



TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

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

Occoquan Town Council Town Council Meeting July 2, 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 June 18, 2024, Town Council Meeting Minutes - pg. 3
 - b. Request to Approve Encroachment License for 302 Commerce Street - pg. 9
 - c. Request to Approve Encroachment License for 402 Mill Street - pg. 15
5. **Mayor's Report**
6. **Councilmember Reports**
7. **Boards and Commissions**
8. **Administrative Reports**
 - a. Administrative Report - pg. 22
 - b. Town Treasurer's Report - pg. 45
 - c. Town Attorney's Report
9. **Regular Business**
 - a. Request to Name the 19th Century Army Corps of Engineers Dike in the Occoquan River - pg. 75
 - b. Request to Adopt Proclamation Request and Issuance Policy - pg. 79
10. **Discussion Items**
 - a. Speed Limit Discussion - pg. 84
 - b. Planning Commission Strategic Planning Recommendations - pg. 87
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: July 2, 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 June 18, 2024, Town Council Meeting Minutes
- b. Request to Approve Encroachment License for 302 Commerce Street
- c. Request to Approve Encroachment License for 404 Mill Street

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, June 18, 2024
7:00 p.m.

Present: Mayor Earnie Porta; Vice Mayor Jenn Loges, Councilmembers Nancy Freeborne Brinton, Eliot Perkins, and Theo Daubresse (remote)

Absent: Councilmember Cindy Fithian

Staff: Adam Linn, Town Manager / Chief of Police; Matt Whitmoyer, Deputy Town Manager; Philip Auville, Town Clerk; Julie Little, Events Director; Jason Forman, Deputy Chief of Police; Asma Rupani, Town Treasurer

1. CALL TO ORDER

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

As a result of personal reasons, Councilmember Theo Daubresse attended remotely from Portland, ME.

2. PLEDGE OF ALLEGIANCE

3. CITIZENS' TIME

Town business owner, Zoya Koleva, of Vizia Art Gallery, spoke on ways to bring more people into businesses on Poplar Alley. She asked if the Council would support changing the current sign code to allow more than one a-frame sign and to permit a-frame signs to be placed on Mill Street if the business is located on Poplar Alley. She further asked if the Council would add booths in Poplar Alley during the craft shows that would help move people into the alley. Finally, she asked that the Council consider placing sign/advertising boards on the main streets in Town for town businesses to advertise their business.

Mayor Porta instructed staff to follow up with Ms. Koleva and review the sign ordinance to see if the suggestions are viable within the current code.

Since there were no further citizen comments, Citizens' Time was closed.

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**

Councilmember Freeborne Brinton moved to approve the Consent Agenda. Councilmember Perkins seconded. Motion passed unanimously by voice vote.

Mayor Porta asked for unanimous consent to move up on the agenda Item 9C entitled Request to Adopt Resolution of Appreciation for Ryan Somma, Item 10C entitled Visit Occoquan Annual Report, and Item 10A entitled Riverfest 2024 Update. There being no objection, the items were moved up on the agenda.

5. REGULAR BUSINESS

a. Request to Adopt Resolution of Appreciation for Ryan Somma

Councilmember Perkins read the Resolution and expressed his gratitude to Ryan Somma for serving on the Planning Commission. He also thanked Ryan and his family for all they have contributed to the community.

Mayor Porta noted that over the years the entire Somma family has volunteered and contributed in numerous ways without ever seeking recognition.

Councilmember Perkins moved to adopt Resolution R-2024-07 recognizing Ryan Somma for his years of dedicated service to the Occoquan community. Councilmember Daubresse seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Perkins, Councilmember Daubresse, and Councilmember Freeborne Brinton

Nays: None

6. DISCUSSION ITEMS

a. Visit Occoquan Annual Report

Ms. Burzio from Visit Occoquan provided a report as part of the agenda packet and responded to brief questions from the council.

Mayor Porta asked if the growth in followers of Visit Occoquan has met expectations.

Ms. Burzio replied that it was higher than expected and saw more of a growth in the past 6 months than they did in the entire prior year.

Mayor Porta asked about the average open rate of emails sent out and if there has been an analysis of those unopened to see how many bounced, etc.

Ms. Burzio replied that the open rate is about thirty-four percent (34%) and that there are now over 10,000 subscribers. She also noted that emails that get bounced back or can't be sent due to a full inbox are removed from the list.

Councilmember Perkins asked if in the future council could be updated on successes and things learned over the next year.

Ms. Burzio replied that would be possible. She also noted that the Visitors Guide is now going to be two issues per year due to rising printing costs. This way ad costs for Occoquan businesses don't rise.

b. Riverfest 2024 Update

Ms. Little provided a report as part of the agenda packet and responded to brief questions from the council.

Ms. Little noted that a new promotional campaign and one-third of vendors being rescheduled from the Fall Arts and Crafts Show contributed to the record number of vendors participating during Riverfest.

Mayor Porta congratulated Ms. Little on the success of Riverfest and on the quality of the report, noting in particular its self-awareness in identifying shortcomings. He also noted the issue with the new volunteer system. In particular, he noted that not allowing volunteers to choose their days and times at sign up had caused some past and some potential volunteers not to sign up at all.

Councilmember Daubresse asked if a comparison could be made on online ticket sales for the shuttle bus to last year's numbers.

Ms. Little noted that the comparison will be sent out to Council once compiled.

Mr. Linn advised that there were approximately 900 more shuttle riders than during Riverfest 2023.

Ms. Little also noted that she sent out feedback surveys to vendors and volunteers to identify critical issues that could be addressed at the next show.

7. MAYOR'S REPORT

Mayor Porta reported the following:

- On May 12th, he emceed the rescheduled Trivia Night in River Mill Park.
- On May 14th, he attended the press conference for Congresswoman Spanberger along with Council and staff.
- On May 18th, he met with the Prince William Fire Chief along with the Town Manager and he participated in the I-95/Route 123 Meeting at Occoquan Elementary School.
- On May 29th, he attended the pre-opening event for the Tiny Supply Company.
- On June 1st and 2nd, he participated in RiverFest, participated in the Whatever Floats Your Boat Parade, and ran the 16th annual Duck Splash.
- On June 4th, he participated with Councilmember Daubresse on a WETA segment on Occoquan.
- On June 6th, he attended and spoke at the 250th anniversary of the Prince William Resolves in Dumfries.
- On June 8th, he attended the ribbon cutting of the Tiny Supply Company and he attended the reenactment of the Prince William County Resolves Debate.
- On June 13th, he met with representatives from the East Coast Greenway Alliance along with Councilmember Perkins.
- On June 14th, he attended the ribbon cutting of Hello Jackson. He also emceed Trivia Night in River Mill Park.
- On June 15th, he attended the concert in River Mill Park.

Mayor Porta thanked staff for their efforts during Riverfest.

Mayor Porta also noted that on June 29th, the naming ceremony will be held at 10 a.m. giving the 100 block of Poplar Alley the honorary designation, "Ogle Harris Way".

8. COUNCILMEMBER REPORTS

Councilmember Perkins noted that he would like to discuss during the Administrative Report the performance of the Town's landscaper.

Councilmember Freeborne Brinton noted that she attended the ribbon cutting for Tiny Supply

Company and thanked staff for repairing boards on the Town Boardwalk.

Councilmember Daubresse noted that he participated with WETA on their segment of Occoquan.

9. BOARDS AND COMMISSIONS

Councilmember Perkins reported that the Planning Commission met on May 28th. He noted that the Strategic Planning Report is on the agenda and awaiting further instructions from the council.

Councilmember Daubresse reported that the ARB met on May 28th and the board reviewed one exterior elevation application. Due to the item being a sculpture the ARB plans to update their guidelines to incorporate sculptures and artwork to help guide the ARB through the review process and the application will be tabled until the new guidelines are approved.

10. ADMINISTRATIVE REPORTS

a. Administrative Report

Mr. Linn provided a written report as part of the agenda packet.

Mr. Linn introduced Cole Wigode, the new summer intern who will be assisting and learning with certain departments in the town government. Specifically, he will be assisting Town Hall Administration, Public Works, Public Safety, and Events.

Mayor Porta asked when the EV charger construction will begin.

Mr. Linn noted that they had begun earlier in the day, and they plan on completing the work by mid-July.

Councilmember Perkins noted that the landscaper was late planting and had only planted one type of plant. He wanted to know if in so doing they had fulfilled the contract with the Town.

Mr. Linn replied that staff believed the contractor had legally fulfilled the contract and that a meeting was held with the landscapers to discuss the issues. The next plan is for fall plantings of perennials in addition to the annual spring plantings. Mr. Linn advised that this contract was ending in FY25 and had been entered into prior to the current staff. However, he stated that a new Request for Proposals and engagement will be sent out that will be much more specific in its terms and requirements for contractors.

b. Treasurer's Report

Ms. Rupani provided a written report as part of the agenda packet.

Mayor porta noted that if straight lining the budget we would expect to see about 83% of the budget spent at this time.

Vice Mayor Loges noted that a new sign went up at Pin Curls and noted that they are still delinquent on their BPOL.

Mr. Linn replied that delinquent notices have been sent out and the next step is to have an officer post a notice at the business.

c. Town Attorney Report

Mr. Crim provided a written report as part of the agenda packet. There were no questions.

11. REGULAR BUSINESS**a. Request to Adopt Resolution Honorarily Naming the 100 Block of Poplar Alley Ogle Harris Way**

Vice Mayor Loges moved 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. Councilmember Freeborne Brinton seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Perkins, Councilmember Daubresse, and Councilmember Freeborne Brinton

Nays: None

b. Request to Adopt Resolution of Appreciation for Carol Bailey

Councilmember Daubresse moved to adopt Resolution R-2024-06 recognizing Carol Bailey for her years of dedicated service to the Occoquan Community. Councilmember Perkins seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Perkins, Councilmember Daubresse, and Councilmember Freeborne Brinton

Nays: None

c. Request to Adopt Resolution Celebrating the 34th Anniversary of the Rev. Dr. Charles A. Lundy as Pastor-Teacher of the Ebenezer Baptist Church

Mayor Porta asked for unanimous consent to add to the agenda this resolution. There being no objection the resolution was added to the agenda.

Vice Mayor Loges moved to adopt Resolution R-2024-08 celebrating the 34th anniversary of the Rev. Dr. Charles A. Lundy as Pastor-Teacher of the Ebenezer Baptist Church. Councilmember Perkins seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Perkins, Councilmember Daubresse, and Councilmember Freeborne Brinton

Nays: None

d. Request to Adopt Revised Remote Participation Policy and Amend Code Section 31.028 Entitled Remote Participation

Councilmember Perkins moved 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. Vice Mayor Loges seconded. Motion passed unanimously by voice vote.

e. Request to Name the 19th Century Army Corps of Engineers Dike in the Occoquan River

After reviewing the list of names, the Council deferred selecting a name for the Army Corps of Engineers Dike until the next meeting.

12. DISCUSSION ITEMS**a. Planning Commission Strategic Planning Recommendations**

The item was deferred until the next meeting in July.

13. ADJOURNMENT

The meeting was adjourned at 9:02 p.m.

Philip Auville, Town Clerk



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

4. Consent Agenda	Meeting Date: July 2, 2024
4B: Request to Approve Encroachment License for 302 Commerce Street	

Attachments: a. Encroachment License Signed by Owner

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to approve an encroachment license for Mashianeh Dehghanpour, the owner of the property at 302 Commerce Street. The owner will be constructing fencing and several gates along the sidewalks that front Commerce and Union Streets as well as maintain an existing concrete porch, patio, lawn, and part of the north and east facing exterior walls of the principal structure. The items encroach into both the Commerce and Union Street public rights-of-way.

Staff Recommendation: Recommend approval of the attached encroachment license as presented.

Proposed/Suggested Motion:

"I move to adopt the encroachment license as presented."

OR

Other action Council deems appropriate.

Prepared by and return to:
Martin Crim, VSB 33385
Sands Anderson PC
10432 Balls Ford Road
Suite 300
Manassas, VA. 20109

TAX EXEMPT PER VA. CODE § 58.1-811 D.

ENCROACHMENT LICENSE 302 Commerce Street

THIS ENCROACHMENT LICENSE (the “License”) made on this _____ day of _____, 20__, (“Effective Date”) by and between the TOWN OF OCCOQUAN, a municipal corporation of the Commonwealth of Virginia (the “Town”), GRANTOR, and Mashianeh Dehghanpour (the “Licensee”), GRANTEE, (each a “Party”, and collectively referred to as the “Parties”).

R E C I T A L S

1. The Town is empowered to remove or authorize encroachments upon public rights-of-way in Occoquan, Virginia, under Virginia Code § 15.2-2009.
2. The Licensee is the tenant of property at 302 Commerce Street, Occoquan Virginia (“the Property”), further identified as GPIN 8393-64-5335.
3. The Licensee wishes to install and maintain a fence on the existing lawn and along the existing sidewalk fronting Commerce Street, to install and maintain a driveway on the west side of the existing lawn, and to maintain an existing concrete porch, part of a concrete patio, part of a front lawn, and the north and east facing exterior walls of the principal structure on the parcel that are encroaching onto the sidewalks of Union and Commerce Streets, public rights-of-way belonging to the Town (each improvement an “Encroachment” and all of them collectively referred to as the “Encroachments”) as shown in Exhibit A, a plat of the encroachments.
4. The Town is willing to grant a limited license to Licensee to permit the Encroachments under the terms and conditions set forth in this License.
5. This License is made without consideration between the Parties and may be recorded as a deed of gift for purposes of Virginia Code § 58.1-811 D.

W I T N E S S E T H

That, subject to the limitations, terms and conditions hereinafter provided, the

Town hereby grants this License to use and occupy the property described below according to the terms and conditions set forth herein:

1. Recitals: The Recitals are incorporated herein and made a material part of this License.

2. Description of the Licensed Property: The survey titled “Plat Showing House Location on Part Lot 57 Town of Occoquan” prepared by George M.O’Quinn, dated September 5, 2023, attached to this License as Exhibit A, shows the location and extent of the licensed Encroachments granted in this License.

3. Term: This License expires at the earlier of: (a) 10 years from the Effective Date, or, (b) as to any particular Encroachment, removal of that Encroachment. The Town may terminate the License before its expiration date as provided below.

4. Use of Premises: The Town hereby authorizes Licensee to maintain the existing Encroachments as shown in Exhibit A. No other or additional use of the right-of-way is authorized by this License.

5. Assignment: Assignment of this License is strictly prohibited, and any attempt to transfer this License shall void it.

6. Insurance and Indemnification:

A. Licensee agrees to maintain liability insurance in an amount satisfactory to the Town, naming the Town as an additional insured. The minimum liability insurance coverage required shall be Three Million Dollars and 00/100 (\$3,000,000); however, the Town, in its sole discretion, may increase this amount by notice to Licensee.

B. Licensee agrees to indemnify, defend, save and hold harmless the Town, its officers, agents, servants and employees (the “Indemnified Parties”) of and from any and all costs of suit, together with the Indemnified Parties’ reasonable expenses of legal services, by reason of all claims, demands, or judgments asserted or recovered, whether justly, unjustly, falsely, fraudulently or frivolously, by a person, firm or entity by reason of injury to, or death of, any person or persons, and damage to, destruction or loss of use of any and all property, directly or indirectly arising from, or resulting from, any operations, works, acts or omissions of Licensee, its agents, employees, contractors, guests or invitees. Upon the filing with the Town by anyone of a suit, demand, or claim for damages arising out of incidents for which Licensee herein agrees to indemnify and hold the Town harmless, the Town shall notify Licensee of such claim and in the event that Licensee does not settle or compromise such claim, Licensee shall undertake the legal defense of such claim both on behalf of Licensee and on behalf of the Town. It is

specifically agreed, however, that the Town may participate in the legal defense of any such claim. Any final judgment rendered against the Town for any cause for which Licensee is liable hereunder shall be conclusive against Licensee as to liability and amount upon the expiration of the time for appeal.

C. Licensee represents that it is the owner of, or fully authorized to use, any and all services, processes, machines, articles, marks, names or slogans used by it in its operations under or in any way connected with the License. Licensee agrees to save and hold the Indemnified Parties free and harmless from any loss, liability, expense, suit or claim for damages in connection with any actual or alleged infringement of any patent, trademark or copyright, or arising from any alleged or actual unfair competition or other similar claim arising out of the operations of Licensee or in any way connected with this License.

7. Notices: All communications hereunder with the Licensee shall be in writing and shall be delivered by hand, or sent by the United States mail, certified, postage prepaid, return receipt requested, to the Property. Notice to the Town shall be given or directed to the Town Clerk at the Town Hall, and it shall only be effective upon actual receipt.

8. Termination: The Town may terminate this License by notice to the Licensee upon any of the following events: (1) Licensee's failure to insure, hold harmless, indemnify or defend the Town as required in paragraph 6, above, (2) Licensee's unauthorized expansion, enlargement, or extension of any of the Encroachments, or (3) development of plans for public use of the area occupied by any of the Encroachments. Upon termination and the Town's written notice, Licensee shall promptly remove any of the improvements identified in the Town's notice and shall thereafter promptly restore the affected area to its condition prior to the Encroachment or to the satisfaction of the Town.

9. Governing Law: This License shall be construed and enforced in accordance with the laws of the Commonwealth of Virginia.

10. No Amendment: This License represents the entire agreement between the Parties as to its subject matter, and may only be amended or waived by a writing, signed by the Parties hereto.

11. Interpretation: The paragraph headings used herein are for reference and convenience only, and shall not enter into the interpretation hereof. Whenever herein the singular number is used, the same may include the plural, and the masculine gender may include the feminine and neuter genders, and vice-versa, if the context shall require.

12. Partial Invalidity: If any term, covenant, clause, or condition of this License or the application thereof to any person or circumstance shall be found to be invalid or unenforceable, the remainder of this License or the application thereof to any person or circumstance other than those to which it has been held invalid or unenforceable shall not be affected thereby. If any term, covenant, or condition exceeds what is legally permissible, then the Parties' intent is that the offending term, covenant, or condition be interpreted as being the maximum permitted by law.

13. No Partnership or Agency. This License creates no partnership between the Parties, and neither Party is made an agent of the other by this License.

LICENSEE

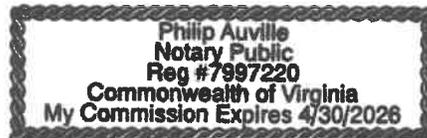
Name: Mashianeh Dehghanpour
Signature: *Mashianeh Dehghanpour*

COMMONWEALTH OF VIRGINIA,
CITY/COUNTY OF Prince William, to-wit:

Subscribed and sworn to before me by Mashianeh Dehghanpour,
on this 11th day of June, 2024.

Philip Auville
Notary Public

My Commission Expires: 4/30/2026



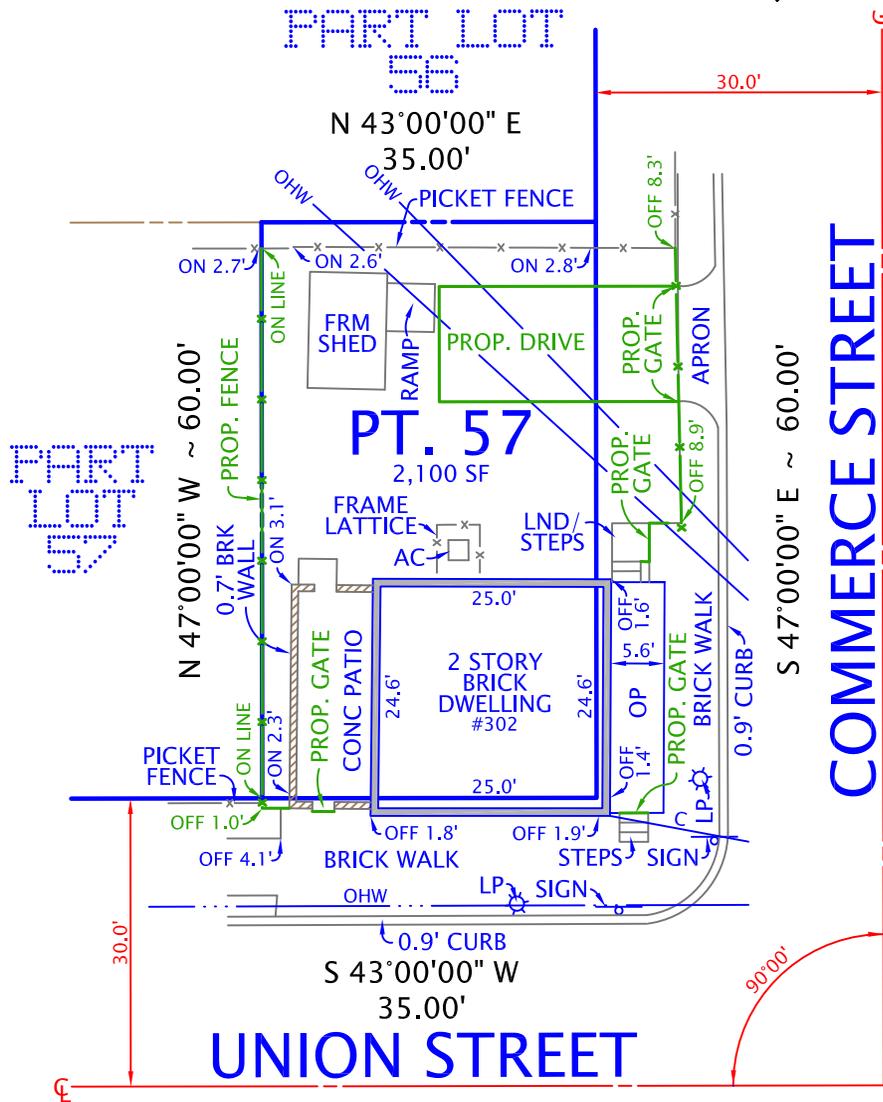
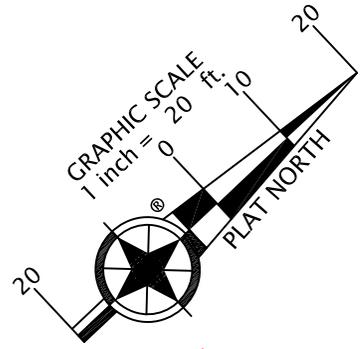
ON BEHALF OF THE TOWN COUNCIL OF OCCOQUAN, VIRGINIA

ATTEST:

Town Clerk

By: _____
Earnest W. Porta, Jr., Mayor

- NOTES: 1. FENCES ARE FRAME UNLESS NOTED.
 2. UTILITIES ARE UNDERGROUND UNLESS NOTED.



PLAT
 SHOWING HOUSE LOCATION ON
 PART LOT 57
TOWN OF OCCOQUAN

(INST. #202302100006348)
 PRINCE WILLIAM COUNTY, VIRGINIA

SCALE: 1" = 20'

SEPTEMBER 5, 2023

NOVEMBER 09, 2023 (PROP. IMPROVEMENTS)

I HEREBY CERTIFY THAT THE POSITIONS OF ALL THE EXISTING IMPROVEMENTS HAVE BEEN CAREFULLY ESTABLISHED BY A CURRENT FIELD SURVEY AND UNLESS SHOWN THERE ARE NO VISIBLE ENCROACHMENTS AS OF THIS DATE:

THIS PLAT IS SUBJECT TO RESTRICTIONS OF RECORD.
 A TITLE REPORT WAS NOT FURNISHED.
 NO CORNER MARKERS SET.



DOMINION SURVEYORS®

ORDERED BY:

MASHI EVE
 DEHGHANPOUR



8808-H PEAR TREE VILLAGE COURT
 ALEXANDRIA, VIRGINIA 22309
 703-619-6555
 www.dominionsurveyors.com



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
 Agenda Communication

4. Consent Agenda	Meeting Date: July 2, 2024
4C: Request to Approve Encroachment License for 404 Mill Street	

Attachments: a. Encroachment License Signed by Owner

Submitted by: Adam C. Linn
 Town Manager

Explanation and Summary:

This is a request to approve an encroachment license for Stone House Restaurant Group (The Secret Garden Cafe), the owner of the property at 404 Mill Street.

The owner had an existing license for the placement of a dumpster, enclosure, ramp, and stairs on a section of Poplar Alley that expired in September 2022. This is a new license for 5 years. The owner will also be making minor improvements to the area, including widening the dumpster enclosure and installing a concrete pad, to better store refuse and reduce litter issues in the area.

Staff Recommendation: Recommend approval of the attached encroachment license as presented.

Proposed/Suggested Motion:

“I move to adopt the encroachment license as presented.”

OR

Other action Council deems appropriate.

Prepared by and return to:
Martin Crim, VSB 33385
Sands Anderson PC
10432 Balls Ford Road
Suite 300
Manassas, VA. 20109

TAX EXEMPT PER VA. CODE § 58.1-811 D.

ENCROACHMENT LICENSE

THIS ENCROACHMENT LICENSE (the "License") made on this ____ day of _____, _____, ("Effective Date") by and between the TOWN OF OCCOQUAN, a municipal corporation of the Commonwealth of Virginia (the "Town"), GRANTOR, and Stone House Restaurant Group (the "Licensee"), GRANTEE, (each a "Party", and collectively referred to as the "Parties").

RECITALS

1. The Town is empowered to remove or authorize encroachments upon public rights-of-way in Occoquan, Virginia, under Virginia Code § 15.2-2009.
2. The Licensee is the tenant of property at 404 Mill Street, Occoquan Virginia ("the Property"), further identified as GPIN 8393-64-3784.
3. The Licensee wishes to enclose an existing dumpster that is encroaching into Poplar Alley, a public right-of-way belonging to the Town.
4. The Town is willing to grant a limited license to Licensee to permit the continued encroachment by the dumpster and the new encroachment of the enclosure under the terms and conditions set forth in this License.
5. This License is made without consideration between the Parties and may be recorded as a deed of gift for purposes of Virginia Code § 58.1-811 D.

WITNESSETH

That, subject to the limitations, terms and conditions hereinafter provided, the Town hereby grants this License to use and occupy the property described below according to the terms and conditions set forth herein:

1. Recitals: The Recitals are incorporated herein and made a material part of this License.
2. Description of the Licensed Property: Exhibit A, attached, shows the location

and extent of the licensed encroachment granted in this License.

3. Term: This License expires at the earlier of: (a) 5 years from the Effective Date, or, (b) the date when the Licensee’s lease on the Property ceases. The Town may terminate the License before its expiration date as provided below.

4. Use of Premises: The Town hereby authorizes Licensee to maintain the existing dumpster and to erect and maintain the enclosure on the encroachment as shown in Exhibit A. No other or additional use of the right-of-way is authorized by this License.

5. Assignment: Assignment of this License is strictly prohibited, and any attempt to transfer this License shall void it.

6. Insurance and Indemnification:

A. Licensee agrees to maintain liability insurance in an amount satisfactory to the Town, naming the Town as an additional insured. The minimum liability insurance coverage required shall be Three Million Dollars and 00/100 (\$3,000,000); however, the Town, in its sole discretion, may increase this amount by notice to Licensee.

B. Licensee agrees to indemnify, defend, save and hold harmless the Town, its officers, agents, servants and employees (the “Indemnified Parties”) of and from any and all costs of suit, together with the Indemnified Parties’ reasonable expenses of legal services, by reason of all claims, demands, or judgments asserted or recovered, whether justly, unjustly, falsely, fraudulently or frivolously, by a person, firm or entity by reason of injury to, or death of, any person or persons, and damage to, destruction or loss of use of any and all property, directly or indirectly arising from, or resulting from, any operations, works, acts or omissions of Licensee, its agents, employees, contractors, guests or invitees. Upon the filing with the Town by anyone of a suit, demand, or claim for damages arising out of incidents for which Licensee herein agrees to indemnify and hold the Town harmless, the Town shall notify Licensee of such claim and in the event that Licensee does not settle or compromise such claim, Licensee shall undertake the legal defense of such claim both on behalf of Licensee and on behalf of the Town. It is specifically agreed, however, that the Town may participate in the legal defense of any such claim. Any final judgment rendered against the Town for any cause for which Licensee is liable hereunder shall be conclusive against Licensee as to liability and amount upon the expiration of the time for appeal.

C. Licensee represents that it is the owner of, or fully authorized to use, any and all services, processes, machines, articles, marks, names or slogans used by it in its operations under or in any way connected with the License. Licensee agrees to save and hold the Indemnified Parties free and harmless from any loss, liability, expense, suit or

claim for damages in connection with any actual or alleged infringement of any patent, trademark or copyright, or arising from any alleged or actual unfair competition or other similar claim arising out of the operations of Licensee or in any way connected with this License.

7. Notices: All communications hereunder with the Licensee shall be in writing and shall be delivered by hand, or sent by the United States mail, certified, postage prepaid, return receipt requested, to the Property. Notice to the Town shall be given or directed to the Town Clerk at the Town Hall, and it shall only be effective upon actual receipt.

8. Termination: The Town may terminate this License by notice to the Licensee upon any of the following events: (1) Licensee's failure to insure, hold harmless, indemnify or defend the Town as required in paragraph 6, above, (2) Licensee's unauthorized expansion, enlargement, or extension of any of the Encroachments, or (3) development of plans for public use of the area occupied by any of the Encroachments. Upon termination and the Town's written notice, Licensee shall promptly remove any of the improvements identified in the Town's notice and shall thereafter promptly restore the affected are to its condition prior to the Encroachment or to the satisfaction of the Town.

9. Governing Law: This License shall be construed and enforced in accordance with the laws of the Commonwealth of Virginia.

10. No Amendment: This License represents the entire agreement between the Parties as to its subject matter, and may only be amended or waived by a writing, signed by the Parties hereto.

11. Interpretation: The paragraph headings used herein are for reference and convenience only, and shall not enter into the interpretation hereof. Whenever herein the singular number is used, the same may include the plural, and the masculine gender may include the feminine and neuter genders, and vice-versa, if the context shall require.

12. Partial Invalidity: If any term, covenant, clause, or condition of this License or the application thereof to any person or circumstance shall be found to be invalid or unenforceable, the remainder of this License or the application thereof to any person or circumstance other than those to which it has been held invalid or unenforceable shall not be affected thereby. If any term, covenant, or condition exceeds what is legally permissible, then the Parties' intent is that the offending term, covenant, or condition be interpreted as being the maximum permitted by law.

13. No Partnership or Agency. This License creates no partnership between the Parties, and neither Party is made an agent of the other by this License.

LICENSEE

By: David DeVight
Title: Member/Owner

COMMONWEALTH OF VIRGINIA,
CITY/COUNTY OF Prince William to-wit:

Subscribed and sworn to before me by David DeVight,
authorized agent for Stone House Restoration Group on this 28th day of June
2024.


Notary Public



My Commission Expires: 7-31-2027

ON BEHALF OF THE TOWN COUNCIL OF OCCOQUAN, VIRGINIA

ATTEST:

Town Clerk

By: _____
Earnest W, Porta, Jr., Mayor

- NOTES:
1. NO TITLE REPORT FURNISHED, PLAT SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.
 2. FENCE LOCATIONS IF SHOWN ARE APPROXIMATE ONLY AND DO NOT CERTIFY AS TO OWNERSHIP.
 3. ACCORDING TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT'S FLOOD INSURANCE RATE MAPS THE BUILDING SHOWN HEREON APPEARS TO BE IN ZONE "X".
 4. THE METES AND BOUNDS AND MERIDIAN SHOWN HEREON WERE TAKEN FROM DEEDS OF RECORD.
 5. THE PROPERTY SHOWN CURRENTLY STANDS IN THE NAME OF STONEHOUSE RESTAURANT GROUP, LLC AS PER INSTRUMENT # 201410090072220.
 6. I.P.F. = IRON PIPE FOUND
WM = WATER METER

PART OF LOT 19
8393-64-3286
MILL RACE COTTAGE CONDO
INSTR # 200902080012406

LOT 19A
8393-64-3888
CW LLC
INSTR # 201612040102872

LOT 21
8393-64-4477
TIMOTHY F & MARLENE L MCKAYUS
DEED BOOK 1768 PAGE 1078

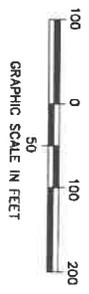
Concrete Slab 9.3ft x 8.2ft

Expand enclosure 16"

Expand Stair 17"



SURVEYORS CERTIFICATE
I HEREBY CERTIFY THAT THE POSITIONS OF ALL THE EXISTING IMPROVEMENTS HAVE BEEN CAREFULLY ESTABLISHED BY A TRANSIT THEODOLITE AND UNLESS OTHERWISE SHOWN THERE ARE NO ENCROACHMENTS EITHER WAY ACROSS THE PROPERTY LINE.



BUILDING LOCATION SURVEY
ON THE PROPERTY LOCATED AT
404 MILL STREET
TOWN OF OCCOQUAN
PRINCE WILLIAM COUNTY, VIRGINIA

SCHOOLS & TOWNSEND, P.C.
ENGINEERS & SURVEYORS
9222 MURPHY STREET, MANASSAS, VIRGINIA 20110
703-368-8801 603-2865 FAX 703-368-8800
DATE: 02-02-2017 SCALE: 1" = 10'
DRAWN BY: JS CHECKED BY: KH WQ# 417-085
FB: 652 Pg. 30



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: July 2, 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) - UPDATED: 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 submitted final deliverables to Town staff in late June and is working with staff to submit final reporting and reimbursement requests to DCR.

- Stormwater Improvements (Community Project Funding): 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, which was accepted by Town Council on February 6th, 2024. . On April 19th, 2024 the Town was reimbursed for the first component. In early May, the Town awarded the project to Aves Construction Corporation. On June 18th, 2024, Town Council authorized the Town Manager to execute the contract and on June 25th, 2024, VDOT permitting was completed. Due to inaccuracies with stormwater mapping data, Town staff is currently working with the contractor to reassess the existing infrastructure and refine the scope of work. Project completion is expected in July 2024.

➤ **Completing Riverwalk:**

- Riverwalk Planning Project: 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, which was accepted by Town Council at its May 7th, 2024 meeting. Additionally, the Town's application to MWCOC'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) - UPDATED: 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. The contractor submitted 60% design plans in mid-June and Town staff is currently reviewing them for comment, ahead of submittal of the 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:**

- Gateway Landscaping Improvements - UPDATED: Initial 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. Staff is currently working with the landscaping contractor to expand plantings for next season, including native perennials.

➤ **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 work

started on the property in mid-June. Completion is expected in mid-July.

- EV Charging (CFI Grant) - UPDATED: 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. The US Department of Transportation announced the NOFO for the next round of grant funding in early June 2024. Town staff is working with the contractor to publish an RFP in July and submit a grant application in August.
- Glass Recycling: 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: 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: 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 for expanded opportunities across Town events and projects.

➤ Tourism-led Economic Development Programming

- Visit Occoquan Partnership - UPDATED: In FY2024, 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's Annual Report was reviewed and accepted by Town Council on June 18th, 2024.

➤ Enhancing Revenue from Town Events Programming

- 2024 Event Sponsorship Drive - UPDATED: 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. **A second breakfast is scheduled for July 30, 2024 at 9 am at Town Hall. If interested in becoming a sponsor, you can find more information at visitoccoquanva.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 significant maintenance items and 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: 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 is 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: 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.
- River Mill Park Water Main Break – NEW: On June 27, 2024, a water main burst on the Fairfax Water access road behind River Mill Park. For over an hour, potentially millions of gallons of water sheeted across the eastern half of the park and into the Occoquan River. No significant damage has been found in the park; however, a significant amount of debris and sediment has been deposited in the park. Fairfax Water is currently working to remediate the issues in the park and repair the damaged sections of pipe and access road. Completion of work is expected by early next week. Staff will continue to coordinate with Fairfax Water and provide updates to Town Council and residents in a timely manner.

Development Project Updates:

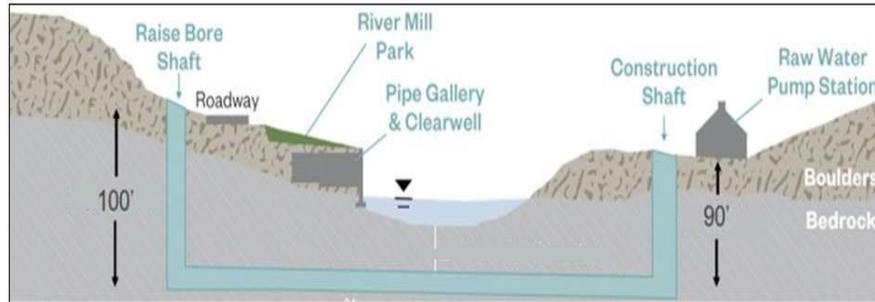
These are updates on private development projects in the Town of Occoquan. More information can be found in the Engineering Section.

- The Mill at Occoquan – UPDATED: The developer submitted a third site plan submission in May and met with Town staff in June. The Town Engineer is currently collecting final comments. Meanwhile, the developer has also begun geological studies of the site. Previously, the 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:



- 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/.
- New IT Contractor – NEW: As of July 1, 2024, the Town will welcome a new IT contractor, the Scylla Group, which will fulfill IT support services for the Town. The Group comes highly recommended from another Virginia locality and has already started onboarding with Town staff.
- Ogle Harris Way Naming – NEW: In honor of the contributions of Ogle Harris and his family to the Occoquan community, the Town Council passed a resolution on June 18th, 2024 to honorarily designate the 100 block of Poplar Alley, “Ogle Harris Way”. **A dedication ceremony will be held on Saturday, June 29th, 2024 at 10 am at the intersection of Poplar Alley and Washington Street.**
- Fiscal Year 2025 Annual Budget – NEW: Attached is the FY2025 Adopted Budget and Capital Improvement Program for the period beginning July 1, 2024, and ending June 30, 2025. This budget document includes the Town’s General (Operating) Fund, Capital Improvement Program (CIP) Fund, Events Fund, Mamie Davis Fund, and E-Summons Fund.

Treasurer Report - Supplemental Information

The May 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 May 31, 2024).

BPOL Tax Delinquencies		
Business Name	Delinquency Period	Date of Last Notice/Status
AJANI TRUTH PHOTOGRAPHY	4 months	6/10/2024
AMAYA STUDIOS LLC	4 months	6/10/2024
APIARY MARKET	4 months	6/10/2024
BANN THAI OLD TOWN LLC	4 months	6/10/2024
ECOGLO DETAILING	4 months	6/10/2024
HAVANA BOUTIQUE*	2 years	1/31/2024
PIN CURLS HAIR SALON	2 years, 4 months	1/8/2024
ROCKLEDGE MANSION	4 months	6/10/2024
TALENT ACQUISITION CONCEPTS	2 years, 4 months	6/26/2024
THE SECRET JEWELRY GARDEN	2 years, 4 months	6/26/2024

*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	2 months	6/26/2024
BANN THAI	7 months	1/29/24/Filed Nov 23 - Feb 24
BAR-J CHILLI PARLOR	2 months	6/26/2024
BLACK MAGIC	6 months	6/26/2024
BLACK MAGIC OCCOQUAN	2 months	6/26/2024
GRIND N CREPE LLC	2 months	6/26/2024
THIRD BASE LLC	2 months	6/26/2024

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

INTERNATIONAL PEACE MISSION INC	5 months	6/5/2024	209 WASHINGTON ST
RYBA MICHAEL L & DOURRIA F SURV	5 months	6/5/2024	1606 SEBRING CT
SALES JR FREDERICK	5 months	6/5/2024	1521 COLONIAL DR #203

Meals Tax by Fiscal Year			
Month	FY22	FY23	FY24
July	27,749	28,956	31,391
August	25,668	27,894	31,014
September	24,585	25,730	27,123
October	24,952	24,180	24,872
November	17,803	19,372	22,482
December	17,838	18,277	18,569
January	11,337	16,646	18,623
February	16,871	17,348	27,207
March	20,264	20,379	22,823
April	25,640	25,949	22,815
May	26,903	28,770	32,395

Engineering

Town Density and Accessory Dwellings – no change 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) – update from last report: Letter of Final Determination postponed for up to 2 years due to error discovered by FEMA. Impacts of error to Town have been deemed “minor,” but new map will not be issued until the error is corrected in a new model of the floodplain. Residents can use existing map for determinations until the new map is adopted. 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 – no change from last report: staff reviewing options, but TZP2024-020 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: Third plan submitted 4/30/24 and distributed to outside review agencies. Town staff comments forwarded 6/14/24 and meeting held with Applicant on 6/20/24 to review last minor comments. 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 – no change 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 – update from last report – 60% construction drawing forwarded from design engineer, AMT, on 6/17/24, Staff reviewing. Project construction tentatively scheduled for FY2026.

Fee Schedule – update from last report – staff reviewing 2021 fee schedule for potential updates. Meeting with Town Manager to review initial comments on 6/26/24.

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, comments issued 6/14/24

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

Below is an overview of zoning permit applications and Town Code violations for the past month. Residents can learn more about zoning at www.occoquanva.gov/government/zoning-land-development-and-building.

A. The following is a list of **zoning reviews** from June 1 to June 30, 2024:

	Zoning Application #	Property Address	Activity
1	IAP2024-008	180 Washington St	Replace A/C and Gas Furnace
2	TZP2024-023	401 Mill St	Install Sales Trailer

B. The following is a list of **zoning modification requests** from June 1 to June 30, 2024:

	Zoning Application #	Property Address	Activity
1			

C. The following is a list of **new violation letters** from June 1 to June 30, 2024:

	Property Address	Violation #	Violation	Town Action
1				

D. The following is a list of **active/previous violations** from June 1 to June 30, 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	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; permit application received on 6/20/24; awaiting submission on box sign and abatement of remaining violation
--	--	--	--	--

Building and Property Maintenance

Building: The Building Official monthly permit report provided by Prince William County is 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 no complaints against officers in the month of June.

Field Operations Division

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

OPD Officers along with local, state, and federal public safety agencies supported the Town's RiverFest event on June 1st and 2nd.

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. Joint regional training occurred between OPD, Fairfax Police and Fire and Prince William Police and Fire. Officers received valuable training in towing, medical aid and law enforcement investigations on the water.



SOD Officers supported the Town’s Trivia night and Concert in River Mill Park on June 14th and 15th.

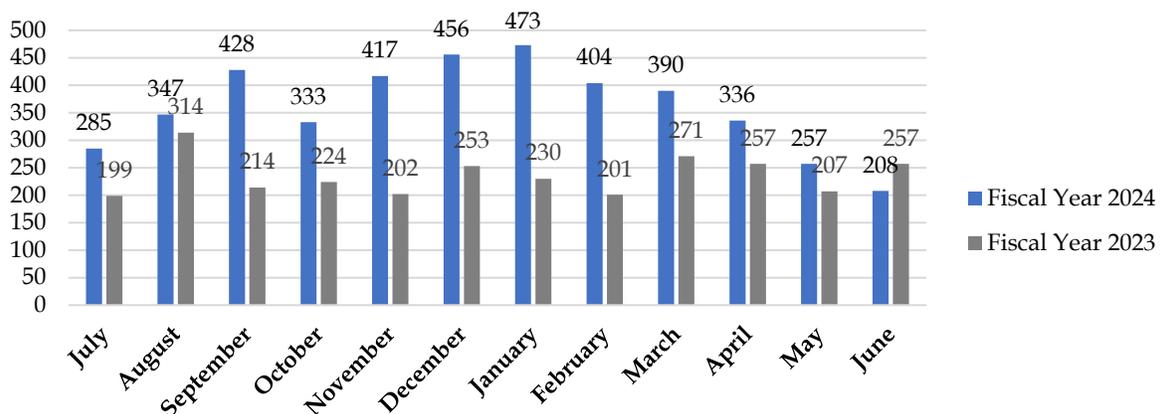
The OPD continues to participate monthly in several Northern Virginia Emergency Response (NVERS) and Council of Government (COG) committees focused on keeping the region safe and secure.

Patrol and Enforcement Activities:

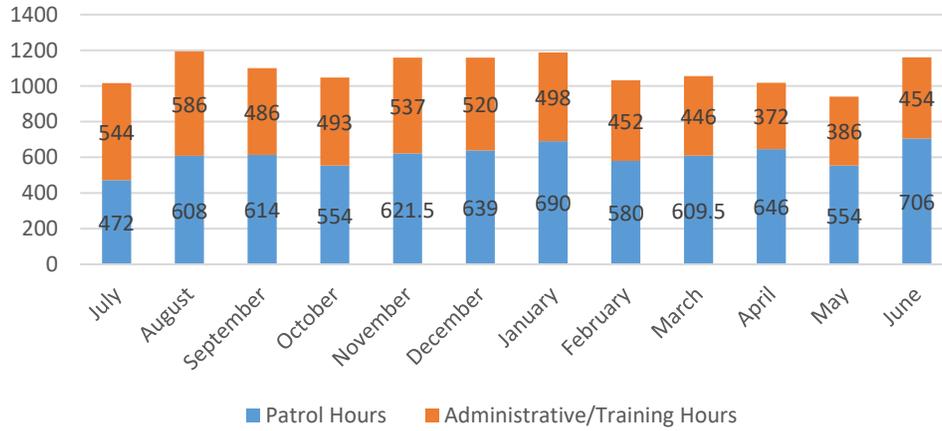
As of June 25, 2024, for the month of June, Police had 107 calls for service with 16 trespassing calls, 13 suspicious person/vehicle/circumstance calls, 9 disabled vehicles/motorist assist calls, 6 medical/mental health calls, 6 disorderly calls, 4 vehicle crash calls, 4 noise complaints, 4 lost/ found property calls, 2 traffic control calls, 2 domestic in progress calls, 2 attempted suicide calls, 2 illegal fishing calls, 1 gun related call, 1 gas leak call, 1 animal control call, 1 alarm call, 1 assault/abuse call, 1 warrant service, 1 drunk in public call, 1 fraud call, 1 DUI complaint, 1 welfare check, 1 robbery in progress call, multiple service/assist calls, and made 1 custodial arrest, issued 191 traffic summonses, 75 parking violations, and 47 warnings.

Officers also engaged in 76 business checks and 102 park checks during the month of June.

Traffic Summonses FYTD (GRAPH)



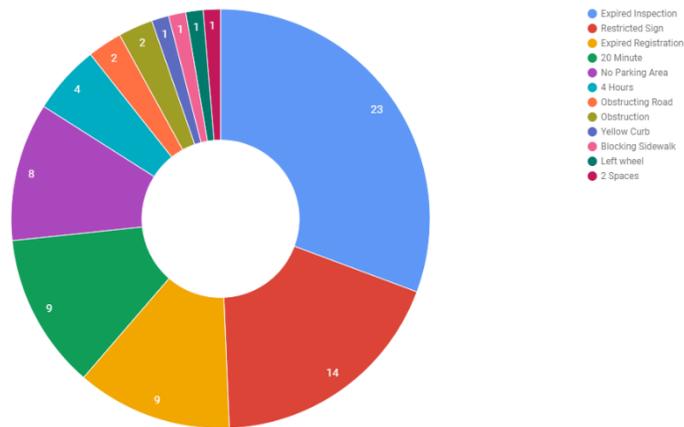
Patrol/Administrative/Training Hours FYTD (GRAPH)



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
June	73	2

Occoquan VA - Tickets By Violation (Month To Date)

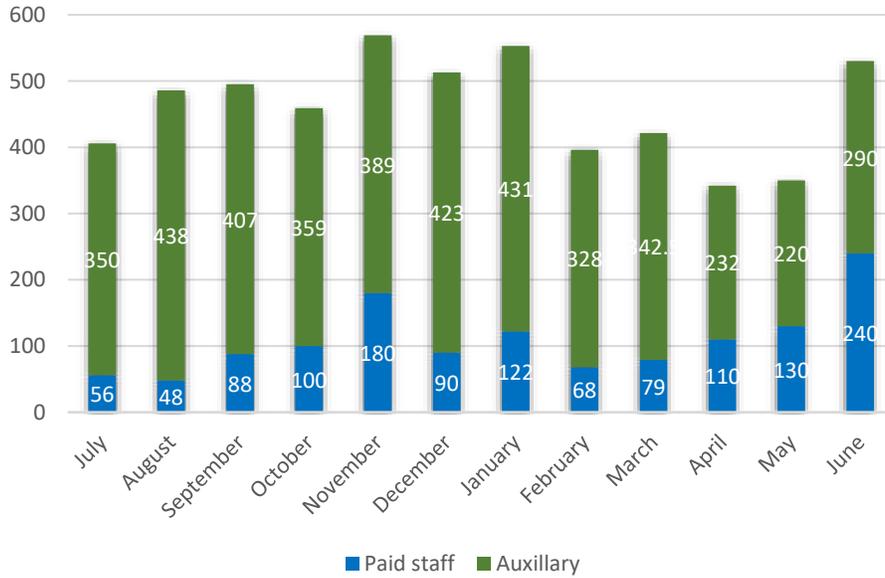


Data as of 6/26/2024, 12:00:00 AM



Volunteer in Police Service

For Fiscal Year 2024, our auxiliary police officers and paid police staff donated a total of 5,520.5 uncompensated hours to the Town. This equates to approximately 2.7 FTE. 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
June	32	8	0	7	0
FY Total	103	42	20	67	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
June	0	2		0	0
FY Total	13	112		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
June	20	2		2	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 (June 2024)

- Continued spring cleaning and landscaping projects
- Supported RiverFest and Town Events
- Started repairs to Gaslight Landing Riverwalk and Town Dock

Special Public Works Projects

Projects In-Progress: 8 Projects Completed: 5

Below is an updated list of maintenance activities with statuses updated as of June 30, 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
Craft Show and Events Support			
RiverFest Support	Completed	6/2/24	
RiverFest Cleanup	Completed	6/4/24	
Trivia Night Support	Completed	6/14/24	
Music on Mill Support	Completed	6/15/24	
Landscaping			
Seed and aerate town parks	Not started		Summer/Fall 2024
Downtown Bed Improvements	Not started		Fall 2024/Spring 2024 – planning native perennial plantings in multiple locations
Improvements at Tanyard Hill and Old Bridge Entrance	Paused		Incorporate into 2025 planning
Improvements at 123 and Commerce Entrance	In progress		Elevated boxes and lighting installed; traffic box painted; native perennials in Fall 2024
Park Maintenance			
Gaslight Landing Riverwalk Repairs	In progress		Repairing loose boards and installing new pressure treated lumber in place of degraded boards
RMP Plumbing and Bathroom Upgrades	In progress		New water heater installed in January; further improvements in planning
RMP Toilet Repair	Completed	6/18/24	Replace reservoir tank on Women’s toilet
Special Projects			

Project	Status	Completion Date	Notes
Backup Generator Project	Not started		Paused – OPD Joint Project
Transfer box set up at Annex	Not started		Paused – OPD Joint Project
River Road Improvements	In progress		Summer 2024; addressing resident concerns and planning fencing and refuse storage – OPD Joint Project
Streets, Sidewalks, and Parking			
Mill St Gaslight Repair and Replacement	In progress		Repairs to two gaslights damaged the week of RiverFest; waiting on new parts
Spring Cleaning			
Repair Dogwoods on TH Bricks	Not started		Spring 2024
Powerwash Town Hall	Not started		July 2024
Powerwash Gaslight Landing Riverwalk	Not started		July 2024
Clean and Paint Gaslights	In progress		July 2024

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, 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.

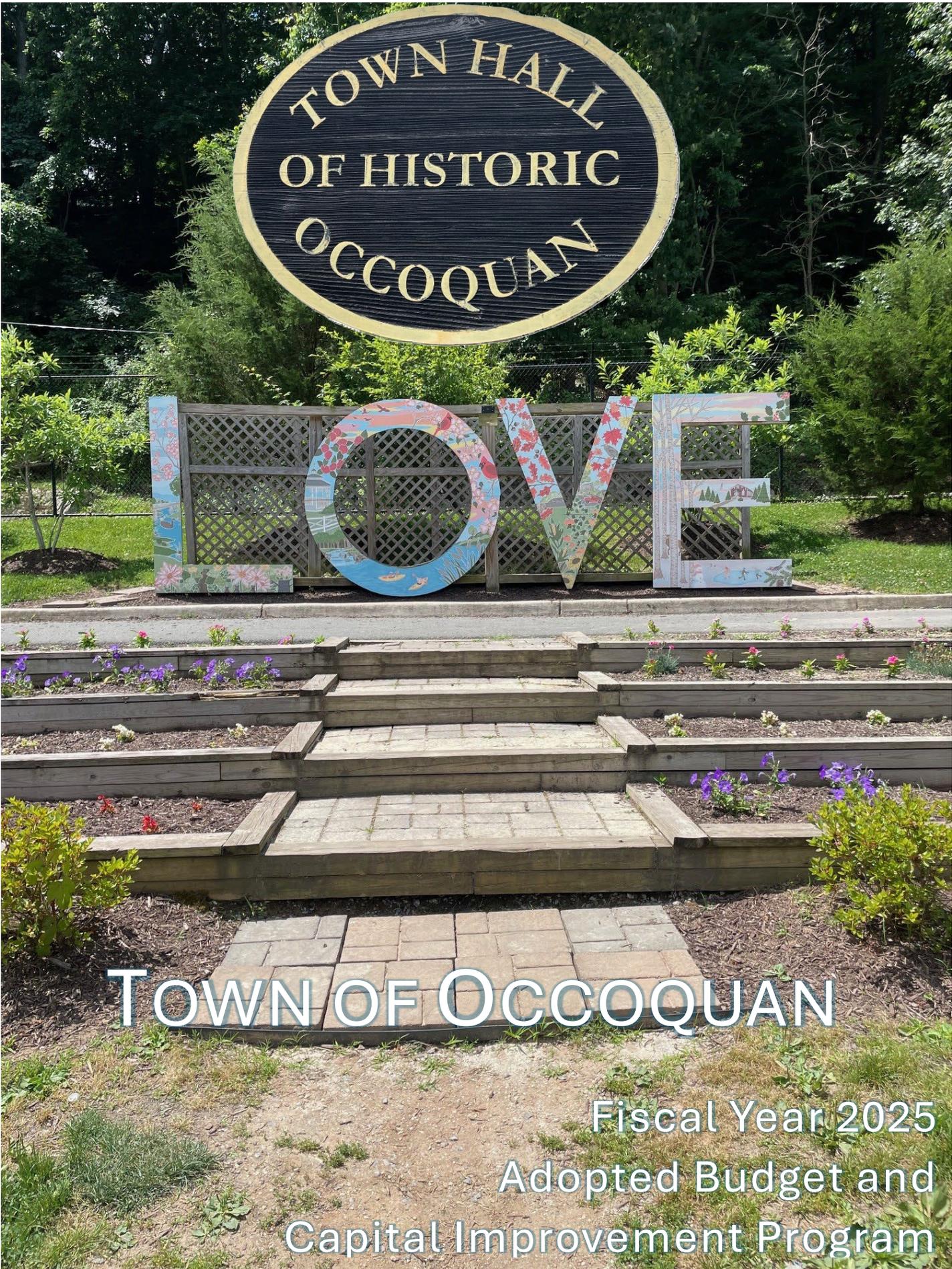
- 2024 Music on Mill Schedule
Saturday, July 20 - 257th Army Band
Saturday, August 17 - Side Piece

Community Partnership Breakfast - July 30th from 9:00-10:30 a.m.

The Town is hosting a Community Partnership Breakfast on July 30 at 9:00 a.m. During this open house, local companies can learn ways to boost their business through Occoquan event sponsorships and advertising opportunities. This event is free but registration is required. More information at: visitoccoquanva.com/sponsor.

Best of Prince William

The Town of Occoquan recently won the 2024 Inside Nova Best of Prince William contest for Best Local Tourist Attraction for the 8th year. The results of this contest received an impressive 173,000 votes this year from across the county and the winners have been published in a special Inside Nova issue distributed to 18,500 homes.



TOWN OF OCCOQUAN

Fiscal Year 2025
Adopted Budget and
Capital Improvement Program

TOWN OF OCCOQUAN, VIRGINIA
**FY 2025 ADOPTED BUDGET AND
CAPITAL IMPROVEMENT PROGRAM**



TOWN OF OCCOQUAN, VIRGINIA
FY 2025 ADOPTED BUDGET AND
CAPITAL IMPROVEMENT PROGRAM

OCCOQUAN TOWN COUNCIL

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

TOWN MANAGER / CHIEF OF POLICE

Adam C. Linn, J.D., VCLEE-CEO

TOWN ATTORNEY

Martin Crim

EXECUTIVE LEADERSHIP TEAM

Jason Forman, Deputy Chief of Police
Matthew Whitmoyer, Deputy Town Manager

CONTRACTED SERVICES

Bruce Reese, Town Engineer
Sara Fila, Zoning Administrator

DEPARTMENT LEADERSHIP

Philip Auville, Town Clerk
Asma Rupani, Town Treasurer
Manuel Casillas, Asst. Treasurer
Julie Little, Events Director

www.occoquanva.gov

Cover Photos by Adam Linn

TOWN MANAGER TRANSMITTAL LETTER



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/
CHIEF OF POLICE**
ADAM C. LINN, J.D.

July 1, 2024

Dear Mayor Porta and Members of the Occoquan Town Council:

I am pleased to present the Fiscal Year (FY) 2025 Adopted Budget for the Town of Occoquan for the period beginning July 1, 2024, and ending June 30, 2025. This budget document includes the Town's General (Operating) Fund, Capital Improvement Program (CIP) Fund, Events Fund, Mamie Davis Fund, and E-Summons Fund.

As part of the annual budget process, the Town Council reviewed the FY2024-2025 Strategic Framework that codified the Town Council priorities for their current term. The priorities are separated into capital tiers and operational tiers. Those tiers were used as guidance in developing the budget.

All Funds

The total FY 2025 Adopted Budget encompassing all funds includes \$3,111,030 in revenues and \$3,028,215 in expenditures, resulting in a \$82,815 surplus for all funds. This reflects a decrease of 14.8 percent in revenues, and a 15.3 percent decrease in expenditures over the FY 2024 Adopted Budget. The surplus is anticipated to fund working capital.

Taxes - General Fund

The Town's General Fund is supported through taxes, service fees, licenses, and other revenue from the Local, State, and Federal governments. The FY 2025 Adopted Budget maintained the Town's Real Estate tax rate of \$0.116 per \$100 of assessed value. Properties were reassessed in 2024 and assessments increased on average by 6 percent over last year's assessments.

With the average increase in assessments and maintaining the Real Estate tax rate of \$0.116 per \$100 of assessed value, Real Estate tax revenue is estimated to increase by \$15,582 or 5.4 percent over the FY 2024 Adopted Budget.

The FY 2025 Adopted Budget maintains the Town's current meals tax rate of 3.5 percent and transient occupancy tax rate of 7 percent.

Capital Improvement Program

The Capital Improvement Program (CIP) is the Town's five-year plan for capital projects that is reviewed and updated annually as part of the budget process. Projects planned for FY 2025 include stormwater improvement implementation, Riverwalk extension/improvement projects, Town-owned building updates, and vehicle and equipment improvements.

Funding for the CIP is generated from the net revenue of the Events Fund, which includes the spring RiverFest and Craft Show and the Fall Arts and Crafts Show, as well as grants received. The funding sources for CIP are used to help offset the costs for capital projects within the town instead of using General Fund revenues to pay for larger one-time costs, such as infrastructure.

Staffing and Employee Benefits

The FY 2025 Adopted Budget includes: (i) the addition of a full-time police officer and reduction of hours authorized in the part-time police officer pool of hours and (ii) the conversion of the full-time Treasurer position into part-time Treasurer and Assistant Treasurer positions equaling approximately 1 full-time equivalent. There were no other changes to the number of approved positions or staffing levels from the Approved FY 2024 budget.

The Adopted Budget includes a performance increase funding pool for permanently filled positions. These are merit increases based on annual performance appraisals.

The FY 2025 Adopted Budget continues to include funding for an employer-offered health insurance benefit as well as the Virginia Retirement System (VRS). The Town of Occoquan instituted these benefits to improve employee retention, attract highly qualified employees, and to be competitive with similar organizations. The estimated funding for the health insurance option included in the Adopted Budget is based on the Town's continued participation in The Local Choice (TLC), administered by the Commonwealth of Virginia. Full-time, permanent employees are eligible to participate in VRS. The Town's continued employer commitment is included in the FY 2025 Adopted Budget.

Respectfully Submitted,



Adam C. Linn, J.D.

Town Manager / Chief of Police

MISSION, VISION, AND VALUES

MISSION

The mission of the employees of the Town of Occoquan is to deliver services to Town residents, businesses, customers and visitors in an efficient, effective and equitable manner and to build a stronger, more vibrant community.

VISION

The Town of Occoquan is a thriving, attractive, historical river front town committed to family, business, the arts, and a healthy quality of life.

VALUES

The core values that guide the Town staff's actions and decision-making are the following:

- A. Transparency- operating in such a way that is clear, accurate and obvious.
- B. Integrity - consistently applying these core values even when doing so is difficult or unpopular.
- C. Accountability - taking ownership and accepting the consequences of one's actions.
- D. Innovation - applying new ideas, devices or processes to enhance service to visitors and citizens.
- E. Respectfulness - demonstrating respect for others and their opinions, while collaborating and actively conducting the Town's business.
- F. Inclusivity - not excluding any particular groups of people and where all people feel valued and their differences are respected.

HOW THE BUDGET IS ORGANIZED

The Budget Process

The Town of Occoquan’s budget cycle begins in the second quarter of the current fiscal year with a staff review of services and programs, and anticipated needs within the upcoming two fiscal years. The intent is to budget and appropriate funding annually, but to also plan for the future and anticipate the future needs and expectations of the community. The budget must be adopted by the Town Council annually prior to July 1st of each year. During the budget process, each tax rate is reviewed, and public input sought throughout the process through regular meetings and public hearings. In addition to these meetings, the Town Council meets for several work sessions prior to publishing the budget document.

Budget Calendar

October/November	<ul style="list-style-type: none"> • Capital Improvements Program review by Executive Leadership Team
December/January	<ul style="list-style-type: none"> • Performance measures and goals reviewed by Town Manager • Goal setting session with Town Council • Staff meetings to discuss department needs and requests • Budget and financial needs submitted to Town Manager
February	<ul style="list-style-type: none"> • Town Council review of Strategic Framework status and Budget Calendar • Town Council provides budget development direction • Town Manager develops proposed budget
March	<ul style="list-style-type: none"> • First Town Council Budget Work Session
April	<ul style="list-style-type: none"> • Second Town Council Budget Work Session • Third Town Council Budget Work Session • Proposed Budget Submitted to Town Council
May	<ul style="list-style-type: none"> • Public Hearing on Proposed Budget • Public Hearing on Proposed Tax Rates • Budget Adopted
July	<ul style="list-style-type: none"> • Adopted Budget Published

Amendments to the Adopted Budget

Changes to the Adopted Budget are possible using fund transfers and budget amendments. The Town Council has the authority to approve fund transfers between activities and departments, as well as funds from the reserve. Any year-end operating surpluses revert to unappropriated balances, known as working capital, for use in maintaining reserves and/or funding Council-approved expenditures.

Budget as a Planning Tool

The budget process is more than a plan that reviews revenue and projected spending. Budgeting is a formal way to convert the Town's short-range and long-range plans and policies into services and programs for our citizens. The budget details these services and programs in terms of cost.

In FY 2023, the Mayor and Town Council developed and approved a Strategic Framework with the intent of creating a broad, time-limited (Council tenure) set of parameters that reinforced adopted Council priorities and the Comprehensive Plan, and identified priorities for capital projects and operations, with major budget and action steps to direct staff.

As referenced above, the Town completed a new Comprehensive Plan in 2016 and an update in 2021. This document outlines the needs and desires of the community now and into the future. Upon the completion of the Comprehensive Plan in 2016, the Town initiated a comprehensive update to the Town's zoning and subdivision codes, which was completed in FY 2018. After the completion of the zoning and subdivision update, the Town completed the process of recodifying the entire Town Code in 2019, which had not been performed since 1999. Staff continues to review and propose updates. The purpose of these activities is to ensure that the town code, which is used to implement policies and serves as the Town's governing documents, is in line with the Comprehensive Plan, the State Code, and is consistent throughout. The budget is a critical component of implementing the vision of the town's comprehensive plan and code.

THE BUDGET IN BRIEF

The Town's financial management system is divided into several funds based on general operations and functions. Each fund has identified revenues and expenditures. The major funds appropriated by Town Council are as follows:

1. General Fund
2. Events Fund
3. Capital Improvement Fund (CIP)
4. Mamie Davis Fund

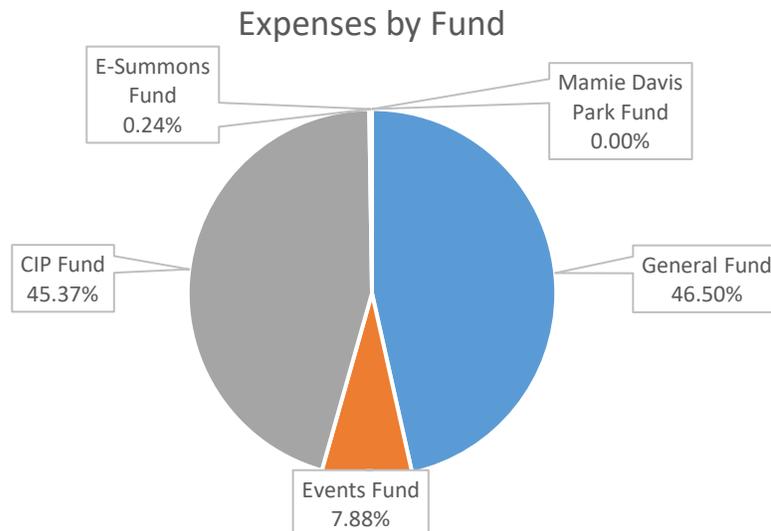
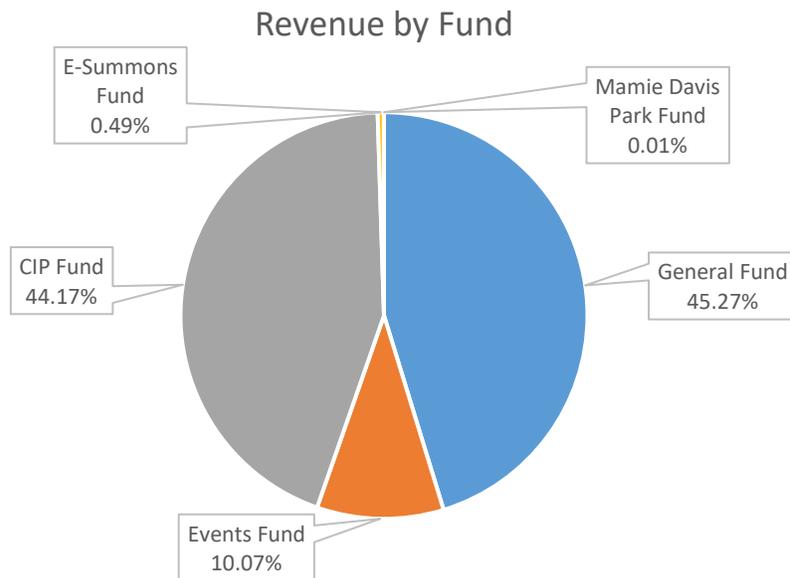
5. E-Summons Fund

FY2025 ADOPTED BUDGET

REVENUES – \$3,111,030

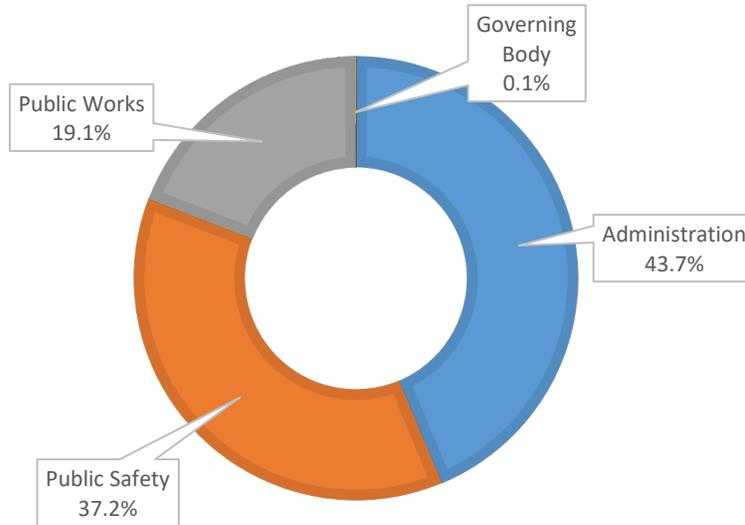
EXPENSES – \$3,028,215

The FY 2025 Adopted Budget for all funds totals \$3,111,030 and \$3,028,215 for revenues and expenditures, respectively. This reflects a decrease of \$82,815 or 14.8 percent in revenues, and a decrease of \$548,085 or 15.3 percent in expenditures compared to the FY 2024 Adopted Budget. This decrease is a result of a reduction in the Capital Improvement Program for FY 2025.

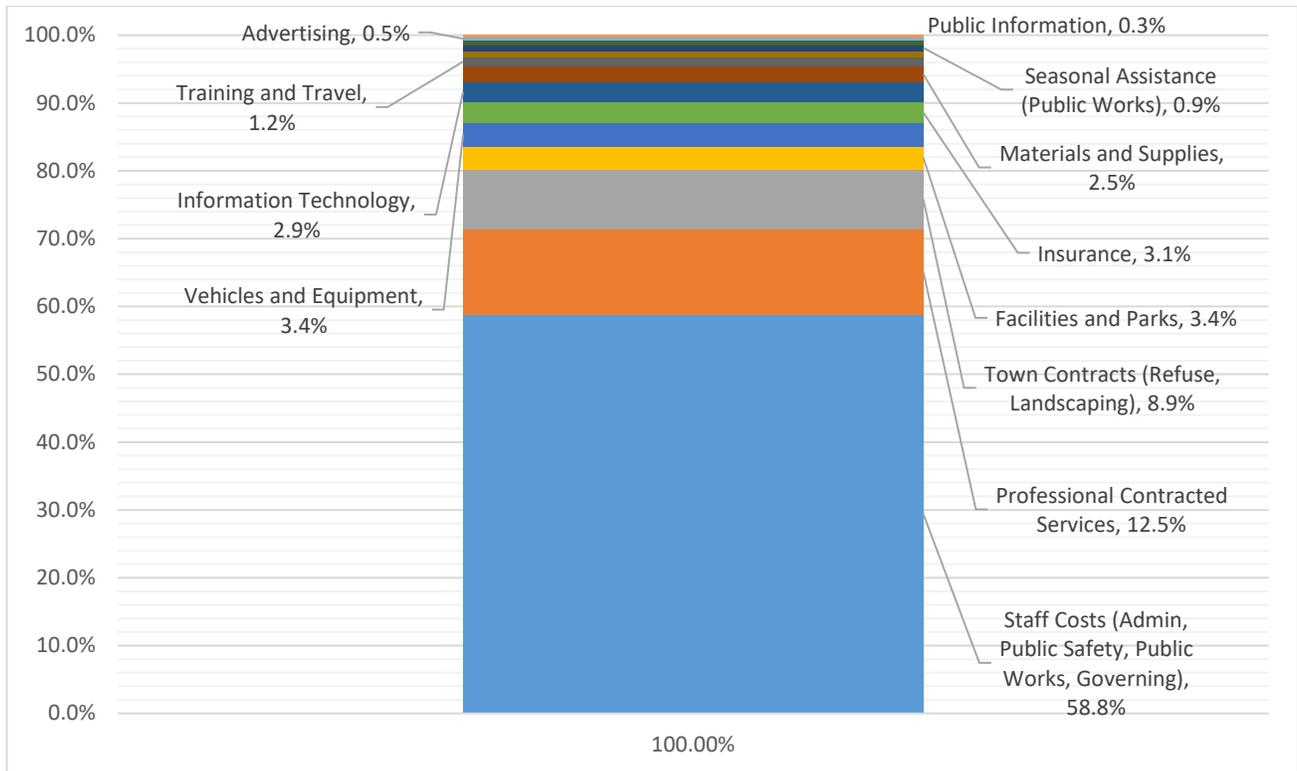


Where the Money Goes.

Breakdown by Department



Breakdown by Expenditure



Funds Summary - Revenues and Expenses

GENERAL FUND

Categories	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Adopted	Change Adopted to Budget	
						\$	%
Revenues	\$1,227,546	\$1,243,176	\$1,316,017	\$1,348,521	\$1,408,258	\$ 92,241	7.0%
Expenses	\$1,227,546	\$1,185,695	\$1,316,017	\$1,274,955	\$1,408,258	\$ 92,241	7.0%

EVENTS FUND *formerly Craft Show Fund*

Categories	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Adopted	Change Adopted to Budget	
						\$	%
Revenues	\$ 256,870	\$ 282,102	\$ 301,225	\$ 175,190	\$ 313,285	\$ 12,660	4.2%
Expenses	\$ 196,223	\$ 192,252	\$ 234,280	\$ 209,808	\$ 238,726	\$ 4,445	1.9%

CAPITAL IMPROVEMENT FUND

Categories	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Adopted	Change Adopted to Budget	
						\$	%
Revenues	\$1,032,704		\$2,020,502		\$1,374,031	-\$646,471	-32.0%
Expenditures	\$1,032,704		\$2,020,502		\$1,374,031	-\$646,471	-32.0%

MAMIE DAVIS FUND

Categories	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Adopted	Change Adopted to Budget	
						\$	%
Revenues	\$ 500	\$ 256	\$ 500	\$252	\$ 256	\$ 244	-48.8%
Expenses	\$ 5,000	\$ 5,250	\$ -	\$ -	\$ -	\$ -	0.0%

E-SUMMONS FUND

Categories	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Adopted	Change Adopted to Budget	
						\$	%
Revenues	\$12,000	\$ 14,027	\$ 11,500	\$ 14,652	\$ 15,250	\$ 3,750	32.6%
Expenses	\$ 3,150	\$ 978	\$ 5,500	\$ 6,100	\$ 7,200	\$ 1,700	30.9%

General Fund

The General Fund is the Town’s main operating account and funds all the programs and services that are required for daily operations within the Town. This includes administration, public safety, public works, and the governing body. This fund is supported by tax and fee revenues, as well as grants and other monies collected by the Town.

General Fund Revenue

Total revenues for FY 2025 in the General Fund are \$1,408,258. This is an increase of \$92,241, or 7.0 percent over the FY 2024 Adopted Budget. Occoquan’s General Fund

revenue is supported by taxes, fees, charges for service, fines, and state and federal aid.

Significant revenue sources include real estate taxes, meals taxes, business license taxes, and public safety fees. Other significant revenues are derived from other fees including vehicle license, business license, utility and communication taxes, sales taxes, transient occupancy taxes, grants, rentals, and other fees, fines, and revenues.

Real estate taxes, meals taxes, business license taxes, and public safety fees make up the largest portion of General Fund Revenues, accounting for approximately 79 percent of revenue. Real estate taxes account for 21.6 percent of General Fund revenue and are \$304,351 for FY 2025, based on maintaining the real estate tax rate \$0.116 per \$100 of assessed value. All real estate (taxable, tax exempt and tax relief properties) was reassessed in 2024, resulting in an estimated 6.1 percent increase in overall valuation from \$260,575,500 to \$276,569,000. The reassessment of taxable real estate only results in a 5.4 percent increase.

Meals taxes account for 23.7 percent of General Fund revenue and are \$333,812 for FY 2025, which is a reduction from FY 2024. The Meals Taxes are based on maintaining the tax rate at 3.5 percent and historical trends as well as continued pandemic recovery.

General Fund Expenses

The FY 2025 Adopted Budget General Fund expenses are \$1,408,258. This is an increase of \$92,241 or 7 percent over the FY 2024 Adopted Budget. The increase in expenses is attributable to inflationary expenses and increased contract costs such as refuse collection, insurance, and legal, as well as the addition of an additional full-time police officer and increases in existing program costs.

The FY 2025 Adopted Budget also includes a performance-based salary adjustment pool that provides for an average increase of 3 percent for permanent employees. There were no other changes to service or program delivery.

Events Fund

The Events Fund, formerly known as the Craft Show Fund, is a separate fund that supports the spring RiverFest and Craft Show and the Fall Arts and Crafts Show, as well as other town events. Generally, net revenues from the Events Fund are used to help fund the Town's capital improvement projects and other large, one-time costs incurred by the Town. In addition, the Town's part-time Events staff are funded through the Events Fund.

The revenues for the Events funds are derived from booth rentals, shuttle fares, sponsorships,

ticket sales, and other smaller income generating activities. The revenues are event dependent and subject to cancelations from weather and pandemic.

Capital Improvement Fund

The Capital Improvement Fund is not a revenue generating fund. It utilizes the net revenues generated from the Events Fund, working capital, and income received from grants to implement capital improvement projects identified within the Capital Improvement Program (CIP). These projects are often one-time, large cost projects that cannot be funded or supported through the General Fund.

The FY 2025 Adopted Budget reflects capital costs of \$1,374,031., with a corresponding \$1,374,031 from anticipated grants and other funding reflected in the revenue category. These revenues include \$920,000 from an FY 2024 federal appropriations Community Project Funding grant for stormwater remediation, which the Town was notified it would be receiving.

The FY 2025 CIP also includes \$436,006 in revenue from the Town's resources, Working Capital, and State Aid to Localities funding to support projects including Riverwalk expansion activities, town-owned building improvements and public safety equipment.

Mamie Davis Fund

The Mamie Davis fund is a \$100,000 permanent endowment that was gifted to the Town by former Town official and resident, Ms. Mamie Davis. The Town is not able to spend the principal amount; however, we are able to utilize the revenues generated from interest on projects benefiting Mamie Davis Park or Town Hall.

E-Summons Fund

Established with the FY 2023 budget, the E-Summons Fund contains the revenues and expenses associated with Town ordinance O-2019-02 that assesses a \$5 fee per traffic or criminal case. These revenues can only be used for the purchase, implementation, and maintenance of the eSummons Program. The eSummons Program was established to increase overall efficiency to the Judicial System by reducing backlog of data entry of summons and facilitating faster and more accurate entry of summons into the court system.

Budget Detail by Fund

GENERAL FUND

Revenues

Account	General Fund - Revenues	FY2023 Budget	FY2023 Actual	FY2024 Adopted	FY2024 Projected	FY2025 Adopted	% to Projected	% to Budget	\$ to Budget
	Taxes								
40010	Real Estate Tax	275,492	275,340	288,769	289,560	304,351	5.1%	5.4%	15,582
40020	Meals Tax	282,499	281,566	357,641	321,351	333,812	3.9%	-6.7%	(23,828)
40030	Sales Tax	36,000	40,686	40,000	47,954	48,000	0.1%	20.0%	8,000
40040	Utility Tax	30,000	34,765	31,000	36,457	36,500	0.1%	17.7%	5,500
40050	Communications Tax	33,000	32,168	33,000	27,058	33,000	22.0%	0.0%	-
40060	Transient Occupancy Tax	14,500	36,604	21,000	40,974	46,500	13.5%	121.4%	25,500
40070	Peer-to-Peer Vehicle Tax				3,300	6,600	100.0%	-	6,600
	Fees								
41010	Vehicle License Fee	11,000	10,521	11,000	11,000	11,000	0.0%	0.0%	-
41020	Business Licenses	68,800	65,047	75,000	87,345	90,402	3.5%	20.5%	15,402
41025	Business License Fee		-	4,140	4,140	4,260	2.9%	2.9%	120
41030	Late Fees	2,500	2,440	1,500	2,820	1,500	-46.8%	0.0%	-
41040	Fines - Public Safety	345,000	328,796	349,830	365,622	375,000	2.6%	7.2%	25,170
41100	Administrative Fees	10,000	5,870	8,500	12,850	8,500	-33.9%	0.0%	-
41120	Service Revenue - Engineering	10,000	12,354	14,000	5,600	14,000	150.0%	0.0%	-
41130	Service Revenue - Legal	10,000	-	10,000	-	5,000	-	-50.0%	(5,000)
41140	Service Revenue - Other	500	741	500	620	600	-3.2%	20.0%	100
41000	Fees - Other	1,500	786	3,000	1,271	2,500	96.8%	-16.7%	(500)
	Grants								
42010	Litter Grant	1,329	3,025	1,329	2,085	1,329	-36.3%	0.0%	-
42020	Public Safety (HB599)	35,688	26,041	26,821	27,388	27,678	1.1%	3.2%	857
42021	NHSTA (DMV)	15,000	11,512	15,375	15,000	16,000	6.7%	4.1%	625
42040	PEG	-	180	-	-	-	-	-	-
	Other Grants	-	34,435	-	-	-	-	-	-
	Public Property Leases and Rentals								
43010	Town Hall Rentals	-	-	-	-	-	-	-	-
43020	River Mill Park Rentals	3,000	1,000	3,000	2,750	4,000	45.5%	33.3%	1,000
43030	Mamie Davis Park Rentals	2,000	1,100	1,500	3,000	3,000	0.0%	100.0%	1,500
	200 Mill Street Lease	7,613	7,993	7,613	7,613	7,727	1.5%	1.5%	114
	Other								
44010	General Fund Interest	900	30,133	10,200	25,094	25,000	-0.4%	145.1%	14,800
44040	Brick Program	-	-	300	300	300	0.0%	0.0%	-
44060	Other Revenues	1,000	73	1,000	7,369	1,700	-76.9%	70.0%	700
	Fund Transfers	30,225							-
	General Fund Revenue Total	1,227,546	1,243,176	1,316,017	1,348,521	1,408,258	4.4%	7.0%	92,241

Expenses

Account	General Fund - Expenditures	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Adopted	% to Projected	% to Budget	\$ to Budget
60000	Total Personnel Services	\$ 708,934	\$ 667,537	\$ 734,672	\$ 710,771	\$ 827,001	16.4%	12.6%	\$ 92,329
60400	Total Professional Services	\$ 169,321	\$ 161,302	\$ 174,325	\$ 168,516	\$ 175,967	4.4%	0.9%	\$ 1,642
60800	Total Information Technology Services	\$ 31,100	\$ 35,193	\$ 40,092	\$ 43,938	\$ 40,430	-8.0%	0.8%	\$ 338
61200	Total Materials and Supplies	\$ 27,230	\$ 28,554	\$ 31,125	\$ 30,367	\$ 34,850	14.8%	12.0%	\$ 3,725
61600	Total Operational Services	\$ 9,000	\$ 9,300	\$ 10,172	\$ 8,891	\$ 9,200	3.5%	-9.6%	\$ (972)
62000	Total Contracts	\$ 112,382	\$ 109,433	\$ 122,135	\$ 119,072	\$ 125,103	5.1%	2.4%	\$ 2,968
62400	Total Insurance	\$ 33,690	\$ 37,918	\$ 40,300	\$ 39,959	\$ 43,500	8.9%	7.9%	\$ 3,200
62800	Total Public Information	\$ 5,020	\$ 2,808	\$ 4,036	\$ 3,927	\$ 4,050	3.1%	0.4%	\$ 14
63200	Total Advertising	\$ 2,000	\$ 4,875	\$ 7,640	\$ 7,134	\$ 6,610	-7.3%	-13.5%	\$ (1,030)
63600	Total Training and Travel	\$ 18,210	\$ 10,244	\$ 16,510	\$ 13,466	\$ 17,050	26.6%	3.3%	\$ 540
64000	Total Vehicles and Equipment	\$ 27,210	\$ 49,375	\$ 30,050	\$ 55,279	\$ 47,650	-13.8%	58.6%	\$ 17,600
64400	Total Seasonal	\$ 10,500	\$ 10,623	\$ 11,700	\$ 10,939	\$ 13,000	18.8%	11.1%	\$ 1,300
64800	Total Town Hall	\$ 11,890	\$ 11,689	\$ 12,624	\$ 11,044	\$ 11,344	2.7%	-10.1%	\$ (1,280)
65200	Total Mill House Museum	\$ 6,500	\$ 300	\$ 6,500	\$ 6,500	\$ 6,500	-	0.0%	\$ -
65600	Total 200 Mill Street	\$ 500	\$ -	\$ -	\$ -	\$ -	-	-	\$ -
66000	Total Police/PW Annex	\$ 5,910	\$ 5,483	\$ 3,190	\$ 7,409	\$ 3,350	-54.8%	5.0%	\$ 160
66400	Total Mill Street Storage	\$ 250	\$ -	\$ -	\$ -	\$ -	-	-	\$ -
66800	Total River Mill Park and Facility	\$ 16,200	\$ 18,398	\$ 19,318	\$ 18,143	\$ 18,154	0.1%	-6.0%	\$ (1,164)
67200	Total Mamie Davis Park and Riverwalk	\$ 4,100	\$ 4,049	\$ 5,850	\$ 5,122	\$ 5,400	5.4%	-7.7%	\$ (450)
67600	Total Tanyard Hill Park	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	\$ -
68000	Total Furnace Branch Park	\$ -	\$ -	\$ -	\$ -	\$ 500	-	-	\$ 500
68400	Total Streets and Sidewalks	\$ 3,000	\$ 2,727	\$ 2,800	\$ 1,800	\$ 2,500	38.9%	-10.7%	\$ (300)
68800	Total Historic District	\$ 24,600	\$ 15,888	\$ 20,600	\$ 12,678	\$ 13,600	7.3%	-34.0%	\$ (7,000)
69200	Special Events	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	\$ -
68900	Total Public Art Program	\$ -	\$ -	\$ -	\$ -	\$ 2,500	-	-	\$ 2,500
TBD	Total Fund Transfer	\$ -	\$ -	\$ 22,379	\$ -	\$ -	-	-100.0%	\$ (22,379)
TOTALS		\$1,227,546	\$1,185,695	\$1,316,017	\$1,274,955	\$1,408,258	10.5%	7.0%	\$ 92,241

EVENTS FUND

Revenues

Account	Events Fund - Revenues	FY2023 Budget	FY2023 Actuals	FY2024 Budget	FY2024 Projected	FY2025 Adopted	% to Projected	% to Budget	\$ to Budget
Event Revenues									
47010	Sponsorships	13,000	17,658	42,500	15,515	34,000	119.1%	-20.0%	\$ (8,500)
47020	Booth Rentals	138,195	164,250	160,375	94,250	166,000	76.1%	3.5%	\$ 5,625
47030	Shuttle Fare	66,600	60,270	60,500	28,500	60,500	112.3%	0.0%	\$ -
47040	Vendor Parking	7,725	9,900	8,900	5,250	10,500	100.0%	18.0%	\$ 1,600
47060	Merchandise	1,750	1,070	3,000	1,778	1,125	-36.7%	-62.5%	\$ (1,875)
47021	Ticket Sales	10,500	9,376	11,600	14,007	18,575	32.6%		\$ 6,975
Other Revenues									
44040	Bricks Program	1,800	1,814	1,275	1,500	1,575	5.0%	23.5%	\$ 300
41160	Convenience Fees	5,500	5,023	5,875	4,378	4,550	3.9%		\$ (1,325)
44020	Events Fund Interest	1,200	99	1,200	-	-			\$ (1,200)
	Other Revenue	-	12,642	6,000	10,012	16,460	64.4%		\$ 10,460
Total Events Fund Revenues		246,270	282,102	301,225	175,190	313,285	78.8%	4.0%	\$ 12,060

Expenses

Account	Events Fund - Expenses	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Adopted	% to Projected	% to Budget	\$ to Budget
60000	Total Personnel Services	71,547	65,311	84,531	70,995	98,371	38.6%	16.4%	13,840
60400	Total Professional Services	10,000	13,804	17,600	11,055	5,050	-54.3%	-71.3%	(12,550)
60800	Total Information Tech Services	-	1,230	1,200	900	390	-56.7%	-67.5%	(810)
61200	Total Material and Supplies	9,400	20,061	18,025	13,450	13,545	0.7%	-24.9%	(4,480)
62000	Total Contracts	64,875	74,692	75,125	54,769	75,100	37.1%	0.0%	(25)
63200	Total Advertising	25,500	21,372	24,875	30,494	32,500	6.6%	30.7%	7,625
66800	River Mill Park and Facility	650	375	600	750	850	13.3%	41.7%	250
69200	Total Special Events	14,250	22,582	12,325	27,395	12,920	-52.8%	4.8%	595
Total Events Fund Expenses		\$ 196,222	\$ 219,428	\$ 234,281	\$ 209,808	\$ 238,726	13.8%	1.9%	\$ 4,445

MAMIE DAVIS FUND

Revenues

Account	Mamie Davis Fund Revenues	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Adopted	% to Projected	% to Budget	\$ to Budget
44030	Mamie Davis Fund Interest	500	256	500	252	256	1.7%	-48.8%	(244)
43030	Rentals								
Mamie Davis Fund Expenses Total		\$ 500	\$ 256	\$ 500	\$ 252	\$ 256	1.7%	-48.8%	(\$ 244)

Expenses

Account	Mamie Davis Fund Expenses	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Adopted	% to Projected	% to Budget	\$ to Budget
7000	Capital Projects*	5,000	5,250	-	-	-	-100.0%	100.0%	(5,000)
Mamie Davis Fund Expenses Total		\$ 5,000	\$ 5,250	\$ -	\$ -	-	-100.0%	100.0%	(5,000)

E-SUMMONS FUND*

Revenues

Account	E-Summons Fund Revenues	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Adopted	% to Projected	% to Budget	\$ to Budget
41170	E-Summons Revenue	12,000	14,027	11,500	14,652	15,250	4.1%	32.6%	3,750
	E-Summons Fund Interest	-	-	-	-	-			-
E-Summons Fund Revenues Total		\$ 12,000	\$ 14,027	\$ 11,500	\$ 14,652	\$ 15,250	4.1%	32.6%	\$ 3,750

Expenses

Account	E-Summons Fund Expenses	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Adopted	% to Projected	% to Budget	\$ to Budget
60860	Hardware/Software	1,750	793	4,300	4,900	5,600	14.3%	30.2%	1,300
61220	Operational Supplies	1,400	185	1,200	1,200	1,600	33.3%	33.3%	400
E-Summons Fund Expenses Total		\$ 3,150	\$ 978	\$ 5,500	\$ 6,100	\$ 7,200	18.0%	30.9%	\$ 1,700

* E-Summons Fund established with FY 2023 budget.

**CAPITAL IMPROVEMENT PROGRAM
FY 2025 - FY 2029**

FY2025 Adopted Capital Improvement Program (CIP)	Activity	Funding Source	FY25	FY26	FY27	FY28	FY29	Totals
Street and Parking Improvements	Public Works	CIP	\$ -	\$ 25,000	\$ -	\$ -	\$ 50,000	\$ 75,000
FY26 - Poplar Alley Repaving	Public Works	CIP		25,000				\$ 25,000
FY29 - Road Resurfacing	Public Works	CIP					\$ 50,000	\$ 50,000
Sidewalk Improvements	Public Works	CIP	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ 40,000
FY28 - Sidewalk Improvements	Public Works	CIP				\$ 40,000		\$ 40,000
Riverwalk Improvements	Public Works	WC / Grant	\$ 110,000	\$ -	\$ 750,000	\$ 750,000	\$ -	\$ 1,610,000
FY25-FY26 - Riverwalk Extensions	Public Works	WC / Grant	\$ 110,000	\$ -	\$ 750,000	\$ 750,000		\$ 1,610,000
Building and Parks Improvements	Public Works	CIP	\$ 12,200	\$ 18,000	\$ 10,000	\$ -	\$ -	\$ 40,200
FY25 - Town Hall/Annex Building Painted	Public Works	CIP	\$ 7,500					\$ 7,500
FY25 - Annex ADA Project (1st floor reception)	Public Works	CIP	\$ 1,500					\$ 1,500
FY25 - Mill Street Storage - door replacement	Public Works	CIP	\$ 1,500					\$ 1,500
FY26 - Mill Street Storage Improvements	Public Works	Grant		\$ 8,000				\$ 8,000
FY25 - River Road Fence	Public Works	CIP	\$ 1,700					\$ 1,700
FY26 - Mill House Museum - New windows and Door	Public Works	CIP		\$ 10,000				\$ 10,000
FY27 - Mill House Museum - New Roof	Public Works	CIP			\$ 10,000			\$ 10,000
Vehicles and Equipment Improvements	PS/PW/ADM	CIP / Grants	\$ 93,300	\$ 54,000	\$ 41,500	\$ 23,500	\$ 13,500	\$ 225,800
FY24-FY29 - Replacement PS Vehicle - Hybrid SUV	Public Safety	599/CIP	\$ 9,000	\$ 9,000	\$ 9,000			\$ 27,000
FY24-FY29 - Replacement PS Vehicle - Hybrid SUV	Public Safety	599/CIP	\$ 9,000	\$ 9,000	\$ 9,000			\$ 27,000
FY27-FY29 - Replacement PS Vehicle - Hybrid SUV	Public Safety	599/CIP	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 30,000
FY25 - Trailer - Fire Suppression / Command	Public Safety	Grant	\$ 15,000					\$ 15,000
FY25 - Snow Plow & Spreader	Public Works	CIP	\$ 7,300					\$ 7,300
FY26 - Thermal Drone (UAS)	Public Safety	CIP/Grant		\$ 6,000				\$ 6,000
FY25-FY26 - Body Armor Replacement	Public Safety	CIP/Grant	\$ 6,000	\$ 1,500				\$ 7,500
FY25-FY26 - Holiday Snowflakes	Public Works	CIP	\$ 10,000	\$ 15,000				\$ 25,000
FY25-FY29 - Police Record Management System	Public Safety	CIP	\$ 27,000	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 41,000
FY24-FY28 - AXON Body Worn Camera System	Public Safety	WC	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000		\$ 40,000
Stormwater Improvements	Public Works	WC / CIP / Grant	\$ 1,150,031	\$ 120,000	\$ -	\$ -	\$ -	\$ 1,270,031
FY26 - Stormwater - Green Solutions	Public Works	Grant						\$ -
FY25 - Stormwater Implementation and Match	Public Works	Grant/WC	\$ 1,150,031	\$ 120,000				\$ 1,270,031
Streetscape and Infrastructure Improvements	Public Works	CIP	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 10,000
FY28 - Signage and Gateway Beautification	Public Works	CIP				\$ 5,000	\$ 5,000	\$ 10,000
Information Technology Improvements	Administration	CIP / WC	\$ 8,500	\$ 8,500	\$ 3,000	\$ -	\$ -	\$ 20,000
FY25-FY27 - Staff Laptop Replacement	Administration	CIP	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ 9,000
FY25-FY26 - Timed Parking Equipment	Administration	WC	\$ 5,500	\$ 5,500	\$ -	\$ -	\$ -	\$ 11,000
Total			\$ 1,374,031	\$ 225,500	\$ 804,500	\$ 818,500	\$ 68,500	\$ 3,291,031

Fund Source Summary	FY25	FY26	FY27	FY28	FY29	5-Year Total
CIP Funds	\$ 71,500	\$ 72,250	\$ 150,500	\$ 53,500	\$ 63,500	\$ 411,250
Working Capital	\$ 355,506	\$ 75,500	\$ 40,000	\$ 760,000	\$ -	\$ 1,231,006
599 Funding (Capital)	\$ 9,000	\$ 9,000	\$ 14,000	\$ 5,000	\$ 5,000	\$ 42,000
DOJ BVP Grant	\$ 3,000	\$ 750	\$ -	\$ -	\$ -	\$ 3,750
Other Grants	\$ 935,025	\$ 68,000	\$ 600,000	\$ -	\$ -	\$ 1,603,025
Total	\$ 1,374,031	\$ 225,500	\$ 804,500	\$ 818,500	\$ 68,500	\$ 3,291,031

Proposed Budget by Department	FY25	FY26	FY27	FY28	FY29	5-Year Total
Administration	\$ 8,500	\$ 8,500	\$ 3,000	\$ -	\$ -	\$ 20,000
Public Safety	\$ 76,000	\$ 39,000	\$ 41,500	\$ 23,500	\$ 13,500	\$ 180,000
Public Works	\$ 1,289,531	\$ 178,000	\$ 760,000	\$ 795,000	\$ 55,000	\$ 3,022,531
Total	\$ 1,374,031	\$ 225,500	\$ 804,500	\$ 818,500	\$ 68,500	\$ 3,291,031

For questions on the Adopted Budget or the town budget process, contact the Town of Occoquan at info@occoquanva.gov or call (703) 491-1918. Visit www.occoquanva.gov for general information about the Town of Occoquan.

TOWN OF OCCOQUAN
FINANCIAL STATEMENTS
AS OF 05/31/2024

	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	\$ 11,224	\$ 47,347
Assigned:			
Events Fund	\$ 88,024	\$ (17,145)	\$ 70,879
CIP Fund*	\$ 26,843	\$ (9,085)	\$ 17,758
Public Safety Grant Fund	\$ 14,283	\$ 18,671	\$ 32,954
Mamie Davis Park Fund	\$ 6,498	\$ 592	\$ 7,090
PEG Fund	\$ 1,955	\$ 156	\$ 2,111
Subtotal Assigned:	\$ 137,603	\$ (6,811)	\$ 130,792
Unassigned:			
Emergency Operating Fund	\$ 200,000	\$ -	\$ 200,000
Other Unassigned	\$ 44,858	\$ 792,616	\$ 837,474
Subtotal Unassigned:	\$ 244,858	\$ 792,616	\$ 1,037,474
Total Fund Balance:	\$ 518,583	\$ 797,029	\$ 1,315,613

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

Town of Occoquan

Budget vs. Actuals

July 2023 - May 2024

	Actual	Annual Budget	Over Budget	% of Budget
Income				
40000 TAXES				
40010 Real Estate	289,430	288,769	661	100.23%
40020 Meals Tax	283,270	357,641	(74,371)	79.21%
40030 Sales Tax	42,235	40,000	2,235	105.59%
40040 Utility Tax	35,749	31,000	4,749	115.32%
40050 Communications Tax	27,975	33,000	(5,025)	84.77%
40060 Transient Occupancy Tax	42,513	21,000	21,513	202.44%
40070 Peer-to-Peer Vehicle Tax	1,313	-	1,313	
Total 40000 TAXES	722,485	771,410	(48,925)	93.66%
41000 FEES/LICENSES				
		3,000	(3,000)	0.00%
41010 Vehicle License	10,673	11,000	(327)	97.03%
41020 Business Licenses	90,998	79,140	11,858	114.98%
41030 Late Fees	3,769	1,500	2,269	251.27%
41040 FINES (PUBLIC SAFETY)	463,891	349,830	114,061	132.60%
41100 Administrative Fees	11,338	8,500	2,838	133.39%
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	961	-	961	
Total 41000 FEES/LICENSES	585,057	477,470	107,587	122.53%
42000 GRANTS				
	-	1,500		0.00%
42010 LITTER	2,085	1,329	756	156.88%
42020 HB 599	27,390	26,821	569	102.12%
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	545,249	45,025	500,224	1210.99%
43000 RENTALS				
43020 River Mill Park	1,850	3,000	(1,150)	61.67%
43030 Mamie Davis Park Rental	2,000	1,500	500	133.33%
43040 200 Mill Street Lease	(1,157)	7,613	(8,770)	-15.19%
Total 43000 RENTALS	2,693	12,113	(9,420)	22.23%
44000 OTHER				
44005 Insurance Proceeds	2,898			
44010 General Fund Interest	25,418	10,200	15,218	249.19%
44020 Events Fund Interest	-		-	
44030 Mamie Davis Park Interest	-		-	

44040 Bricks Revenue	-	300	(300)	0.00%
44060 Other	8,741	1,000	7,741	874.10%
Total 44000 OTHER	37,057	11,500	25,557	322.23%
Total Income	1,892,542	1,317,518	575,024	143.64%
Gross Profit	1,892,542	1,317,518	575,024	143.64%
Expenses				
Total 60000 PERSONNEL SERVICES	618,071	734,673	(116,602)	84.13%
Total 60400 PROFESSIONAL SERVICES	114,778	174,325	(59,547)	65.84%
Total 60800 INFORMATION TECH SERV	36,579	40,092	(3,513)	91.24%
Total 61200 MATERIALS AND SUPPLIES	30,357	31,125	(768)	97.53%
Total 61600 OPERATIONAL SERVICES	6,263	10,172	(3,909)	61.57%
Total 62000 CONTRACTS	100,353	122,135	(21,782)	82.17%
Total 62400 INSURANCE	38,352	40,300	(1,948)	95.17%
Total 62800 PUBLIC INFORMATION	2,981	4,036	(1,055)	73.85%
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	51,514	30,050	21,464	171.43%
Total 64400 SEASONAL	10,984	11,700	(716)	93.88%
64700 FACILITIES EXPENSE				
Total 64800 TOWN HALL	10,959	12,624	(1,665)	86.81%
Total 65200 MILL HOUSE MUSEUM	66	6,500	(6,434)	1.01%
Total 65600 200 MILL ST	-	-	-	
Total 66000 ANNEX / MAINTENANCE YARD	7,843	3,190	4,653	245.85%
Total 66400 MILL ST STORAGE FACILITY	-	-	-	
Total 66800 RIVER MILL PARK & FACIL	16,871	20,818	(3,947)	81.04%
Total 67200* MAMIE DAVIS PARK & RIVERWALK	1,579	3,350	(1,771)	47.14%
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	949	2,800	(1,851)	33.88%
Total 68800 HISTORIC DISTRICT	11,792	20,600	(8,808)	57.24%
Total 64700 FACILITIES EXPENSE	50,059	72,382	(22,323)	69.16%
69200 SPECIAL EVENTS				
69210 HolidayFest	-	-	-	
69220 Volunteer TY / Town Party	-	-	-	
69290 Other Special Events	-	-	-	
Total 69200 SPECIAL EVENTS	-	-	-	
Total Expenses	1,072,380	1,295,140	(222,760)	82.80%
Net Operating Income	820,162	22,378	797,784	
Net Income	820,162	22,378	797,784	

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	9,158		9,158	
42120 DCR	78,639	84,903	(6,264)	92.62%
Total 42000 GRANTS	239,548	1,995,139	(1,755,591)	12.01%
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	264,624	2,004,139	(1,739,515)	13.20%
Gross Profit	264,624	2,004,139	(1,739,515)	13.20%
Total Expenses	-	-	-	
Net Operating Income	264,624	2,004,139	(1,739,515)	13.20%
Expenses				
64000 VEHICLES AND EQUIPMENT				
64050 Equipment and Tools	-			
Total 64000 VEHICLES AND EQUIPMENT	-			
Other Expenses				
70000 CIP EXPENSE	-		-	
70001 Streetscape	36,429	45,000	(8,571)	80.95%
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	51,004	66,000	(14,996)	77.28%
74003 Body Armor	936	4,725	(3,789)	19.81%
74005 Police Radios	193	-	193	
Total 70000 CIP EXPENSE	282,428	2,031,502	(1,749,074)	13.90%
Total Other Expenses	282,428	2,031,502	(1,749,074)	13.90%
Net Other Income	(282,428)	(2,031,502)	1,749,074	13.90%
Net Income	(17,804)	(27,363)	9,559	65.07%

E SUMMONS FUND

	Actual	Annual Budget	over Budget	% of Budget
Income				
41000 FEES/LICENSES				
41040 FINES (PUBLIC SAFETY)				
41170 E-Summons	16,036	11,500	4,536	139.45%
Total 41040 FINES (PUBLIC SAFETY)	16,036	11,500	4,536	139.45%
Total 41000 FEES/LICENSES	16,036	11,500	4,536	139.45%
Total Income	16,036	11,500	4,536	139.45%
Gross Profit	16,036	11,500	4,536	139.45%
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	11,224	6,000	5,224	187.06%
Net Income	11,224	6,000	5,224	187.06%

EVENTS FUND

	Actual	Annual Budget	over Budget	% of Budget
Income				
41000 FEES/LICENSES				
41160 Convenience Fees	6,480	5,875	605	110.30%
Total 41000 FEES/LICENSES	6,480	5,875	605	110.30%
42000 GRANTS	5,872	6,000	(128)	97.87%
44000 OTHER				
44020 Events Fund Interest	27	1,200	(1,173)	2.29%
44035 Bricks Interest	-	-	-	
44040 Bricks Revenue	1,784	1,275	509	139.96%
44060 Other	41			
Total 44000 OTHER	1,853	2,475	(622)	74.87%
47000 EVENTS REVENUE				
47010 Sponsorships	16,232	42,500	(26,268)	38.19%
47020 Booth Rentals	122,519	160,375	(37,856)	76.40%
47021 Ticket Sales	9,268			
47022 HolidayFest	-	600	(600)	0.00%
47023 River Mill Park	4,800	11,000	(6,200)	43.64%
Total 47021 Ticket Sales	14,068	11,600	2,468	121.28%
47030 Shuttle Fees	1,364	60,500	(59,136)	2.25%
47040 Parking Space Sales	4,700	8,900	(4,200)	52.81%
47060 Merchandise	353	3,000	(2,647)	11.78%
47100 Cost Share Reimbursement	1,066	-	1,066	
Total 47000 EVENTS REVENUE	160,303	286,875	(126,572)	55.88%
Total Income	174,508	301,225	(126,717)	57.93%
Gross Profit	174,508	301,225	(126,717)	57.93%
Expenses				
Total 60000 PERSONNEL SERVICES	56,038	84,531	(28,493)	66.29%
Total 60400 PROFESSIONAL SERVICES	13,285	17,600	(4,315)	75.49%
Total 60800 INFORMATION TECH SERV	1,504	1,200	304	125.34%
Total 61200 MATERIALS AND SUPPLIES	11,967	18,025	(6,058)	66.39%
61630 Postal Services	292	-	292	
Total 62000 CONTRACTS	58,724	75,125	(16,401)	78.17%
Total 63200 ADVERTISING	29,481	24,875	4,606	118.52%
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	2,606	4,850	(2,244)	53.74%
69290 Other Special Events	7,103	3,225	3,878	220.23%
Total 69200 SPECIAL EVENTS	19,573	12,325	7,248	158.81%
Total Expenses	191,653	234,281	(42,628)	81.80%
Net Operating Income	(17,145)	66,944	(84,089)	-25.61%
Net Income	(17,145)	66,944	(84,089)	-25.61%

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	797,029	68,459	728,570	12

Town of Occoquan
Balance Sheet Comparison
As of May 31, 2024

	Total		
	As of May 31, 2024	As of May 31, 2023 (PY)	Change
ASSETS			
Current Assets			
Bank Accounts			
10001 Petty Cash - Operating	100	100	0
10010 Petty Cash - Events	800	725	75
10022 Checking Account 0058	288,950	87,910	201,041
10024 Money Market 4220	200,913	201,656	-742
10029 Checking Account 3126	73,398	55,389	18,010
10034 VIP - Investment Pool	0	0	0
25-0001 VIP 1-3 Year Bond Fund 0001	0	0	0
25-0002 VIP 1-3 Year Bond Fund 0002	0	0	0
25-5001 VIP NAV Liquidity Pool 5001	530,485	575,895	-45,410
Total 10034 VIP - Investment Pool	\$ 530,485	\$ 575,895	-\$ 45,410
10082 Mamie Davis Savings 4201	\$ 2,705	\$ 2,049	\$ 655
10083 Mamie Davis CD	\$ 100,000	\$ 100,000	\$ 0
Total Bank Accounts	\$ 1,197,352	\$ 1,023,723	\$ 173,629
Accounts Receivable			
10180 Accounts Receivable	\$ 225,635	\$ 103,120	\$ 122,515
Total Accounts Receivable	\$ 225,635	\$ 103,120	\$ 122,515
Other Current Assets			
10190 Real Estate Receivable	\$ 0	\$ 0	\$ 0
11000 Prepaid Expenses	\$ 0	\$ 0	\$ 0
14990 Undeposited Funds	\$ 1,550	\$ 890	\$ 660
Total Other Current Assets	\$ 1,550	\$ 890	\$ 660
Total Current Assets	\$ 1,424,537	\$ 1,127,733	\$ 296,803
TOTAL ASSETS	\$ 1,424,537	\$ 1,127,733	\$ 296,803
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 Accounts Payable	\$ 35,812	\$ 53,002	-\$ 17,190
Total Accounts Payable	\$ 35,812	\$ 53,002	-\$ 17,190
Credit Cards			
22000 Credit Cards			0
22010 ExxonMobil	1,725	1,926	-200
22020 Home Depot	578	0	578
22030 Lowe's Proservices	1,159	1,388	-229
22040 United Bank Credit Cards	4,903	8,935	-4,032
Total 22000 Credit Cards	8,366	12,249	-3,883

Total Credit Cards	8,366	12,249	-3,883
Other Current Liabilities			
20935 Performance Bond	1,188	1,188	0
20940 Unearned Craft Show Rev	55,292		55,292
20941 Show (deleted)	0	39,742	-39,742
20942 Parking Fee (deleted)	0	3,375	-3,375
Total 20940 Unearned Craft Show Rev	55,292	43,117	12,174
20960 Unearned Other Revenue			0
20970 Unearned Rental	500	1,550	-1,050
20973 Unearned SLFRF Revenue	0	682,084	-682,084
Total 20960 Unearned Other Revenue	500	683,634	-683,134
20980 Unearned R.E. Tax	558	771	-212
21100 Unearned Fire Dept Grant	7,209	0	7,209
21200 Payroll Liabilities	0	0	0
21230 VRS Employee Contributions	0	-870	870
Total 21200 Payroll Liabilities	0	-870	870
Total Other Current Liabilities	64,746	727,839	-663,093
Total Current Liabilities	108,924	793,090	-684,166
Total Liabilities	108,924	793,090	-684,166
Equity			
30000 Nonspendable			0
30005 PrePaid Items	0	0	0
Total 30000 Nonspendable	0	0	0
31000 Restricted			0
31100 Mamie Davis (Endowment)	100,000	100,000	0
31200 E Summons Fund	36,123	24,059	12,064
Total 31000 Restricted	136,123	124,059	12,064
31400 Assigned			0
30030 Events Fund	88,024	25,000	63,024
30040 CIP Fund	26,843	101,000	-74,157
31050 Public Safety Grant Fund	14,283	14,283	0
31060 Mamie Davis Park Fund	6,498	11,492	-4,994
31070 Public Education Grant Fund	1,955	1,776	180
Total 31400 Assigned	137,603	153,551	-15,948
31500 Unassigned			0
30010 Emergency Operating Fund	200,000	187,861	12,139
30020 Unrestricted	44,858	0	44,858
Total 31500 Unassigned	244,858	187,861	56,997
32000 Retained Earnings	0	0	0
Net Income	797,029	-130,827	927,856
Total Equity	1,315,613	334,643	980,970
TOTAL LIABILITIES AND EQUITY	1,424,537	1,127,733	296,803

Wednesday, Jun 26, 2024 11:08 AM GMT-4 - Accrual Basis

**Town of Occoquan - Permit Report
June 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	
ELE2024-05963	170 MILL ST	Installation of (2) Greenspot EV Charging Stations: **EV Charging Stations & Pedestal supplied by Greenspot** • We will remove and dispose the (2) existing disconnects & the 100 amp disconnect, install a new 200 amp 3r service on the existing service rack, come out of the new 200 amp panel with (4) 60 amp/240v circuit(s), trench to each location and install the car charger stations.	Electrical	Pending	C - Alteration/Repair		

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	Finald	C - Sign	03/04/2024	05/28/2024
BLD2024-06473	1402 OCCOQUAN HEIGHTS CT	Addition of an upper level 12'x20' composite deck to the back (garage side) of the existing townhouse, similar to the decks of many neighbors in Occoquan Heights.	Building	Issued	R - Addition	06/05/2024	
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	
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	Finald	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	Finald	R - Alteration/Repair	03/12/2024	05/20/2024
BLD2024-06310	92 WASHINGTON ST	22x10 Deck AND REPLACING A WINDOW WITH A SLIDING DOOR	Building	Issued	R - Addition	06/13/2024	

Development Projects

END OF REPORT

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 06/10/2024

*Counts business days only.

Site Address	Case Number / Case Status	Date Received	Date Closed	Business Days Open (Pending)	Assigned To	Case Description	Violation Description(s)	Date VIO Founded	Notice Issued	Summons Issued	Court Action
				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 06/10/2024

**Counts business days only.*

Total Number of Cases for All Towns Selected: 0

Summary by Case Status:

END OF REPORT



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

9. Regular Business	Meeting Date: July 2, 2024
9A: 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 follow up agenda item from June 18th. 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-2024-09 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-2024-09**

**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 2nd Day of July, 2024.

MOTION:

**DATE: July 2, 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: July 2, 2024
9B: Request to Adopt Proclamation Policy	

Attachments: a. Draft Policy

Submitted by: Adam C. Linn
 Town Manager

Explanation and Summary:

This is a request to adopt a Town Council policy on the requesting and issuing of proclamations.

The policy's purpose is to provide a clear and consistent set of procedures for requestors and the Town as they go through the proclamation request and issuance process.

The proposed policy outlines the processes for submitting requests, reviewing and approving requests, and issuing proclamations. It defines proclamations as ceremonial documents issued by the Town Council to recognize, celebrate, or raise awareness of a particular event, achievement, or cause by designating a specific time period in honor of it.

Background

At the March 19th, 2024, Town Council meeting, Town Council instructed staff to craft an annual calendar of proclamations for Council approval. After conducting further research and investigating the practices of nearby localities, on May 7th, 2024, Town staff recommended that the Council adopt a request-based policy for proclamations and the Council instructed staff to supply a draft policy to them at a later date.

Staff Recommendation: Adopt the Policy as presented.

Proposed/Suggested Motion:

“I move to adopt the Proclamation Request and Issuance Policy as presented.”

OR

Other action Council deems appropriate.



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

Proclamation Request and Issuance Policy Effective [Insert Date]

PURPOSE

To provide a clear and consistent set of procedures for requesting proclamations by the Town Council of the Town of Occoquan, Virginia, in recognition of individuals, organizations, events, or causes that contribute to the community's welfare and spirit.

SCOPE

This policy applies to all proclamation requests submitted to the Town of Occoquan by citizens, community groups, or organizations.

POLICY STATEMENT

The Town Council of the Town of Occoquan issues proclamations to honor significant achievements, recognize notable events in the community, or raise awareness on important causes. This policy outlines the processes for submitting requests, reviewing and approving requests, and issuing proclamations.

Proclamations are ceremonial documents issued by the Town Council and do not carry the weight of law or endorsement of specific views.

DEFINITIONS

Proclamation: A ceremonial document issued by the Town Council to recognize, celebrate, or raise awareness of a particular event, achievement, or cause by designating a specific time frame or period in honor of the event, achievement or cause.

Requestor: Any citizen, organization, or entity, based in the Town of Occoquan, Prince William County, and/or Fairfax County, submitting a request for a proclamation.

REQUEST PROCEDURE

1. Submission Requirements

- a. Requests must be submitted at least 30 days prior to the proposed date of issuance.
- b. Requestors must be based in the Town of Occoquan, Prince William County, or Fairfax County.
- c. The length of time requested for a proclamation must be no less than one day and no more than 31 days.
- d. Requests must include:

- i. Requestor's name, contact information, and affiliation.
- ii. Draft text of the desired proclamation, including Whereas statements.
- iii. Background information supporting the rationale for the request.
- iv. Proposed date(s) for the proclamation.
- v. Indication if the requestor wishes the proclamation to be presented at a Town Council meeting, a specific event, or delivered privately.
 - 1. A further indication of whether the completed proclamation should be mailed (standard U.S. mail) or if it will be picked up.
- e. Other considerations include:
 - i. Proclamations affecting a broad group of people should attempt to honor local individuals or a specific organization.
 - ii. Proclamations should not endorse political or religious views or any controversial issues.
 - iii. Proclamations should not promote commercial enterprises or specific products.
 - iv. The Town may limit the number of proclamations issued for the same or similar causes within a calendar year.
 - v. Multiple requests by the same organization will not be honored within the same calendar year.
 - vi. Submission requests are one-time requests and do not automatically renew.
- f. Requests must be submitted to the Town Clerk via one of the following options:
 - i. Email: townclerk@occoquanva.gov
 - ii. Mail: PO Box 195, Occoquan, VA 22125 - Attn: Town Clerk
 - iii. Online: [Link to Online Request Form, if available]

REVIEW AND APPROVAL PROCESS

1. Staff Review

- a. Initial Review: The Town Clerk will review the request for completeness and adherence to submission guidelines.
- b. Evaluation Criteria: The Town Manager or a designated staff member will assess the request based on:
 - i. Relevance: The proclamation should be pertinent to the local Occoquan community or have significant relevance to the Town of Occoquan.
 - ii. Non-Partisan: Proclamations should not endorse political or religious views or any controversial issues.
 - iii. Non-Commercial: Proclamations should not promote commercial enterprises or specific products.
 - iv. Uniqueness: Proclamations should not duplicate recent similar recognitions unless there is a compelling reason.
- c. Proclamation Review: The Town Manager or their designee shall review the draft text of the desired proclamation and may edit or change the draft text as they see appropriate. If the text is edited or changed, a copy of the updated text will be sent to the requester.
- d. Recommendation: The Town Manager or their designee will recommend the

request for approval or denial and forward it to the Town Council for a final decision.

2. Council Approval

- a. Agenda Placement: If the Mayor or a Councilmember decides to sponsor a request, it will be placed on the agenda of the next regular Town Council meeting.
 - i. All requests that fail to receive a sponsorship will be denied.
- b. Notification: The Town Clerk will inform the requestor of the approval or denial of their request and any applicable meeting date and time.

ISSUANCE OF PROCLAMATIONS

1. Presentation Options – If approved, proclamations may be presented as follows:

- a. Town Council Meeting: Proclamations can be read and presented during a designated segment of a Town Council meeting.
 - i. Attendance: In order to be issued at a Town Council meeting, the requestor must be present.
 - ii. Meeting Protocol: During the presentation at a Town Council meeting, the Mayor or the sponsoring Councilmember will read the proclamation aloud.
 - iii. Participation: The requestor or their representative may be invited to make brief remarks and receive the proclamation.
- b. Special Events: At specific events or gatherings taking place within the Town of Occoquan, proclamations may also be presented. Presentation at special events is contingent upon the approval and availability of the Mayor or sponsoring Councilmember.
 - i. Except in special circumstances, if no elected official is available for a special event presentation, the proclamation will either be presented at a Town Council meeting or delivered privately to the requestor.
- c. Private Delivery: If preferred, the proclamation can be mailed or picked up from Town Hall.

2. Documentation

- a. Requestor Copy: A signed copy of the proclamation will be presented to the requestor at or after the Town Council meeting or special event or mailed to them, if private delivery is requested.
- b. Archiving: A signed digital copy of each proclamation will be archived by the Town Clerk's office and may be made available on the Town's website.

RESTRICTIONS AND LIMITATIONS

1. Frequency and Timing

- a. The Town may limit the number of proclamations issued for the same or similar causes within a calendar year.
- b. Multiple requests by the same organization will not be honored within the same calendar year.
- c. Submission requests are one-time requests and do not automatically renew.

2. Discretion

- a. The Town Council reserves the right to decline any proclamation request at its discretion.
3. Modification
- a. The Town Council may edit the text of the proposed proclamation to better align with community standards and Town policies.

CONTACT INFORMATION

For additional details or to submit a request for a proclamation, please contact:

Town Clerk's Office
314 Mill Street
PO Box 195
Occoquan, VA 22125

Phone: 703-491-1918
Email: townclerk@occoquanva.gov
Website: www.occoquanva.gov

DRAFT



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
 Agenda Communication

10. Discussion Items	Meeting Date: July 2, 2024
10A: Speed Limits in Town	

Attachments: a. Chapter 842 of the Virginia Acts of Assembly - 2024

Submitted by: Adam C. Linn
 Town Manager

Explanation and Summary:

This is a discussion item to review and discuss the new law permitting localities to reduce speed limits to below 25 miles per hour in business or residential districts.

Background:

Effective July 1, 2024, a new law goes into effect that expands the current authority of any locality to reduce the speed limit to less than 25 miles per hour, but not less than 15 miles per hour, on highways, either state or locality, within its boundaries, that are located in a business district or residence district. The bill authorizes a locality to change the speed limit by notifying the Commissioner of Highways of the locality’s intent to make the change and providing 30 days’ notice prior to changing the speed limit and the locality must place new speed limit signs.

The current speed limits in the historic district, which is a business district, and Washington Street, which is a residential district, are 25 miles per hour. Town staff regularly receives complaints related to pedestrian safety regarding Mill Street and Washington Street.

Staff Request: Staff is requesting direction from Town Council on evaluating the speed limits within the Town’s business and residential districts in light of pedestrian safety and the change in the law.

VIRGINIA ACTS OF ASSEMBLY -- 2024 RECONVENED SESSION

CHAPTER 842

An Act to amend and reenact §§ 46.2-878 and 46.2-1300 of the Code of Virginia, relating to speed limits; local authority.

[H 1071]

Approved May 17, 2024

Be it enacted by the General Assembly of Virginia:

1. That §§ 46.2-878 and 46.2-1300 of the Code of Virginia are amended and reenacted as follows:

§ 46.2-878. Authority to change speed limits.

A. Notwithstanding the other provisions of this article, *and except as otherwise provided in subdivision A 4 of § 46.2-1300*, the Commissioner of Highways or other authority having jurisdiction over highways may decrease the speed limits set forth in § 46.2-870 and may increase or decrease the speed limits set forth in §§ 46.2-873 through 46.2-875 on any highway under its jurisdiction; and may establish differentiated speed limits for daytime and nighttime by decreasing for nighttime driving the speed limits set forth in § 46.2-870 and by increasing for daytime or decreasing for nighttime the speed limits set forth in §§ 46.2-873 through 46.2-875 on any highway under his jurisdiction. Such increased or decreased speed limits and such differentiated speed limits for daytime and nighttime driving shall be effective only when prescribed after a traffic engineering investigation and when indicated on the highway by signs. It ~~shall be~~ *is* unlawful to operate any motor vehicle in excess of speed limits established and posted as provided in this section. The increased or decreased speed limits over highways under the control of the Commissioner of Highways shall be effective only when prescribed in writing by the Commissioner of Highways and kept on file in the Central Office of the Department of Transportation. Whenever the speed limit on any highway has been increased or decreased or a differential speed limit has been established and such speed limit is properly posted, there shall be a rebuttable presumption that the change in speed was properly established in accordance with the provisions of this section.

B. Notwithstanding any other provision of this article, including the provisions of subsection A, the governing body of any town located entirely within the confines of a United States military base may by ordinance reduce the speed limit to less than 25 miles per hour on any highway within its boundaries, provided such reduced speed limit is indicated by lawfully placed signs.

§ 46.2-1300. Powers of local authorities generally; erection of signs and markers; maximum penalties.

A. The governing bodies of counties, cities, and towns may adopt ordinances not in conflict with the provisions of this title to regulate the operation of vehicles on the highways in such counties, cities, and towns. They may also repeal, amend, or modify such ordinances and may erect appropriate signs or markers on the highway showing the general regulations applicable to the operation of vehicles on such highways. The governing body of any county, city, or town may by ordinance, or may by ordinance authorize its chief administrative officer to:

1. Increase or decrease the speed limit within its boundaries, provided such increase or decrease in speed shall be based upon an engineering and traffic investigation by such county, city or town and provided such speed area or zone is clearly indicated by markers or signs;

2. Authorize the city or town manager or such officer thereof as it may designate, to reduce for a temporary period not to exceed ~~sixty~~ 60 days, without such engineering and traffic investigation, the speed limit on any portion of any highway of the city or town on which work is being done or where the highway is under construction or repair;

3. Require vehicles to come to a full stop or yield the right-of-way at a street intersection if one or more of the intersecting streets has been designated as a part of the primary state highway system in a town ~~which~~ *that* has a population of less than 3,500;

4. Reduce the speed limit to less than 25 miles per hour, but not less than 15 miles per hour, on any highway, *including those in the state highway system*, within its boundaries that is located in a business district or residence district *for which the existing posted speed limit is 25 miles per hour, and restore a speed limit that had been reduced pursuant to this subdivision to the speed limit that had been previously posted at that location*, provided that such reduced or restored speed limit is indicated by lawfully placed signs. *At least 30 days prior to changing a speed limit on any highway in the state highway system pursuant to this subdivision, the governing body shall provide written notice of the change to the Commissioner of Highways. If any provision of this subdivision is inconsistent with the provisions of § 33.2-310, 33.2-317, 33.2-326, or 46.2-878, this subdivision shall be controlling.*

B. No such ordinance shall be violated if at the time of the alleged violation the sign or marker placed in conformity with this section is missing, substantially defaced, or obscured so that an ordinarily

observant person under the same circumstances would not be aware of the existence of the ordinance.

C. No governing body of a county, city, or town may (i) provide penalties for violating a provision of an ordinance adopted pursuant to this section ~~which~~ *that* is greater than the penalty imposed for a similar offense under the provisions of this title or (ii) provide that a violation of a provision of an ordinance adopted pursuant to this section is cause for a stop or arrest of a driver when such a stop or arrest is prohibited for a similar offense under the provisions of this title.

D. No county whose roads are under the jurisdiction of the Department of Transportation shall designate, in terms of distance from a school, the placement of flashing warning lights unless the authority to do so has been expressly delegated to such county by the Department of Transportation, in its discretion.

E. No law-enforcement officer shall stop a motor vehicle for a violation of a local ordinance relating to the ownership or maintenance of a motor vehicle unless such violation is a jailable offense. No evidence discovered or obtained as the result of a stop in violation of this subsection, including evidence discovered or obtained with the operator's consent, shall be admissible in any trial, hearing, or other proceeding.



TOWN OF OCCOQUAN TOWN COUNCIL MEETING Agenda Communication

10. Discussion Items	Meeting Date: July 2, 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