



TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

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

Occoquan Town Council Town Council Meeting November 6, 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 October 15, 2024, Town Council Meeting Minutes - pg. 2
 - b. Request to Adopt Resolution of Support for Visit Occoquan MMS Participation - pg. 8
5. **Mayor's Report**
6. **Councilmember Reports**
7. **Boards and Commissions**
8. **Administrative Reports**
 - a. Administrative Report - pg. 12
 - b. Town Treasurer's Report - pg. 35
 - c. Town Attorney's Report - pg. 49
9. **Regular Business**
 - a. Request to Adopt Resolution of Appreciation for Bucky Brill - pg. 50
 - b. Request to Adopt Resolution Authorizing Town Manager to Receive Gifts on Behalf of the Town - pg. 53
 - c. Request to Appoint Members to the Architectural Review Board - pg. 55
10. **Discussion Items**
 - a. Riverwalk Project Discussion - pg. 57
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: November 6, 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 October 15, 2024, Town Council Meeting Minutes
- b. Request to Adopt Resolution of Support for Visit Occoquan MMS Participation

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, October 15, 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; Julie Little, Events Director; Asma Rupani, Town Treasurer; Jason Forman, Deputy Chief of Police

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. CITIZENS' TIME

No one spoke during citizens' time.

4. CONSENT AGENDA

a. Request to Accept September 17, 2024, Town Council Meeting Minutes

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

5. MAYOR'S REPORT

Mayor Porta reported the following:

- On September 21st, he was a judge along with Councilmember Perkins at the Oktoberfest Costume Contest at the Mill Street Draft Garden.
- On September 25th, he was invited to speak at the groundbreaking of Occoquan Elementary School. He also expressed his gratitude to volunteers at the Craft Show Volunteer Meeting.
- On September 27th – 29th, he participated and volunteered in the Fall Arts and Crafts Show.
- On September 29th, he led the Island Naming Dedication for the Army Corps of Engineers Dike in the Occoquan River.
- On September 30th, he attended the viewing of Deputy Chief of Police Forman's father.
- On October 1st, he attended the service for the passing of Deputy Chief of Police Forman's father.
- On October 3rd, he gave an update on Occoquan to the River Ridge Community.
- On October 5th, he attended and spoke with the FOTO cleanup volunteers.
- On October 8th, he participated in the Arbor Day tree planting along with Vice Mayor Loges.
- On October 10th, he gave historic tours of the town to two groups from AARP.
- On October 11th, he emceed the last Trivia Night of the season in River Mill Park.
- On October 12th, he attended the gallery exhibit at Local Colour for the Occoquan-themed work

of Steve Celis.

6. COUNCILMEMBER REPORTS

Councilmember Perkins noted that he and staff met with the Prince William County Planning Office to discuss trail connections into Town. He also noted that he is meeting with staff to discuss the firelight nights.

Councilmember Freeborne Brinton complimented the success of the Fall Arts and Crafts Show and noted that the Prince William County Health Department is doing a Community Health Assessment.

Vice Mayor Loges noted that she has received complaints about mail being returned to sender at the post office even with the PO Box listed. She spoke with the Postmaster who indicated that the distribution system in Fairfax is returning the mail and placing the undeliverable stickers on it. The Postmaster indicated that she attempted to look into the matter but determined there was nothing she could do.

Mayor Porta asked staff to confirm with the Postmaster the allegation that the mail was not being properly processed in Fairfax. If that is the case then the town may need to consider contacting Congresswoman Spanberger's Office about the issue.

7. BOARDS AND COMMISSIONS

Architectural Review Board (ARB) Chair Seefeldt reported that the ARB met on September 24th and the board reviewed and approved one exterior elevation application for a greenhouse.

Councilmember Perkins reported that the Planning Commission met on September 24th and thanked Town Council for their feedback on the Planning Commission's Comprehensive Plan. The meeting focused on reviewing the feedback and prioritizing the goals for the Planning Commission.

8. ADMINISTRATIVE REPORTS

a. Town Attorney Report

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

b. Town Treasurers' Report

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

Ms. Rupani added that Bann Thai paid a partial payment on Meals Taxes owed from November to February. Currently a bank lien is being drafted for the remainder owed and there is a criminal court hearing for failing to pay meals taxes in December.

Mayor Porta asked for unanimous consent to move up on the agenda Item 10a. 2024 Fall Arts and Crafts Show Report. There being no objection the item was moved up on the agenda.

9. DISCUSSION ITEMS

a. 2024 Fall Arts and Crafts Show Report

Councilmember Fithian arrived at 7:24 pm.

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

Mayor Porta noted that he was pleased with the all the work and hours put into the Craft Show by Ms. Little and staff.

Councilmember Daubresse noted that some visitors were confused about having to pay to ride the shuttles and suggested that if possible more signage might be appropriate at the shuttle lots.

Ms. Little replied that currently the a-frame signs used at the shuttle lots are one-sided, and she will look into adding a second side in case the sign is turned around.

Councilmember Perkins asked how feedback should be handled.

Mayor Porta noted all feedback should be directed to the Town Manager.

Councilmember Perkins also noted the success of Imagination Alley.

Mayor Porta added that due to potential scheduling conflicts at the current location the future site of Imagination Alley may change.

Mayor Porta asked for clarification on parking tickets and reckless driving summons that he heard were issued during the Craft Show.

Mr. Linn replied that parking violations were issued to all vendors that were parked in the Post Office parking lot on Sunday since it was a private lot and affected the port-a-johns located in the lot. He indicated that all vendors were advised that they would be ticketed in prior emails starting at Riverfest in June. The reckless driving tickets were issued to individuals who drove within the event space before police had opened the roads back up on Saturday. Drivers were warned prior to being issued summons and only those that ignored the warning by police were cited. Under the State Code the only violation drivers could be charged with while driving in the VDOT-closed event area was reckless driving for putting the safety of pedestrians within the event area at risk. Mr. Linn also noted that the Town Prosecutor is prepared to reduce the charge from reckless driving to improper driving, which is an amendment to the charge only the prosecutor can make, not the town police.

Mr. Forman added that for the next show more vehicle barriers will be added to the vendor parking lots within the event space to help limit any attempted driving within the event.

10. ADMINISTRATIVE REPORTS

c. Administrative Report

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

Mr. Linn added that Ms. Little will be retiring in May and that Tammy Hassett has agreed to continue working with the Town and to then transition to the Events Director position upon Ms. Little's retirement. He also noted that he spoke with the developer at the Mill at Occoquan and found out the developer had engaged new engineers for the project and that the budget for the project has changed. The developer hopes to install the sales trailer by mid to late November and then begin the demolition process between January and February 2025.

Mayor Porta noted that the Strategic Framework Tracker is excellent and that it is helpful to see the progress of projects; he also and noted the success of the way in which staff has addressed the water

issue on Mill Street.

Councilmember Fithian asked if the temporary signage violation at 199 Union St. was taken care of and if the temporary signage on the residence above the business was in violation too.

Mr. Whitmoyer advised that one sign code violation was identified on the business property and had been abated. Staff advised that they would check with the Zoning Administrator and Town Attorney as to the residential use part of the property and how the sign code for the business district would apply to it.

Councilmember Perkins noted that the timed parking violations had dropped in September.

Mr. Linn replied that the lower number was from there being no timed parking enforcement during the Fall Arts and Crafts Show. He also noted that the Parking Enforcement Officer has been told to cut back on expired vehicle inspections violation unless they were more than six months expired in order to focus on timed parking violations.

Councilmember Daubresse asked about the new cameras in Town.

Mr. Forman replied that some of the cameras are town-owned and are a closed-circuit network. The other cameras on the utility poles which are lower to the ground are owned by Prince William County and are being tested by the County for their emergency management. The cameras are not being used to monitor citizens.

11. REGULAR BUSINESS

a. Request to Adopt Ordinance O-2024-06 Imposing Administrative and Collection Fees upon Delinquent Accounts

Vice Mayor Loges moved to adopt O-2024-06 as presented. Councilmember Perkins seconded. Motion passed unanimously by roll call vote.

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

Nays: None

12. 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)(3), a matter involving: discussion or consideration of the acquisition of real property for a public purpose; specifically involving riverfront property in Occoquan, because discussion in an open meeting would adversely affect the Town's bargaining position or negotiating strategy. Councilmember Perkins seconded. Motion passed unanimously by voice vote.

The Council went into closed session at 8:33 p.m.

The Council came out of closed session at 8:52 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 Perkins. The motion passed unanimously by roll call vote.

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

Nays: None

13. ADJOURNMENT

The meeting was adjourned at 8:54 p.m.

Philip Auville, Town Clerk



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
 Agenda Communication

4. Consent Agenda	Meeting Date: November 6, 2022
4B: Request to Adopt Resolution of Support for Visit Occoquan MMS Participation	

Attachments: a. Draft Resolution – R-2024-10

Submitted by: Adam C. Linn
 Interim Town Manager

Explanation and Summary:

This is a request to adopt a resolution authorizing and endorsing Visit Occoquan, Inc.’s application to the Town staff is submitting an application to the Virginia Department of Housing and Community Development’s 2025-2026 Mobilizing Main Street Cohort on behalf of the Town of Occoquan. The adopted resolution would be included in the application.

Town staff and Visit Occoquan are currently preparing an application for acceptance into the program, which would start in January 2025 and run until December 2026, if accepted. Visit Occoquan staff and Board members would share responsibility in attending monthly trainings, both virtually and in person, and working to complete the work plan agreed to between Visit and Virginia Main Street (VMS).

Background

The Virginia Department of Housing and Community Development administers the Virginia Main Street Program (VMS) and provides three tiers of participation, with increasing levels of responsibility and benefits, for communities that are interested in downtown revitalization, following the Main Street America Approach. The approach consists of four points: Economic Vitality, Design, Promotion, and Organization that are operationalized through transformation strategies that serve a particular customer segment, respond to an underserved market demand, or create a differentiated destination.

In 2022, the Town secured and currently maintains Exploring Main Street status, which allows the Town to receive certain technical and financial support in its efforts to revitalize sections of the Town.

The top two tiers for the VMS program are Mobilizing Main Street (MMS) and Advancing Virginia Main Street (AVMS). As a community, advances through each tier they gain access to more benefits but also take on more responsibilities as they gain enough expertise and capacity to obtain national Main Street America accreditation, which makes them eligible for an AVMS designation and offers them access to a larger suite of resources and technical assistance.

To retain any VMS designation, localities must remain active by completing a set checklist of tasks annually, that increases in responsibility with each tier.

Staff Recommendation: Recommend adopting the resolution.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

"I move to adopt resolution R-2024-10 as presented."

OR

Other action Council deems appropriate.

**TOWN OF OCCOQUAN, VIRGINIA
RESOLUTION**

**RESOLUTION AUTHORIZING VISIT OCCOQUAN’S PARTICIPATION IN THE
VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT’S
VIRGINIA MAIN STREETS PROGRAM**

WHEREAS, the Virginia Department of Housing and Community Development administers the Virginia Main Street Program and hosts a Mobilizing Main Street program cohort that provides the framework for targeted organizational development support to Exploring Main Street (EMS) communities interested in pursuing Advancing Virginia Main Street (AVMS) designation; and

WHEREAS, achieving Advancing Virginia Main Street (AVMS) status demonstrates that a locality is highly community-driven and has a strong organizational capacity to implement downtown revitalization efforts based on the Main Street Approach and is eligible for and can maintain Main Street America Community Accreditation; and

WHEREAS, the Town of Occoquan has previously obtained and maintains Exploring Main Street status with the long-term aim of achieving Advancing Virginia Main Street (AVMS) and Main Street America Community Accreditation; and

WHEREAS, the Comprehensive Plan recommends that the Town work with organizations or individuals interested in pursuing the Main Street America designation on behalf of the Town of Occoquan as membership in the Main Street America Program, through access to additional resources and technical assistance, will help the Town reach its economic vitality and historic preservation goals, such as continued revitalization of its mixed-use Historic District, enhanced downtown design, and new demographics of tourists; and

WHEREAS, Visit Occoquan, Inc. is a 501(c)3 non-profit located in the Town of Occoquan with a purpose of coordinating activities and events that promote and contribute to the overall welfare of the Occoquan business community and to promote tourism; and

WHEREAS, Town and Visit Occoquan staff are submitting an application for joining the 2025-2026 Mobilizing Main Street Cohort for the Town of Occoquan.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of Occoquan, Virginia, authorizes and endorses Visit Occoquan’s application for participation in the Virginia Department of Housing and Community Development’s Virginia Main Streets Program on behalf of the Town of Occoquan as part of the 2025-2026 Mobilizing Main Street Cohort.

Adopted by the Town Council of the Town of Occoquan, Virginia this 6th Day of November, 2024.

MOTION:

**DATE: November 6, 2024
Town Council Meeting**

SECOND:

Votes

Ayes:

Nays:

Absent from Vote:
Absent from Meeting:

BY ORDER OF THE TOWN COUNCIL

Attested:

Earnest W. Porta, Jr., Mayor

Philip Auville, Town Clerk

DRAFT



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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: November 6, 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): 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, which will occur in November.

➤ **Completing Riverwalk:**

- Riverwalk Extension Project: Preliminary engineering and design of the Riverwalk extension was included in the FY2025 Adopted Capital Improvements Program and staff is currently working with the Town Engineer to provide a cost estimate for those services and engaging with VDOT on the grant eligibility and expectations for the project.

➤ **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 installed the reduced speed limit signage in October. Enforcement can begin starting November 27, 2024.**

- 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 met with the County-selected engineering firm in October to address concerns about their provided responses to the Town's comments on the 60% design plans. Town staff also met with the contractor and the County to finalize the design plans and set a date for the contractor to 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:**

- Staff will continue to assess and plan landscaping improvements to town gateways as budget and resources allow.

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

- EV Charging (CFI Grant): Town staff are working with a contractor to identify new areas for EV charging in town and submit a grant proposal to the FHWA's Charging and Fueling Infrastructure Grant Program, created by the Bipartisan Infrastructure Law. 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 - UPDATED: 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 scheduled to configure the computers for CAD and begin training the week of November 11th.
- StormReady® Supporter Certification - NEW: The Town of Occoquan received its certification as a StormReady® Supporter by meeting all the communications, safety and preparedness requirements of the StormReady® program. The benefits to the Town of this certification include: the opportunity to review and improve our hazardous weather plans, receive increased weather and storm information, gain confidence and public recognition, and the Town and its residents may qualify for rate reductions in the National Flood Insurance Program (NFIP), which includes the Community Rating System (CRS). Signage will be installed around town in November.

➤ **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 in planning. 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 early 2025.

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.
- Departure of Maintenance Supervisor – NEW: In November 2024, Town Maintenance Supervisor Bucky Brill will be leaving after 21 years of service to the Town. Town Council will be passing a resolution and installing a memorial brick at River Mill Park to honor his long career with the Town. Over his two decades with the Town, Bucky has become a fixture of the Town, helping and getting to know town residents and visitors alike as he dedicatedly cared for Town infrastructure and equipment and performed countless special projects to improve the quality of life in town.

➤ **Tourism-led Economic Development Programming**

- Visit Occoquan Partnership: 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.
- Mobilizing Main Street Cohort Program – NEW: The Town of Occoquan will formally be handing over the reins of its Virginia Main Street program to Visit Occoquan in November 2024, as Visit Occoquan will apply to be a part of the 2025-2026 Mobilizing Main Street Cohort. The program is a two-year cohort composed of multiple Virginia towns and cities that provides the framework for targeted organizational development support to Exploring Main Street (EMS) communities interested in pursuing Advancing Virginia Main Street (AVMS) designation. If selected, Visit Occoquan and Town staff will work closely to complete the program and become eligible for Advancing Virginia Main Street (AVMS) designation as well as the national Main Street America accreditation, opening up further grant opportunities, technical support, and consulting services for downtown revitalization.

➤ **Enhancing Revenue from Town Events Programming**

- 2024 Event Sponsorship Drive: 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: 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 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 - UPDATED: 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 and has incorporated welcome information into the packets that Town staff supplies 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.

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.

Development Project Updates:

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

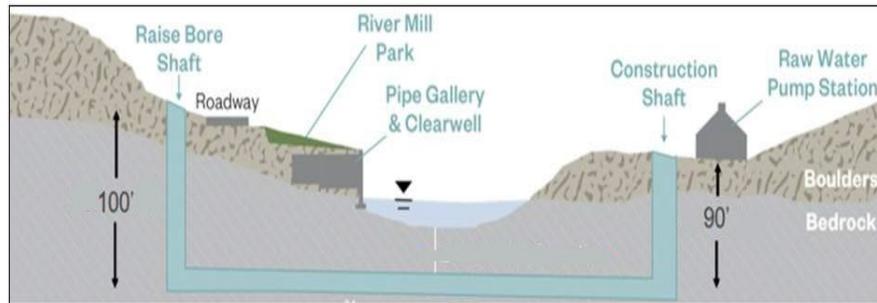
- The Mill at Occoquan – UPDATED: The Town approved the final site plan on August 12, 2024. As the developer finalizes a demolition permit with Prince William County, the Town is awaiting updates from the developer on asbestos removal and a new zoning permit application for demolition for the buildings on the properties. 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 – UPDATED: 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 and a follow up meeting was held in October to review another version of the subdivision. Town staff is awaiting submission of a new subdivision application for the updated subdivision plan.

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 – UPDATED: The boring project under the Occoquan River has been completed. The installation of new pipes and connections has started. In late October 2024, Fairfax Water started work on the replacement of an adjacent pipe leading into the Mill Street cul-de-sac from Fairfax Water property. The area is currently patched with temporary asphalt and will be fully milled and paved in November subject to weather. Staff has been

coordinating work with Fairfax Water on an upcoming switch over to minimize impacts on traffic and Town events. Completion of the project is expected by the 1st quarter of 2025. 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: 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.
- Dam Siren Testing – NEW: **Fairfax Water will conduct a dam siren testing on Wednesday, November 20th, 2024 at 10 am, with a back-up date of Tuesday November 26th at 10 am.** Fairfax Water will be advertising and promoting the siren testing over the next few weeks. For more info visit: www.occoquandamsiren.com.

Treasurer Report - Supplemental Information

The September 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 September 30, 2024).

BPOL Tax Delinquencies		
Business Name	Delinquency Period	Date of Last Notice/Status
AJANI TRUTH PHOTOGRAPHY	8 months	6/10/2024; preparing summons
AMAYA STUDIOS LLC	8 months	6/10/2024; preparing summons
BANN THAI OLD TOWN LLC	8 months	6/10/2024; preparing summons
ECOGLO DETAILING	8 months	6/10/2024; preparing summons
HAVANA BOUTIQUE*	2 years	1/31/2024; preparing summons
PIN CURLS HAIR SALON	2 years, 8 months	9/16/2024; preparing summons
TALENT ACQUISITION CONCEPTS	2 years, 8 months	6/26/2024; preparing summons
THE SECRET JEWELRY GARDEN	2 years, 8 months	6/26/2024; preparing summons

*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
BAR J CHILI PARLOR	1 month	
BABBANME LLC	4 months	7/29/2024; preparing tax and penalty determination letter
BANN THAI	7 months	Paid Nov 23-Feb 24 on 10/1/24; Court date on 12/5/2024
BLACK MAGIC	6 months	6/25/2024; preparing tax and penalty determination letter
GRIND N CREPE	1 month	

THE SPOT ON MILL STREET	3 months	9/5/2024; preparing tax and penalty determination letter
THIRD BASE	1 month	

Real Estate Delinquencies

Property Owner	Delinquency Period	Date of Last Notice	Address
GRANNY'S COTTAGE INC	7 years, 9 months	7/29/2024	116 WASHINGTON ST
HOUGHTON RONALD W ETAL	5 years, 9 months	7/29/2024	103 WASHINGTON ST
INTERNATIONAL PEACE MISSION INC	9 months	7/29/2024	207 WASHINGTON ST
INTERNATIONAL PEACE MISSION INC	9 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	28,935
September	25,730	27,123	21,521

Engineering

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 submitted CFI application on 9/11/24; charging stations installed by Greenspot on 8/16/24.

Mill at Occoquan – update from last report: Site plan approved by Town on 8/12/24. Application for demolition of boat storage structure approved 2/27/24. 10/24/24 the applicant to be notified that additional demolition permits are needed for the removal of additional structures.

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 consultant (AMT) held 10/17/24 to discuss Town preferences and address concerns about sidewalk at Ellicott and Mill. Meeting with PWC and AMT held on 10/31/24. 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. Met Applicant 10/24/24 with possible layout for 5 lots. Plan still under review.

Zoning and Code Enforcement

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 October 1 to October 31, 2024:

	Zoning Application #	Property Address	Activity
1	TZP2024-040	203 Washington ST	New Business
2	IAP2024-010	105 Vista Knoll Dr	Replace AC and BTU Furnace
3	TZP2024-041	302 Commerce St	Fence
4	TZP2024-042	404 McKenzie Dr	Fence
5	TZP2024-043	312 Commerce St	Greenhouse
6	IAP2024-011	1521 Colonial Dr #102	Replace Gas Furnace and A/C
7	IAP2024-012	123 East Colonial Dr	Replace AC and Gas Furnace

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

	Zoning Application #	Property Address	Activity
1			

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

	Property Address	Violation #	Violation	Town Action
1				

C. The following is a list of **active/previous violations** from October 1 to October 31, 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 to 12/5/24
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
3	199 Union Street	OCV-2024-018	Signage	Courtesy notice sent on 10/21/24; NOV sent on 10/31/24

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 completed their fall firearms training this month honing officer's skillset with firearms and use of force decisions.

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.

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 Murder Mystery event with specialized capabilities keeping the events safe for everyone who comes to participate.

The Homeland Security and Emergency Management Unit finalized several projects related to the Towns network and cyber infrastructure protection.

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

Patrol and Enforcement Activities:

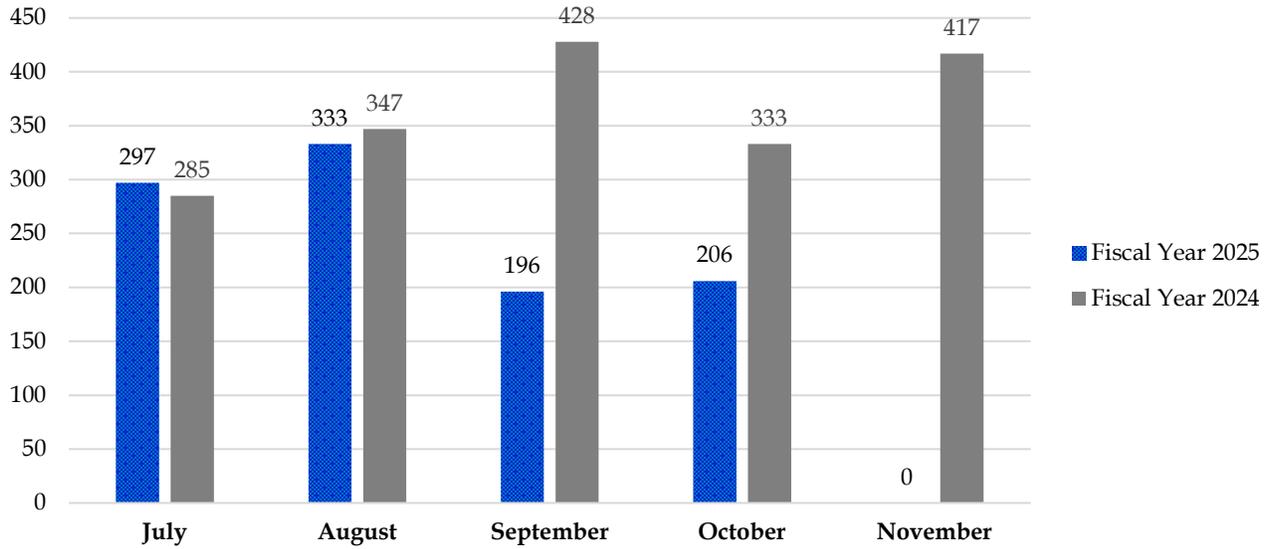
As of October 29th, for the month of October, Town police had 122 calls for service including:

<i>Call for Service</i>	<i>#</i>	<i>Call for Service</i>	<i>#</i>
Alarms	3	Larceny / Theft	2
Animal Calls	4	Medical/Mental health calls	1
Assault & Battery	1	Missing Person	1
Building Fire	1	Missing Property	1
Disabled Vehicles/Motorist Assist	10	Other/Services	27
Disorderly	5	Parking Complaints	5
Destruction of Property	1	Reckless Driving/Road Rage	2
Domestic in Progress	2	Roadway Obstruction	2
Drug Compliant	2	Robbery In Progress	1
DUI Arrest	2	Suspicious Calls	7
Found/Lost Property	7	Traffic Control	1
Hit & Run	2	Trespassing	11
Illegal Fishing	9	Vehicle Crash	5
Illegal Hunting	2	Warrant Arrest	1
Indecent Exposure	1	Warrant Service	1
Landlord/Tenant Dispute	1	Welfare Checks	1
			122

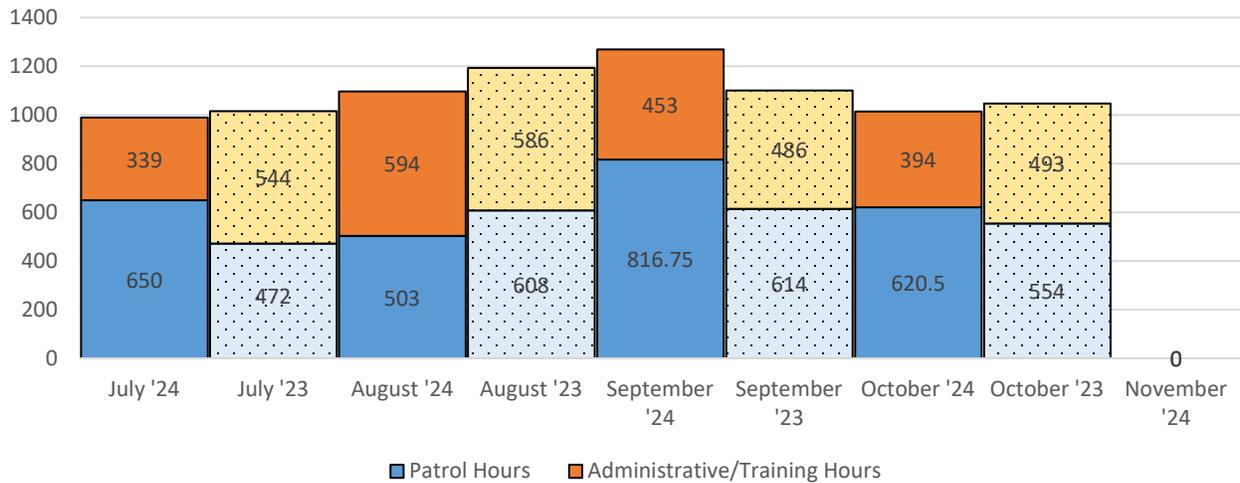
Town police made 3 custodial arrests, issued 206 traffic summonses, 39 parking violations, and 65 warnings.

Officers also engaged in 246 business checks and 203 park checks during the month of October.

Traffic Summonses FYTD (GRAPH)



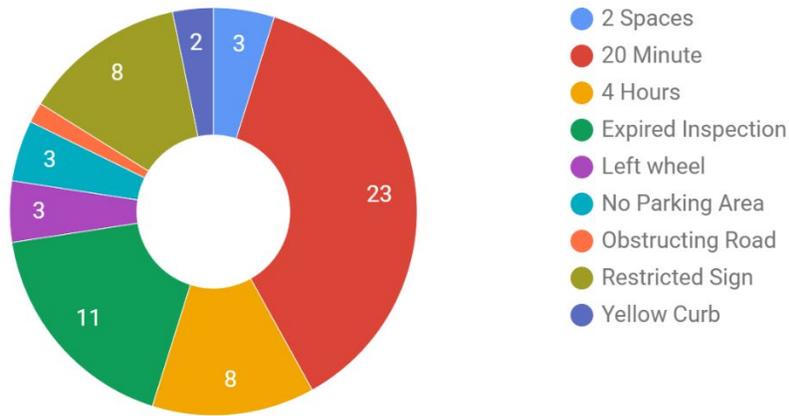
Patrol/Administrative/Training Hours FYTD (GRAPH)



Parking Enforcement (CHART/GRAPH)

Month	Parking Tickets	Warning
July	125	8
August	79	3
September	44	5
October	61	1

Occoquan VA - Tickets By Violation (Month To Date)

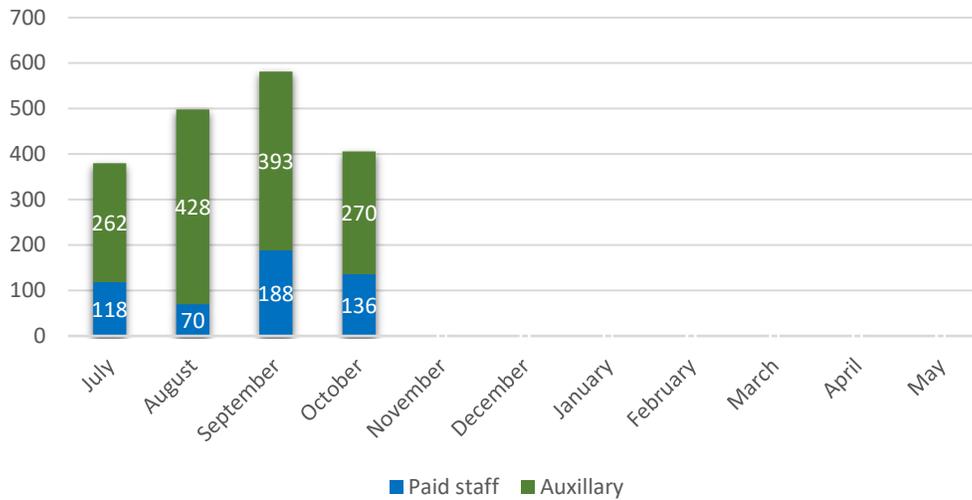


Data as of 10/30/2024, 12:00:00 AM

Volunteer in Police Service

For Fiscal Year 2025, our auxiliary police officers and paid police staff donated a total of 1,865 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
October	0	0	0	0	0
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
October	0	2		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
October	16	0		1	0
FY Total	556	0		7	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 (October 2024)

- Prepared for and supported the Murder Mystery and Halloween Parade.
- Completed downtown bed improvements, including a bench and pavers and a native serviceberry tree for the Tree City USA annual planting on the 200 block of Washington Street.
- Installed multiple street signs to improve traffic safety, including speed limit signs on Washington Street and no-turn signs at Poplar Alley and Union Street.

Special Public Works Projects

Projects In-Progress: 7 Projects Completed: 7

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

Project	Status	Completion Date	Notes
Building Maintenance			
Town Hall Kitchen Improvements	In progress		Winter 2024
Town Hall Server and Network Security Improvements	Completed	10/12/24	OPD-led Project
Craft Show and Events Support			
Tree Lighting Prep	In progress		
Murder Mystery Support	Completed	10/19/24	
Halloween Parade and Hayride Support	Completed	10/26/24	
Holiday			
Town Property Decorating	Not started		mid-November 2024
Gaslight Decorating	Not started		mid-November 2024
Contractor Town Hall Tree Decorating	Not started		Scheduled for mid-November 2024
Wreath/Snowflake Install	Not started		Scheduled for mid-November 2024
Contractor Trees and Parks Decorating	Not started		Scheduled for mid-November 2024
Holiday Décor Inventory and Procurement	In progress		New ornaments for TH tree, new snowflakes for utility poles, new lights and bows for gaslights and Town properties
Landscaping			
Seed and aerate town parks	Not started		TBD
Improvements at Tanyard Hill and Old Bridge Entrance	Paused		Incorporate into 2025 planning
Spring Annual and Perennial Plantings	Not started		Spring 2025
Downtown Bed Improvements	Completed	10/8/24	
Park Maintenance			

Project	Status	Completion Date	Notes
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
Furnace Branch Signage and Fence Repair	Completed	10/28/24	New park sign and replaced fence post
Special Projects			
Backup Generator Project	Not started		Paused - OPD Joint Project
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		TBD
Curb and Striping Review and Painting	Not started		Spring 2025
Install No Turn Signs at Poplar and Union	Completed	10/18/24	One sign on each side of Union St
Install Speed Limit Signs on Washington	Completed	10/29/24	

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	Fall 2024

Events and Community Development

Annual Town Tree Lighting

Saturday, November 23

➤ **Holiday Firelight - 5:00-9:00 p.m.**

It's a night of fire pits, marshmallow roasting, caroling, hot cocoa, and more! This event is a toasty way to enjoy the start of the holidays in historic Occoquan. Before and after the Tree Lighting, enjoy Holiday Firelight near the Mill House Museum (413 Mill Street).

Marshmallows for roasting are free. Hot cocoa, hot cider, plus s'mores kits can be purchased onsite.

➤ **Tree Lighting - 6:00 p.m.**

It's the big event! Join us in front of Town Hall for our annual holiday tree lighting. Mayor Porta will officiate this time-honored tradition, as Occoquan residents and visitors gather to kick off the holiday season.

➤ **Shop Late - until 8:00 p.m.**

Shop Occoquan while enjoying the Tree Lighting! When you #shopsmall and #shoplocal, you're supporting your neighborhood artists, shop keeps, restaurant owners and their hardworking staff. Businesses are busy curating unique holiday selections just for you and several will be open until 8:00 p.m. or later!

Shop, Dine, & Win! Contest

November 23 - December 15

Shop and dine at your favorite Occoquan businesses for a chance to win \$100 in Occoquan business gift cards! Over \$1,500 in gift cards to specific Occoquan businesses will be awarded.

Shop Small Weekend

November 29 - December 1

Get a jump on (or finish up) your holiday shopping at the best #shopsmall boutiques and retailers in the area! Occoquan merchants will have unique offerings of home decor, clothing, gourmet food, fine art, beauty, chocolates, jewelry, stationery, and of course gifts for all ages.

Letters to Santa

November 23 - December 15

Drop your letter to Santa in our special North Pole mailboxes at Town Hall (314 Mill St, Occoquan, VA) or Tiny Supply Co. (125 Mill St, Occoquan, VA). If you include a return address, Santa will send a personalized letter back!

Sing-A-Long with Santa

Saturday, December 7 at 11:00am

River Mill Park

Join us for a festive sing-a-long with Santa's favorite kids (that's you!). First, Santa arrives by boat at 10:30 am where visitors can wave him in from the town dock. From there, he and his friends will parade down Mill Street to River Mill Park for singing and merriment.

Seal-the-Deal Holiday Elopements

Friday, December 13 from 12-4pm

Occoquan Town Hall - 314 Mill Street, Occoquan, VA

Looking for a quick elopement in a charming, twinkly, small town atmosphere? The PWC Circuit Court will be in Occoquan to perform nuptials at Occoquan Town Hall, as part of their "Seal the Deal!" program.

Marriage ceremonies will be scheduled every 15 minutes and held inside Town Hall. There is a court fee for this service and ceremonies must be scheduled in advance. Call 703-792-6015 to schedule your ceremony! Couples will receive a complimentary swag bag, provided by the PW Circuit Court. [Learn more.](#)

Firelight Night

Friday, December 13 from 6-9pm

Mill House Museum - 413 Mill Street, Occoquan, VA

Bundle up, grab some friends, and hang under the stars in historic Occoquan! Join us at the Mill Street cul-de-sac in front of the Mill House Museum. In addition to fire pits, we will have beer, wine and cocktails, hot drinks, s'mores kits, and snacks available for purchase. Local favorite, Cobb Ervin will be on deck performing for the evening.

Admission is FREE! Bench seating will be available, but we encourage you to bring camp chairs if you prefer more comfortable seating.

Firelight Nights in 2025:

January 17, 2025, 6-9pm

February 14, 2025, 6-9pm

TOWN OF OCCOQUAN
FINANCIAL STATEMENTS
AS OF SEPTEMBER 2024

	As of 7/1/24 (unaudited)	Unaudited Income/ (Loss) FY25 YTD	As of 9/30/24 Unaudited
Nonspendable:			
Mamie Davis Fund	\$ 100,000	\$ -	\$ 100,000
Prepaid Items	\$ -	\$ -	\$ -
Restricted:			
E-Summons Fund	\$ 49,124	\$ 443	\$ 49,568
Assigned:			
Events Fund	\$ -	\$ 72,723	\$ 72,723
CIP Fund	\$ 436,006	\$ (29,406)	\$ 406,600
State Aid 599 Program Fund	\$ 24,235	\$ 7,093	\$ 31,328
Mamie Davis Park Fund	\$ 7,090	\$ 445	\$ 7,536
PEG Fund	\$ 2,111	\$ -	\$ 2,111
Subtotal Assigned:	\$ 469,442	\$ 50,856	\$ 520,298
Unassigned:			
Operating Reserves	\$ 200,000	\$ -	\$ 200,000
Other Unassigned	\$ 450,163	\$ (85,734)	\$ 364,429
Subtotal Unassigned:	\$ 650,163	\$ (85,734)	\$ 564,429
Total Fund Balance:	\$ 1,268,729	\$ (34,435)	\$ 1,234,295

Town of Occoquan Budget vs. Actuals

July - September, 2024

	Actual	Annual Budget	Over Budget	% of Budget
Income				
40000 TAXES				
40010 Real Estate	\$ 297	304,351	(304,053)	0.10%
40020 Meals Tax	\$ 78,258	333,812	(255,554)	23.44%
40030 Sales Tax	\$ 12,498	48,000	(35,502)	26.04%
40040 Utility Tax	\$ 9,108	36,500	(27,392)	24.95%
40050 Communications Tax	\$ 7,641	33,000	(25,359)	23.16%
40060 Transient Occupancy Tax	\$ 9,109	46,500	(37,391)	19.59%
40070 Peer-to-Peer Vehicle Tax	\$ -	6,600	(6,600)	0.00%
Total 40000 TAXES	\$ 116,912	\$ 808,763	\$ (691,851)	14.46%
41000 FEES/LICENSES				
		2,500	(2,500)	0.00%
41010 Vehicle License	\$ 123	11,000	(10,878)	1.11%
41020 Business Licenses	\$ 2,299	90,402	(88,103)	2.54%
41025 Business License Fee	\$ 420	4,260	(3,840)	9.86%
Total 41020 Business Licenses	\$ 2,719	\$ 94,662	\$ (91,943)	2.87%
41030 Late Fees	\$ 2	1,500	(1,498)	0.13%
41040 FINES (PUBLIC SAFETY)	\$ 101,878	375,000	(273,122)	27.17%
41170 E-Summons	\$ -	15,250	-15,250	0.00%
Total 41040 FINES (PUBLIC SAFETY)	\$ 101,878	\$ 390,250	-\$ 288,372	26.11%
41100 Administrative Fees	\$ 1,988	8,500	(6,512)	23.39%
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	\$ 170	0	170	
Total 41000 FEES/LICENSES	\$ 109,712	\$ 512,762	\$ (403,050)	21.40%
42000 GRANTS				
42021 NHSTA (DMV)	\$ 1,234		1,234	
42110 Virginia DCJS	\$ -	16,000	(16,000)	0.00%
42020 HB 599	\$ -	0	0	
42020 HB 599	\$ 7,093	27,678	(20,585)	25.63%
Total 42110 Virginia DCJS	\$ 7,093	\$ 27,678	\$ (20,585)	25.63%
42130 DEQ			0	
42010 LITTER	\$ -	1,329	(1,329)	0.00%
Total 42130 DEQ	\$ -	\$ 1,329	\$ (1,329)	0.00%
Total 42000 GRANTS	\$ 8,327	\$ 45,007	\$ (36,680)	18.50%
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	

44005 Insurance Proceeds	\$	8,348	0	8,348	
44010 General Fund Interest	\$	8,711	25,000	(16,289)	34.84%
44040 Bricks Revenue	\$	-	300	(300)	0.00%
44060 Other	\$	2,048	1,700	348	120.47%
Total 44000 OTHER	\$	19,106	\$ 27,000	\$ (7,894)	70.76%
Total Income	\$	254,558	\$ 1,408,258	\$ (1,153,700)	18.08%
Gross Profit	\$	254,558	\$ 1,408,258	\$ (1,153,700)	18.08%
Expenses					
Total 60000 PERSONNEL SERVICES	\$	152,998	\$ 827,001	\$ (674,003)	18.50%
Total 60400 PROFESSIONAL SERVICES	\$	32,010	\$ 175,967	\$ (143,957)	18.19%
Total 60800 INFORMATION TECH SERV	\$	13,392	\$ 40,430	\$ (27,038)	33.12%
Total 61200 MATERIALS AND SUPPLIES	\$	10,439	\$ 34,850	\$ (24,411)	29.95%
Total 61600 OPERATIONAL SERVICES	\$	1,810	\$ 9,200	\$ (7,390)	19.68%
Total 62000 CONTRACTS	\$	29,589	\$ 125,103	\$ (95,514)	23.65%
Total 62400 INSURANCE	\$	39,491	\$ 43,500	\$ (4,009)	90.78%
Total 62800 PUBLIC INFORMATION	\$	1,280	\$ 4,050	\$ (2,770)	31.60%
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	\$	23,160	\$ 47,650	\$ (24,490)	48.60%
Total 64400 SEASONAL	\$	1,413	\$ 13,000	\$ (11,588)	10.87%
64700 FACILITIES EXPENSE				0	
Total 64800 TOWN HALL	\$	2,274	\$ 11,344	\$ (9,069)	20.05%
Total 65200 MILL HOUSE MUSEUM	\$	11,361	\$ 6,500	\$ 4,861	174.78%
Total 66000 ANNEX / MAINTENANCE YARD	\$	979	\$ 3,350	\$ (2,371)	29.23%
Total 66800 RIVER MILL PARK & FACIL	\$	4,213	\$ 18,154	\$ (13,941)	23.21%
Total 67200* MAMIE DAVIS PARK & RIVERWALK	\$	1,098	\$ 2,900	\$ (1,802)	37.87%
Total 67800 OCCOQUAN RIVER	\$	-	\$ 2,500	\$ (2,500)	0.00%
Total 68000 FURNACE BRANCH PARK	\$	-	\$ 500	\$ (500)	0.00%
Total 68400* STREETS AND SIDEWALKS	\$	1,603	\$ 2,500	\$ (897)	64.11%
Total 68800 HISTORIC DISTRICT	\$	8,024	\$ 13,600	\$ (5,576)	59.00%
Total 64700 FACILITIES EXPENSE	\$	29,553	\$ 61,347	\$ (31,794)	48.17%
68900 PUBLIC ART PROGRAM				0	
68910 Mural Installation	\$	-	2,500	(2,500)	0.00%
Total 68900 PUBLIC ART PROGRAM	\$	-	\$ 2,500	\$ (2,500)	0.00%
Total Expenses	\$	345,569	\$ 1,408,258	\$ (1,062,689)	24.54%
Net Operating Income	\$	(91,011)	\$ (0)	\$ (91,011)	
Net Income	\$	(91,011)	\$ (0)	\$ (91,011)	

CIP FUND

		Actual	Annual Budget	over Budget	% of Budget
Income					
42000 GRANTS	\$	-	935,025	(935,025)	0.00%
42050 DOJ BVP	\$	-	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
70001 Streetscape	\$	-		
70005 Building Improvements	\$	9,477	12,200	(2,723) 77.68%
70006 Stormwater Management	\$	-	1,150,031	(1,150,031) 0.00%
70014 Timed Parking Equipment	\$	-	5,500	(5,500) 0.00%
70018 Snow Removal Equipment	\$	-	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	\$	-	6,000	(6,000) 0.00%
76001 Computer Upgrades	\$	3,640	3,000	640 121.33%
76006 Records Management Syst	\$	-	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	\$	3,656	15,250	(11,594) 23.97%
Total 41040 FINES (PUBLIC SAFETY)	\$	3,656	\$ 15,250	\$ (11,594) 23.97%
Total 41000 FEES/LICENSES	\$	3,656	\$ 15,250	\$ (11,594) 23.97%
Total Income	\$	3,656	\$ 15,250	\$ (11,594) 23.97%
Gross Profit	\$	3,656	\$ 15,250	\$ (11,594) 23.97%
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	\$	-	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	\$	443	\$ 8,050	\$ (7,607) 5.51%
Net Income	\$	443	\$ 8,050	\$ (7,607) 5.51%

EVENTS FUND

	Actual	Annual Budget	over Budget	% of Budget
Income				
41000 FEES/LICENSES				0

41160 Convenience Fees	\$	1,174	4,550	(3,376)	25.80%
Total 41000 FEES/LICENSES	\$	1,174	\$ 4,550	\$ (3,376)	25.80%
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	\$	7,668	34,000	(26,332)	22.55%
47020 Booth Rentals	\$	99,991	166,000	(66,009)	60.24%
47021 Ticket Sales	\$	60	2,525	(2,465)	2.38%
47023 Community Events	\$	1,440	16,750	(15,310)	8.60%
Total 47021 Ticket Sales	\$	1,500	\$ 19,275	\$ (17,775)	7.78%
47030 Shuttle Fees	\$	34,313	60,500	(26,187)	56.72%
47040 Parking Space Sales	\$	4,425	10,500	(6,075)	42.14%
47060 Merchandise			1,125	(1,125)	0.00%
47105 Revenue Share Agreements	\$	-	1,500	(1,500)	0.00%
Total 47000 EVENTS REVENUE	\$	147,897	\$ 292,900	\$ (145,003)	50.49%
Total Income	\$	149,072	\$ 313,285	\$ (164,213)	47.58%
Gross Profit	\$	149,072	\$ 313,285	\$ (164,213)	47.58%
Expenses					
Total 60000 PERSONNEL SERVICES	\$	14,299	\$ 98,371	\$ (84,072)	14.54%
Total 60400 PROFESSIONAL SERVICES	\$	2,417	\$ 5,050	\$ (2,633)	47.86%
Total 60800 INFORMATION TECH SERV	\$	450	\$ 390	\$ 60	115.29%
Total 61200 MATERIALS AND SUPPLIES	\$	2,897	\$ 13,545	\$ (10,648)	21.39%
Total 62000 CONTRACTS	\$	39,707	\$ 75,100	\$ (35,393)	52.87%
Total 63200 ADVERTISING	\$	13,556	\$ 32,500	\$ (18,944)	41.71%
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	\$	2,836	\$ 12,920	\$ (10,084)	21.95%
Total Expenses	\$	76,349	\$ 238,726	\$ (162,377)	31.98%
Net Operating Income	\$	72,723	\$ 74,559	\$ (1,836)	97.54%
Net Income	\$	72,723	\$ 74,559	\$ (1,836)	97.54%

MAMIE DAVIS PARK

		Annual			
	Actual	Budget	over Budget	% of Budget	
Income					
44000 OTHER				0	
44030 Mamie Davis Park Interest	\$	445	256	189	173.96%
Total 44000 OTHER	\$	445	\$ 256	\$ 189	173.96%
Total Income	\$	445	\$ 256	\$ 189	173.96%
Gross Profit	\$	445	\$ 256	\$ 189	173.96%
Expenses					
Total Expenses				\$ -	

Net Operating Income	\$	445	\$	256	\$	189	173.96%
Net Income	\$	445	\$	256	\$	189	173.96%
TOTAL NET INCOME (LOSS) ALL FUNDS	\$	(47,235)		(353,141)		305,906	0

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

	Total		
	As of Sep 30, 2024	As of Sep 30, 2023 (PP)	Change
ASSETS			
Current Assets			
Bank Accounts			
10001 Petty Cash - Operating	100	100	0
10010 Petty Cash - Events	800	75	725
10022 Checking Account 0058	211,519	74,030	137,489
10024 Money Market 4220	201,349	202,094	-745
10029 Checking Account 3126	0	26,852	-26,852
10034 VIP - Investment Pool	0	0	0
25-0001 VIP 1-3 Year Bond Fund 0001	0	0	0
25-0002 VIP 1-3 Year Bond Fund 0002	0	0	0
25-5001 VIP NAV Liquidity Pool 5001	611,244	510,291	100,953
Total 10034 VIP - Investment Pool	\$ 611,244	\$ 510,291	\$ 100,953
10082 Mamie Davis Savings 4201	3,150	2,176	975
10083 Mamie Davis CD	100,000	100,000	0
Total Bank Accounts	\$ 1,128,163	\$ 915,618	\$ 212,544
Accounts Receivable			
10180 Accounts Receivable	181,667	382,518	-200,851
Total Accounts Receivable	\$ 181,667	\$ 382,518	-\$ 200,851
Other Current Assets			
10190 Real Estate Receivable	0	0	0
11000 Prepaid Expenses	0	0	0
14990 Undeposited Funds	11,701	1,660	10,041
Total Other Current Assets	\$ 11,701	\$ 1,660	\$ 10,041
Total Current Assets	\$ 1,321,530	\$ 1,299,797	\$ 21,733
TOTAL ASSETS	\$ 1,321,530	\$ 1,299,797	\$ 21,733
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 Accounts Payable	79,516	104,728	-25,213
Total Accounts Payable	\$ 79,516	\$ 104,728	-\$ 25,213
Credit Cards			
22000 Credit Cards			0.00
22010 ExxonMobil	1,453	0	1,453
22020 Home Depot	0	67	-67
22030 Lowe's Proservices	57	9,725	-9,668
22040 United Bank Credit Cards	7,410	6,621	789
Total 22000 Credit Cards	\$ 8,921	\$ 16,413	-\$ 7,492

Total Credit Cards	\$	8,921	\$	16,413	-\$	7,492
Other Current Liabilities						
20935 Performance Bond		1,188		1,188		0
20940 Unearned Craft Show Rev		950				950
20960 Unearned Other Revenue						0
20970 Unearned Rental		1,525		2,200		-675
20973 Unearned SLFRF Revenue		0		617,161		-617,161
Total 20960 Unearned Other Revenue	\$	1,525	\$	619,361	-\$	617,836
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	\$	11,600	\$	622,474	-\$	610,874
Total Current Liabilities	\$	100,036	\$	743,615	-\$	643,579
Total Liabilities	\$	100,036	\$	743,615	-\$	643,579
Equity						
30000 Nonspendable						0
30005 PrePaid Items		0		0		0
Total 30000 Nonspendable	\$	0	\$	0	\$	0
31000 Restricted						0.00
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						0.00
30010 Emergency Operating Fund		200,000		200,000		0
30020 Unrestricted		450,163		44,804		405,359
Total 31500 Unassigned	\$	650,163	\$	244,804	\$	405,359
32000 Retained Earnings		0		0		0
Net Income		-47,235		37,184		-84,419
Total Equity	\$	1,221,494	\$	556,182	\$	665,313
TOTAL LIABILITIES AND EQUITY	\$	1,321,530	\$	1,299,797	\$	21,733

Tuesday, Oct 29, 2024 09:05:10 AM GMT-7 - Accrual Basis

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

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
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 - MANDATORY THIRD PARTY INSPECTIONS FOR PUSH PIERS MANAGED BY CIB	Building	Issued	R - Alteration/Repair	10/10/2024	
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	
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	Finalized	C - Alteration/Repair	09/16/2024	10/03/2024
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	Finalized	R - Alteration/Repair	08/14/2024	10/09/2024
ELE2025-00710	1415 OCCOQUAN HEIGHTS CT	Installation of solar panels on existing residential roof. 7.31 kW. Addition of 2 0-30A circuits.	Electrical	Finalized	R - Alteration/Repair	08/14/2024	10/21/2024
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 -	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 - NO STRUCTURAL MODIFICATIONS - UTILIZING EXISTING HEADER	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	
ELE2025-01607	204 WEST LOCUST ST	Replacing an electrical panel	Electrical	Finalized	R -	09/27/2024	10/17/2024

Development Projects

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

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 10/14/2024

**Counts business days only.*

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

Total Number of Cases for : 0

Total Number of Addresses Affected:

Total Number of Violations Issued: 0

Total Number of Cases Closed : 0

Total Number Cases Closed with No Violation: 0

Total Number of Cases Still Open: 0

Total Number of Open Cases with Violations: 0

Average Number of Business Days Cases are Open This Town:

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

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

Total Business Days of Pending Activities for this Town:

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 10/14/2024

**Counts business days only.*

Total Number of Cases for All Towns Selected: 0

Summary by Case Status:

END OF REPORT

Town Attorney Report

To: Mayor and Council, Town of Occoquan
Thru: Adam Linn, Town Manager
From: Martin Crim, Town Attorney
Re: Report for November 2024 Council Meeting
Date: October 29, 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 October 7, 2024:

1. Assisted staff with tax collection.
2. Provided a draft ordinance for adding collection fees to unpaid debts.
3. Prepared an amendment to the Beer Garden lease.
4. Represented the Town in a sign ordinance enforcement matter.
5. Advised staff with regard to land use matters.
6. Advised staff regarding construction contract bid process.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

9. Regular Business	Meeting Date: November 6, 2024
9A: Request to Adopt Resolution of Appreciation for Bucky Brill	

Attachments: a. Draft Resolution - R-2024-11

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to adopt a resolution of appreciation for Maintenance Supervisor Bucky Brill.

Bucky Brill has spent 21 years working for the Town and will be leaving town employment in November 2024. A lunch appreciation will be held for him on November 22nd.

Staff Recommendation: Recommend approval of the attached resolution as presented.

Proposed/Suggested Motion:

"I move to adopt resolution R-2024-11 as presented."

OR

Other action Council deems appropriate.

TOWN OF OCCOQUAN, VIRGINIA
RESOLUTION

RESOLUTION OF APPRECIATION AND RECOGNITION TO
BUCKY BRILL ON THE OCCASION OF HIS DEPARTURE FROM
THE TOWN OF OCCOQUAN

WHEREAS, Bucky Brill has been an integral part of the Occoquan community for over two decades, dedicating his time and talents for the betterment of the community by working for the Town in multiple maintenance roles; and

WHEREAS, as Maintenance Supervisor, Mr. Brill took on the vital responsibility of ensuring the town remained a clean, safe, and welcoming place for all residents, overseeing routine maintenance tasks that kept our streets free of refuse, and ensuring that our town’s infrastructure remained in a state of good repair all while leveraging his extensive know-how and valuable connections to accomplish this in a cost-effective manner – demonstrating his commitment to both quality and fiscal responsibility; and

WHEREAS, throughout his career with the Town, Mr. Brill executed numerous special projects that enhanced the aesthetic and functional aspects of our community, including supporting Eagle Scout projects, building the kayak storage rack, and constructing the beloved River Mill Park LOVEwork and terraced flower beds; and

WHEREAS, Mr. Brill has been an invaluable support for countless Town events, dedicating his time and energy to enhance our community spirit and lending his expertise and hard work to over thirty craft shows – working evenings and weekends to ensure their success; and

WHEREAS, Mr. Brill’s passion, care, and good humor have earned him the respect and gratitude of residents, Town staff, and multiple Occoquan Town Councils; and

WHEREAS, after a remarkable 21 years of service to Occoquan, Mr. Brill will be leaving his position with the Town in November 2024, leaving behind a legacy of a community that is better for having had him; and

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

NOW, THEREFORE, BE IT RESOLVED, the Occoquan Town Council hereby wishes to express its profound and sincere appreciation to him for his decades of service to the Occoquan community and wishes him well in all his future endeavors.

Adopted by the Town Council of the Town of Occoquan, Virginia this 6th Day of
November, 2024.

MOTION:

DATE: November 6, 2024
Town Council Meeting

SECOND:

Votes

Ayes:
Nays:
Absent from Vote:
Absent from Meeting:

BY ORDER OF THE TOWN COUNCIL

Attested:

Earnest W. Porta, Jr., Mayor

Philip Auville, Town Clerk

DRAFT



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
 Agenda Communication

9. Regular Business	Meeting Date: November 6, 2024
9B: Request to Adopt Resolution Authorizing Town Manager to Receive Gifts on Behalf of the Town	

Attachments: a. Draft Resolution - R-2024-12

Submitted by: Adam C. Linn
 Town Manager

Explanation and Summary:

This is a request to adopt a resolution authorizing the Town Manager to accept gifts on behalf of the Town.

Background:

Virginia Code § 15.2-951 authorizes localities, for the purposes of exercising any of their powers and duties and performing any of their functions, to acquire by gift and/or bequest personal property, including any interest, right or estate therein. Currently, for someone to make a gift to the Town and it be accepted, the Town Council would have to vote on acceptance of each gift of personal property, no matter the value.

The Town Council can delegate the authority to accept gifts of personal property. The Town Manager per Town Code § 32.03 (E) has the authority to procure and execute all contracts, purchase orders, conveyances, and/or agreements of any description for amounts not greater than \$25,000, without approval of the Town Council, provided the procurement has been budgeted and appropriated.

In order to more efficiently accept gifts to the Town, staff is proposing that the Town Manager be authorized to accept gifts of personal property of a value not to exceed \$25,000 and report such gifts to the Town Council in the monthly administrative report.

Staff Recommendation: Recommend approval of the attached resolution as presented.

Proposed/Suggested Motion:

“I move to adopt resolution R-2024-12 as presented.”

OR

Other action Council deems appropriate.

**TOWN OF OCCOQUAN, VIRGINIA
RESOLUTION**

**RESOLUTION AUTHORIZING THE TOWN MANAGER TO ACCEPT GIFTS OF
PERSONAL PROPERTY ON BEHALF OF THE TOWN**

WHEREAS, Virginia Code § 15.2-951 authorizes localities, for the purposes of exercising any of their powers and duties and performing any of their functions, to acquire by gift and/or bequest personal property, including any interest, right or estate therein.

WHEREAS, Town Council with the intent to more efficiently accept gifts to the Town of personal property, desires to authorize the Town Manager to accept gifts of personal property not greater than \$25,000, without approval of the Town Council.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of Occoquan, Virginia, authorizes and endorses the Occoquan Town Manager to accept gifts of personal property not more than \$25,000 on behalf of the Town without approval of the Town Council; and

BE IT RESOLVED that upon acceptance of any such gifts of personal property, the Occoquan Town Manager is directed to report such gifts to the Town Council in the monthly administrative report.

Adopted by the Town Council of the Town of Occoquan, Virginia this 6th Day of November 2024.

MOTION:

**DATE: November 6, 2024
Town Council Meeting**

SECOND:

Votes

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

BY ORDER OF THE TOWN COUNCIL

Attested:

Earnest W. Porta, Jr., Mayor

Philip Auville, Town Clerk



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
 Agenda Communication

9. Regular Business	Meeting Date: November 6, 2024
9C: Request to Appoint Members to the Architectural Review Board	

Attachments: a. None

Submitted by: Adam C. Linn
 Town Manager

Explanation and Summary:

This is a request to appoint Jordan Sanders and Michele White to the Architectural Review Board, reappoint R. Lee Fitzgerald and Mary Craig as regular members, reappoint Jennifer Shown as an alternate, and extend the term of Brenda Seefeldt to run concurrent with the current Town Council term in order to align with the updated Town Code. These appointments will bring the membership of the Board to a total of nine members consisting of seven regular members and two alternates.

There are currently two vacancies on the Architectural Review Board (ARB), one business representative and one alternate member. Regular member Carol Bailey retired from the Board in January 2024 and business representative Merial Currer resigned from the Board on July 23rd, 2024. Town resident and business owner Michele White and business owner Jordan Sanders have submitted applications to serve on the ARB. R. Lee Fitzgerald and Mary Craig have agreed to fill roles as regular members on the Board in light of Carol Bailey’s retirement and Jennifer Shown’s request to be reappointed as an alternate.

If appointed, Michele White and Jordan Sanders would fill the unexpired terms of Carol Bailey and Merial Currer. All appointments and reappointments will include an extension of one year to make the terms concurrent with the Town Council term per Town Code § 33.47, as updated in September 2023. Currently, all the terms mentioned expire on December 31, 2025.

Background

The ARB is described in Sections 33.45 – 33.50 of the Town Code. The Board shall consist of nine members, appointed by the Town Council, of whom seven shall be appointed as regular members and two as alternate members to vote in the absence of any regular member. One regular member shall be a member of the Town Council, one regular member shall be a member of the Planning Commission, and one regular member may be a business owner in the town designated as the business representative. All members must be residents of the town, except the business representative. Each member shall be appointed to hold office for a four-year term running concurrent to the term of office of the Town Council, except that terms of the Council member and Planning Commission member shall correspond to their official tenure in office.

Staff Recommendation: Recommend reappointment and extension of R. Lee Fitzgerald and Mary Craig as regular members, reappointment and extension of Jennifer Shown as an alternate,

and the extension of Brenda Seefeldt's term. Recommend appointment and extension of Michele White as alternate and Jordan Sanders as business representative.

Proposed/Suggested Motion:

"I move to reappoint R. Lee Fitzgerald and Mary Craig as regular members on the Architectural Review Board effective immediately and extend their current terms by one year, for a term ending December 31, 2026."

"I further move to reappoint Jennifer Shown as an alternate member on the Architectural Review Board effective immediately and extend her current term by one year, for a term ending December 31, 2026."

"I further move to extend the term of Brenda Seefeldt on the Architectural Review Board by one year effective immediately, for a term ending December 31, 2026."

"I further move to appoint Michele White as an alternate member on the Architectural Review Board to fill the currently unexpired term with an extension of one year effective immediately, for a term ending December 31, 2026."

"I further move to appoint Jordan Sanders as the business representative on the Architectural Review Board to fill the currently unexpired term with an extension of one year effective immediately, for a term ending December 31, 2026."

OR

Other action Council deems appropriate.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
 Agenda Communication

10. Discussion Items	Meeting Date: November 6, 2024
10A: Riverwalk Extension Project Discussion	

Attachments: a. Proposal from Legacy Engineering

Submitted by: Adam C. Linn
 Town Manager

Explanation and Summary:

This is a discussion item to discuss recent updates from VDOT on the Riverwalk Extension Project’s Transportation Alternatives Program (TAP) eligibility and review the proposal from the Town Engineer, Legacy Engineering, to complete preliminary engineering and design work for the Town’s planned extensions.

Legacy Engineering has provided a proposal to provide various survey, geotechnical, and design services in the preparation of a site plan for the Riverwalk Extensions Project, with the goal of providing substantive documentation that will give the Town a competitive TAP grant application for construction of a Riverwalk.

Background

At the September 20, 2022, Town Council Meeting, the Town Council approved and authorized engaging The Berkley Group to create a Vision Plan for the Riverwalk Expansion and Riverwalk Overlook Extension projects using SLFRF funds. The Riverwalk Vision Plan project included a review of existing conditions, seeking community input and feedback, and development of diagrammatic renderings of the Riverwalk projects. The Berkley Group provided its final Vision Plan Report to the Town in September 2023.

On November 8, 2023, Town Council authorized the Mayor to appoint and chair a Riverwalk Expansion Special Committee to plan the expansion of the Town’s Riverwalk. After five months of meetings and work on the matter, the Committee submitted its report on May 8th, 2024.

The Committee unanimously recommended and the Town Council appropriated \$110,000 to the FY2025 Capital Improvements Program (CIP) to fund preliminary engineering and design work on the Riverwalk Extensions project, including (1) a Boundary Survey, (2) a Topographical Survey, (3) a Geotechnical Evaluation with barge, (4) Civil Design, (5) Architectural Design, and (6) contingency (40%) as reimbursement ineligible pre-application tasks ahead of a Transportation Alternative

Program grant application in Spring (pre-application deadline) and Fall (application deadline) 2025.

Staff Request: Staff is requesting guidance from Town Council on which preliminary engineering and design items to pursue as well as timing.



DRAFT

October 10, 2024

Occoquan Riverwalk – Design Fee Estimates

GPIN	Address	Owner	Acres
8393-74-2219	125 Mill Street	Riverwalk at Occoquan, Inc	0.6332
8393-74-1631	201 Mill Street	3304, LLC	0.303
8393-74-1235	203 Mill Street	3304, LLC?	
8393-74-0939	205 Mill Street	Town of Occoquan Maimie Davis	0.204
8393-64-9854	240 Gaslight Landing Ct	Unit Owners Gaslight Landing Condo	1.475
8393-64-8767	301 Mill Street	301 Mill St, LLC	0.1056
8393-64-8171	305 Mill Street	Fish Market Square, Inc	0.1711
8393-64-7773	307 Mill Street	Mark Herndon	0.1413
8393-64-757	307 Mill Street	Mark Herndon	0.081
8393-64-7477	309 Mill Street	Ballywhack, Inc.	0.125
8393-64-6979	311 Mill Street	Three Eleven Mill Street, LLC	0.1928
8393-64-6382	313 Mill Street	Andrew & Claudia Lynn	0.2696
8393-64-6086	315 Mill Street	Andrew & Claudia Lynn?	
	Route 123	Commonwealth of Virginia	
8393-64-5688	401 Mill Street	Mill at Occoquan, LLC	0.2017
8393-64-5191	403 Mill Street	Mill at Occoquan, LLC	0.0936
8393-64-4995	405 Mill Street	Mill at Occoquan, LLC	0.303
8393-65-4100	407 Mill Street	Mill at Occoquan, LLC	0.2456
8393-65-3507	411 Mill Street	Mid-Atlantic Real Estate Investment	0.184

We are pleased to offer this estimate for planning, geotechnical, and surveying services for the above-referenced properties. We understand the Town of Occoquan proposes to prepare and submit a site plan for a boardwalk along the Occoquan River of approximately 550 feet in length and tying to existing or proposed boardwalks. This proposal will be to provide various services to prepare a schematic plan for this project that will include preparation of documents necessary for future accurate design.

Parcels above shaded blue have existing or already-committed boardwalks and are not included in these estimates (including The Mill at Occoquan).

If available, the Client shall provide the following electronic drawing files compatible with AutoCAD 2020; architectural drawings of the prototypical building; a boundary survey; a topographic survey; any applicable sketches, renderings or exhibits; zoning drawings; preliminary plans; associated construction plans and record plats. Additionally, we will need copies of any

proffers, covenants and/or binding agreements; wetland delineations and/or permits; geotechnical or soils reports and/or studies; survey coordinate information on any established property corners and monumentation or control stations associated with the property, as well as a copy of a recent title report.

We propose to perform the following services:

Base Contract			
Item	Description	Fee Basis	Fee
Surveys/Plats			
129	Boundary Survey (8 lots at \$2,500 each)	Lump Sum	\$20,000.00
335	Topographic Survey – field run	Lump Sum	\$6,000.00
330	Geo Boring Stakeout (up to 10 boreholes)	Lump Sum	\$2,250.00
Planning			
309	Schematic Plan	Per Schematic	\$3,500.00
Geotechnical Services			
487	Geotechnical Investigation	Hourly Estimate	\$6,000.00
487	Geotechnical Investigation with Barge	Hourly Estimate	\$16,000.00
Miscellaneous Services			
215	Meetings, Conferences, General Consulting	Hourly Estimate	\$7,500.00

ENVIRONMENTAL GEOTECHNICAL SOILS TRAFFIC and ARCHITECTURE

Legacy will work with the client and the various consulting firms to address issues as they may arise. Additional tasks may result from those consultations.

Base Contract

SURVEYS/PLATS

Boundary Survey (item 129)

We shall perform a boundary survey for the above-referenced properties, in accordance with standards of the Virginia APELSCIDLA Regulations. It is estimated the property to be surveyed consists of approximately (enter number of acres) acres. We shall perform all field work required to locate the boundary lines and shall prepare a boundary Survey Plat. For an added fee, we can review a copy of the title report, if provided prior to completion of this task, and incorporate the information contained therein with our field activities. Rights-of-way, easements, or encumbrances delineated in the title report, if locatable, will be shown on our final plat.

We shall establish benchmarks and/or control points of known horizontal location and vertical elevation at various points on the site (to be determined by Legacy Engineering, P.C.), as required to facilitate survey tasks for this project. Horizontal control will be based on North American

Datum of 1983 (NAD 83) and the vertical control will be based on North American Vertical Datum of 1988 (NAVD 88) as a prerequisite to the Boundary Survey and Topographic Survey.

Topographic Survey – Field Run (item 331)

We shall perform a field run survey resulting in two-foot (2') contour interval topography. It is our estimate ±2 acres will be surveyed, including a small overlap around the periphery of the project. Physical features within the limits of the survey will be identified including selected critical spot elevations, the location and elevation of the existing edge of pavement and ditch line along interior and immediately adjacent roadways, location and elevation of existing utilities and storm drainage structures in the proximity of the project limits, particularly those for which tie-ins are proposed. This topographic survey will be of a level of accuracy suitable for engineering design. Any field topography required beyond the overlap, or which may be required for detailed design purposes (i.e., more accurate or detailed), will be contracted separately as an addendum to this proposal. We reserve the right to use drone/aerial technology to obtain the topographic information at our sole discretion, maintaining the same design tolerances which would be achieved with field-run survey methods.

Test Pit / Boring Stakeout (item 330)

A field crew will stakeout the proposed locations of soil test pits/borings as shown on a plan provided by your geotechnical consultant. We shall provide a cutsheet or sketch of the locations upon request.

PLANNING

Schematic Plan (item 309)

We shall prepare schematic plan(s) for the above-referenced property which will depict a riverwalk along the Occoquan River. The layout proposed on this plan will be prepared in consideration of the existing zoning classification, B-1. Base information outlined above will be provided by the Client or, otherwise, we shall utilize information of record. We shall show the building(s), parking, major utility services, and stormwater management facilities in relation to the existing boundary, topography, approximate limits of floodplain, wetlands, Waters of the U.S., Chesapeake Bay Preservation Areas (if applicable) and required buffers. This plan will be used for internal planning purposes to identify opportunities and constraints inherent to this property and may be used as the basis for other drawings associated with the development of this property.

GEOTECHNICAL SERVICES

Geotechnical Investigation (item 487)

Every attempt will be made to obtain the needed soil borings from the shoreline, using drilling mats. However, depending on the final location of the launch, a barge-mounted drill rig may be required. The optional fee includes the rental of the barge-mounted drill rig, which is above the normal land-based drilling rigs.

Our integrated services will include drilling of soil borings by drill crews under our direct supervision, laboratory testing of representative soil samples for pertinent engineering properties, and preparation of an engineering report. The engineering report will include the following items:

- A. Information on site conditions including surface drainage and groundwater.
- B. Description of the field exploration and laboratory tests performed.
- C. Final logs of the soil borings and records of the field exploration in accordance with the standard practice of geotechnical engineers. A site location plan will be included, and the results of the laboratory tests will be plotted on the boring logs or included on a separate test report sheet.
- D. Foundation design parameters and recommendations for allowable soil bearing pressure for conventional spread footing foundations and estimated total and differential settlements. This will be based on design parameters provided by your architect and structural engineer. Design parameters will also address Shrink-swell and acidic soils.
- E. Evaluation of the on-site soil characteristics encountered in the soil borings. Specifically, we will discuss the suitability of the on-site materials for support of building foundations, slabs on grade, and pavements. We will also include compaction requirements and suitable material guidelines.
- F. Provide seismic site classification.
- G. Measurement of the topsoil thickness at each boring location and notation of this information on the auger logs and in the text of the report.
- H. Preliminary recommendations for asphalt pavement design based on anticipated traffic loading and estimated CBR values based on experience with the soil types present at the site.
- I. Recommendations for design and construction of the SWM facility.
- J. As requested, we will provide additional consultation and engineering analysis for you on other problems related to performance of the structure and subsurface conditions at the unit rates outlined in this proposal.

MISS Utility

We will contact MISS Utility to locate underground utilities at the site. However, our experience indicates that MISS Utility will normally not locate private utilities. We will coordinate our test boring locations in order to avoid any underground utilities indicated by the MISS Utility locating system. Please note that we cannot be responsible for any private underground utilities that are not indicated to us in advance. If required, we can provide the owner with a private utility line locator at an additional cost.

MISCELLANEOUS SERVICES

Meetings, Conferences and General Consulting (item 215)

This task includes communication and coordination efforts associated with meetings, conferences, plan and plat submission and/or processing, teleconferences and communications, and general consulting. Such coordination efforts might include, but not necessarily limited to, addressing second submission and subsequent comments, contacts with the Client, various governmental officials, contractors, builders, consultants, architects, geotechnical engineers, transportation engineers, and wetland/environmental consultants. Submission coordination will include compiling documents, plans, review fees, etc. and coordinating with public review agencies.