



TOWN OF OCCOQUAN
Circa 1734 • Chartered 1804 • Incorporated 1874

314 Mill Street
PO BOX 195
Occoquan, VA 22125
(703) 491-1918
www.OccoquanVA.gov
info@occoquanva.gov

Occoquan Town Council
Regular Meeting
May 7, 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. **March 5, 2019 Regular Meeting Minutes**
 - b. **April 2, 2019 Regular Meeting Minutes**
 - c. **April 16, 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. Glass Recycling Information Item
 - b. Request to Set a Not-To-Exceed Amount for Fence Repair Project

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.

- c. Event Sponsorships and Revenue Generating Report
- d. Home Occupation Certificate Ordinance
- e. Town Projects Discussion

9. Closed Session

10. Adjournment



OCCOQUAN TOWN COUNCIL
Regular 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.

Absent: Councilmember Matthew Dawson and Laurie Holloway

Staff: Kathleen Leidich, Town Manager; Christopher Coon, Town Clerk; Martin Crim, Town Attorney; Ned Marshall, Assistant 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 8:11 p.m.

2. Citizens Time

Brenda Seefeldt, 309 Commerce Street, stated that a resident requested to plant flowers in Mamie Davis and Ms. Seefeldt asked if the Town is no longer accepting volunteers and replacing them with paid employees.

3. Mayor Porta asked for unanimous consent to move Regular Business items up on the agenda; no Council objection.

8C. Request to Appoint Business Owner Member to Architectural Review Board

Councilmember Perkins moved to appoint Ryan Dillard as business owner member on the Architectural Review Board, effective March 5, 2019 until his term expires on March 5, 2022.

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

8D. Request to Appoint Member to Planning Commission

Councilmember Perkins moved to appoint Darryl Hawkins to the Planning Commission, effective March 5, 2019 until his term expires on March 5, 2023.

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

8B. Request to Adopt Amendments to Special Use Permit Section 157.123 (Setback Regulations) and Section 157.124 (Height Regulations).

Vice Mayor Sivigny moved that the Council adopt the proposed amendments to Section 157.123 Setback Regulations and Section 157.124 Heights Regulations, after due consideration pursuant to section 157.267 of the Town of Occoquan Zoning Code.

A motion was made by Vice Mayor Sivigny, seconded by Councilmember Fithian. Result of Roll Call Vote: Ayes: Councilmember Perkins, Fithian, and Vice Mayor Sivigny. Nays: None. Motion passed unanimous.

8A. Request to Adopt Amendments to Section 157.010- Home Occupation Certificate.

Councilmember Fithian moved that the 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 Section E be changed to 10:00 PM. Also Section E will become the new Section A, Section F will become the new Section E, and Section G will become the new Section F.

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

4. Approval of Minutes

February 5, 2019 Regular Meeting Minutes deferred until the next Regular Meeting.

Vice Mayor Sivigny moved to approve the minutes of February 19, 2019 Work Session Meeting.

A motion was made by Vice Mayor Sivigny, seconded by Councilmember Perkins that the minutes of February 19, 2019 be approved. Motion passed, unanimous.

5. Mayor Porta asked for unanimous consent to move the ARB Report and Chief of Police Report up on the agenda; no Council objection.

7. Staff Reports

7G. Boards and Commission: Chairperson Seefeldt reported that the ARB met without action items.

Councilmember Perkins inquired about sign enforcement from the ARB. Ms. Seefeldt indicated that the ARB has no enforcement power and that those notices of violation are required to come from the Town.

Councilmember Fithian inquired about how to assist with sign violation enforcement. Ms. Leidich stated that residents, business owners, or staff need to submit complaints and that information is sent to the Zoning Administrator for letters to be sent to those in violation.

6. Mayor's Report

Mayor Porta reported he attended the viewing and funeral of Prince William County Supervisor Jenkins, as well as, the funeral for John Harper a previous member of the Prince William County School Board. He met with Ms. Brand from Quantico Marine Base regarding a studying being conducted on community perception on safety. He attended the 50th anniversary of Action in the Community through Service (ACTS). He gave a presentation

and answered questions about things in and about the Town of Occoquan to the Lake Ridge R.O.M.E.O. Organization. Mayor Porta reported that Vernon Dawson, Councilmember Dawson's father, who had passed away, will have a service at 11 a.m. followed by a celebration of life at Madigans.

7F. Chief of Police

Chief Linn provided a report as part of the meeting agenda and reported he attended the Quantico Chief's inauguration. He also stated at a future meeting there would be an action item that pertained to the Public Safety of Occoquan. He stated that it was in regards to passing an ordinance to collect \$5 per traffic summons for the purpose of electronic ticketing.

Mayor Porta inquired about Town policy for officer safety of stopping individuals in the travel lanes on Route 123. Chief Linn stated that it is the practice to have safe traffic stops and to move them off Route 123, when possible.

7. Councilmember Report

Councilmember Fithian thanked Town Staff for replacing the Dog Bags in River Mill Park.

Vice Mayor Sivigny thanked Town Staff for repairing the mirror that assists individuals turning from Poplar Alley onto Union Street.

7A. Town Attorney: Mr. Crim reported that everything he has been working on was on the agenda. No questions were received.

7B. Town Engineer: The Town Engineer's report was submitted as part of the meeting agenda.

Councilmember Perkins requested that Town Staff to exhaust every avenue to try and speed up getting the intersections installed in Town.

Councilmember Fithian inquired about having larger signs for "free public parking". Councilmember Perkins stated that exact recommendation was provided to Town Council several meetings prior in the Parking and Traffic Study recommendations and encouraged her to review that document.

7C. Building Official: The Building Official's report was submitted as part of the meeting agenda. No questions were received.

7D. Town Manager: The Manager's report was submitted as part of the meeting agenda.

Councilmember Perkins inquired about the Tanyard Hill sidewalk. Mayor Porta reported that this is a sidewalk to connect the end of the Prince William County Greenway Trail to the Historic District in Town. Prince William County has indicated they believe VDOT will assist in creating the sidewalk for pedestrian safety. This would also address some stormwater issues in that area of town. Town Staff will be working to get everything required to keep this project moving.

Councilmember Fithian inquired whether the ARB will be involved in the Visitor Center Kiosk design. Ms. Leidich reported that Prince William County is working on a draft of the design and that design will be taken to the ARB for review and comment.

Mayor Porta inquired if we can reach out to LRPRA and VDOT about the erosion of trees along Tanyard Hill. Ms. Leidich stated she would make a note to discuss with those organizations.

7E. Town Treasurer: The Treasurer's report was submitted as part of the meeting agenda. No questions were received.

7G. Boards and Commissions: Councilmember Perkins reported the Planning Commission has been working on a Beautification Project for the Town and something will be in front of Town Council at the April meeting.

9. Closed Session

Vice Mayor Sivigny moved that the Council convene in closed session to discuss the following as permitted by the Virginia Code Section 2.2-3711(A)(3), a matter involving acquisition of real property for public purpose. Councilmember Fithian seconded. Ayes: all, by voice vote. Closed session began at 9:15 p.m.

The Council came out of closed session at 9:54 p.m. Vice Mayor Sivigny moved that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in that motion. Councilmember Fithian seconded. Result of roll call vote: Ayes: Vice Mayor Sivigny, Councilmembers Fithian, Holloway, and Perkins. Nays: None.

10. Adjournment

The meeting was adjourned at 9:57 p.m.

Christopher Coon
Town Clerk



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes- DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, April 2, 2019
7:00 p.m.

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

Absent: Councilmember Laurie Holloway

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

1. Call to Order

Mayor Porta called the meeting to order at 7:05 p.m.

2. Pledge of Allegiance

3. Citizens Time

Lance Houghton, 127 Washington Street, wanted to bring several things to Town Council's attention. 1.) With changes to Prince William County's recycling policy regarding glass he wanted it to be reviewed to see if this change will affect the contract price with Bates Trucking. 2.) 426 Mill Street building plans have been approved and he was ensured they would be in compliance with the Town Zoning Code. 3.) With the landscaping on Commerce Street he stated that both sides should be revitalized not just the one side. 4.) He contacted VDOT to remove dead trees in the right-of-way along Washington Street in front of his home. 5.) He stated that there is a sewer gas smell in or near Furnace Branch Park.

Trish Martinelli, 113 E. Colonial Drive, stated that the hedges in front of the "Gingerbread House" need to be trimmed. She also asked for Town Staff to continue enforcement for residential violations. Mayor Porta asked staff to review landscaping to ask them to cut vegetation out of the right-of-way.

4. Approval of Minutes

Councilmember Perkins moved to approve the minutes of February 5, 2019 Regular Meeting Minutes.

A motion was made by Councilmember Perkins, seconded by Councilmember Fithian that the minutes of February 5, 2019 be approved. Motion passed, unanimous.

Vice Mayor Sivigny moved to approve the minutes of March 5, 2019 Joint Public Hearing Minutes.

A motion was made by Vice Mayor Sivigny, seconded by Councilmember Perkins that the minutes of March 5, 2019 be approved. Motion passed, unanimous.

Councilmember Dawson moved to approve the minutes of March 19, 2019 Work Session Meeting Minutes.

A motion was made by Councilmember Dawson, seconded by Councilmember Fithian that the minutes of March 19, 2019 be approved. Motion passed, unanimous.

5. Mayor's Report

Mayor Porta had three questions for Town Staff. 1.) Did the addresses of the homes along Tanyard Hill Road already get sent? Ms. Leidich verified that those address have been sent. 2.) He inquired if the new ordinances are complete and available on the Town website. Town Staff stated they are in the process of making the ordinances available. He also asked Town Staff to review the contract with American Legal Publishing to see what part of the Town Code they are supposed to maintain. 3.) When will the Logo that has been adopted be used? Town Staff stated that it will be rolled out with the website.

6. Councilmember Report

Councilmember Perkins reported that he has been focused on the Beautification project.

Councilmember Fithian reported that she is working with the Moorings at Occoquan and has been in contact with our attorney.

7. Staff Reports

- A. **Town Attorney:** Mr. Crim, Town Attorney, submitted a report as part of the meeting agenda. No questions were received.
- B. **Town Engineer:** Mr. Reese, Town Engineer, submitted a report as part of the meeting agenda. No questions were received.
- C. **Building Official:** Prince William County's report was submitted as part of the meeting agenda. No questions were received.
- D. **Town Manager:** Ms. Leidich submitted a manager's report as part of the meeting agenda. No questions were received.
- E. **Town Treasurer:** Ms. Rodriguez submitted a treasurer's report as part of the meeting agenda. No questions were received.
- F. **Chief of Police:** Chief Linn provided his March 2019 report with the meeting agenda.

Councilmember Perkins appreciated having the pedestrian signs and stated that they are very beneficial. He also inquired about the foot patrols. Chief Linn stated he has asked that officers to regularly walking around the Historic District and do business checks and speak with the workers in those businesses to encourage community policing.

- G. **Boards and Commissions:** Chairperson Seefeldt reported that the Architectural Review Board did not have a meeting in March.

Councilmember Perkins reported that the Planning Commission has been working on several items. 1.) working to balance the benefit of widening the parking spaces on Mill Street with losing some overall parking spaces when the lines are restriped. 2.) Planning Commissioner Mathis will be working with some Prince William County executives to promote regional outreach for potential partnership in the future. 3.) Working on the beautification on entrances into Town. 4.) Working to strengthen the ordinance changes for Town Council review and allow special exemptions on height and setbacks in the B-1 district. 5.) Working with Mayor to get volunteers to help with the beautification project along Commerce Street. 6.) Stated that the Town needs to follow up and give updates with individuals that report issues to Town Hall.

Councilmember Fithian inquired about the possibility of putting a larger sign at the intersection of Mill Street and Washington Street for "Free Public Parking". Mayor Porta indicated that Town Council had this same discussion at the last Regular Town Council Meeting.

H. Events and Community Development Director: Ms. Little reported on Occoquan River Festival. She stated the River Festival will be a one day event with multiple revenue generating components. She also stated beginning this year there will be multiple events that will have revenue generating items.

8. Regular Business

8A. Request to Accept FYE 2018 Financial Audit

Robinson, Farmer, and Cox was unable to attend this meeting and will present at a later meeting.

8B. Request to Adopt Ordinance to Authorize Use of Electronic Summons System (E-Ticketing)

Councilmember Dawson moved to adopt Ordinance Number O-2019-02 as presented.

A motion was made by Councilmember Dawson, seconded by Councilmember Perkins that the Ordinance be adopted. Motion passed, unanimous by roll-call vote.

8C. Set a Not-To-Exceed Amount for Landscape Beautification Project

Councilmember Fithian moved to set a not-to-exceed amount of \$10,000 for the Landscape Beautification Project.

A motion was made by Councilmember Fithian, seconded by Councilmember Dawson to set a not-to-exceed amount of \$10,000. Motion passed, unanimous by voice vote.

8D. Budget Discussion

Ms. Leidich provided a report to Town Council with updated budget information. Town Council and Staff had significant discussion regarding errors in reported numbers and areas

that should be changed. Town Council did not feel with the information provided they could proceed with setting Advertised Tax Rates or Budget.

Vice Mayor Sivigny moved to have the FY2020 Advertised Tax Rates and Budget deferred until the April 16, 2019 Work Session Meeting and have Town Staff update the Budget Calendar accordingly.

A motion was made by Vice Mayor Sivigny, seconded by Councilmember Fithian to move the agenda item and update the budget calendar. Motion passed, unanimous by voice vote.

10. Adjournment

The meeting was adjourned at 10:37 p.m.

Christopher Coon
Town Clerk



OCCOQUAN TOWN COUNCIL
Work Session Meeting Minutes- DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, April 16, 2019
7:00 p.m.

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

Absent: Councilmember Matthew Dawson

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

1. Call to Order

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

2A. Request to Accept FYE 2018 Financial Audit

Mike Moran from Robinson, Farmer, and Cox provided the FYE 2018 Financial Audit with a letter of recommendations for the Town. All recommendations were minor and there were no systemic issues found.

Councilmember Fithian moved to approved the FYE 2018 Financial Audit.

A motion was made by Councilmember Fithian, seconded by Councilmember Holloway that the FYE 2018 Financial Audit be approved. Motion passed unanimous

2B. Request to Approve Proclamation for 2019 Arbor Day

Councilmember Perkins moved to approve the 2019 Arbor Day Proclamation.

A motion was made by Councilmember Perkins, seconded by Councilmember Holloway to approve the 2019 Arbor Day Proclamation.

2C. Recycling Information Update

Ms. Leidich reported to the Town Council that Prince William County is no longer collecting glass as recycling or plastics higher than #2. She stated the Town is waiting to see if this will affect the Town's contract with Bates Trucking Removal Inc.

2D. Request to Advertise Proposed FY 2020 Tax Rates and Budget

Mayor Porta wanted to thank former Mayor Quist for working with Town Staff to correct numbers for the Budget.

Ms. Leidich presented two budget options to Town Council both of which maintain all tax rates. Ms. Leidich reported that Town Staff would recommend the Town Council Priorities Budget and Town Council agreed to move forward with advertising.

Councilmember Perkins moved to advertise the Fiscal Year 2020 Transient Tax Rate at two (2) percent.

A motion was made by Councilmember Perkins, seconded by Vice Mayor Sivigny. Result of Roll Call Vote: Ayes: Councilmember Perkins, Holloway, Fithian, and Vice Mayor Sivigny. Nays: None. Motion passed unanimous.

Councilmember Holloway moved to advertise the Fiscal Year 2020 Meals Tax Rate at three (3) percent.

A motion was made by Councilmember Holloway, seconded by Councilmember Perkins. Result of Roll Call Vote: Ayes: Councilmember Perkins, Holloway, Fithian, and Vice Mayor Sivigny. Nays: None. Motion passed unanimous.

Councilmember Perkins moved to advertise the Fiscal Year 2020 Operating Fund at \$902,612 for Expenditures and \$902,612 for Revenues.

A motion was made by Councilmember Perkins, seconded by Councilmember Fithian. Result of Roll Call Vote: Ayes: Councilmember Perkins, Holloway, Fithian, and Vice Mayor Sivigny. Nays: None. Motion passed unanimous.

Vice Mayor Sivigny moved to advertise the Fiscal Year 2020 Capital Improvement Program Fund at \$254,476 for Expenditures and \$254,476 for Revenues.

A motion was made by Vice Mayor Sivigny, seconded by Councilmember Holloway. Result of Roll Call Vote: Ayes: Councilmember Perkins, Holloway, Fithian, and Vice Mayor Sivigny. Nays: None. Motion passed unanimous.

Councilmember Perkins moved to advertise the Fiscal Year 2020 Mamie Davis Fund at \$0 for Expenditures and \$600 for Revenues.

A motion was made by Councilmember Perkins, seconded by Councilmember Holloway. Result of Roll Call Vote: Ayes: Councilmember Perkins, Holloway, Fithian, and Vice Mayor Sivigny. Nays: None. Motion passed unanimous.

Councilmember Holloway moved to advertise the Fiscal Year 2020 Craft Show Fund at \$108,393 for Expenditures and \$181,900 for Revenues.

A motion was made by Councilmember Holloway, seconded by Councilmember Perkins. Result of Roll Call Vote: Ayes: Councilmember Perkins, Holloway, Fithian, and Vice Mayor Sivigny. Nays: None. Motion passed unanimous.

Councilmember Perkins moved to advertise the Fiscal Year 2020 Real Estate Tax Rate at \$0.12 per \$100 of assessed valuation.

A motion was made by Councilmember Perkins, seconded by Vice Mayor Sivigny. Result of Roll Call Vote: Ayes: Councilmember Perkins, Holloway, Fithian, and Vice Mayor Sivigny. Nays: None. Motion passed unanimous.

2. Adjournment

The meeting was adjourned at 8:36 p.m.

Christopher Coon
Town Clerk



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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 – May 7, 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 and Town Engineer have reached out for status update.

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

New heaters installed. The Engineering Group reviewing dry well sizing. PWC will conduct inspection with Town to address any remaining deficiencies.

Kiely Court Project – no change 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 – **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-

DEVELOPMENT SERVICES - BUILDING DEVELOPMENT

Town of Occoquan - Permit Report

April 2019

Permit Number	Main Address	Description	Permit Type	Permit	Permit Workclass	Issue Date	Finalize Date	Valuation
BLD2019-03820	206 COMMERCE ST	ANTENNA MOUNTED TO POLE IN TOWN OF OCCOQUAN.	Building	Pending	C - Alteration/Repair			\$16,000.00
ELE2019-01557	307 COMMERCE ST	RELOCATING PANEL & ADDING ELE FIXTURES & REWIRING KITCHEN	Electrical	Finald	R - Alteration/Repair	10/19/2018	03/01/2019	\$4,500.00
BLD2019-00547	402 FORTRESS WAY	KITCHEN RENOVATION TO CONDO UNIT - FOR KITCHEN CABINETS, CU	Building	Issued	C - Alteration/Repair	07/30/2018		\$16,000.00
GAS2019-00432	270 GASLIGHT LANDING CT	ALTERATION/REPAIRS TO REPLACE HVAC UNIT AND FURNACE LIKE	Gas	Issued	C - Alteration/Repair	09/20/2018		\$4,751.00
BLD2018-04471	313 MILL ST	FOR I IKF PARTIAL ROOF REPAIR DUE TO WATER DAMAGE - SEE PSTD2018- 00224	Building	Issued	C - Alteration/Repair	02/23/2018		\$10,000.00
BLD2018-05964	426 MILL ST	RETAINING WALL	Building	Issued	R - Retaining Wall	10/09/2018		\$20,000.01
BLD2019-04458	426 MILL ST	** SEE NOTE ** SHEETING/SHORING PERMIT FOR FUTURE SFD CONSTF	Building	Issued	R - Retaining Wall	04/15/2019		\$7,500.00
BLD2018-02984	430 MILL ST	*SEE NOTE* KIELY RESIDENCE - LOT SPECIFIC SFD - PRIOR TO BEGINN	Building	Issued	R - New Single Family Dw	04/15/2019		\$100,000.00
BLD2018-05963	430 MILL ST	RETAINING WALL MAX HEIGHT 9'6"	Building	Issued	R - Retaining Wall	10/09/2018		\$20,000.01
BLD2014-05879	1441 OCCOQUAN HEIGHTS CT	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 ADDITION TO HOUSE	Building	Issued	R - Addition	12/21/2018		\$29,000.00
ELE2019-03688	112 POPLAR LN	Electrical installation for carport	Electrical	Issued	R - Addition	03/29/2019		\$1,000.00
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 Fire Bowls	Gas	Issued	R - Swimming Pool	01/16/2018		\$2,000.00
BLD2018-04392	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN PLACE	Building	Issued	R - New Townhouse	03/22/2018		\$45,000.00
GAS2019-00596	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN PLACE	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 1551 RIVERTOWN PLACE	Plumbing	Issued	R - New Townhouse	10/22/2018		\$10,000.00
BLD2018-04390	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1552 RIVERTOWN PLACE	Building	Issued	R - New Townhouse	03/22/2018		\$45,000.00
GAS2019-00603	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1552 RIVERTOWN PLACE	Gas	Issued	R - New Townhouse	10/22/2018		\$1,000.00
PLB2019-00870	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1552 RIVERTOWN PLACE	Plumbing	Issued	R - New Townhouse	10/22/2018		\$10,000.00
BLD2018-04393	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN PLACE	Building	Issued	R - New Townhouse	03/22/2018		\$45,000.00
GAS2019-00598	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN PLACE	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 1553 RIVERTOWN PLACE	Plumbing	Issued	R - New Townhouse	10/22/2018		\$10,000.00
BLD2018-04376	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1554 RIVERTOWN PLACE	Building	Issued	R - New Townhouse	03/22/2018		\$45,000.00
GAS2019-00601	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1554 RIVERTOWN PLACE	Gas	Issued	R - New Townhouse	10/22/2018		\$1,000.00
PLB2019-00869	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1554 RIVERTOWN PLACE	Plumbing	Issued	R - New Townhouse	10/22/2018		\$10,000.00
BLD2018-04394	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN PLACE	Building	Issued	R - New Townhouse	03/22/2018		\$45,000.00
GAS2019-00599	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN PLACE	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 1555 RIVERTOWN PLACE	Plumbing	Issued	R - New Townhouse	10/22/2018		\$10,000.00
BLD2018-04375	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1556 RIVERTOWN PLACE	Building	Issued	R - New Townhouse	03/22/2018		\$45,000.00
GAS2019-00600	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1556 RIVERTOWN PLACE	Gas	Issued	R - New Townhouse	10/22/2018		\$1,000.00

PLB2019-00867	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1556 RIVERTOWN PLACE	Plumbing	Issued	R - New Townhouse	10/22/2018		\$10,000.00
BLD2018-04008	199 UNION ST	UPDATE AND REPAIR BATHROOM IN RENTAL APARTMENT.***MUST PA\	Building	Issued	C - Alteration/Repair	01/31/2018		\$1,000.00
PLB2018-01862	199 UNION ST	INTERIOR RENOVATIONS TO LAUNDRY AND BATHROOM IN RESIDENCE	Plumbing	Issued	C - Alteration/Repair	01/31/2018		\$4,000.00
BLD2019-00218	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KITCHEN HOOD, RE WORK EXISTIN	Building	Issued	C - Tenant Layout	10/25/2018		\$75,000.00
ELE2019-00426	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KITCHEN HOOD, RE WORK EXISTIN	Electrical	Pending	C - Tenant Layout			\$75,000.00
GAS2019-00113	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KITCHEN HOOD, RE WORK EXISTIN	Gas	Issued	C - Tenant Layout	03/19/2019		\$12,000.00
MEC2019-00933	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KITCHEN HOOD, RE WORK EXISTIN	Mechanical	Issued	C - Tenant Layout	03/19/2019		\$75,000.00
PLB2019-00145	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KITCHEN HOOD, RE WORK EXISTIN	Plumbing	Issued	C - Tenant Layout	03/19/2019		\$2,000.00
PLB2018-02373	411 UNION ST	CONVERTING FROM SEPTIC TO PUBLIC SEWER	Plumbing	Issued	R - Alteration/Repair	03/23/2018		\$15,000.00
BLD2019-00785	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18 TO REMOVE BEDROOM - SPACE \	Building	Issued	R - Alteration/Repair	08/13/2018		\$750.00
ELE2019-00643	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18 TO REMOVE BEDROOM - SPACE \	Electrical	Issued	R - Alteration/Repair	08/16/2018		\$500.00
PLB2019-00381	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18 TO REMOVE BEDROOM - SPACE \	Plumbing	Issued	R - Alteration/Repair	08/15/2018		\$750.00
BLD2019-00357	109 WASHINGTON SQUARE CT	ADDING SPIRAL STAIRCASE TO EXISTING DECK (BLD2014-04698)	Building	Finald	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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Earnest W. Porta, Mayor
Patrick A. Sivigny, Vice Mayor
J. Matthew Dawson
Cindy Fithian
Laurie Holloway
Eliot Perkins

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

TOWN MANAGER
Kathleen R. Leidich, AICP

River Mill Park Bath House

In regards to the lower level of the building, staff did a walk through with the PWC building inspector on 4/23/19 and will continue working with him to confirm the required corrective work.

Mill at Occoquan Development Application

The Zoning Administrator has reviewed the Preliminary Site Plan and Special Use Permit Applications. Comments were provided to the developer on 4/10/19. 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

PWC staff is currently preparing to hold a design charrette with the ARB at a future 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.

Meetings, Training, and Events

- Music on Mill-Maggie Shot Burns, May 3
- PWC Community Shredding Event, May 4
- Bike-to-School Day, May 8
- Potomac Heritage National Scenic Trail Foundation Meeting, May 10
- TANV Quarterly Meeting, May 16
- Bike-to-Work Day, May 17
- Discover Occoquan, May 18
- Virginia Stormwater Management Program (VSMP) Outreach Meeting, May 30
- Spring Arts & Crafts Show, June 1-2
- Music on Mill-Up All Night, June 7
- Fox 5 Zip Trip-Town of Occoquan, June 14
- Movie Night, June 15

-End-



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 Cindy Fithian
 Laurie Holloway
 Eliot Perkins

TOWN MANAGER
 Kathleen R. Leidich

TOWN TREASURER
 Carla M. Rodriguez

Town Treasurer's Report Town Council Meeting - May 7, 2019

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	4/29/2018	Not compliant
Pink Bicycle Tea Room	14	4/29/2019	Not compliant/Certified Letter
Madigan's Waterfront	2	4/29/2019	Not compliant

BPOL Tax Delinquencies			
Business Name	Length of Delinquency (Years)	Date of Last Notice	Status of Compliance
Fathom Realty	1	4/29/2019	Not compliant
Pin Curls Hair Salon	1	4/29/2019	Not compliant/ Certified Letter
Crystal Digiovacchino	1	4/29/2019	Not compliant/may be closed
Fetch Pet Bakery LLC	1	4/29/2019	Not compliant/ Certified Letter

Real Estate Delinquencies				
Property Owner	Length of Delinquency (Years)	Amount of Delinquency (Tax Only)	Date of Last Notice	Status of Compliance
Selecman, James	3 Years	\$1,476.29	06/14/18	Compliant - monthly payment plan
Granny's Cottage Inc	3 Years	\$201.60	04/29/19	Not Compliant

Transient Tax Delinquencies			
Property Owner	Length of Delinquency (months)	Date of Last Notice	Status of Compliance
Ballywhack Inc	3 months	04/29/19	Not Compliant

Breakdown of Reserve Accounts

Unrestricted

Unrestricted Funds

- YTD General Fund Net Income surplus/deficit minus HB599 Grant

Temporarily Restricted

Operating Reserve

- Includes 90 to 120 days' worth of operating expenses.
- Goal is to maintain \$200,000 reserves balance.

Craft Show

- Includes net revenues designated for capital projects.

CIP Funds

- Includes funding for current year planned Capital Improvement Program Projects.

Mamie Davis (TEMP)

- Includes interest revenues generated from \$100,000 endowment.

Public Art

- Tracks donations received for public art projects.

Public Safety

- Tracks funding received from HB599 for unbudgeted public safety expenses.
- Restricted uses limited to public safety activities.

PEG Fund

- Tracks funding received from cable franchise agreement.
- Restricted uses limited to public, education, and government related cable activities.

Permanently Restricted

Mamie Davis

- Includes \$100,000 of permanently restricted funds.

Businesses Running Without A Business License

In the event an existing business has not filed for their annual business license or paid taxes, the Town Treasurer will process a letter notifying the business owner, per the Town code, they must obtain a business license. A copy of the business license application is included in the letter and they are notified the form must be returned to the Town with payment.

When it is brought to Town staff's attention that a new business may be running without a license, we will search the web, walk through the town, and communicate with each other and business owners to locate the new business. Once the location is found, a letter will be processed and mailed to the business owner.

Other Items of Note

None.

TOWN OF OCCOQUAN
FINANCIAL REPORT
AS OF 03/31/2019

	<u>Final As of</u> <u>7/1/2018</u>	<u>unaudited</u> <u>Income/ (Loss)</u> <u>FY19</u>	<u>Draft -</u> <u>As of 3/31/19</u>
Unrestricted			
Unrestricted Funds	\$ 84,996	\$ 115,170	\$ 200,166
Temporarily Restricted			
Operating Reserve	\$ 200,000	\$ -	\$ 200,000
Craft Show	\$ 146,609	\$ 80,937	\$ 227,546
CIP Funds	\$ 153,500	\$ (178,661)	\$ (25,161)
Mamie Davis (Temp)	\$ 6,818	\$ 1,244	\$ 8,062
Public Art	\$ 500	\$ -	\$ 500
Public Safety	\$ 37,774	\$ 17,097	\$ 54,871
PEG Funds	\$ 770	\$ 274	\$ 1,044
Subtotal Temp Restricted	\$ 545,971	\$ 36,061	\$ 466,862
Permanently Restricted			
Mamie Davis (Perm)	\$ 100,000	\$ -	\$ 100,000
Total Available Net Assets	\$ 730,967	\$ 151,231	\$ 767,028

Total Funds

GENERAL OPERATING ACCOUNTS

REVENUES

General Fund	FY 2018 Budget	Actual as of 6/30/18	FY 2019 Budget	Actual as of 3/31/19	% of Budget Used
Real Estate Taxes	218,360	223,867	232,500	238,343	102.5%
Meals Taxes	222,650	214,368	220,334	153,705	69.8%
Other Taxes (Sales,Utility,Communications,Transient)	102,000	102,984	102,473	75,644	73.8%
Fines (Public Safety)	24,000	77,934	60,000	111,477	185.8%
Fees and Licenses (Auto,Business,Late fees,Arch,PM,ATM,Dock,Admin Fee,Eng Fee)	92,850	89,703	98,150	57,765	58.9%
Grants (Litter,599,VML,PEG)	25,030	24,953	25,843	19,405	75.1%
Service Revenue (Engineer,Legal,Landscape,CC fees)	22,000	20,986	5,000	12,730	254.6%
Rentals (TH,RMP)	2,500	700	1,500	1,200	80.0%
Interest (GF,Brick,Sponsor)	9,620	5,688	9,120	1,803	19.8%
Other Revenues (Reimbursements, Ins claims)	-	3,834	1,000	6,408	640.8%
Total Revenues General Fund	719,010	765,017	755,920	678,481	89.8%

EXPENDITURES

General Fund	FY 2018 Budget	Actual as of 6/30/18	FY 2019 Budget	Actual as of 3/31/19	% of Budget Used
Personnel Services	335,790	318,643	380,820	261,317	68.6%
Professional Services	136,200	115,899	122,250	91,689	75.0%
Information Technology Services	10,150	14,933	14,050	13,184	93.8%
Materials and Supplies	7,800	11,289	9,000	14,146	157.2%
Operational Services	8,550	9,672	7,500	4,445	59.3%
Contracts (Landscaping, Refuse Collection, Snow Removal)	81,500	74,432	74,500	49,818	66.9%
Insurance	15,720	20,306	20,120	20,222	100.5%
Public Information (Newsletters)	3,250	3,441	3,400	3,137	92.3%
Advertising (Community/ Business Support, Legal Ads)	16,000	6,196	9,000	6,224	69.2%
Training and Travel (Employee, Boards and Commission Training)	15,100	7,555	13,500	6,193	45.9%
Vehicles and Equipment	13,350	13,264	15,300	18,576	121.4%
Seasonal	4,500	3,040	5,500	1,791	32.6%
Facilities Maintenance	60,100	60,600	68,030	49,452	63.1%
Special Events	11,000	8,485	12,950	5,708	44.1%
Other Expense	-	-	-	310	0.0%
Total Expenses	719,010	667,755	755,920	546,214	72.3%
General Fund Net Income	-	97,262	-	132,267	

Craft Show Fund	FY 2018 Budget	Actual as of 6/30/18	FY 2019 Budget	Actual as of 3/31/19	% of Budget Used
Revenue (FY19 SP & FL)	216,390	224,876	203,950	158,121	77.5%
Expenses (personnel,materials and supplies,contracts,adverting)	108,120	105,142	101,954	77,184	75.7%
Craft Show Net Income	108,270	119,734	101,996	80,937	79.4%

Mamie Davis Fund	FY 2018 Budget	Actual as of 6/30/18	FY 2019 Budget	Actual as of 3/31/19	% of Budget Used
Revenue	4,100	1,700	2,600	2,061	79.3%
Expenses (repairs and maintenance)	2,000	6,032	2,000	817	40.9%
Mamie Davis Net Income	2,100	(4,332)	600	1,244	207.3%

CIP Fund	FY 2018 Budget	Actual as of 6/30/18	FY 2019 Budget	Actual as of 3/31/19	% of Budget Used
Revenues	100,000	6,255	446,300	74,054	16.6%
Expenses	-	-	-	-	0.0%
Community Planning Project	25,000	24,984	-	-	0.0%
Intersection Improvements	-	-	420,000	86,720	20.6%
Street Maintenance	15,000	40,966	-	-	0.0%
Sidewalk Maintenance	-	-	10,000	-	0.0%
Building Maintenance	2,500	-	-	-	0.0%
Stormwater Management	5,000	-	-	-	0.0%
Trash/Recycling Containers	11,000	10,757	17,000	11,747	69.1%
Town Hall Renovations-Lower Level	15,000	-	-	-	0.0%
Gaslight Conversion	10,000	6,065	-	-	0.0%
Street/Curb Program	8,000	-	-	-	0.0%
Dock Maintenance	10,000	-	-	-	0.0%
Tanyard Hill	2,500	-	4,500	-	0.0%
River Park Project	-	-	-	2,983	0.0%
River Mill Park Maintenance	5,000	-	-	-	0.0%
Jennings Property	-	786	-	-	0.0%
Canoe Kayak Ramp	140,000	990	140,000	242	0.2%
In-Vehicle Laptops	2,500	-	-	-	0.0%
Police Vehicle	-	-	-	67,565	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	-	-	2,300	-	0.0%
Office Safety Equipment	-	-	5,100	4,931	96.7%
Pedestrian & Bicyclist Safety Program	-	-	2,300	-	0.0%
Computer Upgrade	10,000	12,186	-	-	0.0%
Document Management	5,000	1,453	2,500	-	0.0%
Website Redesign	-	-	-	475	0.0%
Town Recodification	10,000	2,263	-	2,998	0.0%
Office Equipment Replacement	6,000	-	-	-	0.0%
Zoning & Subdivision Update	-	13,394	-	-	0.0%
Total Expenses	291,500	116,871	606,100	178,661	
CIP Net Income	291,500	(110,616)	(159,800)	(104,607)	65.5%
Total Net Income All Funds	(181,130)	102,048	(57,204)	109,842	-192.0%

Total Account Balances As of 03/31/2019

ACCOUNTS

Operational Funds		
Operating Account - Payroll		28,492
Operating Account - Checking		178,415
Total	\$	206,907

Craft Show Funds		
Craft show Checking		67,769
Craft Show Money Market/CD (Operating Reserves)		200,000
Craft Show Paypal		1,550
Craft Show Investment Pool		104,018
Craft Show Money Market		83,747
Total	\$	457,085

Mamie Davis Funds		
Mamie Davis Checking		5,531
Mamie Davis Money Market		100,000
Total	\$	105,531

Bricks Fund		
Bricks Money Market		8,775
Total	\$	8,775

Total Checking/Savings	\$	778,297
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Laurie Holloway
Eliot Perkins

TOWN MANAGER
Kathleen R. Leidich, AICP

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

Occoquan Police Department

Monthly Town Council Report May 7, 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 Gordon Boulevard and Commerce Street 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

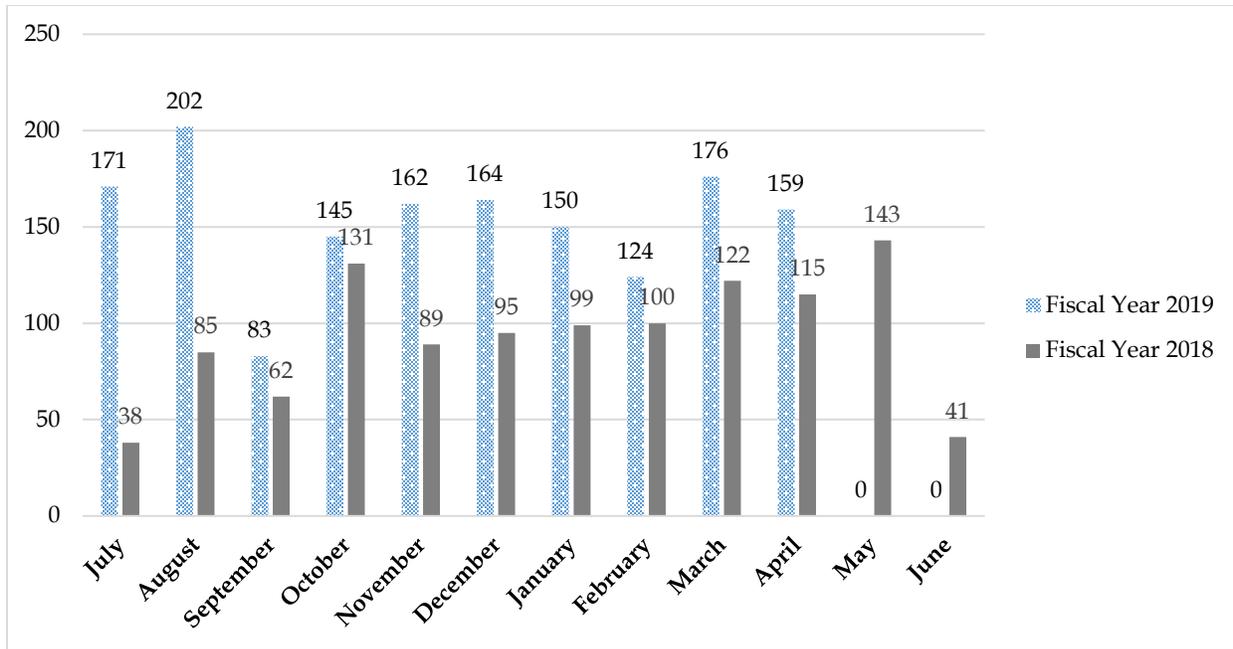
Provided patrol and visibility during Peep Show and Pokémon events. Continued Pedestrian Safety Campaign. Provided patrol and visibility throughout Town, including foot patrols through Historic Downtown and residential areas on Washington Street, East Colonial Drive, Overlook Drive, Fortress Way, Occoquan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

Continued with Business Outreach by having Police do regular business checks and speak with business partners regarding any concerns. Spoke with multiple residents, visitors, and business owners throughout the month.

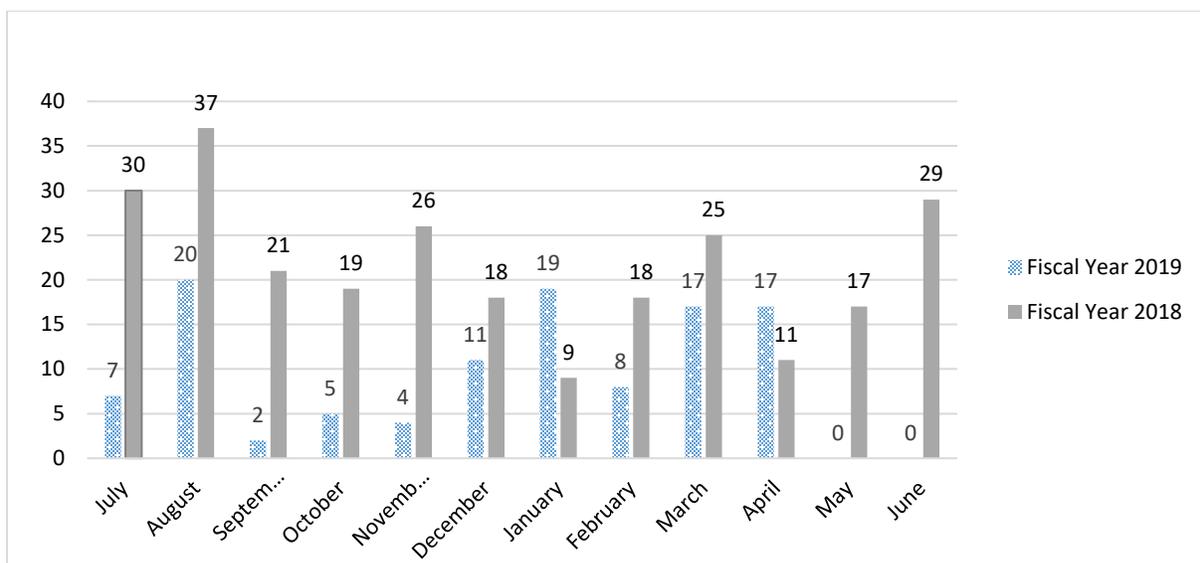
Patrol and Enforcement Activities

During the month of April, the Town Police made 8 custodial arrest (Reckless Driving, Possession of Counterfeit Currency, Hit and Run, DUI, Fleeing and Eluding, Driving without a license, and 2 Possession of Marijuana), issued 159 traffic summonses, and 78 warnings.

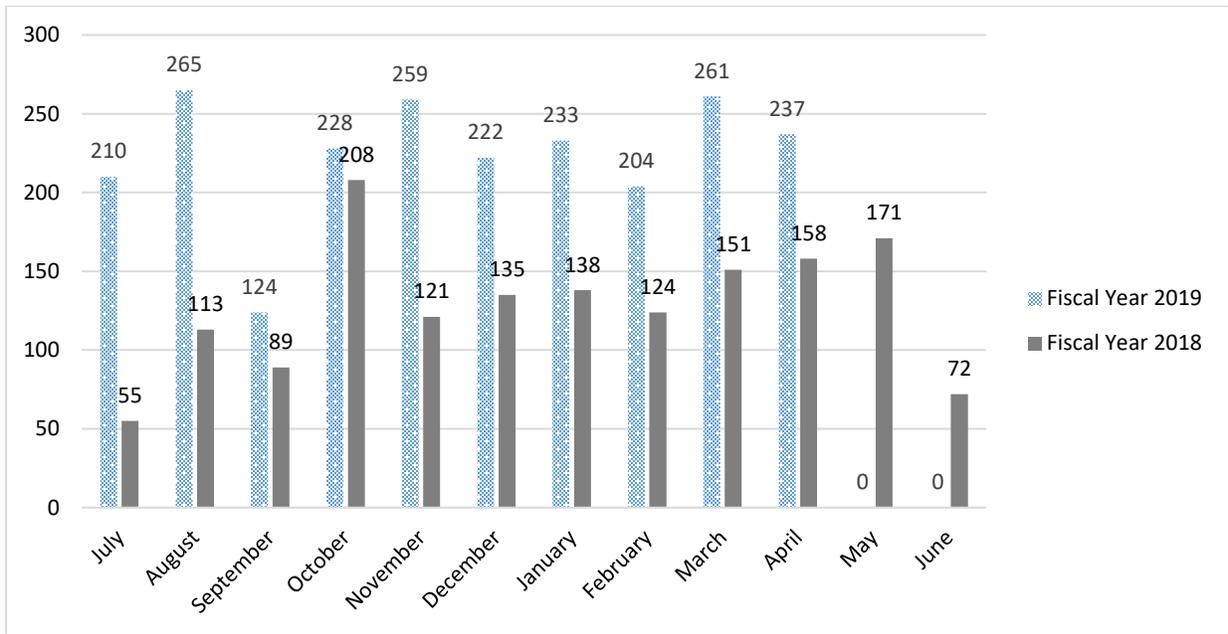
Traffic Summonses FYTD (GRAPH) ⁵



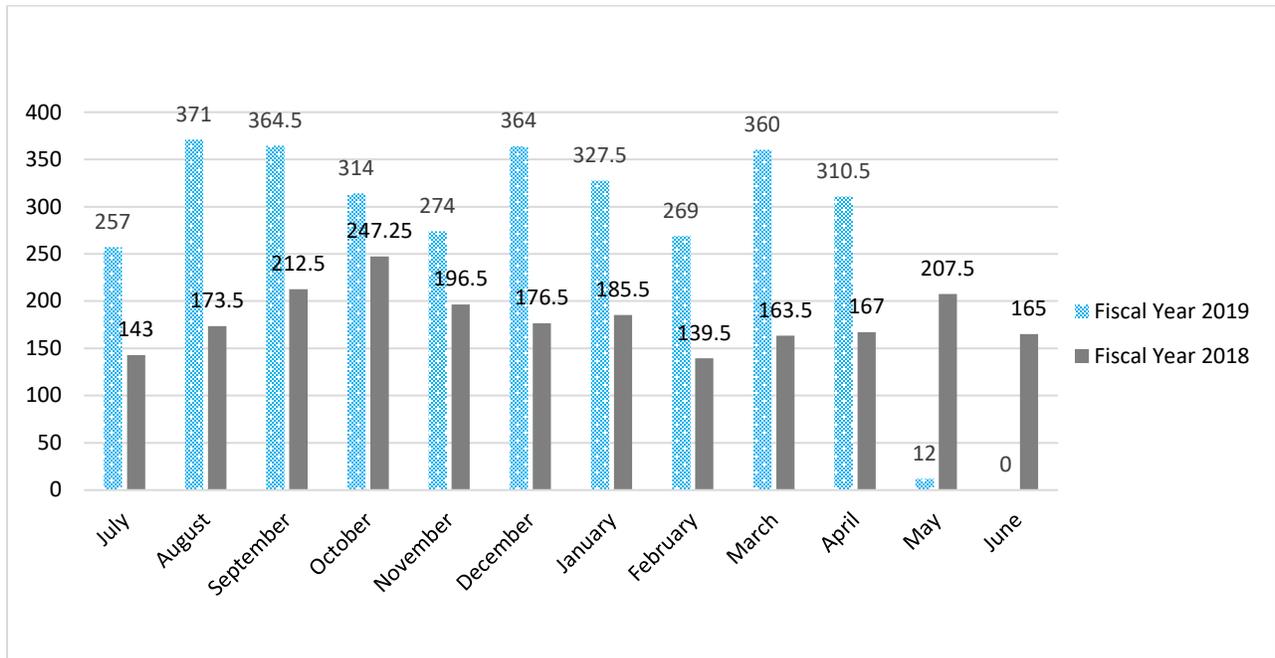
Parking Tickets Issued FYTD (GRAPH) ³

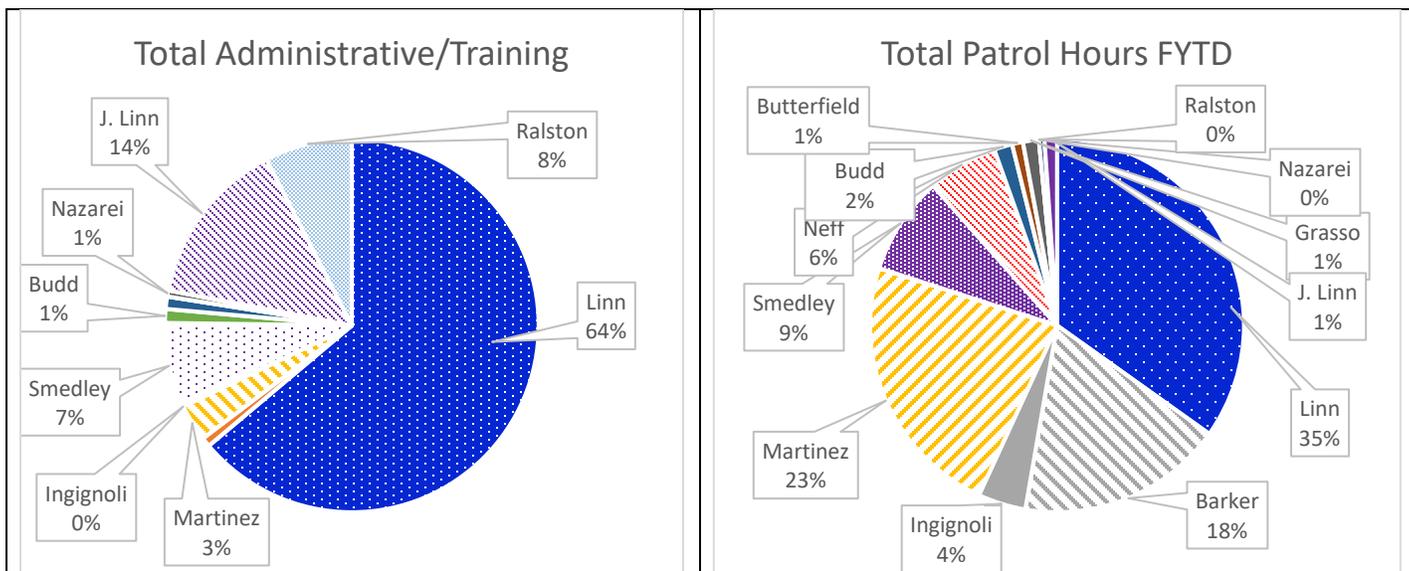


Traffic Stops YTD (GRAPH)⁵



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, expected to be deployed in July.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 Agenda	Meeting Date: May 7, 2019
8A: Information Item: Glass Recycling Information Item	

Explanation and Summary:

At the 4/16/19 Work Session, Council members requested information regarding the recycling opportunities for glass. The Single stream service offered by the Town's refuse collection contractor (Bates Trucking, Inc.) allows residents to use one bin to recycle paper, cardboard, plastic and aluminum, **not** including glass for curbside collection.

Recently, purple Glass Recovery Bins have been placed at the landfill off Dumfries Road and the Balls Ford Compost Facility. Glass collected in these bins will be recycled and reused. Residents can take their glass to these locations directly for collection.

For additional information on the Town's refuse collection service, please contact Bates Trucking at 301-773-2069, visit their website at www.batestrucing.com or via email at info@batestrucking.com.

Attachments: Information Sheet from Occoquan District Update (Supervisor Anderson's Office)

Northern Virginia Unveils Purple 'Glass Recovery Bins'¹



The City of Alexandria has partnered with Fairfax, Arlington, and Prince William counties to go green — or in this case, purple.

Ten purple glass recovery bins are now Northern Virginia's glass collection sites. As opposed to recycling used glass curbside, the receptacles ensure that glass is recycled and reused — when glass is recycled the traditional way, it can be mixed with paper and plastic, making it harder to repurpose.

Bins are located at both refuse facilities; the Landfill off Dumfries Road, and the Balls Ford Road Compost Facility. Residents can take their glass there directly. Please remove glass from trash bags before disposal.

¹ 4/25/19 Occoquan District Update-Supervisor Ruth Anderson



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business

Meeting Date: May 7, 2019

8B: Request to Set Not-To-Exceed Amount for Fence Repair 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 repair and/or replacement of the fence adjoining the Town Gateway area on Commerce Street, adjacent to the Town's Annex building.

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 Fence Repair Beautification Project."

OR

Other action Council deems appropriate.

Materials Cost Estimate for Entrance Fence Project
 (Based on Home Depot Prices 5/1/2019 - EWP)

Lumber¹	Units	Type	Dimensions	Purchase Dimensions	Purchase Units	Unit Cost	Total Cost
	90	Cross Boards (Rough Fence Rail)	1" x 6" x 8'	1" x 6" x 16'	45	8.97	403.65
	16	Face Boards	1" x 6" x 5'	1" x 6" x 16'	6	8.97	53.82
	2	Posts ²	4" x 4" x 6'	N/A	N/A	N/A	-
Subtotal Lumber							<u>457.47</u>
Paint		Behr Exterior Barn & Fence Paint	1 Gallons - White		5	15.98	79.90
Paint Scrapers		Warner 2-1/2 in. Paint Scraper			5	3.23	16.15
Sandpaper³		Fandeli 9 in. x 11 in. 100 grit	Contractor Package (25)		1	11.61	11.61
Paint Brushes⁴		3" Flat Chip Brush			10	1.53	15.30
Galvanized Nails		Strong-Drive 10d x 3 in. SCN Smooth-Shank Connector		5lb (250 nails)	3	16.58	49.74
Lunch for Volunteers							<u>100.00</u>
Total Cost							<u>730.17</u>

Other materials/services to be provide by Town:

-- buckets of water, cleanup rags, hammers, trash receptacles, disposal of waste materials, storage of excess materials

¹ Cross boards will be cut on site at less than 8', as will face boards. Mayor has portable table saw.

² Review of materials outside annex reveals there are already suitable posts for use.

³ Sandpaper is nominal cost and may be unnecessary if volunteers bring powered sanders; may be saved by Town

⁴ Paint brushes are nominal cost and may be unnecessary if volunteers bring paint sprayers; may be saved by Town

TOWN OF OCCOQUAN
 CONTRACT FOR PILOT BREWERY TENT AT TOWN EVENTS

This Contract for Pilot Brewery Tent at Town Events (“this Contract”) is entered into on and as of its Effective Date by and between the TOWN OF OCCOQUAN, a municipal corporation of the Commonwealth of Virginia (hereinafter, “Town”), and Waters End Brewery, LLC (hereinafter “Contractor”), for Services identified herein, on the following terms and conditions:

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I) FORMATION

A) Conditions Precedent to Formation:

Before any Contract between the Town and the Contractor is effective, the following conditions precedent must be satisfied. Satisfaction of these conditions is the responsibility of the Contractor. If, after performance under the Contract, the Town learns that a condition precedent was not met, the Town may, if permitted by law, ratify the Contract by affirmative recorded vote or may disclaim it, in its sole discretion.

1) Insurance: The Contractor must provide proof of insurance as listed below with an insurance company licensed to do business in the Commonwealth of Virginia.

a) Coverage required:

Worker's Compensation

State.....	Statutory
Applicable Federal	Statutory
Employer's Liability.....	\$100,000.
Benefits Required by Union Labor Contractors	As Applicable

Comprehensive General Liability (including Contractor's Protective: Products and Completed Operations; Broad Form Property Damage):

Bodily Injury:	
\$3,000,000.....	Each Occurrence
\$6,000,000.....	Aggregate, Products & Complete Operations
Property Damage:	
\$ 1,000,000.....	Each Occurrence
\$ 2,000,000.....	Aggregate

Products and Completed Operations Insurance shall be maintained for a minimum period of one (1) year after final payment, and the Contractor shall continue to provide evidence of such coverage to the Town on an annual basis.

Contractual Liability (Hold Harmless Coverage):

i) Bodily Injury:	
\$3,000,000.....	Each Occurrence
\$6,000,000.....	Aggregate, Products & Complete Operations
ii) Property Damage:	
\$ 1,000,000.....	Each Occurrence
\$ 2,000,000.....	Aggregate

Personal Injury, with Employment Exclusion deleted:
\$ 2,000,000.....Aggregate

Comprehensive Automobile Liability (Owned, Non-Owned, Hired)

Bodily Injury:

\$3,000,000.....Each Occurrence

\$6,000,000.....Aggregate, Products & Complete Operations

Property Damage:

\$ 1,000,000.....Each Occurrence

\$ 2,000,000.....Aggregate

- b) The Town shall be made an additional insured on all required policies of insurance.
 - c) No change, cancellation, or non-renewal shall be made in any insurance coverage without a forty-five (45) day written notice to the Town Manager. Notice for cancellation due to nonpayment of premium requires a minimum of fifteen (15) days. The Contractor shall furnish a new certificate prior to any change or cancellation date. The failure of the Contractor to deliver a new and valid proof of insurance is grounds for termination of the contract.
 - d) Insurance coverage required hereunder shall be in force throughout the Contract period. Should the contractor fail to provide acceptable evidence of current insurance within ten (10) days of written notice at any time during the contract term, the Town shall have the absolute right to terminate this Contract.
 - e) Compliance by the Contractor and any subcontractors with the foregoing requirements as to carrying insurance shall not relieve the Contractor or any subcontractors of their liabilities and obligations under this Contract.
 - f) The Town may and will, if requested by Contractor, reasonably accept proof of insurance provided by subcontractors or partners of the Contractor covering risks and hazards relating to work to be performed by such subcontractor and partners, in lieu of proof of insurance provided by Contractor. However, the Contractor shall assume all on-the-job responsibilities as to the control of persons directly employed by it and of the subcontractors and any person employed by the subcontractors.
 - g) Proof of insurance shall be in a form reasonably acceptable to the Town Attorney.
- 2) Permits and licenses: Contractor shall obtain all required licenses and permits.
- 3) Payment of Debts: Contractor must pay all amounts shown as due to the Town on the Town's accounts, even if a dispute exists as to the debt's validity or enforceability.

B) Parties

- 1) The sole parties to this Contract are the Town of Occoquan and the Contractor.
- 2) Neither this Contract, nor any part hereof, may be assigned by the Contractor to any other Party without the express written permission of the Town in advance. No assignment without such permission will relieve the Contractor of any responsibility under this Contract.
- 3) There are no intended third party beneficiaries of this Contract.

C) Authority to Execute

By executing this Contract on behalf of Contractor, the Contractor's Representative warrants that he or she has full authority to do so.

D) Incorporation of Documents

The Contract consists solely of this document with no incorporated attachments or exhibits.

E) Effective Date

The Effective Date of this Contract shall be the last to occur of (1) the date on which the Contractor's Representative signs the Contract, (2) the date on which the Town Manager signs the Contract, and (3) the date that all conditions precedent to formation are satisfied or expressly waived in writing by the Town.

II) PERFORMANCE

A) Notice to Proceed

After execution of the Contract and receipt of any documents required by the Contract Administrator before the Effective Date of this Contract, the Contract Administrator shall send the Contractor notice to proceed with the Contract as of a date convenient to the Town.

B) Contacts

In addition to the Contract Administrator and the Contractor's Representative, the parties may designate additional contacts for exchange of information.

C) Acceptance of Work

Performance of the work set out in the Specifications, Section II) E) below, shall be conducted and completed in accordance with recognized and customarily accepted industry practices, and shall be considered complete when the services are approved as acceptable by the Contract Administrator. In the event of rejection of any deliverable, the Contractor shall be notified and shall have fourteen (14) calendar days from date of issuance of notification to correct the deficiencies and resubmit the deliverable.

D) Warranty

The Contractor warrants that all Services it performs will be of good quality and meet the specifications of this Contract.

E) Specifications

This Contract shall cover two events in the Town of Occoquan, specifically Discover Occoquan on May 18, 2019 and the Spring Craft Show on June 1 and 2, 2019.

i) For "Discover Occoquan," Contractor will provide the following:

1. Within 10 calendar days after the conclusion of the event, a written report to the Town including:
 - a. Timeline of all required actions for license and planning purposes
 - b. Cost of expenses broken down for event
 - c. Total Revenue broken down for event
2. All Beer and serving equipment
3. All Staff
4. Personnel tent
5. Promotional Banner

ii) For "Discover Occoquan," the Town will provide:

1. Waived usage fee for River Mill Park
2. Tables, Chairs, and Tents for Patrons
3. Wristbands (Wristbands will be provided after I.D. Check to ensure only individuals older than 21 are drinking in River Mill Park)
4. Table and Chairs for I.D. Check and Payment Tent
5. Police Presence
6. Musical Guests
7. Storage space for extra equipment

8. Trashcans and collection
9. Parking Space
10. Advertising (Multiple Sources)

iii) For the Spring Craft Show, Contractor will provide

1. Within 10 calendar days after the conclusion of the event, a written report to the Town including:
 - a. Timeline of all required actions for license and planning purposes
 - b. Cost of expenses broken down for event
 - c. Total Revenue broken down for event
2. All Beer and serving equipment
3. All Staff
4. Personal tent
5. Promotional Banner
6. Proof of Insurance
7. Payment to Town, in advance, in the amount of \$250 for Police Presence
8. Complete Usage Fee Report
9. Within 15 business days after the conclusion of the event, a check payable to the Town in the amount of 15% of gross total sales at the event.

iv) For the Spring Craft Show, the Town will provide:

1. Tables, Chairs, and Tents for Patrons
2. Wristbands (Wristbands will be provided after I.D. Check to ensure only individuals older than 21 are drinking in River Mill Park)
3. Table and Chairs for I.D. Check and Payment Tent
4. Entertainment in River Mill Park
5. Storage space for extra equipment
6. Trashcans and collection
7. Parking Space
8. Advertising (Multiple Sources)

III) TERM AND TERMINATION

A) Base Term and Extensions

- 1) The base term for this Contract shall be for the period covered by the 2019 Discover Occoquan and Spring Craft Show events.
- 2) This contract may not be extended, renewed or rescheduled.

B) Termination for Default

- 1) Either Party may terminate this Contract without further obligation or liability to the other Party, except for the indemnification requirements under section V) B), below, upon the default of the other Party.
 - a) With the exception of an emergency endangering life, safety, or the operation of the Town government, a default will only exist after the Party claiming a default shall have provided notice and an opportunity to cure the default to the other Party as follows: A written 10 calendar day Notice of Default shall be given setting forth the grounds for default and the steps demanded to cure the default.
 - b) If the Party receiving the Notice of Default fails to cure the default before the end of the 10 calendar day period then that Party shall be in default under the terms of the Contract and the non-defaulting Party shall have the right to terminate the Contract by sending a written Notice of Termination to the defaulting Party.

C) Termination for Convenience

- 1) The Town may terminate this Contract or any work or delivery required hereunder from time-to-time either in whole or in part, whenever the Contract Administrator, with the concurrence of the Town Manager, determines that such termination is in the best interest of the Town.
- 2) Termination may occur in whole or as to any discrete part of the Contract. A partial termination shall set forth the portions of the Contract which are terminated.
- 3) The effective date of the termination shall be three days after issuance of a Notice of Termination signed by the Contract Administrator and Town Manager and its mailing or delivery to the Contractor, or any later date specifically set forth in the Notice of Termination.

D) Claims Upon Termination

Because this Contract is a pilot for possible future arrangements at Town events, except for claims based on unreasonable delay, Contractor waives any claims for compensation upon termination for convenience of this Contract.

IV) STATUTORY REQUIREMENTS

A) Employment Discrimination

In all contracts, regardless of contract amount, the Contractor will abide by the provisions of the Americans with Disabilities Act and will require each sub-contractor to do so. If this

Contract is for a consideration in excess of Ten Thousand Dollars (\$10,000.00), then during the performance of this Contract, the Contractor agrees as follows:

- 1) The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- 2) The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
- 3) Notices, advertisements, and solicitations placed in accordance with Federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- 4) The Contractor will include the provisions of this Contract section in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor.

B) Ethics

The provisions contained in Chapter 43, Article 6, Sections 2.2-4367 through 2.2-4377 of the Virginia Public Procurement Act, as set forth in the 1950 Code of Virginia, as amended, apply to this contract. The provisions of Article 6 of Chapter 43 supplement, but do not supersede, other provisions of law including, but not limited to, the Virginia Conflict of Interest Act (§ 2.2-3100 et seq.), the Virginia Governmental Frauds Act (§ 18.2-498.1 et seq.) and Articles 2 and 3 of Chapter 10 of Title 18.2. The provisions apply notwithstanding the fact that the conduct described may not constitute a violation of the Virginia Conflict of Interests Act.

C) Drug-Free Workplace

During the performance of this contract the contractor agrees to:

- 1) Provide a drug-free workplace for the Contractor's employees.
- 2) Post in conspicuous places, available to employees and applicants for employment a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited

in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition.

- 3) State in all solicitations or advertisement for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace.
- 4) Include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000.00, or so that the provisions will be binding upon each subcontractor.

D) Faith-Based Organizations

The Town of Occoquan in procuring goods and services, or in making disbursements pursuant to this section, shall not discriminate against a faith-based organization on the basis of the organization's religious character or impose conditions that restrict the religious character of the faith-based organization, except funds provided for expenditure pursuant to contracts with public bodies shall not be spent on religious worship, instruction, or proselytizing, or impair, diminish, or discourage the exercise of religious freedom by the recipients of such goods, services, or disbursement.

E) Foreign And Domestic Businesses Authorized to Transact Business in the Commonwealth

- 1) A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 or as otherwise required by law.
- 2) A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of this contract. Notwithstanding any other provision of this Contract, the Town may void any contract with a business entity if the business entity fails to remain in compliance with this provision.

F) Immigration Reform and Control Act of 1986

The Contractor also affirmatively states that it does not currently and shall not during the performance of this Contract knowingly employ an unauthorized alien as defined by the Federal Immigration Reform and Control Act of 1986.

V) DISPUTES

A) Governing Law

This Contract is governed by the law of the Commonwealth of Virginia, including but not limited to the Virginia Public Procurement Act (VPPA), Sections 2.2-4300 et seq. of the Code of Virginia (1950), as amended but only to the extent that any such law is mandatorily applied to towns with a population of less than 3,500.

B) Representations; Indemnification

- 1) The Contractor represents to the Town that it owns the rights to, or has all necessary licenses to, all products, trademarks, service marks, advertising materials, or other goods and services it will provide under or in connection with the terms of this Contract.
- 2) To the fullest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless the Town and its officers, agents, employees, community representatives, volunteers or others working on behalf of the Town from any and all claims, judgments, suits, losses, damages, payments, costs, fines and/or fees levied against the Town and expenses of every nature and description, including attorney's fees, arising out of, connected or associated with or resulting from its performance under this Contract. Further, if the Contractor subcontracts for work, it will require in its subcontracts that each subcontractor indemnify, defend, and hold harmless the Town and its officers, agents, employees and community representatives, from any and all claims and losses accruing or resulting from their performance under this Contract.
- 3) To the fullest extent permitted by law, the Contractor shall also indemnify, defend, and hold harmless the Town and its officers, agents, employees, community representatives, volunteers or others working on behalf of the Town against all costs, including reasonable attorney's fees, arising from liens encumbering the Town's Property filed by subcontractors, sub-subcontractors, material suppliers, and all other persons and entities acting for and under the Contractor, and the Contractor shall immediately discharge or bond such liens off.
- 4) Virginia is a Dillon Rule state. Unless specifically permitted by statute, indemnification or any attempt to have the Town hold others harmless is invalid and unenforceable as an impermissible waiver of the Town's sovereign immunity which may create potential future debt in violation of Virginia Constitutional and statutory requirements. The Town cannot waive its sovereign immunity.

B) Conditions Precedent to Pursuit of Legal Remedies

Before the Contractor may exercise any legal remedy it may have in relation to rights arising out of this Contract, it must comply fully and strictly with each of the applicable conditions below. Failure to comply fully and strictly with an applicable condition precedent bars the Contractor from exercising any legal remedies it may otherwise have in relation to this Contract unless it complies with the condition precedent or the Town knowingly and intentionally waives the condition precedent.

- 1) Submission of Disputes: A Contractor must submit any dispute arising out of this Contract to the Town for adjustment. In doing so, it shall provide all relevant evidence that bears on the Town's liability for the amount claimed or responsibility to grant any non-monetary relief requested. Claims are forever barred unless (a) written notice of the Contractor's intention to file a claim is given at the time of the occurrence or beginning of the work upon which the claim is based and (b) the claim and all relevant evidence that bears on the claim is submitted to the Town within 60 days of receipt of final payment.
- 2) Disputes by the Contractor with respect to this Contract shall be decided within fifteen (15) days from submission by the Town Manager's designee, who shall reduce his/her decision to writing, and mail or otherwise furnish a copy thereof to the Contractor. This decision shall be final and binding unless within five (5) days from the date of such decision the Contractor mails or otherwise furnishes the Town Manager a written appeal. The Town Manager shall consider the appeal and render his or her written decision within seventy (70) days. The decision of the Town Manager shall be final and binding unless set aside by a court of competent jurisdiction as fraudulent, capricious, arbitrary, or so grossly erroneous as necessarily to imply bad faith, or as not supported by any evidence. Pending a final determination of the claim, the Contractor shall proceed diligently with the performance of the Contract in accordance with the decision of the Town Manager's designee or the Town Manager, as the case may be.
- 3) The Town does not have administrative procedures under Virginia Code § 2.2-4365.

C) Venue

Any action brought under this Contract must be brought in the state courts for the Town of Occoquan and may not be removed to the Federal Court system.

D) Limitations on Actions

Any action brought under this Contract, except an action for breach of warranty, shall be brought within the shorter of the statutory limitations period and the period of three years from June 2, 2019 without any tolling of this statutory limitations period for any reason whatsoever.

E) Waiver of Jury Trial

In any action brought under this Contract, the parties expressly waive their right to trial by jury and agree to submit all questions of fact to the judge as trier of fact.

VI) MISCELLANEOUS

A) Definitions

Capitalized terms that are defined in the VPPA have the same meanings in this Contract as are given there. Capitalized terms not defined in those sources but used in this Contract have the following meanings, unless the context clearly requires otherwise. Undefined terms have their common meanings appropriate to their context.

- 1) “Contract Administrator” means the person designated by the Town Manager to administer the Contract for the Town. The initial Contract Administrator is Christopher Coon but the Town Manager may designate a new Contract Administrator by notice to the Contractor.
- 2) “Contractor's Representative” means the person who is responsible for the performance obligation of the Contractor under this Contract. The initial Contractor's Representative is _____ but the Contractor may designate a new Contractor's Representative by notice to the Contract Administrator.
- 3) “Drug-free workplace” means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.
- 4) “Notice of Default” means a notice sent to the other Party's designee (Contract Administrator for the Town, Contractor's Representative for the Contractor) setting forth the facts showing that Party to be in default under the Contract.
- 5) “Notice of Termination” means a notice sent to the other Party's designee (Contract Administrator for the Town, Contractor's Representative for the Contractor) informing that Party of the termination of the Contract as of a particular date.
- 6) “Party” means either Town or Contractor.

B) Time of the Essence

Time shall be of the essence to this Contract, except where it is herein specifically provided to the contrary.

- 1) If the Contractor at any time finds that the schedule will not be met for any reason, the Contractor shall immediately provide written notice to the Town setting forth all facts and circumstances related to the delay.
- 2) Neither Discover Occoquan nor the Spring Craft Show will be postponed for rain, and the Contractor shall perform as required by this Contract unless extreme weather, in the sole opinion of the Town, requires evacuation of the River Mill Park. In that event, the Contractor shall immediately and completely obey all reasonable directions of law enforcement or other Town personnel for the protection of human life, safety, and property. Neither Party shall have any obligation or liability to the other relating to lost profits, lost business opportunity, or loss of property occasioned by the Town's declaration of an extreme weather emergency requiring evacuation of River Mill Park.

C) Integration Clause; Modifications to the Contract

- 1) This Contract, including its incorporated documents, contains the whole agreement between the parties as to its subject, and no prior or contemporaneous communications, representations, or agreements, written or verbal, may alter, add to, or contradict any provision in it. There are no promises, terms, conditions, or obligations related to the subject of this Contract other than those contained herein.
- 2) All modifications and changes to the Contract shall be in writing and signed by the Party to be charged, or its authorized representative.

D) Examination of Records

- 1) The Contractor agrees that the Town or any duly authorized representative of the Town may have access to and the right to examine and copy any directly pertinent books, documents, papers, and records of the Contractor involving transactions related to this Contract. This right shall expire on the third anniversary of the issuance of final payment under this Contract.
- 2) The Contractor further agrees to include in any subcontract for more than \$10,000 entered into as a result of this Contract, a provision to the effect that the subcontractor agrees that the Town or any duly authorized representative may have access to and the right to examine and copy any directly pertinent books, documents, papers, and records of such subcontractor involved in transactions related to such subcontract, or this Contract. The term subcontract as used herein shall exclude subcontracts or purchase orders for public utility services at rates established for uniform applicability to the general public. This right expires on the third anniversary of the issuance of final payment to the subcontractor.

IN TESTIMONY WHEREOF, the Town of Occoquan has caused its name to be hereunto subscribed by _____, its _____, pursuant to authority heretofore duly granted by the Town Council of the Town of Occoquan; and

Contractor has caused its name to be hereunto subscribed by Contractor's Representative, signifying that it intends to be bound by this Contract.

TOWN OF OCCOQUAN
By:

WATERS END BREWERY, LLC
By:

Authorized Official

Contractor's Representative

Print Name and Title

Print Name and Title

Town of Occoquan



2019 Sponsorship Opportunities

The Town of Occoquan

Fact sheet:

Historic Occoquan, Virginia is an original 18th-century mill town nestled on the banks of the Occoquan River, just 30 miles south of Washington, D.C. Designated a Virginia historic landmark in 1983, Occoquan today has successfully combined nearly 300 years of history with the modern attractions of shopping and dining. Occoquan offers a walkable downtown experience with everything from antiques and art, to fashions and fine dining. Whether you visit the charming shops and restaurants, take in a history tour, or relax in one of the town's waterfront parks, you'll come to love Occoquan.

Together with the Workhouse Arts Center and the Occoquan Regional Park, the Town of Occoquan creates Virginia's first interjurisdictional arts and cultural district, named as such in 2017. This new district aims to expand arts and cultural opportunities available to visitors in Prince William and Fairfax counties. The establishment of this district allows the town to work with other jurisdictions to brand the region as a destination for tourism, commerce, and cultural leisure activities.



The Town of Occoquan is proud to claim that it has been voted for the fourth year in a row as the "Best Tourist Destination" in Prince William County in InsideNOVA's 2018 Best of Prince William.

The Town was also voted by *Virginia Living Magazine* readers as one of the "Best

Outdoor Adventures in Northern Virginia."

In addition to promoting the town and its unique business district, revenues generated from town events have gone to support capital improvements within the town, including addressing infrastructure needs, maintaining historic buildings, parks, and other, long-term, large cost items.

Why Sponsor?

The Town of Occoquan hosts a variety of highly anticipated community events throughout the year. Our Arts and Crafts show in particular attracts thousands from across the region to shop a variety of arts, crafts, and handmade goods. The town also hosts a summer concert and movie series in River Mill Park each year that generates excitement and attracts residents twice a month specifically for musical and cinematic events.

Showing your support for events in the Town of Occoquan is a fantastic way to build trust within our community and inform our audiences of your brand. The Town of Occoquan offers a wide range of opportunities to meet your company's marketing goals, including a solid marketing program, diverse attendance-estimated at 10,000 per craft show, and a customized sponsorship program that will enable you to:

- Increase your visibility and enhance your brand image
- Get your message across to a variety of audiences
- Position your organization as a supporter of the arts
- Invest in a local community that engages patrons
- Provide employees with volunteer opportunities, in your company's name, demonstrating your commitment to the importance of community involvement
- Increase sales opportunities

Sponsorship options range from lead sponsorship to booth displays. Let us tailor one that works exclusively for your business.



Occoquan's Movies & Music on Mill is an awesome local summertime tradition! People from all around the community gather to reconnect with family and friends to enjoy an evening of great entertainment. This kind of community-hosted special event is another vibrant reason why we love living in this area.

- Margaret Anne and Paul



Occoquan Fall Arts and Crafts Show

Event Dates

September 28 & 29, 2019

Event Time

Saturday, 10am-6pm and
Sunday, 10am-5pm

Event Location

Streets of Historic Occoquan

Attendance:

Estimated 10,000

Demographic:

All demographic groups with average attendees 25+, married, with children. Visitors from all over the region.

Event Description

Voted "Best Community Event/Festival in the County," this outdoor event features hundreds of vendors each season, including crafters and artisans, food vendors, and live entertainment and activities for children.

On the last weekend in September, the historic Town of Occoquan transforms into a massive outdoor arts and crafts gallery where crowds are expected to top 10,000. The show provides visual art and cultural entertainment including a diverse selection of contemporary and country crafters and artisans from Occoquan and all around the region and U.S.

The Occoquan Fall Arts and Crafts Show floods the streets of Historic Occoquan with the exciting sights and sounds of hundreds of crafters, a full line up of musicians and performers, and thousands of art enthusiasts. Visitors to the Occoquan Arts and Crafts Show are presented a diverse and colorful two-day event that they look forward to attending each year.



Music & Movies on Mill: Summer Concert and Movie Series

Event Dates

May 3, May 18, June 7, June 15, July 5, July 20, August 2, August 17, September 6, September 21, 2019

Event Time

Concerts: 6pm-8pm; Movies begin at sundown

Event Location

River Mill Park, 458 Mill Street, Occoquan

Event Description

This year, the Town of Occoquan will host the 4th annual Music & Movies on Mill summer event series. Concerts are held on 1st Friday and 3rd Saturday evenings in River Mill Park. Guests are invited to bring a blanket or lawn chairs and head to the park for family-friendly entertainment and stunning views of the Occoquan River. Concerts and movies may draw up to 500 people and are free and open to the public. Each year a great line-up is planned with something for everyone: Rock, Folk, Pop, Jazz and Heartland music, plus family-friendly movies and fun activities and events for children.



RiverFest 2020

Event Dates

June 6, 2020

Event Time

11am-8pm

Event Location

Streets of Historic Occoquan

Event Description

RiverFest is a daylong family-friendly celebration of the river that makes our area so unique. Occoquan's RiverFest highlights multiple destinations with entertainment, food, and activities for all ages in the Lorton-Occoquan region. RiverFest highlights include harbor cruises, carriage rides through town, juried arts and crafts, historic tours, plus a full day of celebrating local businesses with free demos and drop-in workshops. The day's events will conclude with a spectacular concert in the park, complete with a beer garden, a Taste of Occoquan experience and games galore.



GOLD \$10,000

A Gold Sponsorship of \$10,000 would include sponsorship of the Fall Arts and Crafts Show, RiverFest, and the entire summer event series, Music & Movies on Mill, for one year.

- Exclusive 10 x 20 exhibit space in high-traffic location during the Fall Craft Show.
- 10 x 20 exhibit space at RiverFest and summer concert series.
- Sponsor name recognition in all press releases related to events.
- Most prominent name and logo placement on all paid advertising and printed materials related to events.
- Most prominent placement of banners, which serve as a backdrop in all press photo opportunities.
- Logo and name identification as a Gold Sponsor in digital advertising for events.
- Profiles and special promotions on Facebook and Instagram with a combined reach of over 12,500.
- Highlight in the Fall Arts & Crafts Show program.
- Corporate logo on collateral for events, including flyers and T-shirts.
- Video promotion on Facebook and Instagram as well as collateral logo and font size commensurate with sponsorship package.

Other benefits:

- VIP Parking
- Prestige of partnering with an historic town
- Category exclusivity

SILVER \$5,000

A Silver Sponsorship of \$5,000 would include sponsorship of the entire summer event series, Music & Movies on Mill, for one year.

- 10 x 10 exhibit space at RiverFest and summer concert series.
- Sponsor name recognition in all press releases related to events.
- Name and logo placement on all paid advertising and printed materials related to events.
- Highly visible placement of banners, which serve as a backdrop in all press photo opportunities.
- Logo and name identification as a Gold Sponsor in digital advertising for events.
- Video promotion on Facebook and Instagram as well as collateral logo and font size commensurate with sponsorship package.



BRONZE \$1,000

A Bronze Sponsorship of \$1,000 would include sponsorship of RiverFest or one event at the summer concert series, Music & Movies on Mill.

- 10 x 10 exhibit space at RiverFest or summer concert event.
- Sponsor name recognition in the press release related to that event.
- Name and logo placement on all paid advertising and printed materials related to event.
- Visible placement of banner for the event, which serves as a backdrop in photo opportunities.
- Logo and name identification as a Bronze Sponsor in digital advertising for that event.
- Video promotion on Facebook and Instagram as well as collateral logo and font size commensurate with sponsorship package.

Media Partners

We use a broad-spectrum marketing approach that includes, but is not limited to:

- Digital ads with regional media groups such as Prince William Living, What's Up Prince William, Northern Virginia Magazine, and Inside Nova
- Print ads in regional publications such as Inside Nova and Prince William Living Magazine
- Social media marketing with multiple promotional tools such as Facebook and Instagram, as well as outlets such as tourism blogs and online calendars
- Drivetime ads with regional radio stations

TOWN OF OCCOQUAN

314 Mill Street
P.O. Box 195
Occoquan, Virginia 22125
(703) 491-1918 | Info@occoquanva.gov

<i>Office use ONLY</i>
Date
Ck #
Paid
Outstanding

USAGE FEE REPORT

This Usage Fee Report and payment are due within Two (2) Business Days following the Town Event in which the tax was collected. Checks or money orders should be made payable to the Town of Occoquan, and should be mailed to Town of Occoquan, P.O. Box 195, Occoquan, Virginia, 22125, or delivered to Occoquan Town Hall Monday through Friday between 9:00 a.m. and 4:00 p.m.

Business Name: _____

Business Location: _____

Event: _____

Event Date: _____

1. Total Food and Beverage Receipts		.
2. 5% Usage Fee for <i>In-Town Business</i> (multiply line 1 by .05)		.
3. 15% Usage Fee for <i>Out of Town Business</i> (multiply line 1 by .15)	(-)	.
5. Current Usage Fee Due		.
6. Previous Balance, if any	.	
7. Total Previously Due	(+)	.
8. Total Amount Due	(=)	.

Signature _____

Title _____

Daytime Phone _____ Date _____



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: May 7, 2019
8E: Town Projects Currently Underway-Closed Session	

Explanation and Summary:

In addition to the day-to-day operations of the Town, staff is currently working on 22 Town projects. Eight of the project areas are on-going and critical to the core services provided by the Town. These project areas include: Development Review, Records Management, Grant Application/Management, Event Sponsorship, Updating the Town Code, Developing the OCQ Alert System, Community/Public Events and the Police Community Programs.

There are 14 Priority Projects that are currently underway. These projects include, projects like the River Mill Bath House-Lower Level, Website Redevelopment, Stormwater Management, the Town Gateway Project and implementation of the Parking Study.

Engineer's Recommendation: N/A

Town Attorney's Recommendation: N/A

Town Manager's Recommendation: N/A

Cost and Financing: N/A

Account Number: N/A

Attachments (2):

- 1. Town Council Priorities FY 2020**
- 2. Town Projects Currently Underway**



Town Council Priorities FY 2020

Community Development and Programming

- **Develop community programming and events**
 - Participate in VML's Green Government Challenge
 - Be Clean, Green, Safe and Stable
 - On-going Coordination with Prince William/Fairfax Counties
- **Increase reputation and viability of annual events**
 - Be the shopping, dining, entertainment hub of Prince William County, Southern Fairfax County and Northern Stafford County
 - Promote coordination with LRPA and with Lorton Work House Arts Center in regards to artistic programs
- **Business support**
 - Be an attractive center of employment for start-ups/small businesses (5-25) employees.

Historic Preservation and Town Appearance

- **Maintain and preserve historic properties**
 - Be regarded as one of the top 5 most attractive small towns in Virginia
- **Promote maintenance of public property**
 - Plan for Riverwalk (concept drawing)
 - Improve the Town's gateways
 - Stewardship of Town's natural resources
 - Beautification/landscaping efforts to enhance Town aesthetics

Parking Management

- **Manage parking and traffic issues in Historic District**
 - Completion of cut-through traffic and parking study (FY 2018)
 - Implementation plan for cut-through traffic and parking study
 - Improved parking management plan
 - Develop Town-owned parking lots
 - Continue requiring developers to provide appropriate off-street parking

Public Safety

- **Identify and address public safety concerns**
 - Provide for the public safety of the persons and property of the residents, businesses, and visitors to the Town.
 - Promote a professional and accountable police department
 - Promote safe roads and sidewalks in the Town.

Stormwater Management

- **Identify and support opportunities for stormwater management**

Town Projects Currently Underway

Priority Projects

1. River Mill Park Bath House
2. Kayak/Canoe Launch
3. Website Redevelopment
4. Stormwater Management
 - a. Vantage Point BMP
 - b. Stormwater Plan
5. Exploring the development of 2 New Town Events to Replace Spring Craft Show; Developing a sponsored summer concert & movie series
6. Tanyard Hill Park and Sidewalk
7. Intersection Improvements
 - a. Washington and Mill Streets
 - b. Ellicott and Mill Streets
8. Parking Study Implementation
9. Standard Operating Procedures/Policies
 - a. Special Events Policy
 - b. Dock Usage
 - c. Bond Release
 - d. OCQ Alert System
10. Researching Air BnB Registration
11. Develop/Update Town Maps
12. Town Gateway Project
13. Visitor Center and Kiosk
14. Additional Equipment/Vehicle Storage Capacity
 - a. Annex
 - b. River Road property
 - c. River Mill Park Bath House (Lower Level)
 - d. Town Hall

Ongoing Projects

15. Development Projects

- a. Kiely Court
- b. The Mill at Occoquan
- c. Rivertown

16. Records Management

- a. Review/Destroy documents
- b. Convert documents to electronic form
- c. Create online document library (document organization)

17. Grant Application/Management

- a. Police Department
- b. Administration
- c. Public Works

18. Event Sponsorship Program

- a. Business Outreach
- b. Additional Advertising

19. Town Code Update

- a. Chapter by Chapter Review
- b. Proposed edits/amendments
- c. Public Hearings/Input

20. OCQ Alert System

- a. Compilation of contact information (ongoing)
- b. Dissemination of information

21. Police Community Programs

- a. Good Driver Reward Program
- b. Business Outreach
- c. Pedestrian Safety/Blocking the Box

22. Community/Public Events (Craft Shows, New Spring Event, Movie/Concert Series, Holiday Events, etc.)

- a. Developing/hosting events for the community
- b. Developing/hosting public events for the community/region that generate revenue to support the event