



**TOWN OF OCCOQUAN**  
Circa 1734 • Chartered 1804 • Incorporated 1874

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**Occoquan Town Council**  
**Work Session Meeting**  
**September 15, 2015 | 7:00 p.m.**

1. Call to Order
2. Closed Session
3. Regular Items
  - a. FYE 2014 Financial Audit Presentation
  - b. Emergency Snow Routes and Snow Removal Policy
  - c. Public Safety Priorities
4. Adjournment



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>3. Work Session Regular Agenda</b>	<b>Meeting Date:</b> September 15, 2015
<b>3 A: FYE 2014 Financial Audit Presentation</b>	

#### **Explanation and Summary:**

The review of the FYE 2014 financials has been completed and the audit will be provided to Town Council at the September 15, 2015 work session. A representative from Cox, Farmers and Associates will provide a presentation of the audit during the work session. This is an opportunity for Council to be briefed on the status of the report and have any questions addressed. The Town Council vote to accept the FYE June 30, 2014 Financial Report will be on the October 6, 2015 Regular Town Council meeting.

**Attachments: None.**



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

### 3. Work Session Regular Agenda

Meeting Date: September 15, 2015

### 3 B: Emergency Snow Routes and Snow Removal Policy

#### **Explanation and Summary:**

The Town Council has asked that staff review the Town's snow removal policy and procedures, with focus placed on clearing parking spaces so that business can resume as quickly and safely as possible following a snow and/or ice event. As a result, staff has drafted an Emergency Snow Route ordinance, as well as a proposed revision to snow removal operations. In addition, the following information is a summary of snow plowing operations as they currently exist in regards to managing town-owned and state-owned streets.

#### **Town Snow Removal Operations**

Annually, the Town seeks proposals for snow removal to include the following activities:

1. Snow Plowing (not to bare pavement)
2. Sanding and ice melting products
3. Snow shoveling of Town sidewalks (optional)
4. Front loader to remove excess snow (optional)

The above listed activities are sought to be provided on Town-owned streets and parking lots as identified on the Town's Snow Removal Map (attached). As part of the annual budget process, the Town appropriates funding for snow removal activities. The FY 2016 budget includes \$5,000 for snow removal activities for the 2015-2016 season.

#### **VDOT SNOW REMOVAL OPERATIONS**

The Virginia Department of Transportation (VDOT) is responsible for snow removal activities on state-owned roads within the Town. These include all roads not owned and maintained by the Town. Snow removal activities on VDOT streets are performed in accordance with VDOT's snow removal program. The following are key points from their program:

1. VDOT does not clear curb-to-curb or to bare pavement.
2. Salting operations (optional plowing) occurs when up to 2 inches of snow or up to 1/10<sup>th</sup> of an inch of ice accumulation is expected.
3. Salting and plowing operations occur when up to 6 inches of snow or up to 1/4<sup>th</sup> inch of ice accumulation is expected.
4. VDOT focuses on clearing a safe drivable path and does not clear parking spaces or lots.

In addition, VDOT normally has a truck stationed within the Town to be deployed when appropriate when significant ice and/or snow events are expected. The Town does not have authority to direct deployment activities to VDOT employees.

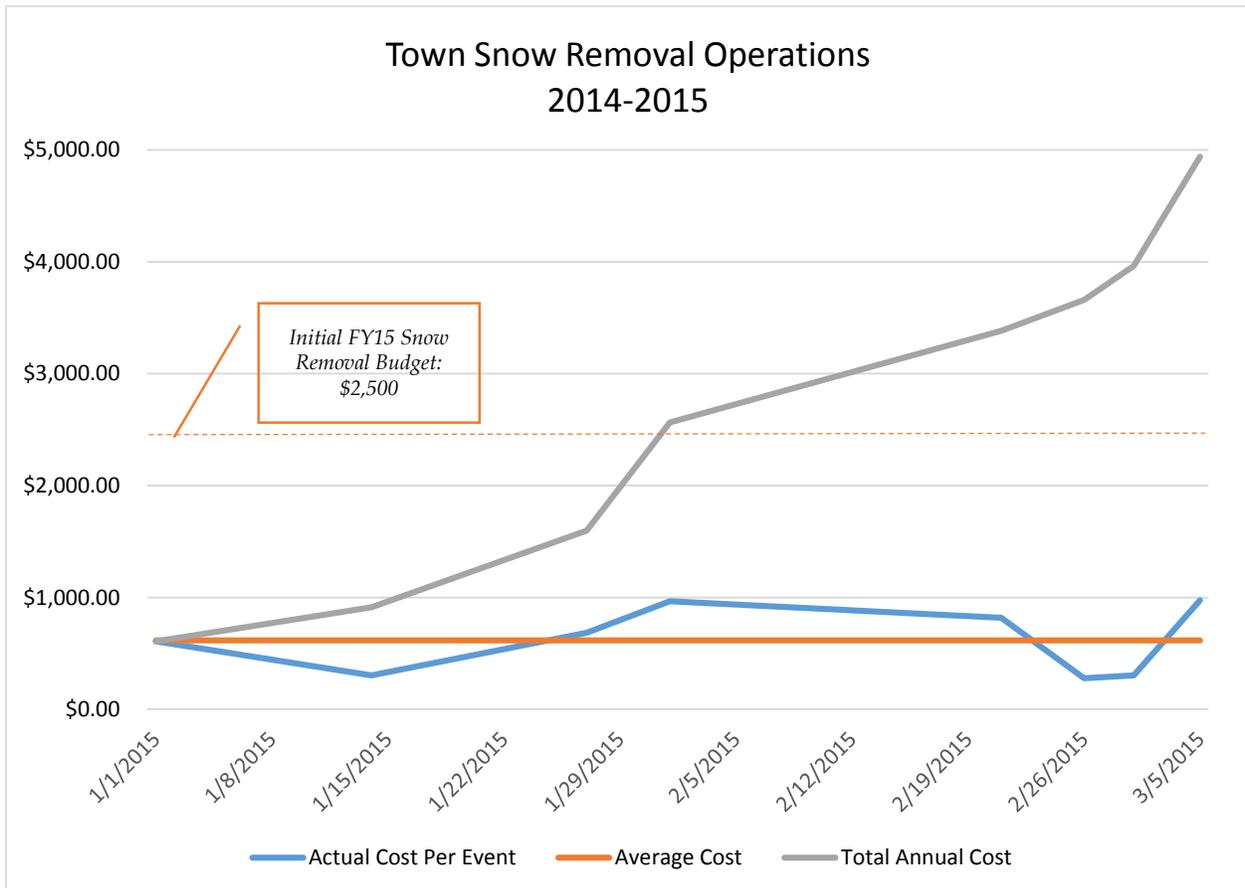
**Estimated/Example Costs - Per Activity**

1. Plowing: \$120 - \$175 per hour, per vehicle (min 1.5 to 2 vehicle hours)
2. Sanding: \$135 - \$180 per ton
3. Ice Melt: \$60 - \$80 per bag
4. Shoveling (sidewalks): \$65 - \$100 per man hour
5. Front Loader: \$300 - \$400 per hour
6. Dump Truck: \$150 - \$250 per hour

**Estimated/Example Costs - Per Event**

Activity	Quantity	Low	High
Plowing	4 hours	\$480	\$700
Sanding	2 tons	\$270	\$360
Ice Melt	5 bags	\$300	\$400
Shoveling	1 hours, 4 people	\$260	\$400
Front Loader	2 hours	\$600	\$800
Dump Truck	2 hours	\$300	\$500
<b>TOTAL EST.</b>		<b>\$2,210</b>	<b>\$3,160</b>

There were eight winter events during the 2014-2015 season. The highest cost event last year was \$973.75 and the lowest cost event was \$277.50. The average cost was \$617.19. These events did not include front loader or dump truck activities, and limited sidewalk shoveling activities.



### Proposed Snow Emergency Routes Ordinance

As part of the staff's review of the Town's snow removal procedures and policies, staff developed a draft Snow Emergency Routes Ordinance (attached). This ordinance requires that vehicles not be parked on designated snow emergency routes during the event of (or threat of) snow, sleet, hail, freezing rain, ice, water, flood, high wind or storm. If vehicles are parked on street during this time, the police department has the ability to have the vehicles towed at the owner's expense.

#### **Key Points**

1. Five streets designated as Snow Emergency Routes (all VDOT maintained.)
2. VDOT will allow the Town to plow VDOT roads under a permit.
3. Signs must be posted to designate snow emergency routes.



#### **Snow Removal Policy - Proposed**

1. Adopt Snow Emergency Route Ordinance.
2. Under VDOT permit, Town plow's snow from parking spaces on Snow Emergency Routes (following VDOT mobilization plan [attached]).
3. Under high accumulation conditions, Town relocates snow to Town-owned parking lot on Mill Street (end of Poplar Lane).
4. Residents are asked to park vehicles in VDOT lot under 123 bridge during snow emergencies wherein on-street parking is prohibited on designated Snow Emergency Routes. This will allow the Town to plow Town-owned parking lots and on-street parking.
5. Town will not return to plow on-street parking if cars are blocking parking spaces when plowing operations are occurring.

**Attachments: (4)** Draft Snow Emergency Route Ordinance  
Town Snow Removal Map  
VDOT NOVA Snow Removal Highlights  
VDOT Mobilization Plan

## **ORDINANCE #O-2015-**

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, TOWN OF OCCOQUAN, VIRGINIA (1998), AS AMENDED, BY ADDING TO CHAPTER 62 OF SAID CODE AN ARTICLE NUMBERED VII, CONSISTING OF SECTIONS 62-192 THROUGH 62-196 RELATING GENERALLY TO SNOW EMERGENCY ROUTES.**

BE IT ORDAINED by the Council for the Town of Occoquan, Virginia meeting in regular session this \_\_\_\_ day of \_\_\_\_\_, 2015.

1. That the Code of the Town of Occoquan (1998), as amended, is amended and reenacted to add in Chapter 62 an Article numbered VII, entitled Snow Emergency Routes, consisting of sections numbered 62-192 through 62-196, as follows:

**Article VII.  
Snow Emergency Routes**

**Sec. 62-192. Designated snow emergency routes.**

1. Commerce Street, from Gordon Boulevard (Route 123) to Ellicott Street
2. Ellicott Street, from Mill Street to Union Street
3. Mill Street, from Town line (Poplar Lane) to River Mill Park (Cul-de-Sac)
4. Union Street, from Mill Street to Town line (Tanyard Hill Road)
5. Washington Street, from Town line (Occoquan Road) to Mill Street

**Sec. 62-193. Posting of signs**

All snow emergency routes designated in section 62-192 shall be posted with appropriate signs indicating their designation as snow emergency routes. Such signs shall be placed not more than 2,500 feet apart in either direction.

**Sec. 62-194. Parking; obstructing traffic by failure to have snow tires or chains.**

- (a) In the event of snow, sleet, hail, freezing rain, ice, water, flood, high wind or storm, or the threat thereof, it shall be unlawful for any person to park any vehicle on any snow emergency route designated in Sec. 46-94 or to obstruct or impede traffic on any such snow emergency route by reason of failure to have any vehicle operated thereon equipped with adequate snow tires or chains.
- (b) The drivers of the following vehicles shall be exempt from the provisions of this section:
  - (1) Commercial vehicles making emergency deliveries of fuel and motor oils, coal, gasoline, goods, milk and medicines.
  - (2) Emergency vehicles of public service corporations.
  - (3) Ambulances and vehicles carrying sick or injured persons.
  - (4) Vehicles engaged in snow removal operations or sanding streets.
  - (5) Tow trucks.

- (6) Vehicles of physicians responding to sick calls.
- (7) Vehicles carrying Unites States mail for delivery.
- (8) Police vehicles.
- (9) Fire vehicles.
- (10) Government emergency vehicles.
- (11) Hearses and motor vehicles in funeral processions.

**62-195. Removal of stalled, abandoned, etc. vehicles.**

In the event of snow, sleet, hail, freezing rain, ice, water, flood, high wind or storm, or the threat thereof, the police department may remove, or cause to be removed, any vehicle that is stalled, stuck, parked or abandoned on or along any snow emergency route designated in section 62-193. Such vehicle may be removed, stored and disposed of in accordance with 46.2-1209, Code of Virginia.

**62-196. Penalty.**

Each violation of any provision of this article shall be punishable by a fine of fifty dollars (\$50.00) in addition to any removal, storage or disposal charges, charged by the tow operator.

- 2. This ordinance shall become effective after posting for a period of thirty (30) days in one or more conspicuous places in the Town in accordance with section 11 of the Town Charter.

**Date:**  
**Regular Meeting**  
**Ord. No. O-2015-**

MOTION:

SECOND:

RE: Ordinance Relating Generally to Parking Restriction During  
Snow Emergencies

ACTION:

VOTES:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

CERTIFIED COPY \_\_\_\_\_  
Greg Holcomb; Town Clerk

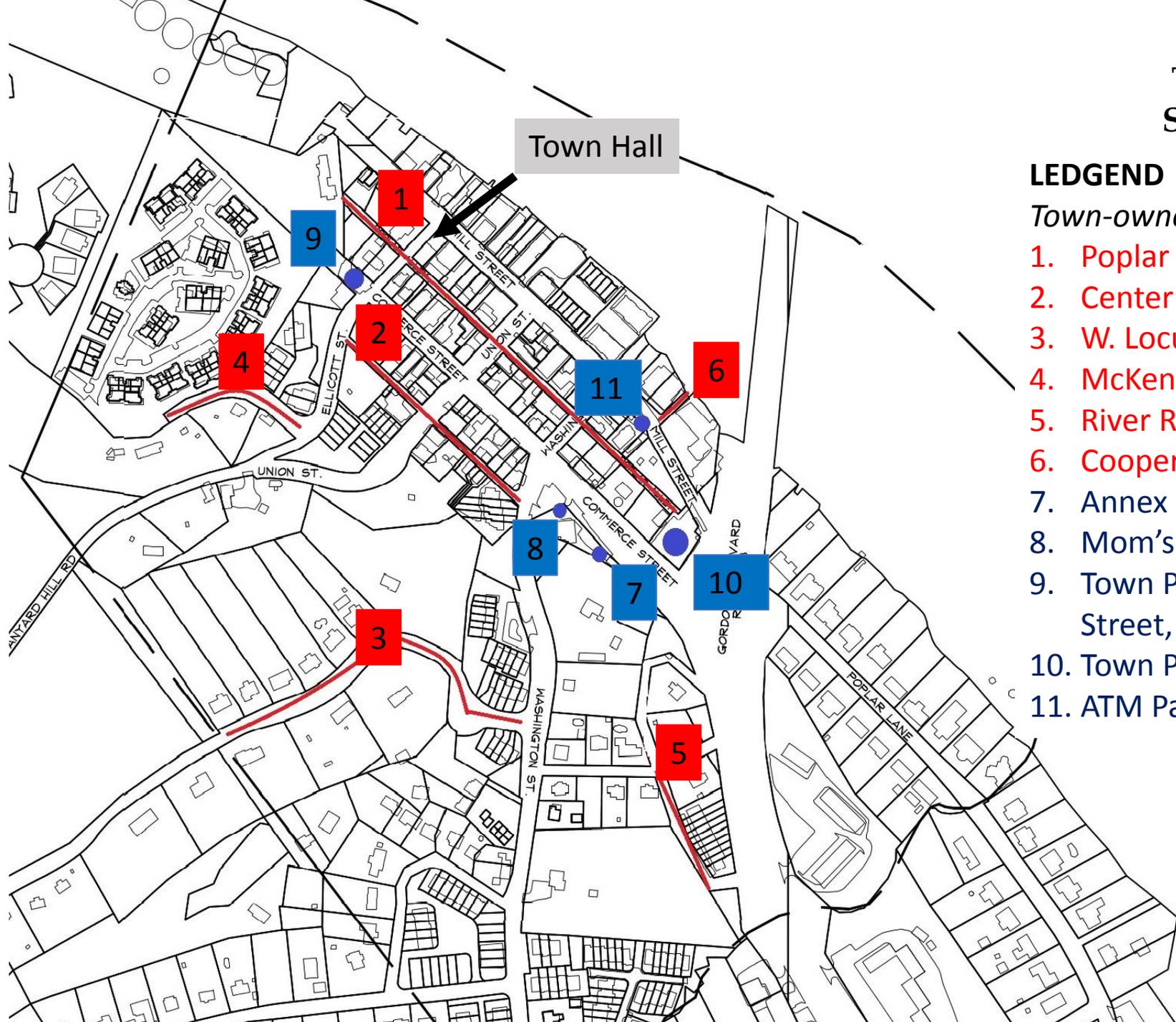
# Town of Occoquan Snow Removal Map

Town Hall

## LEDGEND

*Town-owned Streets, Alleys and Parking Lots*

- 1. Poplar Alley
- 2. Center Street
- 3. W. Locust Street
- 4. McKenzie Drive
- 5. River Road
- 6. Cooper's Alley
- 7. Annex Parking Lot
- 8. Mom's Apple Pie Parking (Inside Corner)
- 9. Town Parking Lot – End of Commerce Street, on Ellicott Street
- 10. Town Parking Lot – Mill Street/Poplar Lane
- 11. ATM Parking Lot (Mill Street)



## HIGHLIGHTS AND WHAT'S NEW

**VDOTplows.org shows the status of plowing** in northern Virginia neighborhoods. Once it snows more than two inches, Fairfax, Loudoun and Prince William residents can enter their address and a color-coded map shows whether plowing is underway, completed or not yet started in their neighborhood.

**Budget:** Last winter's budget for northern Virginia was \$63 million and \$152 million was spent. This year's budget is \$52 million. A new way of tracking state labor costs makes the figure seem lower, but overall the funds available for snow removal are about the same as last year. The region's snow removal budget is part of VDOT's overall statewide maintenance budget of approximately \$1.5 billion.

**New brine application pilot in Chantilly:** This winter, crews will test an additional brine method on several roads in the Chantilly area. Crews will pre-treat pavement with brine, plow when snow has fallen and then re-treat with brine. VDOT will test the effectiveness of this method, which has seen success in some Western states and could further reduce the need for salt.

**Equipment:** More than 4,000 trucks and plows are available and all are equipped with **automatic vehicle locator (AVL)** equipment. AVL allows VDOT to track where and when streets have been plowed. VDOT reimburses contractors for the \$600 unit. Other special equipment includes:

- A **jet-powered snow melter** for park-n-ride lots where snow piles can block parking spaces.
- Seven **high-pressure flush trucks** clear snow and ice around the bollards separating the I-495 Express Lanes and regular lanes.
- A **truck-mounted weather station** provides mobile measurements on road conditions such as surface, dew point, and air temperature, humidity and thickness of ice. This information helps ensure crews do not over- or under-apply chemicals.
- **Two super-sized front loaders** plow interstates with 20-foot wide blades during severe storms.
- **Speed-activated anti-icing equipment** dispenses the correct amount of material on the road.

- Crews continue to test six **all-weather cameras** mounted on the rear of truck cabs, that snap photos every few seconds en route to capture road conditions as well as whether and when a road was plowed.

**Pre-treating:** Crews pre-treat 850 lane miles of trouble spots including:

- 350 lane miles on interstates 66, 95, 395, and 495—including bridges and ramps prone to freezing such as the Springfield interchange and Capital Beltway at Route 1—with liquid magnesium chloride.
- 500 lane miles on major roads, such as Fairfax County Parkway, routes 1, 7, 28, 29, and 50, are pre-treated with salt brine. Brine (77 percent water, 23 percent salt) prevents ice from bonding to the road surface, reduces the need for salt to melt ice, is kinder to the environment and can lower snow removal time and costs.

**Staging in subdivisions:** Trucks are pre-positioned in subdivisions when two or more inches of snow is forecasted. Each subdivision has at least one dedicated truck, with the intent of assigning the same driver to that subdivision throughout the winter. In difficult subdivisions there will be more than one truck.

**Dedicated fleet for Virginia State Police:** During major snow and ice storms, VDOT provides a dozen contracted trucks to Virginia State Police, to quickly assist with specific emergencies and keep VDOT crews focused on assigned routes.

## VDOT ROADS AND RESOURCES

VDOT is responsible for almost 18,000 lane miles in Fairfax, Loudoun, Prince William and Arlington counties (Arlington County maintains its own secondary roads). About half of those miles are highways, and half are local or neighborhood streets.

VDOT has 18 local maintenance headquarters throughout northern Virginia: one in Arlington, nine in Fairfax, four in Prince William and four in Loudoun.

Northern Virginia has more than 4,000 pieces of equipment available to clear a typical six-inch storm. Many of these pieces are pick-up trucks typically used for side streets, and can clear up to 18 inches of snow, depending on the type of storm.

340,000 tons of salt, 95,000 tons of sand, and 576,000 gallons of liquid treatment are also on hand. A **super-sized salt dome** at the Beltway and Van Dorn Street holds 22,000 tons—about three times the capacity of a typical dome—to help ensure crews don't run low during severe storms.

About 95 percent of VDOT crews and equipment are contracted. VDOT trains its own employees and contractors with classroom sessions and snow route visits. Contractors also receive company training, and many have long relationships with VDOT and are very familiar with VDOT's snow removal procedures.

**Road priorities:** In northern Virginia, VDOT has one snow-removal program for interstates and high-volume roads such as routes 1, 7, 15, 28, 50, and Fairfax County Parkway, and another for subdivisions (main neighborhood thoroughfares, residential streets, cul de sacs). Crews work on high-volume roads and in subdivisions concurrently. Within each of these programs, roads with highest traffic volumes are cleared first.

## HOW NEIGHBORHOODS ARE ASSIGNED AND PLOWED

In Northern Virginia, VDOT clears 16,000 subdivision streets. Typically, crews begin plowing when two inches has fallen.

Main thoroughfares in subdivisions are repeatedly plowed during a storm. Once the storm has stopped and those roads are clear, crews work to make residential streets and cul-de-sacs passable.

A neighborhood street is considered passable when a path is drivable (with caution) for an average passenger vehicle. The road will not be cleared curb-to-curb or to bare pavement, and may remain snow-packed, uneven and rutted, especially if there is refreeze. Chemicals are not typically used in subdivisions, but crews will sand hills, curves and intersections as needed to provide traction. For most storms, one snowplow pass, about eight to ten feet wide, is made.

Local roads are divided among about 600 "snow maps" assigned to plow drivers. These maps are reviewed each year for hotspots, schools, police stations, hospitals and bus stops.

About 350 of these maps are for Fairfax County alone. Once drivers complete a minimum of one pass on the roads in a map,



One of 600 snow maps assigned to plow drivers.

they report that the route is complete.

VDOT judges subdivisions complete through processed snow maps, resident call volume, AVL and VDOT staff monitors.

While VDOT does not remove snow from sidewalks or trails, crews are asked to be mindful of pushing large amounts of snow onto these and driveways. Especially in major storms, it is often an unintended consequence of making roads passable.

When shoveling driveways, residents should shovel to the right facing the road, and leave the last few feet at the curb until the street is plowed, as the truck will push some snow back. Also, park in driveways or on the odd-numbered side of the street to allow plows room to pass.

To give crews a chance to finish their assigned snow maps, VDOT asks that residents wait a few days after the storm is over before reporting "missed" roads. Once crews have finished their routes, resident complaints are mapped to a database that feeds lists of locations to the area headquarters to check and address.

## INFORMATION FOR DRIVERS AND RESIDENTS

- See the status of plowing in northern Virginia neighborhoods: [www.vdotplows.org](http://www.vdotplows.org)
- Follow @VaDOTNOVA on Twitter
- Report unplowed roads to [novainfo@vdot.virginia.gov](mailto:novainfo@vdot.virginia.gov) or 800-367-7623
- More snow information at [www.virginiadot.org/travel/snow](http://www.virginiadot.org/travel/snow)

Mobilization Plan

National Weather Service Forecast		Mobilization Level	Response Plan	Neighborhood Plowing
<b>Precipitation:</b>	20-49% or Greater	1	Spot treatment of bridges, overpasses and other critical structures and locations	No
<b>Accumulation:</b>	Ice/Snow Possible			
<b>Ambient or Pavement Temp:</b>	30-36			
<b>Precipitation:</b>	50-100% Chance	2	Light Salting Operations; Includes possible cold spot treatment in subdivisions and on gravel roads	No
<b>Accumulation:</b>	Up to 1 Inch of Snow			
<b>Ambient or Pavement Temp:</b>	25-29			
<b>Precipitation:</b>	50-100% Chance	3	Salting Operations; Potential for Plowing; Includes cold spot treatment in subdivisions and gravel roads	Yes
<b>Accumulation:</b>	Up to 2 Inches of Snow or up to 1/10th Inch of Ice			
<b>Ambient or Pavement Temp:</b>	20-24			
<b>Precipitation:</b>	50-100% Chance	4	Salting/Plowing Operation; Includes plowing subdivisions and sanding as necessary	Yes
<b>Accumulation:</b>	Up to 6 Inches of Snow or up to 1/4th Inch of Ice			
<b>Ambient or Pavement Temp:</b>	15-19			

<b>Precipitation:</b>	50-100% Chance	5	Salting/Heavy Plow Operations: Includes salting subdivisions and sanding as necessary. All resources are deployed.	Yes
<b>Accumulation:</b>	More than 6 Inches of Snow or more than 1/4th Inch of Ice			
<b>Ambient or Pavement Temp:</b>	10-14			



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>3. Work Session Regular Agenda</b>	<b>Meeting Date:</b> September 15, 2015
<b>3 C: Public Safety Priorities</b>	

#### **Explanation and Summary:**

This is a discussion regarding Town public safety as it relates to police department procedures and priorities. This is an opportunity for Town Council to discuss police priorities and provide direction to staff in terms of the department's focus.

#### **Current Police Department Structure**

The Town's police department consists of one full-time police officer who has been designated as the Town Sergeant and Chief, and one auxiliary police officer. The current auxiliary officer has limited availability and generally only works during the Craft Show and as requested throughout the year, when available. Staff has been seeking additional staff support by increasing the Town's auxiliary program; however, limited viable candidates are available to meet the Town's needs. As a result, the Town generally has one full-time officer (40 hours per week) to provide public safety services to the entire Town. In addition, Prince William County also has jurisdiction within the Town and provides police coverage as part of the Department's regular schedule.

#### **Previous Police Department Structure**

The following chart details the Town's previous police department structures from 1975 to present. The information below is derived from available files and documentation.

Status	Town Sergeant	Years	Deputy TS (FT)	PT/FT Patrol Officer	Auxiliary	Occoquan Total Population Est.
FT	Levi	2012 - Pres.	-	-	1	1,013 (2014)
PT	Levi	2010 - 2012	-	-	2	977 (2012)
FT	Brown	2009 - 2010	-	-	2	943 (2010)
FT	Racine	2007 - 2009	Yes	-	2	834 (2009)
FT	Janik	2004 - 2007	Yes	Yes*	-	820 (2007)
FT	Westen	2003 - 2004	Yes	Yes*	-	752 (2004)
FT	Chambers	1996 - 2003	Yes	Yes*	-	752 (2003)
FT	Bull	1975 - 1996	Yes	Yes*	-	515 (1996) 359 (1990)

*\*Between 1975 and 1999, the Town employed 9 officers at various times in addition to the positions listed above.*

**Attachments: None.**