



TOWN OF OCCOQUAN
Circa 1734 • Chartered 1804 • Incorporated 1874

314 Mill Street
PO BOX 195
Occoquan, VA 22125
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www.OccoquanVA.gov
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Occoquan Town Council
Regular Meeting
April 2, 2019 | 7:00 p.m.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Citizens' Time** - Members of the public may, for three minutes, present for the purpose of directing attention to or requesting action on matters not included on the prepared agenda. These matters shall be referred to the appropriate town official(s) for investigation and report. Citizens may address issues as they come up on the agenda if advance notice is given during 'Citizens' Time'.
4. **Approval of Minutes**
 - a. **February 5, 2019 Regular Meeting Minutes**
 - b. **March 5, 2019 Joint Public Hearing Minutes**
 - c. **March 19, 2019 Work Session Meeting Minutes**
5. **Mayor's Report**
6. **Councilmember Reports**
7. **Staff Reports**
 - a. Town Attorney
 - b. Town Engineer
 - c. Building Official
 - d. Town Manager
 - e. Town Treasurer
 - f. Chief of Police
 - g. Boards and Commissions
8. **Regular Business**
 - a. Request to Accept FYE 2018 Financial Audit

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.

- b. Request to Adopt Ordinance to Authorize Use of Electronic Summons System (E-Ticketing)
- c. Set a Not-To-Exceed Amount for Landscape Beautification Project
- d. Budget Discussion

9. Closed Session

10. Adjournment



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes- DRAFT
Town Hall – 314 Mill Street, Occoquan, VA 22125
Tuesday, February 5, 2019
7:00 p.m.

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

Staff: Kathleen Leidich, Town Manager; Christopher Coon, Town Clerk; Martin Crim, Town Attorney; Bruce Reese, Town Engineer; Adam Linn, Chief of Police; Julie Little, Events and Community Development Director

1. Call to Order

Mayor Porta called the meeting to order at 7:02 p.m.

2. Citizens Time

None.

3. Mayor Porta asked for unanimous consent to move item 7F and 8F up on the agenda; no Council objection.

7F. Chief of Police:

Chief Linn submitted a report as part of the meeting agenda. No questions received.

8F. Request to Adopt Resolution Related to Lease Purchase for Police Vehicles

Councilmember Perkins moved to reopen discussion of the lease purchase of a police vehicle.

A motion was made by Councilmember Perkins, seconded by Councilmember Holloway. Motion passed, unanimous by voice vote.

Councilmember Fithian moved to approve the lease agreement of police vehicles.

A motion was made by Councilmember Fithian, seconded by Councilmember Perkins.

Councilmember Perkins moved to offer a substitute motion to adopt the Resolution related to the lease purchase agreement and any other future required documentation to complete the purchase of the two 2019 Ford Police utility vehicles.

A motion was made by Councilmember Perkins, seconded by Councilmember Fithian. Motion passed, unanimous by voice vote.

Councilmember Perkins moved to adopt the Resolution related to the lease purchase agreement and any other future required documentation to complete the purchase of the two 2019 Ford Police utility vehicles.

A motion was made by Councilmember Perkins, seconded by Councilmember Holloway. Result of roll call vote: Ayes: Councilmember Perkins, Holloway, and Fithian. Nays: Councilmember Dawson and Vice Mayor Sivigny. Motion passed 3 - 2.

Vice Mayor Sivigny and Councilmember Dawson felt that the Town having three Police Vehicles was unnecessary and expensive.

4. Approval of Minutes

Vice Mayor Sivigny moved to approve the minutes of January 2, 2019 Regular Meeting, as amended.

A motion was made by Vice Mayor Sivigny, seconded by Councilmember Perkins that the amended minutes of January 2, 2019 be approved. Motion passed, unanimous.

Vice Mayor Sivigny moved to approve the minutes of January 15, 2019 Work Session Meeting, as amended.

A motion was made by Vice Mayor Sivigny, seconded by Councilmember Perkins that the amended minutes of January 15, 2019 be approved. Motion passed, unanimous.

5. Mayor's Report

Mayor Porta reported he met with Imagine about the Town website and attended a VFW ceremony where awards were provided for an essay and a video speech.

6. Councilmember Reports

Councilmember Perkins reported he will be working with Heather Hill Nursery to help layout landscape plans for the town for free. He wanted to discuss the possibility of purchasing video equipment later during the meeting.

Councilmember Holloway reported she would be out of Town on business during the Budget Work Session and she sent an email to Town Council about the Town Budget.

Town Council gave the directive to Town Staff to produce a budget with no increase in tax rate and then one that staff recommends.

Mayor Porta wanted to thank Mr. Seiberling for reviewing the recodification of the Town Code. He stated that Mr. Seiberling had some questions from his review. His first question concerned the outdated nature of some items in the Town Charter. Mayor Porta noted that this issue has come up in the past and asked Mr. Crim to explain how the Town Charter and Town Code differ when it comes to the processing of updating the former.. Mr. Crim explained that Town charters often contain outdated items that nevertheless are retained for their historical value. Additionally, he noted that the process for updating the Town Charter is quite cumbersome and requires action by the Virginia General Assembly.

7. Staff Reports

A. Town Attorney: Mr. Crim reported on the following items:

- i. **Miller Brothers** - Completed the installation of the heaters at River Mill Park; the related building violations are being taken care of by Town Staff.
- ii. **Kiely Court** - Working with Town Staff regarding the erosion and sediment control and ice problems.
- iii. **Zoning Text Amendment** - Comments have been sent to Town Staff for minor edits before the final adoption.
- iv. **Draft Registration Ordinance for Short-term Rentals** - Working with the Town Manager to present a Registration Ordinance to be presented to Town Council for their consideration.

Councilmember Perkins inquired about what the Town can do with regard to the continued mud and water coming off of Kiley Court. Ms. Leidich stated she has been working with the Engineering Group about the ice, the erosion of sediment, and ensuring the street is cleaned daily in accordance with the relevant permit. When appropriate, citations have been sent to the developer for the ice on the sidewalk and sediment in the street.

Councilmember Holloway inquired what process is there to ensure the cleaning continues. Ms. Leidich indicated that the Zoning Inspector comes twice a month and within 24 hours of a rain event.

Mayor Porta wanted to articulate that a citation is a zoning violation. Ms. Leidich also stated when someone receives a zoning violation, they need to correct the violation in a specified amount of time or the Town will have a contractor do the work and charge the person who was in violation. She also indicated that the developer has been responsive and hopes that the Town can get this matter under control shortly.

Councilmember Fithian inquired what the developer is responsible for regarding cleaning snow, ice, or sediment on a daily basis. Ms. Leidich indicated that the developer needs to clean the sediment off the street on a daily basis.

Mr. Reese stated that there is a process that is followed from an erosion and sediment control regulatory standpoint. Virginia State Regulations dictate what enforcement actions the Town is able to take and in what order. He stated that he agrees with the Town Manager that we need more time to work with the developer to resolve this issue and keep the street clean.

B. Town Engineer: Mr. Reese submitted a report as part of the meeting agenda.

Mayor Porta inquired about the Infiltration Trench and noted that Town Staff was going to reach out to the landscape contractors for a quote. Mr. Coon indicated we do not have a quote at this time.

Councilmember Perkins inquired about the Canoe and Kayak Ramp and how often we are contacting the Department of Conservation and Recreation, DCR, for the additional

funds. Mayor Porta stated that even if the Town would have received the funds we are in the period of the year that the Town can not engage in construction due to various environmental regulations.

Councilmember Perkins inquired about the amount of time the Town would need from the time funds were received until construction could start. Mr. Reese stated that it could be done quickly if the bids for construction were still valid. Mayor Porta also indicated that in this matter we do not have the option to press the DCR for the funds.

Councilmember Perkins inquired about the reason the Town needs to wait for the additional funds. Mr. Reese indicate he did not have a clear understanding as to why the money has not been released. He stated that it could have been allocated to other projects and the DCR needs to receive the money back from localities that are unable to use the funds. Mayor Porta indicated that based on his conversations with DCR they were de-obligating money from multiple projects to fund the Town's shortfall.

Councilmember Perkins inquired about how often the Town is communicating with DCR. Ms. Leidich stated that she has tried to reach out several times but has not made contact. Mr. Reese stated that he has spoken with DCR and stated that they are difficult to contact, but they are interested in getting this project completed.

8. Mayor Porta asked for unanimous consent to move item 8C and 8D up on the agenda; no Council objection.

8C. Request to Adopt Resolution to Initiate Zoning Text Amendment: Home Occupation Certificate Section 157.010

Motion was combined with item 8D.

8D. Request to Adopt Resolution to Initiate Zoning Text Amendments: Special Use Permit Section 157.123 (Setback Regulations) and Section 157.124 (Height Regulations)

Councilmember Fithian moved to adopt the resolution to Initiate Zoning Text Amendments for Revision to Chapter 157 of the Town Code to Modify the Standards Governing Home Occupations and to Permit Increases in the Maximum Height and Decreases in the Minimum Setback by Special Use Permit in the B-1 Zoning District. This resolution sends all of these items to the Planning Commission for a recommendation and a Joint Public Hearing.

A motion was made by Councilmember Fithian, seconded by Councilmember Perkins. Result of roll call vote: Ayes: Councilmember Perkins, Holloway, Fithian, Dawson, and Vice Mayor Sivigny. Nays: None. Motion passed unanimous.

C. Building Official: The Building Official's report was submitted as part of the meeting agenda. No questions were received.

D. Town Manager: Ms. Leidich submitted her report to Council at the dais. The report included an update on the website redevelopment and the new Occoquan Town Logo. She also reported the River Mill Park bath house had the heaters installed and passed

the building code inspection. She stated that winter hours of operation for the bath house will be from 8 a.m. to 8 p.m. Monday through Friday and closed Saturdays and Sundays except for special events. Ms. Leidich indicated that town staff has found a platform to utilize group text messages. Town staff is going to begin compiling cell phone numbers via an opt-in process for this purpose and the alerts are going to be called OCQ Alerts. She also reported that the town will begin a sidewalk repair program that will have town staff marking broken bricks in the winter and the maintenance supervisor will repair them in the spring or as soon as possible.

Councilmember Fithian inquired about the River Mill Park bath house being closed during the week. Mr. Coon stated that this is the first winter that the bath house will be open and the schedule is to ensure we do not have pipes freeze over the weekend while staff is not able to correct the problem.

Mayor Porta inquired about who will be able to sign up for the OCQ Alerts. Ms. Leidich indicated that it will be for residents, business owners, and patrons.

Councilmember Holloway inquired about the reasoning to make OCQ Alerts an opt-in program opposed to an opt-out one. Mayor Porta indicated that we do not have the data to be able to make this an opt-out program. Mr. Coon stated that while the Town does have phone numbers from residents, many of them could also be home phone numbers. You pay for each message sent which could cost a significant amount to send something that no one would receive. Mr. Coon indicated that the town's plan for receiving information for the OCQ alerts is going to combine several items in one saturation mailer that will be sent to every Post Office Box in Town. The mailer will ask if they want to participate in emergency alerts through text messages or email, event notifications through text messages or email, and finally if they would like to continue to receive hardcopies of the Town Newsletter.

Councilmember Fithian inquired about how to contact the Town Maintenance Supervisor. Mayor Porta indicated that all requests or contact attempts should go through the Town Manager.

Vice Mayor Sivigny inquired if we can reach out to Washington Gas to allow the VFW to get their trash collected. Ms. Leidich stated it won't be a problem to get that done.

Mayor Porta inquired about getting the intersection of Mill Street and Washington Street cleared of the mud that has built up next to the sidewalk. Councilmember Perkins also indicated that some clean-up needs to occur around the Town Annex. Mayor Porta also asked Ms. Leidich to discuss a regular review process for the Maintenance Supervisor.

9. Mayor Porta asked for Unanimous Consent to move item 8E and 8H up on the agenda; no Council objection

8E. Request to Approve Town Code Amendment: Use of Streets (Section 111.42)

Councilmember Holloway moved to adopt Ordinance O2019-04.

A motion was made by Councilmember Holloway, seconded by Councilmember Dawson. Result of roll call vote: Ayes: Councilmember Perkins, Holloway, Fithian, Dawson, and Vice Mayor Sivigny. Nays: None. Motion passed unanimous.

Councilmember Dawson moved to name the Town Manager and Events and Community Development Director as the Town Council designees for matter involving Use of Streets.

A motion was made by Councilmember Dawson, seconded by Councilmember Fithian. Motion passed, unanimous by voice vote.

8H. Request to Adopt Ordinance to Update Town Code (Section 71.02)

Vice Mayor Sivigny moved to adopt Ordinance O2019-03.

A motion was made by Vice Mayor Sivigny, seconded by Councilmember Holloway. Result of roll call vote: Ayes: Councilmember Perkins, Holloway, Fithian, Dawson, and Vice Mayor Sivigny. Nays: None. Motion passed unanimous.

E. Town Treasurer: Ms. Rodriguez submitted the Treasurer's report as part of the meeting agenda.

Councilmember Perkins asked to have the FY 2018 Actual amounts to be included in the Treasurer reports.

Mayor Porta inquired if the money for the intersection has already been spent or if it is only allocated for the intersection project. Mr. Coon indicated that the funds have been paid to Prince William County to move forward on the intersection projects.

Mayor Porta inquired about the Bricks Money Market Account and where the funds are allocated. Town Staff will have to provide that answer at a later date.

G. Events and Community Development Director: Ms. Little submitted the Events and Community Development Director report as part of the meeting agenda. She also inquired about using funds allocated for movies to purchase equipment. She indicated that if the Town purchased the equipment, the money saved renting the equipment would cover the cost after only one year.

Mayor Porta inquired about who would be responsible for the movie equipment. Ms. Little indicated she would be responsible.

Councilmember Perkins moved to set a not-to-exceed amount for \$2,500 to purchase movie equipment.

A motion was made by Councilmember Perkins, seconded by Councilmember Fithian. Motion passed, unanimous by voice vote.

H. Boards and Commissions: Councilmember Perkins reported that the Planning Commission has been working on specific areas. Also, Jenn Mathis is about to complete the Certified Planning Commissioner Training. He indicated that there is a high likelihood there will be another member of the Planning Commission by the next Regular Meeting.

Councilmember Holloway inquired about the next steps for the Parking Recommendations. Councilmember Perkins indicated that he would like any resident or business owners with questions to contact himself or Town Staff. He also indicated that Planning Commission is currently discussing how to implement the recommended timed parking. The Town Clerk had sent out a letter to the Occoquan Merchants Guild asking for feedback and opinions and a survey as also been sent to the Business Community for them to complete and return to Town. That information will be utilized to help guide future discussion.

Chairperson Seefeldt had no report. There was no Architectural Review Board Meeting in December.

10. Regular Business

A. Bags to Benches Program

Ms. Leidich indicated that Patriot Scuba will be collecting plastic to try and provide a bench for Town. The goal is to collect 500 pounds of plastic to have a bench made. Town Council wanted to thank Mr. and Mrs. Curren for their support to the Town and the environment.

B. Request to Adopt Town Logo and Brand Guidelines

Councilmember Holloway moved to adopt the Town Logo identified in the Brand Guidelines (January 2019) and also to adopt the Brand Guidelines (January 2019) to govern the use of the Town Logo.

A motion was made by Councilmember Holloway, seconded by Councilmember Fithian. Motion passed, unanimous by voice vote.

G. Request to Remove Overgrowth Between Commerce Street and Poplar Alley

Councilmember Perkins moved to set a not-to-exceed amount of \$1,660 for the removal of overgrowth between Commerce Street and Poplar Alley

A motion was made by Councilmember Perkins, seconded by Councilmember Holloway. Motion passed, unanimous by voice vote.

9. Adjournment

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

Christopher Coon
Town Clerk



OCCOQUAN TOWN COUNCIL
Joint Public Hearing and Meeting Minutes- DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, March 5, 2019
7:00 p.m.

- Present:** Mayor Earnie Porta, Vice Mayor Pat Sivigny, Councilmembers Cindy Fithian and Eliot Perkins. Planning Commissioners Jenn Mathis and Ryan Somma.
- Absent:** Councilmembers Matthew Dawson and Laurie Holloway. Planning Commissioner Ann Kisling.
- Staff:** Kathleen Leidich, Town Manager; Christopher Coon, Town Clerk; Martin Crim, Town Attorney; Ned Marshall, Assistant Town Engineer; Adam Linn, Chief of Police;

1. Call to Order

Planning Commission Chairman Perkins opened Public Hearing on Home Occupation Certificate at 7:06 p.m.

Mayor Porta opened the Public Hearing on Home Occupation Certificate at 7:06 p.m.

Ms. Leidich reported on the reason for this item coming before Town Council and Planning Commission for amendments. She presented two drafts of the zoning text amendments for discussion.

2. Citizens Time

Rod Loges, 120 Edgehill Dr., wanted to support the updating of the Home Occupation Certificate. He stated that the changes are tax friendly, business friendly, and neighbor friendly.

Former Mayor Elizabeth Quist, 116 Edgehill Dr., was happy to see this come before Town Council and wanted to make a couple points. She doesn't want the Home Occupation Certificate to be too specific because the Town has a Zoning Code that handles zoning issues. She felt that the number of clients and employees should be treated similarly to residents having a party.

3. Town Council and Planning Commission Discussion

Mayor Earnie Porta opened the joint discussion. He said that when these changes were first raised he had expressed concerns that things were being made more complicated than necessary given what was intended. He recommended striking the limit on employees and non-residents, noting that the 25% space restriction would naturally limit both. He recommended removing the requirement for applicants to identify business parking spaces that would be subject to review by the Town Zoning Administrator. Mayor Porta said that home businesses are already governed by HOA or street parking rules, and that visitors will either park at the residence, at visitor spots, or in public parking. . He indicated he felt that the marked vehicles section was confusing and also recommended stripping out delivery hour restrictions.

Councilmember Perkins expressed agreement on removing the approval of parking spaces by the Zoning Administrator. He was concerned that using vehicles as a standard was not specific-enough as we could not know how many people arrived in each vehicle, and he wouldn't want a standard based on vehicle counts. He did, however, think there was a need for an upper-standard on the number of non-residents allowed, but there needed to be a higher upper-bound from what was currently defined. The restrictions were necessary for unreasonable people who might take advantage of this policy.

Ryan Somma disclosed a potential conflict of interest as his wife had a Home Occupancy at his home address, but did not feel that impacted his ability to make decisions in a neutral manner. He expressed concern about the enforceability of limiting non-residents and parking versus non-business-related visitors.

Jenn Mathis said she was in favor of having the new proposed Section A stricken altogether. Her research found a rough estimate of 540 residences, with only 17 homes on Poplar Lane, 8 on Locust Street, and 10 on West Locust not falling under HOAs, and many of these areas were covered by no parking signs. So approximately 8% off the Town was non-HOA and half of those had no-parking signs. She was in favor of striking non-resident restriction.

Councilmember Perkins said that he did not disagree that the Town couldn't know how many people were in a house. For him, it was important to have something that has some teeth in order to have the power to say something when issues arise. It was not likely, but was something the Town should be thinking about.

Mayor Porta said that enforceability relies on complaints. These issues could only happen in the few places in Town that Jenn Mathis had identified, where street side parking is available but there are no marked parking spaces. A person could complain, and under appropriate circumstance the Zoning Administrator could issue a citation.

Town Attorney Martin Crim noted the Leesburg ordinance. He said that gatherings like dance lessons and group lessons were enforceable as there was the ability to know how many people have signed up. Cars would be more difficult as it was necessary to identify which building drivers were going into.

Jenn Mathis asked if a group class would be allowed under home occupancy. Attorney Crim answered that if the Town adopted this certificate, it would be allowed. Mayor Porta said that if there were groups gathering, then the Town could address that pretty quickly.

Councilmember Fithian stated this came up because people brought it to her attention during campaigning that the Home Occupancy Certificate was restrictive. She would like to remove the number of non-residents and vehicles associated with the Home Occupation Certificate. She agrees there is benefit in having minimal regulations but, she wants to have the least possible while still having the Town's best interest in mind.

4. Closed Public Hearing

Planning Commission Chairman Perkins closed the Planning Commission portion of the joint hearing at 7:42 p.m.

Vice Mayor Sivigny moved to close the Public Hearing on Home Occupation Certificate for the Town Council. Seconded by Councilmember Fithian. Motion passed, unanimous at 7:42 p.m.

5. Call to Order

Planning Commission Chairman Perkins opened Public Hearing on Zoning Code Amendments: Special Use Permit: Section 157.123 (Setback Regulations) and Section 157.124 (Height Regulations) at 7:42 p.m.

Mayor Porta opened the Public Hearing on Zoning Code Amendments: Special Use Permit: Section 157.123 (Setback Regulations) and Section 157.124 (Height Regulations) at 7:42 p.m.

Ms. Leidich gave an overview of the topic. The code changes are necessary for development within Town. The Mill at Occoquan is included as an example, but only used for illustrative purposes of the kinds of applications that could occur going forward involving height and setback provisions. This code update would only allow consideration of such allowances within the special use permit process.

6. Citizens Time

Brenda Seefeldt of 309 Commerce Street was speaking as Chair of Architectural Review Board. Prince William Living had contacted her through the Town Hall with an inquiry about Town architecture. She replied with answers from the ARB. They defined the Town aesthetic as primarily encompassing uniqueness and quaintness. There were no large buildings in Occoquan, and this was intentional in keeping the Town character. Driving down Tanyard Hill Road is like driving back in time. Height and setback requirements are very important to the overall Town aesthetic.

Chris Kiely of the Kiely Court development noted this was a large developer building the biggest building in Occoquan, and that the Town seemed willing to bend over backward for such a large developer, but a single-family home takes five or six years. He stated that he supported the code change and anything that brings more freedom and less control.

Former Mayor Elizabeth Quist said that when she was Mayor, everyone was under the impression that this was something Council could consider and it was a surprise to find they could not. It is important to keep the uniqueness of the Town, but it is hard to improve the deteriorating waterfront without making some accommodations because there isn't enough money in it. The Town does not want to create a wall of buildings on the waterfront.

7. Joint Discussion

Mayor Porta opened the joint discussion by saying he was appreciative of Mayor Quist's comments. He noted that the Town government has long been operating with the understanding that special use permits for exceptions to height and setback regulations in the historic district were possible, and that they had always spoken about flexibility on

height to accommodate waterfront development. This issue predates himself, and predates Mayor Quist's term. Everyone was surprised to find that under the existing code special use permits were not allowed for consideration. They instead exist in one part of the code,, but not the section pertaining to the business district. This is one of the tools the Town could use to develop the waterfront responsibly. The proposed change only allows applications for special use permits and consideration of those applications; it does not change the restrictions themselves. The proposed change is designed to bring the code into conformance with what it was previously assumed to be. The reason for considering including the setback requirement is because many properties in town currently encroach upon the public right of way.

Eliot Perkins noted that this topic has sparked vigorous discussion. The Planning Commission has a strong notion of making Occoquan a place we are proud to live in and robust as well. In this particular situation, the Town finds itself returning to where we thought we were, and would give the Town Council power to consider these exceptions.

8. Closed Public Hearing

Planning Commission Chairman Perkins closed the Planning commission portion of the joint hearing at 7:59 p.m.

Councilmember Fithian moved to close the Public Hearing on Zoning Code Amendments: Special Use Permit: Section 157.123 (Setback Regulations) and Section 157.124 (Height Regulations). Seconded by Councilmember Perkins. Motion passed, unanimous at 7:59 p.m.

9. Planning Commission Meeting

Planning Commission Chairman Perkins continued the Planning Commission meeting.

a. Zoning Code Amendments: Home Occupation Certificate Section 157.010

Councilmember Perkins opened the discussion by asking the Planning Commission members for their modifications to the Home Occupancy Certificate. Jenn Mathis recommended amending Section E to correct the start time of 10pm. She was fine with Sections B, C, D, E, F, G, but wanted to revisit the new Section A. Ryan Somma had no concerns with any section aside from A.

Councilmember Perkins recommended striking the Zoning Administrator oversight from Section D. Jenn Mathis agreed that everything after "accessory building" should be stricken. Attorney Crim said that striking Section A would necessitate striking this sentence.

Councilmember Perkins noted there was a slight disagreement on Section A concerning restricting the number of non-residents. Jenn Mathis and Ryan Somma both indicated they preferred no such restriction. Jenn Mathis recommended striking Section A. Ryan Somma agreed.

Jenn Mathis moved to recommend the Town Council adopt the proposed amendments to Section 157.010-Home Occupation Certificate as reflected in **Draft A** of the ordinance,

pursuant to section 157.267 of the Town of Occoquan Zoning Code with the amendments that Section A be stricken, the last sentence of Section D be stricken, and the reference to 10:00 AM in in Section E be changed to 10:00 PM. Ryan Somma seconded. The motion carried by poll vote, unanimous.

b. Zoning Code Amendments: Special Use Permit-Section 157.123 (Setback Regulations) and Section 157.124 (Height Regulations).

Councilmember Perkins opened the height and setback discussion. No Planning Commission members had further comment beyond what had been discussed in the joint meeting.

Ryan Somma moved to recommend the Town Council adopt the proposed amendments to Section 157.123-Setback Regulations and Section 157.124-Height Regulations, pursuant to section 157.267 of the Town of Occoquan Zoning Code. Jenn Mathis seconded. The motion carried by poll vote, unanimous.

10. Adjournment

The joint meeting of the Planning Commission and Town Council was adjourned at 8:11 p.m.

Christopher Coon
Town Clerk



OCCOQUAN TOWN COUNCIL
Work Session Meeting Minutes- DRAFT
Town Hall – 314 Mill Street, Occoquan, VA 22125
Tuesday, March 19, 2019
7:00 p.m.

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

Staff: Kathleen Leidich, Town Manager, Christopher Coon, Town Clerk; Adam Linn, Chief of Police; Carla Rodriguez Town Treasurer; Julie Little, Events and Community Development Director.

1. Call to Order

Mayor Porta called the meeting to order at 7:04 p.m.

2A. Budget Presentation

Ms. Leidich reported on staff's Proposed Budget incorporating identified Council priorities. The Operating Expense for the Proposed FY2020 Budget was \$916,060 and the Operating Revenue with proposed increases in the Meals Tax Rate and Real Estate Tax Rate was \$916,060. The proposed Meals Tax Rate would increase from 3% to 4% and the proposed Real Estate Tax Rate would increase from 0.12 per \$100 assessed value to 0.14 per \$100 assessed value. She also reported that all of the Parks, Town Facilities, Streets, Sidewalks, and Historic District line items will be consolidated into one line item called Facility/Park Maintenance Fund.

Ms. Leidich presented the proposed Capital Improvement Projects, (C.I.P.) for FY2020 and after significant discussion with Town Council she will provide an updated C.I.P. budget at the next Budget Work Session. Town Council also asked Town Staff to provide a summary of the budget changes to include the significant increase and decreases in both revenue and expenses for the town.

Adjournment

The meeting was adjourned at 10:08 p.m.

Christopher Coon
Town Clerk

MEMORANDUM

To: Mayor and Town Council, Town of Occoquan
From: Martin Crim, Town Attorney *MRC*
Subject: April 2019 Attorney Report
Date: March 29, 2019

NOT CONFIDENTIAL

Thank you for excusing me from appearing at the Town Council meeting on April 2. I have the following to report on the non-confidential matters I have been handling for the Town since my last report, which was March 5.

1. I have worked with the Town Manager to address the lease renewal for the visitor center and the Memorandum of Agreement for the proposed kiosk.
2. I am closing my file on the River Mill Park contract dispute.
3. I worked with the Town Manager to ensure that our public hearing calendar complies with all statutory requirements for the adoption of the budget and tax rates.
4. I revised the draft e-ticket ordinance and agenda statement that is on your agenda.
5. I provided comments to the Town Manager on the Special Use Permit application of the Mill at Occoquan.
6. I performed a preliminary legal analysis of a proposed special event policy and discussed it with the Town Manager.



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

TOWN MANAGER
Kathleen R. Leidich, AICP

Town Engineer's Report Town Council Meeting –April 2, 2019

Kayak/Canoe Launch – no change from last report

Two bids received in July 2017 (Delta Marine and McLean Endeavors), both over budget. Department of Conservation and Recreation (DCR) has indicated possible additional funding from the current \$100,000 to \$283,650. Updates to permits, historic resources, threatened and endangered species discussed. Both bidders confirmed that previous bids are still valid. New budget forwarded to DCR on October 12, 2018. New contact person at DCR (Jett Johnson). Town Manager has reached out for status update.

River Mill Park – Moisture Issue in Storage Room –no change from last report

New heaters installed. Dry well installed. PWC will conduct inspection with Town to address any remaining deficiencies.

Kiely Court Project – update from last report

Land Disturbance Permit issued - construction commenced. Building permit application have been submitted for both houses, but not yet issued. Minor site plan revision submitted to lower one house to bring it into conformance with the building height requirements – staff report issued 3/19/19. Minor site plan revisions are approved by the Planning Commission.

Rivertown Project – no change from last report

Land Disturbance Permit issued – construction proceeding.

Vantage Point BMP maintenance – no change from last report

Bid received from Total Development Solutions (\$38,730)

Boundary Branch – no change from last report

Boundary Branch, Vantage Point BMP, Lynn property – other runoff issues reviewed

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

PWC considering sidewalk along Tanyard Hill Road to connect Occoquan Greenway (trail coming through Tanyard Hill Park) to sidewalk on Ellicott Street.

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

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

Mill at Occoquan – update from last report

Revised site plan submitted and under review.

-END-

Report Date: 3/26/2019

DEVELOPMENT SERVICES - BUILDING DEVELOPMENT

Report Time: 9:05:42 AM

Town of Occoquan - Permit Report
March 2019

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date	Valuation
BLD2019-03820	206 COMMERCE ST	ANTENNA MOUNTED TO POLE IN TOW	Building	Pending	C - Alteration/Repair			\$16,000.00
ELE2019-01557	307 COMMERCE ST	RELOCATING PANEL & ADDING ELE FI.	Electrical	Finalized	R - Alteration/Repair	10/19/2018	03/01/2019	\$4,500.00
BLD2019-00547	402 FORTRESS WAY	KITCHEN RENOVATION TO CONDO UN	Building	Issued	C - Alteration/Repair	07/30/2018		\$16,000.00
GAS2019-00432	270 GASLIGHT LANDING CT	ALTERATION/REPAIRS TO REPLACE H	Gas	Issued	C - Alteration/Repair	09/20/2018		\$4,751.00
BLD2018-04471	313 MILL ST	PARTIAL ROOF REPAIR DUE TO WATE	Building	Issued	C - Alteration/Repair	02/23/2018		\$10,000.00
BLD2018-02969	426 MILL ST	LOT SPECIFIC SFD - KIELY RESIDENC	Building	Pending	R - New Single Family Dwelling			\$1.00
BLD2018-05964	426 MILL ST	RETAINING WALL	Building	Issued	R - Retaining Wall	10/09/2018		\$20,000.01
BLD2019-04458	426 MILL ST	SHEETING/SHORING PERMIT FOR FUT	Building	Pending	R - Retaining Wall			\$0.00
BLD2018-02984	430 MILL ST	KIELY RESIDENCE - LOT SPECIFIC SFC	Building	Pending	R - New Single Family Dwelling			\$100.00
BLD2018-05963	430 MILL ST	RETAINING WALL MAX HEIGHT 9'6"	Building	Issued	R - Retaining Wall	10/09/2018		\$20,000.01
ELE2019-02544	458 MILL ST	REPLACING 2 ELECTRIC HEATERS LIK	Electrical	Finalized	C - Alteration/Repair	01/16/2019	01/27/2019	\$500.00
BLD2014-05879	1441 OCCOQUAN HEIGHTS	DECK	Building	Issued	R - Addition	04/25/2014		\$6,700.00
BLD2019-02293	112 POPLAR LN	DETACHED GARAGE	Building	Issued	R - Accessory Structure	12/21/2018		\$16,000.00
BLD2019-02551	112 POPLAR LN	ENCLOSING CARPORT AND ADDING A	Building	Issued	R - Addition	12/21/2018		\$29,000.00
BLD2018-02753	113 POPLAR LN	36' x 18' INGROUND POOL	Building	Issued	R - Swimming Pool	12/07/2017		\$60,000.00
ELE2018-02286	113 POPLAR LN	36' x 18' INGROUND POOL	Electrical	Issued	R - Swimming Pool	12/07/2017		\$6,000.00
ELE2019-00599	113 POPLAR LN	Install circuits, fixtures, and receptacles	Electrical	Issued	R - Alteration/Repair	08/15/2018		\$2,200.00
GAS2018-01390	113 POPLAR LN	Gas Line to Pool Heater and Gas Line to f	Gas	Issued	R - Swimming Pool	01/16/2018		\$2,000.00
BLD2018-04392	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1f	Building	Issued	R - New Townhouse	03/22/2018		\$45,000.00
GAS2019-00596	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1f	Gas	Issued	R - New Townhouse	10/22/2018		\$1,000.00
MEC2019-01181	1551 RIVERTOWN PL	INSTALL NEW HVAC	Mechanical	Issued	R - New Townhouse	11/20/2018		\$5,500.00
PLB2019-00861	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1f	Plumbing	Issued	R - New Townhouse	10/22/2018		\$10,000.00
BLD2018-04390	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1f	Building	Issued	R - New Townhouse	03/22/2018		\$45,000.00
GAS2019-00603	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1f	Gas	Issued	R - New Townhouse	10/22/2018		\$1,000.00
PLB2019-00870	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1f	Plumbing	Issued	R - New Townhouse	10/22/2018		\$10,000.00
BLD2018-04393	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1	Building	Issued	R - New Townhouse	03/22/2018		\$45,000.00
GAS2019-00598	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1	Gas	Issued	R - New Townhouse	10/22/2018		\$1,000.00
MEC2019-01193	1553 RIVERTOWN PL	INSTALL NEW HVAC SYSTEM	Mechanical	Issued	R - New Townhouse	11/21/2018		\$5,500.00
PLB2019-00864	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1	Plumbing	Issued	R - New Townhouse	10/22/2018		\$10,000.00
BLD2018-04376	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1f	Building	Issued	R - New Townhouse	03/22/2018		\$45,000.00
GAS2019-00601	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1f	Gas	Issued	R - New Townhouse	10/22/2018		\$1,000.00
PLB2019-00869	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1f	Plumbing	Issued	R - New Townhouse	10/22/2018		\$10,000.00
BLD2018-04394	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1	Building	Issued	R - New Townhouse	03/22/2018		\$45,000.00
GAS2019-00599	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1	Gas	Issued	R - New Townhouse	10/22/2018		\$1,000.00
MEC2019-01194	1555 RIVERTOWN PL	INSTALL NEW HVAC	Mechanical	Issued	R - New Townhouse	11/21/2018		\$5,500.00
PLB2019-00865	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1	Plumbing	Issued	R - New Townhouse	10/22/2018		\$10,000.00
BLD2018-04375	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1f	Building	Issued	R - New Townhouse	03/22/2018		\$45,000.00
GAS2019-00600	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1f	Gas	Issued	R - New Townhouse	10/22/2018		\$1,000.00
PLB2019-00867	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1f	Plumbing	Issued	R - New Townhouse	10/22/2018		\$10,000.00

BLD2018-04008	199 UNION ST	UPDATE AND REPAIR BATHROOM IN R Building	Issued	C - Alteration/Repair	01/31/2018		\$1,000.00
PLB2018-01862	199 UNION ST	INTERIOR RENOVATIONS TO LAUNDR' Plumbing	Issued	C - Alteration/Repair	01/31/2018		\$4,000.00
BLD2019-00218	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KI' Building	Issued	C - Tenant Layout	10/25/2018		\$75,000.00
ELE2019-00426	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KI' Electrical	Pending	C - Tenant Layout			\$75,000.00
GAS2019-00113	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KI' Gas	Issued	C - Tenant Layout	03/19/2019		\$12,000.00
MEC2019-00933	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KI' Mechanical	Issued	C - Tenant Layout	03/19/2019		\$75,000.00
PLB2019-00145	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KI' Plumbing	Issued	C - Tenant Layout	03/19/2019		\$2,000.00
PLB2018-02373	411 UNION ST	CONVERTING FROM SEPTIC TO PUBLI Plumbing	Issued	R - Alteration/Repair	03/23/2018		\$15,000.00
BLD2019-00785	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18 1 Building	Issued	R - Alteration/Repair	08/13/2018		\$750.00
ELE2019-00643	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18 1 Electrical	Issued	R - Alteration/Repair	08/16/2018		\$500.00
PLB2019-00381	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18 1 Plumbing	Issued	R - Alteration/Repair	08/15/2018		\$750.00
BLD2019-00357	109 WASHINGTON SQUARE	ADDING SPIRAL STAIRCASE TO EXIST Building	Finaled	R - Alteration/Repair	08/24/2018	03/01/2019	\$5,000.00
PLB2018-01956	103 WEST LOCUST ST	Water Service Plumbing	Issued	R - Alteration/Repair	02/08/2018		\$1,400.00

END OF REPORT



TOWN OF OCCOQUAN

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

TOWN MANAGER
Kathleen R. Leidich, AICP

Town Manager's Report Town Council Meeting – April 2, 2019

Web site Redevelopment

Town staff had a work session with the consultant on 1/30/19. Staff received an updated web site mock up, and has reviewed the proposed revisions. Work continues with the consultant to complete the redevelopment process. The Events and Community Development Director provided the business information to the contractor for its inclusion on the web site. Next steps include completing the creative development and site programming portions of the project.

River Mill Park Bath House

The heaters were installed and passed the required building code inspection 1/16/19. The dry well was installed under the supervision of Fairfax Water on 3/19/19. Staff is in the process of making the final payment to close out the contractor's portion of the bath house project. In regards to the work to be completed in the lower level of the building, staff will be working with the PWC Building Official to specifically confirm the required corrective work.

Mill at Occoquan Development Application

The Zoning Administrator is currently reviewing the Preliminary Site Plan and Special Use Permit Applications. Comments will be provided to the developer by the end of the month. Once the developer has adequately addressed the Zoning Administrator's comments, the applications will start the formal review process by the Planning Commission and Town Council.

Visitor Center Kiosk

Staff has contacted PWC staff to follow up on the Kiosk agreement and to work with the Architectural Review Board regarding the Kiosk design process. PWC staff is currently preparing to hold a design charrette with the ARB at its April meeting. Town staff has confirmed that parking spaces will not be required for the Kiosk. Town staff is currently reviewing the MOU regarding the Kiosk. Prince William County has provided the email confirming that the Tourism sign will remain on Route 95.

Introduction of Part-Time Police Officers

Meetings, Training, and Events

- Met with Residents-Stormwater, March 15
- Friends of the Occoquan Spring River Clean up, April 13
- Peep Show and Community Peep Contest, April 20
- Planning Commission/ARB-Visitor Center Kiosk, April 23
- PWC Compost Awareness Day, April 27
- PWC Community Shredding Event, May 4

-End-



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 J. Matthew Dawson
 Cindy Fithian
 Laurie Holloway
 Eliot Perkins

Town Treasurer's Report Town Council Meeting - April 2, 2019

TOWN MANAGER
 Kathleen R. Leidich

TOWN TREASURER
 Carla M. Rodriguez

Audits

Audit Type	Current Status	Last FY Audit Completed	Next Steps/Action
Meals Tax Audit	Pending (1)	None	Pink Bicycle Tea Room (Review Pending)
BPOL Audit	Pending (1)	2012 License Year	Fathom Realty (Review Pending)

Delinquencies

Meals Tax Delinquencies			
Business Name	Length of Delinquency (months)	Date of Last Notice	Status of Compliance
Occoquan Inn/Virginia Grill	3	3/27/2018	Not compliant
Pink Bicycle Tea Room	13	2/27/2018	Not compliant/ Legal Action
Madigan's Waterfront	3	3/27/2019	Not compliant

BPOL Tax Delinquencies			
Business Name	Length of Delinquency (Years)	Date of Last Notice	Status of Compliance
Fathom Realty	1	3/01/2019	Not compliant
Pin Curls Hair Salon	1	3/27/2019	Not compliant/ Legal Action
Allegiance Management One, Inc	1	2/14/2019	Not compliant/ Legal Action
Credo Strategies	1	2/14/2019	Not compliant/ Legal Action
Crystal Digiovacchino	1	2/14/2019	Not compliant/ Legal Action
Fetch Pet Bakery LLC	1	3/27/2019	Not compliant/ Legal Action

Real Estate Delinquencies				
Property Owner	Length of Delinquency (Years)	Amount of Delinquency (Tax Only)	Date of Last Notice	Status of Compliance
Selecman, James	5 Years	\$1,476.29	06/14/18	Compliant - monthly payment plan
Granny's Cottage Inc	2 Years	\$134.40	01/09/19	Not Compliant/ Legal Action

Other Items of Note

None.

Total Funds

GENERAL OPERATING ACCOUNTS

REVENUES

General Fund	FY 2018 Budget	Actual as of 6/30/18	FY 2019 Budget	Actual as of 2/28/19	% of Budget Used
Real Estate Taxes	218,360	227,881	232,500	238,960	102.8%
Meals Taxes	222,650	189,089	220,334	143,428	65.1%
Other Taxes (Sales,Utility,Communications,Transient)	102,000	100,696	102,473	69,080	67.4%
Fines (Public Safety)	24,000	68,970	60,000	99,208	165.3%
Fees and Licenses (Auto,Business,Late fees,Arch,PM,ATM,Dock,Admin)	92,850	87,106	98,150	23,184	23.6%
Grants (Litter,599,VML,CIP)	125,030	24,953	472,143	17,980	3.8%
Service Revenue (Engineer,Legal,Landscape,CC fees)	22,000	13,992	5,000	12,628	252.6%
Rentals (TH,RMP)	2,500	700	1,500	1,200	80.0%
Interest (GF,Brick,Sponsor)	9,620	5,688	9,120	1,101	12.1%
Other Revenues (Reimbursement from Paving, Ins claims,Police Veh Loan)	-	3,834	1,000	79,215	7921.5%
Total Revenues General Fund	\$ 819,010	\$ 722,909	\$ 1,202,220	\$ 685,984	57.1%

EXPENDITURES

General Fund	FY 2018 Budget	Actual as of 6/30/18	FY 2019 Budget	Actual as of 2/28/18	% of Budget Used
Personnel Services	335,790	317,703	380,820	231,013	60.7%
Professional Services	136,200	106,259	122,250	71,589	58.6%
Information Technology Services	10,150	14,653	14,050	12,882	91.7%
Materials and Supplies	7,800	11,289	9,000	11,744	130.5%
Operational Services	8,550	9,672	7,500	4,111	54.8%
Contracts (Landscaping, Refuse Collection, Snow Removal)	81,500	74,432	74,500	48,070	64.5%
Insurance	15,720	20,306	20,120	15,640	77.7%
Public Information (Newsletters)	3,250	3,441	3,400	3,137	92.3%
Advertising (Community / Business Support, Legal Ads)	16,000	6,299	9,000	6,025	66.9%
Training and Travel (Employee, Boards and Commission Training)	15,100	8,761	13,500	5,495	40.7%
Vehicles and Equipment	13,350	13,264	15,300	77,894	509.1%
Seasonal	4,500	3,040	5,500	1,791	32.6%
Facilities Maintenance	60,100	65,022	68,030	44,216	63.1%
Special Events	11,000	8,485	12,950	5,481	42.3%
Other Expense				310	
Total Expenses	\$ 719,010	\$ 662,626	\$ 755,920	\$ 539,400	71.4%
General Fund Net Income	\$ 100,000	\$ 60,283	\$ 446,300	\$ 146,584	32.8%

Craft Show Fund	FY 2018 Budget	Actual as of 6/30/18	FY 2019 Budget	Actual as of 2/28/18	% of Budget Used
Revenue (FY19 SP & FL)	216,390	226,525	203,950	138,931	68.1%
Expenses (personnel,materials and supplies,contracts,adverting)	108,120	105,238	101,954	59,350	58.2%
Total Net Income	\$ 108,270	\$ 121,287	\$ 101,996	\$ 79,581	78.0%

Mamie Davis Fund	FY 2018 Budget	Actual as of 6/30/18	FY 2019 Budget	Actual as of 2/28/18	% of Budget Used
Revenue	4,100	1,700	2,600	2,015	77.5%
Expenses (repairs and maintenance)	2,000	4,539	2,000	172	8.6%
Total Net Income	\$ 2,100	\$ (2,839)	\$ 600	\$ 1,844	307.3%

CIP Fund	FY 2018 Budget	Actual as of 6/30/18	FY 2019 Budget	Actual as of 2/28/18	% of Budget Used
Community Planning Project	25000	24985	0	0	
Intersection Improvements	0	0	420,000	86,720	20.6%
Street Maintenance	15,000	40,966	0	0	
Sidewalk Maintenance	0	0	10,000	0	0.0%
Building Maintenance	2,500	0	0	0	
Stormwater Management	5,000	0	0	0	
Trash/Recycling Containers	11,000	10,757	17,000	11,747	69.1%
Town Hall Renovations-Lower Level	15,000	0	0	0	
Gaslight Conversion	10,000	6,065	0	0	
Street/Curb Program	8,000	0	0	0	
Dock Maintenance	10,000	0	0	0	
Tanyard Hill	2,500	0	4,500	0	0.0%
River Mill Park Maintenance	5,000	0	0	0	
Jennings Property	0	786	0	0	
Canoe Kayak Ramp	140,000	990	140,000	242	0.2%
In-Vehicle Laptops	2,500	0	0	0	
Body Armor	4,000	2,027	2,400	1,000	41.7%
IBR Reporting	5,000	1,000	0	0	
LIDAR Speed Detection and Related Equipment	0	0	2,300	0	
Office Safety Equipment	0	0	5,100	4,931	96.7%
Pedestrian & Bicyclist Safety Program	0	0	2,300	0	0.0%
Computer Upgrade	10,000	12,186	0	0	
Document Management	5,000	1,453	2,500	0	0.0%
Website Redesign	0	0	0	475	
Town Recodification	10,000	2,263	0	2,998	
Office Equipment Replacement	6,000	0	0	0	
Zoning & Subdivision Update	0	13,394	0	0	
Total CIP	\$ 291,500	\$ 116,872	\$ 606,100	\$ 108,113	17.8%
Total Net Income All Funds	\$ (81,130)	\$ 61,859	\$ (57,204)	\$ 119,896	-209.6%

Total Account Balances

ACCOUNTS

Operational Funds		
Operating Account - Payroll		39,222
Operating Account - Checking		184,585
Total	\$	223,807

Craft Show Funds		
Craft show Checking		63,797
Craft Show Money Market/CD (Operating Reserves)		200,000
Craft Show Paypal		750
Craft Show Investment Pool		103,391
Craft Show Money Market		83,733
Total	\$	451,671

Mamie Davis Funds		
Mamie Davis Checking		5,485
Mamie Davis Money Market		100,000
Total	\$	105,485

Bricks Fund		
Bricks Money Market		8,490
Total	\$	8,490

Total Checking/Savings	\$	789,453
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TOWN MANAGER
Kathleen R. Leidich, AICP

CHIEF OF POLICE
Adam C. Linn, Esq.

Occoquan Police Department

Monthly Town Council Report April 2, 2019

Departmental Goals

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

Current Initiatives

Continued with the Calls for Service police coverage in Town. Working with town officers to increase patrols and visibility during peak calls for service times.¹ Continued field training with town officers and worked with officers to address administrative needs of Police Department.²

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

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

Community Relations

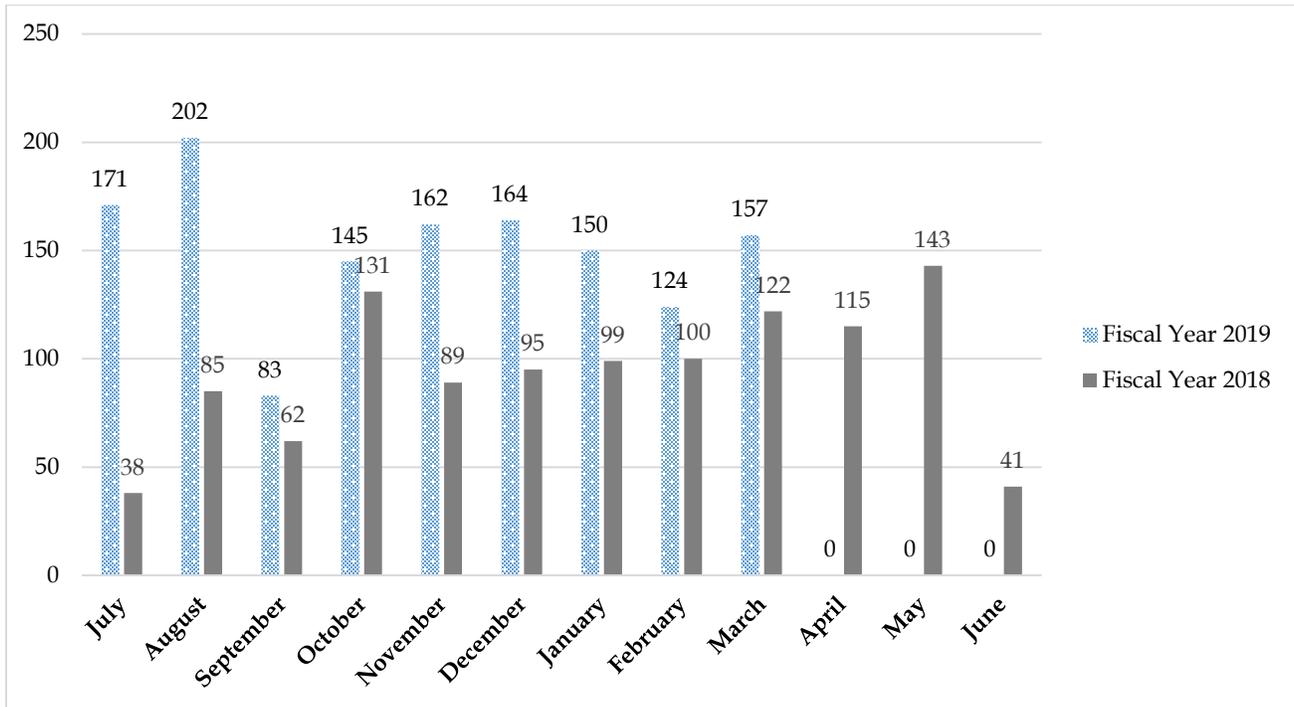
Provided patrol and visibility during Pokémon events. Continued Pedestrian Safety Campaign. Provided patrol and visibility throughout Town, including foot patrols through Historic Downtown and residential areas on Washington Street, East Colonial Drive, Overlook Drive, Fortress Way, Occoquan Heights,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

Spoke with multiple residents, visitors, and business owners throughout the month.

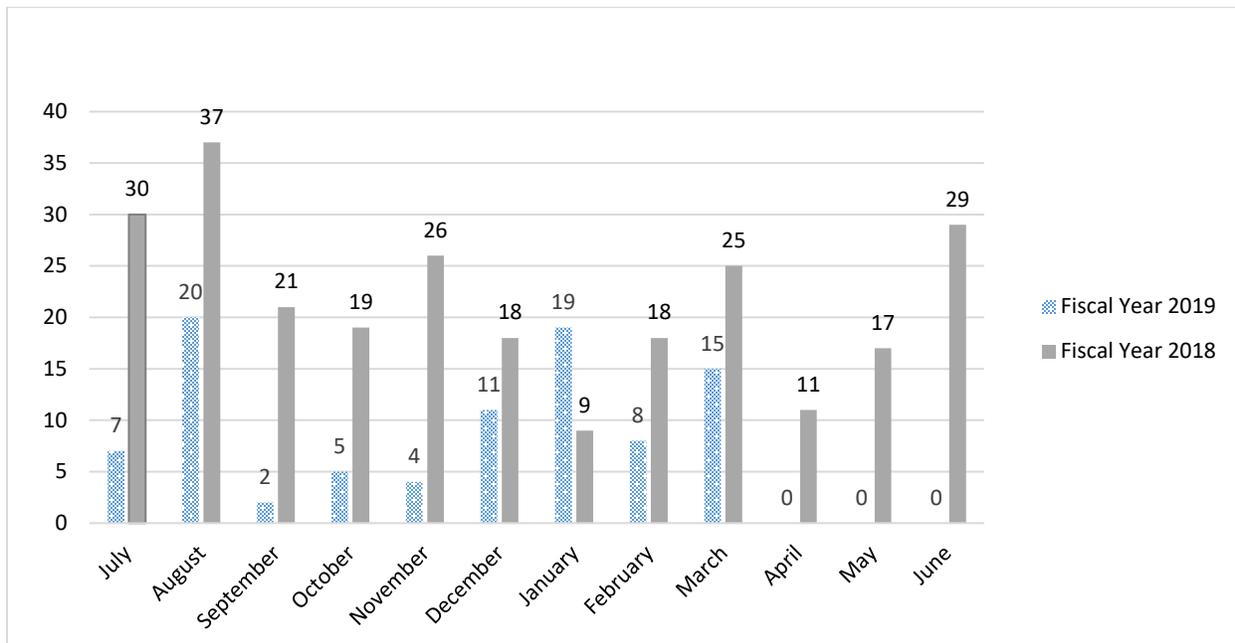
Patrol and Enforcement Activities

During the month of March, the Town Police made 3 custodial arrest (DUID, Felony Possession of Drugs, and Drunk in Public), issued 157 traffic summonses, and 69 warnings.

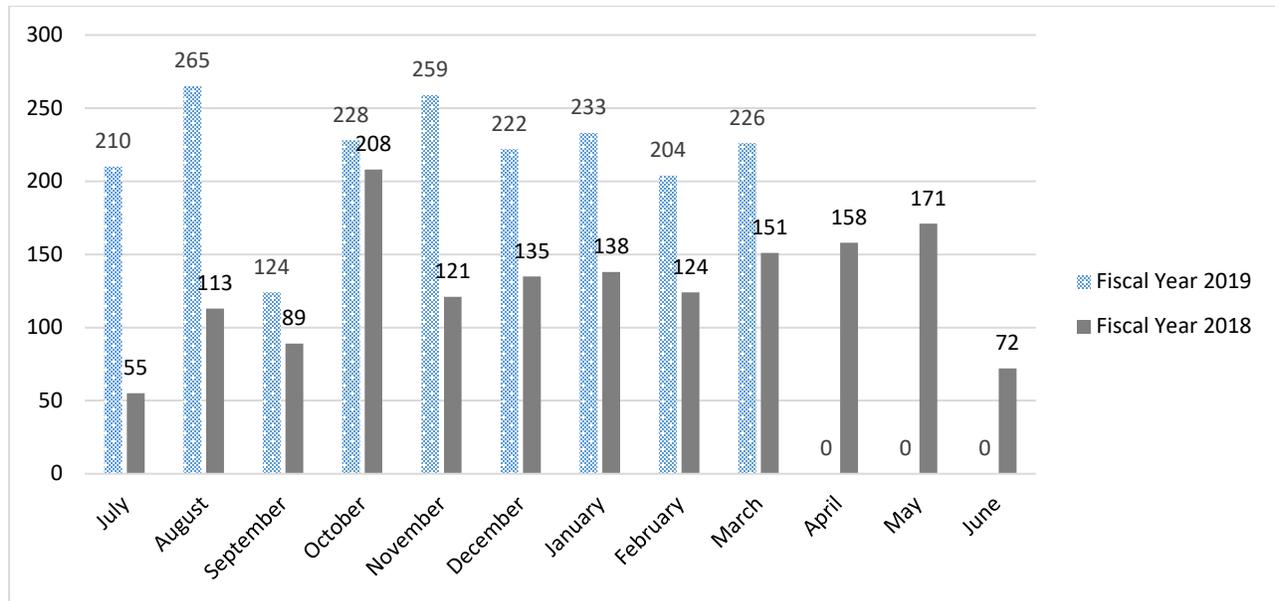
Traffic Summonses FYTD (GRAPH) ⁵



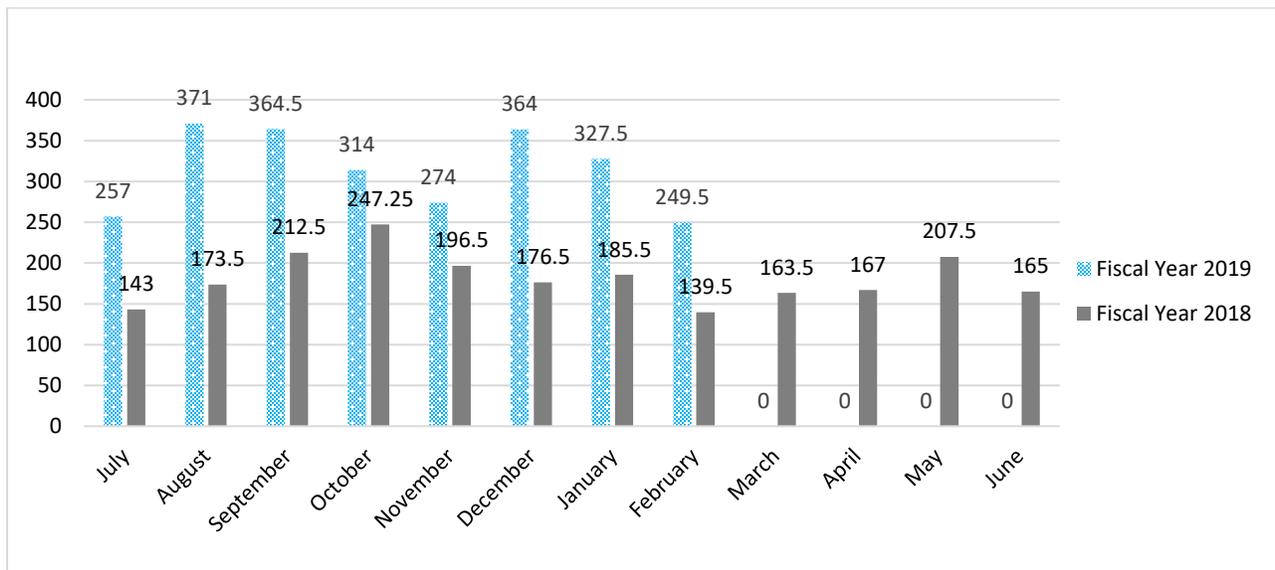
Parking Tickets Issued FYTD (GRAPH) ³

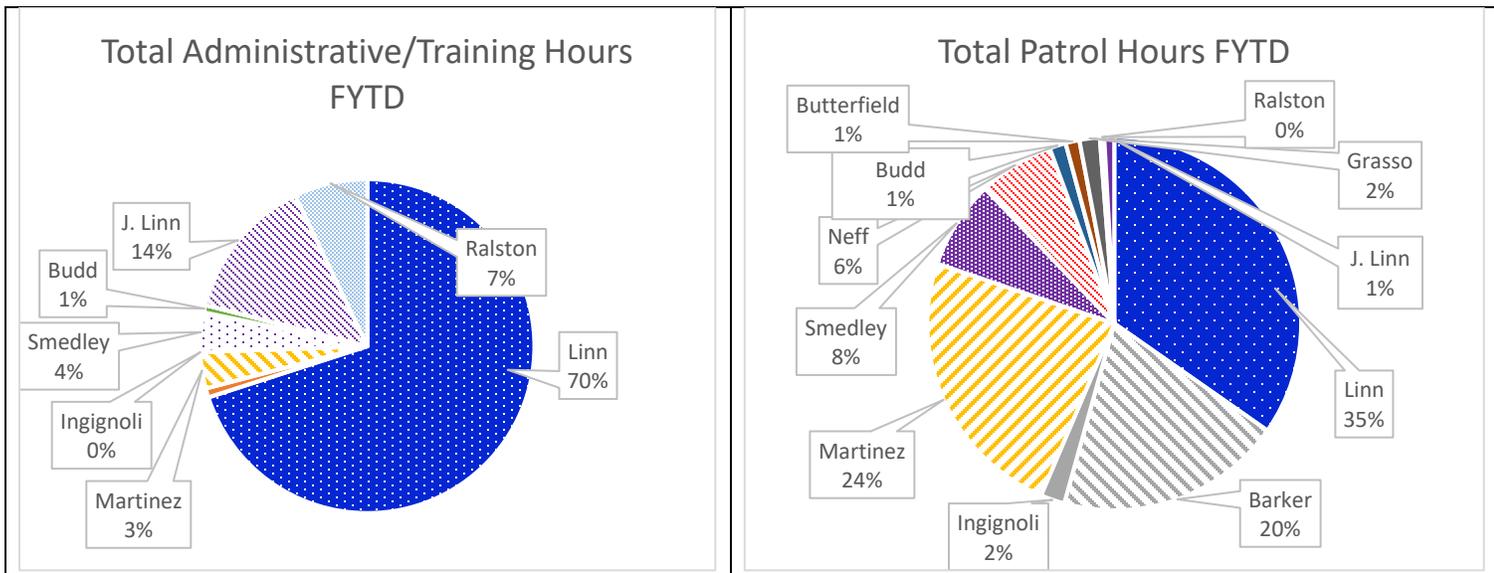


Traffic Stops YTD (GRAPH) ⁵



Patrol Hours FYTD (GRAPH) ⁵





Miscellaneous

Continued Level 3 auxiliary training for administrative and parking officers.² Continued working on piloting a Narcan program to train and equip officers with Narcan and accidental exposure to opioids.²

¹ Goals 1, 2, and 3

² Goal 2

³ Goal 3

⁴ Goals 1, 2, and 3

⁵ Goals 1 and 3



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: April 2, 2019
8A: Request to Accept FYE 2018 Financial Audit	

Explanation and Summary:

The review of the FYE 2018 financials has been completed and a representative from Robinson, Farmer, Cox & Associates will provide a presentation of the audit. This is an opportunity for Council to be briefed on the status of the report and have any questions addressed.

This is a request to accept the FYE June 30, 2018 Financial Report.

Town Treasurer'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 accept the Fiscal Year End June 30, 2018 Financial Report."

OR

Other action Council deems appropriate.

Attachments: None



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: April 2, 2019
8B: Request to Adopt Ordinance to Authorize Use of Electronic Summons System (E-Ticketing)	

Explanation and Summary:

This is a request to enact an ordinance that will authorize the Prince William County district and circuit courts to assess Five Dollars (\$5.00) as part of each criminal and traffic case arising within the Town for the purpose of funding the Town's implementation and maintenance of an electronic summons system.

In 2015, the general assembly amended Virginia Code § 17.1-279.1 to allow towns to assess the \$5 electronic summons fee, which, before 2015, only cities and counties could assess. The statute as currently in effect reads as follows:

Any county, city, or town, through its governing body, may assess an additional sum not in excess of \$5 as part of the costs in each criminal or traffic case in the district or circuit courts located where such cases are brought in which the defendant is charged with a violation of any statute or ordinance, which violation in the case of towns arose within the town. The imposition of such assessment shall be by ordinance of the governing body, which may provide for different sums in circuit courts and district courts. The assessment shall be collected by the clerk of the court in which the action is filed, remitted to the treasurer of the appropriate county, city, or town, and held by such treasurer subject to disbursements by the governing body to a local law-enforcement agency solely to fund software, hardware, and associated equipment costs for the implementation and maintenance of an electronic summons system. The imposition of a town assessment shall replace any county fee that would otherwise apply.

In 2015, Town Staff prepared an ordinance amendment to assess the \$5 fee under this statute, but this ordinance was not adopted.

This legislation is meant to assist police departments and the judicial system in addressing the following issues:

- Reduction in backlog of data entry of summons by the courts and police departments;

- Reduction of data entry errors in the courts;
- Reduction of typographical errors on summons; and
- Facilitation of quicker and more accurate resolutions to cases.

The use of electronic summons system is meant to increase the overall efficiency of the judicial system.

Town Attorney's Recommendation: Recommend approval.

Town Manager's Recommendation: Recommend approval.

Cost and Financing: None

Account Number: N/A

Proposed/Suggested Motion:

"I move to Adopt Ordinance No. O-2019-___ as presented."

OR

Other action Council deems appropriate

Attachments: Proposed Ordinance

ORDINANCE # O-2019-_____

AN ORDINANCE TO AMEND THE OCCOQUAN TOWN CODE, TITLE VII TRAFFIC CODE, CHAPTER 70 “GENERAL PROVISIONS” BY ADDING SECTION 70.98 “ADDITIONAL ASSESSMENT FOR ELECTRONIC SUMMONS SYSTEM.” GENERALLY RELATING TO PROVIDING THAT FIVE DOLLARS (\$5.00) SHALL BE ASSESSED AS PART OF THE COSTS IN EACH CRIMINAL OR TRAFFIC CASE ARISING WITHIN THE TOWN, TO FUND SOFTWARE, HARDWARE AND ASSOCIATED EQUIPMENT COSTS FOR THE IMPLEMENTATION AND MAINTENANCE OF AN ELECTRONIC SUMMONS SYSTEM. THE IMPOSITION OF A TOWN ASSESSMENT SHALL REPLACE ANY COUNTY FEE THAT WOULD OTHERWISE APPLY. ORDINANCE NO. 0-2019-_____ IS CONSIDERED PURSUANT TO THE GRANT OF AUTHORITY CONTAINED IN VA CODE §17.1-279-1.

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

1. That the Town Council hereby adopts Town Code §§ 70.98 as follows:

“Section 70.98. Additional Assessment for Electronic Summons System. There is hereby assessed an additional sum of five dollars (\$5.00) as part of the costs in each criminal or traffic case in the district or circuit courts located within Prince William County in which a defendant is charged with a violation of any statute or ordinance, which arose within the Town.

The assessment shall be collected by the clerk of the court in which the action is filed, remitted to the treasurer of the Town of Occoquan, and held by the Treasurer subject to disbursements by the Occoquan Town Council to the Occoquan Police Department solely to fund software, hardware, and associated equipment costs for the implementation and maintenance of an electronic summons system.”

2. That this ordinance is effective May 1, 2019.

MOTION:

“I move to adopt ordinance No. O-2019-_____ as presented.”

SECOND:

Date: _____

Regular Meeting

Ord. No. _____

RE:

ACTION:

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

CERTIFIED COPY _____

Town Clerk



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: April 2, 2019
8C: Request to Set Not-To-Exceed Amount for Landscape Beautification Project	

Explanation and Summary:

Councilmember Perkins and the Planning Commission been working on a Landscape Beautification Project to help improve the Town's aesthetics. This is a request to set a not to exceed amount for the items listed below:

- 1.) Clearing out overgrowth and taking debris to the landfill while shaping up some larger trees in the area along Commerce Street behind the Town Annex - **\$780.00**
- 2.) Preparing and planting grass in the area along Commerce Street behind the Town Annex - \$_____ (Waiting for Quote)
- 3.) Purchase Plants, Delivery, and labor to install plants as listed:
 - a. Nellie Stephens Holly 4 to 4.5 feet tall - \$245.00 ea. (10 = \$2,450.00)
 - b. Crape Myrtle 3-4' tall (5-gallon size) - \$90.00 ea. (4 = \$360.00)
 - c. Azaleas 3-gallon size - \$40.00 ea. (8 = \$320.00)
 - d. Japanese Dwarf Holly-compacta 3-gallon size- \$35.00 ea. (10 = \$350.)
 - e. Helleri Holly 3-gallon size - \$45.00 ea. (2= \$90.00)
 - f. Dwarf Alberta Spruce 2-3 ft. - \$70.00 ea.
 - g. Variegated Lilrope - 7.50 ea. (12 = \$90.00)
 - h. Wave Petunias 4.5-inch pot - \$5.25 ea. (32 = \$168.00)
 - i. Vinca 4.5-inch pot - \$5.25 ea. (62 = \$325.50)
 - j. Sun Coleus 4.5-inch pot - \$5.25 ea. (12= \$63)
 - k. **Total Cost = \$4,286.50**

Town Staff's Recommendation: Recommend approval.

Cost and Financing: \$_____

Account Number:

Proposed/Suggested Motion:

"I move to set a not-to-exceed amount of \$_____ for the Landscape Beautification Project."

OR

Other action Council deems appropriate.