small Business Relief Micro-Grant program guidelines to include home-based businesses as eligible if they meet all other requirements."

OR

Other action Council deems appropriate



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

9. Regular Business	Meeting Date: July 7, 2020
9 B: Town Facility Rentals Discussion	

Explanation and Summary:

The Town recently received requests for larger private events at River Mill Park, one of which would include up to 200 attendees. Staff is requesting guidance on how to handle such requests in light of COVID-19 concerns and the Governor's current order allowing gatherings of up to 250 people or half of venue occupancy. The Town has not established a maximum occupancy for River Mill Park, and staff would not be able to enforce physical distancing measures during private events.

In recent months, the Town has accepted requests for small gatherings of 10 or fewer people in Mamie Davis and River Mill parks. Additionally, Town Hall rentals have been suspended indefinitely in support of staff's sanitation measures.

Proposed/Suggested Motion:

No action required.