



TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

314 Mill Street
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Occoquan, VA 22125
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Occoquan Town Council Town Council Meeting February 18, 2025 | 7:00 p.m.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Consent Agenda**
 - a. Request to Approve February 4, 2025, Town Council Meeting Minutes - pg. 2
 - b. Request to Set Joint Meeting with the Planning Commission on its Annual Report - pg. 8
4. **Discussion Items**
 - a. 2025 Landscaping Plan - pg. 11
 - b. Budget Work Session #1 - Strategic Framework/eSummon/Mamie Davis - pg. 26
5. **Closed Session**
6. **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

3. Consent Agenda	Meeting Date: February 18, 2025
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 February 4, 2025, Town Council Meeting Minutes
- b. Request to Set Joint Meeting with the Planning Commission on its Annual Report

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, February 4, 2025
7:00 p.m.

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

Absent: None

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

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Mayor Porta asked for unanimous consent to add to the agenda a request to adopt a proclamation to proclaim the week of February 9th through 15th, 2025, as Future Business Leaders of America (FBLA) Week. There being no objection the item was added to the agenda.

Vice Mayor Loges moved to adopt the Proclamation as presented. Councilmember Fithian seconded. Motion passed unanimously by roll call vote.

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

Nays: None

3. CITIZENS' TIME

No one spoke during citizens' time.

4. CONSENT AGENDA

a. Request to Accept January 21, 2025, Town Council Meeting Minutes

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

5. MAYOR'S REPORT

Mayor Porta reported the following:

- On January 27th, he attended the State of the County Forum hosted by the County Board of Supervisors Chair Deshundra Jefferson.
- On January 31st, he met with the 7th District's new Congressman, Eugene Vindman, and

accompanied him on a brief tour of the town.

- On February 3rd, he met with the Town Manager and the head of the County's Historical Preservation Division regarding the placement of a Road to Revolution Historical Marker for the 250th Anniversary of the American Revolution Commemoration.

Mayor Porta noted that two bills that the town expressed opposition to that were introduced by a Democratic State Senator representing parts of Henrico County, were defeated in committee on a vote. These were SB839 which would have allowed by-right multifamily developments in areas zoned for commercial use, and SB975 which would require localities to increase their housing stock.

6. COUNCILMEMBER REPORTS

There were no Councilmember Reports.

7. BOARDS AND COMMISSIONS

Architectural Review Board (ARB) Chair Seefeldt reported that the ARB met on January 28th and the board reviewed and approved one exterior elevation application. As required by code, the ARB also held its annual election of officers as Ms. Seefeldt was reelected to the chair position.

Councilmember Perkins reported that the Planning Commission met on January 28th and focused on their annual report and expect to have it finalized for Council at their March meeting.

8. ADMINISTRATIVE REPORTS

Mayor Porta asked for unanimous consent to move up on the agenda the Town Treasurers' Report. There being no objection the item was moved up on the agenda.

a. Town Treasurers' Report

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

Mayor Porta noted that expenses are tracking with what would be expected mid-year. He did note that some costs are paid upfront like insurance so those line items would be higher.

Mayor Porta asked if the booth rentals revenue is below budget for the craft shows because we are still receiving booth payments for Riverfest.

Ms. Little replied that is correct.

Vice Mayor Loges asked about the Mill Street Draft Garden lease if they are on track for with expectations regarding rent payments.

Mr. Linn replied that prior to their winter closing they looked to be on track to make the meals tax credit target. He also noted that the owner of the beer garden has requested permission to move some landscaping so that they could move the entrance to the sidewalk from what is now a parking space. They hope to open earlier than last year.

Vice Mayor Loges asked about the amount of funds in the Town's checking account and expressed concerns about it being over the FDIC limits.

Mr. Linn noted that transfers are made to the Town's investment fund with the Virginia Investment Pool as needed. Mr. Linn advised that staff have to manually transfer funds. He also advised that

staff would look at the policy and advise Council. Mayor Porta noted that the Council does not expect staff to seek Council approval to move excess balances into the appropriate investment or treasury vehicle. Staff should do so at their discretion.

Ms. Rupani answered brief questions on the budget sheet.

b. Administrative Report

Mr. Linn noted that prior to the meeting, a county representative had contacted staff and indicated that they are currently seeking funding to add the glass recycling container to a nearby location. This is different than what staff was told last year, when they were informed by the county that such a container would be placed in a local commuter lot by last summer.

Mayor Porta noted for clarification that the Mill at Occoquan has received a demolition permit to remove the steel structures but not for the buildings themselves. To be able to remove the steel the developer doesn't need to have the demolition permit for the buildings at the same time, but he cannot adversely affect the buildings when he removes the steel.

Mayor Porta complimented staff on having the storm drains cleared before storm events.

Mayor Porta also noted that he spoke with Supervisor Boddye about the Town's desire for the County to purchase the Tanyard Hill property from the town for park space. He also made sure he conveyed that Town Police would assist with patrols in the area of the park as part of their normal patrol patterns.

Councilmember Daubresse asked when we should expect implementation of the storm water grant.

Mr. Linn replied that last week staff had a meeting with the program manager at EPA and are hopeful that by the end of this fiscal year or the beginning of the next fiscal year the improvements to the storm water system will begin.

c. Town Attorney's Report

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

Mr. Crim noted that one of the bills that town opposed -- HB2641 to increase locality housing stock and create a Housing Approval Board -- was amended and passed the House.

Mr. Crim also noted that there are two bills in the House Finance Committee, one of which would cap meals taxes and the other that would allow taxation on vapes.

9. REGULAR BUSINESS

a. Request to Adopt Ordinance to Amend Title IX of the Town Code

Vice Mayor Loges moved to adopt the ordinance 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

b. Request to Set Public Hearing on Adoption of Cigarette Sales Tax Ordinance

Mr. Linn noted that staff was proposing the public hearing to be held with the rest of the taxes for FY2026 on May 20th.

Mr. Linn also noted that he has confirmed that cigars are not taxable under the code section.

Vice Mayor Loges moved to set a public hearing date of May 20, 2025, on the adoption of a tax on the sale of cigarettes. Councilmember Fithian seconded. Motion passed unanimously by roll call vote.

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

Nays: None

Vice Mayor Loges noted that currently no businesses in town are selling cigarettes and there are no current plans for any businesses to sell cigarettes. This is preemptive action by the Town and for the town to be a member of the Northern Virginia Cigarette Tax Board (NVCTB).

c. Request to Adopt Resolution Referring Zoning Text Amendment on Certain Short-term Recurring Zoning Offenses to Planning Commission

Mayor Porta noted that both the Planning Commission and Town Council would need a public hearing on this and that to save time and money it would most likely be a joint public hearing.

Councilmember Perkins moved to adopt the Resolution to refer amendments to the Planning Commission for its recommendation after public hearing. Vice Mayor Loges seconded. Motion passed unanimously by roll call vote.

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

Nays: None

10. DISCUSSION ITEMS

Mayor Porta asked for unanimous to move up on the agenda the FY2026 Budget Schedule and Strategic Framework Discussion. There being no objection the item was moved up on the agenda.

a. FY2026 Budget Schedule and Strategic Framework Discussion

Mr. Linn presented the proposed FY2026 Budget Schedule.

Due to conflicts with planned absences at the planned April 1st Council Meeting, the Town Council Budget Work Session #3 needed to be rescheduled. Mr. Linn advised he would come back to council with an updated schedule.

Mr. Linn provided a printout to Council on the Strategic Framework.

Mayor Porta recommended that Councilmembers review the printout and then review the Strategic Framework at their next meeting.

b. 2025 Town Events Calendar Discussion

Ms. Little provided a list of the events calendar for the 2025 year.

Ms. Little discussed and answered brief questions on the events calendar. Then she

discussed the winter holiday events to include bringing back the Holiday Artisan Market with a plan to have it encompass Union Street and Commerce Street in the center of town. The Holiday Artisan Market would have the shuttle drop off site at Mamie Davis Park and pick up on Ellicott Street to help visitors to walk through town. There would also be a fire light event on the Saturday night along with a shop late. The fire light event would be similar to the prior Tree Lighting fire light and would be located on Commerce Street just east of Union Street. The Tree Lighting event would focus more on the shopping late aspect and have the fire pits relocated to both ends of town in order to create more movement of visitors/shoppers. The fire pits would be located in the cul-de-sac on Mill Street and the other at in the Town parking lot near Urban Posh to provide places for temporary enjoyment of the fire light. Staff indicated it was planning on seeking vendors or Visit Occoquan to sponsor the fire light part of the event. Significant discussion followed.

Councilmember Perkins moved to endorse staff's plan on the events for calendar year 2025. Vice Mayor Loges seconded. Motion passed unanimously by voice vote.

11. ADJOURNMENT

The meeting was adjourned at 8:46 p.m.

Philip Auville, Town Clerk



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

3. Consent Agenda	Meeting Date: February 18, 2025
3B: Request to Set Joint Meeting with the Planning Commission on its Annual Report	

Attachments: a. 2024 Planning Commission Annual Report

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to set a joint meeting with the Planning Commission to review its Annual Report.

Background:

Per § 33.07 (D) of the Town Code, it is the duty of the Planning Commission to make an annual report and recommendations to the Town Council, "concerning the operation of the Commission and the status of planning within its jurisdiction." Per Code, the final version of the report is due before the Town's budget sessions at a joint meeting to be set by the Town Council.

Staff Recommendation: Set meeting date.

Proposed/Suggested Motion:

"I move to set a joint meeting on April 15, 2025 to review the Planning Commission's 2024 Annual Report."

OR

Other action Council deems appropriate.



TOWN OF OCCOQUAN

Planning Commission

2024 Annual Report

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Meet the Planning Commission

The Planning Commission is a board of town residents appointed by the Town Council to advise the Council in all planning and land use matters; to review and make recommendations regarding the Comprehensive Plan, subdivision and zoning ordinances, and other land use regulations; and to conduct public hearings related to planning matters in the town. Article 33.00 of the Town Code addresses the duties and bylaws of the Planning Commission.

Eliot Perkins	Chairman	Appointment: 5/2/2017 - 12/31/2026
Ralph Newell	Vice Chair	Appointment: 9/7/2021 - 8/31/2025
Don Wood	Secretary	Appointment: 5/17/2022 - 4/30/2026
Ann Kisling	Commissioner	Appointment: 8/4/2020 - 12/31/2026
Darryl Hawkins	ARB Representative	Appointment: 3/5/2019 - 12/31/2026
Robert Love	Commissioner	Appointment: 3/7/2023 - 12/31/2026

The Commission would like to specifically recognize former Commissioner Ryan Somma for his years of service to the Commission. After almost seven years as Secretary, Mr. Somma resigned from the Commission in April 2024.

Meeting Dates and Time

The Occoquan Planning Commission meets at 6:30 p.m. on the fourth Tuesday of each month at the Occoquan Town Hall when it has business to conduct. Notices of meetings are posed in advance at the Occoquan Town Hall and the Occoquan Post Office. To reach the Planning commission, contact the Deputy Town Manager by telephone at (703) 491-1918, or at planning@occoquanva.gov.

Zoning Density Review

At the request of Town Council, the Planning Commission worked on a review of three key density-related zoning items with Town staff from February through July 2024. The Commission researched and discussed the following:

- Evaluating the extent to which it believes it appropriate to alter the Town's comprehensive plan and zoning to allow increased density in specific areas,
- Considering whether the parcel immediately east of the Route 123 bridge currently zoned R-1, should be considered for business zoning, and
- Reviewing the restrictions on accessory dwellings and determining whether or not adjustments were warranted.

After an extensive review process the Planning Commission made its recommendations to Town Council, proposing to address potential changes in density via the 2026 Comprehensive Plan update and to amend the Town Code to address accessory dwellings and accessory buildings. This culminated with a joint public hearing on and recommendation of O-2024-03, an ordinance relating to accessory dwellings and accessory buildings that accomplished the following:

- Added a definition to section 157.008 for an accessory dwelling;
- Added a section numbered 157.015 relating to accessory buildings; and
- Amended sections 157.010, 157.015, 157.041, 157.047, 157.061, 157.067, 157.081, 157.087, 157.101, 157.107, 157.121, and 157.124, covering the zoning districts, generally relating to regulations on accessory buildings and accessory dwellings.

The accessory dwelling ordinance was adopted by Town Council on September 17, 2024.

Strategic Planning Recommendations

Throughout 2023 and 2024, the Planning Commission has been working on a strategic planning report to determine the thematic areas and action items of importance that it believes should be priorities for the Town. In April 2024, the Planning Commission submitted its report to the Town Council for feedback on its recommendations. After receiving feedback from the Town Council, the Planning Commission has worked for the remainder of the year on revising the report to address Town Council's questions. The revised recommendations will be submitted to the Town Council along with this report.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

4. Discussion Items	Meeting Date: February 18, 2025
4A: 2025 Landscaping Plan	

Attachments: a. 2025 Landscaping Plan PPT

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a discussion item to review the 2025 Landscaping Plan. The Deputy Town Manager will present the attached report and answer questions from the Town Council.

This item covers a request by a council member.

The Town is currently preparing an RFP for landscaping services. As such, the plan is subject to change based on feedback from the new contractor.

Staff Request: Provide feedback on the plan.



2025 Landscaping Improvements Plan

OCCOQUAN TOWN COUNCIL

FEBRUARY 18, 2025

Overview

1. Plan Goals
2. Why Native?
3. Key Locations
4. Supplementary Actions
5. Questions



Plan Goals

1. Beautify Public Areas
 - Focusing on height variation, multiple colors, and seasonality
2. Improve Quality of Living
3. Increase Native Perennials
4. Make Sustainable, Low Maintenance Improvements



Why Native?

Definition: Native plants are species that have evolved in a region, adapted to its climate and ecosystems. Plants native to Occoquan include Virginia plants from the Coastal and Piedmont regions.

- 1. Water Conservation:** Native plants require significantly less water, making them ideal for sustainable landscaping.
- 2. Wildlife Support:** They attract and support local wildlife, providing essential habitats for birds and insects.
- 3. Reduced Chemical Use:** Native plants reduce the need for pesticides and fertilizers, promoting a healthier environment.



Key Locations

AREAS TARGETED AS MOST IN NEED FOR IMPROVEMENTS



Old Bridge and Tanyard Hill Entrance



Existing Improvements:

- New signage

Proposed Improvements:

- Triangular mulch bed
- Medium ornamental stones
- New perennial plantings in mulched areas
 - Wild geranium
 - Muhly grass
 - Other native plants as appropriate



Washington and East Locust Bed

Existing Improvements:

- Liriope

Proposed Improvements:

- Native perennials to maintain slope
 - Creeping phlox
 - Little bluestem
 - Wild hydrangeas
 - Asters
- Other native plants as appropriate



123 and Commerce Entrance

Existing Improvements:

- Planter boxes
- New signage
- Mural
- Painted traffic box
- Black eyed susans

Proposed Improvements:

- Annuals in boxes with existing black eyed susans



Washington and Commerce Beds



Existing Improvements:

- Two dogwood trees
- Various bushes
- Knockout roses
- Muhly grasses
- Blue false indigo bushes

Proposed Improvements:

- Consistent native annual plantings
 - Vervains
 - Asters
- Consistent pruning



200 Block Washington St Bed



Existing Improvements:

- Serviceberry
- Bench and paved area
- Arch and bushes

Proposed Improvements:

- New perennial plantings in mulched areas
 - Little bluestems
 - Asters
 - Orange butterfly weed
 - Zagreb coreopsis



Mill Street Shed



Existing Improvements:

- Knockout roses
- Rudbeckia
- Various shrubs

Proposed Improvements:

- Consistent pruning of existing plants
- Clean up perennials in front of shed
- Install pavers in back
- Replace window coverings
- Replace door
- Install mural on building
- Install bench and planter at EV chargers



Town Hall

Existing Improvements:

- Various bushes
- Liriope
- Holly tree
- Christmas tree
- Benches
- Deciduous tree

Proposed Improvements:

- Wild hydrangeas
- Goldenrod
- Consistent native annual plantings



Supplementary Actions

- 1. Consultation with DOF:** Planning spring consultation with DOF on addressing potential issue areas in town (i.e. Furnace Branch Park and Commerce Street shoulder)
- 2. Building Improvement Planning:** Looking at maintenance and public art projects, along with outside funding sources, for areas that will complement landscaping improvements (i.e. Mill Street Storage Shed)
- 3. Landscaping Services Request for Proposal (RFP):** Publishing RFP in late winter for new landscaping services contractor that will help implement and add to this plan



Questions?





TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

4. Discussion Items	Meeting Date: February 18, 2025
4B: FY2026 Budget Work Session #1	

- Attachments:**
- a. Updated FY2026 Budget Schedule
 - b. Power Point
 - c. FY2026 Proposed eSummons Fund Budget
 - d. FY2026 Proposed Mamie Davis Fund Budget

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a discussion item to review the Town Council’s Strategic Framework and begin the FY2026 budget process by reviewing the proposed FY2026 budgets for eSummons and Mamie Davis Funds.

Attached is the updated Budget Schedule as well as a PowerPoint slide deck and draft FY2026 budgets for restricted funds that will be used to guide the discussion.

Background

Prior to approving and publishing the Adopted Budget by June 30th of each year, Town Council has the opportunity to review the staff proposed budgets and make any updates or alterations that the Town Council discerns meet the strategic framework, comprehensive plan, and/or the needs of the Town.

At the April 18, 2023, Town Council Meeting, the Town Council codified their priorities in a strategic framework to coincide with their current election term. Staff provides status reports on the strategic framework in the monthly administrative report.

At the February 4, 2025, Town Council Meeting, the Town Council deferred the review of the strategic framework until the next meeting.

Staff Request: Staff is requesting feedback on the proposed budgets and direction on any changes ahead of the budget adoption in May. Any requested changes will be addressed at a later work session prior to the adoption of the budget.



TOWN OF OCCOQUAN

Fiscal Year 2026 Budget Schedule

ACTIVITY	DATE	TIME
Budget Staff Meeting - Budget Preparation and Task Setting	Friday, December 6, 2024	Completed
Deadline for Initial Department Budget Requests	Friday, January 24, 2025	Completed
Staff Budget Work Session Prep	Wednesday, February 12, 2025	Completed
Town Council Budget Work Session #1 (Strategic Framework / eSummons Fund / Maime Davis Fund)	Tuesday, February 18, 2025	7:00pm
Town Council Budget Work Session #2 (Event Fund / General Fund)	Tuesday, March 4, 2025	7:00pm
Staff Meeting - Budget Discussion	Wednesday, March 5, 2025	11:00am
Staff Budget Work Session Prep	Wednesday, March 12, 2025	10:00am
Town Council Budget Work Session #3 (Capital Improvement Program)	Tuesday, March 18, 2025	7:00pm
Staff Meeting - Budget Discussion	Wednesday, March 19, 2025	10:00am
Staff Meeting - Budget Discussion	Wednesday, April 3, 2025	10:00am
Town Council Budget Work Session #4 (Review of all FY2026 Budget)	Tuesday, April 15, 2025	7:00pm
Advertise for Budget Public Hearings	Advertising No Later than: April 25, 2025	Date to send to paper: Btw April 16-24, 2025
Advertise for Tax Rate Public Hearings	Advertising No Later than: May 2, 2025	Date to send to paper: Btw April 16-May 1, 2025
Proposed FY26 Budget Submitted to Council, Available to Public	Friday, May 2, 2025	COB
Public Hearing: Proposed FY26 Budget	Tuesday, May 6, 2025	7:00pm
Public Hearing: Proposed FY26 Tax Rates	Tuesday, May 20, 2025	7:00pm
Adoption of FY26 Tax Rates and Budget	Tuesday, May 20, 2025	7:00pm

Town Council Meetings/ Actions

Administrative Deadlines



FY2026 Budget

Strategic Framework Update/ eSummons / Mamie Davis

TOWN OF OCCOQUAN
FEBRUARY 18, 2025

FY2026 Budget Schedule

- ❑ February 18, 2025 – Budget Work Session #1 - Mamie Davis Fund / eSummons
- ❑ March 4, 2025 – Budget Work Session #2 – Events / General Fund
- ❑ March 18, 2025 – Budget Work Session #3 – CIP / Other
- ❑ April 15, 2025 – Budget Work Session #4 – Recap
- ❑ May 6, 2025 – Public Hearing on Proposed FY2026 Budget
- ❑ May 20, 2025 – Public Hearing on Proposed FY2026 Tax Rates
- ❑ May 20, 2025 – Adoption of FY2026 Tax Rates and Budget



Work Session #1

- Strategic Framework
- eSummons Fund
- Mamie Davis Fund



FY23-27 Strategic Framework

Capital Tiers

Tier 1

- Continue to Investigate Opportunities to Expand Public Parking Facilities
- Upgrading Stormwater Infrastructure
- Completing Riverwalk

Tier 2

- Developing/Promoting Town as a Trail Junction
- Promoting Connections with Regional Partners
- Improving Town Gateways
- Pursuing Energy Efficiency/Sustainability Enhancements

Tier 3

- Public Safety Projects
- Town Properties Improvements

Operating Tiers

Tier 1

- Personnel Recruitment, Retention, and Succession Planning
- Tourism-led Economic Development Programming
- Enhancing Revenue from Town Events Programming
- Enhancing Timed Parking Program Education and Enforcement

Tier 2

- Monitor Technology Improvements for Productivity Enhancement
- Business Support and Development Programming
- Development of Capital Asset Maintenance Program
- Development of a Business Recruitment Program



Strategic Framework

CAPITAL TIERS					
TIER 1	COMPLEX PRIORITIES - LONGER TIME FRAME AND HIGHER COST	Completed	In Progress	Not Obtained	Notes
	Continuing to Investigate Opportunities to Expand Public Parking Facilities			X	Not currently Viable
	<i>Researched Likely Parking Opportunities</i>	X			
	Upgrading Stormwater Infrastructure		X		
	<i>Flood Protection Study (CFPF Grant)</i>	X			
	<i>Sediment Removal and Stormwater Remediation</i>	X			
	<i>Stormwater Improvements (Community Project Funding -EPA grant)</i>		X		
	Completing Riverwalk		X		
	<i>Riverwalk Extension Project</i>		X		
	<i>Funding/Grant Submissions</i>		X		



Strategic Framework

CAPITAL TIERS					
TIER 2	LESS COMPLEX PRIORITIES - SHORTER TIME AND LOWER COST	Completed	In Progress	Not Obtained	Notes
	<i>Developing/Promoting Town as a Trail Junction</i>		X		
	<i>Promoting Connections with Regional Partners</i>		X		
	<i>PWCDOT Crosswalk Safety Project</i>		X		
	<i>Occoquan Greenway (VDOT TAP Grant Project)</i>		X		
	<i>Improving Town Gateways</i>		X		
	<i>Staff is Working with Landscaping</i>		X		
	<i>Pursuing Energy Efficiency/Sustainability Enhancements</i>		X		
	<i>EV Charging at Town Parking Lot</i>	X			
	<i>EV Charging (CFI Grant)</i>			X	<i>Grant not received.</i>
	<i>Glass Recycling</i>		X		



Strategic Framework

CAPITAL TIERS

TIER 3	CONTINUATION OF PRIORITY ITEMS	Completed	In Progress	Not Obtained	Notes
	Public Safety Projects		X		
	<i>Enhanced Timed Parking Program Education & Enforcement</i>		X		
	County CAD and RMS Integration		X		
	Improving Town Properties		X		
	River Mill Park Upgrades	X	X		
	River Road and Town Dumpster Storage		X		
	Street & informational Signs		X		



Strategic Framework

OPERATIONAL TIERS					
TIER 1	COMPLEX PRIORITIES - LONGER TIME FRAME AND HIGHER COST	Completed	In Progress	Not Obtained	Notes
	<i>Personnel Recruitment, Retention, and Succession Planning</i>		X		
	<i>Events Personnel</i>	x			
	<i>Maintenance Personnel</i>		x		
	<i>Volunteer Program</i>		x		
	<i>Retention Program - all staff</i>				
	<i>Tourism-led Economic Development Programming</i>		X		
	<i>Mobilizing Main Street Cohort Program</i>		x		
	<i>Enhancing Revenue from Town Events Programming</i>		X		
	<i>Replacement of Artisan Market and Concerts with Firelight Nights</i>		x		<i>Plan to add Holiday Artisan Market</i>
	<i>Murder Mystery Night</i>	x			



Strategic Framework

OPERATIONAL TIERS					
TIER 2	LESS COMPLEX PRIORITIES - SHORTER TIME AND LOWER COST	Completed	In Progress	Not Obtained	Notes
	Monitor Technology Improvements for Productivity Enhancement	X			
	Cloud-Based Intranet	x			
	Change over to new Network Systems Support	x			
	Upgrade Security Protocols and Procedures	x	x		
	Business Support and Development Programming		X		
	Continuance of Quarterly Business Meetings		x		
	Visit Occoquan Business Support		x		
	Development of Capital Asset Maintenance Program		X		
	Researching Maintenance Plans		x		
	Development of a Business Recruitment Program		X		
	Researching		x		



QUESTIONS



e-Summons Fund

PROPOSED FY2026 BUDGET



eSummons Fund

- In 2019, the Town adopted Ordinance O-2019-02 to assess a \$5 fee per traffic or criminal case (authorized by VA Code § 17.1-279-1)
- Purpose is to increase overall efficiency to the Judicial System by reducing backlog of data entry of summons and facilitating faster and more accurate resolutions to cases
- Assessments are a special fund that can only be used for the purchase, implementation, and maintenance of the eSummons Program



eSummons Fund

FY2026 PROPOSED BUDGET - e-SUMMONS FUND (Restricted)							
Revenue Sources	FY2024 Adopted	FY2024 Actual	FY2025 Adopted	FY2025 Projected	FY2026 Proposed	Increase/ Decrease (%) Over Budget	Increase/ Decrease (\$) Over Budget
E-Summons Revenue	\$ 11,500	\$ 17,244	\$ 15,250	\$ 14,116	\$ 14,500	-5%	\$ (750)
Total Proposed Revenue	\$ 11,500	\$ 17,244	\$ 15,250	\$ 14,116	\$ 14,500	-5%	\$ (750)
Expenses	FY2024 Adopted	FY2024 Actual	FY2025 Adopted	FY2025 Projected	FY2026 Proposed	Increase/ Decrease (%) Over Budget	Increase/ Decrease (\$) Over Budget
Hardware/Software Maintenance	\$ 4,300	\$ 3,825	\$ 5,600	\$ 5,754	\$ 8,500	52%	\$ 2,900
Operational Supplies	\$ 1,200	\$ 418	\$ 1,600	\$ 800	\$ 1,200	-25%	\$ (400)
Total Proposed Expenditures	\$ 5,500	\$ 4,242	\$ 7,200	\$ 6,554	\$ 9,700	35%	\$ 2,500
Total Fund Net	\$ 6,000	\$ 13,002	\$ 8,050	\$ 7,563	\$ 4,800	-40%	\$ (3,250)



eSummons Fund

e-Summons Fund Balance Estimate	
Fund Balance (6/30/2024)	\$ 49,124
Expense FY2025	6,554
Revenue FY2025	14,116
Fund Balance Estimate 6/30/2025	\$ 56,687
Expenses FY2026	9,700
Revenue FY2026	14,500
Fund Balance Estimate 6/30/2026	\$ 61,487



QUESTIONS



Mamie DAVIS PARK Fund

PROPOSED FY2026 BUDGET



Mamie Davis Park Fund

- Revenues generated from interest on a \$100,000 restricted endowment to the town
 - Estimated range from approximately \$250- 1,200 annually
- Rental revenues and utility expenses are included in the General Fund
- Approximately \$7,090 (as of 6/30/2024) was available in the account for use on expenses for Town Hall and Mamie Davis Park improvements



Mamie Davis Park Fund

FY2026 PROPOSED BUDGET - MAMIE DAVIS FUND (Restricted)								
	FY2024 Adopted	FY2024 Actual	FY2025 Adopted	FY2025 Projected	FY2026 Proposed	% to Projected	% to Budget	\$ to Budget
Fund Interest Revenue	\$ 256	\$ 450	\$ 256	\$ 1,194	\$ 840	-29.7%	228.1%	584
Total Proposed Revenue	\$ 256	\$ 450	\$ 256	\$ 1,194	\$ 840	-29.7%	228.1%	584
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ 3,200	0.0%	0.0%	\$ 3,200
Total Proposed Expenses	\$ -	\$ -	\$ -	\$ -	\$ 3,200	0.0%	0.0%	\$ 3,200
Total Fund Net								
	\$ 256	\$ 450	\$ 256	\$ 1,194	\$ (2,360)	-297.6%	-1021.9%	\$ (2,616)

Fund Balance (6/30/2024)	\$ 7,010
Capital Expense FY24	-
Revenue FY24	1,194
Fund Balance Estimate 6/30/2025	\$ 8,204
Capital Expenses FY2026	3,200
Revenue FY26	840
Fund Balance Estimate 6/30/2026	\$ 5,844



QUESTIONS



NEXT STEPS

- Work Session #2: March 4, 2025
 - Discuss General Fund and Events
- Work Session #3: March 18, 2025
 - Discuss Capital Improvement Program
- Work Session #4: April 15, 2025
 - Recap of All Funds
- Budget Available to Council/Public: May 6, 2025
- Public Hearing on Budget: May 6, 2025
- Public Hearing on Tax Rates: May 20, 2025
- Adoption of Budget and Tax Rates: May 20, 2025



FY2026 PROPOSED BUDGET - e-SUMMONS FUND (Restricted)

Revenue Sources	FY2024 Adopted	FY2024 Actual	FY2025 Adopted	FY2025 Projected	FY2026 Proposed	Increase/ Decrease (%) Over Budget	Increase/ Decrease (\$) Over Budget
E-Summons Revenue	\$ 11,500	\$ 17,244	\$ 15,250	\$ 14,116	\$ 14,500	-5%	\$ (750)
Total Proposed Revenue	\$ 11,500	\$ 17,244	\$ 15,250	\$ 14,116	\$ 14,500	-5%	\$ (750)
Expenses	FY2024 Adopted	FY2024 Actual	FY2025 Adopted	FY2025 Projected	FY2026 Proposed	Increase/ Decrease (%) Over Budget	Increase/ Decrease (\$) Over Budget
Hardware/Software Maintenance	\$ 4,300	\$ 3,825	\$ 5,600	\$ 5,754	\$ 8,500	52%	\$ 2,900
Operational Supplies	\$ 1,200	\$ 418	\$ 1,600	\$ 800	\$ 1,200	-25%	\$ (400)
Total Proposed Expenditures	\$ 5,500	\$ 4,242	\$ 7,200	\$ 6,554	\$ 9,700	35%	\$ 2,500
Total Fund Net	\$ 6,000	\$ 13,002	\$ 8,050	\$ 7,563	\$ 4,800	-40%	\$ (3,250)

e-Summons Fund Balance Estimate	
Fund Balance (6/30/2024)	\$ 49,124
Expense FY2025	6,554
Revenue FY2025	14,116
Fund Balance Estimate 6/30/2025	\$ 56,687
Expenses FY2026	9,700
Revenue FY2026	14,500
Fund Balance Estimate 6/30/2026	\$ 61,487

FY2026 PROPOSED BUDGET - MAMIE DAVIS FUND (Restricted)

	FY2024 Adopted	FY2024 Actual	FY2025 Adopted	FY2025 Projected	FY2026 Proposed	% to Projected	% to Budget	\$ to Budget
Fund Interest Revenue	\$ 256	\$ 450	\$ 256	\$ 1,194	\$ 840	-29.7%	228.1%	584
Total Proposed Revenue	\$ 256	\$ 450	\$ 256	\$ 1,194	\$ 840	-29.7%	228.1%	584
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ 3,200	0.0%	0.0%	\$ 3,200
Total Proposed Expenses	\$ -	\$ -	\$ -	\$ -	\$ 3,200	0.0%	0.0%	\$ 3,200
Total Fund Net								
	\$ 256	\$ 450	\$ 256	\$ 1,194	\$ (2,360)	-297.6%	-1021.9%	\$ (2,616)

Fund Balance Estimate Mamie Davis Fund	
Fund Balance (6/30/2024)	\$ 7,010
Capital Expense FY24	-
Revenue FY24	1,194
Fund Balance Estimate 6/30/2025	\$ 8,204
Capital Expenses FY2026	3,200
Revenue FY26	840
Fund Balance Estimate 6/30/2026	\$ 5,844