



TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

314 Mill Street
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Occoquan, VA 22125
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Occoquan Town Council Town Council Meeting October 15, 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 September 17, 2024, Town Council Meeting Minutes - pg. 2
5. **Mayor's Report**
6. **Councilmember Reports**
7. **Boards and Commissions**
8. **Administrative Reports**
 - a. Administrative Report - pg. 9
 - b. Town Treasurer's Report - pg. 34
 - c. Town Attorney's Report - pg. 47
9. **Regular Business**
 - a. Request to Adopt Ordinance O-2024-06 Imposing Administrative and Collection Fees upon Delinquent Accounts - pg. 48
10. **Discussion Items**
 - a. 2024 Fall Arts and Crafts Show Report - pg. 52
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: October 15, 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 September 17, 2024, Town Council Meeting Minutes

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, September 17, 2024
7:00 p.m.

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

Absent: None

Staff: Adam Linn, Town Manager / Chief of Police; Matt Whitmoyer, Deputy Town Manager; Philip Auville, Town Clerk; Asma Rupani, Town Treasurer; Bruce Reese, Town Engineer (remote); Tolley Gwinn, Assistant Town Attorney (remote)

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Kevin Poorman, an artist from Art a la Carte, presented and donated an original painting he created called "Streets and Structures of Occoquan." Mr. Linn advised staff was planning on placing the artwork in the entrance to town hall. A print of the artwork will also be raffled off during the Fall Arts and Crafts Show for the Occoquan Historical Society.

3. CITIZENS' TIME

No one spoke during citizens' time.

4. CONSENT AGENDA

- a. Request to Accept August 6, 2024, Town Council Meeting Minutes
- b. Request to Adopt Arbor Day 2024 Proclamation

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

5. MAYOR'S REPORT

Mayor Porta reported the following:

- On August 9th, he attended the viewing of a community leader who passed away, Joyce Eagles.
- On August 9th, he emceed Trivia Night in River Mill Park.
- On August 20th, he met with a Northern Virginia Conservation Trust Representative before their inspection of the conservation easement at Tanyard Hill Park.
- On August 21st, he gave a brief welcome to the Marine Corps Professionals Associations at their annual meeting.
- On August 28th, he was a speaker at the Prince William Chamber of Commerce Policy Maker Series.
- On August 28th, with Councilmember Perkins, met with Fairfax County Supervisor Stork

regarding trail connectivity issues.

- On August 29th, with the Town Manager, met with the new incoming owners of D'Rocco's Restaurant.
- On September 12th, he attended the ribbon cutting for Brandon's Flowers.
- On September 13th, he emceed Trivia Night in River Mill Park.
- On September 14th, he attended with several staff members the bench dedication in honor of Town Resident Louis Soscia.

Mayor Porta noted that he has sent a formal letter to Supervisor Boddye requesting that the county considering purchasing the town's Tanyard Hill Park for use as county park space.

6. COUNCILMEMBER REPORTS

Councilmember Freeborne Brinton noted that she attended the ribbon cutting for Brandons Flowers.

7. BOARDS AND COMMISSIONS

Architectural Review Board (ARB) Chair Seefeldt reported that the ARB met on August 27th and the board reviewed and approved one exterior elevation application.

Councilmember Perkins reported that the Planning Commission did not meet on August 27th as a result of no agenda items.

8. ADMINISTRATIVE REPORTS

a. Administrative Report

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

Mr. Linn added that there is a lighting issue on Washington Street that staff is attempting to resolve with Dominion Power. In September of 2023, Dominion Power received a request from the Prince William County Department of Transportation to place a light pole to help with pedestrian safety at the crosswalk on Washington Street. The week prior to the council meeting a new light was installed at the crosswalk. That installation illuminated the entire area and staff received complaints from the residents across the street about the brightness of the light. Staff has contacted Dominion and as of this meeting have not received a response on a solution.

Vice Mayor Loges noted that originally Dominion had updated the lighting on the existing poles on Washington Street and that the new installation by Dominion was an industrial style pole that you would see on the interstate.

Mr. Linn added that during the meeting in September 2023 with Prince William County DOT and VDOT regrading crosswalk safety, the agreement was to add additional lighting to the area on Washington Street at the crosswalks. Dominion updated the existing lights to LEDs and the Town had thought the additional lighting request had thus been fulfilled. Unknown to the Town, Prince William County DOT requested an additional pole be installed by Dominion.

Vice Mayor Loges noted that it wasn't what the Town had envisioned. The Town did not expect Dominion to install an industrial style light pole that is completely different than the other streetlights on the street.

Mayor Porta noted that he had received complaints from Town Businesses regarding the previous

Craft Show, specifically with regard to parking spaces being blocked off for vendors before the vendor's arrival time. One complaint alleged that a show sponsor's large vehicle and trailer had blocked numerous spaces on Mill Street prior to the show. He wanted to make sure that sponsorship vendors are not receiving special privileges to block town businesses prior to their arrival time and specifically asked staff to make sure they discuss any such situations with affected restaurants or other businesses.

Mr. Linn advised that staff will continue to notify businesses in advance and would make sure that spaces were not blocked off in front of businesses before the appropriate times.

Councilmember Perkins asked for an update on the glass recycling.

Mr. Linn replied that staff had not received any further update on the glass recycling collection from the County.

Councilmember Perkins asked on any updates on the Mill at Occoquan.

Mr. Linn replied that their final site plan has been approved, and staff is currently waiting on the developer to apply for their demolition permit from the County.

Councilmember Perkins asked if the developer could be asked to provide a date well in advance of when they plan to proceed with demolition so that the community can receive adequate notice and the potential impact on any public parking spaces can be evaluated.

Mr. Linn replied that he will ask the developer for sufficient notice of when he plans to begin demolition.

Mr. Reese noted that under the Special Use Conditions the developer can't use public parking spaces during the demolition and building phase of the project without approval from the Town. He also noted that the Town Manager can request construction to be temporarily suspended during Town Events.

Councilmember Freeborne Brinton asked for updates on the Mill House Museum flooding remediation.

Mr. Linn replied that the Town has engaged Servpro and that they had come out earlier in the day to do the initial clean out and sanitize the basement of the Mill House Museum. They will return to finish repairs by next week.

Councilmember Daubresse asked for a reminder of when the TAP Grant is due for funding of the riverwalk.

Mr. Linn replied that the grant due date is in July 2025.

b. Treasurer's Report

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

Mayor Porta noted that the one business who owes a large amount in meals tax and is still operating is essentially stealing from the customers since they are collecting the tax but not transmitting it to the Town.

Mayor Porta noted that he saw the CIP Fund balance transfer from the Events Fund from last fiscal

year.

c. Town Attorney Report

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

Mayor Porta asked for unanimous consent to add to the agenda item 9c Amended Terms on Refuse Contract with Bates Trucking Trash Removal, Inc. There being no objection, the item was added to the agenda.

9. REGULAR BUSINESS

a. Request to Adopt Ordinance O-2024-03 Relating to Accessory Dwellings and Accessory Buildings

Vice Mayor Loges asked if the Home Occupancy Certificate rules will come into conflict with anything else in the code.

Mr. Linn replied that the Home Occupancy rules should not cause a conflict since the code changes still would not permit people to come into a residence.

Vice Mayor Loges moved to adopt O-2024-03 as presented. Councilmember Freeborne Brinton seconded. Motion passed unanimously by roll call vote.

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

Nays: None

b. Request to Adopt Ordinance O-2024-05 Relating to Utility License Tax

Mr. Linn noted that the original ordinance authorizing the tax cannot be located for Utility License Taxes and this ordinance is to recodify that ordinance.

Councilmember Perkins moved to adopt O-2024-05 as presented. Councilmember Fithian seconded. Motion passed unanimously by roll call vote.

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

Nays: None

c. Amended Terms on Refuse Contract with Bates Trucking Trash Removal, Inc.

Mr. Linn noted that Bates, the trash contractor, had notified the Town in April of a proposed rate increase of thirty-eight percent (38%) alleging the increase was due to the increase in the County's tipping fees. Staff reached out in writing asking for additional clarification and justification. Bates had not responded to the requests and in August, the Town received an invoice with the proposed amount. The Town Manager refused the invoice only authorizing the prior amount plus a three and half percent (3.5%) increase. Bates contacted the Town Manager and after a negotiation, Bates agreed to an increase around eight to nine percent (8 to 9%). Since any changes in excess of 3.5 percent (%) has to be approved by the Council, staff was bringing the amendment to Town Council.

Councilmember Daubresse moved to authorize the Town Manager to accept and/or execute an amendment to adopt an increase in cost to the Town's "Contract for Trash, Recycling, Bulk and Yard Waste Collection" with Bates Trucking & Trash Removal, Inc. in an amount not-to-exceed an 9% annual increase over Fiscal Year 2024 actuals. Motion passed unanimously by voice vote.

10. DISCUSSION ITEMS

a. Council Compensation Discussion

The Council discussed the potential advantages and disadvantages of adopting the staff's proposal to increase council compensation from the current \$1 per month. Among the items discussed was the effort expected of council members, the impact on the town budget of an increase, the perception of the town and its staff as a result of the essentially volunteer nature of council service, and the attractiveness of council service. Mayor Porta thanked staff for taking the initiative in raising the issue and noted that all the members appreciated the staff's recognition of the substantial commitment exhibited by members of the Town Council. Given that the Council did not wish to propose a compensation increase (which by law would not take effect until after the next election for town council), the matter was tabled indefinitely.

b. NWS StormReady® Certification Discussion

Mr. Forman presented to Council on the National Weather Service's (NWS) StormReady® Certification that the Town has received. Signage on StormReady® will be posted at the entrances into Town. The benefits to the Town from this certification include review and potential improvement of the Town's hazardous weather plans, public recognition, and the potential for residents to qualify for rate reductions in the National Flood Insurance Program (NFIP).

c. Planning Commission Strategic Planning Recommendations Discussion

The Council provided the requested feedback memo to the Planning Commission on the latter's Strategic Plan.

11. CLOSED SESSION

Vice Mayor Loges moved that the Council convene in closed session to discuss the following as permitted by Virginia Code § 2.2-3711 (A)(7), consultation with legal counsel or briefing by staff members or consultants pertaining to: probable litigation involving lease of public property, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the Town. Councilmember Perkins seconded. Motion passed unanimously by voice vote.

The Council went into closed session at 8:40 p.m.

The Council came out of closed session at 9:04 p.m.

Vice Mayor Loges moved to certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion. Seconded by Councilmember Fithian. The motion passed unanimously by roll call vote.

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

Nays: None

12. ADJOURNMENT

The meeting was adjourned at 9:05 p.m.

Philip Auville, Town Clerk



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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: October 15, 2024

SUBJECT: Administrative Report

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

Administration

Strategic Framework Updates:

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

Capital Tiers

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

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

➤ **Upgrading Stormwater Infrastructure:**

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

December to review the modeling and in January to review initial results and recommendations. On April 16th, the contractor presented the final report to the Town Council. The contractor submitted final deliverables to Town staff in late June. Final reporting and a reimbursement request were submitted to DCR on July 29th, 2024. Town staff is waiting for a final reimbursement and closeout from DCR.

- Stormwater Improvements (Community Project Funding) – UPDATED: On March 17th, 2023, Town staff submitted an application to Congressperson Spanberger’s office for the FY2023 Community Project Funding Program to fund remediation to the Town’s stormwater system. On March 6th, 2024, the Town was informed that \$920,000 in funding had been appropriated for the project. A press conference about the funding award was held at Town Hall on May 14, 2024. Town staff met with an EPA representative on September 13th, 2024 and reviewed the project scope and grant application process. The Town has been allocated the funding but must complete the grant application process prior to executing the grant agreement. Staff is currently reviewing documentation provided by the EPA and working on the first steps in the application process.
- 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. 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. The first component, dredging, was completed as of February 24, 2023. The second component, replacement of stormwater pipes near Commerce Street, was completed in August 2024. Staff has closed out the contract with the awarded contractor and has received approval from DEQ to request reimbursement in October.

➤ **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. Preliminary engineering and design of the Riverwalk expansion was included in the FY2025 Adopted Capital Improvements Program and staff is currently engaging with the Town Engineer to provide a cost estimate for those services.

➤ **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, 2024 meeting.

➤ **Promoting Connections with Regional Partners:**

- PWCDOT Crosswalk Safety Project – UPDATED: 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. An additional streetlight, requested by PWCDOT, was installed near the crosswalk by Dominion Electric in September. Staff has reached out to PWCDOT related to the status of items 2 and 3 as well as requesting a speed study along Washington Street. **As a result of the change in the law, Town Council also approved a reduction in the speed limit to 20 mph at two sections of crosswalks on Washington Street to try to improve safety around the crosswalk locations. Staff received a VDOT permit for the installation of the speed limit signage in September and will install the reduced speed limit signage in October. Enforcement will not begin until 30 days after installation.**
- 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. Town staff are currently working through concerns with the County selected engineering firm on their provided responses to the Town’s comments on the 60% design plans and have requested that the contractor present to Town Council. 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: Improvements were completed in September 2024 with native perennial plantings. Prior improvements included new mulch beds, planters, and lighting. Annuals will be planted in Spring 2025.

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

- 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 published an RFP in July, which closed on July 31st with two bidders. In August, the Town invited the two bidders to submit a best and final. One bidder submitted and was awarded the project, contingent upon a grant award. Town staff submitted the grant application on September 11th, 2024.
 - 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:**
- 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). As a result of delays between the contractor and the County, the project is behind schedule. Town staff is hopeful that the project will be on track for a November start.
- **Improving Town Properties (Mill House Museum, River Mill Park, Furnace Branch Park, Tanyard Hill Park):**
- River Mill Park Upgrades: 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 and Town Dumpster Storage: In December 2023, 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 refuse storage upgrades are planned for this year. Concurrently, staff are planning improvements to the storage space at the town dumpster to provide adequate storage for Public Works equipment in that area.
 - Street and Informational Signage Updates: Town staff is updating signage on town streets and properties to reflect current town branding and add new information. New

signage was installed on the Town Dock in July, including QR codes for a new online payment option for docking fees. Completion is expected by the end of the fall.

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. As of August 1, 2024, the Town has onboarded Tammy Hassett as a temporary Events Coordinator to assist with events programming through the Fall Arts and Crafts Show.
- 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. Visit Occoquan's Annual Report was reviewed and accepted by Town Council on June 18th, 2024. Town staff and Visit staff signed the renewal of the agreement for FY 2025 in August and Visit received its 501(c)3 status in September.

➤ **Enhancing Revenue from Town Events Programming**

- 2024 Event Sponsorship Drive - UPDATED: With the Fall Arts and Crafts Show, the Town has received over \$20,000 in sponsorships for CY2024. There still remain sponsorship opportunities for the remaining events this year, including the Annual Tree Lighting. If interested in becoming a sponsor, you can find more information at visitoccoquanva.com/sponsor.
- Replacement of Artisan Market and Concerts with Firelight Nights - NEW: During the FY2025 budget process, it was decided to replace the Artisan Market in December and the summer concert series, with multiple firelight nights during the winter season in order to provide community programming and attract visitors to the commercial district during a less busy time of year, while also putting on events that required less strain on staff and Town resources. The first Firelight Night is scheduled on December 13th from 6-9 pm and will be preceded by a Seal the Deal elopement ceremony at Town Hall from 12-4 pm, provided by Prince William County's Circuit Court Clerk's Office.

➤ **Monitoring Technology Improvements for Productivity Enhancement**

- New Town Intranet: Town staff have completed the majority of the migration to the new intranet and completed initial training for Town staff. Staff plans to finalize the migration in early fall in collaboration with the IT contractor.

➤ **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. Subscribe for updates and find

more information on meetings at: <https://www.visitoccoquanva.com/ocqhub>.

- **Visit Occoquan Business Support:** Visit Occoquan is currently researching and planning workshops on a range of topics important to small businesses in order to support the needs of town businesses. They also plan on hosting semi-annual listening meetings, starting in September, for town businesses only, to provide a forum for business owners to discuss issues that affect the business community at large. Finally, Visit is currently working to provide welcome packages to new businesses.

➤ **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.

Strategic Framework Tracker:

Below is the quarterly report on Strategic Framework priorities, tracking progress on a 5-step scale.

Priority	Project/Program	Fiscal Year Started	Not Pursued	Not Started	Planning	Implementing	Completed
Capital 1							
Completing Riverwalk	Riverwalk Vision Plan	2023					x
Completing Riverwalk	Riverwalk Planning Project	2024					x
Completing Riverwalk	Riverwalk Expansion Project	2027			x		
Continuing to Investigate Opportunities to Expand Public Parking Facilities	Expanded Parking Lot at 123 Bridge	2024	x				
Continuing to Investigate Opportunities to Expand Public Parking Facilities	Parking Facility at Poplar Lane Parking Lot	2024	x				
Upgrading Stormwater Infrastructure	Flood Protection Study (CFPF Grant)	2022				x	
Upgrading Stormwater Infrastructure	Sediment Removal and Stormwater Remediation (DEQ ARPA 2022 Appropriation)	2022				x	
Upgrading Stormwater Infrastructure	Stormwater Improvements (Community Project Funding)	2023			x		
Capital 2							
Improving Town Gateways	Town Signage Updates	2023					x
Improving Town Gateways	123 and Commerce Mural	2023					x
Improving Town Gateways	Gateway Landscaping Improvements	2024					x

Promoting Connections with Regional Partners	Occoquan Greenway (VDOT TAP Grant Project)	2022			x		
Promoting Connections with Regional Partners	PWCDOT Crosswalk Safety Project	2024				x	
Pursuing Energy Efficiency/Sustainability Enhancements	170 Mill Street EV Charging	2023					x
Pursuing Energy Efficiency/Sustainability Enhancements	EV Charging (CFI Grant)	2024			x		
Pursuing Energy Efficiency/Sustainability Enhancements	Glass Recycling Bin	2024				x	
Capital 3							
Implementing Public Safety Projects	Hybrid Patrol Vehicles	2023					x
Implementing Public Safety Projects	Body Worn Camera Expansion	2024					x
Implementing Public Safety Projects	County CAD and RMS Integration	2025			x		
Improving Town Properties	River Road and Town Dumpster Storage	2024				x	
Improving Town Properties	Annex Storage Enclosure	2024					x
Improving Town Properties	River Mill Park Upgrades	2024				x	
Improving Town Properties	LOVE Sign Mural Update	2024					x
Improving Town Properties	Street and Informational Signage Updates	2025				x	
Operating 1							
Enhancing Revenue from Town Events Programming	2024 Events Sponsorship Drive	2024				x	
Enhancing Revenue from Town Events Programming	Replacement of Artisan Market and Concerts with Firelight Nights	2025			x		

Enhancing Revenue from Town Events Programming	Parking Enforcement Personnel Increase	2024					x
Personnel Recruitment, Retention, and Succession Planning	Events Personnel Planning	2024				x	
Personnel Recruitment, Retention, and Succession Planning	New Town Treasurer	2024					x
Personnel Recruitment, Retention, and Succession Planning	Volunteer Program	2024				x	
Tourism-led Economic Development	Visit Occoquan Partnership	2024				x	
Tourism-led Economic Development	Addition of Firelight Night	2024					x
Operating 2							
Business Support and Development Programming	Continuance of Quarterly Business Meetings	2024					x
Monitoring Technology Improvements for Productivity Enhancement	New Town Intranet	2024				x	
Monitoring Technology Improvements for Productivity Enhancement	New Town Hall POS	2024					x
Monitoring Technology Improvements for Productivity Enhancement	New Online Payment System	2024					x

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 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 – UPDATED: 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 were deposited in the park. Fairfax Water completed remediation and landscaping improvements in early July. The area was reassessed in September and no further remediation efforts have been deemed necessary.
- Mill House Museum Water Damage – UPDATED: During the week of August 18th, a broken pipe at the Mill House Museum flooded the basement and caused significant water damage. On September 24th, 2024, clearing of damaged property and remediation were completed. The basement is fully functional and no further repairs are needed.

Development Project Updates:

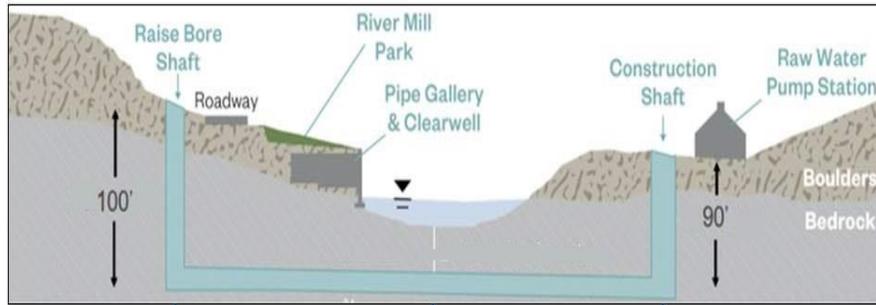
These are updates on private development projects in the Town of Occoquan. More information can be found in the Engineering Section.

- The Mill at Occoquan: The Town approved the final site plan on August 12, 2024. As the developer finalizes a demolition permit with Prince William County, the Town is awaiting updates from the developer on asbestos removal and demolition. Previously, the Town approved a zoning application for demolition of the boat storage structure and the developer completed preliminary work in March.
- 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 the end of the 4th quarter 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/.
- Upcoming Tax Deadlines – NEW: As the end of the calendar year approaches, two important tax deadlines are nearing. **The Vehicle License Fee deadline is November 15th, 2024 and the Real Estate Tax deadline is December 5th, 2024.** Residents should receive notices in the mail for both taxes by late October, unless they pay real estate taxes through a mortgage company. If you have not received a tax notice, please call Town Hall at 703-491-1918 or email at info@occoquanva.gov.

Treasurer Report – Supplemental Information

The August 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 August 31, 2024).

BPOL Tax Delinquencies		
Business Name	Delinquency Period	Date of Last Notice/Status
AJANI TRUTH PHOTOGRAPHY	7 months	6/10/2024
AMAYA STUDIOS LLC	7 months	6/10/2024
BANN THAI OLD TOWN LLC	7 months	6/10/2024
ECOGLO DETAILING	7 months	6/10/2024
HAVANA BOUTIQUE*	2 years	1/31/2024
PIN CURLS HAIR SALON	2 years, 7 months	6/26/2024
TALENT ACQUISITION CONCEPTS	2 years, 7 months	6/26/2024
THE SECRET JEWELRY GARDEN	2 years, 7 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	3 months	7/29/2024
BANN THAI	6 months	Paid Nov 23-Feb 24 on 10/1/24; Court date on 12/5/2024
BLACK MAGIC	6 months	6/25/2024
BLACK MAGIC OCCOQUAN	1 month	7/29/2024
THE SPOT ON MILL STREET	3 months	7/29/2024

Real Estate Delinquencies			
Property Owner	Delinquency Period	Date of Last Notice	Address
GRANNY'S COTTAGE INC	7 years, 6 months	7/29/2024	116 WASHINGTON ST
HOUGHTON RONALD W ETAL	5 years, 6 months	7/29/2024	103 WASHINGTON ST
CAO VINCENT MARTIN	8 months	7/29/2024	1437 OCCOQUAN HTS CT
INTERNATIONAL PEACE MISSION INC	8 months	7/29/2024	207 WASHINGTON ST
INTERNATIONAL PEACE MISSION INC	8 months	7/29/2024	209 WASHINGTON ST

Meals Tax by Fiscal Year			
Month	FY23	FY24	FY25
July	28,956	31,391	27,801
August	27,894	31,014	24,743

Engineering

Town Density and Accessory Dwellings - update from last report - ZTA is approved by Council on 9/17/24.

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 working on CFI application; charging stations installed by Greenspot on 8/16/24.

Mill at Occoquan - no change from last report: Site plan approved by Town on 8/12/24. Application for demolition of boat storage structure approved 2/27/24.

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

Ellicott Sidewalk Extension Project - update from last report comments on 60% construction drawing provided to PWC on 8/24/24. Response from contractor provided on 9/5/24. Project update meeting with PWC and consultant (AMT) tentatively set for 10/25/24, but requesting earlier meeting if possible. Project construction tentatively scheduled for FY2026.

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

Address	Plan Number	Use	Status
Mill at Occoquan	SP2022-001	Mixed Use project	Plan approved by Town 8/12/24.
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 September 1 to September 30, 2024:

	Zoning Application #	Property Address	Activity
1	TZP2024-035	1413 Occoquan Heights Ct	Replace A/C & Gas Furnace
2	TZP2024-036	92 Washington ST	Extend Gas Furnace PVC Pipe
3	IAP2024-009	100 Frayer's Farm Ct	Install Push Piers, basement gutters, and new sump pump
4	TZP2024-037	301 Commerce St, Unit A	New Business
5	TZP2024-038	125 Mill St, Unit 14	New Business
6	TZP2024-039	204 West Locust St	Replace Electrical Panel

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

	Zoning Application #	Property Address	Activity
1			

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

	Property Address	Violation #	Violation	Town Action
1				

D. The following is a list of **active/previous violations** from September 1 to September 30, 2024:

	Property Address	Violation #	Violation	Town Action
1	302 Poplar Alley	OZV-2023-01	Signage	Referred to Town Attorney on 12/4/23; Case continued on 9/5/24 to 10/3/24
2	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 and denied on 8/1/24; awaiting submission on box sign and revised permit app

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 September.

Field Operations Division

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

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

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

Officers provided patrol and security for the Town's Fall Arts and Crafts Show weekend.

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, Parking Enforcement, Homeland Security and Emergency Management, Marine Patrol, Bicycle Patrol, Fire Services, and the Unmanned Aircraft System Unit.

SOD Officers continue to support the Town events such as the Fall Craft Show with specialized capabilities keeping the events safe for everyone who comes to participate.

The Homeland Security and Emergency Management Unit prepared the town for the remnants of two tropical storms that worked their way up the east coast.

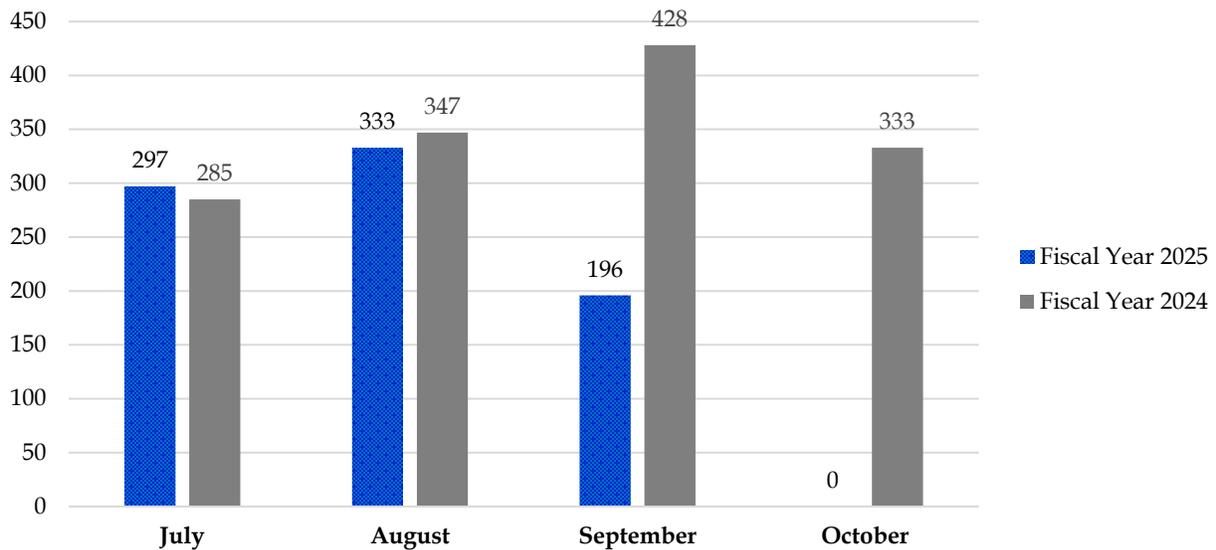
The OPD continues to participate monthly in several Northern Virginia Emergency Response (NVERS) and Council of Government (COG) committees focused on keeping the region safe and secure.

Patrol and Enforcement Activities:

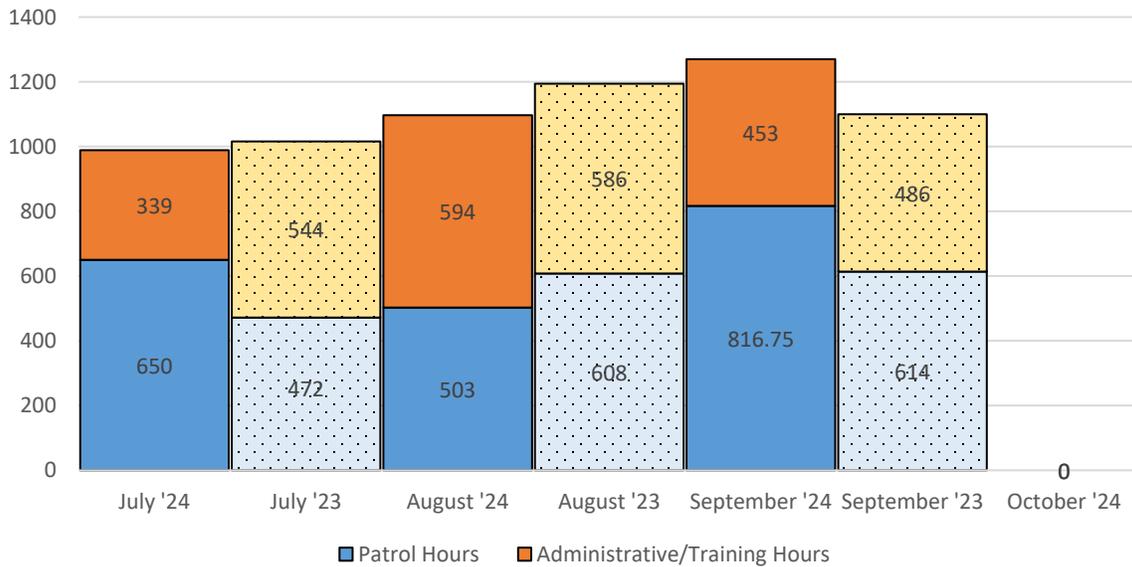
For the month of September, town police had 133 calls for service including: 15 vehicle crash calls, 8 medical/mental health calls, 6 suspicious person/vehicle/circumstance calls, 6 lost/found property calls, 5 DUI investigations, 5 disabled vehicles/motorist assist calls, 4 trespassing calls, 5 disorderly calls, 4 marine rescue calls, 4 noise complaint calls, 3 emotionally disturbed person calls, 3 theft calls, 3 traffic control calls, 2 fight in progress calls, 2 parking complaints, 1 animal call, 1 missing person call, 1 fire call, 1 illegal fireworks call, 1 fleeing and eluding call, 1 illegal fishing call, 1 alarm call, 1 threats call, 1 warrant arrest, multiple service/assist calls, and made 4 custodial arrests, issued 196 traffic summonses, 44 parking violations, and 52 warnings.

Officers also engaged in 143 business checks and 172 park checks during the month of September.

Traffic Summonses FYTD (GRAPH)



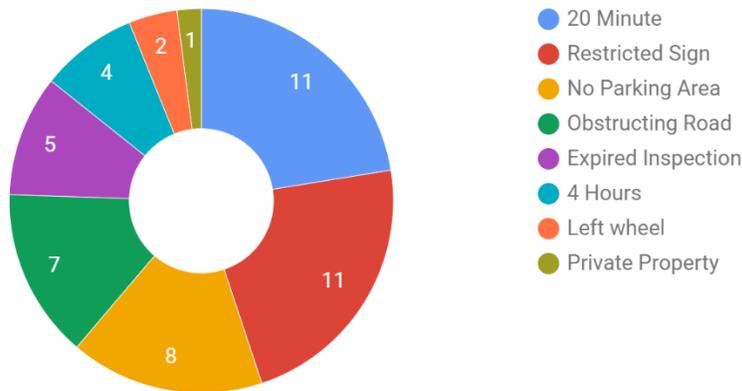
Patrol/Administrative/Training Hours FYTD (GRAPH)



Parking Enforcement (CHART/GRAPH)

Month	Parking Tickets	Warning
July	125	8
August	79	3
September	44	5

Occoquan VA - Tickets By Violation (Sept. 2024)



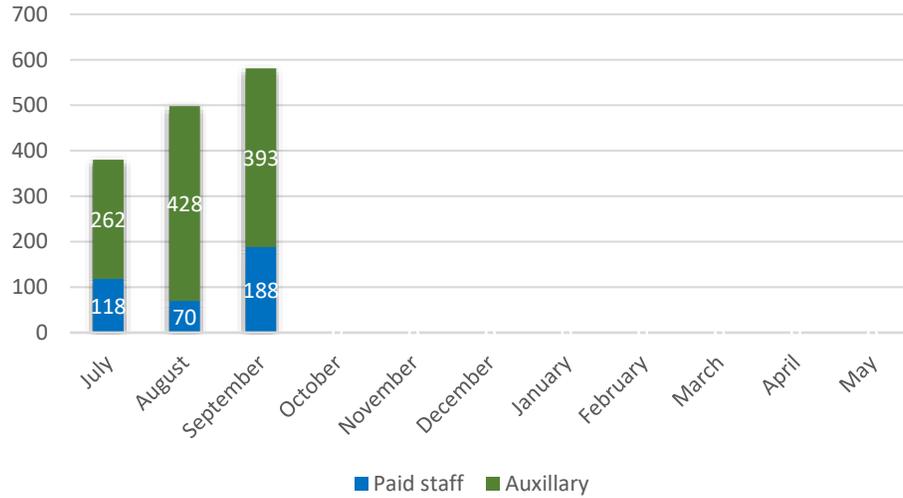
Data as of 10/7/2024, 12:00:00 AM



Volunteer in Police Service

For Fiscal Year 2025, our auxiliary police officers and paid police staff donated a total of 1,475 uncompensated hours to the Town. Below is a list of volunteer hours (uncompensated time) provided by our auxiliary police officers and paid police staff.

Volunteered Hours



Special Operations Statistics

Marine Patrol					
Month	Hours on Patrol	Training Hours	Stops	Interactions	Calls for Service
July	46	0	3	12	1
August	24	0	9	12	4
September	24	0	28	28	9
FY Total	94	0	40	52	14
UAS Operations					
Month	Operational Hours	Training Hours		Call Outs	Calls for Service
July	0	0		0	0
August	0	0		0	0
September	0	0		0	0
FY Total	0	2		0	0
UTV Operations					
Month	Hours Staffed	Training Hours		Special Events	Calls for Service
July	140	0		3	1
August	280	0		2	0
September	120	0		1	0
FY Total	540	0		6	1

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
Pest Treatment				X	Town buildings every 3 months

Public Works Highlights (September 2024)

- Prepared for and supported the Fall Arts and Crafts Show.
- Oversaw and made landscaping improvements to MDP and other downtown beds.
- Onboarded new contracted maintenance support, August Burzio, as of 9/4/24.

Special Public Works Projects

Projects In-Progress: 7 Projects Completed: 6

Below is an updated list of maintenance activities with statuses updated as of September 30, 2024:

Project	Status	Completion Date	Notes
Building Maintenance			
Craft Show and Events Support			
Trivia Night Support	Completed	9/13/24	
Fall Crafts Show Prep and Staging	Completed	9/27/24	
Fall Arts and Crafts Show Support	Completed	9/29/24	
Landscaping			
Seed and aerate town parks	Not started		Fall 2024
Improvements at Tanyard Hill and Old Bridge Entrance	Paused		Incorporate into 2025 planning
Downtown Bed Improvements	In progress		Perennial plantings in MDP and Washington and Commerce; bench and tree at 204 Washington, October 2024
Fall Annuals in Town Planters	Completed	9/24/24	
Fall Mulching	Completed	9/26/24	
Improvements at 123 and Commerce Entrance	Completed	9/26/24	Perennials installed; annuals in Spring 2025
Park Maintenance			
Powerwash Gaslight Landing Riverwalk	In progress		Fall 2024
RMP Plumbing and Bathroom Upgrades	In progress		New water heater installed in January; further improvements in planning
Town Dock Repairs	In progress		Boards replaced; inspecting pedestals
Special Projects			
Backup Generator Project	Not started		Paused – OPD Joint Project

Project	Status	Completion Date	Notes
Transfer box set up at Annex	Not started		Paused – OPD Joint Project
River Road and Town Dumpster Improvements	In progress		Planning refuse storage; improving storage area at town dumpster – OPD Joint Project
Streets, Sidewalks, and Parking			
Repair Dogwoods on TH Bricks	Not started		Fall 2024
Install No Turn Signs at Poplar and Union	In progress		One sign on each side of Union St
Install Speed Limit Signs on Washington	In progress		October 2024

Brick Installation and Maintenance Projects

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

Location	Status	Notes
RMP Memorial Bricks	In progress	October 2024

Events and Community Development

The Curse of the Amethyst: A Murder Mystery in River Mill Park

Friday, October 18 & 19 at 7:00pm

River Mill Park, 458 Mill Street, Occoquan, VA

Join us for an interactive murder mystery evening in River Mill Park! Because of last year's popularity, we have added a second night of the show and additional ticket options.

Friday, October 18 at 7:00pm

Saturday, October 19 at 7:00pm

River Mill Park, 458 Mill Street, Occoquan, V

Tickets are \$48 or 2 for \$86. [Buy Tickets](#)

This is an outdoor event, seating and tables are provided. Seating is limited.

1920s glamour costumes are highly encouraged!

Beginning at 5:00pm, guests may hop the free shuttle service provided for this event at Rt 123 Commuter Lot at the corner of Route 123 and Old Bridge Road in Woodbridge. Parking is also available on the street and in town lots.

Learn more at visitoccoquanva.com/murder

Halloween Décor Vote & Win Contest

Visit Occoquan will sponsor a Halloween Decorations Vote & Win Contest, October 26-31. Patrons are invited to cast a ballot for their favorite decorations at participating businesses to be entered into a chance to win a Halloween Gift Basket. Voting ballots will be available at participating businesses and collected at Town Hall until Oct 31.

Costume Parade & Contest

Saturday, October 26 at 10am

Mill Street/River Mill Park

Starting at 10:00am, participants will collect a number and line up from the Riverwalk shops at 125 Mill Street. Mayor Porta will lead the parade down Mill Street to River Mill Park, where costume judging will take place. Judging categories include: cutest, scariest, funniest, most original, and family/group. 1st place winners in each costume category will be awarded \$25 gift certificates that can be used in businesses throughout town. No fee.

Haunted Maze & Spirit Garden

Saturday, October 26 from 5-10pm

305 Mill Street, Occoquan, VA

Patriots for Disabled Divers hosts the Haunted Maze, rated PG-13 (for adults and brave, older kids). Enter the maze through the spooky Spirit Garden, then navigate your way through 15 themed areas full of scary skeletons, creepy crawlies, and ghoulish goblins.

When you are sufficiently spooked, quench your thirst at the DIVE Bar located just outside the maze in the Spirit Garden. Order a Halloween themed spirit as a DJ spins dance music fit for all ghosts and ghouls. No tickets are required for the Spirit Garden.

Maze tickets are \$10 for adults and \$5 for children 12 and under and are available for purchase at the door or in advance. All event proceeds from the Haunted Maze & Spirit Garden benefit local non-profit Patriots for Disabled Divers. [Buy Tickets](#)

TOWN OF OCCOQUAN
FINANCIAL STATEMENTS
AS OF AUGUST 2024

	As of 7/1/24 (unaudited)	Unaudited Income/ (Loss) FY25 YTD	As of 8/31/24 Unaudited
Nonspendable:			
Mamie Davis Fund	\$ 100,000	\$ -	\$ 100,000
Prepaid Items	\$ -	\$ -	\$ -
Restricted:			
E-Summons Fund	\$ 49,124	\$ (592)	\$ 48,533
Assigned:			
Events Fund	\$ -	\$ 50,948	\$ 50,948
CIP Fund	\$ 436,006	\$ (29,836)	\$ 406,170
Public Safety 599 Grant Fund	\$ 24,235	\$ -	\$ 24,235
Mamie Davis Park Fund	\$ 7,090	\$ 445	\$ 7,535
PEG Fund	\$ 2,111	\$ -	\$ 2,111
Subtotal Assigned:	\$ 469,442	\$ 21,557	\$ 490,999
Unassigned:			
Operating Reserves	\$ 200,000	\$ -	\$ 200,000
Other Unassigned	\$ 450,039	\$ (71,119)	\$ 378,920
Subtotal Unassigned:	\$ 650,039	\$ (71,119)	\$ 578,920
Total Fund Balance:	\$ 1,268,606	\$ (50,154)	\$ 1,218,452

Town of Occoquan

Budget vs. Actuals

July - August, 2024

	Actual	Annual Budget	Over Budget	% of Budget
Income				
40000 TAXES			0	
40010 Real Estate	0	304,351	(304,351)	0.00%
40020 Meals Tax	56,737	333,812	(277,075)	17.00%
40030 Sales Tax	8,260	48,000	(39,740)	17.21%
40040 Utility Tax	6,273	36,500	(30,227)	17.19%
40050 Communications Tax	5,105	33,000	(27,895)	15.47%
40060 Transient Occupancy Tax	9,109	46,500	(37,391)	19.59%
40070 Peer-to-Peer Vehicle Tax	0	6,600	(6,600)	0.00%
Total 40000 TAXES	\$ 85,484	\$ 808,763	\$ (723,279)	10.57%
41000 FEES/LICENSES	0	2,500	(2,500)	0.00%
41010 Vehicle License	121	11,000	(10,880)	1.10%
41020 Business Licenses	1,924	90,402	(88,479)	2.13%
41025 Business License Fee	0	4,260	(4,260)	0.00%
Total 41020 Business Licenses	\$ 1,924	\$ 94,662	\$ (92,739)	2.03%
41030 Late Fees	2	1,500	(1,498)	0.13%
41040 FINES (PUBLIC SAFETY)	66,769	375,000	(308,231)	17.80%
41100 Administrative Fees	1,503	8,500	(6,997)	17.68%
41120 Service Revenue - Eng	2,833	14,000	(11,168)	20.23%
41130 Service Revenue - Legal		5,000	(5,000)	0.00%
41140 Service Revenue - Other		600	(600)	0.00%
41160 Convenience Fees	107	0	107	
Total 41000 FEES/LICENSES	\$ 73,257	\$ 512,762	\$ (439,505)	14.29%
42000 GRANTS			0	
42021 NHSTA (DMV)		16,000	(16,000)	0.00%
42110 Virginia DCJS		0	0	
42020 HB 599		27,678	(27,678)	0.00%
Total 42110 Virginia DCJS	\$ -	\$ 27,678	\$ (27,678)	0.00%
42130 DEQ			0	
42010 LITTER		1,329	(1,329)	0.00%
Total 42130 DEQ	\$ -	\$ 1,329	\$ (1,329)	0.00%
Total 42000 GRANTS	\$ -	\$ 45,007	\$ (45,007)	0.00%
43000 RENTALS			0	
43020 River Mill Park		4,000	(4,000)	0.00%
43030 Mamie Davis Park Rental	500	3,000	(2,500)	16.67%
43040 200 Mill Street Lease		7,727	(7,727)	0.00%
Total 43000 RENTALS	\$ 500	\$ 14,727	\$ (14,227)	3.40%
44000 OTHER			0	
44010 General Fund Interest	5,908	25,000	(19,092)	23.63%
44030 Mamie Davis Park Interest	0	0	0	

44040 Bricks Revenue		300	(300)	0.00%	
44060 Other		1,700	(1,700)	0.00%	
Total 44000 OTHER	\$	5,908	\$ 27,000	\$ (21,092)	21.88%
Total Income	\$	165,150	\$ 1,408,258	\$ (1,243,108)	11.73%
Gross Profit	\$	165,150	\$ 1,408,258	\$ (1,243,108)	11.73%
Expenses					
Total 60000 PERSONNEL SERVICES	\$	94,246	\$ 827,001	\$ (732,755)	11.40%
Total 60400 PROFESSIONAL SERVICES	\$	22,078	\$ 175,967	\$ (153,889)	12.55%
Total 60800 INFORMATION TECH SERV	\$	8,417	\$ 40,430	\$ (32,013)	20.82%
Total 61200 MATERIALS AND SUPPLIES	\$	4,179	\$ 34,850	\$ (30,671)	11.99%
Total 61600 OPERATIONAL SERVICES	\$	1,632	\$ 9,200	\$ (7,568)	17.73%
Total 62000 CONTRACTS	\$	19,547	\$ 125,103	\$ (105,556)	15.62%
Total 62400 INSURANCE	\$	39,532	\$ 43,500	\$ (3,968)	90.88%
Total 62800 PUBLIC INFORMATION	\$	1,063	\$ 4,050	\$ (2,987)	26.26%
Total 63200 ADVERTISING	\$	304	\$ 6,610	\$ (6,306)	4.59%
Total 63600 TRAINING AND TRAVEL	\$	10,131	\$ 17,050	\$ (6,919)	59.42%
Total 64000 VEHICLES AND EQUIPMENT	\$	15,226	\$ 47,650	\$ (32,424)	31.95%
64700 FACILITIES EXPENSE				0	
Total 64800 TOWN HALL	\$	1,630	\$ 11,344	\$ (9,714)	14.37%
Total 65200 MILL HOUSE MUSEUM	\$	6,227	\$ 6,500	\$ (273)	95.80%
Total 66000 ANNEX / MAINTENANCE YARD	\$	747	\$ 3,350	\$ (2,603)	22.29%
Total 66800 RIVER MILL PARK & FACIL	\$	2,234	\$ 18,154	\$ (15,920)	12.31%
Total 67200* MAMIE DAVIS PARK & RIVERWALK	\$	686	\$ 2,900	\$ (2,214)	23.67%
Total 67800 OCCOQUAN RIVER	\$	-	\$ 2,500	\$ (2,500)	0.00%
Total 68000 FURNACE BRANCH PARK	\$	-	\$ 500	\$ (500)	0.00%
Total 68400* STREETS AND SIDEWALKS	\$	1,285	\$ 2,500	\$ (1,215)	51.38%
Total 68800 HISTORIC DISTRICT	\$	7,044	\$ 13,600	\$ (6,556)	51.79%
Total 64700 FACILITIES EXPENSE	\$	19,852	\$ 61,347	\$ (41,495)	32.36%
68900 PUBLIC ART PROGRAM				0	
68910 Mural Installation		0	2,500	(2,500)	0.00%
Total 68900 PUBLIC ART PROGRAM	\$	-	\$ 2,500	\$ (2,500)	0.00%
Total Expenses	\$	236,269	\$ 1,408,258	\$ (1,171,989)	16.78%
Net Operating Income	\$	(71,119)	\$ (0)	\$ (71,119)	
Net Income	\$	(71,119)	\$ (0)	\$ (71,119)	

CIP FUND

	Actual	Annual Budget	over Budget	% of Budget
Income				
42000 GRANTS	0	935,025	(935,025)	0.00%
42050 DOJ BVP	0	3,000	(3,000)	0.00%
Total 42000 GRANTS	\$ -	\$ 938,025	\$ (938,025)	0.00%
Total Income	\$ -	\$ 938,025	\$ (938,025)	0.00%
Gross Profit	\$ -	\$ 938,025	\$ (938,025)	0.00%
Expenses				
Total Expenses			\$ -	
Net Operating Income	\$ -	\$ 938,025	\$ (938,025)	0.00%

Other Expenses

70000 CIP EXPENSE			0	
70005 Building Improvements	9,477	12,200	(2,723)	77.68%
70006 Stormwater Management	0	1,150,031	(1,150,031)	0.00%
70014 Timed Parking Equipment	0	5,500	(5,500)	0.00%
70018 Snow Removal Equipment	0	7,300	(7,300)	0.00%
72006 Riverwalk Improvements	6,055	110,000	(103,945)	5.50%
74001 Vehicles & Equipment	10,664	53,000	(42,336)	20.12%
74003 Body Armor	0	6,000	(6,000)	0.00%
76001 Computer Upgrades	3,640	3,000	640	121.33%
76006 Records Management Syst	0	27,000	(27,000)	0.00%
Total 70000 CIP EXPENSE	\$ 29,836	\$ 1,374,031	\$ (1,344,195)	2.17%
Total Other Expenses	\$ 29,836	\$ 1,374,031	\$ (1,344,195)	2.17%
Net Other Income	\$ (29,836)	\$ (1,374,031)	\$ 1,344,195	2.17%
Net Income	\$ (29,836)	\$ (436,006)	\$ 406,170	6.84%

E SUMMONS FUND

	Actual	Annual Budget	over Budget	% of Budget
Income				
41000 FEES/LICENSES			0	
41040 FINES (PUBLIC SAFETY)			0	
41170 E-Summons	2,621	15,250	(12,629)	17.18%
Total 41040 FINES (PUBLIC SAFETY)	\$ 2,621	\$ 15,250	\$ (12,629)	17.18%
Total 41000 FEES/LICENSES	\$ 2,621	\$ 15,250	\$ (12,629)	17.18%
Total Income	\$ 2,621	\$ 15,250	\$ (12,629)	17.18%
Gross Profit	\$ 2,621	\$ 15,250	\$ (12,629)	17.18%
Expenses				
60800 INFORMATION TECH SERV			0	
60860 Hardware/Software & Maintenance	3,212	5,600	(2,388)	57.36%
Total 60800 INFORMATION TECH SERV	\$ 3,212	\$ 5,600	\$ (2,388)	57.36%
61200 MATERIALS AND SUPPLIES			0	
61220 Operational supplies	0	1,600	(1,600)	0.00%
Total 61200 MATERIALS AND SUPPLIES	\$ -	\$ 1,600	\$ (1,600)	0.00%
Total Expenses	\$ 3,212	\$ 7,200	\$ (3,988)	44.61%
Net Operating Income	\$ (592)	\$ 8,050	\$ (8,642)	-7.35%
Net Income	\$ (592)	\$ 8,050	\$ (8,642)	-7.35%

EVENTS FUND

	Actual	Annual Budget	over Budget	% of Budget
Income				
41000 FEES/LICENSES			0	
41160 Convenience Fees	790	4,550	(3,760)	17.36%
Total 41000 FEES/LICENSES	\$ 790	\$ 4,550	\$ (3,760)	17.36%
42000 GRANTS		10,000	(10,000)	0.00%
44000 OTHER		0	0	

44020 Events Fund Interest	1	0	1	
44040 Bricks Revenue		1,575	(1,575)	0.00%
44060 Other		4,260	(4,260)	0.00%
Total 44000 OTHER	\$ 1	\$ 5,835	\$ (5,834)	0.02%
47000 EVENTS REVENUE			0	
47010 Sponsorships	6,668	34,000	(27,332)	19.61%
47020 Booth Rentals	94,816	166,000	(71,184)	57.12%
47021 Ticket Sales	0	2,525	(2,525)	0.00%
47023 Community Events	990	16,750	(15,760)	5.91%
Total 47021 Ticket Sales	\$ 990	\$ 19,275	\$ (18,285)	5.14%
47030 Shuttle Fees		60,500	(60,500)	0.00%
47040 Parking Space Sales	3,900	10,500	(6,600)	37.14%
47060 Merchandise		1,125	(1,125)	0.00%
47105 Revenue Share Agreements		1,500	(1,500)	0.00%
Total 47000 EVENTS REVENUE	\$ 106,374	\$ 292,900	\$ (186,526)	36.32%
Total Income	\$ 107,165	\$ 313,285	\$ (206,120)	34.21%
Gross Profit	\$ 107,165	\$ 313,285	\$ (206,120)	34.21%
Expenses				
Total 60000 PERSONNEL SERVICES	\$ 7,802	\$ 98,371	\$ (90,568)	7.93%
Total 60400 PROFESSIONAL SERVICES	\$ 794	\$ 5,050	\$ (4,257)	15.71%
Total 60800 INFORMATION TECH SERV	\$ 450	\$ 390	\$ 60	115.29%
Total 61200 MATERIALS AND SUPPLIES	\$ 547	\$ 13,545	\$ (12,998)	4.04%
Total 62000 CONTRACTS	\$ 31,631	\$ 75,100	\$ (43,469)	42.12%
Total 63200 ADVERTISING	\$ 12,310	\$ 32,500	\$ (20,190)	37.88%
64700 FACILITIES EXPENSE			0	
Total 66800 RIVER MILL PARK & FACIL	\$ 188	\$ 850	(663)	22.06%
Total 64700 FACILITIES EXPENSE	\$ 188	\$ 850	\$ (663)	22.06%
Total 69200 SPECIAL EVENTS	\$ 2,496	\$ 12,920	\$ (10,424)	19.32%
Total Expenses	\$ 56,217	\$ 238,726	\$ (182,509)	23.55%
Net Operating Income	\$ 50,948	\$ 74,559	\$ (23,612)	68.33%
Net Income	\$ 50,948	\$ 74,559	\$ (23,612)	68.33%

MAMIE DAVIS PARK

	Actual	Annual Budget	over Budget	% of Budget
Income				
44000 OTHER			0	
44030 Mamie Davis Park Interest	445	256	189	173.76%
Total 44000 OTHER	\$ 445	\$ 256	\$ 189	173.76%
Total Income	\$ 445	\$ 256	\$ 189	173.76%
Gross Profit	\$ 445	\$ 256	\$ 189	173.76%
Expenses				
Total Expenses			\$ -	
Net Operating Income	\$ 445	\$ 256	\$ 189	173.76%
Net Income	\$ 445	\$ 256	\$ 189	173.76%
TOTAL NET INCOME (LOSS) ALL FUNDS	(50,154)	(353,141)	302,987	0

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

	Total		
	As of Aug 31, 2024	As of Aug 31, 2023 (PY)	Change
ASSETS			
Current Assets			
Bank Accounts			
10001 Petty Cash - Operating	100	100	0
10010 Petty Cash - Events	75	75	0
10022 Checking Account 0058	221,957	73,368	148,589
10024 Money Market 4220	201,242	201,986	(744)
10029 Checking Account 3126	466	47,143	(46,678)
10034 VIP - Investment Pool	0	0	0
25-5001 VIP NAV Liquidity Pool 5001	608,602	558,972	49,630
Total 10034 VIP - Investment Pool	\$ 608,602	\$ 558,972	\$ 49,630
10082 Mamie Davis Savings 4201	3,150	2,113	1,037
10083 Mamie Davis CD	100,000	100,000	0
Total Bank Accounts	\$ 1,135,592	\$ 983,757	\$ 151,835
Accounts Receivable			
10180 Accounts Receivable	256,691	357,914	(101,222)
Total Accounts Receivable	\$ 256,691	\$ 357,914	\$ (101,222)
Other Current Assets			
14990 Undeposited Funds	2,906	650	2,256
Total Other Current Assets	\$ 2,906	\$ 650	\$ 2,256
Total Current Assets	\$ 1,395,189	\$ 1,342,320	\$ 52,868
TOTAL ASSETS	\$ 1,395,189	\$ 1,342,320	\$ 52,868
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 Accounts Payable	161,498	138,178	23,320
Total Accounts Payable	\$ 161,498	\$ 138,178	\$ 23,320
Credit Cards			
22000 Credit Cards			0
22010 ExxonMobil	1,828	0	1,828
22020 Home Depot	299	60	239
22030 Lowe's Proservices	907	310	596
22040 United Bank Credit Cards	2,331	7,527	(5,196)
Total 22000 Credit Cards	\$ 5,364	\$ 7,897	\$ (2,533)
Total Credit Cards	\$ 5,364	\$ 7,897	\$ (2,533)
Other Current Liabilities			
20935 Performance Bond	1,188	1,188	0
20960 Unearned Other Revenue			0

20970 Unearned Rental	750	2,650	(1,900)
20973 Unearned SLFRF Revenue	0	629,271	(629,271)
Total 20960 Unearned Other Revenue	\$ 750	\$ 631,921	\$ (631,171)
20980 Unearned R.E. Tax	728	558	170
21100 Unearned Fire Dept Grant	7,209	1,367	5,842
21200 Payroll Liabilities	0	0	0
21230 VRS Employee Contributions	0	0	(0)
Total 21200 Payroll Liabilities	\$ 0	\$ 0	\$ (0)
Total Other Current Liabilities	\$ 9,875	\$ 635,034	\$ (625,159)
Total Current Liabilities	\$ 176,737	\$ 781,109	\$ (604,372)
Total Liabilities	\$ 176,737	\$ 781,109	\$ (604,372)
Equity			
31000 Restricted			0
31100 Mamie Davis (Endowment)	100,000	100,000	0
31200 E Summons Fund	49,124	36,123	13,002
Total 31000 Restricted	\$ 149,124	\$ 136,123	\$ 13,002
31400 Assigned			0
30030 Events Fund	0	88,492	(88,492)
30040 CIP Fund	436,006	26,843	409,163
31050 Public Safety Grant Fund	24,235	14,283	9,952
31060 Mamie Davis Park Fund	7,090	6,498	593
31070 Public Education Grant Fund	2,111	1,955	156
Total 31400 Assigned	\$ 469,442	\$ 138,071	\$ 331,371
31500 Unassigned			0
30010 Emergency Operating Fund	200,000	200,000	0
30020 Unrestricted	450,039	44,804	405,235
Total 31500 Unassigned	\$ 650,039	\$ 244,804	\$ 405,235
32000 Retained Earnings	0	0	0
Net Income	(50,154)	42,214	(92,368)
Total Equity	\$ 1,218,452	\$ 561,212	\$ 657,240
TOTAL LIABILITIES AND EQUITY	\$ 1,395,189	\$ 1,342,320	\$ 52,868

Tuesday, Oct 08, 2024 01:38:50 PM GMT-7 - Accrual Basis

**Town of Occoquan - Permit Report
September 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	Finalized	R - Alteration/Repair	10/05/2023	08/06/2024
ELE2024-00652	114 COMMERCE ST	rewire garage, with lights, wall outlets, power for two garage doors, exterior lights. Sub panel	Electrical	Finalized	R - Alteration/Repair	10/17/2023	08/06/2024
BLD2025-00277	100 FRAYERS FARM CT	INSTALL 9 SETTLESTOP PUSH PIERS, 38 LF OF BASEMENT GUTTER AND NEW SUMP PUMP (IMG8 OR EQUIVALENT) TO REPLACE EXISTING PUMP AND CONNECT TO EXISTING DISCHARGE LINE	Building	Pending	R - Alteration/Repair		
FPP2024-00616	262 GASLIGHT LANDING CT	EMERGENCY REPAIR - Replace an existing air compressor in the parking garage	Fire Protection Permit	Issued	Sprinkler	07/08/2024	
BLD2025-00482	264 GASLIGHT LANDING CT	for remodeling the existing kitchen no structural change	Building	Pending	R - Alteration/Repair		
BLD2024-04194	404 MCKENZIE DR	home demolition	Building	Issued	Demolition	04/07/2024	
BLD2025-00025	126 MILL ST	INSTALLATION OF TWO (2) 16X20 SUNSHADES ON 6"X6" PRESSURE TREATED POSTS.	Building	Pending	C - Accessory Structure		
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	Finalized	C - Alteration/Repair	07/30/2024	08/15/2024
BLD2024-04356	204 MILL ST	REPAIR AND REPLACE (LIKE FOR LIKE) - EXTERIOR WOODEN STAIR TREADS, RAILS, AND STRINGERS.	Building	Pending	C - Alteration/Repair		
GAS2025-00431	301 MILL ST	Remove existing smoke pipe T above water heater and connect straight run. Cap 1/2" gas line for upstairs fireplace. No new gas work.	Gas	Issued	C - Alteration/Repair	09/16/2024	
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	
BLD2025-00513	1415 OCCOQUAN HEIGHTS CT	Installation of solar panels on existing residential roof. 7.31 kW. Addition of 2 0-30A circuits.	Building	Issued	R - Alteration/Repair	08/14/2024	
ELE2025-00710	1415 OCCOQUAN HEIGHTS CT	Installation of solar panels on existing residential roof. 7.31 kW. Addition of 2 0-30A circuits.	Electrical	Issued	R - Alteration/Repair	08/14/2024	
MEC2025-00020	404 OVERLOOK DR	LIKE FOR LIKE REPLACEMENT OF ELECTRIC HEAT PUMP. INDOOR + OUTDOOR WORK.	Mechanical	Issued	C - Alteration/Repair	07/09/2024	
BLD2024-03230	113 POPLAR LN	STRUCTURAL - INTERIOR A/R TO BASEMENT & 1FL: ADDING ROOMS & DOORS, ADJUSTING CEILING HEIGHT, REPLACE EXISTING BEAM WITH STEEL, REPLACING WINDOWS. WET BAR IN BASMENT.	Building	Issued	R - Alteration/Repair	02/01/2024	

ELE2024-05167	113 POPLAR LN	basement remodel master bath laundry bar	Electrical	Issued	R - Alteration/Repair	04/15/2024	
GAS2024-01516	113 POPLAR LN	1- Fireplace 30k 1- Gas log set 25k 1- Gas Water heater 48k 1- Gas Manifold 1" - 3/4" - 1/2" 1- Gas Range 36k 2- Gas Dryer 25k	Gas	Issued	R - Alteration/Repair	04/16/2024	
MEC2024-01598	113 POPLAR LN	install of direct vent gas fireplace Framing, gas, electric done by others existing building permit BLD2024-03230	Mechanical	Issued	R - Alteration/Repair	03/27/2024	
PLB2024-02021	113 POPLAR LN	Interior plumbing renovations	Plumbing	Issued	R - Alteration/Repair	04/11/2024	
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	
BLD2024-06310	92 WASHINGTON ST	22x10 Deck AND REPLACING A WINDOW WITH A SLIDING DOOR	Building	Issued	R - Addition	06/13/2024	
ELE2025-00288	92 WASHINGTON ST	22x10 Deck AND REPLACING A WINDOW WITH A SLIDING DOOR	Electrical	Issued	R - Addition	07/24/2024	
MEC2025-00386	92 WASHINGTON ST	We are extending the gas furnace's PVC flue pipe 4 feet.	Mechanical	Issued	R - Alteration/Repair	09/11/2024	

Development Project

END OF REPORT

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 09/16/2024

*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 09/16/2024

**Counts business days only.*

Total Number of Cases for All Towns Selected: 0

Summary by Case Status:

END OF REPORT

Town of Occoquan - Open BCE Case(s)

<u>CASE NUMBER</u>	<u>SITE ADDRESS</u>	<u>DESCRIPTION</u>	<u>CASE STATUS</u>	<u>DATE OPENED</u>	<u>ASSIGNED TO</u>	<u>ASSIGNED TO EMAIL</u>
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END OF REPORT

Town Attorney Report

To: Mayor and Council, Town of Occoquan
Thru: Adam Linn, Town Manager
From: Martin Crim, Town Attorney
Re: Report for October 15, 2024, Council Meeting
Date: October 7, 2024

NOT CONFIDENTIAL

This is a report on the non-confidential matters that my office has been working on for the Town since my previous written report to Council on September 3, 2024:

1. Advised staff on tax assessment and collection issues; provided forms for third party liens.
2. Monitored litigation between developer and property owner on Mill Street regarding runoff.
3. Advised staff about Memorandum of Understanding with Prince William County for police Information Technology.
4. Pursued enforcement of the Town's sign ordinance.



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

9. Regular Business	Meeting Date: October 15, 2024
9A: Request to Adopt Ordinance O-2024-06 Imposing Administrative and Collection Fees upon Delinquent Accounts	

Attachments: a. Draft Ordinance

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to adopt O-2024-06 to impose administrative and collection fees on delinquent accounts.

The draft ordinance would permit the Town to impose a fee of no more than \$30 on collections of taxes or other charges, collected 30 days or more after notice of delinquent taxes or charges pursuant to VA Code § 58.1-3919, but prior to the taking of any judgment with respect to such delinquent taxes or charges. For the taxes or other charges collected subsequent to judgment, the fee would be \$35. If the collection activity is to collect on a nuisance abatement lien, the fee for administrative costs would be \$150 or 25 percent of the cost, whichever is less, with a \$25 minimum. For attorney’s and collection agency’s fees, the Town would be able to impose a fee no greater than 20% of the amount of taxes or other charges owed.

Virginia Code § 58.1-3958 grants the Town the authority to impose upon each person chargeable with delinquent taxes or other delinquent charges, fees to cover the administrative costs and reasonable attorney’s or collection agency’s fees actually contracted for.

While extended delinquencies are not a routine occurrence for the Town, delinquencies do occur and take considerable staff and contractor time and expense to properly address, especially as Occoquan is a small locality with no dedicated tax collection office. The collection of additional fees helps to compensate the additional time and resources spent on such collections.

Town Staff’s Recommendation: Recommend approval of the draft ordinance.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

“I move to adopt O-2024-06 as presented.”

OR

Other action Council deems appropriate.

ORDINANCE # O-2024-06

**AN ORDINANCE TO AMEND THE CODE OF THE TOWN OF OCCOQUAN
BY ADDING A NEW SECTION IMPOSING ADMINISTRATIVE AND
COLLECTION FEES UPON DELINQUENT ACCOUNTS**

WHEREAS, the Town of Occoquan, Virginia, (the "Town") levies and collects various taxes, fines and fees for the orderly operation and maintenance of the Town; and

WHEREAS, Virginia Code § 58.1-3958 grants the Town the authority to impose upon each person chargeable with delinquent taxes or other delinquent charges, fees to cover the administrative costs and reasonable attorney's or collection agency's fees actually contracted for, subject to limitations imposed by such statute; and

WHEREAS, the Town Council of the Town of Occoquan, Virginia has determined it to be in the best interest of the Town to offset the costs of collection of delinquent accounts by the imposition of these fees as allowed by law.

NOW THEREFORE, BE IT ORDAINED by the Town Council of the Town of Occoquan, Virginia, that:

1. Pursuant to § 58.1-3958 of the Code of Virginia, the Code of the Town of Occoquan be and is hereby amended by the addition of Section 35.006 as hereafter set forth:

Sec. 35.006. - Fees for collection of delinquent accounts.

There is hereby imposed, upon each person chargeable with delinquent taxes or other delinquent charges, fees to cover the administrative costs and reasonable attorney's or collection agency's fees actually contracted for.

- (A) The attorney's or collection agency's fees shall not exceed 20 percent of the taxes or other charges so collected.
- (B) The administrative costs shall be in addition to all penalties and interest and shall not exceed \$30 for taxes or other charges collected subsequent to 30 or more days after notice of delinquent taxes or charges pursuant to § 58.1-3919 but prior to the taking of any judgment with respect to such delinquent taxes or charges, and \$35 for taxes or other

charges collected subsequent to judgment. If the collection activity is to collect on a nuisance abatement lien, the fee for administrative costs shall be \$150 or 25 percent of the cost, whichever is less; however, in no event shall the fee be less than \$25.

- (C) Court costs and/or attorney fees incurred in court proceedings to enforce Town Ordinances and/or to collect such delinquent accounts shall also be charged and collected as otherwise permitted by the Code of Virginia and the Court hearing the matter.
- (D) No tax assessment or tax bill shall be deemed delinquent and subject to the collection procedures prescribed herein during the pendency of any administrative appeal under § 58.1-3980, so long as the appeal is filed within 90 days of the date of the assessment, and for 30 days after the date of the final determination of the appeal, provided that nothing in this paragraph shall be construed to preclude the assessment or refund, following the final determination of such appeal, of such interest as otherwise may be provided by general law as to that portion of a tax bill that has remained unpaid or was overpaid during the pendency of such appeal and is determined in such appeal to be properly due and owing.

(Va. Code § 58.1-3958).

- 3. In all other respects the provisions of the Code of the Town of Occoquan shall remain the same.
- 4. The foregoing shall be effective immediately.

BY ORDER OF THE TOWN COUNCIL

Meeting Date:

Town Council Meeting

Ord. No. O-2024-06

**RE: AN ORDINANCE TO AMEND THE CODE OF THE TOWN OF
OCCOQUAN BY ADDING A NEW SECTION IMPOSING
ADMINISTRATIVE AND COLLECTION FEES UPON DELINQUENT
ACCOUNTS**

MOTION:
SECOND:
ACTION:

VOTES:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

CERTIFIED COPY

Town Clerk

DRAFT



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

10. Discussion Items	Meeting Date: October 15, 2024
10A: Fall Arts and Crafts Show Report	

Attachments: a. 2024 Fall Arts and Crafts Show Report

Submitted by: Julie Little
Events Director

Explanation and Summary:

On September 28-29th, 2024, the Town celebrated its annual Fall Arts and Crafts Show. Staff has prepared the attached report for review and discussion.



TOWN OF OCCOQUAN

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TOWN MANAGER
Adam Linn

2024 Fall Arts & Crafts Show Summary Report

The Fall Arts & Crafts Show returned to the historic district on September 28 and 29, 2024, following its disappointing cancellation in 2023. This beloved festival has celebrated 54 years as the signature event for Occoquan. With its singular focus on the arts, this year's show included artisan demonstrations, painting lessons offered by a local artist, and a vibrant art area in Imagination Alley where kids were able to create their own art projects. Attendees also enjoyed performances from community groups and met aspiring young entrepreneurs.



2024 FALL ARTS & CRAFTS SHOW

Volunteers

Logistically, volunteer support is essential to running these shows, and our vendors appreciate our highly responsive volunteer team as one of the standout features of Occoquan events. This fall, we were fortunate to have over 60 volunteers assisting with the festival, allowing staff to focus on multiple other tasks. Staff was able to restore some signup procedures, leading to an improved volunteer recruitment experience this fall.

Weather

The weather for both days of the event was favorable. Saturday was humid, with temperatures in the low 80s, while Sunday brought overcast skies and cooler conditions in the mid-70s. Although some showers were anticipated due to Hurricane Helene, there were no weather disruptions during the event hours. The overcast day on Sunday may have been responsible for lesser foot traffic on Sunday.

Shuttle and Attendance

The fall price structure for shuttle service continued to be \$8 for individual rider or 2 for \$15 with children 12 and under free. Visitors were offered the opportunity to prepay their shuttle fees on their own devices through a QR code that directed them to the Town's Square account. The QR code was available at the shuttle stops outside of town as well as at the gate in town. Patrons were also able to pay in cash. POS systems for credit sales at the shuttle buses were discontinued this fall due to connectivity issues. This change did make it slightly more cumbersome for patrons using credit at the gate.

It is difficult to pinpoint actual attendance because so many patrons walk in from the satellite lots, but shuttle income was \$34,457, nearly 8% higher than budgeted.

Imagination Alley



IMAGINATION ALLEY

Imagination Alley was brimming with exciting activities for families this fall. Kids had the opportunity to engage in free arts and crafts and contribute to community art projects. Face painting was also available, adding to the festivities. A special highlight was the Art Bar, sponsored by Tiny Supply Co., which provided even more creative opportunities. Throughout the event, attendees watched performances by the Woodbridge Dance Company, Morgan Legacy Irish Dance, The Moose Express, Linda's Lab, and others. All of this was effectively managed by Tammy Hassett, ensuring a fantastic experience for everyone.

Art Class

This year, an interactive art class was incorporated into the festivities. This fun and accessible experience was perfect for all ages and skill levels. Each participant created an 11x14 acrylic painting on canvas. Classes were taught inside Town Hall by Rachael Bright from Local Colour.

Beer Garden

Local business, Bar J, managed food and alcohol sales in River Mill Park this fall. This was the first time food was sold in conjunction with alcohol sales in the park. Bands played from 12pm to 4pm both days of the festival; band fees were funded by a grant provided by Virginia Tourism. The Town also enacted the ABC Designated Outdoor Recreation Area license, which enabled visitors to travel throughout the event venue with alcoholic beverages. No adverse issues were reported.

Vendors

A total of 302 vendors supported the 2024 Fall Arts & Crafts Show. This included makers and artists, in 24 categories, commercial vendors, Town businesses, non-profits, food vendors, and sponsors. Vendors were surveyed post-show with a 32% response rate. The following relevant stats emerged:

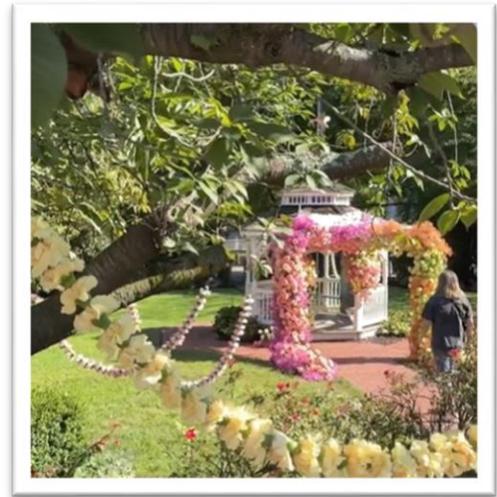
- 34% of vendors said their weekend sales were above expectations
- 33% of vendors said their weekend sales were average
- 34% of vendors said their weekend sales were below expectations or significantly below expectations
- 19% of vendors weren't sure about future participation

The majority of vendors expressed that the event organization, coordination, and staffing were

excellent. A common remark was the load-in and load-out were easy with no problems.

Sponsors

Eleven sponsors contributed \$8,000 plus in-kind goods and services to the fall event, half the \$16,000 financial goal budgeted for this event. Of note, Flower's Cuddles provided an in-kind, artistic floral installation in Mamie Davis Park for the fall show. This business's unique approach transforms floral arrangements into stunning visual experiences, making this creation a perfect photo opportunity at a show that focuses on art in all forms. Despite this incredible addition, finding other, new sponsors to support festivals in a financial capacity continues to be a major challenge.



FLOWER'S CUDDLES INSTALLATION

Program

In keeping with the effort to reduce print expenses, the program this fall was eight full-color pages. Though smaller than years' past, this booklet was still able to provide a map and branded coverage of all the events over the weekend as well as a featured sponsor page.

Promotion

The media strategy employed a hybrid approach that combined traditional ad buys, marketing emails sent to over 11,000 recipients, and a robust social media campaign across multiple platforms starting six weeks before the show and intensifying during the event.

Instagram continues to emerge as the primary social channel due to its shareable content and well-tagged posts and reels that proved successful in the spring. Video reels remained our top-performing content category, generating high engagement and resulting in over 750 new followers in two months.

Meanwhile, Facebook focused on attracting our core Craft Show fanbase and exploring Facebook Groups to broaden our outreach. Although Facebook engagement and link clicks have been declining over the past two years, posting in local groups has proven effective in reaching new local audiences.

Overall, we are successfully engaging the Prince William County and DC areas on Instagram but need to increase our reach in Fairfax and Loudoun counties, given their higher median incomes and proximity. Targeting these specific areas in future ads will be a key focus.

OccoquanFestivals.com

The show's website, OccoquanFestivals.com, continues to be the main site for show information and is growing. The site functions as a public-facing event brochure info as well as logistical information for the vendors. All promotions pointed to full event info on occoquanfestivals.com. Traffic to the website was significant: 23,462 site sessions and 13,660 unique visitors accessed the website between September 1 and 30. Top traffic sources include organic Google searches as well as direct links. In particular, the number of unique visitors

indicates the continued efficiency of a dedicated festival website for an event of this size and with multiple components.

**A website traffic comparison between this year and last year is not meaningful due to the cancellation of the 2023 show which resulted in not being able to capture weekend website traffic numbers.*

2024 Fall Arts & Crafts Show by the Numbers

Below is a financial recap of the 2024 Fall Arts & Crafts Show. The numbers provided below are unaudited, preliminary figures.

Vendor Participation

Category	Number of Vendors		
	Fall 2024	Fall 2023*	Fall 2022
Makers/Creators	197	200	169
Commercial	24	27	23
Food	14	15	11
Town Businesses	38	30	32
Sponsors	11	9	3
Non-Profit	18	18	13
Total	302	299	251

**This is the number vendors that would have participated if the show hadn't been canceled.*

Expenses vs Revenues

Expense Category		
Salaries/Taxes	\$25,289	
Shuttle Cost	\$31,475	
Rentals	\$5,832	
Day of Show Support	\$1,125	
Public Safety	\$4,000	
Advertising / Marketing	\$10,659	<i>*est design cost</i>
Materials / Supplies	\$6,270	<i>*est cost</i>
Entertainment	\$2,250	
Bank Fees	\$2,314	
Total Expenses	\$89,214	
Revenue Category		
Booth Revenue	\$96,940	
Shuttle Revenue	\$34,457	
Vendor Parking	\$4,350	
Sponsors	\$8,000	

Grant	\$9,000
Convenience Fees	\$1,292
Total Revenue	\$154,039
Profit	\$64,825

Budget vs. Actual

	FY2025 Adopted	FY2025 Actual	% to Budget
Revenue Total	\$150,375	\$154,039	2.4%
Expense Total	\$97,883	\$89,214	-8.8%
Net Revenue/(Loss)	\$52,492	\$64,825	23.5%

Uncaptured Public Safety Costs

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

Similarly, from a public safety standpoint, 45 extra volunteer personnel were brought in to support the Fall Arts & Crafts Show, with an equivalent cost of \$36,973. Borrowed equipment such as message boards, traffic barrels, weights, and cones, costs total \$18,600. The cost of security equipment such as SkyWatch and CCTV systems runs approximately \$455,000. Communications and equipment might have run another \$100,000. These costs total approximately \$510k.