



TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

314 Mill Street
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Occoquan, VA 22125
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occoquanva.gov
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Occoquan Town Council Town Council Meeting June 18, 2024 | 7:00 p.m.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Citizens' Time** - Members of the public may, for three minutes, present for the purpose of directing attention to or requesting action on matters not included on the prepared agenda. These matters shall be referred to the appropriate town official(s) for investigation and report. Citizens may address issues as they come up on the agenda if advance notice is given during 'Citizens' Time
4. **Consent Agenda**
 - a. Request to Accept May 21, 2024, Town Council Meeting Minutes
 - b. Request to Execute Contract with Aves Construction Corporation for DEQ ARPA Funded Union and Commerce Streets Occoquan River Stormwater Pipe Remediation
 - c. Request to Execute Contract with Motorola Solutions for PremierOne Mobile and RMS for Public Safety
5. **Mayor's Report**
6. **Councilmember Reports**
7. **Boards and Commissions**
8. **Administrative Reports**
 - a. Administrative Report
 - b. Town Treasurer's Report
 - c. Town Attorney's Report
9. **Regular Business**
 - a. Request to Adopt Resolution Honorarily Naming the 100 Block of Poplar Alley Ogle Harris Way
 - b. Request to Adopt Resolution of Appreciation for Carol Bailey
 - c. Request to Adopt Resolution of Appreciation for Ryan Somma
 - d. Request to Name the 19th Century Army Corps of Engineers Dike in the Occoquan River
 - e. Request to Adopt Revised Remote Participation Policy and Amend Code Section 31.028 Entitled Remote Participation
10. **Discussion Items**
 - a. Riverfest 2024 Update
 - b. Planning Commission Strategic Planning Recommendations
 - c. Visit Occoquan Annual Report
11. **Closed Session**
12. **Adjournment**

Portions of this meeting may be held in closed session pursuant to the Virginia Freedom of Information Act.
A copy of this agenda with supporting documents is available online at www.occoquanva.gov.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

4. Consent Agenda	Meeting Date: June 18, 2024
Request to Approve Consent Agenda	

Attachments: See below

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to approve the consent agenda:

- a. Request to Approve May 21, 2024, Town Council Meeting Minutes
- b. Request to Execute Contract with Aves Construction Corporation for DEQ ARPA Funded Union and Commerce Streets Occoquan River Stormwater Pipe Remediation
- c. Request to Execute to Execute Contract with Motorola Solutions for PremierOne Mobile and RMS for Public Safety

Staff Recommendation: Recommend approval as presented.

Proposed/Suggested Motion:

“I move to approve the consent agenda.”

OR

Other action Council deems appropriate.



OCCOQUAN TOWN COUNCIL
Meeting Minutes - DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, May 21, 2024
7:00 p.m.

Present: Mayor Earnie Porta; Vice Mayor Jenn Loges, Councilmembers Cindy Fithian, Eliot Perkins, and Theo Daubresse

Absent: Councilmember Nancy Freeborne Brinton

Staff: Adam Linn, Town Manager / Chief of Police; Matt Whitmoyer, Deputy Town Manager; Philip Auville, Town Clerk

1. CALL TO ORDER

Mayor Porta called the meeting to order at 7:00 p.m.

2. PUBLIC HEARING

a. Public Hearing on FY2025 Tax Rates

Mayor Porta opened the public hearing at 7:01 p.m.

Mayor Porta invited the public to speak. No one spoke at the public hearing.

Councilmember Perkins moved to close the public hearing at 7:02 p.m. Councilmember Fithian seconded. Motion passed unanimously by voice vote.

3. CONSENT AGENDA

a. Request to Accept May 7, 2024, Town Council Meeting Minutes

Vice Mayor Loges moved to approve the Consent Agenda. Councilmember Fithian seconded. Motion passed unanimously by voice vote.

4. REGULAR BUSINESS

a. Request to Adopt FY2025 Tax Rates

Councilmember Perkins moved to set a real estate tax rate for the Fiscal Year 2025 beginning July 1, 2024, of \$0.116 per \$100 of assessed valuation. Councilmember Fithian seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Fithian, Councilmember Daubresse, and Councilmember Perkins

Nays: None

Councilmember Fithian moved to set a meals tax rate for the Fiscal Year 2025 beginning July 1, 2024, of three and one-half percent (3.5%). Vice Mayor Loges seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Fithian, Councilmember Daubresse, and Councilmember Perkins

Nays: None

Vice Mayor Loges moved to set a transient occupancy tax rate for the Fiscal Year 2025 beginning July 1, 2024, of seven percent (7%). Councilmember Fithian seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Fithian, Councilmember Daubresse, and
Councilmember Perkins

Nays: None

b. Request to Adopt FY2025 Annual Budget

Mr. Linn noted that the Town's current IT contractor notified staff that the rates will double beginning next fiscal year, which goes against the current contract. Staff have met with the IT contractor to discuss the issue as well as with two other IT contractors from the previous solicitation bid. The current IT contractor replied that they can stay at the same rate but with less service. Staff is currently looking into whether to stay with the current IT contractor or to go with a different IT service contractor.

Mr. Linn also noted that the Town's landscaper contractor is having a performance issue, and that staff has sent out a letter of default. The company was originally privately owned but has since been bought out by an equity firm. Currently, the contractor has reported to staff that the issue has been with the weather, truck issues, and the cost of the plants for the landscaping. Staff is looking at other landscaping contractors in case the current contractor is not able to cure the default and resolve outstanding issues. Mr. Linn advised that the Landscaping and Snow Removal contracts are both up in FY2025.

Councilmember Fithian moved to adopt the Fiscal year 2025 General Fund Budget beginning July 1, 2024, as presented in the amount of \$1,408,258 in expenses and \$1,408,258 in revenue and appropriate the funds for the expenses shown in the budget. Councilmember Perkins seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Fithian, Councilmember Daubresse, and
Councilmember Perkins

Nays: None

Councilmember Perkins moved to adopt the Fiscal year 2025 Events Fund Budget beginning July 1, 2024, as presented in the amount of \$238,726 in expenses and \$313,285 in revenue and appropriate the funds for the expenses shown in the budget. Councilmember Fithian seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Fithian, Councilmember Daubresse, and
Councilmember Perkins

Nays: None

Councilmember Fithian moved to adopt the Fiscal year 2025 Mamie Davis Fund Budget beginning July 1, 2024, as presented in the amount of \$0 in expenses and \$256 in revenue and appropriate the funds for the expenses shown in the budget. Vice Mayor Loges seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Fithian, Councilmember Daubresse, and
Councilmember Perkins

Nays: None

Councilmember Daubresse moved to adopt the Fiscal year 2025 E-Summons Fund Budget beginning July 1, 2024, as presented in the amount of \$7,200 in expenses and \$15,200 in revenue and appropriate the funds for the expenses shown in the budget. Councilmember Perkins seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Fithian, Councilmember Daubresse, and

Councilmember Perkins

Nays: None

Vice Mayor Loges moved to adopt the Fiscal year 2025 Capital Improvement Plan beginning July, 1, 2024, as presented in the amount of \$1,374,031 in expenses and \$1,374,031 in revenue and appropriate the funds for the expenses shown in the budget. Councilmember Daubresse seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Fithian, Councilmember Daubresse, and Councilmember Perkins

Nays: None

Mr. Linn noted that the Council had directed staff at a previous Council Meeting to look into modifications to the kayak launch that would eliminate the need for everyone to use the switchback ramp and the floating roll off ramps to enter the water. Mayor Porta had noted that these are problematic for long kayaks and paddleboards and that he had received emails from users hoping an adjustment could be made. Staff spoke with the Town Engineer and contacted the manufacturer of the current ramp and received a response that an additional floating dock attachment can be added for \$4,500.

Mayor Porta replied that he is concerned that the proposed solution still does not address the need to use the ADA switchback ramp and noted that the raised metal edge on the existing floating platform would make accessing an additional floating platform difficult. His preferred solution would be to open the end of the switchback to allow a metal ramp down to a platform there. Staff expressed concern that this would require more pilings, while Mayor Porta hoped it could be attached to the existing pilings. He agreed to meet with staff on site to discuss the issue further.

Mayor Porta noted that Chief Linn had informed him of an incident in which a town resident had called 911 to report suspicious activity by a young man in the Occoquan Pointe/Barrington Pointe area. The young man turned out to be distributing campaign literature at doors for Cameron Hamilton, a candidate for Congress in the 7th Congressional District. The town resident allegedly asserted that the HOA was private property and that there was no trespassing or solicitation. Upon responding, town police noted that the distribution of campaign literature was protected first amendment activity to which such restrictions did not apply. They advised the young man that he could continue, but he chose to leave. Mayor Porta telephoned Cameron Hamilton to explain, apologize if his canvasser felt unwelcome, and reassure him that such activity was permitted in the town. Mayor Porta reported that Mr. Hamilton was gracious in his response, expressing his understanding regarding the incident and his appreciation for the call.

Mayor Porta added that he is writing a formal letter in both his personal capacity and his capacity as Mayor to the Town Police Department thanking them for providing water patrol during a stand-up paddle board competition on the river after the Coast Guard Auxiliary unit cancelled due to the weather.

Mayor Porta also noted that he spoke with the Town Manager on cancelling the June 4th Town Council meeting due to the work going into RiverFest Weekend the week that the agenda would have to go out. **Councilmember Fithian moved to cancel the June 4th Council Meeting. Vice Mayor Loges seconded. Motion passed unanimously by voice vote.**

Mayor Porta recognized Lisa Terry from Occoquan to speak on a matter of concern. Ms. Terry advised that there is an issue occurring on Hall Street just outside the town boundary. She advised that a homeowner has begun constructing a roadway to connect Hall Street to Mt. High Street. The concern is the potential effects from water now running off into the Town.

Mayor Porta noted that the he and Chief Linn have been dealing with this issue for a few weeks and in

response to concerns expressed by residents both within and outside of the town, have been in contact with the county and Supervisor Boddye's office. The latter has been working on the issue for some time and the county has put a stop to the unpermitted activity. Mayor Porta noted that as far as he is aware, the county has no plans to build a connection between Hall Street and Mt. High Street (a connection that the town and county have historically opposed) and that any such connection being built by a private property owner is unauthorized. He has advised property owners who have contacted him to be vigilant in reporting any additional unauthorized activity and has indicated that he is sending a letter to Supervisor Boddye, Chair Jefferson, and County Executive Shorter, thanking them for monitoring the activity and reiterating for the record the town's opposition to a connection of the two streets due to traffic and drainage issues.

Vice Mayor Loges indicated that she had researched the issue of restricting sales of certain products in town and requested that the Town Council address the matter at an upcoming meeting for public health reasons.

Mayor Porta directed staff to discuss the matter with the Town Attorney.

5. ADJOURNMENT

The meeting was adjourned at 7:40 p.m.

Philip Auville, Town Clerk



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

4. Consent Agenda	Meeting Date: June 18, 2024
4B: Request to Execute Contract with Aves Construction Corporation for DEQ ARPA Funded Union and Commerce Streets Occoquan River Stormwater Pipe Remediation	

Attachments:

- a. RFP 2024-01
- b. Aves Proposal
- c. Draft Contract

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

On April 1, 2024, the Town issued RFP No. 2024-01 seeking proposals from qualified contractors to provide stormwater pipe removal and replacement services for the Town. Multiple vendors received the solicitation and asked questions, and one submitted a proposal.

After a review of the proposal received, staff prepared a contract and is recommending that the Town Council award the stormwater remediation contract to Aves Construction Corporation. The FY 2024 contract base cost is \$75,175.

Payment for services will be covered by the Department of Environmental Quality's 2022 ARPA Appropriation Program that awarded \$325,000 to the Town for outfall sediment removal projects and stormwater dredging activities. Approximately \$83,000 is remaining from the awarded funding. Currently, the Town has budgeted \$98,183 in the FY 2024 CIP for stormwater safety projects.

Background

The Town was awarded, through the Virginia Department of Environmental Quality (DEQ), \$325,000 in ARPA funding for wastewater and stormwater remediation as a result of a funding request made by Mayor Porta in November 2021. Town staff submitted an initial program application on September 28, 2022, for part of the funding for stormwater remediation through sediment removal from the Occoquan River in the areas of 101 Poplar Lane and Mill Street, Gaslight Landing (locations where stormwater has created significant sediment buildup). On November 4, 2022, Town staff submitted a revised application based on DEQ comments and recommendation to include other related stormwater projects for the full \$325,000. The first component, dredging, was completed as of February 24, 2023.

After multiple rounds of information submissions, on January 30, 2024, DEQ provided the grant agreement to staff for components 1 and 2. On February 6th, 2024, Town

Council accepted the grant. On April 19th, 2024, the Town was reimbursed for the first component.

On April 1, 2024, through April 16, 2024, Town staff posted an RFP on the Town website and the eVA website. The Town received one proposal in response.

Staff has submitted the appropriate land use and traffic control permits to VDOT.

Staff Recommendation: Recommend authorization to enter and execute the attached contract and recommend appropriation and approval of a not-to-exceed amount of \$80,000 to have degraded stormwater pipes at the intersection of Union and Commerce Streets removed and replaced, contingent upon reimbursement with DEQ ARPA grant funds.

Cost and Financing: Not-to-Exceed amount of \$80,000
Account Number: CIP Stormwater Management

Proposed/Suggested Motion:

"I move to authorize the Town Manager to execute the attached contract with Aves Construction Corporation and appropriate and approve an amount not-to-exceed \$80,000 to have stormwater remediation at the intersection of Union and Commerce Streets and authorize the Town Treasurer to submit the actual cost incurred for reimbursement from DEQ ARPA grant funds."

OR

Other action Council deems appropriate.



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TOWN COUNCIL
Earnest W. Porta, Jr., Mayor
Jenn Loges, Vice Mayor
Theo Daubresse
Cindy Fithian
Nancy Freeborne-Brinton
Eliot Perkins

TOWN MANAGER
Adam C. Linn, J.D.

REQUEST FOR QUOTATION

ISSUE DATE: **Monday, April 1, 2024**
INQUIRES: **Monday, April 8, 2024, at 4:00 p.m.**
DUE DATE: **Tuesday, April 16, 2024, at 4:00 p.m.**
RFQ NO.: RFQ2024-01
TITLE: Union and Commerce Streets Occoquan River Stormwater Pipe Remediation

The Town of Occoquan, referenced hereafter as the Town, is accepting Quotations from qualified contractors to provide stormwater pipe removal and replacement services for the Town. The proposer shall provide the services based on the specifics in the following document.

Responses are due to the Town of Occoquan electronically to TownManager@occoquanva.gov, by 4:00 p.m. on Tuesday, April 16, 2024. Quotations will not be accepted by any other means. Responses must include "RFQ2024-01 - Union and Commerce Streets Occoquan River Stormwater Pipe Remediation" in the subject line.

All inquiries for information regarding Quotation submission requirements, procurement procedures, or site visits shall be directed to: TownManager@occoquanva.gov.

The Town of Occoquan does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against any Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by law relating to discrimination in employment.

In compliance with this Request for Quotation and all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed Quotation or as mutually agreed upon by subsequent negotiation.

Name and Address of Firm:

Signature:

Print/Type

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I. **GENERAL INFORMATION**

The Town of Occoquan is a small riverfront town located in Prince William County and is seeking quotation from a qualified Contractor to furnish all labor, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items necessary to provide stormwater remediation services to the Town. These services will include but are not limited to those found in Section II entitled "Scope of Work."

Town Background: A five-member Town Council and Mayor govern the Town of Occoquan. The Town is administered by a Town Manager who reports to the Town Council. The Town Manager directs and oversees all activities of the Town. The Town of Occoquan has a population of approximately 1,100 residents and 80 businesses. In addition, the Town has a downtown historic district that is home to a business district and includes both residential and commercial activities along the Occoquan River.

The Town of Occoquan experiences periodic flooding, particularly in the spring and fall, from two primary sources. First among these is the Occoquan River. Flooding associated with spring thaws and rains to the west, and fall hurricanes or tropical storms that create a tidal bore, are fairly common, occurring roughly every other year. Intensity varies significantly, but damage is typically limited to riverfront property and the water rarely reaches the level of Mill Street. Although of understandable concern to riverfront property owners (some of whom have built seawalls), the potential for river-based flooding is fairly predictable, and the combination of weather forecasts and assessments of potential river levels from Fairfax Water (who operates the Occoquan High Dam approximately one mile to the west of the Town) typically provides sufficient advance notice for precautions to be taken. Additionally, most riverfront property owners appear to recognize that periodically high river levels and accompanying flooding are acceptable risks associated with choosing to live on a riverbank.

The second primary source of flooding in Occoquan is flash-flooding from two major streams that flow through Town to the Occoquan River – Ballywhack Creek and Boundary Branch. This flooding is much less predictable, affects inland properties in Town, endangers traffic on major streets in Town, and over time has damaged and weakened the Town’s aging stormwater infrastructure. Each of these tributaries originates outside of Town, thus drawing from watersheds well beyond Town boundaries, and is significantly affected by development and stormwater practices beyond the Town’s control. Sitting at the bottom of hillsides along the banks of the Occoquan River, the Town of Occoquan and its stormwater management system is a recipient of runoff, some uncontrolled, from developments and roadways outside of Occoquan.

The stormwater infrastructure crossing Union Street along Commerce Street is deteriorating. Specifically, the two pipes that traverse Union Street along Commerce Street need to be replaced.

The Town of Occoquan has received ARPA grant funding administered by DEQ to complete the removal and replacement of the two stormwater pipes.

II. SCOPE OF WORK

The Town of Occoquan is seeking a qualified contractor to provide the necessary equipment, materials, and skilled manpower to replace two stormwater pipes in the designated areas and work in accordance with the plans and specifications provided by the Town. All work shall be completed within 30 days from the agreed upon start time. The Term may be extended with the written consent of the Parties (Town of Occoquan and the contractor).

Approximate pipe locations/designated work area:



The Contractor is responsible for mobilization, stormwater pipe removal and replacement, and demobilization as follows:

- (1) MOBILIZATION:
 - a. Obtain appropriate permits.
 - b. Prepare and set up traffic control.
 - c. Deliver equipment and materials to remove asphalt and stormwater pipes.
 - d. Pre-Camera existing storm pipes.

- (2) STORMWATER PIPE REMOVAL AND REPLACEMENT:
 - a. The Contractor will set up and provide traffic control.
 - b. The Contractor will saw cut and demo existing street asphalt 4' wide at pipe locations.
 - c. The Contractor will demo, concrete curb, curb wall, and brick pavers, as needed, at pipe locations.
 - d. The Contractor will excavate 3' to 4' wide trench and replace 4 separate CMP pipe runs with steel casing or other approved pipe (approximately 140' total in length).
 - e. Removal of spoils and excess materials.
 - f. Tie in new pipe to existing stormwater system.
 - g. Backfill trench with 21A and compact.
 - h. Base Asphalt patch trench 4' wide for length of pipe 4" depth.
 - i. Final pave trench 6' wide by 2' depth (1' mill around edges of trench for smooth tie in).
 - j. Restripe roadway markings.
 - k. Replace concrete curb and curb wall to match pre-existing.
 - l. Replace brick pavers (match with Occoquan brick pavers to match existing brick pavers)

- (3) DEMOBILIZATION:
 - a. Remove and dispose of excess materials.
 - b. Remove equipment.
 - c. Final Inspection of work site areas.

DELIVERABLES

The Town of Occoquan requests the following list of deliverables, based off the Scope of Work, from the Contractor:

Deliverable	Due
Kick-Off Meeting: The Contractor shall meet with the Town to discuss the project and provide a proposed work schedule.	Within 10 business days after award of contract
Commonwealth of Virginia Department of Transportation: The Contractor will obtain any necessary permits no less than one week prior to start of construction.	Obtain any necessary permits not less than 7 days before work starts.
Weekly Reporting: The Contractor shall prepare and submit weekly reports that detail work progress, issues encountered, and overall status of timeline.	Every Monday upon commencement of work.
Monthly Reporting: In the case that the project extends between months, the Contractor shall prepare and submit a monthly report on work progress, issues encountered, status of work timeline, and any other item agreed to between the parties.	By the 5 th of each month of the contract.

III. GENERAL INFORMATION

- (1) **Contracting Officer's Representative (COR).** The Town Manager will serve as the Primary COR.
 - a. Contractor Interface Requirements. The Contractor can expect to interface with the following Town of Occoquan stakeholders:
 - i. Town of Occoquan Mayor
 - ii. Town of Occoquan Manager
 - iii. Town of Occoquan Engineer
 - iv. Town of Occoquan Attorney
- (2) **Quality Control.** The Contractor shall develop and maintain an effective Quality Control Program to ensure services are performed in accordance with this RFQ. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services.
- (3) **Quality Assurance.** The Town will evaluate the contractor's performance under the terms of the contract.
- (4) **Recognized Holidays/Closings:** The Contractor shall observe all state and federally recognized holidays and when the Town is closed due to local events, festivals or national emergencies, administrative closings, or similar Town directed facility closings. Under normal circumstances, the contractor will not be required to perform services on government holidays or declared government closures. Contractors shall be recalled to assist in resolving issues or provide support as required to ensure mission success. The Contractor's work schedule shall be adjusted to meet these requirements.
- (5) **Hours of Operation/Place of Performance.** The core hours of operation are 0800 to 1700 Monday through Friday except Federal holidays or when the Town is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. The contractor is responsible for conducting work during the core hours of operation. The contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this RFQ when the Town is not closed for the above reasons.
- (6) **Place of Performance.** The primary place of performance will be the intersection of Union Street and Commerce Street, within the Town of Occoquan. The Contractor may be required to be insured and/or post a bond.
- (7) **Reporting Requirements.** The Contractor shall comply with all Federal, State and local laws related to environmental issues (see Section IV.(4)).
- (8) **Post Award Conference/Periodic Progress Meetings.** The contractor shall attend any Post award conferences convened by the contracting activity in accordance with Federal Acquisition Regulations. An initial post award conference/kick-off meeting will be held by the Town within 10 workdays of contract award. The Contracting Officer, Contracting Officer's Representative (COR), and other State, County or Town personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings the COR will inform the contractor of how the Town of Occoquan views the contractor's performance and the contractor shall apprise the Town representatives of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the Town of Occoquan.
- (9) **Environmental Considerations.** The contractor will comply with all Federal, State, and local laws related to this project. The contractor will be especially cognizant of all laws related to the protection of birds (the Town of Occoquan is designated a bird sanctuary) and migratory patterns and hatcheries of fish and other waterfowl. Scheduling of this project must not interfere with bird, fish, and waterfowl indigenous to the area.
 - a. **Department of Environmental Quality (DEQ).** DEQ, an agency in the executive branch of

government, reports to the Governor as an agency in the Natural Resources Secretariat. DEQ's duties and responsibilities include implementing Virginia's environmental laws and administering regulations adopted under the legal authorities of DEQ, the State Air Pollution Control Board, the State Water Control Board and the Virginia Waste Management Board.

- b. **Permits.** Except for the permits secured by the Town, the contractor shall be responsible for obtaining any and all permits required to complete the scope of work.
- c. **Laws.** Virginia's environmental laws are available on the General Assembly's Legislative Information System under its Virginia State Law Portal.
- d. **Regulations.** DEQ develops regulations for approval by Virginia's citizen boards that cover a wide variety of air, water and land protection issues. Regulations are intended to set forth the details to implement the Commonwealth's environmental laws. The adoption, change or repeal of any regulation is conducted in accordance with the Virginia Administrative Process Act and with the agency's public participation guidelines. Notices are posted on the Virginia Regulatory Town Hall and all regulatory actions are published in the Virginia Register of Regulations.

(10) Grant Flow Down Provisions. The funds to support the scope of work includes federal funds and the contractor shall be bound to the following flow down provisions of the Federal Acquisition Regulations:

- a. For contracts in excess of \$100,000, employment involving mechanics and laborers must comply with certain provisions of the Contract Work Hours and Safety Standards Act, 40 U.S.C. 3702 and 3704, as supplemented by the Department of Labor regulations (29 CFR Part 5).
- b. Compliance with Davis-Bacon Act provisions may be required for projects over \$10,000,000.
- c. Civil Rights Compliance- the contractor shall not deny benefits or services, or otherwise discriminate on the basis of race, color, national origin (including limited English proficiency), disability, age, or sex (including sexual orientation and gender identity), in accordance with the following authorities: Title VI of the Civil Rights Act of 1964 (Title VI) Public Law 88-352, 42 U.S.C. 2000d-1 et seq., and the Department's implementing regulations, 31 CFR part 22; Section 504 of the Rehabilitation Act of 1973 (Section 504), Public Law 93-112, as amended by Public Law 93-516, 29 U.S.C. 794; Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. 1681 et seq., and the Treasury Department's implementing regulations, 31 CFR part 28; Age Discrimination Act of 1975, Public Law 94-135, 42 U.S.C. 6101 et seq., and the Treasury Department's implementing regulations at 31 CFR part 23.

IV. **CONTRACT AWARD CRITERIA**

Evaluation of the Contractor's quotation by the Town will include consideration of:

- The Contractor's ability to meet the requirements and needs of the Town.
- The Contractor's experience and the experience of its personnel.
- Demonstrated capabilities of the Contractor to provide similar services.
- Price to complete the project.
- Terms and conditions of Contract and risks and liabilities to be borne by the Town.

The Town anticipates awarding a single Contract from this solicitation to the responsible contractor whose Quotation to the solicitation is most advantageous and "best value" to the Town, which may not necessarily be the Quotation offering the lowest price nor receiving the highest technical score.

V. SUBMISSION GUIDELINES

1. **Submittal Instructions:** A Quotation, including a signed RFQ cover sheet, shall be sent and received by the Town of Occoquan electronically at the email address shown on the cover page of this solicitation. Responses must be received no later than the date and time listed on the cover page of this solicitation. Quotations or other responses in any other form shall not be accepted.

Contractors should provide the following as a proper quote in response to this solicitation:

- a. The return of the Request for Quotation cover sheet signed and filled out as required by a representative of the Contractor authorized to bind the firm into a contract.
 - b. All addenda acknowledgements, if any, signed and filled out as required. Any addenda to this solicitation can be easily accessed on the Town of Occoquan website - www.occoquanva.gov. Contractors are responsible for checking the website frequently. Failure to acknowledge all addenda may result in the rejection of your submission.
 - c. Complete quotation pricing for completion of all services to be provided, including any additional or one-time charges.
 - d. Evidence of ability to comply with insurance requirements outlined in Section VI of this RFQ.
 - e. Include any additional information the Contractor believes to be essential to a thorough evaluation of its Quotation.
 - f. Include a minimum of two (2) references where similar work was performed. Include the dates when work was provided, the name, address, and name and telephone number of the contract administrator. The Town shall have the option of checking discovered references in addition to references provided by the Contractor. The Town must be able to contact references without notification to the Contractor.
2. **Procurement Schedule:** The following timetable outlines the Town's timeline for awarding a contract for its information technology support services:
 - Quotation Application Available: April 1, 2024
 - Request for Clarification/Questions due: April 8, 2024 at 4 p.m.
 - Optional on-site visits
 - Submission Deadline: April 16, 2024, at 4:00 p.m.
 - Quotation Evaluations, Reference Checks, and Selection April 2024
 - Contract Award April/May 2024
 3. **Request for Clarification/Questions:** Request for clarifications, questions, or comments concerning the specifications, contained herein must be received by the Town by 4 p.m. on April 8, 2024. Any interpretation deemed to be material in nature or that alters the scope of the goods or services being requested will be expressed in the form of a written addendum. Such addendum will be posted to all prospective offerors no later than three (3) days prior to the due date. Verbal communications will not be binding.
 4. **On-Site Visit:** The on-site visit is optional for bidders. If a bidder would like to have an on-site visit to review the two locations of the stormwater pipes, bidder should email TownManager@occoquanva.gov to set up a time.
 5. **Late Submissions:** Submissions received after the submission deadline shall not be considered.
 6. **Acceptance or Rejection of Quotations:** The Town reserves the right to accept or reject any or all Quotations in whole or in part and to waive minor informalities in the process of awarding this contract.
 7. **Competition Intended:** It is the Town's intent that the Request for Quotation permit competition. It shall be the offerors responsibility to advise the Town Manager in writing of any language, requirements, specifications, etc. or any combinations thereof, inadvertently restricts or limits the requirements stated in this RFQ to a single source.

8. **Costs Incurred in Responding:** This solicitation does not commit the Town to pay any costs incurred in the preparation and submission of quotations or in making necessary studies or designs for the preparation thereof, nor to procure or contract for services.
9. **Disposition of Quotations:** All materials submitted in response to this RFQ will become the property of the Town. One (1) copy of each submission shall be retained for official files and will become a public record. These records will be available for public inspection after award of contract. It is understood that the submission will become a part of the official file on this matter without obligation on the part of the Town except as to the disclosure restrictions contained in Section 9. "Disclosure: Trade Secrets and Proprietary Information".
10. **Disclosure-Trade Secrets and Proprietary Information:** In compliance with the Virginia Public Procurement Act (the "VPPA"), all submissions will be available for public inspection. Trade secrets and proprietary information submitted by a Contractor in connection with a procurement shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the specific area or scope of data or other materials to be protected and state the reasons why protection is necessary. An all-inclusive statement that the entire submission is proprietary is unacceptable. A statement indicating that costs are to be protected is unacceptable.

VI. GENERAL CONTRACT TERMS AND CONDITIONS

1. **Contract Term:** The term of the contract shall begin upon the quotation acceptance by the Town.
2. **Laws and Regulations:** The Offerors attention is directed to the fact that all applicable Commonwealth of Virginia laws, municipal ordinances and the rules and regulations of all authorities having jurisdiction over the contract shall apply to the contract throughout, and they will be considered to be included in the contract the same as though herein written out it full.
3. **License Requirement:** Contractors submitting price quotations must be fully licensed to do business in Virginia.
4. **Federal Flow Down Provisions:**The funds for this solicitation come from federal funds and the contractor shall be bound to the flow down provisions listed in Section IV.(10) above.
5. **Subcontract:** The Contractor shall not subcontract any portion of the work to be done hereto except upon the prior written consent of the Town of Occoquan. Any approved subcontract shall not release the Contractor from its primary liability to perform all aspects of the contract.
6. **Non-Assignment of Contract:** The Contractor shall not assign the contract, or any portion thereof, without the advanced written permission of the Town Manager, such permission not to be unreasonably withheld.
7. **Contract Award:** The resulting contract will be issued to the bidder providing the best value to the Town.
8. **Insurance Requirement:** Any vendor or contractor engaged to perform work on Town property shall not start work until they have obtained and provided at a minimum, proof of the insurance required below. Additionally, the contractor shall not allow any subcontractor to commence work until all similar insurance required of the subcontractor has been obtained.

These certificates must be forwarded to the Town before the contract is signed.

Insurance Requirements:

Workers Compensation: Statutory Workers' Compensation and Employers' Liability insurance under the Commonwealth of Virginia statutory requirements.

Bodily Injury: \$2,000,000 each person
 \$2,000,000 each occurrence

Property Damage:
 Automobile: \$2,000,000 each accident
 General Liability: \$2,000,000 each accident
 \$2,000,000 each occurrence

*Notice of cancellation must be on insurance certificate- No change, cancellation, or non-renewal shall be made in any insurance coverage without a thirty-day written notice to the Town Manager. 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 certificate will result in suspension of all work and payments until the new certificate is furnished.

*The Town must be named as an additional insured. This proof must be in the form of a copy of the endorsement to your policy.

11. **Claims:** The contractor shall be responsible for resolutions of any and all damage claims resulting from operations provided. Claims made to the Town as a result of operators provided under this contract will be referred to the contractor for handling. Failure to properly respond to and resolve claims constitutes unsatisfactory performance and may result in cancellation of the contract.

RFQ2024-01 - Addendum 1 Responses to Questions

Item	Question and Answers
1.1	<p>Question: Could you kindly confirm whether this opportunity requires any bonds for participation? For your reference, we have attached one screenshot highlighting specific details</p> <p><i>Answer: The Town will consider the bonding requirements, if any, based on the successful bidder's qualifications and experience and the total price of the project.</i></p>
1.2	<p>Question: What is the size of the pipes to be replaced?</p> <p><i>Answer: The total approximate length of the stormwater pipe on the south side of Commerce Street is 40 ft and includes a run of 16" CMP across the roadway which reduces into 15" CMP. See below map.</i></p> <p><i>The total approximate length of the stormwater pipe on the north side of Commerce Street is 100 ft of 12"</i></p>
1.3	<p>Question: Would the Town consider alternative remediation of the stormwater pipes?</p> <p><i>Answer: The Town would consider alternative stormwater pipe remediation if the remediation utilizes an acceptable material in VDOT right of way.</i></p>



4600 Powder Mill Rd., Suite 450-i
 Beltsville, MD 20705
 Phone: (240) 543-9014
 E-mail: anish@avesconstruction.com

Friday, April 5, 2024

Town Manager
 Town of Occoquan
 314 Mill Street
 P.O. Box 195
 Occoquan, VA 22125

RFQ NO.: RFQ2024-01

Title: Union and Commerce Streets Occoquan River Stormwater Pipe Remediation

Subject: Proposal

Dear Town Manager,

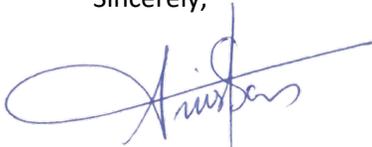
Aves Construction is pleased to present you with our proposal for the scope of work outlined on the bid. This scope includes labor, equipment, and materials needed to complete the work.

SI No	Description	Qty	Unit	Unit Price	Total Price
1	Mobilization	1	LS	\$ 5,400.00	\$ 5,400.00
2	Furnish & Install 15 to 18" ADS Storm Drain Pipe	90	FT	\$ 450.00	\$ 40,500.00
3	Tie in pipe to existing Storm Drain structures	4	EA	\$ 2,000.00	\$ 8,000.00
4	Remove and dispose existing storm drain pipe	90	FT	\$ 60.00	\$ 5,400.00
5	Reset Brick pavers	1	LS	\$ 3,800.00	\$ 3,800.00
6	Asphalt Trench paving (Max 10 Inches deep)	55	SY	\$ 105.00	\$ 5,775.00
7	Traffic Line striping	1	LS	\$ 6,300.00	\$ 6,300.00
Total					\$ 75,175.00

2

We thank you for the opportunity. Please feel free to contact me with any questions or concerns at anish@avesconstruction.com or by phone at (240) 543-9014.

Sincerely,

A handwritten signature in blue ink, appearing to read "Anish Senar", with a large, stylized flourish extending to the left.

Anish Senar
Aves Construction Corporation

**TOWN OF OCCOQUAN
STANDARD CONTRACT FOR GOODS OR SERVICES**

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 AVES CONSTRUCTION CORPORATION (hereinafter “Contractor”), for Goods or 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) Licenses and Permits: Contractor shall obtain all required licenses and permits.
- 2) 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, unless it is made available by rider for other governmental entities to use. Making the Contract available to them by rider is the sole extent of the intended third-party benefit.
- 4) If this Contract is made available by rider for other governmental entities to use, any contracts formed between the Contractor and such other governmental entities shall be solely between those parties. The Town shall not be a party to any of these Contracts.

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) Scope of Work

The Contractor shall furnish all necessary personnel, labor, facilities, equipment, materials and supplies necessary to ensure completion of the work and services set forth in Exhibit A, Entitled RFQ2024-01, Union and Commerce Streets Occoquan River Stormwater Pipe Remediation.

E) Incorporation of Documents

The Contract consists of the following documents, which are hereby incorporated by reference and fully made a part of the Contract. This Contract and the incorporated documents describe the subject of the procurement, the particulars of its performance, the process and time for payment, and the rights and remedies of the parties (collectively, “the terms”). In case of any conflict between those documents’ terms, the documents shall be given precedence in the following order, from highest to lowest:

- 1) This Contract,
- 2) Exhibit A – RFQ2024-01, Occoquan River Stormwater Sediment Removal, and
- 3) Exhibit B – Proposal from AVES CONSTRUCTION CORPORATION, dated April 5, 2024

F) Type of Contract

This contract is a Firm Fixed Price as set forth in Exhibit B.

G) Effective Date

The Effective Date of this Contract shall be May 21, 2024, which shall only be effectual once (1) the Contractor’s Representative signs the Contract, (2) the Town Manager signs the Contract, and (3) 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 and delivery of all Goods 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 and all Goods, insurance, and Construction it delivers to the Town will be of good quality and meet the specifications of this Contract and of all Literature supplied by the Contractor as part of the selection process which led to the award of this Contract. "Literature" as used in this provision means any and all brochures, fliers, catalogs, Proposals, web sites, email, or other information, in whatever written form, relating to the quality, utility, economic advantages, or composition of the Goods or Services. This warranty is in addition to and does not substitute for the Contractor's warranties of title, against infringement, of merchantability, and of fitness for particular purpose under Virginia Code §§ 8.2-312, 8.2-314, and 8.2-315, which the parties expressly agree apply to this Contract.

E) Invoices

- 1) Contractor will submit all its invoices for payment in the fiscal year in which the Goods, Services, insurance, or Construction were provided or within thirty days thereafter. Late invoices are subject to rejection if no appropriated funds are available for their payment.
- 2) The invoice must be in the name of the Contractor unless an assignment has been received and approved by the Town.
- 3) Tasks shall be billed to the Town upon completion. The Town will not be responsible for any cost or expenses of operation of any kind associated with Contractor's provision of services pursuant to this Contract, except as set out herein. Contractor shall be entitled to no fees, bonuses, contingent payments, or any other amount in connection with the services to be rendered hereunder except as set out herein. The Town shall have no obligation to reimburse, pay directly or otherwise satisfy any taxes

or other expenses of the Contractor in connection with the performance of its obligations under this Contract except as stated herein. If Contractor is deemed not to be an independent Contractor by any local, state, or federal governmental agency, Contractor agrees to indemnify and hold harmless the Town for any and all fees, costs, and expenses, including, but not limited to, attorneys fees incurred thereby.

F) Payment

- 1) In return for the goods, services, construction and/or insurance that are the subject of this Contract, and subject to paragraph III) D) of this Contract relating to “Non-appropriation of Funds,” the Town shall compensate the Contractor within thirty (30) days after receipt of proper invoice for the amount of payment due or thirty (30) days after receipt of the goods or services, whichever is later.
- 2) Within seven days after receipt of amounts paid to the Contractor by the Town for satisfactorily completed performance, the prime contractor agrees to:
 - a) Pay the subcontractor for the proportionate share of the total payment received from the Town attributable to the work performed by the subcontractor under that contract; or
 - b) Notify the Town and subcontractor, in writing, of his intention to withhold all or a part of the subcontractor’s payment with the reason for nonpayment.

If the Contractor after having received payment from the Town fails to pay each subcontractor its proportionate share of the total payment, the Contractor shall be obligated to pay interest to each subcontractor on all amounts that remain unpaid after the seven days following receipt by the Contractor of payment from the Town except for amounts properly withheld as allowed under Section 3)b).

- 3) Unless otherwise provided under the terms of this Contract or by statute, interest shall accrue at a rate of one percent per month against the Contractor on any unpaid amounts owed to each subcontractor.
- 4) The Contractor shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.
- 5) A Contractor that is an individual must provide his or her social security number and a Contractor that is any form of business entity must provide its federal employer identification number to the Contract Administrator before payment can be made.

III) TERM AND TERMINATION

A) Base Term and Extensions

- 1) The base term for this Contract shall be through **September 1, 2024**.
- 2) The Town may extend the term of this contract for services to allow completion

of work undertaken but not completed under its original term.

B) Termination for Default

- 1) Either party may terminate this Contract, without further obligation, upon the default of the other party.
- 2) 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) A written 10-day business 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-business 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 sixty (60) 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) Termination for Non-Appropriation

- 1) If funds are not appropriated for purposes of this Contract for any succeeding fiscal year subsequent to the one in which this Contract is entered into, then the Town may terminate this Contract upon thirty (30) days written notice to the Contractor. The notice shall set forth the grounds for termination and its effective date.
- 2) If the Town terminates for non-appropriation, the Town shall be liable only for payments due through the effective date of termination.
- 3) Until the effective date of the termination, the Contractor shall continue to perform its duties under the Contract and is not excused from performance related to any portion of the Contract.

E) Claims Upon Termination

- 1) Upon receipt of a Notice of Termination, the Contractor shall:
 - a) Cease any further deliveries or work due under this Contract, on the date, and to the extent, which may be specified in the Notice of Termination;
 - b) Place no further orders with any subcontractors except as may be necessary to perform any portion of the Contract not subject to the Notice of Termination (i.e. in the case of partial termination);
 - c) Terminate all subcontractors except to the extent necessary to complete work which was not subject to the Notice of termination (i.e., in the case of partial termination);
 - d) Settle on reasonable terms all outstanding liabilities and claims which may arise out of such termination, with the ratification of the Contract Administrator; and
 - e) Use its best efforts to mitigate any damages which may be sustained by the Contractor or any of its subcontractors as a consequence of termination under this clause.

- 2) After complying with the foregoing provisions, the Contractor shall submit a termination claim within thirty days unless an extension is granted by the Contract Administrator. This termination claim shall document all amounts due under this provision.
 - a) Upon receipt of the Contractor's termination claim, the Contract Administrator, with the approval of the Town Manager, shall pay the reasonable costs of termination, including a reasonable amount for profit on services delivered or completed. In no event shall this amount be greater than the original contract price, reduced by any payments made prior to Notice of Termination, and further reduced by the price of the goods or services not delivered, or those goods or services not provided. The calculation of the amount to be paid the Contractor shall be documented and made a part of the Contract file.
 - b) If the parties cannot agree on the whole amount to be paid to the Contractor by reason of termination under this clause, the Contract Administrator shall pay the Contractor the amounts determined as follows, without duplicating any amount which may have already been paid under the preceding paragraph of this clause:
 - i) With respect to all Contract performance prior to the effective date of Notice of Termination, the total of:
 - Cost of the goods delivered or work performed; and
 - The reasonable cost of settling and paying any claims as provided above; and

- A sum as profit on work performed determined by the Town's Treasurer to be fair and reasonable.
- ii) The total sum to be paid shall not exceed the Contract price, as reduced by the amount of payments otherwise made, and as further reduced by the Contract price of goods or services not terminated.
 - c) If the Contractor is not satisfied with any payments which the Contract Administrator determines to be due under this provision, the Contractor may make a claim in accordance with paragraph V)C)1), Submission of Disputes.
- 3) The Contractor shall include similar provisions for termination in any subcontractors and shall require subcontractors to make reasonable efforts to mitigate damages if the Contract is terminated. Failure to include such provisions shall bar the Contractor from any recovery from the Town whatsoever for loss or damage sustained by a subcontractor as a consequence of termination.

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. This Contract is also governed by the applicable Town Ordinances.

B) Hold Harmless

- 1) 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 Owner and expenses of every nature and description, including attorney's fees, arising out of, connected or associated with or resulting from the lack of performance or the negligent performance of work as described in this Contract, Contract Documents or any agreement that results from 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 the negligent performance of work as described in any agreement that results from this Contract.

- 2) 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.
- 3) 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.

C) 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

D) Venue

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

E) 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 the date of final payment without any tolling of this statutory limitations period for any reason whatsoever.

F) 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 or Town Ordinance have the same meanings in this Contract as are given in that law or ordinance. 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 Adam Linn 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 Anish Senan but the Contractor may designate a new Contractor's Representative by notice to the Town.
- 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) "Proposal" means the Union and Commerce Streets Occoquan River Stormwater Pipe Remediation details provided to the Town on April 5, 2024 by Contractor.
- 7) "Town" means the Town of Occoquan, Virginia, the Town Manager, or the Town Manager's designee assigned responsibility for this Contract.

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) Contractor acknowledges and agrees that adjustments in the Contract Period will be permitted for a delay only to the extent such delay (i) is not caused, or could not have been anticipated, by Contractor; (ii) could not be limited or avoided by the Contractor's timely notice to the Town of the delay or reasonable likelihood that a delay will occur; and (iii) is of a duration not less than one day. Such an adjustment of time shall be Contractor's sole and exclusive remedy for the delays described in this Section.
- 3) The Town shall not be liable to Contractor for any claims, costs, losses, or damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) sustained by Contractor on or in connection with any other project or anticipated project.

Contractor shall not be entitled to an adjustment in Contract Price or Contract Period for delays within the control of Contractor. Delays attributable to and within the control of a subcontractor or supplier shall be deemed to be delays within the control of the Contractor.

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.
- 3) The Contract Administrator, with the concurrence of the Town Manager, shall have the authority to order changes in this Contract, which affect the cost or time of performance. Such changes shall be ordered in writing specifically designated to be a "Change Order."
 - a) Such orders shall be limited to reasonable changes in the supplies, services to be performed or the time of performance; provided that the Contractor shall not be excused from performance under the changed Contract by failure to agree to such changes, and it is the express purpose of this provision to permit unilateral changes in the Contract subject to the conditions and limitations herein.
 - b) Contractor need not perform any work described in any Change Order unless it has received a written certification from the Town that there are funds budgeted and appropriated sufficient to cover the cost of such changes.
 - c) The Contractor shall make a demand for payment for completed changed work within 30 days of completion of Change Order, unless such time period is extended in writing, or unless the Contract Administrator requires submission of a cost proposal prior to the initiation of any changed work or services.
 - d) No claim for changes made by Change Order shall be considered if made after final payment in accordance with the Contract.

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.

E) Assignment of Rights

- 1) Antitrust: By entering into a contract, the Contractor conveys, sells, assigns, and transfers to the Town all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Town under said contract.
- 2) Warranty: By entering into a Contract, the Contractor conveys, sells, assigns and transfers to the Town all warranties related to Goods provided to the Town under this Contract.

IN TESTIMONY WHEREOF, the Town of Occoquan has caused its name to be hereunto subscribed by Adam Linn, its Interim Town Manager, 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, and (if a corporation) has caused its corporate seal to be duly affixed and attested by the person authorized to do so, signifying that it intends to be bound by this Contract.

TOWN OF OCCOQUAN
By:

AVES CONSTRUCTION CORPORATION
By:

Signature

Signature

Adam C. Linn, Town Manager

Anish Senan, Owner

Date

Date



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

4. Consent Agenda	Meeting Date: June 18, 2024
4C: Request to Execute Contract with Motorola Solutions for PremierOne Mobile and RMS for Public Safety	

Attachments: a. Motorola Solutions Proposal

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

On March 22, 2024, the Town received notice that the Public Safety records management system (RMS) vendor was increasing the annual cost by 1400% to \$15,000 effective April 21, 2024, with a 5% escalation each year thereafter. As a result, staff began searching for public safety RMS solutions that would be more cost effective and comply with state requirements. The Town Council budgeted \$27,000 in the FY 2025 CIP for an RMS replacement.

After researching available RMS systems, Prince William County offered to permit the Town to be an Add-On to their PremierOne Mobile and RMS contract with Motorola Solutions. The cost of the system has a one-time set up cost and then an annual subscription. A five-year cost with the set-up cost is expected to be less than two years with the Town's current RMS vendor. In addition, by being part of the Prince William County system, it would permit better interoperability between the Town Police and Prince William County Police and Public Safety Communications.

The FY 2025 cost will be \$26,829. The total 5-year cost for the RMS system will be \$32,916.

Staff Recommendation: Recommend authorization to enter and execute the attached contract and recommend appropriation and approval of an amount not-to-exceed amount of \$27,000 to be paid after July 1, 2024.

Cost and Financing: Not-to-Exceed amount of \$27,000

Account Number: CIP Public Safety RMS

Proposed/Suggested Motion:

"I move to authorize the Town Manager to execute the attached contract with Motorola Solutions and appropriate and approve an amount not-to-exceed \$27,000 from the FY2025 CIP budget for PremierOne Mobile CAD and RMS for Public Safety."

OR

Other action Council deems appropriate.

Proposal

Occoquan, VA Police Department

PremierOne Mobile & RMS Add-On to Prince William County

PRR # 24-000171843

April 24th, 2024

The design, technical, and price information furnished with this proposal is proprietary information of Motorola Solutions, Inc. (Motorola). Such information is submitted with the restriction that it is to be used only for the evaluation of the proposal, and is not to be disclosed publicly or in any manner to anyone other than those required to evaluate the proposal, without the express written permission of Motorola Solutions, Inc.

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Motorola Solutions, Inc.
500 W. Monroe Street; Suite 4400
Chicago, IL 60661

April 24, 2024

Mr. Jason Forman
Occoquan Police Department
124 Commerce St
Occoquan, VA 22125

Re: Proposal 24-000171843 ("Proposal")

Dear Mr. Forman:

Motorola Solutions, Inc. ("Motorola") is pleased to provide the attached Proposal to Occoquan, VA Police Department. Please reviews this proposal to insure it aligns with your expectations.

Motorola's Proposal is valid for 90 days from the date of this letter and is subject to the terms and conditions of the existing Prince William County, VA contract #508391 ("Contract") dated October 10th, 2012. To accept this Proposal, Occoquan Police Department may issue a purchase order referencing proposal #24-000171843, dated April 24th 2024.

Motorola appreciates your consideration of this Proposal and hopes you will find it acceptable. Motorola would be pleased to address any concerns you might have and we look forward to receiving your response. Please feel free to contact me with any questions.

Sincerely,
Motorola Solutions, Inc.

Ryan Goforth

Ryan Goforth

Area Sales Manager Software Enterprise

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Section 1

Statement of Work

1. Introduction

In accordance with the terms and conditions of the Agreement, this Statement of Work (SOW) defines the principal activities and responsibilities of all parties for the addition of PremierOne Mobile and RMS clients for the following agency to the Prince William County PremierOne system.

- Occoquan Police Department

Deviations and changes to this SOW are subject to mutual agreement between Motorola and the customer and will be addressed in accordance with the change provisions of the Agreement. The customer acknowledges that such deviations and changes to this SOW may incur additional costs. Said additional costs will be disclosed and mutually agreed upon between Motorola and Occoquan Police Department pursuant to the change provisions of the Agreement.

Unless specifically stated, Motorola work will be performed remotely. Occoquan confirms that Prince William County is in agreement with the changes necessary to add Occoquan Police Department to the system and will provide Motorola resources with resources to enable Motorola to fulfill its delivery obligations.

Motorola and Occoquan Police Department will work to complete their respective responsibilities in accordance with the mutually agreed upon Project Schedule. Any changes to the Project Schedule will be mutually agreed upon via the change provision of the Agreement.

The number and type of software or subscription licenses, products, or services provided by Motorola or its subcontractors are specifically listed in the Agreement and any reference within this document, as well as subcontractors' SOWs (if applicable), does not imply or convey a software or subscription license or service that is not explicitly listed in the Agreement.

2. Kickoff and Discovery

1. Project Kickoff Meeting

The purpose of the Project Kickoff Meeting is to introduce project participants and review the project's scope. The Project Kickoff event consists of various branched activities, such as the Business Process Review (BPR), which commences following the general kickoff meeting teleconference. The availability of the Customer Core Team and relevant resources to participate in each activity is critical to the project's success.

Motorola Responsibilities

- Schedule and facilitate the Project Kickoff Meeting to clarify roles and responsibilities, establish team-working relationships, and initiate project tasks.

- The Motorola PM, lead Application Specialist, lead Solutions Architect, and any additional resources will attend remotely.
- Present a high-level overview of the project scope.
- Review the delivery schedule and associated requirements.

Occoquan Responsibilities

- Provide a meeting space with remote conferencing capability, enabling remote Motorola project team members to participate.
- Identify and ensure the participation of the Customer Core Team and other key team members in kickoff and project initiation activities.
- Provide input to the delivery schedule.

Motorola Deliverables

- Project Kickoff Meeting Minutes.

Note - The Project Schedule will be maintained by Motorola and updated through mutual collaboration. Schedule updates that impact milestones will be addressed via the change provision of the Agreement.

3. System Provisioning

1. PremierOne Provisioning

The Motorola solution can be provisioned to support the addition of new agencies, various workflows, responses, and recommendations. The customer's selections will determine the elements as part of provisioning activities. PremierOne provisioning enables the selection of configurable parameters that affect system outcomes (e.g. unit names, personnel, status codes, permissions). Using the information captured in the BPR workbook, Motorola Solutions will provision the system to support Prince William County's operational needs and expected operational outcomes.

Motorola will complete the services required for system configuration based on the approved provisioning profiles.

Motorola is responsible for all manual (data entry) or automated migration of all configurations, code tables, and legacy data into the proposed replacement system. Motorola does not extract the data from the legacy RMS system. Motorola enters and/or imports the provisioning data as provided by the Customer and then conducts working sessions with the SMEs to demonstrate functionality and workflows.

Section 12.1.1.1 PremierOne RMS Provisioning Scenario

The Motorola Application Specialist will complete the following provisioning tasks for each agency in the RMS training environment:

- Provision Users (note: all users must also be provisioned in PremierOne CAD by PWC administrator)
- Provision Workflows
- Provision Code Tables
- Provision Numbering
- Provision Security Groups

After checkpoint #3, the agencies will use the RMS training environment to conduct scenario testing using the new configuration. Upon completing the testing, the Motorola AS will assist Princewtransfer the provisioning settings completed in the training environment to the production environment. Security groups and users cannot be electronically transferred from one system to another; these provisioning items must be re-provisioned manually.

***Data Conversion, Creation of RTF or SSRS reports are not included in this effort but can be purchased for an additional price.*

***Once the initial RMS provisioning work has been completed, all future provisioning maintenance items will be the responsibility of Prince William County.*

Motorola Responsibilities

1. Import/enter information from the provisioning input templates.
2. Complete additional provisioning data entry activities in accordance with business processes.
3. Conduct the following three-day remote Check Point sessions:
 - a. Check Point #1 Follow-up Provisioning Review/Discussion.
 - b. Check Point #2 CUSTOMER Provisioning Review/Discussion.
 - c. Check Point #3 Provisioning Finalization Readiness.

Section 2

Proposal Pricing

2.1 Pricing Summary

Proposal Item Description	QTY	Price Year 1
PremierOne Mobile CAD – Concurrent User	4	\$5,084
PremierOne RMS Mobile – Concurrent User	3	\$2,745
RMS Implementation / Installation Services	1	\$19,000
System Grand Total (Year 1):		\$26,829

2.2 Standard Support Annual Pricing Summary

Standard Maintenance Summary	
Year 1	Included Above
Year 2	\$1,412
Year 3	\$1,483
Year 4	\$1,557
Year 5	\$1,635
Total Years 2 - 5	\$6,087
Grand Total	\$32,916



2.3 Payment Milestones

PAYMENT

Except for a payment that is due on the Effective Date, Customer will make payments to Motorola within thirty (30) days after the date of each invoice. Customer will make payments when due in the form of a check, cashier’s check, or wire transfer drawn on a U.S. financial institution. If Customer has purchased additional Professional or Subscription services, payment will be in accordance with the applicable addenda. Payment for the System purchase will be in accordance with the following milestones.

System Purchase	
Payment Milestone	Payment
Execution of Contract	50%
Final Acceptance	50%

Motorola shall make partial shipments of equipment and will request payment upon shipment of such equipment. In addition, Motorola shall invoice for installations completed on a site-by-site basis or when professional services are completed, when applicable. The value of the equipment shipped/services performed will be determined by the value shipped/services performed as a percentage of the total milestone value. Unless otherwise specified, contract discounts are based upon all items proposed and overall system package. Overdue invoices will bear simple interest at the maximum allowable rate by state law.

For Maintenance and Support Plan and Subscription Based Services: Motorola will invoice Customer annually in advance of each year of the plan.

Motorola will invoice Customer annually in advance of each year of the plan. For multi-year service agreements, at the end of the first year of the Agreement and each year thereafter, a CPI percentage change calculation shall be performed using the U.S. Department of Labor, Consumer Price Index, all Items, Unadjusted Urban Areas (CPI-U). Should the annual inflation rate increase greater than 3% during the previous year, Motorola shall have the right to increase all future maintenance prices by the CPI increase amount exceeding 3%. All items, not seasonally adjusted shall be used as the measure of CPI for this price adjustment. Measurement will take place once the annual average for the new year has been posted by the Bureau of Labor Statistics. For purposes of illustration, if in year 5 the CPI reported an increase of 8%, Motorola may increase the Year 6 price by 5% (8%-3% base).

Section 3

Terms and Conditions

Motorola’s Proposal is subject to the terms and conditions of the existing Prince William County, VA contract #508391 (“Contract”) dated October 10th, 2012.

The Parties hereby enter into this Acknowledgement of the above statement as of the last signature date below.

Motorola Solutions, Inc.

Occoquan, Virginia Police Department

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



TOWN OF OCCOQUAN

Circa 1734 • Chartered 1804 • Incorporated 1874
314 Mill Street • PO Box 195 • Occoquan, Virginia 22125
(703) 491-1918 • Fax (571) 398-5016 • info@occoquanva.gov
www.occoquanva.gov

TOWN COUNCIL
Earnest W. Porta, Jr., Mayor
Jenn Loges, Vice Mayor
Cindy Fithian
Eliot Perkins
Nancy Freeborne Brinton
Theo Daubresse

TOWN MANAGER
Adam C. Linn, J.D.

TO: The Honorable Mayor and Town Council

FROM: Adam C. Linn, Town Manager

DATE: June 18, 2024

SUBJECT: Administrative Report

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

Administration

Strategic Framework Updates:

These special updates cover all projects, programs and initiatives currently underway that further the priorities of the Town Council as laid out in their FY24-25 Strategic Framework adopted at the April 18, 2023 Town Council Meeting. The updates are divided into each tier and priority. A Strategic Framework Tracker will be provided quarterly every April, July, October and January.

Capital Tiers

➤ **Continuing to Investigate Opportunities to Expand Public Parking Facilities:**

- Staff investigated options for constructing parking facilities within Town limits. No available options are fiscally appropriate at the current time. Staff will continue to explore both private and public options for increasing parking.

➤ **Upgrading Stormwater Infrastructure:**

- Flood Protection Study (CFPF Grant): In April 2022, town staff prepared and submitted a grant application for the third round of the Virginia Community Flood Preparedness Fund administered by the Virginia Department of Conservation and Recreation (DCR). In January 2023, town staff received notification that the grant was awarded in the amount of \$84,902.50 with a total project cost of \$169,805 and a required match of 50% by the Town. The awarded grant funds a study by Weston & Sampson that will evaluate the Town's stormwater and flood resilience. Ultimately, the grant will fund the creation of an actionable plan that, when implemented, will increase the town's overall resiliency and response to the impacts of climate change within the community and region. The contractor collected and analyzed data on existing stormwater systems (Best Management Practices or BMPs) in the Town. On July 28th, Town staff sent notice to affected property owners and received signed permission from almost all property owners. Field inspections started the week of September 25th. The field team was able to inspect and collect data on most stormwater BMPs in the Town. Minimal follow up field work was completed in late October. The contractor met with Town staff in

December to review the modeling and in January to review initial results and recommendations. On April 16th, the contractor presented the final report to the Town Council. The contractor is currently making minor edits and readying to submit the final report and deliverables and close out the project by June 2024.

- Stormwater Improvements (Community Project Funding) – UPDATED: On March 17th, 2023, Town staff submitted an application to Congressperson Spanberger’s office for the FY2023 Community Project Funding Program to fund remediation to the Town’s stormwater system. On March 6th, 2024, the Town was informed that \$920,000 in funding had been appropriated for the project. Town staff have been working with the Congresswoman’s staff on the EPA’s updated grant guidance to finalize proposed grant activities. Town staff is expecting to hear of the funding status over the summer. A press conference about the funding award was held at Town Hall on May 14, 2024.
- Sediment Removal and Stormwater Remediation (DEQ ARPA 2022 Appropriation) – UPDATED: The Town received through the Department of Environmental Quality (DEQ) up to \$325,000 in ARPA funding for wastewater and stormwater remediation as a result of a funding request made by Mayor Porta in November 2021. Town staff submitted an initial program application on September 28, 2022, for part of the funding for storm water remediation through sediment removal from the Occoquan River in the areas of 101 Poplar Lane and Mill Street, Gaslight Landing (locations where stormwater has created significant sediment buildup). On November 4, 2022, Town staff submitted a revised application to include other related stormwater projects for the full \$325,000. The first component, dredging, was completed as of February 24, 2023. The second component will use the remainder of the \$325,000 grant to address a stormwater issue on Commerce Street. After multiple rounds of information submissions, on January 30, 2024, DEQ provided the grant agreement to staff for components 1 and 2. On February 6th, 2024, Town Council accepted the grant. On April 19th, 2024 the Town was reimbursed for the first component. On April 16th, 2024, the Town closed an RFQ for the second component with 1 bidder. In early May, staff awarded the contract to Aves Construction Corporation and met with the contractor to finalize the contract. Staff and the contractor are currently working with VDOT on permitting and anticipate repairing the pipes under Commerce Street in early summer.

➤ **Completing Riverwalk:**

- Riverwalk Planning Project – UPDATED: After completion of the Riverwalk Vision Plan process and review by the Planning Commission, at the November 8th, 2023 meeting, the Town Council authorized the Mayor to create and appoint members to a committee, the Riverwalk Expansion Special Committee (RESC), that will evaluate and report on the next steps for the project. The committee met twice in 2023 and four times in 2024. The last meeting was held on April 15th at which the Committee approved its report to Town Council for May 2024. Additionally, the Town’s application to MWCOG’s Transportation Land-Use Connections (TLC) program was denied in early April. Preliminary engineering and design of the Riverwalk expansion is included in the FY 2025 Adopted Capital Improvements Program and will begin in FY 2025.

➤ **Developing/Promoting Town as a Trail Junction:**

- Town staff are currently supporting the Planning Commission in its strategic planning efforts that include researching and developing a Trail Town program for Occoquan. The Planning Commission’s initial recommendations were presented to Town Council at its April 16th meeting.

➤ **Promoting Connections with Regional Partners:**

- PWCDOT Crosswalk Safety Project: On May 31, 2023, Town staff met with VDOT engineers and staff from Prince William County Department of Transportation regarding crosswalk safety of the Washington Street Crosswalk between E. Locust Street and Edge Hill Drive. Town staff, VDOT engineers and PWCDOT recommended: (1) the addition of a streetlight near the crosswalk and changing of old streetlight heads to newer LED which would enhance the visibility at dusk/ dawn for pedestrians and drivers (PWCDOT agreed to take the lead on this immediate solution); (2) a PWCDOT study to see if a speed reducing feature such as a chicane, chocker, or perhaps a mini roundabout could be installed at the adjacent intersection; and (3) the extension of the sidewalk across the undeveloped frontage and the removal of the mid-block crosswalk to be funded under the County's Safe Sidewalk grant. Dominion Electric installed new LED streetlight heads in September. Town staff are waiting to receive notice from PWCDOT on the Dominion Electric cost quote to place a new streetlight at the crosswalk.
- Occoquan Greenway (VDOT TAP Grant Project): In early May 2022, Town received notification that additional funding for the Transportation Alternatives Set-Aside Program was received through the federal infrastructure bill and that the Ellicott Street Sidewalk (Occoquan Greenway Connection) project was selected. This funding is available for fiscal years 2023-2024 and will be a coordination project with the Town, PWC Transportation and Parks Departments. The project includes sidewalk installation on Union Street and part of Ellicott Street to connect the town to a planned off-road trail section of the Occoquan Greenway Trail. The project also includes a sidewalk installation along Ellicott Street, between Poplar Alley and Mill Street. The Town Council adopted a resolution of support for the project at its September 21, 2021 meeting. Surveying along McKenzie, Union, and Ellicott Streets was completed in November 2023. In December 2023, Town staff met with PWC and the engineering firm hired by PWC to review the initial drawings and conceptual designs. Town staff again met with the contractor in early February to discuss modifications and met in March to discuss the ability of vehicles to turn onto Ellicott from Mill Street. Town is awaiting the contractor's submittal of the conceptual designs to VDOT. Staff were advised that construction start dates will begin sometime in 2026. Updates will be available at www.occoquanva.gov/construction-updates.

➤ **Improving Town Gateways:**

- Town Signage Updates - UPDATED: In mid-December, the welcome signs on Commerce Street and Tanyard Hill Road and the wayfinder at Mamie Davis Park were installed. Installation of the remaining sign at River Mill Park was completed in mid-May 2024.
- Gateway Landscaping Improvements - UPDATED: Landscaping improvements were completed at the Rt. 123 and Commerce Welcome Sign at the end of May 2024. Improvements included new mulch beds, planters, annual plantings, and lighting. Native perennial plantings are planned for next season.



➤ **Pursuing Energy Efficiency/Sustainability Enhancements:**

- 170 Mill Street EV Charging - UPDATED: At the December 5th, 2023, Town Council meeting, Greenspot JC, LLC was granted a franchise to install two (2) Level 2 electric

vehicle (EV) charging stations at the Town parking lot at 170 Mill Street on the corner of Mill and Washington Streets. Town staff have accepted the engineering plans and Greenspot has successful bid out the project and secured electrical permits. Installation is expected within the next few months.

- EV Charging (CFI Grant): Town staff are working with a contractor to identify new areas for EV charging in town and submit a grant proposal to the FHWA's Charging and Fueling Infrastructure Grant Program, created by the Bipartisan Infrastructure Law.
- Glass Recycling - NEW: In support of a Planning Commission recommendation, Town staff has been working with Prince William County on the placement of a glass recycling bin in proximity to town residents. After reviewing placement options, the County has decided to place a glass recycling bin at the 123 and Old Bridge VDOT Commuter Lot. The purple bin is expected to be put into service by Summer 2024. Currently, the closest County glass recycling bin for town residents is at the County Center.

➤ **Enhancing Timed Parking Program Education and Enforcement:**

- Town staff continues to monitor opportunities for increasing education on and optimizing enforcement of the Timed Parking Program. For more on the most up-to-date information on the Timed Parking Program, please visit: www.occoquanva.gov/timed-parking-3/.

➤ **Implementing Public Safety Projects:**

- The Occoquan Police Department has placed into service two (2) Ford Intercept Hybrid SUVs and all patrol officers are equipped with Body Worn Cameras (BWC), having received training on their proper use.
- County CAD and RMS Integration - NEW: The Occoquan Police Department is working with Prince William County Police on integrating into their computer assisted dispatch (CAD) system and joining their report management system (RMS).

➤ **Improving Town Properties (Mill House Museum, River Mill Park, Furnace Branch Park, Tanyard Hill Park):**

- River Mill Park Upgrades: In January 2024, a new water heater was installed in the RMP bathhouse. Staff are currently working on improving the adequacy and efficiency of the plumbing system at the bathhouse and resolving drainage issues in the park. Town staff met with FCWA in March and FCWA has informed the Town that it will be making physical improvements to the property to alleviate drainage issues, including a drop outlet to divert water away from the Park. Town staff and FCWA staff will meet after pipe construction is completed to assess any further improvements that may be needed.
- River Road Storage: In December, staff started storing Public Works equipment on the Town property at River Road after installing a fence along Rt. 123. Staff are currently planning further improvements to the property that will better secure it, improve refuse storage for residents, and allow limited access to the VDOT easement by River Road residents. A gate was installed in February and further fencing upgrades are planned for this year.
- Signage Updates - NEW: Starting in May 2024, Town staff is updating signage on town streets and properties to reflect current town branding and add new information,

including a new online payment option for docking fees. Completion is expected by the end of the summer.

Operating Tiers

➤ **Personnel Recruitment, Retention, and Succession Planning**

- Events Personnel Planning: Town staff are currently engaging in a months-long planning process to assess and reorganize the Town's Events Office in order to best meet the Town's present and future events needs and goals.
- Volunteer Program: The Events Office has launched a new volunteer program for the Town, including onboarding and scheduling in order to recruit and retain more volunteers. The program also offers expanded opportunities for volunteers across more Town events and projects. **To sign up for volunteer opportunities with the Town, please visit www.occoquanfestivals.com/volunteer.**

➤ **Tourism-led Economic Development Programming**

- Visit Occoquan Partnership: At the December 5th, 2023 Town Council meeting, the Town Council approved an agreement with Visit Occoquan, the marketing and tourism non-profit that is succeeding the Occoquan Business Partners as the hub for Occoquan's business community. The agreement is the foundation of future events, marketing, and business support coordination between the Town and Visit Occoquan. Town staff is currently working with Visit staff on the renewal of the agreement for FY 2025. Visit Occoquan will be reviewing its Annual Report to Town Council in June.

➤ **Enhancing Revenue from Town Events Programming**

- 2024 Event Sponsorship Drive: In mid-February the Town Events Office started an inaugural events sponsorship drive. The new initiative builds off last year's sponsorship breakfast to expand to new potential partners by creating a robust engagement schedule. Town staff held a Community Partnership Breakfast on March 26, 2024, at Town Hall. **If interested in becoming a sponsor, you can find more information at occoquanfestivals.com/sponsor.**

➤ **Monitoring Technology Improvements for Productivity Enhancement**

- New Town Intranet: Town staff have moved to the implementation phase for creating an intranet for Town staff that will replace the existing shared physical drive system with a cloud-based, collaborative intranet, utilizing existing Microsoft 365 products. Completion of the new system is anticipated by the end of the fiscal year.

➤ **Business Support and Development Programming**

- Continuance of Quarterly Business Meetings: Although the Occoquan Business Partners (OBP) dissolved in 2023, Visit Occoquan and the Town of Occoquan will continue to host quarterly Town and Business Partnership Meetings. **The next meeting will be on July 9th at 5:30 pm.** Subscribe for updates and find more information on meetings at: <https://www.visitoccoquanva.com/ocqhub>.

➤ **Development of a Capital Asset Maintenance Program**

- Staff have been in communication with Prince William County on maintenance programs and are currently in the research and planning phase for this priority.

➤ **Development of a Business Recruitment Program**

- Staff are currently in the research and planning phase for this priority. The Planning

Commission has completed preliminary strategic planning related to Economic Development and Business Recruitment and reported to Town Council on the matter at the April 16th Town Council meeting.

Capital and Maintenance Project Updates:

These are updates on existing and planned capital projects that are part of the Town's Capital Improvements Program (CIP) and additional to the Town Council's Strategic Framework priorities. Further project updates on capital and maintenance projects are available in the Public Works section of this report and at www.occoquanva.gov/construction-updates.

- Mill Street Water Issue – UPDATED: The recrowning work completed by VDOT contractors in 2023 along the section of Mill Street near the Ellicott Street intersection did not adequately address the longtime water flow issues in this area. Town staff removed the deteriorating temporary pvc pipe and replaced it with a new, more flexible temporary pipe to direct water from the pipe outlet at 426/430 Mill Street to the Ellicott Street stormwater inlet. The pipe asphalted into place for added protection. As a result, water is not currently sheeting across Mill Street during and after large rainfall events and is instead of traveling through the pipe to the Ellicott Street inlet. Updates will be available at www.occoquanva.gov/construction-updates.
- Edgehill Drive Water Issues – UPDATED: In early March 2024, Town staff received concerns about water bubbling through the road surface in the middle of Edgehill Drive. VDOT and PWC Service Authority have both responded to the issue and Service Authority has performed CCTV inspections of all its pipes in the vicinity in order to identify whether the issue was related to its system. In May 2024, VDOT removed part of the road surface and installing drainage pipes to move the water from under the roadway. The measure did not fully resolve the issue and further study and remediation efforts are planned for the summer. Town staff and VDOT will continue to monitor the situation.

Development Project Updates:

These are updates on private development projects in the Town of Occoquan. More information can be found in the Engineering Section.

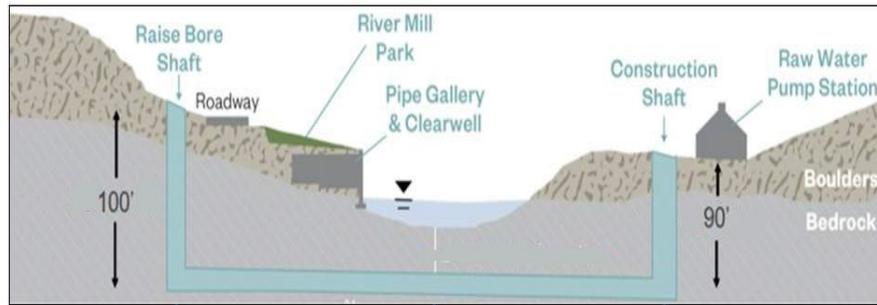
- The Mill at Occoquan – UPDATED: The developer submitted a third site plan submission in May, which the Town Engineer is currently reviewing and sending out for comments. The developer has also begun geological studies of the site. Approval of the floodplain study was provided by FEMA on November 4, 2022. Town approved a zoning application for demolition of the boat storage structure and the developer completed preliminary work in March. However, due to the need for asbestos removal and the return of an active osprey nest, demolition is not expected until Fall 2024. As the developer finalizes a demolition permit with Prince William County, the Town is awaiting updates from the developer on asbestos removal.
- 406 McKenzie Drive Subdivision: Owners of 406 Mackenzie Drive have submitted a subdivision application with the Town to divide the property into multiple parcels. Comments on the application have been provided to the owners. A meeting with the Town Engineer was held in April. Town staff is currently awaiting a response on next steps from the owners.

Other News and Updates:

These are updates on any other noteworthy projects, programs, or initiatives being carried out in and around the town, including updates on deadlines and administrative projects.

- Fairfax Water Construction: The boring project under the Occoquan River has been completed. The installation of new pipes and connections has started. Completion of the project is expected by summer of 2024. To stay up to date on construction, please sign up for AlertOccoquan at www.occoquanva.gov/living-here/alertoccoquan. Below is a rendering of

the project:



- Auto Decal Enforcement: All vehicles regularly garaged in the Town of Occoquan are subject to the vehicle license fee. The auto decal is used as proof of payment of that fee and a new one is required to be placed on car windshields each year in mid-November. In order to ensure compliance with the tax, the Occoquan Police Department has begun an enforcement campaign and will be ensuring all regularly garaged vehicles have the proper and current auto decal. **If you have paid the fee but not received an auto decal for 2024, please contact Town staff immediately at info@occoquanva.gov. If you have not paid the fee for 2024, please submit an application with payment to Town Hall or apply online at www.occoquanva.gov/living-here/tax-information/.**
- Tax Delinquencies: A number of Real Estate and BPOL filings are still outstanding. **The former were due on December 5th, 2023 while the latter were due on March 1, 2024.** All delinquent accounts have received mail and/or email notices from Town staff. For more information on tax filing please contact the Town Clerk at townclerk@occoquanva.gov or visit www.occoquanva.gov/living-here/tax-information/ and www.occoquanva.gov/business/doing-business-in-occoquan/.

Treasurer Report - Supplemental Information

The April 2024 Financial Report is included in the Town Council agenda packet. Highlights from the current report are below, as well as additional information regarding current delinquencies (as of April 30, 2024).

BPOL Tax Delinquencies		
Business Name	Delinquency Period	Date of Last Notice/Status
AJANI TRUTH PHOTOGRAPHY	3 months	6/7/2024
AMAYA STUDIOS LLC	3 months	6/7/2024
APIARY MARKET	3 months	6/7/2024
BABBANME LLC DBA RIVERSIDE	3 months	6/7/2024
BANN THAI OLD TOWN LLC	3 months	6/7/2024
CRAVE KANGEN LLC	3 months	6/7/2024
ECOGLO DETAILING	3 months	6/7/2024
HAVANA BOUTIQUE*	2 years	1/31/2024
PIN CURLS HAIR SALON	2 years, 3 months	1/8/2024
ROCKLEDGE MANSION	3 months	6/7/2024
TALENT ACQUISITION CONCEPTS	2 years, 3 months	6/7/2024
THE SECRET JEWELRY GARDEN	2 years, 3 months	6/7/2024

*Business closed as of August 2023

Transient Occupancy Tax Delinquencies		
Business Owner	Delinquency Period	Date of Last Notice/Status

Meals Tax Delinquencies		
Business Name	Delinquency Period	Date of Last Notice/ Status
BABBANME LLC	1 month	1/29/24
BANN THAI	6 months	1/29/24/ Filed Nov 23 - Feb 24
BAR-J CHILLI PARLOR	2 months	4/25/2024
BLACK MAGIC	6 months	4/25/2024
GRIND N CREPE LLC	2 months	4/25/2024
THIRD BASE LLC	2 months	4/25/2024

Real Estate Delinquencies			
Property Owner	Delinquency Period	Date of Last Notice	Address
GRANNY'S COTTAGE INC	7 years, 3 months	1/30/2024	116 WASHINGTON ST
HOUGHTON RONALD W ETAL	5 years, 3 months	1/30/2024	103 WASHINGTON ST
BEAUTIFUL FUTURE PROPERTIES LLC	4 months	6/5/2024	308 MILL ST
CAO VINCENT MARTIN	4 months	6/5/2024	1437 OCCOQUAN HTS CT
GOLDEN TIMOTHY JAMES	4 months	6/5/2024	104 W LOCUST ST
INTERNATIONAL PEACE MISSION INC	4 months	1/30/2024	207 WASHINGTON ST
INTERNATIONAL PEACE MISSION INC	4 months	1/30/2024	209 WASHINGTON ST
RYBA MICHAEL L & DOURRIA F SURV	4 months	6/5/2024	1606 SEBRING CT

SALES JR FREDERICK	4 months	6/5/2024	1521 COLONIAL DR #203
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Meals Tax by Fiscal Year			
Month	FY22	FY23	FY24
July	27,749	28,956	30,936
August	25,668	27,894	31,014
September	24,585	25,730	26,989
October	24,952	24,180	24,819
November	17,803	19,372	21,381
December	17,838	18,277	16,922
January	11,337	16,646	17,293
February	16,871	17,348	23,541
March	20,264	20,379	22,732
April	25,640	25,949	26,389

Engineering

Town Density and Accessory Dwellings – update from last report – staff working with Planning Commission to identify options for density and accessory dwellings. During PC meeting on 5/28/24 staff directed to forward optional code revision for further consideration by Council.

FEMA Flood Insurance Rate Map (FIRM) – no change from last report: Town residents can use the new map since it is the “best available data” even though not yet officially adopted by FEMA. Letter of Final Determination (LFD) is scheduled for 3/26/24. That will start the 6-month adoption period and the map is slated to be effective on 9/26/24. Meeting with FEMA scheduled for 3/7/24 to review final steps in process. Code revisions still likely.

River Mill Park drainage – no change from last report: staff to set meeting with Fairfax County Water Authority to review options to modify park surface – awaiting response from FCWA to complete river crossing construction, then will set meeting.

Electrical Vehicle (EV) charging station grant – update from last report: staff reviewing options, but TZIP2024-020 issued to Southern Electrical Greenspot Smart Mobility at 170 Mill Street for building permit through PW County for EV charging station.

Rivertown Overlook Project – no change from last report: Land Disturbance Permit issued – construction complete. Erosion inspections recommended to cease. Awaiting submission of as-built plans and request for bond reduction/release.

Mill at Occoquan – update from last report: Site plan submitted 6/4/22, with Town and VDOT comments provided to Applicant’s engineer on 7/19/22. Revised site plan submitted on 5/25/23. All agency and Town comments returned to Applicant’s engineer by 6/26/23. Approval not recommended at this time. Third plan submitted 4/30/24 and distributed to outside review agencies. Town staff comments due 6/14/24 and on track. Application for demolition of boat storage structure approved 2/27/24.

State Local Fiscal Recovery Funds (SLFRF):

- **Playground Structure in River Mill Park – no change from last report:** Met with Town Manager and Fairfax Water on June 21, 2022, to begin discussions on engineering design for potential future installation of a playground structure in River Mill Park. Town Manager working to establish playground type and fixtures to determine impact on FCWA infrastructure. Previous structural calculations for stage reviewed with option to use outside consultant under consideration. Sketch plan will be required.
- **Community Flood Preparedness Fund (CFPF) Flood Protection Study – update from last report:** Resiliency Plan grant consultant presented to Town Council 4/16/24. Final report to DCR by June 2024.

FCWA River Crossing Construction – no change from last report: Project continuing.

Ellicott Sidewalk Extension Project – no change from last report – Meeting on 2/5/24 with revisions to accommodate requests from previous meeting (truck traffic turning movements at Mill Street, avoidance of fence removal on Union Street, accommodation of storm conveyance along Union). Project construction now tentatively scheduled for FY2026.

Fee Schedule – update from last report – staff reviewing 2021 fee schedule for potential updates.

Site Plans/Plats Under Review or Being Discussed with Owner/Tenant:

Address	Plan Number	Use	Status
Mill at Occoquan	SP2022-001	Mixed Use project	First submission 6/4/22, comments provided 7/19/22; second submission 5/25/23, comments

			provided 6/26/23; 3 rd submission 4/30/24
105 Poplar Lane	Not assigned	Single family detached	Modifications to house and lot for final Occupancy Permit
406 McKenzie Drive	SUB2023-036	Subdivide existing lot into two parcels	Comment letter sent to applicant on Nov. 27, 2023. Met applicant and engineer on 4/11/24. Applicant contemplating subdivision into more than 2 lots.

Zoning

IMPORTANT NOTICE: On June 6, 2023, Town Council amended the Zoning Code to grant the Zoning Administrator the authority to make modifications from the Code with respect to certain physical requirements on lots. As such, a new list of zoning modification requests has been added to this section of the report. Residents can learn more about zoning modifications at www.occoquanva.gov/government/zoning-land-development-and-building.

A. The following is a list of **zoning reviews** from May 1 to May 31, 2024:

	Zoning Application #	Property Address	Activity
1	TZP2024-017	116 Washington Street	Land Development Sketch Plan
2	TZP2024-018	1402 Occoquan Heights Ct	Build a Deck
3	TZP2024-019	92 Washington St	Build a Deck
4	TZP2024-020	170 Mill St	EV Charger Installation
5	TZP2024-021	203 Union St	New Business
6	TZP2024-022	254 Gaslight Landing Ct	Replace A/C and Gas Furnace

B. The following is a list of **zoning modification requests** from May 1 to May 31, 2024:

	Zoning Application #	Property Address	Activity
1			

C. The following is a list of **new violation letters** from May 1 to May 31, 2024:

	Property Address	Violation #	Violation	Town Action
1	201 Union Street	OCV-2024-008	Signage	Courtesy notice and response from owner on 4/16/24; referred to ZA for review on 4/16/24; responded to owner questions and gave 7 days to abate on 4/30/24; response from owner and new violation added for unpermitted permanent sign on 5/15/24; NOV sent due to late responses and only partial abatement by owner on 5/17/24; partial abatement noted on 5/20/24

D. The following is a list of **active/previous violations** from May 1 to May 31, 2024:

	Property Address	Violation #	Violation	Town Action
1	302 Poplar Alley	OZV-2023-01	Signage	New NOV sent on 8/22/23; Meeting with Zoning Administrator on 9/28/23; owner given 45 days, until 11/13/23 to respond to Town and abate violations; no abatement or response by 11/13/23; email and call giving final opportunity sent on 11/20/23; no response as of 11/30/23; Referred to Town Attorney on 12/4/23
2	402 Mill Street	OCV-2024-004	Refuse; Zoning; COA	Courtesy notice emailed on 3/28/24; NOV sent certified and regular on 4/9/24; partial abatement on 4/19/24 - moved dumpsters and trailer, dragon sculpture remaining; ARB application

				submitted and case currently stayed 5/6/24; ARB deferred action on application on 5/28/24
3	204 Ellicott Street	OCV-2024-006	COA	From prior ARB denial of COA and denial of appeal by TC; NOV mailed certified and regular on 4/30/24 with courtesy email on 5/1/24; abated on 5/6/24

Building and Property Maintenance

Building: The Building Official monthly permit report as well as the building code violation reports provided by Prince William County are attached.

For more information on building permits and building code violations go to <https://www.pwcva.gov/department/building-development-division>.

Property Maintenance: The Property Maintenance monthly report provided by Prince William County is attached.

Starting in July 2023, Prince William County now provides property maintenance enforcement for the Town of Occoquan. All complaints for property issues, excluding signage, yard, and landscaping concerns, should be filed with the Prince William County Neighborhood Services at www.pwcva.gov/department/neighborhood-services.

Public Safety

Mission:

The mission of the Occoquan Police Department (OPD) is to: protect the lives and property of our residents, visitors, and businesses; to reduce the incidence and fear of crime; and to enhance the public safety of our historic waterfront community. To that end, we will hire and maintain a professional staff who through education, mentoring, and community policing will maintain a supportive partnership between our community and this Department. We will respect the rights and dignity of all people and always remain approachable and professional.



Monthly 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 pedestrian and vehicular traffic within the Town of Occoquan.
- Goal 4: Prepare for and respond to all threats and hazards facing the Town of Occoquan.

OPD Division Reports

Professional Standards Division

The Professional Standards Division (PSD) is responsible for internal affair investigations, criminal investigations, and background investigations. Additionally, the OPD Training Unit is housed within the PSD and is responsible for identifying training needs, designing, and implementing training for OPD Officers.

The OPD received 2 complaints which were ruled “unfounded” against one of its officers within the Department during the month of May.

Field Operations Division

The Field Operations Division (FOD) is responsible for day-to-day operations throughout the Town.

Officers engaged in foot patrols throughout the residential district, historic district, and the Town Riverwalk.

Officers continued to use DMV Grant enforcement funds for impaired driving, pedestrian safety, and speed to reduce crashes and promote safe vehicular and pedestrian traffic movement within the Town as well as in support of safer roads within Fairfax and Prince William Counties.

Special Operations Division

The Special Operations Division (SOD) consists of OPD Officers who have a dual role within the FOD. The SOD consists of Auxiliary Patrol Officers, the Homeland Security and Emergency Management (HSEM) Unit, Marine Patrol Unit, Bicycle Patrol Unit and UTV Patrol Unit.

SOD Officers began staffing the OPD boat on weekends when river activity is high. Special enforcement patrols were completed during special events occurring on the river.

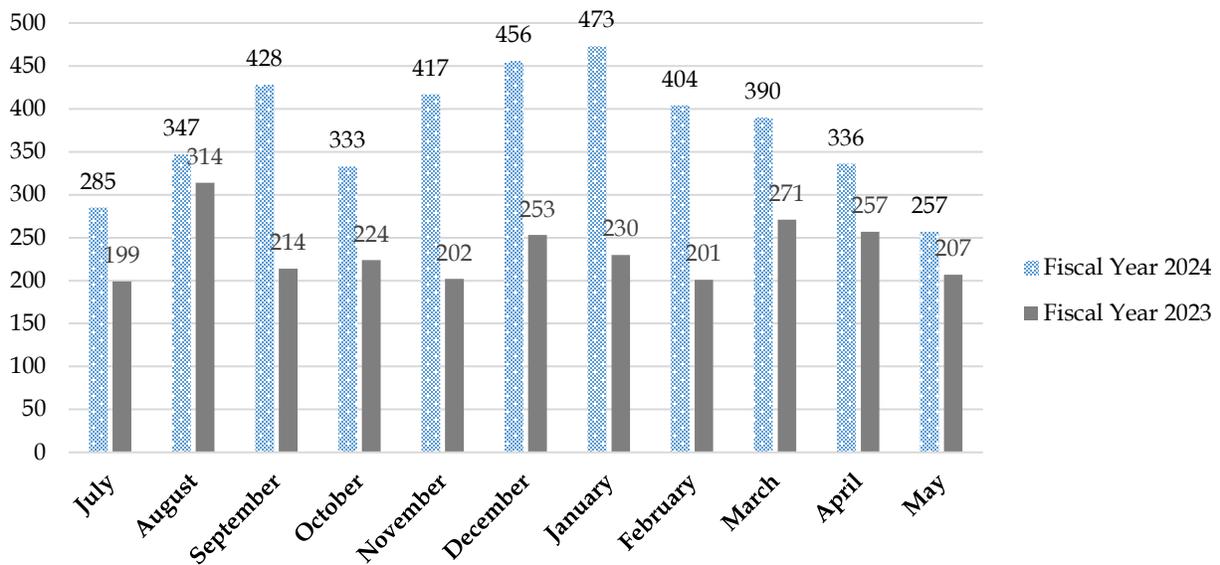
The OPD continues to participate monthly in several Northern Virginia Emergency Response (NVERS) and Council of Government (COG) committees focused on keeping the region safe and secure.

Patrol and Enforcement Activities:

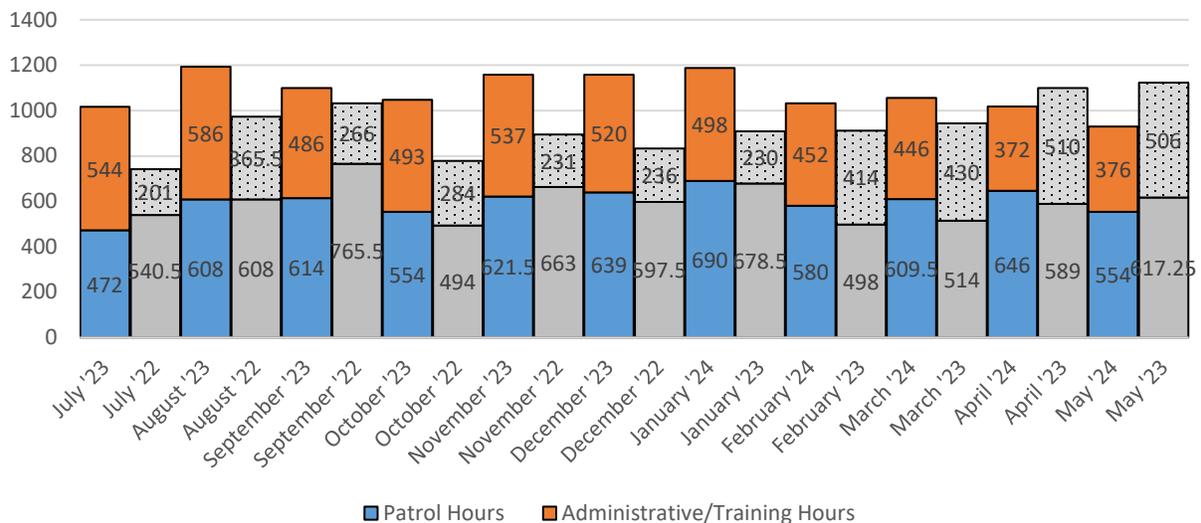
For the month of May, Police had 158 calls for service with 20 suspicious person/ vehicle/circumstance calls, 11 disabled vehicles/motorist assist calls, 10 trespassing calls, 10 medical/mental health calls, 7 vehicle crash calls, 5 parking complaint calls, 5 disorderly calls, 5 traffic control calls, 4 domestic in progress calls, 3 hit & run calls, 3 roadway obstruction calls, 3 warrant service, 2 code enforcement calls, 2 lost/found property calls, 2 illegal fishing calls, 2 gun related calls, 2 gas leak calls, 1 animal control call, 1 alarm call, 1 assault call, 1 larceny call, 1 fleeing and eluding call, 1 drug call, 1 fraud call, 1 fire call, 1 threats of violence call, 1 noise complaint, 1 welfare check, 1 emotionally disturbed person (ECO) call, multiple service/assist calls, and made 2 custodial arrests, issued 257 traffic summonses, 61 parking violations, and 105 warnings.

Officers also engaged in 154 business checks and 155 park checks during the month of April.

Traffic Summonses FYTD (GRAPH)



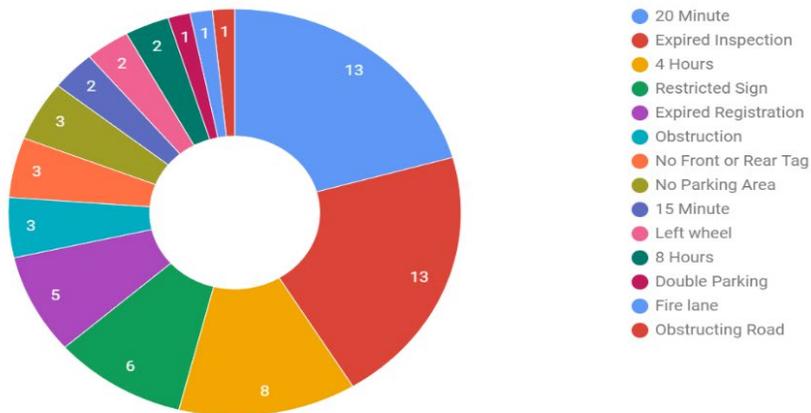
Patrol/Administrative/Training Hours FYTD (GRAPH)



Parking Enforcement (CHART/GRAPH)

Month	Parking Tickets	Warning
July	32	2
August	87	2
September	113	6
October	20	3
November	40	1
December	57	8
January	109	6
February	73	4
March	113	4
April	152	6
May	61	2

Occoquan VA - Tickets By Violation (May, 2024)

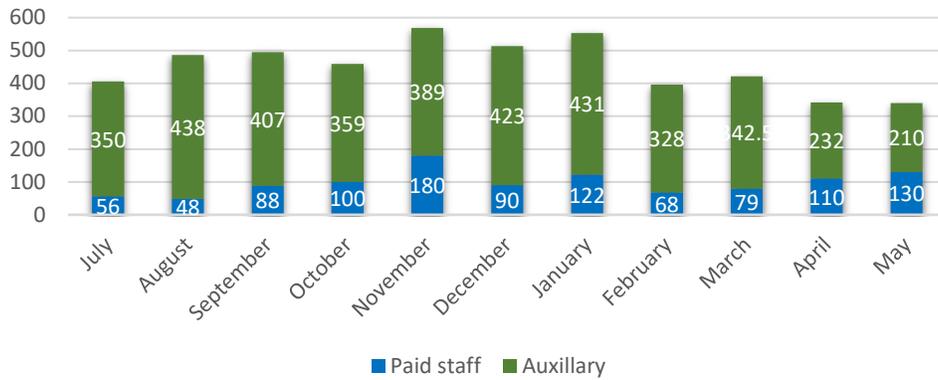


Data as of 6/10/2024, 12:00:00 AM



Volunteer in Police Service

For Fiscal Year 2024, our auxiliary police officers and paid police staff donated a total of 4,980.5 uncompensated hours to the Town. Below is a list of volunteer hours (uncompensated time) provided by our auxiliary police officers and paid police staff.



Special Operations Statistics

Marine Patrol					
Month	Hours on Patrol	Training Hours	Stops	Interactions	Calls for Service
July	16	24	3	15	4
August	18	0	4	26	1
September	0	0	0	0	0
October	4	8	0	0	1
November	2	0	0	0	0
December	1	0	0	0	2
January	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
April	22	2	12	16	3
May	8	0	1	3	1
FY Total	87	34	20	64	12
UAS Operations					
Month	Operational Hours	Training Hours		Call Outs	Calls for Service
July	1	8		1	1
August	4	48		0	2
September	0	32		0	0
October	8	0		0	1
November	0	0		0	0
December	0	0		0	0
January	0	16		0	0
February	0	4		0	0
March	0	0		0	0

April	0	2		0	0
May	0	0		0	0
FY Total	13	110		1	4
UTV Operations					
Month	Hours Staffed	Training Hours		Special Events	Calls for Service
July	0	0		0	0
August	0	0		0	0
September	0	18		0	0
October	8	0		4	0
November	32	0		6	1
December	42	0		1	1
January	240	0		0	0
February	240	2		1	2
March	240	2		0	0
April	60	0		0	0
May	8	0		0	0
FY Total	890	24		10	4

Public Works

Routine Activities

The Public Works Department engages in the following regular maintenance activities:

Activity	Weekday	Sat/Sun	Weekly	Monthly	Notes
Trash Collection/Check	X	X			Weekend checks during high traffic seasons
Street Sweeping			X		Sweeping Season: April - October
Check/Repair Gaslights	X				Review and schedule repairs as needed
Check/Replace Doggie Bags			X		
Check/Clear Storm drains			X		Weekly + Storm Prep
Check Public Restrooms	X	X			Weekend checks during high traffic seasons
Contractor Cleaning - RMP			X		Contractor cleans Fridays and Mondays
Check Tanyard Hill Park			X		Review and schedule repairs as needed
Check Mamie Davis Park and Riverwalk	X				Review and schedule repairs as needed
Check/Clean Kayak Ramp				X	Monthly to quarterly cleaning
Check River Mill Park	X				Review and schedule repairs as needed
Clean/Maintain RMP Light Poles				X	
Check Furnace Branch Park			X		Review and schedule repairs as needed
Minor Brick Sidewalk Check/Repairs			X		Review and schedule repairs as needed
Maintain Town Buildings			X		Review and schedule repairs as needed
Maintain Town Equipment			X		Vehicle and small engine repair, seasonal and as needed
Clean Town Vehicle			X		Ensure cleanliness and care of town vehicle
Maintain Annex/PW Facility	X				External and Internal clean up and organization
Maintain Events Building at RMP				X	Monthly to quarterly
Check/Maintain Dumpster and storage area				X	
Water Flowers	X				Seasonal
Graffiti Check/Removal	X				
Litter Check/Removal	X				
Install/Repair Event Banners as Needed				X	Seasonal
Maintain Temporary Pipe on Mill Street			X		Until no longer needed

Public Works Highlights (May 2024)

- Continued spring cleaning and landscaping projects
 - Started annual gaslight repair and cleaning
 - Finished seasonal plantings
 - Finished Union Street bed improvements, adding benches and planters
- Installed new bulletin board sign at River Mill Park
- With assistance of OPD, installed new pipe on Mill Street to address runoff issues

Special Public Works Projects

Projects In-Progress: 6 Projects Completed: 9

Below is an updated list of maintenance activities with statuses updated as of May 31, 2024:

Project	Status	Completion Date	Notes
Building Maintenance			
Repair and Paint Town Hall Eaves	In progress		Moved to FY25 CIP; Summer 2024
Paint Annex	In progress		Moved to FY25 CIP; Summer 2024
Install bollards at entrance to Annex	Completed	5/17/24	
Craft Show and Events Support			
Supported Music on Mill	Completed	5/18/24	
RiverFest Preparations	Completed	5/31/24	Repainting numbers; evaluating and installing signage
Landscaping			
Seed and aerate town parks	Not started		Summer/Fall 2024
Improvements at Tanyard Hill and Old Bridge	Paused		Incorporate into 2025 planning
Improvements at 123 and Commerce	In progress		Elevated boxes and lighting installed; traffic box painted; native perennials in Fall 2024
Union Street Bed Improvements	Completed	5/31/24	
Spring Mulching and Planting	Completed	5/31/24	
Park Maintenance			
RMP Plumbing and Bathroom Upgrades	In progress		New water heater installed in January; further improvements in planning
River Mill Park Signage Update	Completed	5/21/24	
Special Projects			
Backup Generator Project	Not started		Paused – OPD Joint Project

Project	Status	Completion Date	Notes
Transfer box set up at Annex	Not started		Paused – OPD Joint Project
River Road Improvements	In progress		Moved to FY25 CIP - Summer 2024; addressing resident concerns and planning fencing and refuse storage – OPD Joint Project
Streets, Sidewalks, and Parking			
Install flags on Mill St and in RMP	Completed	5/23/24	
Repair/Replace Mill Street Pipe	Completed	5/24/24	
Spring Cleaning			
Repair Dogwoods on TH Bricks	Not started		Spring 2024
Powerwash Town Hall	Not started		July 2024
Powerwash Gaslight Landing Riverwalk	Not started		June 2024
Clean and Paint Gaslights	In progress		June 2024
Repair/Paint Town Hall Steps	Completed	5/29/24	

Brick Installation and Maintenance Projects

Below is the status of the replacement and maintenance of sidewalk bricks:

Location	Status	Notes
Brick Repairs – HOD-wide	Completed	Problem areas in HOD addressed; another seasonal review will occur next spring and on a complaint basis

Events and Community Development

Trivia Night

The annual Trivia series in River Mill Park begins this month. Up-to-eight person teams, players answer six rounds of brain busters for their chance to win the grand prize of \$100. Games begin at 6:30pm. The Trivia Bar will be operated this season by Occoquan nonprofits, Visit Occoquan, Inc. and Patriots for Disabled Divers. The bar opens at 5:30pm and runs until "last call" before the last round of questions. Food options this year include mobile ordering to a variety of in-town restaurants. Eateries will deliver food to the park. Rain dates for each game are slated for the Sunday following the original date. More information is at www.visitoccoquanva.com/trivia.

- 2024 Trivia Schedule
Friday, June 14: To Quiz or Not to Quiz
Friday, July 12: The Wonderful World of Quizney
Friday, August 9: Risky Quizness
Friday, September 13: The Spanish Inquisition
Friday, October 11: Quiz Pro Quo

Music on Mill

Our summer concert series in River Mill Park begins this month. Bands perform once monthly from 7-9 pm in River Mill Park. More information is at www.visitoccoquanva.com/music.

- 2024 Music on Mill Schedule
Saturday, June 15 - Hand Painted Swinger
Saturday, July 20 - 257th Army Band
Saturday, August 17 - Side Piece

TOWN OF OCCOQUAN
FINANCIAL STATEMENTS
AS OF 04/30/2024

	As of 7/1/23 Unaudited	Unaudited Income/ (Loss) YTD FY24	As of 04/30/2024 Unaudited
Nonspendable:			
Mamie Davis Fund	\$ 100,000	\$ -	\$ 100,000
Prepaid Items	\$ -	\$ -	\$ -
Restricted:			
E-Summons Fund	\$ 36,123	\$ 10,092	\$ 46,214
Assigned:			
Events Fund	\$ 88,024	\$ 12,488	\$ 100,512
CIP Fund*	\$ 26,843	\$ (8,565)	\$ 18,278
Financing Proceeds	\$ -	\$ -	\$ -
Public Safety Grant Fund	\$ 14,283	\$ 11,822	\$ 26,105
CARES Act fund	\$ -	\$ -	\$ -
Mamie Davis Park Fund	\$ 6,498	\$ 592	\$ 7,090
Public Art Fund	\$ -	\$ -	\$ -
PEG Fund	\$ 1,955	\$ 156	\$ 2,111
Subtotal Assigned:	\$ 137,603	\$ 16,493	\$ 154,096
Unassigned:			
Emergency Operating Fund	\$ 200,000	\$ -	\$ 200,000
Other Unassigned	\$ 44,858	\$ 792,363	\$ 837,221
Subtotal Unassigned:	\$ 244,858	\$ 792,363	\$ 1,037,221
Total Fund Balance:	\$ 518,583	\$ 818,948	\$ 1,337,531

*CIP amounts paid with HB 599 grant are shown in Public Safety Grant

Town of Occoquan

Budget vs. Actuals

July 2023 - April 2024

	Actual	Annual Budget	Over Budget	% of Budget
Income				
40000 TAXES				
40010 Real Estate	288,798	288,769	29	100.01%
40020 Meals Tax	246,919	357,641	(110,722)	69.04%
40030 Sales Tax	38,378	40,000	(1,622)	95.95%
40040 Utility Tax	32,656	31,000	1,656	105.34%
40050 Communications Tax	25,401	33,000	(7,599)	76.97%
40060 Transient Occupancy Tax	37,174	21,000	16,174	177.02%
40070 Peer-to-Peer Vehicle Tax	1,313	-	1,313	
Total 40000 TAXES	670,640	771,410	(100,770)	86.94%
41000 FEES/LICENSES				
		3,000	(3,000)	0.00%
41010 Vehicle License	10,560	11,000	(440)	96.00%
41020 Business Licenses	90,414	79,140	11,274	114.25%
41030 Late Fees	3,491	1,500	1,991	232.72%
41040 FINES (PUBLIC SAFETY)	407,020	349,830	57,190	116.35%
41100 Administrative Fees	10,428	8,500	1,928	122.68%
41120 Service Revenue - Eng	2,843	14,000	(11,158)	20.30%
41130 Service Revenue - Legal		10,000	(10,000)	0.00%
41140 Service Revenue - Other		500	(500)	0.00%
41160 Convenience Fees	912	-	912	
Total 41000 FEES/LICENSES	526,252	477,470	48,782	110.22%
42000 GRANTS				
	-			
42010 LITTER	2,085	1,329	756	156.88%
42020 HB 599	20,541	26,821	(6,280)	76.59%
42021 NHSTA (DMV)	-	15,375	(15,375)	0.00%
Total 42021 NHSTA (DMV)	9,031	15,375	(6,344)	58.74%
42030 SLFRF	506,588	-	506,588	
42040 PEG	156	-	156	
42103 Virginia Dept of Fire Programs	-	-	-	
Total 42000 GRANTS	538,400	43,525	494,875	1236.99%
43000 RENTALS				
43020 River Mill Park	1,750	3,000	(1,250)	58.33%
43030 Mamie Davis Park Rental	1,750	1,500	250	116.67%
43040 200 Mill Street Lease	(1,157)	7,613	(8,770)	-15.19%
Total 43000 RENTALS	2,343	12,113	(9,770)	19.35%
44000 OTHER				
44005 Insurance Proceeds	2,898			
44010 General Fund Interest	22,994	10,200	12,794	225.43%
44020 Events Fund Interest	-		-	
44030 Mamie Davis Park Interest	-		-	

44040 Bricks Revenue	-	300	(300)	0.00%
44060 Other	7,780	1,000	6,780	778.01%
Total 44000 OTHER	33,672	11,500	22,172	292.80%
Total Income	1,771,309	1,316,018	455,291	134.60%
Gross Profit	1,771,309	1,316,018	455,291	134.60%
Expenses				
Total 60000 PERSONNEL SERVICES	540,494	734,673	(194,179)	73.57%
Total 60400 PROFESSIONAL SERVICES	106,540	174,325	(67,785)	61.12%
Total 60800 INFORMATION TECH SERV	34,835	40,092	(5,257)	86.89%
Total 61200 MATERIALS AND SUPPLIES	26,938	31,125	(4,187)	86.55%
Total 61600 OPERATIONAL SERVICES	5,924	10,172	(4,248)	58.24%
Total 62000 CONTRACTS	90,736	122,135	(31,399)	74.29%
Total 62400 INSURANCE	38,352	40,300	(1,948)	95.17%
Total 62800 PUBLIC INFORMATION	2,760	4,036	(1,276)	68.39%
Total 63200 ADVERTISING	1,458	7,640	(6,182)	19.08%
Total 63600 TRAINING AND TRAVEL	10,630	16,510	(5,880)	64.39%
Total 64000 VEHICLES AND EQUIPMENT	47,337	30,050	17,287	157.53%
Total 64400 SEASONAL	10,984	11,700	(716)	93.88%
64700 FACILITIES EXPENSE				
Total 64800 TOWN HALL	10,149	12,624	(2,475)	80.39%
Total 65200 MILL HOUSE MUSEUM	66	6,500	(6,434)	1.01%
Total 65600 200 MILL ST	-	-	-	
Total 66000 ANNEX / MAINTENANCE YARD	7,517	3,190	4,327	235.64%
Total 66400 MILL ST STORAGE FACILITY	-	-	-	
Total 66800 RIVER MILL PARK & FACIL	15,592	19,318	(3,726)	80.71%
Total 67200* MAMIE DAVIS PARK & RIVERWALK	1,541	3,350	(1,810)	45.99%
Total 67600 TANYARD HILL ROAD PARK	-	2,500	(2,500)	0.00%
Total 67800 OCCOQUAN RIVER	-	-	-	
Total 68000 FURNACE BRANCH PARK	-	-	-	
Total 68400* STREETS AND SIDEWALKS	28	2,800	(2,772)	1.01%
Total 68800 HISTORIC DISTRICT	6,368	20,600	(14,232)	30.91%
Total 64700 FACILITIES EXPENSE	41,260	70,882	(29,622)	58.21%
69200 SPECIAL EVENTS				
69210 HolidayFest	-	-	-	
69220 Volunteer TY / Town Party	-	-	-	
69290 Other Special Events	-	-	-	
Total 69200 SPECIAL EVENTS	-	-	-	
Total Expenses	958,249	1,293,640	(335,391)	74.07%
Net Operating Income	813,060	22,378	790,682	
Net Income	813,060	22,378	790,682	

CIP FUND				
	Actual	Annual Budget	over Budget	% of Budget
Income				
42000 GRANTS	-	1,372,157.75	(1,372,158)	0.00%
42030 SLFRF	151,751	538,079	(386,328)	28.20%

42103 Virginia Dept of Fire Programs	8,851		8,851	
42120 DCR	78,639	84,903	(6,264)	92.62%
Total 42000 GRANTS	239,241	1,995,139	(1,755,898)	11.99%
44000 OTHER				
44060 Other	25,076	9,000	16,076	278.62%
Total 44000 OTHER	25,076	9,000	16,076	278.62%
Total Income	264,317	2,004,139	(1,739,822)	13.19%
Gross Profit	264,317	2,004,139	(1,739,822)	13.19%
Total Expenses	-	-	-	
Net Operating Income	264,317	2,004,139	(1,739,822)	13.19%
Expenses				
64000 VEHICLES AND EQUIPMENT				
64050 Equipment and Tools	-			
Total 64000 VEHICLES AND EQUIPMENT	-			
Other Expenses				
70000 CIP EXPENSE	-		-	
70001 Streetscape	35,909	45,000	(9,091)	79.80%
70003 Street Improvements	-	10,000	(10,000)	0.00%
70004 Sidewalk Improvements	-	-	-	
70005 Building Improvements	20,235	68,000	(47,765)	29.76%
70006 Stormwater Management	168,331	1,806,073	(1,637,742)	9.32%
70012 Street Lights	1,712			
70014 Timed Parking Equipment	3,588	5,500	(1,912)	65.24%
72006 Riverwalk Improvements	-	26,204	(26,204)	0.00%
74001 Vehicles & Equipment	50,697	66,000	(15,303)	76.81%
74003 Body Armor	936	4,725	(3,789)	19.81%
74005 Police Radios	193	-	193	
Total 70000 CIP EXPENSE	281,601	2,031,502	(1,749,901)	13.86%
Total Other Expenses	281,601	2,031,502	(1,749,901)	13.86%
Net Other Income	(281,601)	(2,031,502)	1,749,901	13.86%
Net Income	(17,284)	(27,363)	10,079	63.17%

E SUMMONS FUND				
	Actual	Annual Budget	over Budget	% of Budget
Income				
41000 FEES/LICENSES				
41040 FINES (PUBLIC SAFETY)				
41170 E-Summons	14,904	11,500	3,404	129.60%
Total 41040 FINES (PUBLIC SAFETY)	14,904	11,500	3,404	129.60%
Total 41000 FEES/LICENSES	14,904	11,500	3,404	129.60%
Total Income	14,904	11,500	3,404	129.60%
Gross Profit	14,904	11,500	3,404	129.60%
Expenses				
60800 INFORMATION TECH SERV				
60860 Hardware/Software & Maintenance	4,395	4,300	95	102.21%
Total 60800 INFORMATION TECH SERV	4,395	4,300	95	102.21%

61200 MATERIALS AND SUPPLIES				
61220 Operational supplies	418	1,200	(783)	34.79%
Total 61200 MATERIALS AND SUPPLIES	418	1,200	(783)	34.79%
Total Expenses	4,812	5,500	(688)	87.50%
Net Operating Income	10,092	6,000	4,092	168.20%
Net Income	10,092	6,000	4,092	168.20%

EVENTS FUND

	Actual	Annual Budget	over Budget	% of Budget
Income				
41000 FEES/LICENSES				
41160 Convenience Fees	5,797	5,875	(78)	98.68%
Total 41000 FEES/LICENSES	5,797	5,875	(78)	98.68%
42000 GRANTS	5,872	6,000	(128)	97.87%
44000 OTHER				
44020 Events Fund Interest	24	1,200	(1,176)	2.02%
44035 Bricks Interest	-	-	-	
44040 Bricks Revenue	1,594	1,275	319	125.06%
44060 Other	6			
Total 44000 OTHER	1,625	2,475	(850)	65.64%
47000 EVENTS REVENUE				
47010 Sponsorships	15,399	42,500	(27,101)	36.23%
47020 Booth Rentals	117,385	160,375	(42,990)	73.19%
47021 Ticket Sales	8,937			
47022 HolidayFest	-	600	(600)	0.00%
47023 River Mill Park	2,820	11,000	(8,180)	25.64%
Total 47021 Ticket Sales	11,757	11,600	157	101.35%
47030 Shuttle Fees	90	60,500	(60,410)	0.15%
47040 Parking Space Sales	4,625	8,900	(4,275)	51.97%
47060 Merchandise	353	3,000	(2,647)	11.78%
47100 Cost Share Reimbursement	1,066	-	1,066	
Total 47000 EVENTS REVENUE	150,675	286,875	(136,200)	52.52%
Total Income	163,969	301,225	(137,256)	54.43%
Gross Profit	163,969	301,225	(137,256)	54.43%
Expenses				
Total 60000 PERSONNEL SERVICES	47,557	84,531	(36,974)	56.26%
Total 60400 PROFESSIONAL SERVICES	12,508	17,600	(5,092)	71.07%
Total 60800 INFORMATION TECH SERV	1,475	1,200	275	122.92%
Total 61200 MATERIALS AND SUPPLIES	8,495	18,025	(9,530)	47.13%
61630 Postal Services	292	-	292	
Total 62000 CONTRACTS	40,087	75,125	(35,038)	53.36%
Total 63200 ADVERTISING	20,979	24,875	(3,896)	84.34%
63600 TRAINING AND TRAVEL				
63640 Employee Training	-	-	-	
Total 63600 TRAINING AND TRAVEL	-	-	-	
Total 64400 SEASONAL	144			

64700 FACILITIES EXPENSE				
Total 66800 RIVER MILL PARK & FACIL	645	600	45	107.42%
Total 64700 FACILITIES EXPENSE	645	600	45	107.42%
69200 SPECIAL EVENTS				
69210 HolidayFest	8,064	2,675	5,389	301.47%
69220 Volunteer TY / Town Party	1,617	1,575	42	102.67%
69240 Annual Tree Lighting	182		182	
69250 River Mill Park Events	2,332	4,850	(2,518)	48.09%
69290 Other Special Events	7,103	3,225	3,878	220.23%
Total 69200 SPECIAL EVENTS	19,299	12,325	6,974	156.58%
Total Expenses	151,481	234,281	(82,800)	64.66%
Net Operating Income	12,488	66,944	(54,456)	18.65%
Net Income	12,488	66,944	(54,456)	18.65%

MAMIE DAVIS PARK

	Actual	Annual Budget	over Budget	% of Budget
Income				
44000 OTHER				
44030 Mamie Davis Park Interest	592	500	92	1
Total 44000 OTHER	592	500	92	1
Total Income	592	500	92	1
Gross Profit	592	500	92	1
Net Operating Income	592	500	92	1
Other Expenses				
70000 CIP EXPENSE				
72005 Mamie Davis Park Renovations		-	-	
Total 70000 CIP EXPENSE	-	-	-	
Total Other Expenses	-	-	-	
Net Other Income	-	-	-	
Net Income	592	500	92	1
TOTAL NET INCOME (LOSS) ALL FUNDS	818,948	68,459	750,489	12

Town of Occoquan
Balance Sheet Comparison
As of April 30, 2024

	Total		Change
	As of Apr 30, 2024	As of Jun 30, 2023 (PP)	
ASSETS			
Current Assets			
Bank Accounts			
10001 Petty Cash - Operating	100.00	100.00	0.00
10010 Petty Cash - Events	0.00	75.00	-75.00
10022 Checking Account 0058	367,911.74	95,767.07	272,144.67
10024 Money Market 4220	200,802.77	201,763.31	-960.54
10029 Checking Account 3126	59,572.46	62,535.63	-2,963.17
10034 VIP - Investment Pool	0.00	0.00	0.00
25-0001 VIP 1-3 Year Bond Fund 0001	0.00	0.00	0.00
25-0002 VIP 1-3 Year Bond Fund 0002	0.00	0.00	0.00
25-5001 VIP NAV Liquidity Pool 5001	478,083.66	561,465.44	-83,381.78
Total 10034 VIP - Investment Pool	\$ 478,083.66	\$ 561,465.44	-\$ 83,381.78
10082 Mamie Davis Savings 4201	2,704.49	2,112.38	592.11
10083 Mamie Davis CD	100,000.00	100,000.00	0.00
10091 Bricks - PayPal (deleted)	0.00	554.49	-554.49
Total Bank Accounts	\$ 1,209,175.12	\$ 1,024,373.32	\$ 184,801.80
Accounts Receivable			
10180 Accounts Receivable	214,194.04	360,259.20	-146,065.16
Total Accounts Receivable	\$ 214,194.04	\$ 360,259.20	-\$ 146,065.16
Other Current Assets			
10190 Real Estate Receivable	0.00	288,464.10	-288,464.10
11000 Prepaid Expenses	0.00	8,898.56	-8,898.56
14990 Undeposited Funds	4,698.63	1,025.00	3,673.63
Total Other Current Assets	\$ 4,698.63	\$ 298,387.66	-\$ 293,689.03
Total Current Assets	\$ 1,428,067.79	\$ 1,683,020.18	-\$ 254,952.39
TOTAL ASSETS	\$ 1,428,067.79	\$ 1,683,020.18	-\$ 254,952.39
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 Accounts Payable	31,514.42	116,334.61	-84,820.19
Total Accounts Payable	\$ 31,514.42	\$ 116,334.61	-\$ 84,820.19
Credit Cards			
22000 Credit Cards			0.00
22010 ExxonMobil	0.00	0.00	0.00
22020 Home Depot	24.45	208.41	-183.96
22030 Lowe's Proservices	841.02	12,966.40	-12,125.38
22040 United Bank Credit Cards	8,355.68	10,477.81	-2,122.13

Total 22000 Credit Cards	\$	9,221.15	\$	23,652.62	-\$	14,431.47
Total Credit Cards	\$	9,221.15	\$	23,652.62	-\$	14,431.47
Other Current Liabilities						
20935 Performance Bond		1,187.50		1,187.50		0.00
20940 Unearned Craft Show Rev		42,009.00				42,009.00
20941 Show (deleted)		0.00		57,617.23		-57,617.23
20942 Parking Fee (deleted)		0.00		4,875.00		-4,875.00
Total 20940 Unearned Craft Show Rev	\$	42,009.00	\$	62,492.23	-\$	20,483.23
20960 Unearned Other Revenue						0.00
20970 Unearned Rental		600.00		1,450.00		-850.00
20973 Unearned SLFRF Revenue		0.00		658,339.63		-658,339.63
Total 20960 Unearned Other Revenue	\$	600.00	\$	659,789.63	-\$	659,189.63
20980 Unearned R.E. Tax		558.25		288,464.10		-287,905.85
21100 Unearned Fire Dept Grant		7,515.55		1,366.67		6,148.88
21200 Payroll Liabilities		0.00		10,551.36		-10,551.36
21230 VRS Employee Contributions		-1,043.04		597.97		-1,641.01
Total 21200 Payroll Liabilities	-\$	1,043.04	\$	11,149.33	-\$	12,192.37
Total Other Current Liabilities	\$	50,827.26	\$	1,024,449.46	-\$	973,622.20
Total Current Liabilities	\$	91,562.83	\$	1,164,436.69	-\$	1,072,873.86
Total Liabilities	\$	91,562.83	\$	1,164,436.69	-\$	1,072,873.86
Equity						
30000 Nonspendable						0.00
30005 PrePaid Items		0.00		8,545.56		-8,545.56
Total 30000 Nonspendable	\$	0.00	\$	8,545.56	-\$	8,545.56
31000 Restricted						0.00
31100 Mamie Davis (Endowment)		100,000.00		100,000.00		0.00
31200 E Summons Fund		36,122.69		36,122.69		0.00
Total 31000 Restricted	\$	136,122.69	\$	136,122.69	\$	0.00
31400 Assigned						0.00
30030 Events Fund		88,023.54		88,023.54		0.00
30040 CIP Fund		26,843.04		26,843.04		0.00
31050 Public Safety Grant Fund		14,283.44		14,283.44		0.00
31060 Mamie Davis Park Fund		6,497.85		6,497.85		0.00
31070 Public Education Grant Fund		1,955.20		1,955.20		0.00
Total 31400 Assigned	\$	137,603.07	\$	137,603.07	\$	0.00
31500 Unassigned						0.00
30010 Emergency Operating Fund		200,000.00		200,000.00		0.00
30020 Unrestricted		44,857.73		36,312.17		8,545.56
Total 31500 Unassigned	\$	244,857.73	\$	236,312.17	\$	8,545.56
32000 Retained Earnings		0.00		0.00		0.00
Net Income		818,948.02				818,948.02
Total Equity	\$	1,337,531.51	\$	518,583.49	\$	818,948.02
TOTAL LIABILITIES AND EQUITY	\$	1,429,094.34	\$	1,683,020.18	-\$	253,925.84

Friday, May 31, 2024 07:57:10 AM GMT-7 - Accrual Basis

**Town of Occoquan - Permit Report
May 2024**

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
BLD2024-00722	114 COMMERCE ST	Replace/repair, roofing, rafters and two walls, install replacement windows, add door and install garage doors. Rewire garage - separate permit	Building	Issued	R - Alteration/Repair	10/05/2023	
ELE2024-00652	114 COMMERCE ST	rewire garage, with lights, wall outlets, power for two garage doors, exterior lights. Sub panel	Electrical	Issued	R - Alteration/Repair	10/17/2023	
BLD2024-01108	301 COMMERCE ST	Adding new Free Standing Deck on top of existing coffee and food service shop	Building	Pending	C - Addition		
BLD2022-02702	312 COMMERCE ST	150 lf floor joist ,390 lf floor joist replacement , 48 lf sil plate, 375 sf sub floor replacement , 3 intellijacks	Building	Issued	R - Alteration/Repair	02/02/2022	
PLB2023-00018	312 COMMERCE ST	This is to install a sump pump in connection with a foundation drainage system installation by JES	Plumbing	Issued	R - Alteration/Repair	01/06/2023	
PLB2023-00018	312 COMMERCE ST	This is to install a sump pump in connection with a foundation drainage system installation by JES	Plumbing	Issued	R - Alteration/Repair	01/06/2023	
BLD2024-04194	404 MCKENZIE DR	home demolition	Building	Issued	Demolition	04/07/2024	
GAS2024-01446	126 MILL ST	TEMPLATE - Set (1) 120 gallon AG propane tank and run gas lines to stubout for food service trailer	Gas	Issued	C - Alteration/Repair	04/03/2024	
GAS2024-01446	126 MILL ST	TEMPLATE - Set (1) 120 gallon AG propane tank and run gas lines to stubout for food service trailer	Gas	Issued	C - Alteration/Repair	04/03/2024	
UGS2024-00180	126 MILL ST	Set (1) 120 gallon AG propane tank and run gas lines to stubout for food service trailer	Storage Tanks	Issued	C - Alteration/Repair	04/03/2024	
BLD2024-04356	204 MILL ST	REPAIR AND REPLACE (LIKE FOR LIKE) - EXTERIOR WOODEN STAIR TREADS, RAILS, AND STRINGERS.	Building	Pending	C - Alteration/Repair		
BLD2024-06024	402 MILL ST	adding floor space at the second floor by extending the roof - Interior renovation and repair of walls and modification of layout for better retail presentation.	Building	Pending	C - Addition		
BLD2021-06635	450 MILL ST	TLO FOR THE COTTAGE	Building	Issued	C - Tenant Layout	05/03/2022	
ELE2022-00482	450 MILL ST	TLO FOR POPPS	Electrical	Issued	C - Tenant Layout	12/22/2023	
MEC2021-02381	450 MILL ST	THE COTTAGE - TLO	Mechanical	Pending	C - Tenant Layout		
PLB2022-00959	450 MILL ST	THE COTTAGE - TLO	Plumbing	Issued	C - Tenant Layout	11/08/2023	
BLD2024-03071	458 MILL ST	Install Freestanding Post & Panel Sign	Building	Issued	C - Sign	03/04/2024	

BLD2024-04811	1435 OCCOQUAN HEIGHTS CT	Replacing decking boards on deck and 1 damaged joist	Building	Finaled	R - Alteration/Repair	03/28/2024	04/18/2024
ELE2023-05482	103 POPLAR LN	Install 60amp disconnect and two pole circuit breaker 60amp. Run wire associate	Electrical	Issued	R - Swimming Pool	04/14/2023	
BLD2022-00079	109 POPLAR LN	CUSTOM SFD	Building	Finaled	R - New Single Family Dwelling	03/01/2022	03/28/2024
ELE2024-00242	109 POPLAR LN	New underground electrical service of 400amps	Electrical	Finaled	R - New Single Family Dwelling	07/19/2023	03/28/2024
GAS2024-00465	109 POPLAR LN	New gas installation	Gas	Finaled	R - New Single Family Dwelling	10/04/2023	03/28/2024
MEC2023-02547	109 POPLAR LN	NEW PREFAB FIREPLACE	Mechanical	Finaled	R - New Single Family Dwelling	06/28/2023	03/28/2024
MEC2024-00433	109 POPLAR LN	NEW HVAC	Mechanical	Finaled	R - New Single Family Dwelling	09/01/2023	03/28/2024
PLB2023-01320	109 POPLAR LN	NEW FIXTURES	Plumbing	Finaled	R - New Single Family Dwelling	12/16/2022	03/28/2024
PLB2024-00433	109 POPLAR LN	reconnect sanitary sewer and water service	Plumbing	Finaled	R - New Single Family Dwelling	08/24/2023	03/28/2024
BLD2024-03230	113 POPLAR LN	STRUCTURAL - INTERIOR A/R TO BASEMENT & 1FL: ADDING ROOMS & DOORS, ADJUSTING CEILING HEIGHT, REPLACE EXISTING BEAM WITH STEEL, REPLACING WINDOWS. WET BAR IN BASMENT.	Building	Issued	R - Alteration/Repair	02/01/2024	
ELE2024-05167	113 POPLAR LN	basement remodel master bath laundry bar	Electrical	Issued	R - Alteration/Repair	04/15/2024	
GAS2024-01516	113 POPLAR LN	1- Fireplace 30k 1- Gas log set 25k 1- Gas Water heater 48k 1- Gas Manifold 1" - 3/4" - 1/2" 1- Gas Range 36k 2- Gas Dryer 25k	Gas	Issued	R - Alteration/Repair	04/16/2024	
MEC2024-01598	113 POPLAR LN	install of direct vent gas fireplace Framing, gas, electric done by others existing building permit BLD2024-03230	Mechanical	Issued	R - Alteration/Repair	03/27/2024	
PLB2024-02021	113 POPLAR LN	Interior plumbing renovations	Plumbing	Issued	R - Alteration/Repair	04/11/2024	
BLD2024-00930	104 VISTA KNOLL DR	Installation of solar panels on existing residential roof. 6 kW. Addition of [2] 0-30A circuits.	Building	Finaled	R - Alteration/Repair	12/05/2023	05/02/2024
ELE2024-04533	184 WASHINGTON ST	ELECTRICAL FOR TWO BATHROOMS AND LAUNDRY RENOVATIONS - TOWN OF OCCOQUAN APPROVAL ATTACHED	Electrical	Issued	R - Alteration/Repair	03/12/2024	

PLB2024-01841	184 WASHINGTON ST	PLUMBING FOR TWO BATHROOMS AND LAUNDRY RENOVATIONS - TOWN OF OCCOQUAN APPROVAL ATTACHED	Plumbing	Finaled	R - Alteration/Repair	03/12/2024	05/20/2024
BLD2024-06310	92 WASHINGTON ST	22x10 Deck ***SEE NOTES***	Building	Pending	R - Addition		

Development Projects

END OF REPORT

Town of Occoquan - Open BCE Case(s)

May 2024

<u>CASE NUMBER</u>	<u>SITE ADDRESS</u>	<u>DESCRIPTION</u>	<u>CASE STATUS</u>	<u>DATE OPENED</u>	<u>ASSIGNED TO</u>	<u>ASSIGNED TO EMAIL</u>
BCE2024-00873	203 UNION ST 101 OCCOQUAN VA 22125	WORK WITHOUT PERMITS - INCLUDING BUT NOT LIMITED TO ELECTRICAL SERVICE, RECEPTACLES ADDED IN KITCHEN AREA, WATER HEATER CLOSET, BEHIND COUNTER AT REGISTER, EXTERIOR OUT BUILDING & COURTYARD. POWER TO SMOKER. PLUMBING (NEW SINK IN BACK LEFT ROOM & NEW SINKS AND WATER FILTER SYSTEM IN KITCHEN AREA).	Violation Issued	5/31/24	Crisler, Brian	BCrisler@pwcgov.org

END OF REPORT

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 05/27/2024

**Counts business days only.*

<u>Site Address</u>	<u>Case Number / Case Status</u>	<u>Date Received</u>	<u>Date Closed</u>	<u>Business Days Open (Pending)</u>	<u>Assigned To</u>	<u>Case Description</u>	<u>Violation Description(s)</u>	<u>Date VIO Founded</u>	<u>Notice Issued</u>	<u>Summons Issued</u>	<u>Court Action</u>
				0							

Total Number of Cases for : 0

Total Number of Addresses Affected:

Total Number of Violations Issued: 0

Total Number of Cases Closed : 0

Total Number Cases Closed with No Violation: 0

Total Number of Cases Still Open: 0

Total Number of Open Cases with Violations: 0

Average Number of Business Days Cases are Open This Town:

Average Number of Business Days Cases are Open (Grouped by Address and Date Received) This Town:

Total Number of Cases with Pending Activities for this Town: 0

Total Business Days of Pending Activities for this Town:

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 05/27/2024

**Counts business days only.*

Total Number of Cases for All Towns Selected: 0

Summary by Case Status:

END OF REPORT

Town Attorney Report

To: Mayor and Council, Town of Occoquan
Thru: Adam Linn, Town Manager
From: Martin Crim, Town Attorney
Re: Report for June 18, 2024 Council Meeting
Date: June 6, 2024

NOT CONFIDENTIAL

This is a report on the non-confidential matters that my office has been working on for the Town since my previous written report to Council on May 1, 2024:

1. Continued enforcement action for zoning violations.
2. Advised as to tax collection.
3. Advised as to possible amendment to the Architectural Review Board guidelines.
4. Provided a model policy for remote participation by council members in light of the 2024 legislative amendments taking effect July 1.



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

9. Regular Business	Meeting Date: June 18, 2024
9A: Request to Adopt Resolution to Designate the 100 Block of Poplar Alley "Ogle Harris Way"	

Attachments: a. Draft Resolution R-2024-05

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to adopt a resolution to honorarily designate the 100 block of Poplar Alley, "Ogle Harris Way," in honor of the contributions of Ogle Harris and his family to the Occoquan community.

A dedication ceremony will be held on June 29th, 2024, at 10 a.m.

Staff Recommendation: Adopt the Resolution as presented.

Proposed/Suggested Motion:

"I move to adopt Resolution R-2024-05 to honorarily name the 100 block of Poplar Alley "Ogle Harris Way," in honor of the contributions of Ogle Harris and his family to the Occoquan Community."

OR

Other action Council deems appropriate.

**TOWN OF OCCOQUAN, VIRGINIA
RESOLUTION R-2024-05**

**RESOLUTION TO ASSIGN THE 100 BLOCK OF POPLAR ALLEY
THE HONORARY DESIGNATION "OGLE HARRIS WAY"
IN APPRECIATION AND RECOGNITION OF THE CONTRIBUTIONS OF
OGLE HARRIS AND HIS FAMILY TO THE HISTORY OF OCCOQUAN**

WHEREAS, Ogle Taylor Harris was born on or about December 23, 1872, one of five children (one of whom predeceased Ogle’s birth) of Arthur and Harriet Harris; and

WHEREAS, from his marriages to Cora L. Peyton and Lottie Bowles, he helped raise seven children in Occoquan; and

WHEREAS, in the early years of the 20th century, he began a business at his residence at 204 Washington Street, selling handmade ice cream out of his home’s summer kitchen and at the African-American Odd Fellows Hall that was adjacent to what is now Poplar Alley; and

WHEREAS, upon building a new home for his family at the corner of Washington and Commerce Streets, he converted 204 Washington Street into a store that expanded from the original ice cream business into one of Occoquan’s two full-fledged grocery stores, selling meat, fresh produce, fishing tackle, sodas, candy, and sundry other goods, obtaining a Prince William County business license as early as 1918; and

WHEREAS, well known for his honesty and generosity his store became a thriving enterprise patronized by citizens of Occoquan and the surrounding Prince William County area alike; and

WHEREAS, upon his death on March 14, 1949, his store was run successively by his son Arthur and his daughter-in-law Doris until it formally closed in 1974; and

WHEREAS, his store served as the cornerstone of Occoquan’s African-American commercial community for much of the 20th century, contributing in numerous ways to the vibrancy, continuity, and success of the Town of Occoquan; and

WHEREAS, in appreciation for the contribution to Occoquan’s history of Ogle Taylor Harris and his descendants and relatives, some of whom continue to live in or visit the town;

NOW, THEREFORE, BE IT RESOLVED, the Occoquan Town Council hereby assigns the honorary designation of “**Ogle Harris Way**” to the 100 block of Poplar Alley and on behalf of the entire Occoquan community expresses its appreciation to the Harris Family for their invaluable historical contributions to our community.

Adopted by the Town Council of the Town of Occoquan, Virginia this 18th Day of June, 2024.

MOTION:

**DATE: June 18, 2024
Town Council Meeting**

SECOND:

Votes

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

BY ORDER OF THE TOWN COUNCIL

Attested:

Earnest W. Porta, Jr., Mayor

Philip Auville, Town Clerk



TOWN OF OCCOQUAN TOWN COUNCIL MEETING Agenda Communication

9. Regular Business	Meeting Date: June 18, 2024
9B: Request to Adopt Resolution of Appreciation for Carol Bailey	

Attachments: a. Draft Resolution R-2023-06

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to adopt a resolution of appreciation and recognition for town resident Carol Bailey for her years of service to the Town, specifically for having served for over a decade on the Architectural Review Board.

Mrs. Bailey was nominated to the Architectural Review Board on August 7th, 2012, and retired from it on January 23rd, 2024.

Staff Recommendation: Adopt the Resolution as presented.

Proposed/Suggested Motion:

“I move to adopt Resolution R-2024-06 recognizing Carol Bailey for her years of dedicated service to the Occoquan community.”

OR

Other action Council deems appropriate.

**TOWN OF OCCOQUAN, VIRGINIA
RESOLUTION R-2024-06**

**RESOLUTION OF APPRECIATION AND RECOGNITION TO
CAROL BAILEY ON THE OCCASION OF HER RETIREMENT FROM
THE ARCHITECTURAL REVIEW BOARD**

WHEREAS, Carol Bailey has been an integral part of the Occoquan community for several decades, dedicating her time and talents for the betterment of the community and assisting the Town in multiple roles over the years; and

WHEREAS, on August 7th, 2012, she was nominated and took on her longest serving role with the Town as a member of the Architectural Review Board; and

WHEREAS, after over a decade of service on the Architectural Review Board taking minutes and providing invaluable recollection of Occoquan history, Mrs. Bailey retired from the Architectural Review Board effective January 23rd, 2024; and

WHEREAS, Mrs. Bailey’s efforts, energy, and passion have earned her the respect and gratitude of residents, Town staff, her Architectural Review Board peers, and several Occoquan Town Councils; and

WHEREAS, the Town of Occoquan wishes to express its profound and sincere appreciation to Mrs. Bailey for her dedicated service to the Occoquan community; and

WHEREAS, we all hope that Mrs. Bailey will continue to be an active participant in the Occoquan community.

NOW, THEREFORE, BE IT RESOLVED, the Occoquan Town Council hereby congratulates Mrs. Bailey on her retirement from the Architectural Review Board and wishes to express its profound and sincere appreciation to her for her service to the Occoquan community and wish her well in all her future endeavors.

Adopted by the Town Council of the Town of Occoquan, Virginia this 18th Day of June, 2024.

MOTION:

**DATE: June 18, 2024
Town Council Meeting**

SECOND:

Votes

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

BY ORDER OF THE TOWN COUNCIL

Attested:

Earnest W. Porta, Jr., Mayor

Philip Auville, Town Clerk



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

9. Regular Business	Meeting Date: June 18, 2024
9C: Request to Approve Resolution of Appreciation for Ryan Somma	

Attachments: a. Draft Resolution R-2024-07

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to adopt a resolution of appreciation and recognition for Ryan Somma for his years of service to the Town, specifically for having served for seven years on the Planning Commission.

Mr. Somma was nominated to the Planning Commission on May 2nd, 2017 and retired from it on April 19th, 2024.

Staff Recommendation: Adopt the Resolution as presented.

Proposed/Suggested Motion:

“I move to adopt Resolution R-2024-07 recognizing Ryan Somma for his years of dedicated service to the Occoquan community.”

OR

Other action Council deems appropriate.

**TOWN OF OCCOQUAN, VIRGINIA
RESOLUTION R-2024-07**

**RESOLUTION OF APPRECIATION AND RECOGNITION TO
RYAN SOMMA ON THE OCCASION OF HIS RETIREMENT FROM
THE PLANNING COMMISSION**

WHEREAS, Ryan Somma has been an integral part of the Occoquan community for over a decade, dedicating his time and talents for the betterment of the community and assisting the Town in multiple volunteer roles over the years; and

WHEREAS, on May 2nd, 2017, Mr. Somma was nominated and took on his longest serving role with the Town as a commissioner of the Planning Commission; and

WHEREAS, as a Planning Commissioner, Mr. Somma was instrumental in bringing to fruition several Planning Commission priorities, including but not limited to the update to the Town’s Vision 2026 Comprehensive Plan, the approval of the Mill at Occoquan, the Town’s parking strategy, and the initial Trail Town strategy; and

WHEREAS, as a Planning Commissioner, Mr. Somma also served as Planning Commission Secretary and produced excellent minutes that accurately reflected the meetings and actions of the Planning Commission and serve as important historical records for the Town; and

WHEREAS, after seven years of service on the Commission, Mr. Somma retired from the Planning Commission effective April 19th, 2024; and

WHEREAS, Mr. Somma’s efforts, energy, and passion have earned him the respect and gratitude of residents, Town staff, his Planning Commission peers, and multiple Occoquan Town Councils; and

WHEREAS, the Town of Occoquan wishes to express its profound and sincere appreciation to Mr. Somma for his dedicated service to the Occoquan community; and

WHEREAS, we all hope that Mr. Somma, and the entire Somma family, will continue to be active participants in the Occoquan community.

NOW, THEREFORE, BE IT RESOLVED, the Occoquan Town Council hereby congratulates Mr. Somma on his retirement from the Planning Commission and wishes to express its profound and sincere appreciation to him for his service to the Occoquan community and wish him well in all his future endeavors.

Adopted by the Town Council of the Town of Occoquan, Virginia this 18th Day of June, 2024.

**MOTION:
SECOND:**

**DATE: June 18, 2024
Town Council Meeting**

Votes

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

BY ORDER OF THE TOWN COUNCIL

Attested:

Earnest W. Porta, Jr., Mayor

Philip Auville, Town Clerk



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
 Agenda Communication

9. Regular Business	Meeting Date: June 18, 2024
9D: Request to Name the 19th Century Army Corps of Engineers Dike in the Occoquan River	

- Attachments:**
- a. Draft Resolution
 - b. List of Submitted Names

Submitted by: Adam C. Linn
 Town Manager

Explanation and Summary:

This is a request to adopt a resolution to name the 19th century dike located in the Occoquan River based off the recommended submissions from the naming competition at the 2024 RiverFest.

The winning submission will be inscribed on a sign to be placed on the “island” for a term of one year. After the year is up, the Town intends to follow the same process again and keep the tradition for the foreseeable future with the “island” receiving a new name each year.

Town staff has narrowed down the submissions to a list of the top five entries for the Town Council’s review and selection (in alphabetical order):

- ACE Island
- Cormorant’s Crag
- Craighill Isle
- Feathered Friend Key
- Osprey Oasis

Attached is a list of all the submissions received.

Background

In the late 19th century, the U.S. Army Corps of Engineers created a stone dike in the Occoquan River, currently situated below and to the east of the Route 123 Bridge, to help maintain the river’s channel and protect vessels from ice floes and debris. Over time, the dike has come to be a sanctuary for local wildlife, including indigenous tree and bird species.

Staff Recommendation: N/A

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

“I move to adopt Resolution R-2024-08 to Name the 19th Century Dike [NAME OF WINNING SUBMISSION], as submitted by [NAME OF WINNING SUBMITTER], for a term of one year beginning on July 1st, 2024, and expiring on June 30th, 2025.

OR

Other action the Council deems appropriate.

ATTACHMENT

Island Naming Entries:

- ACE Island
- Bye Bye Props
- Cormorant's Crag
- Eagles Isle
- Earnie's Island
- Eugene Island
- Feathered Friends' Key
- Gilligan's Island
- Harriet's Hideaway
- Island of Rocks
- Isle of Ivy
- Le Thomas
- Little Paradise
- Life is Good
- Madigan's Point
- Osprey Oasis
- Propless Pass
- River Rat Island
- Rough Patch Key
- Rubber Duck Island
- Sanctuary Isle
- Sycamore's Retreat
- The Republic of Cody
- Tree Island
- Wild Goose Place

**TOWN OF OCCOQUAN, VIRGINIA
RESOLUTION R-2024-08**

**RESOLUTION NAMING THE 19TH CENTURY U.S. ARMY CORPS OF ENGINEERS
DIKE**

WHEREAS, in the late 19th century, the U.S. Army Corps of Engineers created a stone dike in the Occoquan River, currently situated below and to the east of the Route 123 Bridge, to help maintain the river’s channel and protect vessels from ice floes and other debris; and

WHEREAS, the dike has come to form a functional “island” in the middle of the Occoquan River, acting as a sanctuary for local wildlife, including indigenous tree and bird species; and

WHEREAS, the Town hosted a naming competition for the dike, or “island”, during the 2024 RiverFest and Craft Show; and

WHEREAS, Town staff has reviewed dozens of entries from residents and visitors and created a list of recommendations to the Town Council; and

WHEREAS, Town Council has reviewed and selected a winning submission based on its compatibility with the history and character of the Occoquan River and the Town.

NOW, THEREFORE, BE IT RESOLVED, that the Occoquan Town Council hereby wishes to congratulate _____ on their winning submission to the inaugural island naming competition and recognize their creativity and enthusiasm in participating; and

BE IT FURTHER RESOLVED, that the Occoquan Town Council hereby names the aforementioned stone dike _____, as submitted by _____, for a term of one year, beginning on July 1st, 2024 and expiring on June 30th, 2025.

Adopted by the Town Council of the Town of Occoquan, Virginia this 18th Day of June, 2024.

MOTION:

DATE: June 18, 2024

Town Council Meeting

SECOND:

Votes

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

BY ORDER OF THE TOWN COUNCIL

Attested:

Earnest W. Porta, Jr., Mayor

Philip Auville, Town Clerk



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
 Agenda Communication

9. Regular Business	Meeting Date: June 18, 2024
9E: Request to Adopt Revised Remote Participation Policy and Amend Code Section 31.028 Entitled Remote Participation	

Attachments: a. Draft Ordinance O-2024-02
 b. Draft Remote Participation Policy

Submitted by: Adam C. Linn
 Town Manager

Explanation and Summary:

This is a request to approve and adopt a revised remote participation policy and an ordinance to amend Section 31.028 of the Town Code relating to Remote Participation by Town Council members as a result of changes to the state code.

Town staff recommends changing the ordinance and updating the Remote Participation Policy to bring it up to date and in accordance with the Virginia Code § 2.2-3708.3. This would permit members with disabilities and/or who are caring for a family member with a disability to count towards the quorum of a meeting. It also clarifies that this policy needs to be adopted annually by the Town Council in order to be statutorily conforming.

Background

As a result of COVID pandemic, at its July 6, 2021, Town Council Meeting, the Town Council adopted Ordinance O-2021-04 and a Policy that related to remote participation of Town of Occoquan Town Council, boards, and commissions members' remote electronic participation in their public meetings. At its June 3, 2023, Town Council meeting, the Town Council adopted Ordinance O-2023-09 and an amended Policy to reflect changes in the Virginia Code that allowed remote participation due to a personal matter for "two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater."

Staff Recommendation: Adopt the ordinance and policy as presented.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

"I move to adopt Ordinance O-2024-02 to amend section 31.028 of the Town Code as presented and further move to adopt the policy entitled "REMOTE ELECTRONIC PARTICIPATION BY MEMBERS OF THE OCCOQUAN TOWN COUNCIL, BOARDS AND COMMISSIONS" as presented."

OR

Other action Council deems appropriate

ORDINANCE #0-2024-02

AN ORDINANCE AMENDING THE PROCEDURES FOR PARTICIPATION IN MEETINGS BY ELECTRONIC COMMUNICATIONS

WHEREAS, Virginia Code Section 2.2-3708.3 authorizes members of a public body to participate through electronic means in any meeting wherein the public business is discussed or transacted, pursuant to a policy adopted by the public body that conforms with the requirements of Virginia Code Section 2.2-3708.3; and

WHEREAS, the Town Council of the Town of Occoquan desires to permit participation in meetings by electronic means in accordance with Virginia Code Section 2.2-3708.3.

NOW, THEREFORE, BE IT ORDAINED by the Council for the Town of Occoquan, Virginia meeting in regular session on this 18th day of June, 2024:

1. That the Town Council hereby adopts and amends Town Code § 31.028 as set forth below:

§ 31.028 REMOTE PARTICIPATION.

In satisfaction of the requirements of VA Code § 2.2-3708.3, the ~~“Amended Policy for Participation by Electronic Communication” dated June 6, 2023, is hereby adopted and made~~ Town Council shall annually adopt a policy for remote participation, applicable to the Town Council and all boards and commissions appointed by the Town Council.

2. This ordinance is effective July 1, 2024.

PASSED AND ADOPTED by the Town Council of the Town of Occoquan on this 18th day of June, 2024.

BY ORDER OF THE TOWN COUNCIL

MEETING DATE: June 18, 2024

MOTION:

SECOND:

ACTION:

Town Council Meeting

Ord. No. O-2024-02

RE: An Ordinance Amending Procedures for Participation in Meetings by Electronic Communications

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

CERTIFIED COPY _____
Town Clerk

**REMOTE ELECTRONIC PARTICIPATION
BY MEMBERS OF THE OCCOQUAN TOWN COUNCIL, BOARDS AND
COMMISSIONS
July 1, 2024**

1. POLICY

It is the policy of the Occoquan Town Council that individual council, board and commission members may participate in their public meetings by electronic means as permitted by Virginia Code § 2.2- 3708.3

2. AUTHORITY AND SCOPE

- a. The policy is established for members of the Town of Occoquan town council, architectural review board, planning commission, or any committee authorized by the town council for remote electronic participation in their public meetings.
- b. This policy does not prohibit or restrict any individual member of a public body who is lawfully either participating in an all-virtual meeting or who is using remote participation from voting on matters before the public body, pursuant to Va. Code § 2.2-3708.3(D).
- c. This policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.
- d. This policy must be reviewed and readopted annually, pursuant to Va. Code § 2.2-3708.3(D), in order for members to participate remotely.

3. DEFINITIONS

- a. **“Member”** means any member of the town council, the architectural review board, planning commission, or any committee authorized by the town council.
- b. **“Remote participation”** means participation by an individual member by electronic communication means in a public meeting where a quorum of the members are physically assembled, as defined by Va. Code § 2.2-3701.
- c. **“Meeting”** means a meeting as defined by Va. Code § 2.2-3701.
- d. **“Notify” or “notifies”** for purposes of this policy, means written notice, such as email or letter. Notice does not include text messages or communications via social media.
- e. **“Person with a disability”** means a person who has a physical or mental impairment that substantially limits one or more of his major life activities or who has a record of such impairment.;

- f. **“Caregiver”** means an adult related by blood, marriage, or adoption or the legally appointed guardian of the person with a disability for whom he is caring.

4. PROCEDURE AND REQUIREMENTS

- a. A quorum of the town council, board or commission members must be physically assembled at the central meeting location.
- b. For purposes of determining whether a quorum is physically assembled, an individual member of a public body who is either a person with a disability or who must act as a caregiver at the time of the meeting for a person with a disability, and is thus prevented from physically attending the meeting and who thus uses remote participation, will count toward the quorum as if the individual was physically present, subject to the requirements below.
- c. On or before the day of the meeting, the member must notify the chair or the vice-chair in the absence of the chair, of the town council, board or commission, and the town clerk that they are unable to attend a meeting and the reason(s), therefore.
- d. A member shall be permitted to remote participation if they are unable to physically attend a meeting due to (i) a temporary or permanent disability or other medical condition that prevents the member's physical attendance, (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance, (iii) a personal matter and identifies with specificity the nature of the personal matter.
 - i. If the requesting member is unable to physically attend the meeting due to a personal matter, the requesting member must state with specificity the nature of the personal matter. Remote participation due to a personal matter is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater. There is no limit to the number of times that a member may participate remotely for the other authorized purposes listed
- e. The town council, board or commission members reviewing an individual member's request to participate remotely must approve such request, unless that participation would violate this written policy or the provisions of Virginia Code § 2.2-3708.3.
- f. If a member's participation from a remote location is challenged based on a violation of this written policy or Virginia Code § 2.2- 3708.3, then the town council, board or commission for which the member is part shall vote whether to allow such participation, and if the town council, board or commission votes to disapprove of the member's remote participation, such disapproval shall be recorded in the meeting minutes with specificity. In case of a challenge, a majority vote in favor of remote participation is required to approve such participation, and a tie vote results in disapproval. Only a violation of this written

policy or Virginia Code § 2.2-3708.3 shall be grounds for challenge and disapproval, and the purported violation must be stated in the motion requiring a vote. In all other instances, members must approve a remote participation request. Failure to challenge a member's remote participation shall waive any and all objections to such remote participation for that meeting.

- g. Arrangements must be made for the voice of the remotely participating member to be heard by all persons at the primary meeting location. If at any point during the meeting the voice of the remotely participating member is no longer able to be heard by all persons at the meeting location, the remotely participating member shall no longer be permitted to participate remotely.

5. RECORDING IN MINUTES

- a. If the member is allowed to participate remotely due to a temporary or permanent disability or other medical condition, a family member's medical condition that requires the member to provide care to the family member, the town council, board or commission shall record in its minutes (1) the approval of the member's remote participation; and (2) a general description of the remote location from which the member participated.
- b. If the member is allowed to participate remotely due to a personal matter, such matter shall be cited in the minutes with specificity, as well as how many times the member has attended remotely due to a personal matter, and a general description of the remote location from which the member participated.
- c. If a member's request to participate remotely is disapproved, the disapproval, including the grounds upon which the requested participation violates this policy or VFOIA, shall be recorded in the minutes with specificity.

6. ADOPTION OF POLICY

A statutorily conforming remote participation policy must be adopted by the town council at least once annually.

Nothing in this Policy shall prevent or limit the use of any other grounds for remote participation authorized by law.

EFFECTIVE DATES: July 1, 2024 – June 30, 2025



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

10. Discussion Items	Meeting Date: June 18, 2024
10A: Riverfest Report	

Attachments: 2024 Riverfest & Craft Show Report

Submitted by: Julie Little
Event Director

Explanation and Summary:

On June 1st - 2nd, 2024, the Town celebrated its annual Riverfest & Craft Show. Staff has prepared the attached Riverfest & Craft Show Report for review and discussion.



TOWN OF OCCOQUAN

Circa 1734 • Chartered 1804 • Incorporated 1874
314 Mill Street • PO Box 195 • Occoquan, Virginia 22125
(703) 491-1918 • Fax (571) 398-5016 • info@occoquanva.gov
www.occoquanva.gov

TOWN COUNCIL
Earnest W. Porta, Jr., Mayor
Jenn Loges, Vice Mayor
Cindy Fithian
Eliot Perkins
Theo Daubresse
Nancy Freeborne-Brinton

TOWN MANAGER
Adam Linn

2024 RiverFest & Craft Show Summary Report

RiverFest & Craft Show returned to the streets of the historic district on June 1 & 2, 2024, after the disappointing cancellation of the Fall Arts & Craft Show in 2023. In addition to arts and crafts, this festival has a multi-tiered format and a strong focus on conservation, the river, and family activities and thus targets a broader audience than the Fall Arts & Crafts Show. Exciting offerings and experiences were an inherent part of the show this spring and included Conservation Alley, the Whatever Floats Your Boat Parade, Boat Tours, the Junior Passport program, as well as ticketed events for kids. Additionally, the 16th Annual Duck Splash, produced by Patriots for Disabled Divers, neatly moved to the list of RiverFest activities this year. Some activities initially planned became infeasible due to lack of funding or other issues.



2024 RIVERFEST & CRAFT SHOW

Volunteers

Logistically, volunteer assistance is vital to running these shows, but also our vendors regard our highly responsive volunteer team as one of the best elements of the Occoquan shows. This spring, we were fortunate to have over 50 volunteers (not including public safety) support the festival. Volunteers reported in an after-action survey that they would volunteer again and made several recommendations for volunteer system enhancements, from recruitment to on-site service.

Weather

Weather for both days of the event was seasonally warm and partly cloudy, in the mid-80s.

Shuttle and Attendance

The price structure for the spring continued to be \$8, or 2 for \$15 and kids 12 and under remained free. Visitors were offered the opportunity to prepay their shuttle fees on their own devices through a QR code that directed them to the Town's Square account, or at the gate and pay in cash or credit via a new POS system. It is difficult to pinpoint actual attendance because so many patrons walk in from the satellite lots, but shuttle income was \$36,207, a 36% increase over budget.



WHATEVER FLOATS YOUR BOAT PARADE

Whatever Floats Your Boat Parade

For the second year, the Town hosted a river parade to coincide with RiverFest. The Whatever Floats Your Boat Parade encouraged paddlers to decorate a non-motorized river vessel and launch at Occoquan Regional Park and make the trek up the river into Occoquan. The entries of our small but enthusiastic group of participants created much excitement. Local dignitaries were invited to judge the parade on the Ellicott footbridge.

Family Activities

One major goal of RiverFest is to increase the number of families that attend the show. Exploring various revenue generating activities and ticketed events is part of that process. To that end, river boat tours and Reptile World provided additional patron entertainments during RiverFest this year. The prospect for these events to be revenue generating was not realized, though both were enjoyed by participants. Further experimentation is needed.

Conservation Alley and Junior Passport

Conservation is another strong emphasis of RiverFest. With that in mind, Town hosts Conservation Alley, a space dedicated to family fun, demonstrations, recycled crafts, and plenty of love for the natural world. Kids can journey with the Junior Passport program and earn a Conservation Alley sticker badge while learning simple ways to protect wildlife and water. Twelve environmental non-profits and related businesses, such as Friends of the Occoquan, U.S. Fish and Wildlife, and Service Authority joined many others in the Alley to demonstrate their mission to our Juniors.

Beer Garden

Mill Street Draft Garden successfully managed the beer garden for RiverFest this year. Live concerts in the beer garden are a popular addition; bands played from 12pm to 4pm both days of the festival. The Town also enacted the ABC Designated Outdoor Recreation Area license, which enabled visitors to travel throughout the event venue with alcoholic beverages. No adverse issues were reported.



*CONSERVATION ALLEY
WAITING FOR THE DUCK SPLASH*

Vendors

A total of 321 vendors supported RiverFest, a jump of a 34% increase over last year's event.



HAPPY VENDOR!

Over 100 vendors transferred their fees from the cancelled fall show to RiverFest, so roughly 1/3 of our vendors were committed immediately. This included crafters, artists, makers, commercial vendors, Town businesses, non-profits, food vendors, and sponsors. In an after-action survey with 93 respondents, 68% vendors reported sales from the weekend were average, above, or significantly above expectations.

Sponsors

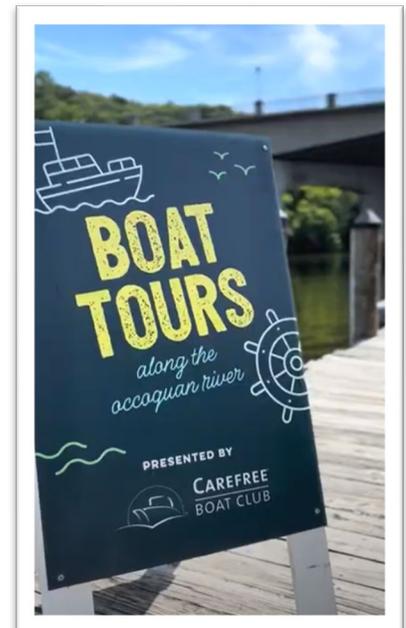
Thirteen sponsors contributed \$12,500 and in-kind goods and services to RiverFest this spring, short of the \$15,000 financial goal planned for this event. One significant success in building sponsor contribution was realized, however. A Basin level sponsor (\$2500), Dogtopia, became the “Puppy Pitstop” for all dogs that attended with their owners. Dogtopia provided snacks and water for all furry friends. In addition to the standard sponsor package, Dogtopia received a special “Pitstop” space on the venue map, specific signage, and two additional social posts, especially advertising them.

Program

In an effort to reduce expenses, the program this year was reduced to eight, full-color, pages. Though smaller, this booklet was still able to provide a map and branded coverage of all the events over the weekend as well as a featured sponsor page.

Promotion

The media strategy utilized a hybrid of traditional ad-buys, marketing emails to over 9,000 recipients, a social media push on multiple platforms beginning six weeks prior to show dates and heavy coverage during the event. Instagram became the lead social channel due to its highly shareable content and well-tagged posts and reels that garnered success in 2023. The Facebook focus was on attracting the core Craft Show fanbase, while exploring and leveraging Facebook Groups to spread the word. The messaging was consistently modern and fresh, appealing to a younger market than traditional craft show marketing. One reel of the event received over 28,000 views.



TOURS DONATED BY CAREFREE BOAT CLUB

The show’s one-year old website, OccoquanFestivals.com, efficiently meets the needs of a show this size and provides information for the vendors, as well as acts as a public-facing event brochure for visitors. All promotions pointed to full event info on occoquanfestivals.com. Traffic to the website was significant: 28, 991 site sessions and 18,461 unique visitors accessed the website between May 6 and June 6, 2024, indicating the success of new festival website development last year.

The numbers provided below are unaudited, preliminary figures.

**RiverFest By the Numbers
Vendor Participation**

Category	Number of Vendors		
	Spring 2024	Spring 2023	Spring 2022
Makers/Creators	200	136	143
Commercial	27	20	29
Food	18	16	14
Town Businesses	35	35	37
Sponsors	13	9	0
Non-Profit	28	24	17
Total	321	240	240

**RiverFest By the Numbers
Expenses vs Revenues**

Expense Category	
Events Salaries	18,963
Shuttle Cost	27,600
Rentals	4,930
Day of Show Support	1,330
Public Safety	3,975
Advertising / Marketing	10,208
Materials / Supplies	7,102
Entertainment	3,475
Bank Fees	3,529
Total Expenses	81,112
Revenue Category	
Booth Revenue	104,848
Shuttle Revenue	36,162
Vendor Parking	4,625
Sponsors	12,500
Activity Revenue	727
Other	1,594
Convenience Fees	2,132
Total Revenue	162,588

RiverFest By the Numbers
Budget vs. Actual

Year		Budget	Actual	% to Budget
Spring 2024	Revenue	126,175	162,788	29%
	Expense	82,291	81,112	(1.4%)
	Net	43,884	81,676	86%

Uncaptured Public Safety Costs

There are a great many uncaptured costs of hosting a major street festival like RiverFest. Alone, the number of paid staff to accomplish this effort would be significant, but instead we are fortunate to rely on many volunteers.

Similarly, from a public safety standpoint, 45 extra volunteer personnel were brought in to support RiverFest, with an equivalent cost of \$36,200. Borrowed equipment such as message boards, traffic barrels, weights, and cones, cost a total of \$14,650. The cost of security equipment such as SkyWatch and CCTV systems had a value of approximately \$452,050. Finally, communications equipment would have run another \$700,000. In total, if the Town would have needed to pay for variable costs for staffing and materials as well as fixed costs for a wide range of equipment, it could have cost approximately \$1.2 million.



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

10. Discussion Items	Meeting Date: June 18, 2024
10B: Report on Planning Commission Strategic Planning Recommendations to Town Council	

Attachments: a. Strategic Planning Recommendations to Town Council

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a discussion item for Town Council to provide feedback on the Planning Commission's Strategic Planning Recommendations, presented to Town Council in April 2024. See attached report.

At the April 16th meeting, the Planning Commission Chair presented the report to Town Council. The Town Council decided to consider the recommendations and provide feedback at a later date.

The report consists of six sections and includes multiple action items in each area for which the Planning Commission is requesting Town Council feedback, approval, and/or action.

Staff Request: Review and provide guidance as to how the Planning Commission should move forward on various items and as to how Town staff can assist in this process.



Planning Commission Strategic Planning Recommendations to Town Council

March 26, 2024

Occoquan Planning Commission

Eliot Perkins, Chair

Ralph Newell, Vice Chair

Ryan Somma, Secretary

Darryl Hawkins, Commissioner

Ann Kisling, Commissioner

Robert Love, Commissioner

Don Wood, Commissioner

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Introduction

Starting in Winter 2023, the Planning Commission, using the *Vision 2026 Comprehensive Plan* as a guide, engaged in a strategic planning effort to formulate strategic themes and corresponding goals for the Planning Commission's work over the next several years. Using those themes and goals, the Commission then worked in groups to identify and evaluate specific actions for the Town to take in order to meet the Commission's goals and build off the work of the Comprehensive Plan. To realize its goals, the Planning Commission will need the support of the Town Council and asks for its feedback, approval, and action on a number of items outlined in this report.

The following report is divided into sections based off each thematic area and corresponding goals created by the Planning Commission with a tiered list of action items for Town Council's feedback, approval, and/or action on. Action items are divided into First and Second Priority. The First Priority consists of short, near and long-term items that align with at least one theme of the Comprehensive Plan and that the Planning Commission is requesting Town Council feedback, approval, and/or action on. The Second Priority consists of longer-term items that the Commission has set aside for action at a later date but of which it wants to make the Council aware. Those First Priority items for Town Council review are contained in the green tables at the end of each section. Each table outlines the potential costs, staff time, implementation timeline, and Comprehensive Plan alignment associated with each item.

The thematic areas consist of the following:

- Leveraging the Natural Resources of the Town (Trail Town)
- Increasing Walkability, Connectivity, and Accessibility (Parking and Transportation)
- Protecting the Ecological and Public Health of the Town (Green Improvements)
- Fostering A Distinct Identity for Town (Placemaking and Beautification/Public Arts)
- Fostering Economic Development and Diversification (Business Support and Recruitment)

In the course of the strategic planning process, the Planning Commission noted a number of concepts repeated across the different work groups. The resulting action items are therefore presented in the "Cross-Cutting Recommendations" section as items to be implemented as compliments to all the other thematic areas.

Trail Town Program – Leveraging the Natural Resources of the Town

Summary:

With multiple regional and national cycling trails connecting the Town to other regional attractions; a prime location on the Occoquan River as a water trail; and a soon-to-be destination at the end of the Occoquan Greenway trail, Occoquan is a focal point for outdoor recreational traffic. This echoes Occoquan’s history as a waypoint for travelers passing through over the old bridge and stopping to frequent town businesses. Occoquan is and has been a Trail Town. This recommendation includes actions to incorporate that character into the Town’s programs and initiatives, promote that identity to visitors, and encourage travelers to stop in Town on their way to other destinations.

Goals:

1. Cultivate and promote Occoquan’s identity as a Trail Town with historical markers, wayfinding signage, and local attractions to bring outdoors enthusiasts into Town.
2. Establish reciprocal promotion between attractions and municipalities sharing trails with Occoquan via participation in regional summits, celebrations, and trail advocacy outside of the Town’s jurisdiction.
3. Increase the value and accessibility of Tanyard Hill park as a local trail destination with a volunteer maintenance plan, trail connections to the Occoquan Greenway, crosswalks, and clearly marked parking.

First Priority Action Items:

1. **Assess Community Input a Trail Town Program:** Solicit feedback from Town residents via a survey to assess community wants and needs for a trail town and use results to determine the vision and feasibility of a larger Trail Town program.
2. **Define an Occoquan Trail Town Vision:** Town Officials, Staff, and Citizens should collaborate on a shared vision of what a Trail Town program ultimately means and the “who, what, and how” of getting there.
3. **Town Council Passes a Resolution Recognizing the Community Values its Trails:** This resolution will follow the same format as previous resolutions establishing Occoquan as a Tree City USA or Bird Sanctuary.
4. **Enhance Entrance to Tanyard Hill Park:** Occoquan has a wonderful resource in this park and needs to protect and promote it. The Town should put up signage as part of entrance enhancement efforts (only item in cost estimate), a crosswalk from the parking lot due to the heavy commuter traffic, and clearly mark parking across the street from the park. Educational signage along the trail can also enhance the hiking experience.
5. **Coordinate Tanyard Hill Park Maintenance with Volunteers:** Set up a volunteer program for maintaining the trail in the park and connecting trails.
6. **Improve Trail Signage:**
 - **Post a “Trail Town” Information Sign Near the Footbridge and/or 123 Bridge:** The model for this sign would be the signs at the trails gateway into Harper’s Ferry, which provides a map of the region, illustrates the many trails connecting to the town, and the attractions to which they lead.
 - **Post Signs for the Potomac National Heritage Trail:** As a signatory, Occoquan needs to honor its commitment to the PNHT memorandum of understanding by

placing signage for the trail at appropriate locations within Town.

Representatives at NVRC recommend having NPS install the signs.

- 7. Present a Yearly Progress Update at the NVRC Trails Summit:** The NVRC has expressed a high level of interest in following Occoquan’s efforts to establish a Trail Town Program. This yearly summit provides the Town an opportunity to present an update on our progress, participate in workshops for Trails advocacy, and network with other municipalities to enhance nearby trails outside of our jurisdiction.

Second Priority Action Items:

- 1. Work with Local Businesses to Promote Trail Town Status and Support Trail Users:**
Encourage local businesses to take advantage of the potential business opportunities that come with the trail users who pass through Occoquan.
- 2. Ensure Trail Connections Between Tanyard Hill Park and Occoquan Greenway:** A limitation for Tanyard Hill Park is that it is somewhat inaccessible on foot to Occoquan residents, who must walk outside of Town along Old Bridge Road to reach the park. Connecting the park to the Occoquan Greenway will provide an accessible route to residents. The trails could be created by professionals and maintained by volunteers.
- 3. Lobby State for a Trail Town Designation:** The Town of Damascus in Shenandoah also considers itself a Trail Town servicing hikers on the Appalachian Trail. Occoquan can coordinate with this municipality to have Virginia create a Trail Town Designation.

Items for Town Council Approval/Budget Consideration:

Recommendations	Cost Estimate	Staff Effort (Low, Medium, High)	Timeline (Short, Near, and Long-term)	Comp Plan Alignment
Assess Community Input on a Trail Town Program	-	Low	Short	Circulation and Mobility
Define an Occoquan Trail Town Vision	-	Low	Short	Circulation and Mobility
Town Council Passes a Resolution Recognizing the Community Values its Trails	-	Low	Short	Circulation and Mobility
Enhance Entrance to Tanyard Hill Park	\$250	Medium	Short	Circulation and Mobility
Coordinate Tanyard Hill Park Maintenance Plan with Volunteer Entities	-	Medium	Near	Circulation and Mobility
Improve Trail Signage	\$3,000	Medium	Near	Circulation and Mobility
Present a Yearly Progress Update at the NVRC Trails Summit	-	Low	Near	Circulation and Mobility, Regional Coordination

Parking and Transportation – Increasing Walkability, Accessibility, and Connectivity

Summary:

With a downtown attractive to pedestrian traffic, friendly neighboring attractions and private businesses, and the commercial incentives to enhance parking and transportation within and without Town, Occoquan has many creative opportunities to improve accessibility to its attractions.

Goals:

1. Increase pedestrian safety and navigability in Town with a Town map brochure, an online interactive map, targeted traffic calming measures, and standardized signage.
2. Increase multi-modal transportation alternatives with an OmniRide connection, prominent bike racks, electric bike services, and a water taxi.
3. Increase parking options in Town by incentivizing private-parking owners to allow paid parking in their unused spots and seeking additional parking outside of Town.
4. Increase connections to existing and future regional developments and attractions by pursuing synergistic events with Occoquan Regional Park and the Workhouse Arts Center.

First Priority Action Items:

1. **Evaluate an Occoquan-based OmniRide Bus Stop:** The Town should research establishing an Occoquan connection for the OmniRide bus service. Occoquan is an ideal stop for OmniRide, given the number of local visitors who encounter very limited parking, particularly during weekends. In addition, the Prince William Community Energy and Sustainability Master Plan calls for upgrading public transportation infrastructure. Currently, OmniRide’s Lakeridge-Woodbridge and Woodbridge-Washington DC routes completely bypass Occoquan, a fairly high-density residential area, and a concentrated shopping locale. The closest bus stop is at the 123/Old Bridge commuter lot and pedestrian options to and from the stop are very unpleasant. Additionally, the Town should research either an OmniRide bus route or shuttle service connecting Occoquan to the Woodbridge Train Station to encourage visitors from outside the area.
2. **Standardize Parking Signage:** To better advertise existing Town parking lots, the universal “P” for parking sign should replace public parking signs to conform with visitor expectations.
3. **Apply for the League of American Bicyclists "Bicycle Friendly Community" Status (deadline June 5, 2024):** This will be a draft application and will likely be rejected this year, but the exercise of filling out the application and receiving feedback will inform the Town of what specific actions it can take to attract and promote cycling in Occoquan. The application from this year can then be revised and re-submitted each year to track progress.

Second Priority Action Items:

1. **Enhance Biking Infrastructure and Awareness:** To increase driver awareness of cyclists and encourage more cycling in town, the Town should pursue the following:

- **Apply Annually for the League of American Bicyclists "Bicycle Friendly Community" Status:** Process will inform the Town of what specific actions it can take to promote cycling in Occoquan and track progress on those actions.
 - **Town Bike Rack Improvements/Signage:** The Town should better advertise the bike racks with signage or move them to more prominent locations. Also, the Town should invest in bike repair stations.
2. **Enhance Pedestrian Connections to Occoquan Regional Park, Workhouse Arts Center and Other Regional Attractions and Developments:** To better connect with neighboring attractions like the Workhouse Arts Center, Occoquan Regional Park, and future Fairfax Peaks facility, the Town should engage in the following activities:
 - **Advocate for a Trail Under the 123 Bridge in Fairfax County:** A trail from Old Ox Road that goes down along the hill beside the 123 Bridge, under the bridge, and into Occoquan Regional Park will connect Occoquan to that attraction.
 - **Pursue Diverse Mobility Connections to Local Attractions:** this includes promoting local electric bike rentals, shuttle services, and local water taxi services that would connect communities on the Occoquan River.
 3. **Evaluate and Advocate for Parking Outside of Town:**
 - **Evaluate Parking Opportunities on Fairfax County Side of River:** The Town should talk with Vulcan, Occoquan Regional, and other property owners about using sites, such as the service road parallel to 123, for parking.
 4. **Continue Targeted Traffic-Calming Measures:** The Town should pursue targeted traffic-calming measures at the intersection of Mill and Washington streets, and Center Street in the mornings to address cut-through traffic running stop signs and endangering pedestrians. Additionally, the Town should continue to seek traffic-calming measures, such as additional crosswalks and pedestrian safety signage on Washington Street.

Items for Town Council Approval/Budget Consideration:

Recommendations	Cost Estimate	Staff Effort (Low, Medium, High)	Timeline (Short, Near, and Long-term)	Comp Plan Alignment
Evaluate an Occoquan-based OmniRide Bus Stop	TBD	High	Near	Circulation and Mobility; Regional Coordination
Standardize Parking Signage	\$300	Low	Short	Circulation and Mobility
Apply for the League of American Bicyclists "Bicycle Friendly Community" Status	\$50	Low	Short	Circulation and Mobility

Green Improvements - Protecting the Ecological and Public Health of the Town

Summary:

Occoquan's vision is to create, and be widely recognized as, a sustainable and vibrant green town, where eco-friendly practices harmonize with the tranquil setting of our town. We aspire to cultivate a community that values environmental stewardship, embraces renewable energy, promotes green spaces, and encourages a sense of responsibility for the well-being of our planet. Through education, innovation and collaboration with local residents, business and visitors, we aim to reimagine Occoquan as a town that thrives in balance with nature, inspiring residents to lead environmentally conscious lives for a healthier and greener future.

Goals:

1. Create and expand green spaces as a means of improving stormwater runoff as well as to improve the environmental and social health of the Town and the Occoquan River.
2. Reduce water waste and solid waste as a means of lowering costs and reducing the environmental impact of the Town.
3. Encourage carbon-reducing activities as a means of promoting energy efficiency and reducing town carbon emissions.

First Priority Action Items:

1. **Continue to implement a sustainable water quality monitoring program for the Occoquan River:** Implementing a sustainable all-volunteer, summertime water sampling program that publicizes sampling results weekly will burnish the Town's green credentials by demonstrating to river users such as boaters and fishers that the Town is monitoring the health of the river. Although the State Department of Environmental Quality (VA DEQ), Fairfax Water, and the PrinceWilliam County Soil and Conservation District tests the river for various safety parameters, the resulting data is not easily found. Volunteers can partner with the Potomac River Keepers Network to test the water weekly during the summer with results published each Friday on the internet and through a "Swim App."
2. **Protect Occoquan River from non-point source pollution and sediment through implementation of the Flood Protection Study:** Review the results of the current study and budget and implement recommended green stormwater BMPs that will reduce pollution and flood risks in the town.
3. **Use public engagement and demonstration to encourage reduction or elimination of one-time use utensils and boxes at Town eateries:** Providing encouragement and education to abandon one-time use plastic will add luster to Occoquan's well-deserved reputation as home to a lively retail and restaurant scene. The Town can provide resources like [Beyond Plastics' "Hold The Plastic, Please: A Restaurant's Guide to Reducing Plastic"](#) and [one-pager](#) on the Town's "*Doing Business in Occoquan*" webpage, sponsor informational events on reducing one-time use plastics, pass resolutions in support of reduction, and task the Planning Commission to explore ideas and network with local towns and vendors that are moving forward with non-ordinance related encouragement.
4. **Work with County to place a glass recycling bin next to the present recycling bin:** Town residents and others nearby must travel several miles to recycle glass. Locating a

glass recycling trailer would be a significant convenience for Town residents and residents of surrounding communities, burnish the Town's green credentials, and likely drive an increase of visitors to Town. A bin in Occoquan, near the current Single Stream Bin (which excludes glass) under the Route 123 Bridge, would be closer for all residents in Occoquan than any other current sites.

5. **Consult with Prince William County staff to see how Occoquan can contribute to the success of the Prince William County Community Energy and Sustainability Master Plan:** Many of the action items above are related to actions items in the County Plan. The Town should designate a lead to assess the plan and provide feedback to Town Council on how the Town can coordinate with the County on its High Priority Actions that significantly impact Occoquan (e.g. encouraging energy efficient building, improving pedestrian and bicycle infrastructure, improving public transit, and multiple climate resiliency and stormwater actions).

Second Priority Action Items:

1. **Create educational programing on best environmental practices:**
 - **Create a Plaque or Award system to recognize good environmental actors in Town:** Historic districts are special areas in town that are highly visible and subject to various architectural restrictions. Rewarding those who implement various low energy solutions on or on their structures provides incentives and is a good look for the town.
 - **Plan and promote existing and future town facility improvements as demonstrations for various green practices (solar, rain collection system, lighting, low flush toilets, etc.):** Town Hall is a highly visible building in Town and would provide a good branding opportunity if cost effective green practices could be implemented and advertised.
2. **Establish food composting site (with PWC or a private contractor) to encourage residents and nonresidents to come into Town to recycle their food scraps:** Occoquan's high density of restaurants and residents is an ideal location for a food scrap recycling program, which would benefit the environment, increase visits into Town, and burnish the Town's green credentials. The Town should explore centralized drop-off locations and curbside pickup programs for collecting composting.
3. **Continually revisit options for solar/LED bulbs for street lighting:** Experience with "green" options for lighting has been mixed; however, as technologies change and improve, there may be future possibilities for renewable energy source street lighting in Town. This is in-line with the Prince William County goals for renewable energy usage.
4. **Evaluate existing conditions and create a plan for tree management and increasing native species:** Focus on key areas with a high presence of invasive tree and plant species (e.g. Furnace Branch Park, Commerce Street shoulder) and create a plan, utilizing outside grant funding for proper tree management and the restoration of native species.

Items for Town Council Approval/Budget Consideration:

Recommendations	Cost Estimate	Staff Effort (Low, Medium, High)	Timeline (Short, Near, and Long-term)	Comp Plan Alignment
Continue to implement a sustainable water quality monitoring program for the Occoquan River	\$2,500	Low	Short	Environmental Stewardship
Protect Occoquan River from non-point source pollution and sediment through implementation of the Flood Protection Study	TBD	High	Long	Environmental Stewardship
Use public engagement and demonstration to encourage reduction or elimination of one-time use utensils and boxes at Town eateries	-	Medium	Near	Environmental Stewardship
Work with County to place a glass recycling bin next to the present recycling bin	TBD	Medium	Near	Environmental Stewardship
Consult with Prince William County staff to see how Occoquan can contribute to the success of the Prince William County Community Energy and Sustainability Master Plan	-	Low	Near	Environmental Stewardship

Placemaking, Beautification, and Public Art – Fostering A Distinct Identity for Town

Summary:

Placemaking and Beautification in Occoquan would focus on creating attractive, engaging public spaces that foster social interaction and community engagement. Projects can improve the quality of life for residents by creating spaces that are welcoming and enjoyable to use. Beautifully designed public spaces can increase civic pride, promote social connections, and provide a sense of place and belonging. Such programs can additionally boost economic development by creating attractive and engaging public spaces, Occoquan can attract more visitors and businesses, which can help stimulate economic growth.

A Public Arts Program is a key ingredient in Placemaking for Occoquan. Public art adds enormous value to the cultural, aesthetic, and economic vitality of the community. It is now a well-accepted principle of urban design that public art contributes to a community's identity, fosters community pride and a sense of belonging, and enhances the quality of life for its residents and visitors. Public art also highlights what is unique about the places where people live, work, and play.

Artists can bring innovation and creative insight that can strengthen Occoquan's competitiveness within a regional marketplace and that can build and sustain a vibrant economy and community. The Public Arts Program will strive to support local artists and other creatives within the area and encourage their role as a member of the community.

Goals:

1. Increase Placemaking/ Beautification efforts through budgeted projects and volunteer programming.
2. Increase public art installations in the Town to one to two installations every two years.
3. Diversify the types of public art to include both temporary and permanent installations on public and private properties
4. Commission public art that responds to community goals and priorities by incorporating participatory measures into the planning and implementation processes.

First Priority Action Items:

1. **Conduct public art surveys as needed to ensure community input, including on themes and locations:** Solicit feedback from Town residents using a survey to determine public arts preferences, placement locations, and other relevant factors.
2. **Fund and create public art program:** Leveraging budgeted funds as seed money for outside grants, create a public arts program with a work plan based off staff, community, and political bodies input that outlines the goals of the program, community preferences on art installations, future placements (private and public locations) over a number of years and other relevant information.
3. **Create a prioritized list of projects including plantings, lighting, and pocket parks:** Create an inventory of all locations in town where there are beautification challenges and opportunities, including improvements to lighting at River Mill Park, flower baskets on gaslights and the footbridge, the creation of pocket parks, and beautification of public buildings as appropriate. Develop a theme e.g. "Making Occoquan Beautiful" to

encompass many Placemaking/Beautification activities. Possibly create competition with awards and recognition for businesses, property owners of businesses, private homes/townhouses, and individuals.

4. **Increase Placemaking and Beautification Funding for Pilot Projects:** In the short term, reappropriate to or increase FY25 funding for the Historic District to support the implementation of a pilot of the project list, including flower baskets on gaslights and the footbridge. In the long term, the Town should assess the results of the pilot and consider dedicated funding for beautification efforts, utilizing all applicable grant opportunities, Public/Private partnerships, and individual donor funding options. Town may also want to contact local jurisdictions who are experienced and successful in funding such projects.
5. **Expand volunteer corps to include beautification for private and public properties:** Build off existing and future volunteer opportunity communication tools to develop most effective interaction methods. Create opportunities for beautification on both public and private properties by hosting volunteers for regular assignments, special volunteer events (like FOTO cleanups), and/or adopt a business programs.

Items for Town Council Approval/Budget Consideration:

Recommendations	Cost Estimate	Staff Effort (Low, Medium, High)	Timeline (Short, Near, and Long-term)	Comp Plan Alignment
Conduct public art surveys as needed to ensure community input, including on themes and locations	-	Low	Short	Community Character/Life
Fund and create public art program	\$2,500	Medium	Short	Community Character/Life
Create a prioritized list of projects including plantings, lighting, and pocket park(s)	-	Medium	Near	Community Character/Life
Increase Placemaking and Beautification Funding for Pilot Projects	\$1,200	Low	Short	Community Character/Life
Expand volunteer corps to include beautification for private and public properties	-	Medium	Near	Community Character/Life

Business Support and Recruitment - Fostering Economic Development and Diversification

Summary:

Economic development makes our community a better place to live and work by creating a more dynamic, robust, unique local business community that meets the wants and needs of residents and visitors alike. This can be accomplished by breaking down silos between the Town and local businesses in order to better understand and be able to meet the needs of local businesses; by leveraging historic assets as a means of boosting the Town's economic resources; and by recruiting businesses that further the strategic goals of the Town and meet the wants and needs of residents and visitors.

Goals:

1. Encourage and recruit businesses that meet the needs and wants of residents and visitors
2. Increase business and tax revenues by attracting more visitors
3. Increase the resilience of the local economy by encouraging the diversification of business types
4. Improve the sustainability of existing businesses by improving business support

First Priority Action Items:

1. **Encourage the preservation and commercial use of the Town's historic buildings and structures:** The town's numerous historic structures both offer opportunities for unique commercial uses and create the historic small-town charm of Occoquan that underlies its tourism-based economy. The Town should engage with property owners to identify opportunities to maintain, improve, and increase commercial uses for these historic properties.
2. **Evaluate the creation of a property owner to tenant matching system:** The Town should work to connect commercial property owners with prospective business owners interested in expanding their reach into Occoquan in order to maximize mutual benefit to the Town and both parties. The Town should explore options to create a notification system with current property owners and engage with the local business community to curate a list of prospective businesses.
3. **Initiate a listening campaign with the community to assess the Town's business needs:** Lead discussions with Visit Occoquan, business owners, and property to owners focused on the challenges to starting a business in Occoquan and the pros and cons of running one. Craft a business support plan based off those discussions.

Second Priority Action Items:

1. **Create business recruitment and support programming:** Based off the results of the listening campaign, the Town should work with relevant stakeholders, such as Visit Occoquan, to create business support programming to help address the stated needs of the business community and attract outside businesses and organizations to the Town. Programming would consist of two types of events: trainings on specific areas of need for local businesses and informational talks that market the Town (for example, topics could include: The Merits of Doing Business in Occoquan, The Founding of Occoquan in

the 18th Century, The Role of Local Native Tribes, The Civil War & Occoquan, Hurricane Agnes, etc). Both would be available to the wider community and raise awareness of Occoquan. Town should partner with the Prince William Chamber of Commerce, hospitals, universities, and experts on specific areas of need to host events like guest speakers, panel discussions, luncheons, etc. at little to no cost to the Town.

Items for Town Council Approval/Budget Consideration:

Recommendations	Cost Estimate	Staff Effort (Low, Medium, High)	Timeline (Short, Near, and Long-term)	Comp Plan Alignment
Encourage the preservation and commercial use of the Town's historic buildings and structures	-	Low	Short	Economic Vitality/ Diversity
Evaluate the creation of a property owner to tenant matching system	-	High	Long	Economic Vitality/ Diversity
Initiate a listening campaign with the community to assess the Town's business needs	-	Medium	Near	Economic Vitality/ Diversity

Cross-Cutting Recommendations

Summary:

In the course of the strategic planning process a number of concepts repeated across the different work groups. Below are those action items relating to regional coordination and marketing.

First Priority Action Items:

1. **Expand marketing efforts to include promoting the Town in the strategic planning areas:** Assign a lead to create and publish media via multiple mediums promoting the Towns revitalization efforts (highlighting ease of doing business, tourism, and events), green practices (building improvements, EV charging, tree city, etc.), trails and trail town status, public art and beautification. Possibly include the creation of an interactive map and /or "adventure map" of town trails and attractions. Assess the creation and inclusion of volunteer brand ambassadors into existing volunteer and marketing efforts.
2. **Re-engage with existing NOVA Arts and Cultural District stakeholders and other regional partners:** Meet with NOVA Arts and Cultural District counterparts in order to create a clear understanding of individual and group goals. Make sure that existing founding documents provide a clear and accurate reflection of those shared goals. Create a Plan of Action and hold regularly scheduled meetings that allow for short term progress and medium/long term successful collaboration. Focus particular attention on coordinating public arts programming, events, parking, and regional trail connections.

Items for Town Council Approval/Budget Consideration:

Recommendations	Cost Estimate	Staff Effort (Low, Medium, High)	Timeline (Short, Near, and Long-term)	Comp Plan Alignment
Expand marketing efforts to include promoting the Town in the strategic planning areas	TBD	High	Near	-
Re-engage with existing NOVA Arts and Cultural District stakeholders and other regional partners	-	High	Long	Regional Coordination



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

10. Discussion Items	Meeting Date: June 18, 2024
10C: Discussion on Visit Occoquan Annual Report	

Attachments: a. Visit Occoquan Annual Report

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a discussion item to review the FY2024 Visit Occoquan Annual Report. The annual report covers the period of time from January 1, 2024, through June 4, 2024.



Visit
Occoquan
Virginia

Marketing, Social Media & Tourism FY24 ANNUAL REPORT

Report produced by Sarah Hitchcock Burzio
Visit Occoquan Vice President | sarah@visitoccoquanva.com

CONTRACT LENGTH

January 1 to June 30, 2024

CONTRACT FINANCIAL COMMITMENT

\$10,000

CONTRACT GOALS

To provide the Town of Occoquan with marketing, tourism promotion, education, and economic development services, plus engage the business community as a partner with the Town of Occoquan.

HOURS

Roughly 450 hours, by two volunteer board members and two paid contractors



DELIVERABLES BREAKDOWN

JANUARY/FEBRUARY

- Social Media: static photos and digital content (reels) for Peeps, Firelight Night, town businesses, RiverFest, blog post promotion
- Graphic Design: Peeps rack card & banner, social media graphics for firelight night, peep week, vendor call for RiverFest, Boat Parade
- Marketing Emails: Peep Show call for entries, Firelight Night, Peep Show is coming
- Business Liaison Emails: WaPo article, meeting reminders, monthly business updates
- Website updates: Peeps, Firelight Night, RiverFest, vendor info, new businesses

MARCH /APRIL

- Social Media: static photos and digital content (reels) for Peeps, St Patricks Day, town businesses, RiverFest, blog post promotion, Trivia Nights, Duck Splash, Music on Mill, Boat Parade
- Graphic Design: Trivia & Music on Mill rack card, RiverFest rack cards and banners, Riverfest website and social media graphics (90 new graphics required for 2024), and new "Occoquan Festivals" branding and associated festival branding guidelines.
- Marketing Emails: RF Boat Parade, Gift Cards, Summer events (music, trivia, and RF), RiverFest save-the-date
- Business Liaison Emails: Gift card announcement, visitor guide ads sales, upcoming meeting, monthly business updates
- Website updates: Peeps, Trivia Night, Music on Mill, RiverFest, vendor information, new businesses
- Visitors Guide: Design, advertising, and print coordination of the 24-page Summer 2024 Visitors Guide. Includes all graphic design, photography, and article writing.

MAY/JUNE

- Social Media: static photos and digital content (reels) for RiverFest, Trivia Night, Music on Mill, and town businesses. Includes 2 staff taking photos, video, and posting live all day on June 1 and 2.
- Graphic Design: Trivia & Music on Mill rack card, RiverFest rack cards and banners, Riverfest website and social media graphics (105 new graphics for 2024)
- Marketing Emails: RiverFest (river activities, vendors announced, logistics), and Trivia/Music
- Business Liaison Emails: RiverFest logistics, upcoming meeting, monthly updates
- Website updates: Trivia Night, Music on Mill, major RiverFest & vendor information updates, new businesses, switch festivals to Fall on June 3
- Visitors Guide: Researching and creating new prices for the 6-month rotation of the Visitors Guide (beginning Sep 2024), prep to put new ads on sale (website updates, marketing emails, direct reach out to businesses).

SOCIAL MEDIA STATISTICS

From January 1, 2024 to June 4, 2024

FACEBOOK

Impressions	318.6K
Reach	118.3K
Interactions	6.1K
Followers	+493

INSTAGRAM

Impressions	n/a*
Reach	29.2K
Interactions	7.9K
Followers	+917

*Instagram does not track Impressions

DIGITAL ADVERTISING

Investment	\$300
Ad Type:	Boosted RiverFest reel on Instagram for 10 days leading up to festival
Performance:	28,000+ views 18,600 reach 132 shares 195 new followers

Impressions: This metric counts individual impression/views from the organic or paid distribution of content, including posts, stories and ads. It also includes impressions from other sources, such as tags, check-ins and Page or profile visits.

Reach: This metric counts overall reach (number of individuals) from the organic or paid distribution of content, including posts, stories and ads. It also includes reach from other sources, such as tags, check-ins and Page or profile visits. This number also includes reach from posts and stories that were boosted. Reach is only counted once per person.

Interactions: The number of likes or reactions, saves, comments, shares and replies on content, including ads. Content includes formats such as posts, stories, reels, videos and more.

EMAIL MARKETING STATISTICS

Email marketing list grew from 7,343 to **9,285** (not including emails collected during RiverFest 2024)

Average open rate of **22.8%**, which is at the higher end of the national average of 15-25%

A total of **77,933** emails were sent between January 1-June 4, 2024

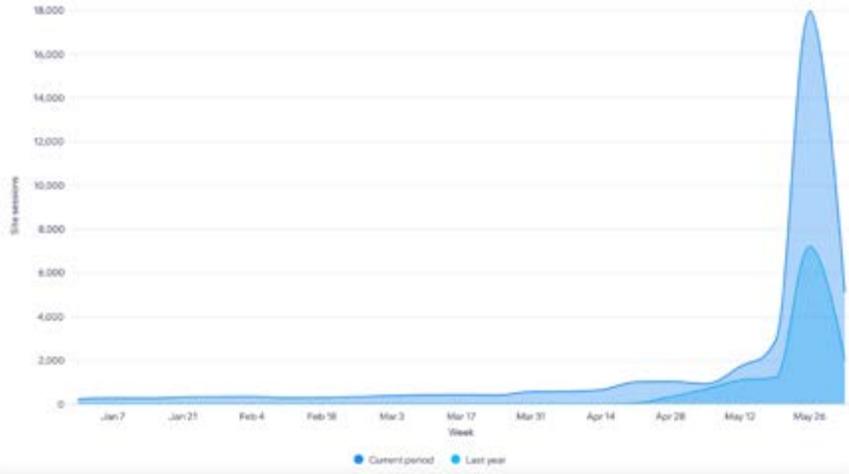
JANUARY 1-JUNE 4, 2024

Total Sent	26
Total Recipients	77,933
Total Opened	12,270
Total Clicked	1,578
Total Unsubscribed	175
Total Replied	0
Total Soft + Hard Bounces	1,059

WEBSITE TRAFFIC

OCCOQUANFESTIVALS.COM

Site sessions from January 1 to June 4, 2024
(compared with sessions from January 1 to June 3, 2023)



TRAFFIC BY LOCATION

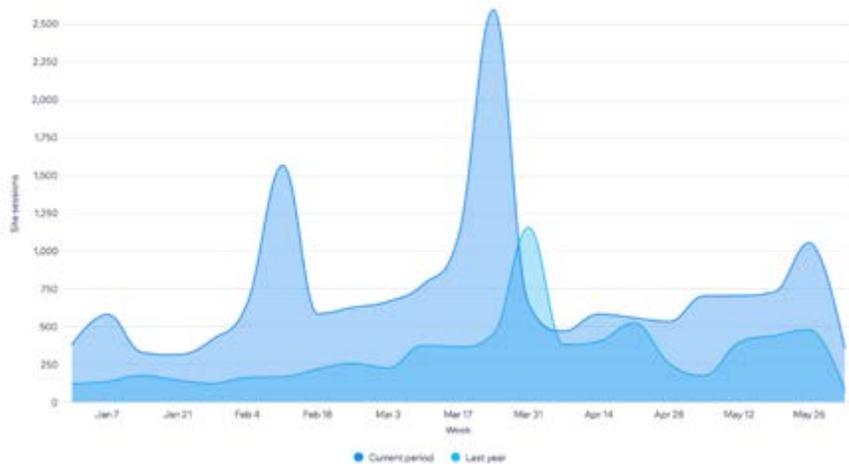
OCCOQUANFESTIVALS.COM

Site sessions from January 1 to June 4, 2024

Country	Region	City	Page views +	Site sessions ⓘ	Unique visitors
US	VA	Woodbridge	14,113	6,422	4,529
US	VA	Alexandria	7,231	3,436	2,548
US	DC	Washington	4,906	2,549	1,964
US	MD	Silver Spring	3,589	1,734	1,342
US	VA	Fairfax	2,900	1,345	1,060
US	VA	Arlington	2,642	1,228	912
US	VA	Springfield	2,590	1,199	849
US	VA	Manassas	2,465	1,086	718
US	VA	Falls Church	1,998	978	680
US	VA	Burke	1,928	824	591
US	MD	Hyattsville	1,850	940	754

VISITOCOQUANVA.COM

Site sessions from January 1 to June 4, 2024
(compared with sessions from January 1 to June 3, 2023)



VISITOCOQUANVA.COM

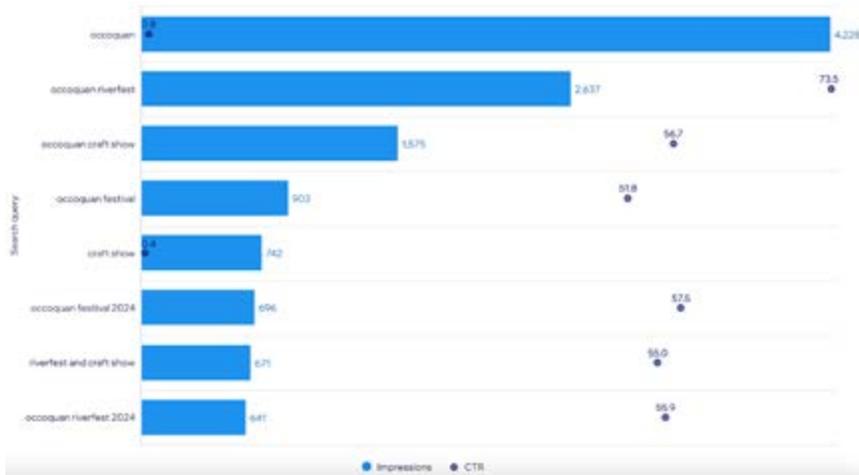
Site sessions from January 1 to June 4, 2024

Country	Region	City	Page views +	Site sessions ⓘ	Unique visitors
US	VA	Woodbridge	5,415	3,561	2,344
US	DC	Washington	2,387	1,491	1,267
US	VA	Alexandria	2,155	1,360	1,072
US	VA	Springfield	1,103	700	557
US	VA	Fairfax	992	612	501
US	VA	Manassas	829	493	352
US	VA	Arlington	755	443	376
US	VA	Burke	709	434	358
US	VA	Lorton	700	440	341
US	MD	Silver Spring	642	421	382
US	VA	Centreville	386	230	201

TOP GOOGLE SEARCHES

OCCOQUANFESTIVALS.COM

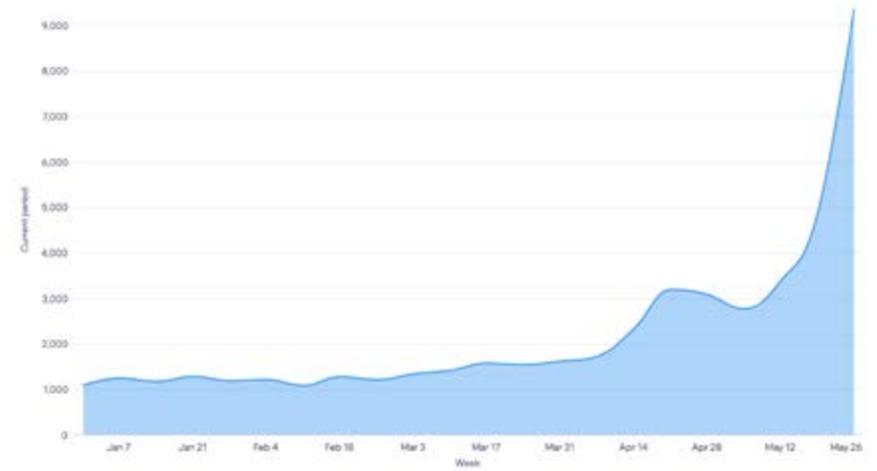
Site sessions from January 1 to June 4, 2024



GOOGLE SEO

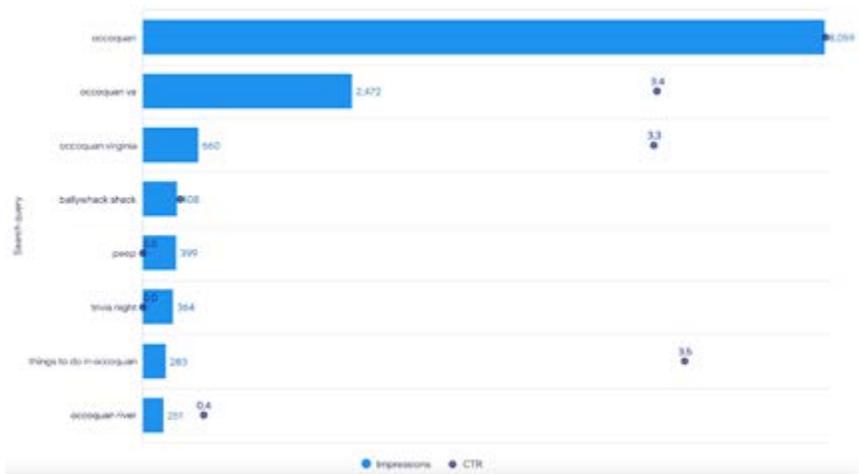
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data not available due to Google reporting glitch