



TOWN OF OCCOQUAN

Circa 1734 • Chartered 1804 • Incorporated 1874

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Occoquan Town Council Work Session Meeting Tuesday, August 19, 2014 | 7:00 p.m.

1. Call to Order
2. Regular Items
 - a. End of Fiscal Year Presentation
 - b. Construction Inspection Options: County vs. Private
 - c. Curb Painting
3. Adjournment

TOWN OF OCCOQUAN

FINANCIAL REPORT

AS OF 6/30/2014

TOWN OF OCCOQUAN
Balance Sheet Prev Year Comparison
As of June 30, 2014

	<u>Jun 30, 2014</u>	<u>Jun 30, 2013</u>
ASSETS		
Current Assets		
Cash and Cash Equivalents		
Operating Checking	78,008	83,143
Operating Checking - Payroll	11,476	15,500
Craft Show - Checking	28,516	12,446
Craft Show - MM	250,319	561,825
Craft Show - MM/CD	200,000	200,000
Craft Show - Paypal	0	0
Mamie Davis - Checking	4,474	3,709
Mamie Davis - MM	100,000	100,000
Undeposited Funds	15	9,372
Petty Cash	100	100
Total Checking/Savings	672,908	986,095
Accounts Receivable		
Engineering Receivable	4,629	8,515
Real Estate Receivable	5,220	2,071
Sales Tax Receivable	4,362	4,261
Accounts Receivable	20,273	21,260
Total Accounts Receivable	34,483	36,107
Other Current Assets		
Deposit	400	0
Inventory Asset	492	659
Prepaid Expenses	4,861	7,088
Total Other Current Assets	5,753	7,747
Total Current Assets	713,144	1,029,949
TOTAL ASSETS	713,144	1,029,949

TOWN OF OCCOQUAN
Balance Sheet Prev Year Comparison
As of June 30, 2014

	<u>Jun 30, 2014</u>	<u>Jun 30, 2013</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	31,464	48,813
Total Accounts Payable	<u>31,464</u>	<u>48,813</u>
Other Current Liabilities		
Security Deposits	100	100
Grant Pass Through	200	7,400
Unearned Craft Show Revenue	36,285	51,315
Unearned R.E. Tax	922	0
Unearned Other Revenue	500	250
Payroll Liabilities	5,223	4,458
Total Other Current Liabilities	<u>43,230</u>	<u>63,523</u>
Total Current Liabilities	<u>74,694</u>	<u>112,336</u>
Total Liabilities		
Equity		
Unrestricted Retained Earnings	83,901	740,185
Temporarily Restricted - Craft Show	700,004	0
Temporarily Restricted - CIP	7,610	0
Restricted - Mamie Davis Fund	100,000	100,000
Net Income	-253,064	77,428
Total Equity	<u>638,451</u>	<u>917,613</u>
TOTAL LIABILITIES & EQUITY	<u><u>713,144</u></u>	<u><u>1,029,949</u></u>

TOWN OF OCCOQUAN
Profit & Loss Budget vs. Actual
July 2013 through June 2014

	Jul '13 - Jun '14	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
REAL ESTATE TAX	165,424	169,234	-3,810	97.75%
UTILITY/COMMUNICATIONS TAX	76,927	76,800	127	100.17%
MEALS TAX	106,268	92,700	13,568	114.64%
SALES TAX	27,723	26,400	1,323	105.01%
LATE FEES	1,693	0	1,693	100.00%
BUSINESS LICENSE	61,573	52,000	9,573	118.41%
AUTO DECALS	9,916	12,750	-2,834	77.77%
ARB, ATM & OTHER MISC INCOME	9,410	5,100	4,310	184.50%
FINES	4,795	17,000	-12,205	28.21%
GRANTS	1,060	0	1,060	100.00%
GRANT-PUBLIC SAFETY	22,673	21,300	1,373	106.45%
TRANSFER FROM CRAFT SHOW	26,322	60,000	-33,678	43.87%
Total Income	513,784	533,284	-19,500	96.34%
Expense				
ADVERTISING	4,615	3,000	1,615	153.85%
COUNCIL STIPEND	72	72	0	100.00%
ECONOMIC DEVELOPMENT OFFICE	26,322	60,000	-33,678	43.87%
EDUCATION & TRAINING	30	0	30	100.00%
GROUNDS AND MAINTENANCE	34,266	22,500	11,766	152.30%
OHS SUBSIDY (HOI)	6,000	6,000	0	100.00%
INSURANCE	14,862	15,000	-138	99.08%
LEGAL	32,521	35,000	-2,479	92.92%
PROFESSIONAL SERVICES	56,482	43,500	12,982	129.85%
OFFICE SUPPLIES	16,210	15,500	710	104.58%
PAYROLL - PUBLIC SAFETY	71,876	69,396	2,480	103.57%
PAYROLL - TOWN	130,260	173,571	-43,311	75.05%
PUBLIC SAFETY (non-payroll)	17,578	15,000	2,578	117.19%
SNOW REMOVAL	2,977	2,500	477	119.10%
TRASH REMOVAL	51,051	49,644	1,407	102.84%
UTILITIES	22,918	22,500	418	101.86%
Total Expense	488,041	533,183	-45,142	91.53%
Net Ordinary Income	25,743	101	25,642	25487.75%
Net Income	25,743	101	25,642	25487.75%

TOWN OF OCCOQUAN
Profit & Loss Prev Year Comparison
July 2013 through June 2014

	Jul '13-Jun '14	Jul '12-Jun '13		2014	2013
Ordinary Income/Expense					
Income			TAX REVENUES:		
TAX REVENUES	378,036	354,575	Communications	46,555	47,730
BUSINESS LICENSE	61,573	56,346	Meals	106,268	96,771
AUTO DECALS	9,916	10,298	Real Estate	169,633	153,167
ARB, ATM & OTHER MISC INCOME	9,410	7,888	Tax Relief	-4,209	-3,035
FINES	4,795	13,041	Sales	27,723	26,909
GRANTS	1,060	0	Utility	30,372	29,415
GRANT-PUBLIC SAFETY	22,673	21,296	Late fees	1,693	3,618
TRANSFER FROM CRAFT SHOW	26,322	0		378,036	354,575
Total Income	513,784	463,443			
Expense			BUSINESS LICENSE:		
ADVERTISING	4,615	1,539	Contractors	7,543	8,762
AUTO DECAL EXPENSE	772	615	Professional	9,782	9,957
BANK SERVICE CHARGES	635	552	Restaurant	9,807	11,323
COUNCIL STIPEND	72	24	Retail	17,456	20,546
DUES, MEMBERSHIPS	849	1,178	Other	16,797	4,424
ECONOMIC DEVELOPMENT	26,322	0	Late fees	188	1,333
EDUCATION & TRAINING	30	1,720		61,573	56,346
GROUNDS AND MAINTENANCE	34,266	25,662			
OHS SUBSIDY (HOI)	6,000	6,000			
INSURANCE	14,862	14,658			
LEGAL	32,521	33,560			
PROFESSIONAL SERVICES	56,482	49,420			
OFFICE SUPPLIES	13,954	10,648			
PAYROLL - PUBLIC SAFETY	71,876	49,651			
PAYROLL - TOWN	130,260	166,624			
PUBLIC SAFETY (non-payroll)	17,578	5,580			
SNOW REMOVAL	2,977	440			
TRASH REMOVAL	51,051	49,467			
UTILITIES	22,918	21,713			
Total Expense	488,041	439,051			
Net Ordinary Income	25,743	24,392			
Other Income/Expense					
Other Income					
SETTLEMENTS/LEGAL	6,525	7,947			
MAMIE DAVIS INCOME	2,415	2,988			
SPRING SHOW INCOME	102,944	104,512			
FALL SHOW INCOME	108,099	103,110			
CRAFT SHOW INTEREST	3,661	3,245			
Total Other Income	223,645	221,800			
Other Expense					
CIP EXPENSE	386,066	73,443			
MAMIE DAVIS EXPENSE	0	318			
SETTLEMENTS/LEGAL	4,765	0			
SPECIAL TOWN EVENTS	10,576	7,738			
CRAFT SHOW INDIRECT	23,748	0			
SPRING SHOW EXPENSE	36,347	43,154			
FALL SHOW EXPENSE	40,950	44,111			
Total Other Expense	502,451	168,764			
Net Other Income	-278,807	53,036			
Net Income	-253,064	77,428			

TOWN OF OCCOQUAN
Profit & Loss by Class
July 2013 through June 2014

	<u>CIP</u>	<u>OPERATING</u>	<u>PUBLIC SAFETY</u>	<u>CRAFT SHOW</u>	<u>TOTAL</u>
Ordinary Income/Expense					
Income					
TAX REVENUES	-	378,036	-	-	378,036
BUSINESS LICENSE	-	61,573	-	-	61,573
AUTO DECALS	-	9,916	-	-	9,916
ARB, ATM & OTHER MISC INCOME	-	9,410	-	-	9,410
FINES	-	-	4,795	-	4,795
GRANTS	-	1,060	-	-	1,060
GRANT-PUBLIC SAFETY	-	-	22,673	-	22,673
TRANSFER FROM CRAFT SHOW	-	26,322	-	-	26,322
Total Income	-	486,316	27,468	-	513,784
Gross Profit	-	486,316	27,468	-	513,784
Expense					
ADVERTISING	-	4,615	-	-	4,615
AUTO DECAL EXPENSE	-	772	-	-	772
BANK SERVICE CHARGES	-	635	-	-	635
COUNCIL STIPEND	-	72	-	-	72
DUES, MEMBERSHIPS	-	849	-	-	849
ECONOMIC DEVELOPMENT	-	26,322	-	-	26,322
EDUCATION & TRAINING	-	30	-	-	30
GROUNDS AND MAINTENANCE	-	34,266	-	-	34,266
OHS SUBSIDY (HOI)	-	6,000	-	-	6,000
INSURANCE	-	14,862	-	-	14,862
LEGAL	-	32,521	-	-	32,521
PROFESSIONAL SERVICES	-	56,482	-	-	56,482
OFFICE SUPPLIES	-	13,954	-	-	13,954
PAYROLL - PUBLIC SAFETY	-	-	71,876	-	71,876
PAYROLL - TOWN	-	130,260	-	-	130,260
PUBLIC SAFETY (non-payroll)	-	-	17,578	-	17,578
SNOW REMOVAL	-	2,977	-	-	2,977
TRASH REMOVAL	-	51,051	-	-	51,051
UTILITIES	-	22,918	-	-	22,918
Total Expense	-	398,588	89,454	-	488,041
Net Ordinary Income	-	87,729	(61,986)	-	25,743
Other Income/Expense					
Other Income					
SETTLEMENTS/LEGAL	-	-	6,525	-	6,525
MAMIE DAVIS INCOME	-	2,415	-	-	2,415
SPRING SHOW INCOME	-	-	-	102,944	102,944
FALL SHOW INCOME	-	-	-	108,099	108,099
CRAFT SHOW INTEREST	-	-	-	3,661	3,661
Total Other Income	-	2,415	6,525	214,704	223,645
Other Expense					
CIP EXPENSE	386,066	-	-	-	386,066
MAMIE DAVIS EXPENSE	-	-	-	-	-
SETTLEMENTS/LEGAL	-	4,765	-	-	4,765
SPECIAL TOWN EVENTS	-	10,576	-	-	10,576
CRAFT SHOW INDIRECT	-	-	-	23,748	23,748
SPRING SHOW EXPENSE	-	-	-	36,347	36,347
FALL SHOW EXPENSE	-	-	-	40,950	40,950
Total Other Expense	386,066	15,341	-	101,044	502,451
Net Other Income	(386,066)	(12,926)	6,525	113,660	(278,807)
Net Income	(386,066) *	74,803	(55,461)	113,660	(253,064)

* CIP Expense: \$321,660 is for the Tanyard Hill Land, \$15,991 is for River Park, and \$48,415 is Other CIP

FY 2012		FY 2013		FY 2014		Average revenues & expenses:			
Fall	Spring	Fall	Spring	Fall	Spring	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>Average</u>
89,180.00	83,306.12	Vendor Revenue	81,340.00	91,908.94	Vendor Revenue	84,530.02	83,170.77		
18,467.00	16,950.00	Bus Income	20,371.35	11,891.55	Bus Income	22,538.35	18,717.00		
1,685.00	1,026.00	Parking Revenue	750.00	675.00	Parking Revenue	475.00	675.00		
36.00	41.00	Other	649.00	236.02	Other	556.00	381.00		
109,368.00	101,323.12	Subtotal	103,110.35	104,711.51	Subtotal	108,099.37	102,943.77	213,862	211,066
-	908.00	Expense Reimb.	173.00	186.84	Expense Reimb.	180.61	180.61		
10,376.96	8,409.88	Salaries & Wages	7,446.33	9,487.28	Salaries & Wages	9,494.63	9,494.63		
-	641.39	Payroll Taxes	567.68	725.77	Payroll Taxes	726.34	726.34		
6,122.32	8,041.15	Advertising	8,383.77	6,337.87	Advertising	11,731.35	7,436.50		
257.62	100.00	Bank Fees	116.17	20.00	Bank Fees		90.00		
13,500.00	13,500.00	Bus Expense	13,500.00	14,040.00	Bus Expense	14,040.00	14,040.00		
-	16.71	COGS	745.84	44.57	COGS	237.44	353.28		
785.00	550.00	Contract Labor	788.00	520.00	Contract Labor	946.50	635.50		
19.38	-	Mileage	-	-	Mileage	141.84	141.84		
720.00	-	Miscellaneous	344.17	327.25	Miscellaneous	314.90	314.90		
1,337.71	497.14	Office Supplies	1,166.25	507.80	Office Supplies	888.00	977.81		
110.24	90.76	PayPal Fees	152.59	190.22	PayPal Fees	123.12	170.61		
-	-	Performers	-	-	Performers	500.00	500.00		
6,918.87	7,208.87	Police	6,350.00	4,540.00	Police	7,140.00	8,280.00		
1,510.00	1,904.48	Rentals	2,204.48	2,438.48	Rentals	2,248.80	2,385.76		
1,572.66	552.80	Set-Up	357.20	556.44	Set-Up	567.07	139.00		
701.74	1,370.28	Supplies	126.86	1,692.40	Supplies	867.62	1,580.94		
1,527.00	1,576.50	Trash Removal	1,644.00	1,584.00	Trash Removal	1,662.00	1,786.50		
45,459.50	45,367.96	Subtotal	44,066.34	43,198.92	Subtotal	51,810.22	49,234.22	90,827	87,265
63,908.50	55,955.16	Total	59,044.01	61,512.59	Total	56,289.15	53,709.55	123,034	123,801
Fall Show	63,908.50	Fall Show	59,044.01	Fall Show	56,289.15			101,044	93,046
Spring Show	55,955.16	Spring Show	61,512.59	Spring Show	53,709.55				
Interest Income	3,170.40	Interest Income	3,244.54	Interest Income	3,661.02				
Total FY 2012	123,034.06	Total FY 2013	123,801.14	Total FY 2014	113,659.72				120,165



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

2. Regular Business	Meeting Date: August 19, 2014
2 B: Construction Inspection Options: County vs. Private	

Explanation and Summary:

Currently, Prince William County provides the building official function to the Town of Occoquan. The Town does not incur a fee for this service; however, the cost is borne by the applicant according to Prince William County's fee schedule.

Attached you will find a presentation prepared by the Commercial Development Committee and presented to Prince William County Board of Supervisors on July 16, 2014 in regards to end of year performance measures as it relates to building code enforcement. In addition, you will find attached a proposal from Total Construction Solutions, a private firm that provides building official services and currently contracts with the Town of Haymarket and the Town of Dumfries for this service.

This item is before the Town Council as an opportunity to discuss the option of maintaining the building official function with the County versus contracting this function with a private firm.

Attachments: (2) Commercial Development Committee (PWC) Presentation
Total Construction Solutions Proposal



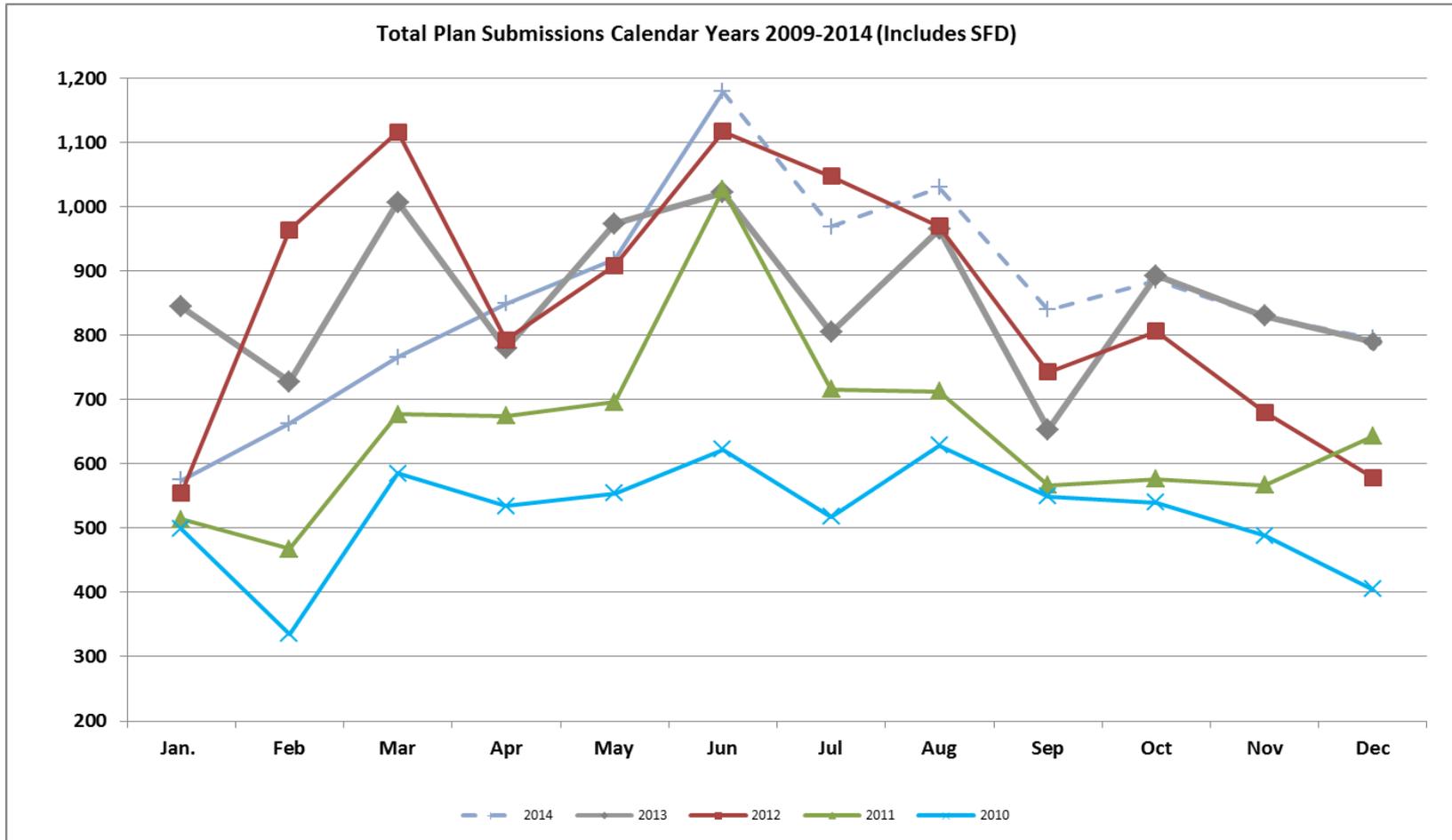
Prince William County Government
Board of County Supervisors



Commercial Development Committee July 16, 2014

*Wade Hugh
Development Services*

Plan Submissions with Capacity



Note: The current projection for CY 14 is 10,299 which is a 0.09% increase over CY 13 (10,290).



Performance/Workload Data



Building Plan Review

1Q-4Q (Jul-Jun)

	FY11	FY12	FY13	FY14
◆ New Structures (target 4.5 weeks)				
➤ Number of plans	91	204	121	77
➤ Average weeks for first review	3.17	7.51	7.93	4.67
◆ Tenant Layout (target 2.3 weeks)				
➤ Number of plans	201	190	240	262
➤ Average weeks for first review	1.71	3.25	3.02	2.00



Performance/Workload Data



Commercial New Structures

1Q-4Q (Jul-Jun)

Total Plans

	FY11	FY12	FY13	FY14
◆ Number of approved plans	62	97	166	101
◆ Average reviews to approval	2.23	2.67	2.60	3.25
◆ Average days to approval				
➤ County time	49	80	146	147
➤ Applicant time	50	43	70	163

Total Plans = include major and minor plans. (minor plans: canopy, dumpster enclosure, kiosk, flag pole, etc.)



Performance/Workload Data



Commercial New Structures

1Q-4Q (Jul-Jun)

Major Plans

	FY11	FY12	FY13	FY14
◆ Number of approved plans	15	23	22	20
◆ Average reviews to approval	2.40	2.57	3.09	2.95
◆ Average days to approval				
➤ County time	68	121	125	145
➤ Applicant time	28	61	48	53

Major Plans = New Construction (projects that bring in revenue).

Excludes the following plans: targeted plans, apartments, schools, churches and other minor projects.



Performance/Workload Data



Tenant Layout

1Q-4Q (Jul-Jun)

Total Plans

	FY11	FY12	FY13	FY14
◆ Number of approved plans	177	162	227	266
◆ Average reviews to approval	2.29	2.20	2.19	2.13
◆ Average days to approval				
➤ County time	21	30	42	29
➤ Applicant time	21	22	18	21



Performance/Workload Data



Tenant Layout

1Q-4Q (Jul-Jun)

Excluding Expedited and Targeted Plans

	FY11	FY12	FY13	FY14
◆ Number of approved plans	158	142	162	193
◆ Average reviews to approval	2.39	2.37	2.59	2.46
◆ Average days to approval				
➤ County time	23	34	55	34
➤ Applicant time	23	26	24	27
% of plans targeted & expedited	11%	14%	29%	27%



Performance/Workload Data



Site Plans

1Q-4Q (Jul-Jun)

	FY11	FY12	FY13	FY14
◆ Number of approved plans	28	37	32	33
◆ Average reviews to approval	3.36	3.24	3.19	3.21
◆ Average days to approval				
➤ County time	43	41	41	41
➤ Applicant time	339	226	293	281



Performance/Workload Data



Permits Issued

1Q-4Q (Jul-Jun)

	FY11	FY12	FY13	FY14
◆ Site permits issued	163	238	235	158
◆ Building permits issued – NS	98	159	229	192
◆ Building permits issued – TLO	529	563	694	673



Performance/Workload Data



Occupancy Permits Issued

1Q-4Q (Jul-Jun)

	FY11	FY12	FY13	FY 14
◆ Occupancy permits issued – NS	65	44	74	81
◆ Occupancy permits issued – TLO	189	195	247	237
◆ OP issued – Change of Tenant	73	56	35	52
<hr/>				
◆ Building – New Residential	1,378	1,398	1,543	1,396
◆ Occupancy – New Residential	1,506	1,228	1,278	1,296



Five Year Plan



	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>
Beginning Fee Reserve (available)	\$ 6,444,999	\$ 6,684,999	\$ 6,558,004	\$ 6,458,314	\$ 6,347,858	\$ 6,290,836
Transfer to GF						
(return transfer from Econ. Dev. Opp. Fund)	\$ (600,000)	\$ (519,236)	\$ (519,236)	\$ (519,236)	\$ (519,236)	\$ (519,236)
Land Development						
(Contribution to/Use of Fund Balance)	\$ 40,000	\$ 142,498	\$ 81,818	\$ 86,491	\$ 137,376	\$ 17,402
Building Development						
(Contribution to/Use of Fund Balance)	\$ 800,000	\$ 249,743	\$ 337,728	\$ 322,289	\$ 324,838	\$ 374,024
Ending Fee Reserve (available)	<u>\$ 6,684,999</u>	<u>\$ 6,558,004</u>	<u>\$ 6,458,314</u>	<u>\$ 6,347,858</u>	<u>\$ 6,290,836</u>	<u>\$ 6,163,026</u>

Assumptions:

- Add staff as workload dictates
- 3% annual program fee increase
- 3% economic recovery FY15 - FY19

2 FTEs

2 FTEs

3 FTEs

2 FTEs

3 FTEs



EnerGov System



- Go-Live date is scheduled for November 12
 - ◆ Close the counters on November 10
 - ◆ November 11 – Veteran’s Day holiday

- E-Portal customer accounts to be established
 - ◆ Customer Call Center

- Customer training sessions
 - ◆ Plan to schedule in October



EnerGov System



■ Areas of Concern

- ◆ IVR System
- ◆ Non-Monetary Proffers
- ◆ Staff training
- ◆ System bugs



Underground Utilities



■ Next Steps

- ◆ Proposal to move regulations from the Zoning Ordinance to the DCSM
- ◆ Update the regulations to account for current technology/terminology
- ◆ Proposal to maintain the current County requirements for placing utilities underground



Fire Marshal's Office



- Update on the Fire Protection Plan Review Walk Thru Process

- Update on Fire Protection Plan Review Workload and Staffing Resource Plan

- Industry Seminar – Fire Protection Plans
 - ◆ Target – Fall 2014



VSMP Update



- Transferring DEQ's plan review, permit application, inspection and enforcement responsibility to the County
- Pursuant to § 62.1-44.15:27(B) of the Code of Virginia, Stormwater Management regulations shall be effective within the boundaries of any town lying within Prince William County that has not adopted its own VSMP



VSMP Grandfathering



- Locality, state, and federal projects shall be considered grandfathered provided:
 - ◆ An obligation of locality, state, or federal funding, in whole or in part, prior to July 1, 2012, or the department has approved a stormwater management plan prior to July 1, 2012, or
 - ◆ State has issued a Construction General Permit prior to July 1, 2014



VSMP Grandfathering



- State has provided mandatory provisions for granting exemptions and grandfathering:
 - ◆ Subdivision or site plan approved prior to July 1, 2012, and Construction General Permit (CGP) obtained after July 1, 2014 - Until 2019
 - ◆ CGP obtained prior to July 1, 2014-until 2024
 - ◆ Some proffered Rezoning and SUPs



VSMP Summary of Technical Changes



Criteria	Current Regulation	New Regulation
Water Quality Computation	Impervious area only	Entire site must be managed
Water Quality Volume	0.5 inch of runoff from the impervious area only	1.0 Inch of rainfall from the entire site
Total Phosphorous (TP) Loading	50% reduction from post to pre development TP	0.41 Lbs./acre/year TP
Redevelopment Criteria	10% Reduction TP	<1 acre: 10% Reduction TP >1 acre: 20% Reduction TP
Modeling method	Various simple modeling methods	Must Use Runoff Reduction Method/ Low Impact Development
 Channel Protection	Varied	Criteria For: Manmade Conveyance Systems Restored Conveyance Systems Natural Conveyance Systems

2014 Committee Goals



■ Address Underground Utility Concerns

- ◆ Committee formed to review the current regulations and recommend changes for improvement.

- ◆ DORAC to review the proposed changes

- ◆ Proposed changes do not address concerns from Industry
 - Costs
 - Competitiveness with surrounding jurisdictions



2014 Committee Goals



■ Address Service Authority User Fees

- ◆ Meeting held with Industry members, County staff and the Service Authority General Manager
- ◆ Service Authority agreed to meet with Industry to discuss areas within the Fee Schedule that seemed out of alignment
- ◆ At least one follow up meeting was held between the Service Authority and Industry



Economic Development



- Promote Development Process Improvement

- Coordinating with Communications
 - ◆ Monthly articles
 - ◆ Videos
 - ◆ DSB Lobby Face Lift



New Business



- Masonry Shoring Guidelines

- Development Processes
 - ◆ Are new County development processes associated with the adoption of new Codes creating additional work/costs for the development community?

 - ◆ Fire Lane Plan Reviews



Questions



PROPOSAL FOR

**COMMERCIAL, RESIDENTIAL, AND EROSION AND
SEDIMENT CONTROL ON-CALL INSPECTION
SERVICES**



Prepared for:

The

Historic Town of

Occoquan, Virginia

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Town of Occoquan
314 Mill Street
Occoquan, Virginia 22125

ATTN: Ms. Kirstyn Barr

RE: Proposal For
Building Code and Erosion and Sediment
Control On-Call Inspection Services

Dear Ms. Barr,

Total Construction Solutions LLC. (TCS) is pleased to provide the following in response to your request for a proposal to provide on-call building code inspection and erosion and sediment control inspection services. Contained herein is documented evidence of our firm's capabilities. This proposal takes the following into consideration:

- Our important and informative conversations regarding our capabilities and services which are stipulated in this proposal;
- A thorough knowledge of the municipal requirements for building code and erosion and sediment control inspections, based on our current standing with the Town of Haymarket and The Town of Dumfries;
- An extensive base knowledge of the construction practices and requirements involved in providing the services annotated herein, including but not limited to field inspections and reinspections of residential and commercial facilities, forensic inspections for building code violations, hazardous conditions, structural failures, or improper use of facilities, and compliance with the building code for building, plumbing, mechanical and electrical building practices, and field inspections and reinspections of erosion and sediment control;
- A total of over 11 years of building inspections experience with steadfast achievements encompassing thousands of municipal, commercial and residential structures and roadways;

TCS is equipped to facilitate all of the provisions discussed during our conversations efficiently, promptly, and professionally at a fair and reasonable cost. We understand the undertaking and magnitude this places on the Town of Occoquan, and we are committed to maintaining the Town of Occoquan's best interest by providing outstanding professional service to the Town and their clients.

Our current staff includes certified Virginia State Building Officials, State of Virginia Professional Engineer, International Code Council (ICC) building inspectors for residential and commercial projects, certified American Concrete Institute (ACI) concrete building inspectors for commercial and residential projects, DCR Erosion and Sediment Control Inspectors, and Geologists. TCS works hand in hand with Plan Consultants, Price Engineering and Williams Design Group to provide geotechnical engineering, structural engineering, and architecture design and plan review.

TCS strives to provide building code inspection and enforcement on an as need basis, while providing the best customer service to the Town and your local businesses and residences. TCS is proud of our customer service and when you call TCS during normal business hours, you will never get an answering service. You will always speak with a qualified representative who is ready and willing to assist the Town as best as possible. Our full time dispatching system includes our own unique software program that successfully installs and organizes all requested inspections.

This program is installed onto every inspector's laptop computer for "real time" scheduling and inspection requests. Inspection data is logged in onsite for immediate processing and report distribution. Utilizing this network, we're able to successfully plan and expedite our efforts around your schedule.

All of TCS documentation is generated electronically on-site to eliminate the time lapse between the completion, review and submittal of the necessary daily field reports. Copies of reports can be delivered, at virtually any time, to the parties that the Town designates, to ensure full transparency.

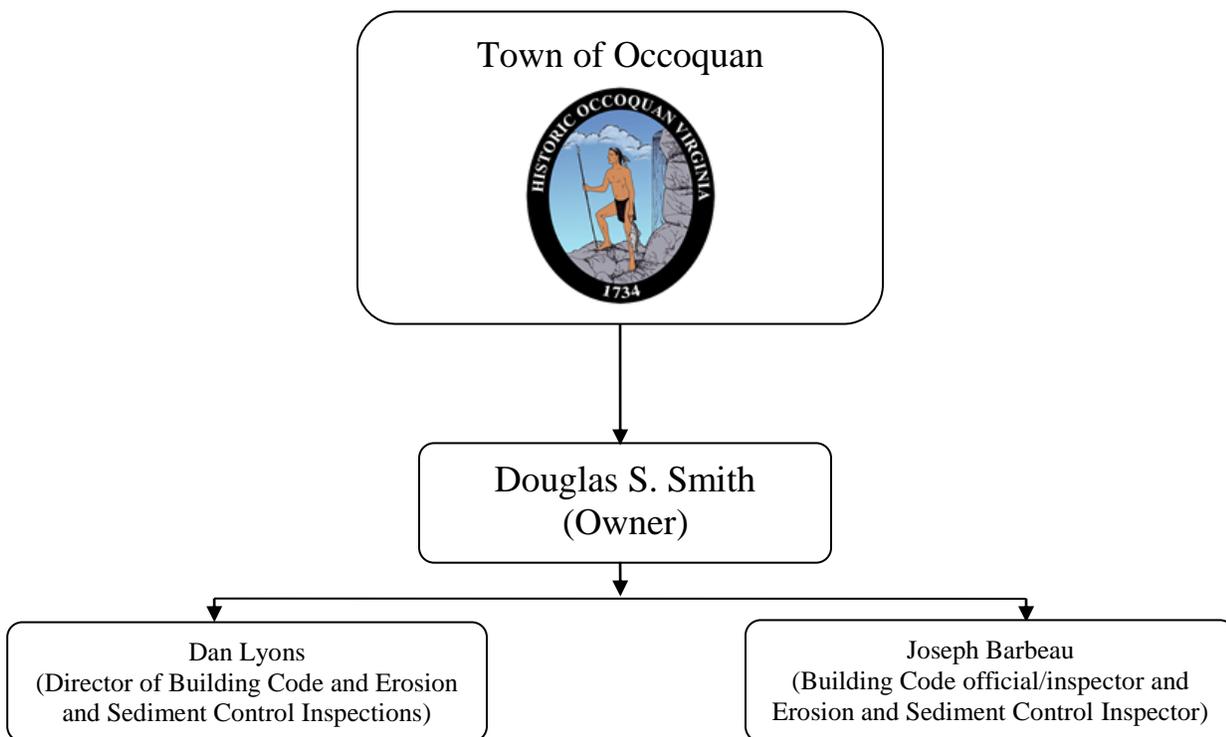
Enclosed are our comments and responses to the services provided. We appreciate the opportunity to render this proposal, and look forward to working with you.

Sincerely,

Douglas S. Smith
Owner

Expertise & Experience of TCS Personnel

TCS employs only the most thoroughly proven inspectors. Each and every member of our staff is well versed in International Building Codes (IBC) and American Society for Testing and Materials (ASTM) regulations as well as certified and licensed by the states and counties they plan to work in before they can begin receiving assignments. Our personnel are prepared to offer expert advice, estimates, and recommendations to our clients.



Douglas S. Smith

Douglas earned his B.S in Geology from University of Tennessee in 2005. He has been working in this field full time for over 5 years but has worked for similar firms for the majority of his life. He has an unparalleled amount of experience with residential and commercial inspections due to his long term experience and is qualified as a DCR Erosion and Sediment Control Inspector. He is presently the owner of the company and is included in all aspects of the company and the company’s responsibilities.



- (1) *Owner and president of TCS*
- (2) *Project Manger for Town of Haymarket*
- (3) *Project Manger for Town of Dumfries*

Joseph E. Barbeau

Joseph has a bachelor degree in Public Safety, specializing in Emergency Management from Capella University, Minnesota. Joe was the Assistant Building Inspector for the City of Salem, Massachusetts from 2004 through 2008. He is presently certified as an ICC Commercial and Residential Building Inspector, DCR Erosion and Sediment control inspector and Responsible Land Disturber. He is also OSHA-10 and OSHA-30 certified. Joe has extensive experience in code enforcement and plan review.



- (1) *Assistant building inspector for City of Salem Massachusetts*
- (2) *Town Building Official for Town of Haymarket*

Dan Lyons,

Dan is our Director of Building Code Inspections. He has been working for Plain Consultants for 2 years as a commercial and residential building code inspector and a erosion and sediment control inspector. He is presently certified as Building Inspector/Combination, and Building Code/Core Module through the State of Virginia. He is currently certified to perform ICC International residential code and international building code for residential and commercial inspections, and DCR Erosion and Sediment control inspector.



- (1) *Building and E&S Inspector for Town of Dumfries*

References

Total Construction Solutions is a full service residential and commercial building inspections, and erosion and sediment control inspections firm. Our staff has over 11 years of experience performing residential and commercial inspections for all aspects of the building process. TCS works hand in hand with successful companies such as Plain Consultants, Price Engineering and William Design Group to provide services in critical areas of the construction process. Headquartered in Manassas, VA, TCS is poised to provide an unparalleled scope and level of service to all our clients throughout the mid-Atlantic United States

Town of Haymarket

15000 Washington Street Ste 100
Haymarket, Virginia 20168

Phone: 703-753-2600
ATTN: Brian Henshaw, Town Manger
Fax 703-753-2800
Email bhenshaw@townofhaymarket.org



Project Scope

Presently, TCS performs the duties of the Town Building Official, commercial building inspection, residential inspections, and erosion and sediment control inspections for the Town of Haymarket.

Town of Dumfries

1775 Main Street
Dumfries, Virginia 22026

Phone (703) 221-3400,
ATTN Mr. Terry Myers
Fax (703) 221-3544
Email: tmyers@dumfriesvirginia.org



Project Scope

Presently, TCS performs the building inspection and residential inspections for the Town of Dumfries.

SCE approach to providing the required services

TCS is located in downtown Manassas, approximately 15 miles from the Town of Occoquan, and our employees' personal residences are located throughout the Washington metropolitan area. We can dispatch from the office or from their homes to arrive at the job site within a maximum time frame of 30 minutes, ensuring swift and decisive problem resolution. Through the teamwork of our personnel mentioned in the previous section, we're equipped and certified to perform every residential and commercial inspection, and erosion and sediment control service required at any time day or night.

Once the inspections have been called in and scheduled, TCS uses a team system to provide the best quality assurance and response time possible for the requested services. We begin by providing our client with a highly qualified and certified inspector to be onsite as soon as possible after the request or on the designated time as agreed upon during the initial inspection request. This inspector will oversee and inspect the specific elements of the construction per the IBC/IRC Building Code. Also, if requested, our inspector can inspect the plumbing, mechanical and electrical components per the IBC/IRC Building Code. After our testing/inspections are complete, all of the information obtained is uploaded into our unique electronic database. Once uploaded, the documents are reviewed and corrected for quality control and are then provided to the building official assigned to the Town. The Building Official is assigned to oversee the project inspectors to make sure everything is being performed accurately and on or ahead of schedule. The building official is always available to answer the project inspectors' questions, or to head up information disbursement regarding the project's special needs or requests. The building official will perform the final checks of all tests and inspections that are performed and secure the final document with his or her certification after the review.

TCS Projection of Section

Based on the information provided, TCS estimates that this project will require highly qualified and certified personnel throughout the project. These personnel will include:

- 1) Residential and commercial inspectors qualified in ICC, IBC, and IRC Building Codes
- 2) Qualified Erosion and Sediment Control Inspectors
- 2) Qualified Building Officials through the State of Virginia
- 3) Professional organization and record keeping abilities

TCS agrees and completely understands that all data, materials and documentation originated and prepared by TCS will belong exclusively to the town and be subjected to the public inspection in accordance with the Virginia Freedom of Information Act. TCS does not have trade secrets or proprietary information that will need to be submitted.

**BUILDING CODE INSPECTIONS
TOWN OF OCCOQUAN, VIRGINIA**

**FEE SCHEDULE
July 7, 2014**

Building Code Inspections (Unit Rates)

<u>Building Code Inspections (maximum of 1 hour/inspection)</u>	<u>\$80.00/inspection</u>
<u>Building Code Inspector</u>	<u>\$80.00/hour</u>
<u>Building Official</u>	<u>\$145.00/hour</u>
<u>Principle</u>	<u>\$200.00/hour</u>
<u>Technical Typist</u>	<u>\$40.00/hour</u>

A 24 hour notice is required to allow adequate time and planning to insure our inspector will be on site, at the time agreed upon by both parties properly prepared for the requested inspection.

Fee Schedule Notes:

- 1. Building Official will be billed in one hour increments. Building Official will bill when providing official duties such as plan review, permit reviews, final approval of temporary or certificate of occupancy and emergency inspections.*
- 2. A business week is defined as Saturday through Friday. Sundays and Holidays will be charged @ 2 times the quoted rate.*
- 3. Items inspected and/or tested and found to be in noncompliance with the approved project documents shall be reinspected/retested at the above listed rates.*



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

2. Regular Business	Meeting Date: August 19, 2014
2 C: Curb Painting in the Historic District	

Explanation and Summary:

Several curbs throughout Town are painted safety yellow in an effort to increase visibility of curbs for pedestrians and signify no parking areas for vehicles. This paint was applied several years ago and was not placed on a maintenance schedule. As such, the paint is chipping and faded in several areas and should be refreshed or removed.

In May, the Town Manager and Maintenance Supervisor met with several VDOT representatives in an effort to identify areas that are required to have yellow painting and those that did not. While the curb and gutters are VDOT's responsibility, VDOT does not paint or maintain painted curbs.

Legally, only signage can indicate a no parking area and VDOT applies and maintains road striping that indicates fire lanes and hydrant locations.

This item is on the agenda to provide an opportunity for Town Council to discuss painted curbs and to provide direction to staff to either refresh painted curbs or to remove the paint entirely.

This discussion is in regards to painted curbs within the historic district.

Attachments: None.