



TOWN OF OCCOQUAN
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Occoquan Town Council
Regular Meeting
October 6, 2020 | 7:00 p.m.

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Citizens' Time** - Members of the public may, for three minutes, present for the purpose of directing attention to or requesting action on matters not included on the prepared agenda. These matters shall be referred to the appropriate town official(s) for investigation and report. Citizens may address issues as they come up on the agenda if advance notice is given during 'Citizens' Time'.
- 4. Consent Agenda**
 - a. August 4, 2020 Regular Meeting Minutes
 - b. August 18, 2020 Special Meeting Minutes
 - c. Request to Declare Election Day on November 3, 2020 as a Town Holiday
- 5. Mayor's Report**
- 6. Councilmember Reports**
- 7. Boards and Commissions**
- 8. Administrative Reports**
 - a. Town Manager
 - b. Town Attorney
 - c. Town Treasurer
- 9. Regular Business**
 - a. Request to Authorize CARES Act Purchases
 - b. Request to Host the Annual Halloween Parade and Costume Contest Event
 - c. Request to Adopt O-2020-05 to Repeal and Replace Town Code 92.2 Generally Relating to Noise
 - d. Request to Enact a Timed Parking Zone Within the Business District
 - e. Request to Approve the Proposed Directional Signage Plan for the Kayak Ramp and Public Parking
- 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, August 4, 2020
7:00 p.m.

Present: Mayor Earnie Porta; Vice Mayor Jenn Loges; Councilmembers Krys Bienia, Cindy Fithian (participated electronically), Laurie Holloway and Eliot Perkins

Absent: None

Staff: Martin Crim, Town Attorney; Bruce Reese, Town Engineer; Kathleen Dellinger, Town Treasurer; Adam Linn, Chief of Police; Jason Forman, Town Sergeant; Julie Little, Events and Community Development Director; Katy Nicholson, Town Clerk

1. CALL TO ORDER

Mayor Porta called the meeting to order at 7:06 p.m. Councilmember Fithian participated electronically from Indianapolis due to a personal matter (attending to a sick relative).

2. PLEDGE OF ALLEGIANCE

3. PUBLIC HEARING AND INVITATION TO BID

a. Non-Exclusive Franchise for Telecommunications Equipment

Mayor Porta opened the public hearing at 7:06 p.m. There were no public comments. Mayor Porta closed the public hearing at 7:07 p.m., noting that the Town had received one bid, which Council would address later in the meeting.

4. PUBLIC HEARING

a. Appeal of Architectural Review Board Denial of Certificate of Appropriateness

Mayor Porta opened the public hearing at 7:07 p.m. He noted that the appellant, Christopher Kiely, would be participating remotely.

Mr. Kiely, 430 Mill St., addressed the three objections cited in the Architectural Review Board (ARB) denial of Certificate of Appropriateness:

- Stockade fence: Mr. Kiely said he had listened to the recording from the ARB meeting and that most ARB members had agreed that his fence did not fit the definition of a stockade fence, as its top caps were flat.
- Height/blocking Rockledge Mansion: Mr. Kiely noted that height was not included in the ARB's powers, and that this was a zoning matter. He added that Rockledge was still visible and that his approved site plan showed a large tree that would have partially obstructed the view of Rockledge anyway.
- Materials inconsistent with overall project: Mr. Kiely referenced a banner across the street from his property that displayed historic photos of the Town. He noted that some of those photos pictured fences similar to his, and that the "Love" sign in River Mill Park was composed of a similar type of wood. He added that if the Town used such materials, he also should be allowed to use them.

Mr. Kiely noted that he had found discarded items on his property that had been left by visitors to Rockledge, and that he should be able to enjoy his property.

Lance Houghton, 440 Mill St. and 127 Washington St., noted that Mr. Kiely's site plan had not included a fence along the property line. He also noted that fences typically were positioned with the posts facing in toward the owner's property, whereas the back of this fence was facing Mr. Houghton's property. He added that he had closed Rockledge as an event venue and he hoped trash would not be an issue in the future. He also said he hoped Mr. Kiely's project would be finished soon so he would not have to look at construction materials.

Mr. Kiely said he had told the Town Zoning Administrator that he had not intended for the fence to be visible, as he planned to install plantings next to the fence as a buffer between his and Mr. Houghton's properties. He added that he and the Zoning Administrator had discussed the fact that ARB approval was only necessary because the plantings had not yet grown high enough to block the view of the fence.

Mayor Porta closed the public hearing at 7:21 p.m. He then requested unanimous consent to move up on the agenda consideration of the Appeal of Architectural Review Board Denial of Certificate of Appropriateness. No objections.

10. REGULAR BUSINESS

b. **Vote on Appeal of Architectural Review Board Denial of Certificate of Appropriateness**

Mayor Porta asked Councilmember Holloway, the Council representative on the ARB, to explain why she had voted to issue the Certificate of Appropriateness. Councilmember Holloway responded that she did not believe the fence fit the definition of a stockade fence, and her understanding was that the Zoning Administrator had provided the applicant with guidance on what was required.

Vice Mayor Loges said she had investigated the history of some other fences in the Historic District to gain perspective on the matter. She noted that Mr. Houghton recently had received approval for a fence from the ARB, and that she had noticed similar fences in the Historic District. She also said she did not see the fence on the site plan for the project, and that the Town Engineer had told her it was fairly common to receive approval for an exterior modification. She added that the issue was one of both aesthetics and safety, and that she would like to approve the fence with conditions such as a darker stain and landscaping.

Councilmember Perkins also said he would like to approve the fence with reasonable conditions that would improve the aesthetics of the fence. He asked Darryl Hawkins, a member of the ARB, to address Council. Councilmember Holloway asked if this was legally acceptable. Mr. Crim responded yes.

Mr. Hawkins said the location required a fence, but he thought the fence in question was a capped stockade fence. He noted that landscaping would mitigate the aesthetic issues and that copper caps would match the roof. He added that he did not think the fence should be painted or stained, because in a few years the wood would fade and look more natural.

Councilmember Fithian asked whether the landscaping vegetation would grow quickly. Mr. Kiely responded that the plantings would be tall, native grasses, which would grow quickly

depending on soil conditions. He added that he did not plan for the fence to be visible behind the plantings. He explained that the wood would silver and look more natural as it aged. He also noted that the Town's "Love" sign and one of its fences were the same color as his fence.

Councilmember Holloway said she was happy to hear that Mr. Kiely would be using indigenous grasses.

Mayor Porta explained that this was a de novo review, which means that the Town Council could consider any and all relevant information and need not give any weight to the Architectural Review Board ruling. He indicated, however, that he thought Council should give some weight to the rulings of the ARB, while recognizing at the same time that the Council has an obligation to overturn an ARB decision if the Council believes it erroneous as a matter of fact or law. In this case he indicated he believes the ARB ruling did contain such errors. He noted that in the absence of a definition in the Town Code for "stockade fence," he believed property owners should be able to rely on the definitions in standard reference works, which with regard to stockade fences consistently note that such fences have pointed tops, which was not the case with the appellant's fence. He also took issue with the ARB's assertion that the fence blocked the view of Rockledge Mansion from the street, since the applicant's approved buildings already blocked the mansion and the fence did not substantively add to that. He said he thought the ARB's concern about inconsistent materials was legitimate, but it would not be practical to build a privacy fence out of copper, stone, or wrought iron to make it more consistent with the applicant's buildings. He noted that copper caps might be a reasonable solution. He also said there had been past problems with new structures "standing out" initially, and that he agreed the wood likely would become less noticeable as it aged.

Mr. Kiely noted that he was in the military and was aware of the definition of a stockade fence. He said he could swap out the existing caps for copper ones.

Councilmember Holloway noted that the ARB had wrestled with various aspects of the fence, but they had not been informed of the plan to add plantings. She explained that the ARB had not had an opportunity to discuss these various issue with Mr. Kiely since he did not attend the ARB meetings when his application was scheduled for discussion.

Mayor Porta explained that Mr. Kiely had been unable to attend the ARB meetings and that the ARB initially had deferred its decision so they could discuss the issues with Mr. Kiely. He noted that the ARB was forced to hold a special meeting, which Mr. Kiely again could not attend, due to Town Code requirements for a timely decision.

Councilmember Bienia asked about the "Love" sign in River Mill Park. Mayor Porta responded that the park was not in the Historic District and that while the Town government tried to set a good example, it was not required to comply with the ARB's rules.

Councilmember Perkins said he thought landscaping, copper caps and leaving the wood to wear naturally were appropriate conditions for the fence. Mr. Kiely responded that the landscaping plan already had been approved and he had posted bond for it.

Councilmember Holloway asked what kind of wood had been used for the fence. Mr. Kiely responded that it was pine.

Motion to approve the issuance of a Certificate of Appropriateness for the fence at 430 Mill Street, provided the applicant agrees to install copper caps.

Moved by Councilmember Perkins; seconded by Vice Mayor Loges.

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

Nays: None.

5. CITIZENS' TIME

Mr. Houghton noted that he had applied for a boundary line adjustment at 127 Washington Street and that he did not have any plans to further develop the property. He said he had concerns about Mr. Kiely's landscaping plan, as any plants on Mr. Houghton's side of the fence only could be accessed from his property. He also noted that Mr. Kiely had put 430 Mill Street up for sale, so the potential new owners would be responsible for the landscaping maintenance, and it would be a problem if the plants died. He said he regretted that he had allowed the sale of Mr. Kiely's property and he had put Rockledge up for sale/lease as a result.

Mayor Porta said he was hopeful that it would be in Mr. Kiely's and Mr. Houghton's mutual best interest to work things out and that he was encouraged by Mr. Kiely's plan to use native plants.

6. APPROVAL OF MINUTES

a. June 2, 2020 Public Hearing Minutes

Moved by Councilmember Perkins; seconded by Vice Mayor Loges.

Motion **passed** unanimously by voice vote.

b. June 2, 2020 Regular Meeting Minutes

Moved by Councilmember Holloway; seconded by Councilmember Perkins.

Motion **passed** unanimously by voice vote.

c. June 16, 2020 Public Hearing Minutes

Moved by Councilmember Perkins; seconded by Councilmember Holloway.

Motion **passed** unanimously by voice vote.

d. June 16, 2020 Work Session Minutes

Moved by Vice Mayor Loges; seconded by Councilmember Fithian.

Motion **passed** unanimously by voice vote.

7. MAYOR'S REPORT

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

- Mayor Porta asked Council to tentatively plan to attend an orientation with the Town Attorney on August 18, dependent on Mr. Crim's availability.
- The Town would be hosting concerts on August 7 and September 4, and a movie on August 22. Mayor Porta also noted that the Town was working with Prince William County

Supervisor Kenny Boddye's office to host a screening of the documentary *Good Trouble* on August 19.

- BB&T had notified the Town that it would not renew its ATM lease, so the ATM would be removed when the lease expired on August 31. Mayor Porta noted that the Town had been receiving lease payments of approximately \$240.00 per month for the ATM, so the Town would lose approximately \$2,400.00 from the remainder of its FY 2021 budget.
- Mayor Porta said he had reached out to the Prince William Trails and Streams Coalition and asked whether they would be willing to schedule one of their work days in September to help clean up the Tanyard Hill Trail.
- Mayor Porta reported that he had met with Mr. Reese and a representative from the Department of Environmental Quality regarding the Chesapeake Bay Act requirements. He added that Mr. Reese would be discussing this in his report.

8. COUNCILMEMBER REPORTS

Councilmember Holloway thanked the ARB for its work. She added that serving on the ARB was sometimes a thankless job and she had seen firsthand how hard the Board worked.

Vice Mayor Loges reported that she had resigned from the Planning Commission, as only one Council member was allowed to serve on the Commission.

9. STAFF REPORTS STAFF REPORTS

a. Town Attorney

Mr. Crim reported that he had worked with staff on the encroachment letter for the Pedestrian Improvement Project that Council would be considering. He also noted that he would continue to work with staff regarding the stormwater management issue on the Kiely Court property. Mayor Porta responded that Mr. Kiely and his construction crew had recently been very responsive to requests from the Town regarding this issue.

b. Town Engineer

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

Mr. Reese noted that the kayak ramp project was moving forward and that the Town was dealing with a second change order for the project.

Mr. Reese also suggested that his firm survey the Town's parking spaces and create a striping plan prior to the Virginia Department of Transportation's (VDOT'S) next repaving schedule. Mayor Porta responded that he planned to speak with VDOT about the timeline for repaving, as it did not make sense to restripe the streets prior to repaving. Councilmember Holloway agreed, and noted that she was concerned about the impact of the kayak ramp on parking. Councilmember Perkins said the Planning Commission had found that the Town would lose approximately 13 parking spaces if the spaces were widened.

Vice Mayor Loges asked if the Town had been notified in advance when VDOT repaved Washington Street. Chief Linn responded that the Town had received very little notice about the project.

Mr. Reese noted that the Kiely Court project was under a stop work order, which had been sent by both regular and certified mail. Mayor Porta responded that he would speak with Prince William County about hand delivering the work order. Mr. Reese said he would take action to ensure that the problem was corrected, as it was a Department of Environmental Quality issue.

Councilmember Holloway asked if the Town had any authority over effluent from Fairfax Water, as she had received some photos from the public. Mr. Reese responded that this should be reported to the Department of Environmental Quality.

Mayor Porta noted that the Occoquan Heights HOA was awaiting a bond release that had been delayed due to landscaping issues, and that he hoped this would be resolved soon. He also said he had heard complaints about tall weeds growing in front of the Rivertown Overlook development, and that he would ask them to cut the grass next to the roadway.

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.

Vice Mayor Loges asked about the Town's policy for tax noncompliance. Ms. Dellinger responded that she had mailed another notice recently for overdue taxes. She added that she would be using collections notice templates provided by Mr. Crim.

Mayor Porta noted that several businesses had become compliant since the last report. He added that the Town Council had earlier established a practice of proceeding with enforcement actions after one year of delinquency, and that Designs by André and Ballywhack Inc. were delinquent by more than one year.

f. Chief of Police

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

Chief Linn reported that the closure of community pools during the pandemic had resulted in juveniles jumping from the footbridge and Vulcan property.

Councilmember Holloway noted that more people were in Town on the weekends and that the youths may have seen other people jumping. She asked Chief Linn if he thought additional signage would be helpful. Councilmember Bienia asked whether the new laminated sign on the bridge had been effective. She said she did not think signs would stop

people from jumping from the bridge. Chief Linn responded that he agreed, and that when the police talked to the offenders, they often said they had seen the signs.

Mayor Porta asked whether people could be fined for jumping from the bridge. Mr. Crim referred to the “Three Es: Engineering, Education, Enforcement.” He explained that if the Town could make it less convenient to jump from the bridge, such as by blocking access to parking on the other side of the river, that would be the best deterrent. He added that education, such as signage, would be the next most effective method. He said that enforcement was a weakest deterrent, and that it likely would be less effective than calling the offenders’ parents, as the police already had been doing. Mayor Porta asked whether calling parents was an effective tool. Chief Linn responded yes.

Mayor Porta asked whether the Town had the authority to fine the offenders. Mr. Crim said he would look into this. Councilmember Bienia noted that fining the juveniles would not change their behavior unless the Town fined them every time they jumped. She added that the penalty would need to be harsh in order to be effective. Chief Linn said he thought bringing the offenders to court would be effective because their parents would be involved.

Mayor Porta noted that people jumping from the footbridge was a public safety issue for the Town and that Vulcan should be notified of the problem on its property.

g. Public Works

Councilmember Holloway asked about the status of the gas mantle replacements. Sergeant Forman responded that the recent storms had caused some of the mantles to go out, and that it had taken several weeks to receive the replacements. He added that he would work on replacing them toward the end of the week, as there were more storms in the forecast for the next few days.

Councilmember Holloway asked if it was possible to turn the lamps off when both mantles were out to eliminate the gas smell. Sergeant Forman responded that people sometimes called 911 when they smelled gas from the extinguished lamps, but it was difficult to turn off the lamps due to their design. He said he would try to ensure that each lamp had at least one working mantle to prevent this issue.

Mayor Porta noted that if some of the lamps were so fragile that they consistently were going out, maybe the Town should turn them off. Sergeant Forman responded that many of the lamps were fragile, particularly the ones that had been hit by vehicles. He added that it was not difficult to replace the mantles.

Mayor Porta asked if he could add a form to the Town’s website to report gaslight outages. Sergeant Forman responded yes. Councilmember Holloway noted that the website already included a form to report maintenance issues. She also commended maintenance staff for their work before and after the recent storms.

Councilmember Perkins asked about the status of repairs to the Town boardwalk and picnic tables. Sergeant Forman responded that staff had been working on these issues in the evenings due to the extreme heat during the day. He noted that he and Chief Linn had installed solar marker lights along the edge of the boardwalk, along with rescue buoys and

ladders. He also explained that they had been screwing down loose boards on the boardwalk until they could obtain a maintenance contract for the work.

h. Events and Community Development Director

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

Ms. Little reported that Town business owners had planned 26 activities for Discover Occoquan. She noted that most of the activities were virtual and the rest would be outdoors, and that participation numbers would be monitored. She also explained that a concert and two movies were planned for August. She noted that the Microgrant Panel had reviewed 37 applications, that all applications submitted on time had been approved, and checks had been cut on July 29 in equal amounts to each applicant.

Ms. Little also explained that she was trying to plan safe events and would like to hear feedback from Council. She said she thought the Town could hold events, such as a trivia night, in River Mill Park with social distancing circles, though such events might not generate funding. She noted that the Town could generate revenue through a rent-the-park campaign. She also pointed out that the Tourist Information Center had closed and that the Town could rent it out or create its own tourism shop. Mayor Porta responded that he thought the Town Manager had issued an RFP for the Tourist Information Center. He added that the Town had rented the building to Prince William County for \$1.00 per year, so this could generate some additional funding.

Mayor Porta said that he was interested in the rent-the-park campaign idea. He asked how the Town could limit events in River Mill Park to fewer than 250 people and maintain social distancing. Ms. Little responded that the Town would need to stipulate such restrictions in its events policy. Mayor Porta asked Ms. Little to establish some parameters for this idea so Council could discuss it at its next meeting.

Councilmember Perkins said he thought Council should reach out to Ms. Little with ideas. Councilmember Bienia said she was open to these ideas with the understanding that the Town would need to keep the events safe.

Vice Mayor Loges asked whether there could be a paid element to the proposed events, such as tent rentals. With regard to the use of the Tourist Information Center, she said she thought there should be a stipulation that the restrooms remain open to the public.

Councilmember Holloway said she liked the trivia idea, and that it would work well with an alcohol component. Mayor Porta asked whether the park had restrictions on alcohol. Mr. Crim said he would need to review the Town's agreement with Fairfax Water, but he thought alcohol was allowed at Town-sponsored events. Ms. Little noted that alcohol may generate more interest in the event, so she would need to monitor participation closely.

Councilmember Bienia asked whether the Town would be using the Tourist Information Center. Ms. Little responded that she envisioned a revenue-sharing program or the Town curating its own tourism shop with kayaking items and keepsakes. She added that the Town could rent space to Town merchants and allow tour groups to meet up there. Councilmember Fithian said she thought this was a good idea. Mayor Porta said he thought

the idea was worth looking into, as people were often looking for Occoquan-themed merchandise. He added that a business plan would be necessary.

Councilmember Holloway noted that the Town could use a drop-ship program and sell Occoquan merchandise online. Councilmember Bienia said she was interested in the idea and would like to help. Mayor Porta said Council would consider anything Ms. Little proposed, as long as the safety issues could be worked out.

j. Boards and Commissions

ARB Chair Brenda Seefeldt thanked Council for their support and for finding a solution to the Certificate of Appropriateness issue. She noted that the Board had open positions for Council and business representatives.

Mayor Porta asked if the Town could add a requirement to the Town Code requiring applicants to attend the meetings at which their applications were discussed. Mr. Crim responded yes, adding that he would like to make a few additional changes to that section of the Town Code. Mayor Porta said he would work with Ms. Seefeldt on this.

Councilmember Perkins, Chair of the Planning Commission, reported that the Commission had canceled its July meeting due to lack of a quorum. He thanked Vice Mayor Loges for her work with the Planning Commission. He noted that at its next meeting, the Planning Commission planned to finalize the draft Noise Ordinance and review the Signs, Banners and Flags Ordinance. He also explained that due to the financial insecurity posed by the pandemic, the Town entrance sign project would be postponed.

i. Town Manager

Mayor Porta reported that Prince William County Supervisor Kenny Boddye had confirmed that the Town would receive a second round of Coronavirus Aid, Relief, and Economic Security Act funding. He noted that the funding could be used to bring some type of sophisticated port-a-johns to the area near the Route 123 bridge, but he was concerned that people may become upset when they were removed. Councilmember Perkins asked if the funding amount would be the same as the last round. Mayor Porta responded yes.

10. REGULAR BUSINESS

a. Telecommunications Franchise/Site License – Vote to Award Franchise/Approve Site License

Mayor Porta noted that the Town had received one bid, for \$1.00, from New Cingular Wireless PCS, LLC, on July 30, 2020. No additional bids were submitted. Mayor Porta marked the bid for identification as required by law.

Motion to adopt Ordinance # O-2020-4 to grant to New Cingular Wireless PCS, LLC, a small cell facilities franchise to permit use of public rights of way within the corporate limits of the Town of Occoquan, Virginia, for location of telecommunications equipment on existing or replacement utility poles and structures and to approve the New Cingular Wireless PCS, LLC site license as presented for the identified location on Commerce Street.

Moved by Vice Mayor Loges; seconded by Councilmember Bienia.

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

Nays: None.

c. Vistas at Occoquan Bond Release

Mayor Porta explained that this bond had been posted to ensure that landscaping was completed, and Council had received a staff report indicating that the landscaping requirement had been fulfilled.

Motion to release the cash bond for the Vistas at Occoquan related to potential failed landscaping and return the sum of \$4,974.50 to the applicant.

Moved by Councilmember Perkins; seconded by Vice Mayor Loges.

Motion **passed** unanimously by voice vote.

d. Zoning Administrator Appointments

Mayor Porta explained that Ned Marshall, the Town's Zoning Administrator, had submitted his resignation effective August 31, 2020, due to his upcoming retirement. He noted that Legacy Engineering, Mr. Reese's firm, had the capacity to assume the duties of Zoning Administrator, and that Mr. Reese already served as the Town's Deputy Zoning Administrator. Mayor Porta added that the rate proposed by Legacy Engineering was lower than the rate the Town had been paying.

Motion to appoint Sara R. Fila as Zoning Administrator and reappoint Bruce Reese as Deputy Zoning Administrator.

Moved by Councilmember Holloway; seconded by Councilmember Perkins.

Motion **passed** unanimously by voice vote.

e. Retention of Quist & Associates, LLC for Accounting Consulting Services

Mayor Porta noted that Council would discuss this item in closed session.

f. Acceptance of Public Safety Grant from Transurban for AEDs

Chief Linn explained that the Town had been awarded a grant to purchase two automated external defibrillators.

Vice Mayor Loges asked whether the town was required to purchase the AEDs from a specific distributor. Chief Linn responded no. Vice Mayor Loges asked Chief Linn to check with Patriot Scuba, as she thought they sold AEDs.

Motion to accept the grant funds from Transurban Express Lanes Community Grant Program to purchase two Automated External Defibrillators and approve the purchase of two AEDs with the grant funds.

Moved by Councilmember Perkins; seconded by Councilmember Bienia.

Motion **passed** unanimously by voice vote.

g. Kayak Ramp Update/Discussion

Mayor Porta noted that Council would discuss this item in closed session.

h. Proclamation – Women’s Suffrage Day

Councilmember Holloway explained that this proclamation would mark August 18, 2020, as Women’s Suffrage Day in Occoquan, commemorating the 100th anniversary of the ratification of the 19th Amendment. She noted that the local area had played a critical role in the suffragist movement and that it was important to acknowledge the importance of this history and of the right to vote.

Councilmember Fithian said it was important for Occoquan to be on the right side of history by commemorating this important anniversary, particularly considering the Town’s proximity to the Lorton Workhouse.

Motion to approve the 2020 Women’s Suffrage Day proclamation

Moved by Councilmember Holloway; seconded by Councilmember Fithian.

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

Nays: None.

i. Planning Commission Appointments

Mayor Porta explained that staff had reviewed the terms of Planning Commission and Architectural Review Board appointees and that several of those terms had expired. He added that the appointees would continue to serve until they were replaced, but it was a best practice to ensure that they were appointed for the relevant terms.

Motion to appoint Eliot Perkins to the Planning Commission for an appointment expiring June 30, 2022; to appoint Ann Kisling to the Planning Commission for an appointment expiring May 2, 2024; and to appoint Ryan Somma to the Planning Commission for an appointment expiring February 2, 2023 .

Moved by Vice Mayor Loges; seconded by Councilmember Holloway.

Motion **passed** unanimously by voice vote.

j. Letter of Permission for Prince William County – Pedestrian Improvement Project

Mayor Porta explained that this was an item to authorize the Mayor to send a letter to Prince William County for a pedestrian improvement project.

Motion to authorize the Mayor to sign the attached letter granting Prince William County permission to install a limited portion of curb on Town property as described in the letter and its attachments.

Moved by Councilmember Bienia; seconded by Councilmember Perkins.

Motion **passed** unanimously by voice vote.

10. Closed Session

Motion to convene in closed session to discuss the following:

- **As permitted by the Virginia Code Section 2.2-3711(A)(1), a personnel matter involving the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town, specifically dealing with all employees.**
- **As permitted by the Virginia Code Section 2.2-3711(A)(7), consultation with legal counsel or briefings by staff members or consultants pertaining to probable litigation involving the kayak ramp.**

Moved by Councilmember Bienia; seconded by Vice Mayor Loges.
Motion **passed** unanimously by voice vote.

Closed session began at 9:43 p.m.

Closed session ended at 11:10 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 Councilmember Bienia; seconded by Vice Mayor Loges.

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

Nays: None.

Motion to authorize the Mayor to sign the engagement letter and contract to retain Quist & Associates, LLC, for accounting consulting services.

Moved by Councilmember Fithian; seconded by Councilmember Bienia.

Motion **passed** unanimously by voice vote.

Motion to authorize the Mayor to implement salary adjustments for Town staff.

Moved by Councilmember Perkins; seconded by Councilmember Holloway.

Motion **passed** unanimously by voice vote.

11. ADJOURNMENT

The meeting was adjourned at 11:14 p.m.

Katy Nicholson
Town Clerk



OCCOQUAN TOWN COUNCIL
Special Meeting Minutes - DRAFT
Town Hall – 314 Mill Street, Occoquan, VA 22125
Tuesday, August 18, 2020
7:00 p.m.

Present: Mayor Earnie Porta; Vice Mayor Jenn Loges; Councilmembers Krys Bienia, Cindy Fithian, Laurie Holloway and Eliot Perkins (participated electronically)

Absent: None

Staff: Martin Crim, Town Attorney; 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 7:01 p.m. Councilmember Perkins participated electronically from Florida due to personal reasons (travel).

2. COUNCIL ORIENTATION WITH TOWN ATTORNEY

Mr. Crim delivered a presentation regarding the duties of the Town Attorney.

Chief Linn requested Council's approval to purchase materials to create partitions allowing all Council members to sit at the dais. He explained that it would cost approximately \$1,800.00 for Town staff to construct the plexiglass barriers, and that Vice Mayor Loges had met with a contractor who planned to submit a cost estimate for the project. He added that he expected that the cost of the project could be reimbursed by Coronavirus Aid, Relief, and Economic Security (CARES) Act funding.

Mayor Porta requested Council's unanimous consent to add this item to the agenda. No objections.

Mayor Porta asked if the partitions would extend behind the edge of the dais, as Council members would need a barrier between their chairs. Chief Linn responded that the partitions would extend approximately 2 ½ feet behind the dais.

Councilmember Holloway said she was concerned about the cost of the materials, as she thought \$2,000.00 was a lot to pay for six sheets of plexiglass and wood for frames. Chief Linn said he agreed that the price was high, but the 4' x 8' plexiglass sheets would cost approximately \$180.00 apiece and he wanted to ensure that the approved funding would cover all of the necessary materials.

Motion to authorize Town staff to expend an amount not to exceed \$2,000.00 to purchase social distancing barriers with CARES Act funds, and authorize the Town Treasurer to submit the actual cost incurred for reimbursement from the CARES Act funds.

Moved by Councilmember Fithian; seconded by Vice Mayor Loges.

Motion **passed** unanimously by voice vote.

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 consideration or interviews of candidates for employment or appointment, or assignment, appointment, promotion, performance,

demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town, specifically dealing with Town Manager and Town Hall staff.

Moved by Councilmember Bienia; seconded by Vice Mayor Loges.

Motion **passed** unanimously by voice vote.

Closed session began at 8:05 p.m.

Closed session ended at 8:55 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 Councilmember Bienia; seconded by Councilmember Fithian.

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

Nays: None.

Mayor Porta asked for unanimous consent to add to the agenda:

- A Resolution Announcing Severance Package of Appointed Official in Accordance with Virginia Code Section 15.2-1510.1
- A resolution regarding the appointment of an Acting Town Manager
- Authorization of the Mayor to make an employment offer for the Town Manager position

There being no objection, these items were added to the agenda.

Motion to adopt A Resolution Announcing Severance Package of Appointed Official in Accordance with Virginia Code Section 15.2-1501.1.

Moved by Vice Mayor Loges; seconded by Councilmember Fithian.

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

Motion to adopt A Resolution Appointing Mayor Earnest W. Porta Jr. Acting Town Manager.

Moved by Councilmember Perkins; seconded by Vice Mayor Loges.

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

Motion to authorize the Mayor to make an offer of employment for the position of Town Manager to Kirstyn Jovanovich.

Moved by Vice Mayor Loges; seconded by Councilmember Fithian.

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

4. ADJOURNMENT

The meeting was adjourned at 8:58 p.m.

Katy Nicholson
Town Clerk

DRAFT



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

4. Consent Agenda	Meeting Date: October 6, 2020
4 C: Request to Declare Election Day on November 3, 2020 as a Town Holiday	

Attachments: a. None

Submitted by: Kirstyn Jovanovich
Town Manager

Explanation and Summary:

This is a request to declare November 3, 2020, Election Day, as a Town holiday. Earlier this year, the Commonwealth of Virginia declared Election Day as a State holiday. Generally, the Town has followed the Commonwealth's holiday schedule; however, the Town Council sets the Town's holiday schedule. As has been the historical practice, the November Town Council meeting has been scheduled for the Wednesday following Election Day, November 4, 2020.

Staff is recommending that the Town Council declare November 3, 2020 a Town holiday.

Town Attorney's Recommendation: N/A

Town Manager's Recommendation: Recommend approval.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

"I move to declare November 3, 2020, Election Day, as a Town holiday."

OR

Other action Council deems appropriate.



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
Earnest W. Porta, Jr., Mayor
Jenn Loges, Vice Mayor
Krys Bienia
Cindy Fithian
Laurie Holloway
Eliot Perkins

TOWN MANAGER
Kirstyn Jovanovich

TO: The Honorable Mayor and Town Council

FROM: Kirstyn Jovanovich, Town Manager

DATE: October 6, 2020

SUBJECT: Administrative Report

This is a monthly report to the Town Council that provides general information on departmental activities including administration, public safety, engineering, zoning and building, public works and events.

Administration

- **Occoquan River Discharge Complaint** – In the spring, Town staff contacted Vulcan and Fairfax Water when instances of sediment discharge was noticed in the Occoquan River. Since then, Town representatives have been in communication with these two agencies, as well as with DEQ, to ensure that the discharge is not being caused by operations. Both agencies have been found to be in compliance with their permits and there is no evidence that any of their activities are causing the sediment discharge. The sediment discharge is not a regular occurrence in the river and has only been observed/reported a few times since the Town was first notified of the occurrence earlier this year. Vulcan has asked that they be informed if future occurrences are observed so they can try to pinpoint the source. In addition, some evidence exists that the sediment discharge may be occurring because during very heavy rains the steep banks of the Little Occoquan Creek are naturally eroding. Town representatives will continue to monitor and maintain communication with Vulcan, Fairfax Water and DEQ and ask that the community notify a town representative at the time a future sediment discharge is observed in the river so that it may be investigated at the time of the occurrence.
- **Visitor Center Lease Update** – The Prince William County Department of Parks, Recreation and Tourism plans to terminate the lease and have the visitor's center building ready to turn over to the Town no later than November 30, 2020.
- **Rivertown Overlook Maintenance** – The Town Manager met with the property owner and discussed cutting back overgrowth on the site and maintaining the site to meet Town Code requirements, as well as making repairs to existing silt fencing. The Property owner advised that overgrowth will be cut back and debris removed from the site by October 9.
- **Berrywood Refuse Containers** – The Town Manager met with the project developer and the developer agreed to create a shield to block view of refuse containers along Center Lane from Union Street. Staff will follow up with the developer to ensure the refuse area is brought into compliance.
- **Town Hall A/V** – The A/V equipment order has been provided to the contractor and an install date is pending. An additional quote for a central control system and A/V podium has been requested.

- **104 W Locust Street** – Abandoned construction equipment and debris has been removed by Town staff. A letter will be sent to the property owner to notify of the Town’s intent to enclose the exposed windows if the property owner does not do so within 30 days.
- **Town Hall Operating Hours** – Town Hall has resumed normal operating hours of 9 a.m. to 4 p.m., Monday through Friday, as of October 1. Staff will continue to monitor the COVID-19 impacts and make recommendations for future operations as needed.
- **ICMA Annual Conference** – The Town Manager attended the International City/County Management Association’s (ICMA) Virtual Annual Conference on September 23 – 26, 2020.

Engineering

ACTIVE ITEMS

- **Kayak/Canoe Launch – update from last report**
Work completed, and ramp useable. Working toward project close-out.
- **Historic District Parking Exhibit –update from last report**
Proceeding with planimetric mapping and eventually striping plan after input on parking options.
- **DEQ review of Town’s Chesapeake Bay Preservation Ordinances – no change from last report**
Town Engineer working with DEQ to review current ordinances for possible changes to accommodate updates. Last review 10 years ago.
- **Mill Street Crosswalk Improvement Plan by VDOT – update from last report**
PWC issued final plans for review by Town. Likely to be before Council not later than November 2020 meeting.
- **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. The Stop Work order has been rescinded after remediation efforts by owner. Certificate of Appropriateness for fence approved by Town Council.
- **Rivertown Overlook Project – no change from last report**
Land Disturbance Permit issued – construction proceeding.
- **Mill at Occoquan – update from last report**
Revised preliminary site plan and Special Use Permit applications re-submitted August 2, 2019 – staff report prepared and distributed for Planning Commission hearing. Community meeting held September 23, 2020.
- **Topographic Mapping of Poplar Lane for GMU – update from last report**
Work completed and forwarded to GMU professor.

INACTIVE ITEMS (no action/monitoring pending):

- **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 May 15, 2018 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)

Zoning Administrator

A. The following is a list of **zoning reviews** from September 1 to September 28, 2020:

	Zoning Application #	Property Address	Activity
1	TZP2020-024	103 W Locust Street	New Deck 18'x14'
2	TZP2020-025	116 Edgehill Drive	Master bath remodel
3	TZP2020-026	93 Heron Lane	Master bath remodel
4	TZP2020-027	142 Washington Street	Water service replacement

B. The following is a list of **new violation letters** from September 1 to September 28, 2020:

	Property Address	Violation	Town Action
1	103 Poplar Road	Bright lights at night	Letter Sent on 9/3/2020, staff to contact owner
2	104 W Locust St.	Windows removed	Letter Sent on 9/1/2020, Property posted, debris removed, window treatment being reviewed by TA

C. The following is a list of **active/previous violations** from September 1 to September 28, 2020:

	Property Address	Violation	Town Action
1.	Berrywood	Trash Enclosure not present	3 rd Certified Letter Sent 7/25/19, TM to contact owner
2.	3 rd Base Pizza	Seasonal Lights in Place	No Action known
3.	119 Washington St.	Overgrown Grass/weeds	Last letter sent on 7/8/2020

The following is a list of **plan reviews** from September 1 to September 28, 2020:

	Plan Name	Plan Number	Plan Date	Plan Preparer
1	Town of Occoquan Mill Street Crosswalks and ADA Compliant Ramps From: Ellicott Street To: Washington Street	EN18-076-275	September 2020	Prince William County Transportation

Building Official

Please see the attached monthly report provided by Prince William County providing information on permits within the Town of Occoquan.

Public Safety

Departmental Goals

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

Current Initiatives

Continued the Calls for Service police coverage and COVID-19 response in Town. Working with town officials and police officers to increase patrols and visibility during peak calls for service times and times related to COVID-19 activities. Directed patrols during business hours. Continued community policing and safe sidewalks. Increased speed enforcement on Washington Street as a result of increased complaints/requests. Continue DMV selective enforcement grants to address impaired driving, reduce accidents, and increase pedestrian safety.

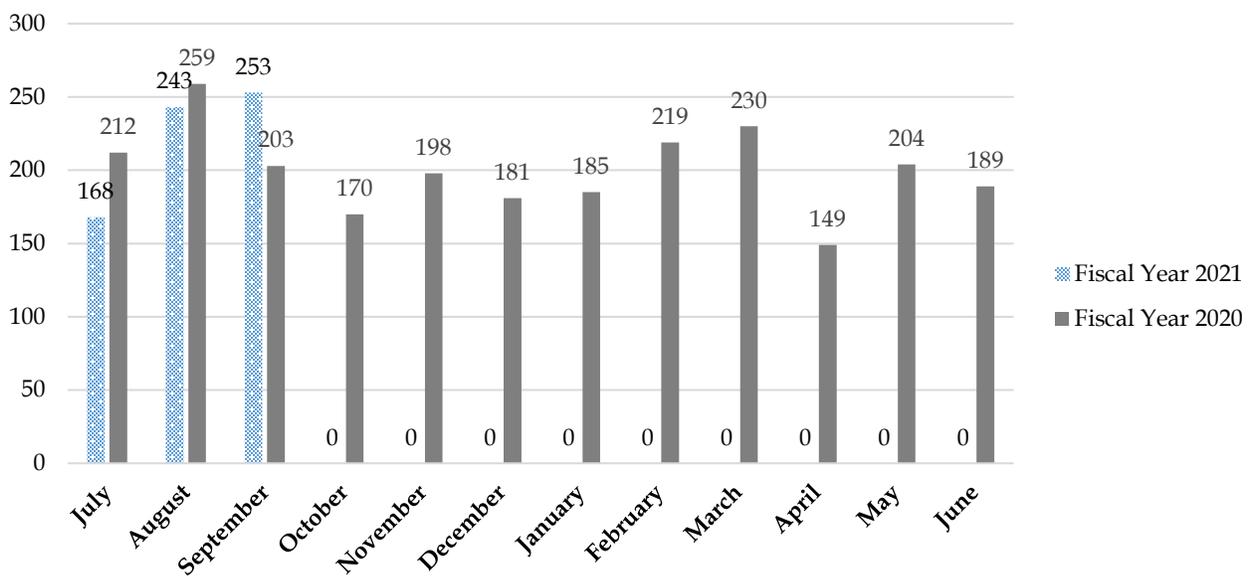
Community Relations

Provided visibility patrol during Concert in the Park event. Provided patrol and visibility for COVID-19.

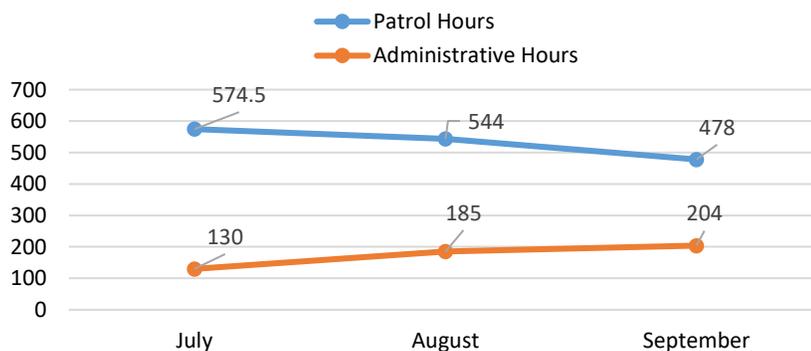
Patrol and Enforcement Activities

As of September 29th, in the month of September, the Town Police had 83 non-traffic calls for service, with 11 animal calls, 8 illegal fishing calls, 6 arrests, issued 253 traffic summonses, 9 parking violations, and 47 warnings.

Traffic Summonses FYTD (GRAPH)

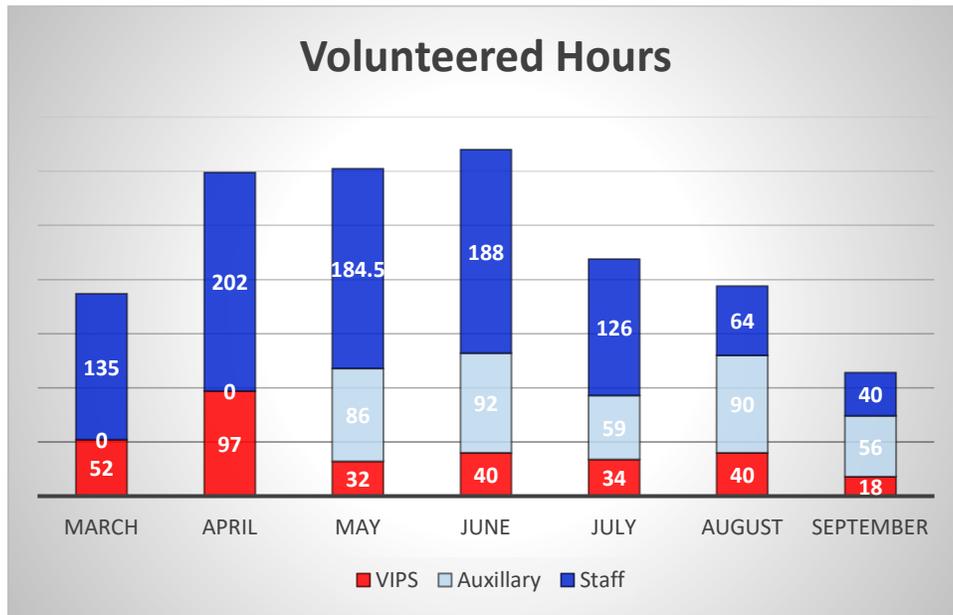


Patrol/Administrative Hours FYTD (GRAPH)



Volunteer in Police Service

Since March, our volunteer in police service (VIPS) members, auxiliary police officers, and paid police staff have donated a total of 1,635.5 uncompensated hours to the Town. Below is a list of volunteer hours (uncompensated time) provided by our VIPS members, auxiliary police officers, and paid police staff:



Miscellaneous

Officer Barker received a Mothers Against Drunk Drivers (MADD) recognition award for outstanding service to end impaired driving in Virginia. Officer Barker was nominated by Chief Linn for his outstanding efforts in impaired driving enforcement and education.

Public Works

Weekly Activities - The Public Works Department engages in the following weekly maintenance activities:

Activity	WEEKLY MAINTENANCE ACTIVITIES							Notes
	Status							
	Mon	Tue	Wed	Thur	Fri	Sat	Sun	
Trash Collection	✓	✓	✓	✓	✓	✓	✓	Done Daily
Street Sweeping	✓		✓		✓			Done Mon/Wed/Fri
Check/Repair Gaslights			✓		✓			Due Wed/Fri
Check/Repair Street Banners	✓		✓		✓			Due Mon/Wed/Fri
Clean Trashcan Lids					✓			Due Friday
Check/Replace Doggie Bags					✓			Due Friday
Check Storm Water Drains					✓			Due Friday
Clean River Mill Park Restrooms	✓	✓	✓		✓	✓	✓	Due Mon/Wed/Fri (COVID- daily)
Clean RMP Restrooms/Contractor	✓			✓				Due Mon/Thur
Check Tanyard Hill Park		✓		✓				Due Tue/Thur
Brick Sidewalk Review/Repair								See Brick Replacement Schedule
Check/Replace Flags					✓			Due Friday
Annex Cleanup	✓	✓	✓	✓	✓	✓	✓	Due Daily
Review/Clean Dumpster Area	✓				✓			Due Mon/Fri
Confirm Trash Contractor	✓				✓			Due Mon/Fri
Water Flowers	✓		✓		✓			Due Mon/Wed/Fri
Open Bathrooms	✓	✓	✓	✓	✓	✓	✓	Done Daily

Maintenance Projects - Since March 2020, the Public Works Department has had a total of 118 projects within its work portfolio. Of those projects, 89 have been completed, 17 projects are in progress and 12 have not yet started. The below chart outlines the status of the remaining projects:

Project Title	Projects			Notes
	Not Started	In Progress	Completed	
Town Hall Bathroom Remodel	√			Project on hold pending funding
Town Hall Kitchen Remodel	√			Project on hold pending funding
Sew new grass at town hall		√		09/21: Weed removal has begun. Work scheduled to be completed over the next two weeks
Sew new grass at River Mill Park	√			Scheduled to be completed this fall
Trim Trees on Mill St		√		08/03: Evaluating remainder of trees to trim
Trim Trees on Commerce St		√		08/03: Evaluating remainder of trees to trim
Paint Door and Repair Windows on ATM Storage Building		√		Waiting on direction of painting
Replace Exterior Lights on River Mill Bathroom		√		06/29: Project Scheduled to be completed by 07/03 07/06: Lights purchased. Electrician scheduled for Friday 07/10 07/13: Electrician pushed us back due to emergencies. Waiting on new completion date
Repair Town Hall Eve Damage due to Tree that was Removed		√		06/15:Reviewed damage and requesting repair quotes 06/22: Attempting to find contractor to complete work
Stain Deices Dividers		√		
Cut and Paint LOVE sign for River Mill Park (For artist to paint)		√		06/22: Placed on hold per Julie and Artist 08/31 Requested to restart project
Paint Alley Way Sign Poles	√			
Repair/Replace hazardous boards on Boardwalk		√		Boards behind Gaslight Landing repaired. Replacement needs to be discussed.
Replace Mirror by Union St. & Poplar Alley	√			Waiting to discuss with TM
Get estimates for gutter covers for town buildings	√			06/29: Contacting vendors for quotes 07/06: Only one quote received 07/13: Completing work in-house. 08/03: Moving to "Not Started" category-Pending funding
Fix table bench on Town Boardwalk		√		07/13: Replacing with new materials. Waiting to purchase items
Add rip-wrap (rock) under parking area in front of Kayak Ramp		√		08/03: Kayak launch contractor has found most of the missing rock that had fallen into the river and placed back on bank. Progress to continue

Clean Lower Level Emergency Exit Stairs at Town Hall		√		08/03: Stairwell cleaned out. Need electrician to fix pump in the stairwell 08/10: Need to replace well pump cap
Discuss Entrance "Town" signage on FFX side of Footbridge	√			
Cut back over-growth at Tanyard and Olde Bridge to make OCQ Sign more visible	√			
Rt 123 Bridge cleaning		√		VDOT contacted and has been placed on schedule
Footbridge Repair and Inspection		√		VDOT contacted and has been placed on schedule
Cut back overgrowth on Washington St just north of Commerce Intersection	√			
Organize River Mill Park lower building - storage		√		
Renovate Town Manager Office	√			
Build desk extension for Clerk on dais	√			
Trim Poplar Alley overgrowth		√		Trimming scheduled for 10/2
Tree Trimming in front of 404 Mill St.		√		Tree Trimming scheduled 10/2
Place Custom Bricks near River Mill Park	√			

Brick Installation and Maintenance Projects - Below is the status of the replacement and maintenance of sidewalk bricks:

Location	Status		
	Not Started	In Progress	Completed
Corner by Post Office (Mill & Washington)		√	
206 Mill St. (Details)		√	
Town Hall		√	
Loft Gallery/Elements			√
Bottle Stop			√
Mamie Davis Park (in front - Mill St.)		√	
Mamie Davis Park (in park)		√	
Museum Area			√

Events and Community Development

- Haunt the Town: Trivia Night in the Park, October 23, 6:30-8:30pm**
 "Quaranteams" of up to six purchase a picnic circle with a side option for to-go dinner packs. Target audience is date night fun for locals. Patriots for Disabled Divers plans to staff a tent for the purchase of adult beverages. The inaugural event held on its rain date of September 30, ran smoothly and was, by all reports, lots of fun.
- Haunt the Town Costume Parade and Contest, October 24, 10am-12pm**
 Two-hour event for families; masks required. Participants line up in a socially distanced, designated area near Riverwalk and parade begins at 10am with a rolling stop until they reach River Mill Park. Participants gather within their family groups in circles in the park. Costume contest commences by lining up in distanced groups. Winners in each category win a \$25 gift certificate.

- **HolidayFest**

HolidayFest will celebrate the unique character of the town as the best part of living, dining, and shopping in Occoquan and embrace our general small-town experience.

Virtual Tree Lighting is planned for November 20 on Facebook Live which will kick off HolidayFest, a live and virtual hybrid event that combines Holiday Open House and WinterFest and spread across three weeks of activities and include a passport experience and raffle/giveaway for patrons. The Town will sponsor a Gingerbread House Contest.

To a large extent, we were able to convert traditional workshops to a virtual platform during Discover Occoquan Week and were able to socially distance outdoor events sufficiently. Daily tutorials and demos were shared on the Town's event page on Facebook, which in effect created a Discover Occoquan channel. We will use this model for HolidayFest and plan weekly updated schedules of events and activities.

HolidayFest will include Town-sponsored activities in River Mill Park, such as firepits, s'mores, hot chocolate, and distance circles, as well as a Holiday Craft Market. Social distancing guidelines will apply in terms of spacing booths, as well as patrons per booth space. Booths will be offered to craft show vendors that were juried to the Artisans Walk for RiverFest and Occoquan merchants. The pop-up Holiday Market concept provides continuity for the best of our craft show vendors and revenue for the Town.

- **Social Media Campaigns**

Beyond Fall/harvest tourism shots and October town events, the following are campaigns launching on social media this month:

- **Leave No Trace-** Focuses on visitors having a minimum impact on plants, wildlife, and town environment when visiting Occoquan. With an increase of fishermen, kayakers, and other visitors to town, the goal of this campaign is to reduce litter and trash in the streets and river.
- **Rent the Park Campaign-**Focuses on ways event planners and general public can make use of our parks such as birthdays, weddings, etc. The goal of this campaign is to increase park rentals.
- **Commemorative Brick Paver Campaign:** Encourages holiday sales of brick pavers. Goal is to generate more brick paver revenue.
- **Name that Biz:** Business initiative that encourages engagement on social media with regard to our shops and restaurants via video. The goal of this campaign is to increase brand awareness of individual shops and eateries.

Town of Occoquan - Permit Report
 September 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
BLD2021-01141	128 EAST COLONIAL DR	16' X 8' DECK WITH 3 STEPS PER COU	Building	Issued	R - Addition	08/20/2020		128.00	\$8,878.00	OCOQUAN
ELE2021-01247	116 EDGEHILL DR	MASTER BATH REMODEL - NO BLD	Electrical	Issued	R - Alteration/Repair	09/16/2020		0.00	\$500.00	OCOQUAN
PLB2021-00707	116 EDGEHILL DR	MASTER BATH REMODEL - NO BLD	Plumbing	Issued	R - Alteration/Repair	09/16/2020		0.00	\$500.00	OCOQUAN
BLD2019-00547	402 FORTRESS WAY	KITCHEN RENOVATION TO CONDO UN	Building	Issued	C - Alteration/Repair	07/30/2018		0.00	\$16,000.00	OCOQUAN
ELE2021-00883	264 GASLIGHT LANDING C1	INSTALL NEW ELECTRICAL CAR CHAR	Electrical	Finald	R - Alteration/Repair	08/25/2020	08/27/2020	0.00	\$1,650.00	OCOQUAN
GAS2019-00432	270 GASLIGHT LANDING C1	ALTERATION/REPAIRS TO REPLACE H	Gas	Issued	C - Alteration/Repair	09/20/2018		0.00	\$4,751.00	OCOQUAN
ELE2021-01246	93 HERON LN	MASTER BATH REMODEL - NO BLD	Electrical	Issued	R - Alteration/Repair	09/16/2020		0.00	\$0.00	OCOQUAN
PLB2021-00706	93 HERON LN	MASTER BATH REMODEL - NO BLD	Plumbing	Issued	R - Alteration/Repair	09/16/2020		0.00	\$500.00	OCOQUAN
BLD2020-05195	111 MILL ST	N/S FOR CANOE & KAYAK RAMP IN TH	Building	Finald	C - Accessory Structure	07/10/2020	09/08/2020	600.00	\$43,000.00	OCOQUAN
PLB2020-00752	201 MILL ST	CAPPING THE WATER SERVICE	Plumbing	Issued	C - Alteration/Repair	10/01/2019		0.00	\$300.00	OCOQUAN
BLD2018-04471	313 MILL ST	PARTIAL ROOF REPAIR DUE TO WATE	Building	Issued	C - Alteration/Repair	02/23/2018		800.00	\$10,000.00	OCOQUAN
BLD2018-02969	426 MILL ST	*SEE NOTE* LOT SPECIFIC SFD - KIEI	Building	Issued	R - New Single Family Dwel	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 P	Building	Issued	R - Retaining Wall	04/15/2019		0.00	\$7,500.00	OCOQUAN
GAS2021-00350	426 MILL ST	1 gas fireplace, 1 gas furnace, 1 gas	Gas	Issued	R - New Single Family Dwel	08/31/2020		2,750.00	\$3,000.00	OCOQUAN
PLB2021-00537	426 MILL ST	water and sewer	Plumbing	Issued	R - New Single Family Dwel	08/31/2020		2,750.00	\$4,500.00	OCOQUAN
BLD2018-02984	430 MILL ST	*SEE NOTE* KIELY RESIDENCE - LOT 5	Building	Issued	R - New Single Family Dwel	04/15/2019		3,468.00	\$100,000.00	OCOQUAN
BLD2018-05963	430 MILL ST	RETAINING WALL MAX HEIGHT 9'	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 Dwel	04/07/2020		3,468.00	\$15,000.00	OCOQUAN
GAS2021-00349	430 MILL ST	1 gas fireplace , 1 gas range , 1 gas	Gas	Issued	R - New Single Family Dwel	08/31/2020		2,750.00	\$3,000.00	OCOQUAN
MEC2021-00002	430 MILL ST	DUCTWORK AND HVAC INSTALL	Mechanical	Issued	R - New Single Family Dwel	08/26/2020		3,468.00	\$1,200.00	OCOQUAN
PLB2021-00536	430 MILL ST	water and sewer	Plumbing	Issued	R - New Single Family Dwel	08/31/2020		3,468.00	\$4,500.00	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	WOODBRIDGE
BLD2021-01427	1437 OCCOQUAN HEIGHTS 20'	X 16' DECK NO STAIRS	Building	Issued	R - Addition	08/20/2020		320.00	\$9,000.00	OCOQUAN
BLD2014-05879	1441 OCCOQUAN HEIGHTS DECK		Building	Issued	R - Addition	04/25/2014		288.00	\$6,700.00	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	Gas	Issued	R - Swimming Pool	01/16/2018		0.00	\$2,000.00	OCOQUAN
BLD2018-04392	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1'	Building	Issued	R - New Townhouse	03/22/2018		2,754.00	\$45,000.00	OCOQUAN
ELE2019-04221	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1'	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 1'	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 1'	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 1'	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 1'	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 1'	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 1'	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 1'	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 1'	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 1'	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 1'	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 1'	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 1'	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 1'	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 1'	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 1'	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 1'	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 1'	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 1'	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 1'	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 F	Building	Issued	C - Alteration/Repair	01/31/2018		64.00	\$1,000.00	OCOQUAN
PLB2018-01862	199 UNION ST	INTERIOR RENOVATIONS TO LAUNDR	Plumbing	Issued	C - Alteration/Repair	01/31/2018		25.00	\$4,000.00	OCOQUAN
BLD2019-00218	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KI	Building	Issued	C - Tenant Layout	10/25/2018		1,242.00	\$75,000.00	OCOQUAN
ELE2019-00426	201 UNION ST	/H/XF RESTURANT - TLO - NEW KITCHI	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, KI	Gas	Issued	C - Tenant Layout	03/19/2019		1,242.00	\$12,000.00	OCOQUAN
MEC2019-00933	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KI	Mechanical	Issued	C - Tenant Layout	03/19/2019		1,242.00	\$75,000.00	OCOQUAN
PLB2019-00145	201 UNION ST	{ KJJ(RESTURANT - TLO - NEW KITCHI	Plumbing	Issued	C - Tenant Layout	03/19/2019		1,242.00	\$2,000.00	OCOQUAN
BLD2020-03981	202 UNION ST	ALTERATION/REPAIRS TO DEMO SPA	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
PLB2021-00690	202 UNION ST	SALAD SALOON - TLO	Plumbing	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
BLD2021-00870	127 WASHINGTON ST	A/R TO ADD BEDROOM & QUARTERS /	Building	Pending	R - Alteration/Repair			0.00	\$50,000.00	OCOQUAN
BLD2019-00785	131 WASHINGTON ST	FINISH BASEMENT *-REVISED 9/19/18	Building	Issued	R - Alteration/Repair	08/13/2018		215.00	\$750.00	OCOQUAN
ELE2019-00643	131 WASHINGTON ST	FINISH BASEMENT *-REVISED 9/19/18	Electrical	Issued	R - Alteration/Repair	08/16/2018		215.00	\$500.00	OCOQUAN
PLB2019-00381	131 WASHINGTON ST	FINISH BASEMENT *-REVISED 9/19/18	Plumbing	Issued	R - Alteration/Repair	08/15/2018		215.00	\$750.00	OCOQUAN
BLD2021-02148	103 WEST LOCUST ST	Tearing down old deck and rebuilding the	Building	Issued	R - Addition	09/17/2020		252.00	\$5,000.00	OCOQUAN
PLB2018-01956	103 WEST LOCUST ST	Water Service	Plumbing	Issued	R - Alteration/Repair	02/08/2018		0.00	\$1,400.00	OCOQUAN

Town Attorney Report

To: Mayor and Council, Town of Occoquan

From: Martin Crim, Town Attorney 

Date: October 1, 2020

NOT CONFIDENTIAL

This is a non-confidential report on matters that my office has been working on for the Town since the previous Town Council, at which I made an oral report:

1. Briefed the Town Manager regarding outstanding legal issues.
2. Advised the Town regarding 104 West Locust Street clean-up.
3. Advised the Town Manager regarding the “Going Out of Business” sign that has been put up without a permit.
4. Drafted a parking lot lease.
5. Fine tuned the noise ordinance and vehicle exhaust ordinance.
6. Worked with Town and with our consultant Patrick Mulhern regarding Mill at Occoquan SUP applications.



TOWN OF OCCOQUAN

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 www.occoquanva.gov

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

Town Treasurer's Report Town Council Meeting - October 6, 2020

TOWN TREASURER
 M. Kathleen Dellinger

Meals Tax Delinquencies			
Business Name	Months of Delinquency	Date of Last Notice	Status of Compliance
Madigan's Waterfront	Penalty/Interest	7/31/20	due Oct. 31, 2020
Riverside Coffee & Ice Cream	14	10/24/19	Not compliant

BPOL Tax Delinquencies			
Business Name	Years of Delinquency	Date of Last Notice	Status of Compliance
Designs by Andre'	1.58	8/24/20 delivered to USPS, then delivered by Post Master	noncompliant
Touch of Gold	.58	No response to 06/17/20 notice	noncompliant
Norma Fayak Photography	.58	No response to 06/17/20 notice	noncompliant
Meticulous Painting, LLC	.58	No response to 06/17/20 notice	noncompliant
Talent Acquisition Concepts	.58	No response to 06/17/20 notice	noncompliant
Apiary Market	.58	No response to 06/17/20 notice	noncompliant
Riverside Coffee & Ice Cream	.58	No response to 8/5/20 notice	noncompliant
Terrestris LLC	.58	No response to 06/17/20 notice	noncompliant
Berrywood, Inc.	.58	No response to 8/5/20 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	8/21/20 email RPC	noncompliant
Houghton, Lance	2	\$29.89	8/21/20 email RPC	noncompliant

Transient Tax Delinquencies			
Property Owner	Months of Delinquency	Date of Last Notice	Status of Compliance
Ballywhack Inc.	18	07/02/20	delinquent

Service Revenue Delinquencies			
Project	Date of oldest invoice	Recent Action	Number of Invoices
Berrywood, Inc.	2/28/18	Statement in process	22
113 Poplar Lane	11/30/17	Statement sent 09/21/20	9
Keily Court	11/20/19	Statement sent 09/21/20	7
Midatlantic R.E. Investments	8/29/19	Statement sent 10/2/20	5

TOWN OF OCCOQUAN
Comparative Balance Sheet
AS OF 8/31/20

ASSETS					
	Aug 19		Aug 20		
				\$ difference	% difference
Current Assets					
Total Checking/Savings	\$	720,845	\$	472,905	\$ (247,940.00) -34%
Total Accounts Receivable	\$	63,028	\$	196,334	\$ 133,306.00 212%
Total Other Current Assets	\$	5,634	\$	10,715	\$ 5,081.00 90%
Total Current Assets	\$	789,507	\$	679,954	\$ (109,553) -13.9%
TOTAL ASSETS	\$	789,507	\$	679,954	\$ (109,553) -13.9%
LIABILITIES & EQUITY					
Liabilities					
Total Accounts Payable	\$	6,281	\$	26,203	\$ 19,922 317.2%
Total Credit Cards	\$	6,191	\$	-	\$ (6,191) -100.0%
Total Other Current Liabilities	\$	13,951	\$	9,039	\$ (4,912) -35.2%
Total Current Liabilities	\$	26,423	\$	35,242	\$ 8,819 33.4%
Total Long Term Liabilities	\$	-	\$	-	\$ -
Total Liabilities	\$	26,423	\$	35,242	\$ 8,819 33.4%
Equity					
Nonspendable					
Inventory	\$	1,006	\$	1,006	\$ - 0.0%
Net Assets without Restrictions					
Operating Reserves	\$	200,000	\$	200,000	\$ - 0.0%
Unassigned Net Assets	\$	61,384	\$	72,293	\$ 10,909 17.8%
Event Fund	\$	131,705	\$	153,716	\$ 22,011 16.7%
CIP Fund	\$	115,611	\$	97,857	\$ (17,754) -15.4%
Net Assets with Restrictions					
Financing Proceeds	\$	57,295	\$	25,271	\$ (32,024) -55.9%
Public Safety Grant Fund	\$	45,343	\$	68,385	\$ 23,042 50.8%
CARES Act Funds	\$	0	\$	53,508	\$ 53,508 %
Mamie Davis Park Fund	\$	10,323	\$	9,368	\$ (955) -9.3%
Public Education Grant Fund	\$	1,044	\$	1,313	\$ 269 25.8%
Public Art Fund	\$	500	\$	500	\$ - 0.0%
Mamie Davis (Endowment)	\$	100,000	\$	100,000	\$ - 0.0%
Net Income	\$	38,873	\$	(138,505)	\$ (177,378) -456.3%
Total Equity	\$	763,084	\$	644,712	\$ (118,372) -15.5%
TOTAL LIABILITIES & EQUITY	\$	789,507	\$	679,954	\$ (109,553) -13.9%

**TOWN OF OCCOQUAN
PROFIT and LOSS
AS OF 8/31/2020
Total Funds**

REVENUES	FY 2021 Budget	Actual as of 8/31/20	% of Budget Used
General Fund			
Real Estate Taxes	245,000	-	0.0%
Meals Taxes	208,533	39,940	19.2%
Other Taxes (Sales,Utility,Communications,Transient)	152,663	9,182	6.0%
Fines (Public Safety)	196,000	11,688	6.0%
Fees and Licenses (Auto,Business,Late fees,Arch,PM,ATM,Dock,Admin Fee,Eng Fee)	22,490	2,185	9.7%
Grants (Litter,HB599,DMV,PEG)	25,630	5,921	23.1%
Service Revenue (Engineer,Legal,Landscape,CC fees,E-Tickets)	10,000	-	0.0%
Rentals (TH,RMP)	4,500	-	0.0%
Interest (GF,Brick,Sponsor)	1,000	58	5.8%
Other Revenues (Reimbursements, Ins claims,ticket sales)	8,000	30,152	31.4%
Actual COVID-19 Grant from PWC - Budgeted TRANSFER FROM RESERVES	96,015	-	
Total Revenues General Fund	969,831	99,126	10.2%
EXPENDITURES			
General Fund			
Personnel Services	531,849	132,239	24.9%
Professional Services	163,400	18,639	11.4%
Information Technology Services	17,300	4,329	25.0%
Materials and Supplies	14,634	4,858	33.2%
Operational Services	8,550	1,447	16.9%
Contracts (Landscaping, Refuse Collection, Snow Removal)	82,000	11,921	14.5%
Insurance	20,120	6,782	33.7%
Public Information (Newsletters)	3,300	329	10.0%
Advertising (Community / Business Support, Legal Ads)	9,000	1,345	14.9%
Training and Travel (Employee, Boards and Commission Training)	13,237	4,767	36.0%
Vehicles and Equipment	21,000	2,423	11.5%
Seasonal	5,000	-	0.0%
Facilities Maintenance	48,491	6,661	13.7%
Special Events	15,050	2,780	18.5%
Other Expense	-	32,737	-
TRANSFER TO CIP RESERVE	16,900	-	0.0%
Total Expenses	969,831	231,257	23.8%
General Fund Net Income	-	(132,131)	23.8%

**TOWN OF OCCOQUAN
PROFIT and LOSS
AS OF 8/31/2020
Total Funds**

	FY 2021 Budget	Actual as of 8/31/20	% of Budget Used
Public Event Fund			
Revenue (FL)	225,100	2,133	0.9%
Expenses (personnel,materials and supplies,contracts,advertising)	156,552	6,048	3.9%
Craft Show Net Income	68,548	(3,915)	-5.7%
Mamie Davis Fund			
Revenue	1,200	41	3.4%
Expenses (repairs and maintenance)	-	-	
Mamie Davis Net Income	1,200	41	3.4%

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**TOWN OF OCCOQUAN
PROFIT and LOSS
AS OF 8/31/2020
Total Funds**

CIP Fund	FY 2021 Budget	Actual as of 8/31/20	% of Budget Used
Revenues	19,411	-	0.0%
TRANSFER FROM GENERAL FUND	16,900	-	0.0%
Total Revenue	36,311	-	0.0%
Expenses			
Building Maintenance	10,000	-	0.0%
Stormwater Management	50,341	-	0.0%
Trash/Recycling Containers	2,000	-	0.0%
Street/Curb Program/Intersection Improvements/Sidewalk Maintenance	5,000	-	0.0%
Mamie Davis Renovations/Upgrades	5,000	-	0.0%
Gaslight Banner Replacement	2,500	-	0.0%
Canoe Kayak Ramp	-	2,500	1.8%
Police Vehicle	16,900	-	0.0%
Police Radios	4,200	-	0.0%
Service Weapons & Related Gear	4,800	-	0.0%
LIDAR Speed Detection and Related Equipment	5,500	-	0.0%
Pedestrian & Bicyclist Safety Program	2,500	-	0.0%
Alcohol Related Safety Projects	4,400	-	0.0%
Computer Upgrades/Server Room Relocation/Operating System Upgrade/Replacement	12,755	-	0.0%
Document Management	3,000	-	0.0%
Parking Management Plan	5,000	-	0.0%
Timed Parking Management Equipment	5,000	-	0.0%
Entry Sign Project	10,000	-	0.0%
Snow Blower Replacement	2,500	-	0.0%
Gas Light Conversion to Electric	5,000	-	0.0%
Town Dock Maintenance	2,500	-	0.0%
Rivermill Park Maintenance	5,000	-	0.0%
AV Equipment-Town Hall	2,000	-	0.0%
Total Expenses	165,896	2,500	1.0%
CIP Net Income	(129,585)	(2,500)	2.2%
Total Net Income All Funds	(59,837)	(138,505)	

FUND BALANCES

AS OF 8/31/20

	As of 7/1/20 unaudited	Unaudited Income/ (Loss) YTD FY20	As of 8/31/20
Nonspendable:			
Inventory	\$ 1,006	\$ -	\$ 1,006
Restricted:			
Mamie Davis Fund	\$ 100,000	\$ -	\$ 100,000
Assigned:			
Operating Reserves	\$ 200,000	\$ -	\$ 200,000
Craft Show & Events	\$ 153,716	\$ (3,915)	\$ 149,801
CIP Funds	\$ 97,857	\$ (2,500)	\$ 95,357
Financing Proceeds	\$ 25,271	\$ -	\$ 25,271
Public Safety Grant Fund	\$ 68,385	\$ 5,921	\$ 74,306
CARES Act fund	\$ 53,508	\$ (4,551)	\$ 48,957
Mamie Davis Park Fund	\$ 9,368	\$ 41	\$ 9,409
PEG Fund	\$ 1,313	\$ -	\$ 1,313
Public Art Fund	\$ 500	\$ -	\$ 500
Subtotal Assigned:	\$ 609,918	\$ (5,004)	\$ 604,914
Unassigned	\$ 72,293	\$ (133,501)	\$ (61,208)
Total Available Fund Balance:	\$ 783,217	\$ (138,505)	\$ 644,712



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
 Agenda Communication

9. Regular Business	Meeting Date: October 6, 2020
9 A: Request to Authorize CARES Act Purchases	

Attachments: a. None

Submitted by: Adam Linn
 Chief of Police

Explanation and Summary:

The Town of Occoquan received \$188,760 in federal funding from the Coronavirus Aid, Relief and Economic Security (CARES) Act. To date, the Town has documented approximately \$25,367.85 for submission for reimbursement, with more expenses expected. The Town has also distributed \$30,000 in microgrant funding for Town businesses affected by the pandemic. CARES Act funding must be used by December 30, 2020. Staff has identified future purchases that are classified as reimbursable, and requests Council’s feedback on these proposed purchases.

Table 1 illustrates reimbursable activities incurred or approved to be incurred under the CARES Act. The Town has \$65,489.85 in reimbursement requests utilizing CARES Act funds. Table 2 includes proposed projects that total \$88,275 in available CARES Act funds, which the Town Council is considering as part of this agenda item.

TABLE 1: CARES Act Funds Approved Projects and Reimbursement Amounts

		Budget	
Total Budget Amount		\$188,760	
Disbursement	Expenditure Amount	Available Budget	
Microgrant program – businesses	\$30,000.00		
Public Safety Labor	\$16,360.75		
COVID-19 Services	\$4,929.60		
COVID-19 Signage, Disinfection Supplies	\$2,723.38		
PPE	\$5,955.43		
Public Safety/Emergency Operations Equipment and Supplies	\$7,620.74		
Remote Technology Equipment	\$23,149.95		
Totals	\$90,764.85		\$97,995.15
Proposed Projects Request Total	\$63,000		\$34,995.15

TABLE 2: Proposed Projects

Item	Justification	Cost	Number Requested	Subtotal
Portable (Laptop) and Tablet Computers	As a result of COVID-19, the Town Council and the Town Manager have authorized staff to telework in order to protect the health and safety of Town staff. The purchase of these portable computers and tablet computers will permit staff to efficiently remote work safely.	\$1,000	7	\$7,000
Tablet Computers	As a result of COVID-19, the Town Council enacted an ordinance to permit remote participation by Council members to protect the public and council. The use of tablets computers will greatly assist in remote participation and promoting social distancing practices.	\$1,000	6	\$6,000
Technology Equipment	As a result of the updated technology to permit remote participation and remote telework, new secure WIFI router and related equipment is required to provide secure and efficient connections.	\$3,000	1	\$3,000
Technology Support	As a result of the above purchases, the technology/network support consultant will be required to provide services to prepare and connect the technology to the Town's network.	\$2,000	1	\$2,000
Generators	As a result of health and public safety emergency, Town Staff has evaluated the emergency preparedness of the Town and determined that the need for continuous operations of the Town and its Public Safety. Generators are recommended for the Town Hall and the Police Department/Town Annex.	\$15,000	2	\$30,000

Item	Justification	Cost	Number Requested	Subtotal
Message Board	As a result of health and public safety emergency, Town Staff has evaluated the emergency preparedness of the Town and determined that the need for additional notification to residents, businesses, and visitors to the Town. The purchase of a moveable message board is recommended.	\$15,000	1	\$15,000
			TOTAL	\$63,000

Town Attorney's Recommendation: N/A

Town Manager's Recommendation: Recommend approval of a not-to-exceed amount and authorization to proceed with purchasing and implementing proposed projects by December 30, 2020. Requests further direction on community support program.

Cost and Financing: Not-to-Exceed amount of \$65,000
CARES Act Fund

Proposed/Suggested Motion:

"I move to authorize Town staff to expend an amount not to exceed \$65,000 to purchase the proposed projects utilizing CARES Act funds and authorize the Town Treasurer to submit the actual cost incurred for reimbursement from CARES Act funds."

OR

Other action Council deems appropriate.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

9. Regular Business	Meeting Date: October 6, 2020
9 B: Request to Host Annual Halloween Parade and Costume Contest Event	

Attachments: a. None

Submitted by: Julie Little
Events and Community Development Director

Explanation and Summary:

As has been the practice since the onset of the COVID-19 pandemic, staff has requested direction from the Town Council on whether or not to hold various town events in 2020. Proposed events have largely been re-tooled to promote public health safety measures in an effort to safely hold community events while discouraging the spread of the virus.

As such, staff is seeking direction from the Town Council on whether or not to move forward with the Annual Halloween Parade and Costume Contest on Saturday, October 24. The two-hour event is geared toward local families and will run from 10 a.m. to 12 p.m.

This event has been reformatted to align with public health recommendations. Participants will line up in socially distanced, designated areas near Riverwalk and the parade would begin at 10 a.m. with a rolling stop until they reach River Mill Park. Participants will then gather within their family groups of no more than six in circles in the park. Costume contest commences by lining up in distanced groups.

According to current CDC guidelines, this event as structured would be considered a moderate risk. Staff has developed an action plan and incorporated safety measures for participants that aim to meet public health guidelines in reference to COVID-19 and reduce opportunities for the spread of the virus.

Town staff will continue to closely monitor information from the Centers for Disease Control and local health and government authorities to guide future decisions about town events.

Staff is requesting direction from the Town Council.

Town Attorney's Recommendation: N/A

Town Manager's Recommendation: Recommend approval, with the requirement that participants and audiences adhere to all of the event's public health requirements.

Cost and Financing: \$125

Account Number: Events and Community Development

Proposed/Suggested Motion:

"I move to hold the Annual Halloween Parade and Costume Contest following public health guidelines as related to the COVID-19 pandemic."

OR

Other action Council deems appropriate.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

9. Regular Business	Meeting Date: October 6, 2020
9 C: Request to Adopt O-2020-05 to Repeal and Replace Town Code 92.2 Generally Relating to Noise	

Attachments: a. Proposed Ordinance

Submitted by: Adam Linn
Chief of Police

Explanation and Summary:

At its May 6, 2020 meeting, the Town Council voted to adopt Ordinance O-2020-03, An Ordinance to Repeal and Replace Town Code 92.02 Generally Relating to Noise. The Town adopted Prince William County's Noise Ordinance as a stopgap because its previous Noise Ordinance had been difficult to enforce.

Council also directed the Planning Commission to develop a revised Noise Ordinance better suited to the Town. The Planning Commission sought input from residents, business owners and the Chief of Police. The consensus was that the revised Noise Ordinance should be simple but enforceable. The Planning Commission voted at its August 25, 2020, meeting to recommend the approval of the proposed Noise Ordinance.

At its August 25, 2020, meeting, the Planning Commission also voted to recommend the adoption of Prince William County's Exhaust System Ordinance, prohibiting modified mufflers on Town roads.

At its September 1, 2020, meeting, Town Council discussed the draft Noise Ordinance and the draft Exhaust System Ordinance. At the September 15, 2020 meeting, at the recommendation of the Town Attorney, the Council deferred the item to the next regular meeting on October 6, to ensure that Council, enforcement staff and the public had an opportunity to review the ordinances.

The enclosed draft ordinance incorporates the recommended language for vehicle exhaust systems.

Town Attorney's Recommendation: Recommend approval.

Town Manager's Recommendation: Recommend approval.

Cost and Financing: N/A
Account Number: N/A

Proposed/Suggested Motion:

“I move to adopt O-2020-05, an Ordinance to repeal and replace Town Code 92.2 generally relating to noise.”

OR

Other Council action as deemed appropriate.

ORDINANCE # O-2020-05

**AN ORDINANCE TO REPEAL AND REPLACE TOWN CODE 92.02
GENERALLY RELATING TO NOISE**

BE IT ORDAINED by the Council for the Town of Occoquan, Virginia, meeting on this ____ day of _____, 2020:

1. That the Town Council hereby repeals existing Town Code § 92.02 and replaces it with the following:

CHAPTER 92: HEALTH AND SANITATION

NOISE

92.02 Declaration of findings and policy.

Town council hereby finds and declares that excessive noise is a serious hazard to the public health, welfare, peace and safety and the quality of life; that a substantial body of science and technology exists by which excessive noise may be substantially abated; that the people have a right to and should be ensured an environment free from excessive noise that may jeopardize the public health, welfare, peace and safety or degrade the quality of life; and that it is the policy of the Town to prevent such excessive noise to the extent such action is not inconsistent with a citizen's First Amendment rights.

92.03 Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Daytime means the local time of day between the hours of 6:00am and 10:00 pm every day.

Excessive noise means noise that (a) endangers or injures the safety or health of any person; (b) causes or tends to cause an adverse psychological or physiological effect on any person; or (c) negatively impacts the value of personal or real property. Specific examples of prohibited excessive noise are set forth in this chapter.

Emergency means any occurrence or set of circumstances involving actual or imminent physical injury or illness or property damage that requires immediate action.

Emergency work means any work performed for the purpose of preventing or alleviating the physical injury or illness or property damage threatened or caused by an emergency.

Instrument, machine or device means and refers to any musical instrument, radio, phonograph, compact disc player, cassette tape player, amplifier or any other machine or device for producing, reproducing or amplification of sound.

Horn means any audible signaling device on any automobile, motorcycle or other vehicle.

Motor carrier vehicle engaged in interstate commerce means any vehicle for which regulations apply pursuant to section 18 of the Federal Noise Control Act of 1972 (P.L. 92-574), as amended, pertaining to motor carriers engaged in interstate commerce.

Motorcycle means any two-wheeled, three-wheeled or four-wheeled motor vehicle, excepting farm tractors.

Motor vehicle means any self-propelled device or device designed for self-propulsion, upon or by which any person or property is or may be drawn or transported upon a street or highway, except devices moved by human power or used exclusively upon stationary wheels or tracks.

Nighttime means those times excluded from the definition of daytime.

Noise means any audible sound which disturbs or tends to disturb humans or which causes or tends to cause an adverse psychological or physiological effect on humans.

Plainly audible means capable of being perceived by the human ear of a person with normal hearing ability, including persons dependent upon normally functioning hearing aid devices. When music is involved, the detection of rhythmic bass tones or vibrations shall be sufficient to be considered plainly audible sound.

Property boundary. An imaginary line along the ground surface, and its vertical extension, which separates the real property owned, leased, or otherwise legally controlled by one person from that owned, leased, or otherwise legally controlled by another, including intra-building real property divisions.

Public area means any real property owned by the government, including, but not limited to, public rights-of-way, sidewalks, parks, and buildings.

Residential area means any building or other structure in which one or more persons resides on a permanent or temporary basis, including, but not limited to, houses, apartments, condominiums, hotels, and motels.

Dwelling unit means one or more rooms arranged, designed or intended to be occupied as separate living quarters by one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

Sound means an oscillation in pressure, particle displacement, particle velocity or other physical parameter, in a medium with internal forces that causes compression and rarefaction of that medium. The description of sound may include any characteristic of such sound, including duration, intensity and frequency.

Sound amplifying equipment means any machine or device used for the amplification of the human voice, music or any other sound. This term shall not include warning devices on authorized emergency vehicles, or horns or other warning devices on other vehicles used only for traffic safety purposes.

Town manager means the town manager or their designee.

92.04 Administration and enforcement.

- (A) The police department may issue a summons for for violations of this chapter and may be assisted by other Town departments as required.
- (B) Nothing in this section shall preclude a private citizen from obtaining a magistrate's summons based upon a probable cause determination by the magistrate's office.
- (C) A violation is defined in this chapter as the issuance of a written summons by the police department or magistrate's office.

92.05 Violations.

- (A) Civil violation. Any person who commits, permits, assists in or attempts any violation of this chapter, whether by act or omission, shall be liable for a civil violation as follows:
 - (1) The first violation of this chapter by such person shall be punished by a civil penalty in the amount of \$100.
 - (2) The second violation of this chapter by such person shall be punished by a civil penalty in the amount of \$250.
 - (3) Subsequent violations of this chapter by such person shall be punished by a civil penalty in the amount of \$500.
- (B) Criminal violation. Any repeat violations of this chapter may be charged as a misdemeanor. Any person who is in violation of this chapter, and who has received a written summons for violating this chapter on a prior occasion shall be guilty of a Class 2 misdemeanor.
- (C) Any owner, tenant, resident or manager physically present on the property where the noise is emanating from is rebuttably presumed to be operating or controlling the noise source.
- (D) In addition to and not in lieu of the penalties prescribed in this section, the Town may apply to the circuit court for an injunction against the continuing violation of any of the provisions of this chapter and may seek any other remedy or relief authorized by law.

92.06 Specific Prohibitions.

Except as expressly provided otherwise in this chapter, the following acts are violations of this chapter:

- (A) Sounding any Horn on any right-of-way or in any public space except when the sounding of the Horn is intended as a danger warning. However, sounding a Horn continuously or intermittently in a manner that is plainly audible for more than five (5) consecutive seconds shall be a violation of this chapter.
- (B) Operation of a motor vehicle or operation of a motorcycle within the town that creates mechanical or exhaust noise that is plainly audible at a distance of 200 feet or more from the vehicle. This section shall not apply to motor carrier vehicles engaged in interstate commerce.
- (C) Operating, loading or unloading any vehicle, including but not limited to trucks, or the opening and destruction of bales, boxes, crates and containers in the outdoors so as to create plainly audible noise between the hours of 10:00 p.m. and 6:00 a.m..
- (D) Operating or causing to be operated between the hours of 10:00 p.m. and 6:00 a.m. any equipment used in construction, repair, alteration or demolition work on buildings, structures, alleys, real property, or appurtenances thereto in the outdoors so as to create plainly audible noise. This section shall not apply to construction of public projects, the repair or maintenance work performed on such projects or work performed by private or public utility companies for the repair of utility facilities or restoration of services.
- (E) The playing of radio, phonographs, television, tape or disc players, musical instruments or drums, sound amplifiers or similar devices which produce, reproduce or amplify sound in such a manner as to emit sound that is plainly audible at a distance of 50 feet from the source or that is plainly audible through partitions common to two or more residences within a building; provided, however that the provisions of this subsection shall not apply to any outdoor performance, parade, gathering, dance, concert, show, sporting event, or other event sponsored by the Town or for which the Town has granted an amplified sound permit.

- (F) Playing, operating or permitting to be operated, any radio, tape player, compact disc player, loud speaker or other electronic device used for the amplification of sound, which emits sound within a motor vehicle being operated or parked on a public street, alley, parking lot open to the public, or public park, and which emits sound that is plainly audible from outside the motor vehicle at a distance of 50 feet or more. The provisions of this subsection shall not apply to motor vehicle alarms or other security devices, the emission of sound for purposes of alerting persons to the existence of an emergency, or the emission of sound in performance of emergency work.
- (G) Talking, yelling, shouting, screaming, singing, or any other form of human sounds produced by any person or group of people at nighttime in such a manner as to be plainly audible across property boundaries or plainly audible through partitions common to two or more residences within a building.
- (H) Sounding or permitting the sounding of any amplified signal continuously or intermittently from any bell, chime, siren, whistle or similar device intended primarily for nonemergency purposes from any one location that is plainly audible for more than ten (10) consecutive seconds in any hourly period. This provision shall not apply to public bodies or agencies for testing, traffic control or other public purposes.
- (I) Sounding or permitting the continuous or intermittent sounding of any emergency signaling device, or any security, burglar or fire alarm, siren, whistle, or similar device, including without limitation any motor vehicle security alarm, siren, whistle, or similar device, that is plainly audible for a period in excess of five (5) minutes except in response to a burglary, attempted burglary, fire, or other emergency.

92.07 Exemptions.

The following activities or sources of noise shall be exempt during the daytime from the prohibitions set forth in this section:

- (A) Town sanctioned activities in Town parks or facilities.
- (B) Activities on private property for which a Town permit has been issued in accordance with this chapter.
- (C) Activities related to the construction, repair, maintenance, remodeling or demolition, grading or other improvement of real property.
- (D) Gardening, lawn care, tree maintenance or removal, and other landscaping activities.
- (E) Religious or political gatherings to the extent that those activities are protected by the First Amendment to the United States Constitution.
- (F) Public transportation..

92.08 Waste, Recycling and Refuse Removal.

Waste, recycling and refuse shall be removed only between the hours of 6:00 a.m. and 10:00 p.m., and must be removed in a manner which does not create a nuisance or excessive noise, or adversely affect the public health.

92.09 Noise from animals.

It shall be unlawful to own, keep, possess or harbor any animal which howls, barks, meows, squawks or makes other noise such that it is plainly audible at least once a minute for ten consecutive minutes (i) at 50 feet from the property boundary of the dwelling unit, house or apartment of another; or (ii) at 50 or more feet from the animal.

92.10 Permit for Amplified outdoor sound.

- (A) Playing or permitting amplified outdoor sound or using, operating or permitting the operation of any sound amplifying equipment outdoors for any purpose in such a manner as to permit sound to be plainly audible at 50 feet beyond the real property boundary where the sound originates is prohibited after 10:00 p.m. and before 2:00 p.m. on Friday and Saturday, and is prohibited on every other day of the week after 8:00 p.m. and before 10:30 a.m.
- (B) Except as provided in the Exemptions provided in this chapter, no person shall use or cause to be used sound amplifying equipment outdoors, unless such person obtains an amplified sound permit from the Town manager as described herein. The amplified sound permit shall be an annual permit which will be effective for 12 months from the date of issuance. The cost for the annual amplified sound permit shall be \$100.00 unless otherwise established by the Town Council's fee schedule. The application for such amplified sound permit shall be filed with the Town Manager at least 48 hours in advance of the use, and shall state the following, unless the element would not be applicable:
 - (1) The name and address of the applicant.
 - (2) The address of the place of business of the applicant.
 - (3) The license number of any sound truck to be used by the applicant.
 - (4) The name and address of the person who owns the sound amplifying equipment.
 - (5) The name and address of the person having direct charge of the sound amplifying equipment.
 - (6) The names and addresses of all persons who will use the sound amplifying equipment.
 - (7) The location in the town in which sound amplifying equipment will be employed.
 - (8) The proposed hours of amplified outdoor sound.
 - (9) The proposed dates of the use of the sound amplifying equipment.
 - (10) A general description of sound amplifying equipment to be used, including sound stages, speaker poles and stands, and loudspeakers.
- (C) The Town Manager or designee shall issue an amplified sound permit to the applicant if the application and requested activity are in compliance with this chapter as determined by the Town Manager. A copy of the amplified sound permit shall be filed in the office of the Town Clerk, shall be in the possession of the person operating the sound amplifying equipment, and shall be promptly displayed and shown to any police officer of the Town upon request. Upon issuing the amplified sound permit, the Town Manager shall also provide to the applicant a written statement that explains the applicant's obligations regarding compliance with the sound ordinance.
- (D) In case of an emergency, or other circumstance calling for the immediate use of sound amplifying equipment, so that the 48-hour deadline cannot be met, the Town Manager may waive the deadline upon considering the following circumstances: the intensity or immediacy of the emergency or circumstance; lack of alternatives for accomplishing the same goals by complying with the deadline; prior request by applicant for deadline waivers; and applicant's diligence and course of

conduct. The waiver shall be in writing, shall address these waiver standards as applicable, and shall be filed in the office of the town clerk.

- (E) If a person receives two violations of the noise ordinance, then the amplified sound permit shall be cancelled by the Town Manager for a six-month time period.
- (F) Any person who is found in violation of the noise ordinance resulting in the cancellation of an amplified sound permit shall have the right to appeal the cancellation to the Town Council. The appeal must be filed in writing with the Town Manager, within ten days of the date of receipt of the notice of cancellation. The fee for filing the appeal shall be \$25.00, unless otherwise established by the fee schedule, and must be provided at the time of the filing of the appeal. The appeal must contain a written statement setting forth the grounds for appeal. The Town Council shall schedule a hearing and shall give notice of the hearing to the appellant. The decision of the Town Council on appeal shall be final. The Town Council may decide to uphold the decision of the Town Manager, or reinstate a cancelled amplified sound permit.

92.11 Exhaust systems.

- (A) Exhaust systems generally.

No person shall drive, and no owner of a vehicle shall allow, the operation of any vehicle in the Town, unless it is equipped with an exhaust system that is in good working order and in constant operation to prevent excessive noise as defined in this chapter. The exhaust system shall be the standard factory exhaust system for the particular vehicle involved, or comparable to the standard factory exhaust system for that particular vehicle. An exhaust system shall be unlawful if it permits noise that is in excess of that permitted by the vehicle's standard factory exhaust system. The exhaust system shall not be modified in a manner that amplifies or increases the noise emitted by the vehicle's standard factory exhaust system.

- (1) Any vehicle equipped with chambered pipes shall be in violation of this section.

(2) The term "exhaust system," as used in this section, shall mean all the parts of a vehicle through which the exhaust passes after leaving the engine block, including mufflers and other sound dissipative devices.

- (B) The provisions of this section shall not apply to:

(1) Any antique motor vehicle licensed pursuant to Code of Virginia, § 46.2-730, provided that the engine is comparable to the standard factory exhaust system for that particular vehicle, and the exhaust system is in good working order and in constant operation; or

(2) Violations of this section that occur before 10:00 p.m. and after 6:00 a.m.

- (C) Certain mufflers and straight exhausts prohibited.

(1) It shall be unlawful for any person to sell or offer for sale a muffler without interior baffle plates or other lawful muffling device, or any "guttled muffler," "muffler cutout" or "straight exhaust."

(2) It shall be unlawful for any person to operate in the Town between the hours of 10:00 p.m. and 6:00 a.m. a motor vehicle, moped, or motorized skateboard or scooter equipped with a "guttled muffler," "muffler cutout" or "straight exhaust."

(3) No motorized skateboard or scooter or toy vehicle shall be operated in the Town between the hours of 10:00 p.m. and 6:00 a.m. unless such vehicle is equipped with a lawfully permitted muffler that is in good working order and in constant operation in order to prevent excessive noise as defined in this chapter.

(D) Mufflers on motorcycles.

(1) It shall be unlawful for any person to operate any motorcycle between 10:00 p.m. and 6:00 a.m. that is not equipped with a muffler that is in good working order and in constant operation, or another lawful sound dissipative device, in accordance with Code of Virginia, §§ 46.2-1049 and 46.2-1047.

(2) It shall be unlawful for any person to remove or render inoperable, or cause to be removed or rendered inoperable, other than for purposes of maintenance, repair or replacement, any muffler or sound dissipative device on a motorcycle.

92.12 Severability.

A determination of invalidity or unconstitutionality by a court of competent jurisdiction of any clause, sentence, paragraph, section or part of this chapter shall not affect the validity of the remaining parts thereto.

2. That the Town Clerk shall post this ordinance for a period of thirty days in one or more conspicuous places in the Town and certify such posting to the Town Council, pursuant to Charter § 11.

3. That this ordinance shall be effective upon the filing of the certification of posting.

BY ORDER OF THE TOWN COUNCIL

MEETING DATE:

RE:

MOTION:

SECOND:

ACTION:

VOTES:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

CERTIFIED COPY _____

Town Clerk

V:\Company\Town of Occoquan\ordinances\COMBINED DRAFT Noise Exhaust Ordinance KJ 9 28 20 atty rev 9-30-20 ver 2.docx



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

9. Regular Business	Meeting Date: October 6, 2020
9 D: Request to Enact a Timed Parking Zone within the Business District	

- Attachments:**
- a. Proposed Timed Parking Zone Map
 - b. Proposed Residential Permit Parking Area
 - c. Enforcement Equipment Quote

Submitted by: Adam Linn
Chief of Police

Explanation and Summary:

At the September 15, 2020 meeting, Councilmember Perkins presented a proposal for timed parking within the Town's business district. At the conclusion of the discussion, staff was directed to review the proposal and prepare an action item for the Town Council's consideration at its next regular meeting.

Proposed Map

Attached is a proposed map which identifies the zone in which parking would be restricted to 3-hour parking, 8-hour parking and 20-minute parking limits. All on-street parking would be limited to 3-hour parking with eight 20-min parking spots for pick-up and carry-out activities.

Residential Permit Parking

In order to accommodate residents who live within the time restricted parking zone, staff proposes a Residential Parking Permit Program administered by town staff. Residents who live within the zone would be eligible for an annual permit that would allow them to park unrestricted within the designated permit parking area. One permit per eligible household would be issued free of charge, with up to one additional permit issued per household for an additional cost to be determined. Eligible households will be identified based on availability of onsite parking. Businesses would not be eligible to obtain a permit to park unrestricted anywhere within the zone. Staff would maintain a list of eligible addresses and proof of residency would need to be provided to obtain a permit(s) at Town Hall.

Implementation and Education

If approved, enforcement of the timed parking zone would occur after January 1, 2021, however, staff would begin the implementation and education process in November 2020. This would include installation of signage, program education materials provided to all businesses, and information provided through the town's traditional and electronic platforms.

Proposed Costs

In order to enforce the timed parking limits, enforcement equipment would need to be purchased. Staff recommends purchasing the CitePro e-chalk device. The 2021 Capital Improvement Program (CIP) includes \$5,500 for timed parking management equipment. The total one-time cost for the equipment is \$9,008, with an annual cost of \$3,588. The cost for the program if amortized over a three-year period is \$5,500. No additional staff is required for this program. Required signage is estimated to cost \$5,000.

Item	Year 1	Year 2	Year 3
Signage	\$5,000	\$1,000	\$1,000
Enforcement Equipment	\$9,008	\$3,588	\$3,588
Education Materials	\$500	\$100	\$100
Total	\$14,508	\$4,688	\$4,688

As this is a policy decision, staff is seeking direction from the Town Council on next steps.

Town Attorney's Recommendation: The Town should engage in data gathering and reevaluate the program in six months. The data to be gathered should include usage by hour and day of the week, enforcement issues, staff time in administration and enforcement, and a user survey.

Town Manager's Recommendation: As this is a policy decision; defer to the Town Council for direction.

Cost and Financing: First Year Costs: \$14,508

Account Number: FY 2021 CIP

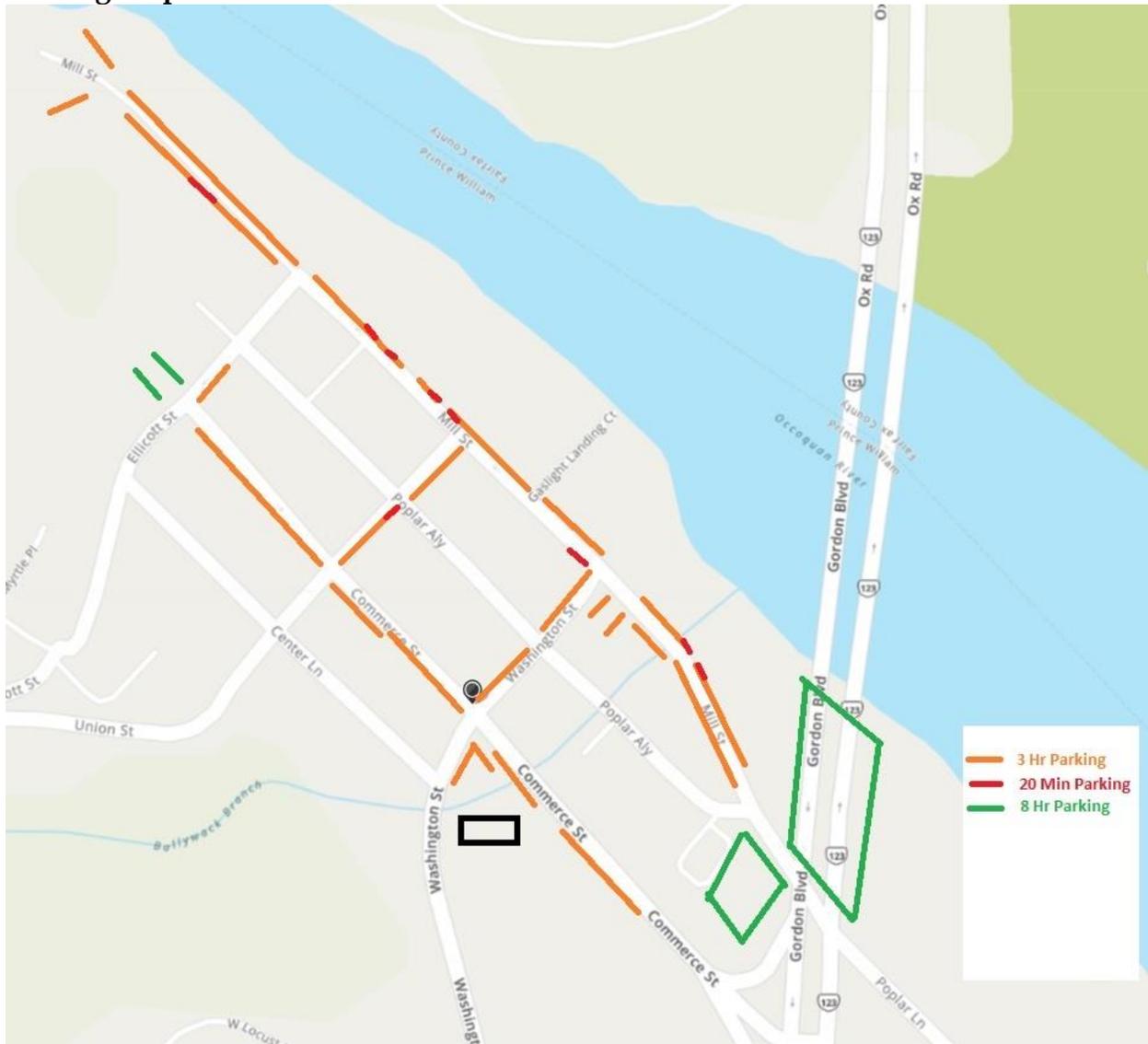
Proposed/Suggested Motion:

"I move to enact a timed parking zone within the business district as outlined in the attached maps, effective January 1, 2021."

OR

Other action Council deems appropriate.

Parking Map



Parking Map - Satellite



Residential Parking Permit Zone





**Solutions
that move at
the speed of
enforcement.**

PREPARED FOR

Town of Occoquan, VA

Parking Management Solution



321 Morris Road
Fort Washington, PA 19034

JOAN YOUNG
888.583.6997
jyoung@upsafety.net



United Public Safety | Cost Proposal

Hardware Pricing

Unlike many enforcement providers, we provide full, in-house support for the hardware we resell to you. That means that instead of calling Panasonic/Zebra/Samsung's technical support hotline, you're calling our fully US-based staff under the same one-hour Service Level Agreement that we maintain for our software. We believe anything less is not supporting the whole solution.

CitePro™ Print Hardware Package – \$2650.00 per Package

We recommend this one-piece solution as the workhorse device for your PEO's. The hardware package includes the mobile computer, two hot-swappable external battery packs, a charging dock which allows both the device and a supplemental battery to be charged in tandem, and a power-supply/charging cable. We are also happy to provide, at no additional cost, 4- slot docking stations for better space management.

Verizon 4G LTE Data Plan – \$35.00 per Device per Month

We resell data plans from Verizon exclusively, because their network and speed are uncompromising. This plan includes mobile data for one device.

Hardware Warranty Options

CiteGuardPlus Warranty – \$34.99 per Device per Month

In the case of hardware damage or failure, this warranty fully covers:

- 1.) Immediate shipment of a no-cost Loaner device to replace the affected device
- 2.) A call tag for the affected device for shipment to our offices for repair
- 3.) Shipping for the repaired device back to your offices
- 4.) A call tag for the Loaner device

Over a full three-year term. This provides for instant remediation of hardware issues, and keeps officers enforcing.

OR

Manufacturer's 3 Year Warranty – \$668.00 per Device

Platform Pricing and 24/7 Software Support

CityCite™ Platform Fee – \$229.00 per Active Device per Month

We sell our cloud hosted software suite at a recurring monthly license fee per device per month based on the functionality utilized.

This fee includes:

- 1) A license for (1) mobile user and (1) cloud user to use our front-end data entry software, and cloud based back end management software. This includes access to all features of our software, **including the iPermit permitting module.**
- 2) 24/7/365 in house help desk support for any and all software and hardware issues.
- 3) Access to our *Client Resource Center*, which provides in depth details of the functionality within our mobile and back end software, including video demonstrations and guided walk throughs.
- 4) Any and all software updates, including product enhancements, issue resolutions, and new feature releases as they become available. Since inception, we have been releasing new software to clients rapidly.

Some major upgrades in 2019, provided at no additional cost to ALL current subscribers, included:

- Full Cloud & Mobile User Interface Refresh
- Enhanced Dashboard Data Visualizations
- Added Payment Functionality (Skeletal, Swaps, Refunds)
- Multiple Ticket Management
- NSF Check Automation
- Stripe Integration & Dashboard
- Advanced Disputes & Hearing Scheduling

To ensure these features are fully utilized, we regularly hold *UPsafety User Webinars*, at no additional cost to subscribers, before each major update to identify, train, and answer any and all customer questions and concerns. Users who cannot make the webinar can request a recorded copy to view anytime.

- 5) Free admission to our yearly Users Conference
- 6) Two free remote training sessions per year to ensure all users remain product experts

Citizen Portal – Greater of 4.00% or \$3.00 per Citation or Permit Paid Online

We can fully customize an e-commerce site to meet your needs, including branding, adding customized dispute fields, and developing lookup logic. Through the portal, constituents can:

- Review photo evidence, as well as all ticket data recorded at the time of issuance
- View fine schedules, laws and FAQ's
- Pay tickets online, from the moment a ticket is issued, via QR code on the ticket, the website printed on the ticket, or, through the Interactive Voice Response (IVR) phone number
- Dispute and inquire as to ticket status, including the upload of secure documents to be viewed by enforcement or administrative staff

When a violator pays a \$30.00 citation, they will pay the citation amount, plus the service fee, and we will remit the full \$30.00 citation value to you next day. Includes:

Permit Purchase & Renewal | Citation Payments | Online Disputes & Hearings

Training and Implementation

On-Site Training – \$895.00 One Time

This fee is for on-site training of your officers and administrators on how to use the system inside and out, as well as training managers to a *Train the Trainer* standard. This covers our costs in paying the 1-2 employees training, as well as their hotel rooms and travel.

Cloud Set Up and Customization – \$1875.00 One Time

We charge this fee to fully customize the cloud to your department, including setting permissions for each individual employee, implementing ticket lifecycle business logic, creating report templates specified by managers, importing common street names in order to optimize officer drop down lists and more.

Processing & Other per Item Services

Out of State DMV Research – \$1.00 per Violator Found

For DMV research for out of state violators, we charge *Per Successful Plate Lookup*, which means that a charge is only incurred if a valid address has been found for the requested plate.

Automated Delinquent Notices – \$0.25 + Cost of U.S. Stamp per Automated Notification

The cost of customizing physical notices, which will be mailed to violators as warnings and requests for payment, or, for any other automated correspondence on behalf of your organization, is fully included in the set up process. This fee is for the printing, stamping and mailing of physical notices to violators.

Polyvinyl Paper – ~\$0.05 Per Ticket Written

We provide top quality water and tear resistant polyvinyl paper at a price of \$169.00/Case. There are 50 rolls per case and clients see anywhere between 60-70 tickets per roll. The value of \$.05/ticket that we mention in our literature is computed as follows:

$$\frac{\$169 \text{ Per Case}}{50 \text{ Rolls Per Case}} = \frac{\$3.38 \text{ Per Roll}}{65 \text{ Tickets Per Roll}} = \$ 0.05 \text{ Per Ticket}$$

VeriFone P400 Point of Sale Terminal(s) – \$399.00 per Unit

In person payments, under the current Stripe supported system, are performed by utilizing the VeriFone P400 terminal, VeriFone's latest and most advanced terminal offering. Boasting a full color, touchscreen display, the P400 comes with EMV standard, and also allows for expanded functionality as payment trends change, including mobile wallet acceptance, EMV capabilities, and NFC/CTLS.

Programmatic Data Conversion – \$70.00 per Hour

Assuming cooperation from the incumbent vendor, we will migrate all records from the current system to CityCite at no additional cost, regardless of the effort entailed.

Custom Software Development (SDE) – \$150.00 per Hour for Out of Scope Work

We staff a team of 9 full-time Cloud and Mobile software engineers, tasked with constantly improving our product for the better and customizing the product to meet the needs of our customers. We will only bill for software development that exceeds the scope of work specified in this proposal.

In-Person Credit Card Processing – 2.9% and \$0.25 per Transaction

This fee will be billed monthly and included on a unified invoice; never taken out of your remittance totals. We believe this makes it easier to track, manage and audit.



Total Cost of Solution

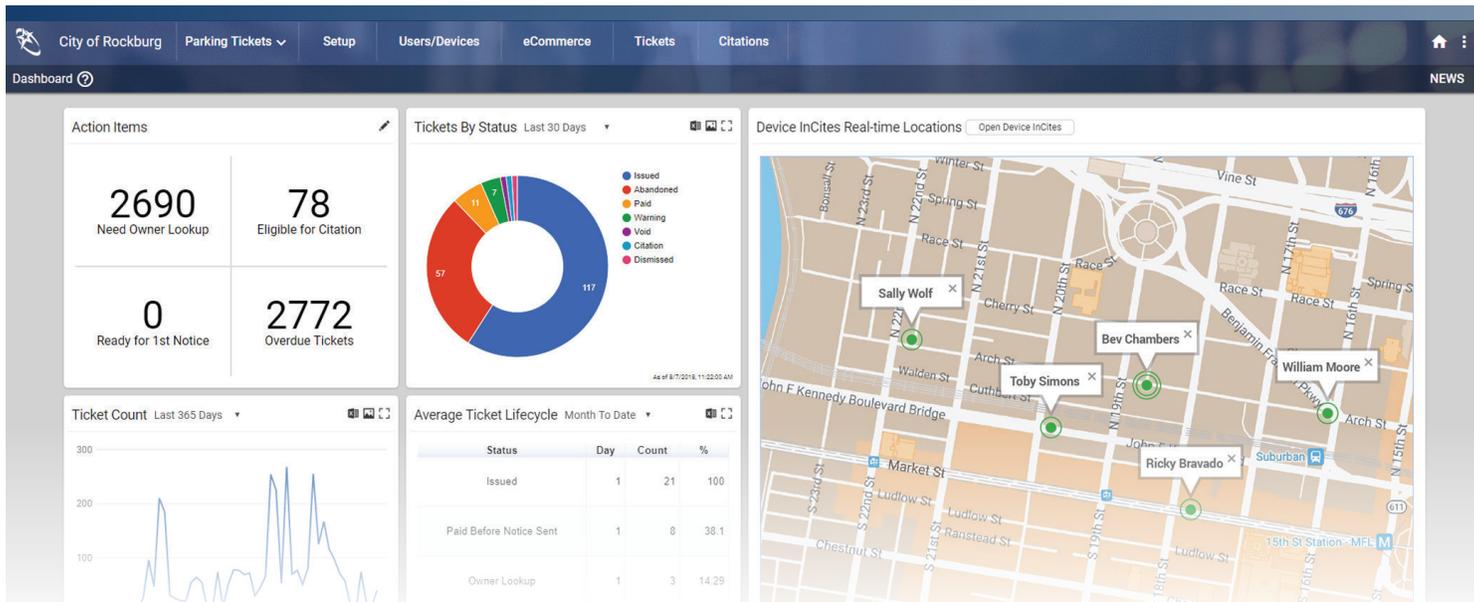
Schedule of Costs

Product	Quantity	Price	Billed	Year 1	Year 2	Year 3
CitePro™ Hardware Package	1	\$ 2,650.00	One Time	\$ 2,650.00	\$ -	\$ -
CiteGuard+ Extended Warranty	1	\$ 35.00	Monthly	\$ 420.00	\$ 420.00	\$ 420.00
Verizon 4G LTE Ultd Data Plan	1	\$ 35.00	Monthly	\$ 420.00	\$ 420.00	\$ 420.00
CityCite™ License(s)	1	\$ 229.00	Monthly	\$ 2,748.00	\$ 2,748.00	\$ 2,748.00
Personalized On-Site Training	1	\$ 895.00	Per Day	\$ 895.00	\$ -	\$ -
Cloud Setup & Customization	1	\$ 1,875.00	One Time	\$ 1,875.00	\$ -	\$ -
Polyvinyl Paper - ~3250 Citations	1	\$ 169.00	As Needed	Waived	\$ -	\$ -
Total Cost of Solution				\$ 9,008.00	\$ 3,588.00	\$ 3,588.00
Up Front Costs Amortized				\$ 5,500.00	\$ 5,500.00	\$ 5,500.00 *

*In order to ease up front costs, we are happy to amortize them over a 3 year term.

+

Variable Cost Services Utilized



Intelligent Enforcement Solutions

It's 2019. Meet the Solution Built for It.

Growing communities invest significant time and resources addressing parking headaches with simple, patching, solutions. This works well at first. But then harder questions follow: *Am I really attaining compliance? Could I be using my officers more efficiently?*

Enter UPSafety's CityCite® parking management platform, the solution that uses real-time parking data to optimize enforcement outcomes.

By combining mobile enforcement, virtual permitting, officer route management and GIS analytics with an open architecture for real-time interfaces to each and every part of your organization's tech stack, the CityCite platform ensures your agency has every component needed to get and keep your enforcement operations running efficiently.

Whether you have one officer in the field or one thousand, switching to UPSafety means smarter, seamless enforcement, with implementations completed in days — not months.

ABOUT UPSAFETY

Founded in 2012, United Public Safety is a leading provider of enforcement, asset tracking and business process automation software to modern governments and operators. We are enforcement lifecycle specialists, with a focus on the latest technology, seamless implementations and a dedication to 24/7/365 in-house support.

WHO WE SERVE

- ★ Municipalities & Police Departments — large or small
- ★ Colleges & Universities
- ★ Hospitals & Medical Centers
- ★ Private Property Owners & HOAs
- ★ Gyms & Health Clubs
- ★ Corporations & Businesses
- ★ Parking Management Agencies
- ★ Transportation Authorities

WHAT WE OFFER

- ★ Parking Enforcement
- ★ Permit Management
- ★ ID & Barcode Scanning
- ★ Auto-population of Data
- ★ Pay-to-Park Connectivity
- ★ Kiosk Integration
- ★ Photo Proof on Ticket
- ★ Warning Issuance
- ★ Scofflaw Contextual Notifications
- ★ iChalk Electronic Tire "Chalking"
- ★ Automated Owner Lookups
- ★ Collection Services Available
- ★ Boot & Tow
- ★ ALPR/LPR options
- ★ Cloud-based Records Management
- ★ Robust Reporting
- ★ Import Capabilities
- ★ Data Analytics
- ★ In-Vehicle Ticket Issuance
- ★ 24/7/365 Support
- ★ Personalized On-site Training

TICKET #: P001240553

Vehicle License Info

SCAN REG

SCAN DL

SCAN PLATE

Enter License No *

Select License State *

Enter Lp Exp Date

Location

Select Street Address *

Vehicle

Select Vehicle Make *

Select Type *

Select Color

Enter Exp Date

Violation

Select Violation *

Select Violation 2

Enter Meter No

TOTAL \$0.00

Image

TAKE PICTURE

Notes

Enter Notes

Owner Info

Select Eye Color

PRINT NOTES ON TICKET

THIS TICKET IS A WARNING

PRINT+ISSUE

Mobile Software

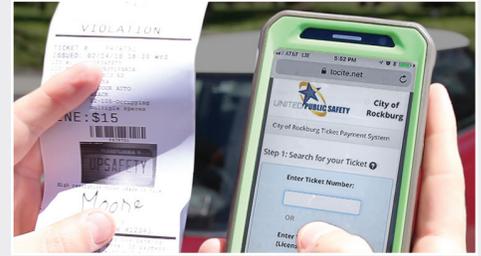
UPSafety's intuitive software is loaded with features designed to allow your officers to issue any ticket accurately and efficiently, all in 20 seconds or less.

The easy-to-navigate, auto-fill screens take you step-by-step through the ticketing process, aiding officers in their duties every step of the way, with features like:

- **iPermit® Permit Management** for real time integration with permit purchases and renewals
- **iChalk® Snap-And-Go** tire chalking
- **iMeter** Meter and Kiosk integrations for smarter, targeted, enforcement
- Intelligent & entirely customizable **scofflaw & repeat offender logic**

ALPR in the palm of your hands ties it together. Just snap the plate and go to check for permits, chalks, scofflaw, meter violations and more.

ForCommerce



Simply post a link to your fully customizable Citizen Portal on your website, and a ticket issued in the field can be paid instantly. It's that simple! From the portal, violators can:

- Review photo evidence, as well as all ticket data recorded at the time of issuance
- View parking fine schedules, laws, and FAQs
- Purchase, renew, and track permits
- Dispute and inquire as to ticket status via text & chat bots, including the upload of secure file attachments which can be viewed immediately by organization staff.

The Hardware

Introducing the CitePro™

Welcome to the next generation, ultra-rugged Android™ device designed specifically for public safety applications. From parking and permitting to traffic enforcement and property code violations, the CitePro™ collects photo evidence, scans barcodes, handles data input and lookups and issues on-the-spot tickets in all weather conditions.

- ★ Integrated 3" thermal printer
- ★ 16MP rear-facing camera
- ★ Hot-Swappable external battery
- ★ Ultra-Rugged handheld device
- ★ 3G/4G capable Verizon data plan
- ★ Bluetooth 4.2
- ★ Android 7.X OS
- ★ 4G LTE Network
- ★ A-GPS support

...and much more!



UPSafety Cloud

Our Cloud eliminates the need for costly on-site servers, backup systems and local IT support — saving your department time, effort and money. All data, images and notes on your handheld device are communicated to the Cloud in real-time, allowing payments and disputes to be handled from the moment a ticket is issued, as well as permit and scofflaw data to be kept accurate to the second.



Through the Cloud, you can easily:

- View, maintain and process all ticket and permit data
- Create & review real-time officer locations & issuance data
- Create custom reports
- Communicate with and dispatch officers in real-time
- View detailed analytics on each and every aspect of your enforcement program

And much more. Access from any device and browser. All that's needed is an Internet connection!

UPSafety Tickets

UPSafety Tickets make a noticeable difference for you and your patrons by providing easy-to-read, accurate information — every ticket, every time. Tickets can be viewed online immediately after issuance, including associated photos, GPS location and all other violation details.

Features include:

- Tear & Weatherproof Thermal Polyvinyl (no ink & no envelopes)
- Ticket Data, Layout and Verbiage Fully Customized to your Requirements
- GPS, Time/Date Stamping
- One Image Printed Directly on the Issued Ticket (12 viewable in the back office)
- Officer Signature Capture
- Seamless Payment Interaction, via the Web, Phone, or QR Code



We pride ourselves on providing unwavering and exceptional support to your organization when and where you need it. Trained, on-site professionals located in our PA offices are ready to answer your questions 24/7, 365 days a year.



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upsafety.net



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

9. Regular Business	Meeting Date: October 6, 2020
9 E: Request to Approve the Proposed Directional Signage Plan for the Kayak Ramp and Public Parking	

Attachments: a. Photos 1 - 6
b. Signage Mockups

Submitted by: Kirstyn Jovanovich
Town Manager

Explanation and Summary:

At the September 15, 2020 meeting, Council discussed opportunities for signage at the new kayak launch, as well as revising and relocating public parking directional signage. Staff was directed to bring back a recommendation regarding signage, as well as reviewing the addition of accessory structures at the launch, specifically benches and a kayak storage rack.

Staff has reviewed the current public parking signage locations and recommends the following:

1. Removal of 'Visitors Center' signage and replace with 'Public Parking and Hand Carry Kayak Ramp' with directional arrow [Photo 1];
2. Removal of small 'public parking' sign located at corner of Washington and Mill [Photo 1];
3. Removal of small 'public parking' sign located at Visitor Center [Photo 2];
4. Removal of small 'public parking' sign located at Town lot [Photo 3]; addition of larger sign at new location at Town lot stating 'Public Parking' and 'Hand Carry Kayak Ramp' with directional arrows [Photo 4];
5. Addition of 'Hand Carry Kayak Ramp' welcome sign with reference to Occoquan Water Trail [Photo 5];
6. Addition of memorial plaque [Photo 6];
7. Addition of informational signage [Photo 6].

This combination of signage is proposed in an effort to increase visibility, while avoiding sign clutter. Staff recommends continuing the use of 'Occoquan blue' which will match existing town signage already in place throughout town.

The Virginia Department of Transportation (VDOT) has advised that the Town could have a sign painted onto the support structure under the 123 bridge above the new launch site. VDOT requires a permit, which would serve as the service agreement and advised

that the Town should submit a design for VDOT approval before moving forward with the permitting process.

With the off-season fast approaching and the official ribbon cutting event planned for spring of 2021, staff requests that the town waits to determine if accessory items such as benches or a storage rack should be installed until a later date. We are working to close out the project with the contractor, and want the opportunity to evaluate the ramp's use before installing additional elements to the site.

Staff is requesting approval of this proposed sign plan and seeks further direction on the pursual of a mural sign under the 123 bridge above the launch site. In addition, staff will follow up in the spring to provide an update and recommendation on the use of accessory structures, such as benches and a kayak storage rack, at the launch site to the Town Council.

Town Attorney's Recommendation: N/A

Town Manager's Recommendation: Recommend approval.

Cost and Financing: \$2,000

Account Number: FY2021 CIP

Proposed/Suggested Motion:

"I move to approve the proposed directional signage plan for the kayak ramp and public parking."

OR

Other action Council deems appropriate.



PHOTO 1



PHOTO 2



PHOTO 3



PHOTO 4



PHOTO 5



PHOTO 6





HAND CARRY KAYAK RAMP



ADDITIONAL PUBLIC PARKING





TOWN OF OCCOQUAN
WELCOME

PUBLIC HAND CARRY KAYAK RAMP

OCCOQUAN WATER TRAIL



Plaque

Info Sign