



# TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

314 Mill Street  
PO BOX 195  
Occoquan, VA 22125  
(703) 491-1918  
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## Occoquan Town Council

### Town Council Meeting

March 4, 2025 | 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 February 18, 2025, Town Council Meeting Minutes - pg. 2
  - b. Request to Set Joint Public Hearing on ZTA on Certain Short-term Recurring Zoning Offenses - pg. 6
5. **Mayor's Report**
6. **Councilmember Reports**
7. **Boards and Commissions**
8. **Administrative Reports**
  - a. Administrative Report - pg. 16
  - b. Town Treasurer's Report - pg. 38
  - c. Town Attorney's Report - pg. 50
9. **Regular Business**
  - a. Request to Adopt Ordinance O-2025-03 authorizing Town Manager to Issue Bonuses Within the FY2025 Budget Appropriations - pg. 51
10. **Discussion Items**
  - a. Revised Report on Planning Commission Planning Recommendations to Town Council - pg. 54
  - b. FY2026 Budget Work Session #2 - pg. 73
    - i. Events Fund
    - ii. General Fund
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](http://www.occoquanva.gov).



**TOWN OF OCCOQUAN**  
**TOWN COUNCIL MEETING**  
Agenda Communication

<b>4. Consent Agenda</b>	<b>Meeting Date:</b> March 4, 2025
Request to Approve Consent Agenda	

**Attachments:** See below

**Submitted by:** Adam C. Linn  
Town Manager

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**Explanation and Summary:**

This is a request to approve the consent agenda:

- a. Request to Approve February 18, 2025, Town Council Meeting Minutes
- b. Request to Set Joint Public Hearing on ZTA on Certain Short-term Recurring Zoning Offenses

**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 18, 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

**1. CALL TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE**

Mayor Porta noted that he had finished scanning the Town Council Minutes from the 1930's and he briefly read an excerpt from the Town Clerk from the August 11, 1938, minutes.

Mayor Porta also noted that he spoke with the developer of the Mill at Occoquan, Kevin Sills, regarding any construction progress. Mayor Porta mentioned that Mr. Sills indicated that the estimates for construction cost are now significantly more expensive than when the project was approved, as a result of the below grade parking and that Mr. Sills wondered if Council would be open to revisiting the possibility of adding an additional floor to the project. Discussion to revisit the possibility of adding additional floors was moved to the end of the agenda.

**3. CONSENT AGENDA**

The Request to Set a Joint Meeting with the Planning Commission on its Annual Report, was removed from the consent agenda for discussion. Councilmember Perkins moved to remove the item from the Consent Agenda. Councilmember Fithian seconded. Motion passed unanimously by voice vote.

**a. Request to Accept February 4, 2025, Town Council Meeting Minutes**

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

**4. DISCUSSION ITEMS**

**a. Request to Set Joint Meeting with the Planning Commission on its Annual Report**

Mr. Linn noted that per the Town Code the Planning Commission is supposed to provide a draft annual report to the Town Council at the latter's December meeting, with a final report due at a joint meeting with the Town Council before the Town Council budget work sessions (Sec. 33.07).

Mayor Porta noted that the joint meeting will need to be held before adoption of the budget and asked if the final report will be provided before the April joint meeting.

Mr. Perkins replied that the final report will be finalized at the Planning Commissions next meeting and distributed to the Council ahead of the joint meeting.

**Councilmember Perkins moved to set a joint meeting on April 15, 2025, to review the Planning Commission's 2024 Annual Report. Vice Mayor Loges seconded. Motion passed unanimously by voice vote.**

**b. 2025 Landscaping Plan**

Mr. Whitmoyer made a presentation on the 2025 Landscaping Plan. He highlighted the necessity of using native plants in accordance with the Town Code. The goals for landscaping in CY2025 are to enhance public spaces and ensure low-maintenance landscaping. He noted that an RFP had been released and any contract with a company will have clear timelines for plantings to ensure they align with town events.

Mr. Whitmoyer responded to brief questions from the Council on the landscaping plan.

**c. Budget Work Session #1 - Strategic Framework / eSummons / Mamie Davis**

Mr. Linn made a presentation and briefed the Town Council on updates to the Strategic Framework and the proposed budget covering the E-Summons Fund, and the Mamie Davis Fund. Mr. Linn responded to various questions from the Council.

Council moved to provide opinions on revisiting the additional floors on the Mill at Occoquan directly to the Mayor, who will provide Council's opinions regarding revisiting the possibility of adding additional floors to Mr. Sills.

**5. 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)(1), a personal matter involving: Discussion, consideration or interviews of prospective candidates for employment or appointment and assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with the Town Staff and proposed Public Works Maintenance Associate. Councilmember Perkins seconded. Motion passed unanimously by voice vote.**

**The Council went into closed session at 8:39 p.m.**

**The Council came out of closed session at 9:08 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

## 6. BUSINESS AFTER CLOSED SESSION

Mayor Porta asked for unanimous consent to add to the agenda two items regarding personnel. There being no objection, the items were added to the agenda.

**Vice Mayor Loges moved to authorize up to \$18,000 for the Town Manager to increase the compensation of Town Staff as he finds appropriate. Councilmember Fithian seconded. Motion passed by roll call vote.**

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

**Nays:** None

**Vice Mayor Loges moved to authorize the Town Manager to extend an offer and hire James Auville, who is the Town Manager's step-son and there by related to the Town Manager upon the condition that the Town Manager is not directly responsible for the supervision of James Auville and further that any concern or complaint regarding the family relationship between the Town Manager and their related employee would go directly to the Mayor for review. Councilmember Fithian seconded. Motion passed by roll call vote.**

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

**Nays:** None

## 7. ADJOURNMENT

The meeting was adjourned at 9:12 p.m.

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Philip Auville, Town Clerk



**TOWN OF OCCOQUAN**  
**TOWN COUNCIL MEETING**  
 Agenda Communication

<b>4. Consent Agenda</b>	<b>Meeting Date:</b> March 4, 2025
<b>4B:</b> Request to Set Joint Public Hearing on ZTA on Certain Short-term Recurring Zoning Offenses	

**Attachments:** a. Resolution R-2025-04  
 b. Draft Ordinance

**Submitted by:** Adam C. Linn  
 Town Manager

**Explanation and Summary:**

This is a request to set a joint public hearing date on a zoning text amendment on shortening the appeal period for certain short-term recurring zoning offenses. The draft ordinance is attached.

The objective of the amendments is to provide for more efficient and timely enforcement of certain zoning offenses that occur for non-permanent, short durations of time. These include offenses related to temporary sign permits, temporary trailers for sales, temporary seasonal displays, and home occupation certificate regulations restricting commercial vehicle parking.

**Background**

Per § 15.2-2286(A)(4) of the Code of Virginia, the Town Council may shorten the appeal period for certain recurring violations. Currently, the § 33.20 of the Town Code sets a 30-day appeal period for all zoning violations.

At the February 4, 2025 meeting, the Town Council referred the draft ordinance to the Planning Commission for its review and recommendation.

At the February 25, 2025 meeting, the Planning Commission considered the draft ordinance and motioned to request that the Town Council set a joint public hearing on April 15, 2025 so that it may make its recommendation on the zoning text amendment. A joint meeting with the Planning Commission to review its annual report is already scheduled for April 15, 2025.

**Staff Recommendation:** Recommend setting a joint public hearing date of April 15, 2025.

**Cost and Financing:** N/A

**Account Number:** N/A

**Proposed/Suggested Motion:**

“I move to set a joint public hearing date of April 15, 2025 on the attached draft zoning text amendment.”

OR

Other action Council deems appropriate.

**TOWN OF OCCOQUAN, VIRGINIA  
RESOLUTION**

**INITIATION OF ZONING TEXT AMENDMENTS FOR REVISIONS TO SECTION  
33.20, BOARD OF ZONING APPEALS, AND SECTION 157.014, TEMPORARY  
TRAILER FOR SALES AND CONSTRUCTION OFFICE DURING  
CONSTRUCTION, OF THE TOWN CODE TO PROVIDE FOR A SHORTENED  
APPEAL PERIOD**

**WHEREAS**, the Occoquan Town Council wishes to initiate zoning text amendments to adopt revisions to the Town Zoning Code decisions regarding temporary sign permits, temporary trailer for sales, temporary seasonal displays, and home occupation certificate regulations restricting commercial vehicle parking; and

**WHEREAS**, the Town Council finds that public necessity, convenience, general welfare, and good zoning practice requires amending the Town Zoning Code to shorten the appeal period for certain short-term recurring zoning offenses; and

**WHEREAS**, by authority granted in §15.2-2286(A)(4) of the Code of Virginia, the Town Council may shorten the appeal period for certain recurring violations; and

**WHEREAS**, by authority granted in §15.2-2286(A)(7) of the Code of Virginia, the Town Council may amend, supplement, or change the zoning regulations; and

**WHEREAS**, pursuant to Code of Virginia § 15.2-2286(A)(7)(i) and Town Code § 157.260 (B) (2), such amendment may be initiated by resolution of the Town Council, and

**WHEREAS**, pursuant to §15.2-2285(B), no zoning ordinance shall be amended or reenacted unless the governing body has referred it to its planning commission for its recommendations; and

**WHEREAS**, the proposed Amendments are attached hereto; and

**NOW, THEREFORE, BE IT RESOLVED** that the Occoquan Town Council does hereby initiate a zoning text amendment to amend the Town's Board of Zoning Appeal ordinance in Chapter 33, Article 33.20, and Chapter 157, Article 157.014, regarding Temporary Trailer for Sales and Construction Office During Construction; and

**BE IT FURTHER RESOLVED** that the Occoquan Town Council does hereby refer the proposed amendments to the Planning Commission for its recommendations; and

**BE IT FINALLY RESOLVED** that the clerk is directed to advertise a joint public hearing of the Town Council and Planning Commission on the proposed amendment in accordance with the requirements of § 15.2-2204 of the Code of Virginia.

**Adopted by the Town Council of the Town of Occoquan, Virginia this 4<sup>th</sup> day of February, 2025.**

**MOTION:**

**DATE: February 4, 2025  
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**

**ORDINANCE # O-2025-XX**

**AN ORDINANCE TO AMEND SECTION 33.20, BOARD OF ZONING APPEALS, AND SECTION 157.014, TEMPORARY TRAILER FOR SALES AND CONSTRUCTION OFFICE DURING CONSTRUCTION, OF THE TOWN CODE TO PROVIDE FOR A SHORTENED APPEAL PERIOD**

**WHEREAS**, the Town Council initiated a zoning text amendment to shorten the appeal period for certain short-term zoning offenses by Resolution R-2025-04; and

**WHEREAS**, by authority granted in §15.2-2286(A)(7) of the Code of Virginia, the Town Council may in such cases amend, supplement, or change the zoning regulations, and

**WHEREAS**, the Town Planning Commission and Town Council have advertised and held a joint public hearing on the proposed amendment to the Town zoning ordinance; and

**WHEREAS**, after receiving public input and the recommendation of the Planning Commission, the Town Council desires to amend the zoning ordinance to shorten the appeal period for certain short-term zoning offenses, in order to accomplish the objectives of Virginia Code § 15.2-2200 and serve the public health, safety and welfare.

**NOW, THEREFORE BE IT ORDAINED** by the Council for the Town of Occoquan, Virginia meeting in regular session this \_\_\_\_ day of \_\_\_\_\_, 2025:

1. That the Town Council hereby amends the Town Code as presented in the attached; and
2. That this ordinance is effective upon passage.

**BY ORDER OF THE TOWN COUNCIL**

**Meeting Date:** \_\_\_\_\_, 2025

**Town Council Meeting**

**Ord No. O-2025-XX**

**RE: AN ORDINANCE TO AMEND SECTION 33.20, BOARD OF ZONING APPEALS, AND SECTION 157.014, TEMPORARY TRAILER FOR SALES AND CONSTRUCTION OFFICE DURING CONSTRUCTION, OF THE TOWN CODE TO PROVIDE FOR A SHORTENED APPEAL PERIOD**

**MOTION:**  
**SECOND:**  
**ACTION:**

**Votes:**  
**Ayes:**  
**Nays:**

**Absent from Vote:**  
**Absent from Meeting:**

**CERTIFIED COPY** \_\_\_\_\_  
**Town Clerk**

DRAFT

§ 33.30 APPEALS TO BOARD.

~~(A)~~ ~~(A)~~ Generally. An appeal to the Board of Zoning Appeals may be taken by any person aggrieved or by any officer, department, board, or bureau of the town affected by any decision of the Zoning Administrator or from any order, requirement, decision, or determination made by any other administrative officer (a "Decision") in the administration or enforcement of VA Code §§ 15.2-2280 et seq., or Chapter 157 of this code. ~~Notwithstanding any Charter provision to the contrary~~ Except as provided for in subsection (A) (i) of this section, any ~~Decision~~ written notice of a zoning violation or a written order of the Zoning Administrator dated on or after July 1, 1993, shall include a statement informing the recipient that he or she may have a right to appeal the notice of a zoning violation or a written order within 30 days in accordance with this section, and that the ~~d~~Decision shall be final and unappealable if not appealed within 30 days. The appeal period shall not commence until the statement is given.

- i. A notice of violation concerning a temporary trailer for sales and construction office during construction, temporary seasonal displays, or parking of a marked company vehicle in connection with a home occupancy certificate shall state that the appeal must be brought to the Board of Zoning Appeals (BZA) within ten (10) days from the date of the decision.

(B) Application and fees. Any person aggrieved by a Decision of the Zoning Administrator may appeal to the Board of Zoning Appeals (BZA) by filing on the form provided, a notice of appeal with the Zoning Administrator and the Board of Zoning Appeals, which appeal shall specify the grounds of the appeal, together with the fees as established in the current fee schedule. For a notice of violation concerning temporary trailer for sales and construction office during construction under Town Code § 157.014; temporary seasonal displays under Town Code §§ 157.041 (A)(8), 157.061 (A) (7), 157.081 (A)(9), 157.101 (A)(4), or 157.121 (A)(21); or parking of a marked company vehicle in connection with a home occupancy certificate under Town Code § 157.010, the appeal must be filed within 10 days from the date of the notice of violation. An appeal must be taken within 30 days after the decision appealed from by filing, on the form provided, a notice of appeal with the Zoning Administrator and the Board of Zoning Appeals, which appeal shall specify the grounds of the appeal, together with the fees as established in the current fee schedule. For all other Decisions, the appeal must be filed within 30 days from the date of the Decision. The application and accompanying maps, plans, and other documentation constituting the record upon which the action appealed from was taken shall be transmitted promptly to the Secretary of the Board, who shall place the matter on the docket. An appeal shall stay all proceedings in furtherance of the action appealed from unless the Zoning Administrator certifies to the Board that by reason of facts stated in the certificate a stay would in his or her opinion cause

imminent peril to life or property, in which case proceedings shall not be stayed otherwise than by a restraining order granted by the Board or by a court of record, on application and on notice to the Zoning Administrator and for good cause shown.

(C) Notice and hearing required; Planning Commission recommendation. After entering the appeal on the docket, the Secretary of the Board shall advertise a public hearing, give written notice to the parties in interest, and request the Zoning Administrator to transmit a copy of the application and his or her staff report to the Planning Commission; the Planning Commission may send a written recommendation to the Board to appear as a party at the public hearing.

(D) Burden of proof. The applicant for a variance has the burden of proving that denial of a variance will result in unnecessary hardship, of proving that his or her hardship is due to Chapter 157 of this code itself, and of proving, to the satisfaction of the Board, requirements for a variance stipulated in the VA Code.

(E) Findings required. The Board shall fix a reasonable time for the hearing of an application or appeal, give public notice as well as due notice to the parties in interest, and make its decision within 90 days of the filing of the application or appeal. In exercising its powers, the Board may reverse or affirm, wholly or partly, or may modify an order, requirement, decision, or determination appealed from. The concurring vote of a majority of the membership of the Board shall be necessary to reverse any order, requirement, decision, or determination of an administrative officer or to decide in favor of the applicant on any matter upon which it is required to pass under Chapter 157 of this code or to effect any variance from Chapter 157 of this code. The decision of the Board must be based on the evidence adduced at a public hearing and must include findings of fact disclosing the evidence relied upon by the Board and otherwise state the business and grounds for its decision to assure that the provisions of the VA Code and this subchapter have been met.

(F) Board to issue order. Whenever the Board shall grant a variance, the Secretary of the Board shall cause an order to be issued evidencing the grant and furnish copies of the order to the applicant, to the Zoning Administrator, to the Town Clerk, and to such other parties as deemed necessary.

(G) Limitation on change. In no event shall a written order, requirement, decision, or determination made by the Zoning Administrator or other administrative officer be subject to change, modification, or reversal by any Zoning Administrator or other administrative officer after 60 days have elapsed from the date of the written order, requirement, decision, or determination where the person aggrieved has materially changed his or her position in good faith reliance on the action of the Zoning Administrator or other administrative officer unless it is proven that such written order, requirement, decision, or determination was obtained through malfeasance of the Zoning Administrator or other administrative officer or through fraud. The 60-day

limitation period shall not apply in any case where, with the concurrence of the Town Attorney, modification is required to correct clerical or other nondiscretionary errors.

(1998 Code, § 2-281) (Ord. O-2023-15, passed 9-19-2023)

§ 157.014 TEMPORARY TRAILER FOR SALES AND CONSTRUCTION OFFICE DURING CONSTRUCTION.

(A) The Zoning Administrator shall issue a zoning permit for a temporary trailer to be used for sales and/or construction purposes:

(1) During construction of a residential or mixed-use development; or

(2) During construction, renovation, or reconstruction of a primary permanent structure for commercial or residential uses, if the following criteria are met:

(a) For a trailer permitted under division (A)(1) above, there is an approved, valid final site plan or subdivision plat that remains under bond, for the site on which the temporary trailer will be located;

(b) For a trailer permitted under division (A)(2) above, there is a valid building permit in place;

(c) The applicant has submitted a sketch of the site identifying the location of the temporary trailer and construction plans. This sketch need not be sealed by an engineer but must show scale, north arrow, distance from the trailer to the nearest property lines, the location of at least two parking spaces, the hours of operation, and the location, type, and wattage of any temporary site lighting for the temporary trailer;

(d) The temporary trailer shall be subject to the minimum setbacks of the zoning district in which it is located;

(e) The temporary trailer shall be located within the boundary of the project in which lots or units are to be sold or rented;

(f) No sleeping accommodations shall be provided within the temporary trailer;

(g) The temporary trailer shall be securely attached and underpinned. Foundations for the office shall be screened from public view;

(h) Outdoor lighting meeting the standards set forth in §§ 157.285 through 157.288 of this chapter shall be provided for hours of operation after sunset or before sunrise;

(i) Each temporary trailer shall not exceed one story in height and 625 square feet of floor area;

(j) Sanitary facilities are connected to public water and sewer or have been approved by the health department. A copy of the health department approval must be submitted with the application;

(k) All temporary trailers located in the Old and Historic Occoquan District shall be exempted from the certificate of appropriateness requirement as set forth in §§ 157.175 through 157.182 of this chapter;

(l) Prior to issuance of any permit, the applicant shall execute a guarantee of removal after termination of the permit and the Zoning Administrator shall require a reasonable bond with surety, cash escrow, letter of credit, any combination thereof, or such other legal arrangement acceptable to the Town Attorney, to ensure that measures could be taken by the town at the applicant's expense should they fail, after proper notice, to remove the temporary trailer from the location or fail to take such other action to meet the aforementioned conditions. If the town takes such action upon such failure by the applicant, the locality may collect from the applicant for the difference should the amount of the reasonable cost of such action exceed the amount of the security held, if any. Within 60 days of the completion of the requirements of the permit conditions, such bond, cash escrow, letter of credit, or other legal arrangement, or the unexpended or unobligated portion thereof, shall be refunded to the applicant or terminated.

(B) The permit for a temporary trailer shall be for no more than 180 days, subject to a single renewal for up to 180 days, but in no circumstances may a single project have a temporary trailer for more than 360 days in any 24-month period. Upon the sale or rental of all marketed units on the property, the permit for the temporary trailer expires immediately. The Zoning Administrator may terminate the permit after giving 10 days notice of a violation of this section if the violation remains uncorrected upon expiration of the notice period. The holder of the permit may appeal the termination of the permit within 10 days to the Board of Zoning Appeals.

(C) Applicants shall apply for the permit with forms provided by the Zoning Administrator and pay the applicable fee as set by Town Council in the fee schedule. The Zoning Administrator shall grant or deny the permit within 30 days of application. If the Zoning Administrator grants the permit, the applicant shall keep and display the permit on the exterior of the temporary trailer until the trailer is removed from the site.

(D) The appeal period for a notice of violation under this Section is 10 days.

(Ord. O-2023-10, passed 6-6-2023)



# TOWN OF OCCOQUAN

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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:** March 4, 2025

**SUBJECT:** Administrative Report

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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

#### Tier 1

➤ **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:**

- Stormwater Improvements (Community Project Funding) - UPDATED: On March 17<sup>th</sup>, 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 6<sup>th</sup>, 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 13<sup>th</sup>, 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 met with its assigned EPA grant manager to clarify application requirements and submitted the application and NEPA review documentation in February 2025. Staff is also working on the Request for Proposal (RFP) and other procurement documents for submission to the EPA for review, ahead of bidding out the project later this year.

➤ **Completing Riverwalk:**

- Riverwalk Extension Project: Preliminary engineering and design of the Riverwalk extension was included in the FY2025 Adopted Capital Improvements Program. After discussion between Town staff and VDOT on the grant eligibility and expectations for the project, Town Council decided to pause any more preliminary engineering work on the project and proceed with a grant application to the Transportation Alternatives Program (TAP), using existing planning documents and resources.
- Riverwalk Grant Research and Submission – NEW: Staff is planning to prepare an application to VDOT’s Transportation Alternatives Program (TAP) starting in April for the pre-application due May 30, 2025.

Tier 2

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

- Trail Town Research – UPDATED: 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 16<sup>th</sup>, 2024, meeting and revised recommendations will be submitted in March 2025.

➤ **Promoting Connections with Regional Partners:**

- PWCDOT Crosswalk Safety Project: On May 31, 2023, Town staff met with VDOT engineers and staff from Prince William County Department of Transportation regarding crosswalk safety of the Washington Street Crosswalk between E. Locust Street and Edge Hill Drive. Town staff, VDOT engineers and PWCDOT recommended: (1) the addition of a streetlight near the crosswalk and changing of old streetlight heads to newer LED which would enhance the visibility at dusk/ dawn for pedestrians and drivers (PWCDOT agreed to take the lead on this immediate solution); (2) a PWCDOT study to see if a speed reducing feature such as a chicane, chocker, or perhaps a mini roundabout could be installed at the adjacent intersection; and (3) the extension of the sidewalk across the undeveloped frontage and the removal of the mid-block crosswalk to be funded under the County’s Safe Sidewalk grant. Dominion Electric installed new LED streetlight heads in September. 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 began in November 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 worked with the contractor and the County throughout 2024 to come to a solution that addresses potential turning issues and limits damage to the root system of the magnolia tree at the intersection of Mill and Ellicott Streets. The County Arborist has made recommendations for protecting the magnolia and staff is waiting on 100% plans from the County contracted engineer that will need to be reviewed and approved by VDOT. Town staff and Mayor Porta attended a meeting with Lake Ridge Parks & Recreation Association, Supervisor Boddye, and Prince William County Parks staff to discuss the phases of the Occoquan Greenway project. Staff was advised that the bidding for the construction is set for this summer with construction occurring in 2027. Updates will be available at [www.occoquanva.gov/construction-updates](http://www.occoquanva.gov/construction-updates).

➤ **Improving Town Gateways:**

- Gateway Landscaping Improvements - UPDATED: Staff is including gateway improvements in its 2025 Landscaping Plan. Native perennials and other hardscape accents will be installed at the Tanyard Road and Commerce Street entrances to town.

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

- Glass Recycling - UPDATED: 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 further review and in light of cost constraints, the County indicated it will not be able to place a glass recycling bin at the 123 and Old Bridge VDOT Commuter Lot nor any town lots. Town staff is currently working with the County on potential alternatives. Currently, the closest County glass recycling bin for town residents is at the County Center.

*Tier 3*

➤ **Implementing Public Safety Projects:**

- County CAD and RMS Integration - UPDATED: The Occoquan Police Department is working with Prince William County Police and Motorola Corporation 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. The Town computers have been configured for the CAD. Officers and command staff engaged in training. Implementation will start on March 3<sup>rd</sup>.

➤ **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. Staff has completed repairs to trim, vents, and plumbing in the park bathrooms. FCWA has notified staff that inspections of the park and the concrete structure below the park have been completed, and they are requesting the Town to pay for the proposed maintenance work on both the park and the concrete structure below. Staff

has indicated that the maintenance on the concrete structure is beyond the Town's scope and is waiting for a response.

- 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 2024 and further refuse storage upgrades are 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 2024, including QR codes for a new online payment option for docking fees, and no-turn signage was installed at the intersection of Union Street and Poplar Alley in November 2024.

### Operating Tiers

#### Tier 1

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

- Events Personnel Planning: Town staff has completed a months-long planning process to assess and reorganize the Town's Events Office, and, starting May 2025, will have a new Events and Community Development Director, Tammy Hassett, succeeding current Director Julie Little as she retires from her position after 8 years with the Town. Until May 2025, Tammy will work as the Events Coordinator under Director Little and learn the ins and outs of the Director role.
- Volunteer Program: The Events Office is currently planning 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.
- Maintenance Associate Position - UPDATED: The Town has created a new position for a Maintenance Associate under Public Works and onboarded James Auville in February 2025. Mr. Auville will be the Public Works' full-time staff while Mr. Burzio will be part-time support for special projects and events.
- Staff Retention Program - NEW: The Town Manager has been researching and implementing options to promote retention of staff across all Town departments.

##### ➤ **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/](http://www.occoquanva.gov/timed-parking-3/).

##### ➤ **Enhancing Revenue from Town Events Programming**

- Reconfigured Artisan Market - NEW: After review with Town Council and the business community, staff is planning the return of the Artisan Market in December 2025 with a new layout and revised programming to make the event more logistically and financially feasible for the Town while providing a holiday draw for businesses.

➤ **Evaluating a Business Recruitment Program**

- Business Recruitment Research – UPDATED: With direction from Town Council, staff will research the feasibility and parameters of a business recruitment program for the town. Staff will provide updates to Town Council as appropriate.
- Planning Commission Recommendations: The Planning Commission has also completed preliminary planning related to Economic Development and Business Recruitment and reported to Town Council on the matter at the April 16<sup>th</sup> Town Council meeting. Their revised recommendations will be submitted to Town Council in March 2025.

Tier 2

➤ **Monitoring Technology Improvements for Productivity Enhancement**

- Town staff continues to monitor opportunities for technologic improvements that will increase productivity.

➤ **Business Support Programming**

- Continuance of Quarterly Business Meetings – UPDATED: Although the Occoquan Business Partners (OBP) dissolved in 2023, Visit Occoquan and the Town of Occoquan will continue to host quarterly Town and Business Partnership Meetings. **The next Town & Business Quarterly Meeting will be on April 8<sup>th</sup>, 2025 at 6 pm.** Subscribe for updates and find more information on meetings at: <https://www.visitoccoquanva.com/ocqhub>.
- Visit Occoquan Business Support: Visit Occoquan is currently researching and planning workshops on a range of topics important to small businesses in order to support the needs of town businesses. They also now host semi-annual listening meetings 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.

➤ **Tourism-led Economic Development Programming**

- Mobilizing Main Street Cohort Program – UPDATED: The Town of Occoquan formally handed over the reins of its Virginia Main Street program in 2024 to Visit Occoquan and became a part of the 2025-2026 Mobilizing Main Street Cohort. Over the next two years, 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. Town and Visit staff attended an orientation on January 23, 2025, and had their first technical training in February 2025.

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

- Maintenance Plan Research – NEW: Staff have been in communication with Prince William County on maintenance programs and are currently in the research and planning phase for this priority. Staff have identified the acquisition of an OOTB asset management system as the first step. Staff are currently onboarding a budget friendly system for use by Public Safety and Public Works in managing their respective assets.

## 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](http://www.occoquanva.gov/construction-updates).

- Mill Street Water Issue - UPDATED: The recrowning work completed by VDOT contractors in 2023 along the section of Mill Street near the Ellicott Street intersection did not adequately address the longtime water flow issues in this area. Town staff removed the deteriorating temporary PVC pipe and replaced it with a new, more flexible temporary pipe to direct water from the pipe outlet at 426/430 Mill Street to the Ellicott Street stormwater inlet. The pipe 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. Minor damage occurred to the pipe over the winter and repairs are planned for March 2025. Updates will be available at [www.occoquanva.gov/construction-updates](http://www.occoquanva.gov/construction-updates).
- Edgehill Drive Water Issues - UPDATED: In early March 2024, Town staff received concerns about water bubbling through the road surface in the middle of Edgehill Drive. VDOT and PWC Service Authority have both responded to the issue and Service Authority has performed CCTV inspections of all its pipes in the vicinity in order to identify whether the issue was related to its system. In May 2024, VDOT removed part of the road surface and installing drainage pipes to move the water from under the roadway. Water again began to bubble through the road in February 2025. Town staff has reported the issue to VDOT. VDOT investigated the situation and are planning to install an additional drain when weather improves.

## Development Project Updates:

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

- The Mill at Occoquan: The Town approved the final site plan on August 12, 2024. As the developer finalizes a demolition permit with Prince William County, the Town is awaiting updates from the developer on asbestos removal and 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: Owners of 406 McKenzie 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.

- Tax Delinquencies: A number of Real Estate and BPOL filings are still outstanding. **The former were due on December 5<sup>th</sup>, 2024, while the latter were due on March 1, 2024.** All

delinquent accounts receive mail and/or email notices from Town staff. For more information on tax filing please contact the Town Clerk at [townclerk@occoquanva.gov](mailto:townclerk@occoquanva.gov) or visit [www.occoquanva.gov/living-here/tax-information/](http://www.occoquanva.gov/living-here/tax-information/) and/or [www.occoquanva.gov/business/doing-business-in-occoquan/](http://www.occoquanva.gov/business/doing-business-in-occoquan/).

- **Upcoming Tax Deadlines: Town of Occoquan Business, Professional, and Occupational License (BPOL) renewals and payments for 2025 are both due by March 1<sup>st</sup>, 2025.** The application has been updated for 2025 to provide added instructions and more information and calculation fields. Renewal notices were emailed and mailed in January to businesses holding a license with the Town. Please be sure to submit applications and payments on time. A penalty of 10% of the tax may be imposed upon failure to file an application or payment of the tax by the due date. The business license fee is based on gross receipts for the calendar year 2024. Visit [www.occoquanva.gov/doing-business-in-occoquan/](http://www.occoquanva.gov/doing-business-in-occoquan/) for more information.
- **Town Vehicle License Enforcement:** Town Ordinance Section 71-02 requires that owners of any motor vehicle principally garaged, stored, or parked in Town pay an annual Vehicle License Fee by November 15<sup>th</sup> of each year. The current Town decal should be displayed on the front windshield. The Town Police are increasing enforcement for vehicles found to be principally garaged, stored, or parked in Town without the Town decal displayed. **If you have not applied for a 2025 Vehicle License, please do so by filling out the PDF or online form at [www.occoquanva.gov/living-here/tax-information](http://www.occoquanva.gov/living-here/tax-information).**

## Treasurer Report - Supplemental Information

The January 2025 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 January 31, 2025).

BPOL Tax Delinquencies		
Business Name	Delinquency Period	Date of Last Notice/Status
AMAYA STUDIOS LLC	1 year	Summons sent 1/29/25
HAVANA BOUTIQUE*	2 years	Audit completed, payment pending
PIN CURLS HAIR SALON	3 years	2/25/25
TALENT ACQUISITION CONCEPTS	3 years	Summons sent 1/29/25

\*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	4 months	Letter with estimate sent 1/23/25
BABBANME LLC	8 months	Summons sent 1/29/25; court date 6/13/25; partial payment 2/27/25
BANN THAI*	1 month	2/27/25
BLACK MAGIC OCCOQUAN	1 month	2/21/25
GRIND N CREPE	4 months	Letter with estimate sent 1/23/25
THE SPOT ON MILL STREET	5 months	Payment Plan
THIRD BASE	4 months	Letter with estimate sent 1/23/25

\*Prior delinquency paid 2/18/25

Real Estate Delinquencies			
Property Owner	Delinquency Period	Date of Last Notice	Address
GRANNY'S COTTAGE INC	8 years	2/27/2025	116 WASHINGTON ST
GRANNY'S COTTAGE INC	8 years	2/27/2025	116 WASHINGTON ST
HOUGHTON RONALD W ETAL	6 years	2/27/2025	103 WASHINGTON ST
INTERNATIONAL PEACE MISSION INC	1 year	2/28/2025	207 WASHINGTON ST
INTERNATIONAL PEACE MISSION INC	1 year	2/28/2025	209 WASHINGTON ST

MILLER JENNIFER*	2 months	2/22/2025	110 WEST LOCUST ST
WHITE, FRANCESCA*	2 months	2/22/2025	1521 COLONIAL DR
WRIGHT MARGARET ALEXIS*	2 months	2/22/2025	158 WASHINGTON ST
WILSEY CHRISTOPHER MILES & RIINA METTAS-WILSEY SURV*	2 months	2/22/2025	384 MYRTLE PL
JONES SALUKA HALLIE	2 months	2/28/2025	205 WASHINGTON ST

\*By Mortgage Company

Meals Tax by Fiscal Year			
Month	FY23	FY24	FY25
July	28,956	31,296	28,754*
August	27,894	31,029	29,982*
September	25,730	29,812	22,324*
October	24,180	26,608	23,005*
November	19,372	22,392	21,692*
December	18,277	23,771	17,533*
January	16,650	16,054	11,855*

\*Delinquencies still outstanding for this month that will noticeably increase tax revenue

## 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.

**Mill at Occoquan - no change from last report:** Site plan approved by Town on 8/12/24. Application for demolition of boat storage structure approved 2/27/24. October 24, 2024 the applicant was notified that additional demolition permits are needed for the removal of structures other than boat storage.

**FCWA River Crossing Construction - update from last report:** Project closing. FCWA reviewing status of below-ground infrastructure.

**Ellicott Sidewalk Extension Project - update from last report:** comments on 60% construction drawing provided to PWC on 8/24/24. Project construction tentatively scheduled for FY2026. County Arborist examined magnolia and made recommendations, which will be part of final plan.

### 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	Applicant contemplating subdivision into more than 2 lots. Met Applicant 10/24/24 with possible layout for 5 lots. Plan still active but no resubmission.
116 Washington	Not assigned	Townhouse	Pre-application to discuss development constraints
Rivertown Overlook	Not assigned	Townhomes Development	Developer met with staff to discuss as-built and plat; currently submitting documentation

## 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](http://www.occoquanva.gov/government/zoning-land-development-and-building).

A. The following is a list of **zoning reviews** from February 1 to February 28, 2025:

	Zoning Application #	Property Address	Activity
1	IAP2025-003	184 Washington St	Renovation of Kitchen and Half Bath
2	IAP2025-004	117 Poplar Ln	Demolition of non-structural wall and installation of sauna.
3	TZP2025-003	209 Washington St	Electrical
4	TZP2025-004	209 Washington St	HVAC System
5	IAP2025-005	158 Washington St	Remove Gas Fireplace and Install New Gas Insert

A. The following is a list of **zoning modification requests** from February 1 to February 28, 2025:

	Zoning Application #	Property Address	Activity
1			

B. The following is a list of **new violation letters** from February 1 to February 28, 2025, 2025:

	Property Address	Violation #	Violation	Town Action
1				

C. The following is a list of **active/previous violations** from February 1 to February 28, 2025:

	Property Address	Violation #	Violation	Town Action
1	201 Union Street	OCV-2024-008	Signage	Referred to Town Attorney on 11/21/24; summons sent 1/29/25; court date set 6/13/25

## 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 [www.pwcva.gov/department/building-development-division](http://www.pwcva.gov/department/building-development-division).

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

Prince William County 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](http://www.pwcva.gov/department/neighborhood-services).

## Public Safety

### Mission:

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



### Monthly Departmental Goals:

- Goal 1: Provide for the public safety of the persons and property of the residents, businesses, and visitors of the Town of Occoquan.
- Goal 2: Promote a professional and accountable police department.
- Goal 3: Promote safe pedestrian and vehicular traffic within the Town of Occoquan.
- Goal 4: Prepare for and respond to all threats and hazards facing the Town of Occoquan.

### OPD Division Reports:

#### Professional Standards Division

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

The OPD received two complaints against OPD personnel during the month of February. Both incidents are being reviewed by PSD personnel.

#### 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 completed enhanced education and enforcement efforts focused on pedestrian safety and the use of seat belts.

FOD officers responded to numerous calls for service during the snow event that occurred in the early part of February and then the wind event later in the month.

#### 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 (HSEM), Marine Patrol, Bicycle Patrol, Fire Services, and the Unmanned Aircraft System Unit.

SOD Officers participated in regional training for special events focused on new equipment available within the region for public safety agencies to secure large special events. The OPD-HSEM unit began preparing for the Towns RiverFest event with updating plans to be exercised next month.

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:**

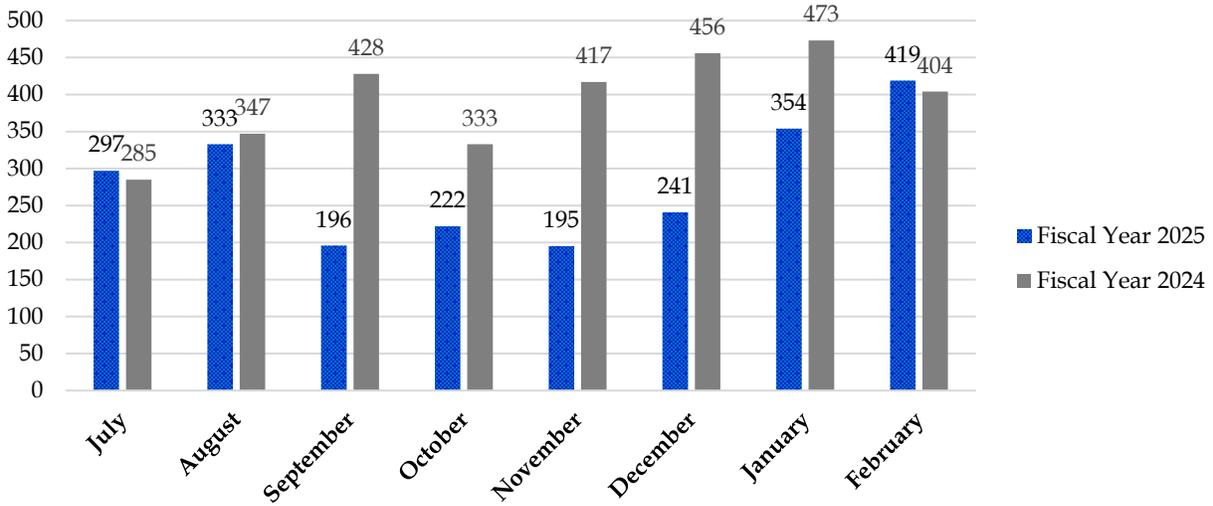
As of February 25<sup>th</sup>, for the Month of February, town police had 136 calls for service including:

<i>Call for Service</i>	<i>#</i>		<i>Call for Service</i>	<i>#</i>
Burglary	1		Noise Complaint	2
Disabled Vehicles/Motorist Assist	7		Other/Services	28
Disorderly	1		Parking Complaints	2
Domestic Complaint	2		Person In Crisis / Suicide Attempt	2
Drunk in Public Arrest	1		Roadway Obstruction	3
DUI Arrest	3		Stolen Auto Response	5
Fight in Progress	2		Suspicious Calls	25
Fleeing and Eluding	1		Threats	1
Firearm Violations	4		Traffic Control	2
Hit & Run	2		Trespassing	15
Indecent Exposure	2		Vehicle Crash	6
Larceny / Theft	3		Warrant Service	4
Medical/Mental Health	2		Water Calls	2
Missing Person	2		Welfare Checks	8
				136

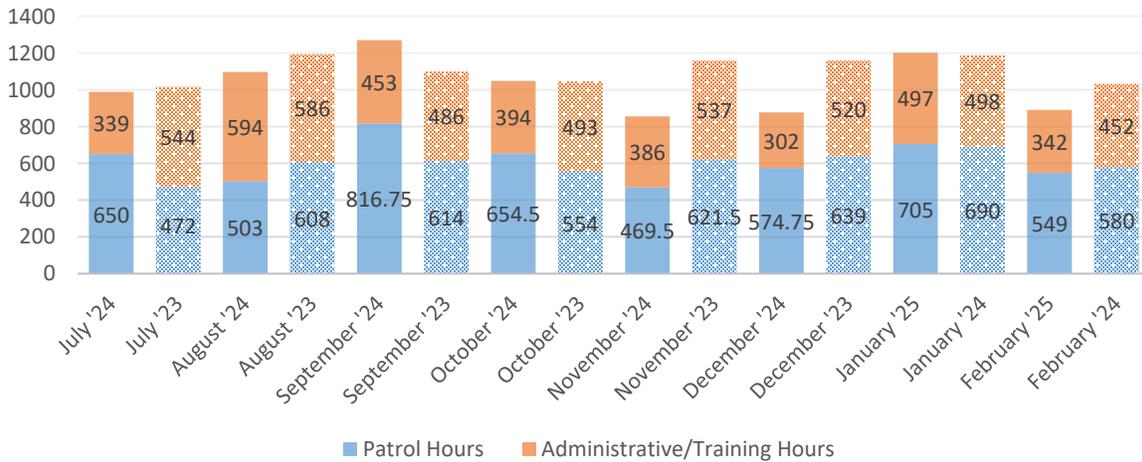
Town police made 6 custodial arrests, issued 419 traffic summonses, 41 parking violations, and 92 warnings.

Officers also engaged in 248 business checks and 258 park checks during the month of February.

### Traffic Summonses FYTD (GRAPH)



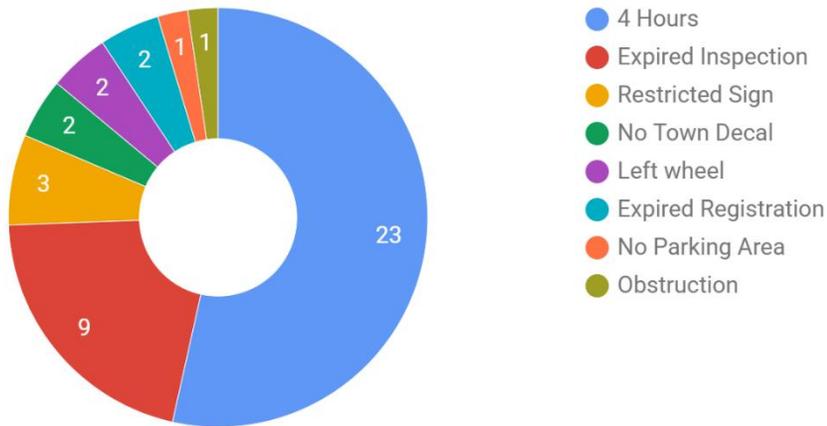
### Patrol/Administrative/Training Hours FYTD (GRAPH)



### Parking Enforcement (CHART/GRAPH)

Month	Parking Tickets	Warning
July	125	8
August	79	3
September	44	5
October	61	1
November	18	0
December	13	0
January	36	16
February	41	3

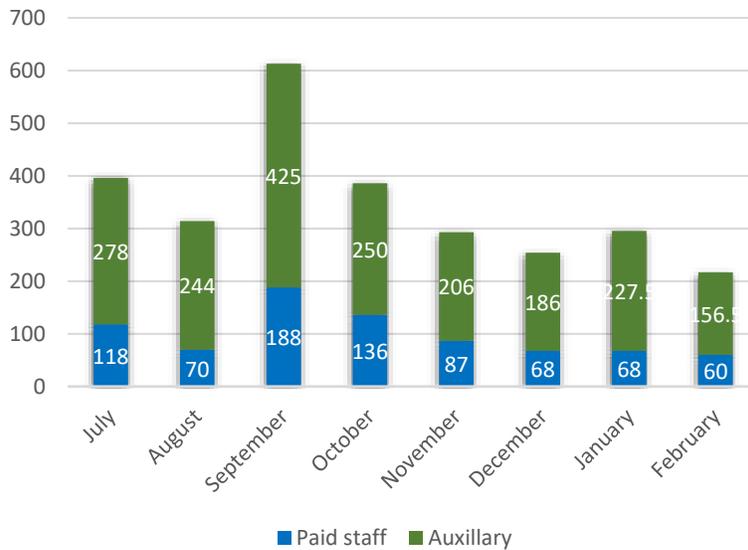
Occoquan VA - Tickets By Violation (Month To Date)



Data as of 2/23/2025, 12:00:00 AM

*Volunteer in Police Service*

For Fiscal Year 2025, our auxiliary police officers and paid police staff donated a total of 2,768 uncompensated hours to the Town. Below is a list of volunteer hours (uncompensated time) provided by our auxiliary police officers and paid police staff.



Special Operations Statistics

Marine Patrol					
Month	Hours on Patrol	Training Hours	Stops	Interactions	Calls for Service
July	46	0	3	12	1
August	24	0	9	12	4
September	24	0	28	28	9
October	0	0	0	0	0
November	0	0	0	0	0
December	1.5	0	0	0	0
January	0	0	0	0	0
February	0	0	0	0	0
<b>FY Total</b>	<b>95.5</b>	<b>0</b>	<b>40</b>	<b>52</b>	<b>14</b>
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
November	0	0		0	0
December	0	0		0	0
January	0	0		0	0
February	0	0		0	0
<b>FY Total</b>	<b>0</b>	<b>2</b>		<b>0</b>	<b>0</b>
UTV / HSEM 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
November	104	0		1	0
December	42	0		2	0
January	128	0		2	1
February	68	0		0	0
<b>FY Total</b>	<b>898</b>	<b>0</b>		<b>12</b>	<b>2</b>

## 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 (February 2025)

- Completed takedown of holiday decorations.
- Responded to two winter weather incidents, pre-treating for both and removing snow and ice from town sidewalks and roads for the second, with assistance from OPD, the Town's contractor, and VDOT.
- Set 2025 Landscaping Plan and published Request for Proposals (RFP) for landscaping services for FY2026.
- Onboarded new Maintenance Associate, James Auville.

## Special Public Works Projects

Projects In-Progress: 9

Projects Completed: 5

Below is an updated list of maintenance activities with statuses updated as of February 28, 2025:

Project	Status	Completion Date	Notes
<b>Building Maintenance</b>			
Lighting Repair at Mill House Museum	In progress		March 2025
Town Hall Kitchen Improvements	In progress		Early March
Plumbing Repairs at Mill House Museum	Completed	2/19/25	
<b>Craft Show and Events Support</b>			
None			
<b>Holiday</b>			
Wreath/Snowflake Takedown	Completed	2/6/25	
Town Property Decoration Takedown	Completed	2/6/25	
<b>Landscaping</b>			
Seed and aerate town parks	Not started		TBD
Spring Pruning	Not started		Early March
Improvements at Tanyard Hill and Old Bridge Entrance	In progress		2025 Landscaping Plan set - Spring 2025
Spring Annual and Perennial Plantings	In progress		2025 Landscaping Plan set - Spring 2025
<b>Park Maintenance</b>			
RMP Plumbing and Bathroom Upgrades	In progress		New water heater installed in January; repairs to trim, vents and plumbing
<b>Special Projects</b>			
Backup Generator Project	Not started		Paused – OPD Joint Project
River Road and Town Dumpster Improvements	In progress		Planning for refuse and storage; improving storage

Project	Status	Completion Date	Notes
			area at town dumpster - OPD Joint Project
<b>Spring Cleaning</b>			
Powerwash Gaslight Landing Riverwalk	Not started		Spring 2025
Powerwash Town Dock and Riverwalk	Not started		Spring 2025
Spring Town Dock and Riverwalk Inspection	Not started		Includes repairs - Spring 2025
Curb and Striping Review and Painting	Not started		Spring 2025
Clean and Touch Up Gaslights	Not started		Spring 2025
Clean Trash and Recycling Containers	Not started		Spring 2025
Repair Planters	Not started		Spring 2025
<b>Streets, Sidewalks, and Parking</b>			
Post-Winter Repairs to Mill St Pipe	Not started		March 2025
<b>Vehicles and Equipment</b>			
Prep PW Truck for Spring	In progress		March 2025
<b>Winter Weather</b>			
Prepped and Responded to Minor Snow Event	Completed	2/5/25	OPD Joint Project
Prepped and Responded to Significant Snow Event	Completed	2/12/25	OPD Joint Project
<b>Brick Installation and Maintenance</b>			
RMP Memorial Bricks	In progress		March 2025
Bricks at 124 Commerce St	In progress		March 2025

## Events and Community Development

### Firelight Night - CANCELLED

Due to a number of factors, including unforeseen logistical challenges, Town staff has made the decision to cancel Firelight Nights for the remainder of the winter season. As a result, the previously rescheduled event on March 14th will no longer take place. We apologize for any inconvenience and appreciate your understanding.

### The Occoquan PEEPS® Show

April 15 - 19

The Town will invite guests to stroll through historic Occoquan and vote on their favorite PEEPS® dioramas which will be showcased in participating town businesses and community-created dioramas at the Town Hall. Voting will be held at Town Hall, with the winners in each category announced around 4:15 pm on April 19th.

### 2025 Events Calendar

See a full list of the 2025 Events below. (Visit Occoquan events in lower case & noted in parentheses.)

2025 EVENTS CALENDAR	
Jan 14	TOWN QUARTERLY
Jan 17	FIRELIGHT NIGHT, <i>canceled</i>
Feb 14	FIRELIGHT NIGHT, <i>canceled</i>
April 5	SPRING FOTO CLEAN UP
April 8	TOWN QUARTERLY
Apr 15-19	THE PEEPS SHOW
May 16	TRIVIA
Jun 7-8	<b>RIVERFEST</b>
June 20	TRIVIA
July 8	TOWN QUARTERLY
July 12	257th ARMY BAND
July 25	TRIVIA
July 25	Christmas in July Shop Late (Visit Event)
Aug 15	TRIVIA

Sep 12	TRIVIA
Sep 27-28	<b>FALL ARTS &amp; CRAFTS SHOW</b>
TBD	FALL FOTO CLEAN UP
Oct 10	TRIVIA
Oct 14	TOWN QUARTERLY
Oct 24	MURDER MYSTERY
Oct 25	COSTUME PARADE
	MOVIE NIGHT
	Halloween Decorations Contest & Shop Late (Visit Event)
Nov 22	TREE LIGHTING & FIREPITS
	Tree Lighting Shop Late (Visit Event)
TBD	VOLUNTEER EVENT
Nov 28-30	#SHOPSMALL WEEKEND
Dec 6 & 7	<b>ARTISAN MARKET</b>
	SANTA SINGALONG (SAT.)
	FIRESIDE FUN (SAT.)
	GINGERBREAD CONTEST (SUN.)
	Shop Late (Visit Event)
Feb. 7	Valentine's Shop Late (12-6pm) (Visit Event)

**TOWN OF OCCOQUAN**  
**FINANCIAL STATEMENTS**  
**AS OF JANUARY 2025**

	As of 7/1/24 (unaudited)	Unaudited Income/ (Loss) FY25 YTD	As of 1/31/25 Unaudited
<b>Nonspendable:</b>			
<b>Mamie Davis Fund</b>	\$ 100,000	\$ -	\$ 100,000
<b>Restricted:</b>			
<b>E-Summons Fund</b>	\$ 49,124	\$ 882	\$ 50,006
<b>Assigned:</b>			
<b>Events Fund</b>	\$ -	\$ 88,242	\$ 88,242
<b>CIP Fund</b>	\$ 436,006	\$ (46,763)	\$ 389,243
<b>State Aid 599 Program Fund</b>	\$ 24,235	\$ 5,467	\$ 29,702
<b>Mamie Davis Park Fund</b>	\$ 7,090	\$ 1,346	\$ 8,436
<b>PEG Fund</b>	\$ 2,111	\$ -	\$ 2,111
<b>Subtotal Assigned:</b>	\$ 469,442	\$ 48,292	\$ 517,734
<b>Unassigned:</b>			
<b>Operating Reserves</b>	\$ 200,000	\$ -	\$ 200,000
<b>Other Unassigned</b>	\$ 451,940	\$ 80,176	\$ 532,116
<b>Subtotal Unassigned:</b>	\$ 651,940	\$ 80,176	\$ 732,116
<b>Total Fund Balance:</b>	<b>\$ 1,270,507</b>	<b>\$ 129,349</b>	<b>\$ 1,399,856</b>

# Town of Occoquan

## Budget vs. Actuals

July - January, 2025

	Actual	Annual Budget	Over Budget	% of Budget
<b>Income</b>				
<b>40000 TAXES</b>				
40010 Real Estate	\$ 299,061	304,351	(5,289)	98.26%
40020 Meals Tax	\$ 164,021	333,812	(169,791)	49.14%
40030 Sales Tax	\$ 28,906	48,000	(19,094)	60.22%
40040 Utility Tax	\$ 22,408	36,500	(14,092)	61.39%
40050 Communications Tax	\$ 17,717	33,000	(15,283)	53.69%
40060 Transient Occupancy Tax	\$ 22,356	46,500	(24,144)	48.08%
40070 Peer-to-Peer Vehicle Tax	\$ -	6,600	(6,600)	0.00%
<b>Total 40000 TAXES</b>	<b>\$ 554,469</b>	<b>\$ 808,763</b>	<b>\$ (254,293)</b>	<b>68.56%</b>
<b>41000 FEES/LICENSES</b>				
41010 Vehicle License	\$ 558	2,500	(1,942)	22.32%
41020 Business Licenses	\$ 9,271	11,000	(1,730)	84.28%
41025 Business License Fee	\$ 12,251	90,402	(78,151)	13.55%
<b>Total 41020 Business Licenses</b>	<b>\$ 990</b>	<b>\$ 4,260</b>	<b>(3,270)</b>	<b>23.24%</b>
41030 Late Fees	\$ 13,241	\$ 94,662	\$ (81,421)	13.99%
41040 FINES (PUBLIC SAFETY)	\$ 2,755	1,500	1,255	183.70%
41170 E-Summons	\$ 207,384	375,000	(167,616)	55.30%
<b>Total 41040 FINES (PUBLIC SAFETY)</b>	<b>\$ -</b>	<b>\$ 15,250</b>	<b>-\$ 15,250</b>	<b>0.00%</b>
41100 Administrative Fees	\$ 207,384	\$ 390,250	-\$ 182,866	53.14%
41120 Service Revenue - Eng	\$ 3,085	8,500	(5,415)	36.29%
41130 Service Revenue - Legal	\$ 4,008	14,000	(9,993)	28.63%
41140 Service Revenue - Other	\$ -	5,000	(5,000)	0.00%
41160 Convenience Fees	\$ -	600	(600)	0.00%
<b>Total 41000 FEES/LICENSES</b>	<b>\$ 655</b>	<b>\$ 0</b>	<b>\$ 655</b>	<b>0.00%</b>
<b>42000 GRANTS</b>				
42021 NHSTA (DMV)	\$ 1,234	-	1,234	0.00%
42100 Alcohol	\$ -	16,000	(16,000)	0.00%
42101 Pedestrian	\$ 3,117	-	3,117	0.00%
42102 Speed	\$ 1,305	-	1,305	0.00%
<b>Total 42021 NHSTA (DMV)</b>	<b>\$ 7,237</b>	<b>\$ -</b>	<b>\$ 7,237</b>	<b>0.00%</b>
42110 Virginia DCJS	\$ 11,660	\$ 16,000	\$ (4,340)	72.87%
42020 HB 599	\$ -	0	0	0.00%
<b>Total 42110 Virginia DCJS</b>	<b>\$ 14,186</b>	<b>\$ 27,678</b>	<b>\$ (13,492)</b>	<b>51.25%</b>
42130 DEQ	\$ -	-	0	0.00%
42010 LITTER	\$ 1,838	1,329	509	138.30%
<b>Total 42130 DEQ</b>	<b>\$ 1,838</b>	<b>\$ 1,329</b>	<b>\$ 509</b>	<b>138.30%</b>
<b>Total 42000 GRANTS</b>	<b>\$ 28,918</b>	<b>\$ 45,007</b>	<b>\$ (16,089)</b>	<b>64.25%</b>
<b>43000 RENTALS</b>				
43020 River Mill Park	\$ -	-	0	0.00%
43020 River Mill Park	\$ 1,525	4,000	(2,475)	38.13%

43030 Mamie Davis Park Rental	\$	1,250	3,000	(1,750)	41.67%
43040 200 Mill Street Lease	\$	(5,919)	7,727	(13,645)	-76.60%
<b>Total 43000 RENTALS</b>	<b>\$</b>	<b>(3,144)</b>	<b>\$ 14,727</b>	<b>\$ (17,870)</b>	<b>-21.35%</b>
<b>44000 OTHER</b>				0	
44005 Insurance Proceeds	\$	9,048	0	9,048	
44010 General Fund Interest	\$	19,317	25,000	(5,683)	77.27%
44030 Mamie Davis Park Interest	\$	-	0	0	
44040 Bricks Revenue	\$	110	300	(190)	36.67%
44060 Other	\$	2,076	1,700	376	122.12%
<b>Total 44000 OTHER</b>	<b>\$</b>	<b>30,552</b>	<b>\$ 27,000</b>	<b>\$ 3,552</b>	<b>113.15%</b>
<b>Total Income</b>	<b>\$</b>	<b>851,752</b>	<b>\$ 1,408,258</b>	<b>\$ (556,506)</b>	<b>60.48%</b>
<b>Gross Profit</b>	<b>\$</b>	<b>851,752</b>	<b>\$ 1,408,258</b>	<b>\$ (556,506)</b>	<b>60.48%</b>
<b>Expenses</b>					
<b>Total 60000 PERSONNEL SERVICES</b>	<b>\$</b>	<b>404,389</b>	<b>\$ 827,001</b>	<b>\$ (422,612)</b>	<b>48.90%</b>
<b>Total 60400 PROFESSIONAL SERVICES</b>	<b>\$</b>	<b>83,921</b>	<b>\$ 175,967</b>	<b>\$ (92,046)</b>	<b>47.69%</b>
<b>Total 60800 INFORMATION TECH SERV</b>	<b>\$</b>	<b>29,810</b>	<b>\$ 40,430</b>	<b>\$ (10,620)</b>	<b>73.73%</b>
<b>Total 61200 MATERIALS AND SUPPLIES</b>	<b>\$</b>	<b>20,419</b>	<b>\$ 34,850</b>	<b>\$ (14,431)</b>	<b>58.59%</b>
<b>Total 61600 OPERATIONAL SERVICES</b>	<b>\$</b>	<b>3,941</b>	<b>\$ 9,200</b>	<b>\$ (5,259)</b>	<b>42.84%</b>
<b>Total 62000 CONTRACTS</b>	<b>\$</b>	<b>68,058</b>	<b>\$ 125,103</b>	<b>\$ (57,045)</b>	<b>54.40%</b>
<b>Total 62400 INSURANCE</b>	<b>\$</b>	<b>39,491</b>	<b>\$ 43,500</b>	<b>\$ (4,009)</b>	<b>90.78%</b>
<b>Total 62800 PUBLIC INFORMATION</b>	<b>\$</b>	<b>1,928</b>	<b>\$ 4,050</b>	<b>\$ (2,122)</b>	<b>47.61%</b>
<b>Total 63200 ADVERTISING</b>	<b>\$</b>	<b>304</b>	<b>\$ 6,610</b>	<b>\$ (6,306)</b>	<b>4.59%</b>
<b>Total 63600 TRAINING AND TRAVEL</b>	<b>\$</b>	<b>11,945</b>	<b>\$ 17,050</b>	<b>\$ (5,105)</b>	<b>70.06%</b>
<b>Total 64000 VEHICLES AND EQUIPMENT</b>	<b>\$</b>	<b>37,864</b>	<b>\$ 47,650</b>	<b>\$ (9,786)</b>	<b>79.46%</b>
<b>Total 64400 SEASONAL</b>	<b>\$</b>	<b>11,493</b>	<b>\$ 13,000</b>	<b>\$ (1,507)</b>	<b>88.41%</b>
<b>Total 64800 TOWN HALL</b>	<b>\$</b>	<b>6,059</b>	<b>\$ 11,344</b>	<b>\$ (5,285)</b>	<b>53.41%</b>
<b>Total 65200 MILL HOUSE MUSEUM</b>	<b>\$</b>	<b>11,436</b>	<b>\$ 6,500</b>	<b>\$ 4,936</b>	<b>175.94%</b>
<b>Total 66000 ANNEX / MAINTENANCE YARD</b>	<b>\$</b>	<b>3,277</b>	<b>\$ 3,350</b>	<b>\$ (73)</b>	<b>97.81%</b>
<b>Total 66800 RIVER MILL PARK &amp; FACIL</b>	<b>\$</b>	<b>9,437</b>	<b>\$ 18,154</b>	<b>\$ (8,717)</b>	<b>51.98%</b>
<b>Total 67200* MAMIE DAVIS PARK &amp; RIVERWALK</b>	<b>\$</b>	<b>1,359</b>	<b>\$ 2,900</b>	<b>\$ (1,541)</b>	<b>46.87%</b>
<b>Total 67800 OCCOQUAN RIVER</b>	<b>\$</b>	<b>-</b>	<b>\$ 2,500</b>	<b>\$ (2,500)</b>	<b>0.00%</b>
<b>Total 68000 FURNACE BRANCH PARK</b>	<b>\$</b>	<b>-</b>	<b>\$ 500</b>	<b>\$ (500)</b>	<b>0.00%</b>
<b>Total 68400* STREETS AND SIDEWALKS</b>	<b>\$</b>	<b>1,648</b>	<b>\$ 2,500</b>	<b>\$ (852)</b>	<b>65.90%</b>
<b>Total 68800 HISTORIC DISTRICT</b>	<b>\$</b>	<b>10,611</b>	<b>\$ 13,600</b>	<b>\$ (2,989)</b>	<b>78.02%</b>
<b>Total 64700 FACILITIES EXPENSE</b>	<b>\$</b>	<b>43,827</b>	<b>\$ 61,347</b>	<b>\$ (17,521)</b>	<b>71.44%</b>
<b>Total 68900 PUBLIC ART PROGRAM</b>	<b>\$</b>	<b>-</b>	<b>\$ 2,500</b>	<b>\$ (2,500)</b>	<b>0.00%</b>
<b>Total Expenses</b>	<b>\$</b>	<b>757,390</b>	<b>\$ 1,408,258</b>	<b>\$ (650,868)</b>	<b>53.78%</b>
<b>Net Operating Income</b>	<b>\$</b>	<b>94,362</b>	<b>\$ (0)</b>	<b>\$ 94,362</b>	
<b>Net Income</b>	<b>\$</b>	<b>94,362</b>	<b>\$ (0)</b>	<b>\$ 94,362</b>	

<b>CIP FUND</b>
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		Annual		
		Actual	Budget	over Budget % of Budget
<b>Income</b>				
42000 GRANTS	\$	-	935,025	(935,025) 0.00%
42050 DOJ BVP	\$	-	3,000	(3,000) 0.00%
42103 Virginia Dept of Fire Programs	\$	298		

42130 DEQ	\$	350		350	
Total 42000 GRANTS	\$	648	\$ 938,025	\$ (937,377)	0.07%
Total Income	\$	648	\$ 938,025	\$ (937,377)	0.07%
Gross Profit	\$	648	\$ 938,025	\$ (937,377)	0.07%
Expenses					
Total Expenses			\$	-	
Net Operating Income	\$	648	\$ 938,025	\$ (937,377)	0.07%
Other Expenses					
70000 CIP EXPENSE				0	
70001 Streetscape	\$	192			
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	\$	7,301	7,300	1	100.01%
72006 Riverwalk Improvements	\$	6,055	110,000	(103,945)	5.50%
74001 Vehicles & Equipment	\$	29,465	53,000	(23,535)	55.59%
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	\$	56,130	\$ 1,374,031	\$ (1,317,901)	4.09%
Total Other Expenses	\$	56,130	\$ 1,374,031	\$ (1,317,901)	4.09%
Net Other Income	\$	(56,130)	\$ (1,374,031)	\$ 1,317,901	4.09%
Net Income	\$	(55,482)	\$ (436,006)	\$ 380,524	12.73%

### E SUMMONS FUND

	Actual	Annual Budget	over Budget	% of Budget	
Income					
41000 FEES/LICENSES				0	
41040 FINES (PUBLIC SAFETY)	\$	-		0	
41170 E-Summons	\$	6,577	15,250	(8,673)	43.13%
Total 41040 FINES (PUBLIC SAFETY)	\$	6,577	\$ 15,250	\$ (8,673)	43.13%
Total 41000 FEES/LICENSES	\$	6,577	\$ 15,250	\$ (8,673)	43.13%
Total Income	\$	6,577	\$ 15,250	\$ (8,673)	43.13%
Gross Profit	\$	6,577	\$ 15,250	\$ (8,673)	43.13%
Expenses					
60800 INFORMATION TECH SERV				0	
60860 Hardware/Software & Maintenance	\$	5,695	5,600	95	101.70%
Total 60800 INFORMATION TECH SERV	\$	5,695	\$ 5,600	\$ 95	101.70%
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	\$	5,695	\$ 7,200	\$ (1,505)	79.10%
Net Operating Income	\$	882	\$ 8,050	\$ (7,168)	10.95%
Net Income	\$	882	\$ 8,050	\$ (7,168)	10.95%

### EVENTS FUND

	Actual	Annual Budget	over Budget	% of Budget
<b>Income</b>				
41000 FEES/LICENSES			0	
41160 Convenience Fees	\$ 3,573	4,550	(977)	78.53%
<b>Total 41000 FEES/LICENSES</b>	<b>\$ 3,573</b>	<b>\$ 4,550</b>	<b>\$ (977)</b>	<b>78.53%</b>
42000 GRANTS		10,000	(10,000)	0.00%
44000 OTHER		0	0	
44020 Events Fund Interest	\$ -	0	0	
44040 Bricks Revenue	\$ 304	1,575	(1,271)	19.30%
44060 Other	\$ -	4,260	(4,260)	0.00%
<b>Total 44000 OTHER</b>	<b>\$ 304</b>	<b>\$ 5,835</b>	<b>\$ (5,531)</b>	<b>5.21%</b>
47000 EVENTS REVENUE			0	
47010 Sponsorships	\$ 9,018	34,000	(24,982)	26.52%
47020 Booth Rentals	\$ 146,541	166,000	(19,459)	88.28%
47021 Ticket Sales	\$ 60	2,525	(2,465)	2.38%
47023 Community Events	\$ 12,139	16,750	(4,611)	72.47%
<b>Total 47021 Ticket Sales</b>	<b>\$ 12,199</b>	<b>\$ 19,275</b>	<b>\$ (7,076)</b>	<b>63.29%</b>
47030 Shuttle Fees	\$ 34,313	60,500	(26,187)	56.72%
47040 Parking Space Sales	\$ 7,800	10,500	(2,700)	74.29%
47060 Merchandise	\$ -	1,125	(1,125)	0.00%
47105 Revenue Share Agreements	\$ -	1,500	(1,500)	0.00%
<b>Total 47000 EVENTS REVENUE</b>	<b>\$ 209,871</b>	<b>\$ 292,900</b>	<b>\$ (83,029)</b>	<b>71.65%</b>
<b>Total Income</b>	<b>\$ 213,748</b>	<b>\$ 313,285</b>	<b>\$ (99,537)</b>	<b>68.23%</b>
<b>Gross Profit</b>	<b>\$ 213,748</b>	<b>\$ 313,285</b>	<b>\$ (99,537)</b>	<b>68.23%</b>
<b>Expenses</b>				
<b>Total 60000 PERSONNEL SERVICES</b>	<b>\$ 42,368</b>	<b>\$ 98,371</b>	<b>\$ (56,002)</b>	<b>43.07%</b>
<b>Total 60400 PROFESSIONAL SERVICES</b>	<b>\$ 5,745</b>	<b>\$ 5,050</b>	<b>\$ 695</b>	<b>113.76%</b>
<b>Total 60800 INFORMATION TECH SERV</b>	<b>\$ 706</b>	<b>\$ 390</b>	<b>\$ 316</b>	<b>181.12%</b>
<b>Total 61200 MATERIALS AND SUPPLIES</b>	<b>\$ 5,283</b>	<b>\$ 13,545</b>	<b>\$ (8,262)</b>	<b>39.00%</b>
<b>Total 62000 CONTRACTS</b>	<b>\$ 39,707</b>	<b>\$ 75,100</b>	<b>\$ (35,393)</b>	<b>52.87%</b>
<b>Total 63200 ADVERTISING</b>	<b>\$ 16,378</b>	<b>\$ 32,500</b>	<b>(16,122)</b>	<b>50.39%</b>
<b>Total 64700 FACILITIES EXPENSE</b>	<b>\$ 483</b>	<b>\$ 850</b>	<b>\$ (368)</b>	<b>56.76%</b>
<b>Total 69200 SPECIAL EVENTS</b>	<b>\$ 14,836</b>	<b>\$ 12,920</b>	<b>\$ 1,916</b>	<b>114.83%</b>
<b>Total Expenses</b>	<b>\$ 125,506</b>	<b>\$ 238,726</b>	<b>\$ (113,220)</b>	<b>52.57%</b>
<b>Net Operating Income</b>	<b>\$ 88,242</b>	<b>\$ 74,559</b>	<b>\$ 13,683</b>	<b>118.35%</b>
<b>Net Income</b>	<b>\$ 88,242</b>	<b>\$ 74,559</b>	<b>\$ 13,683</b>	<b>118.35%</b>

<b>MAMIE DAVIS PARK</b>
-------------------------

	Actual	Annual Budget	over Budget	% of Budget
<b>Income</b>				
44000 OTHER			0	
44030 Mamie Davis Park Interest	\$ 1,346	256	1,090	525.63%
<b>Total 44000 OTHER</b>	<b>\$ 1,346</b>	<b>\$ 256</b>	<b>\$ 1,090</b>	<b>525.63%</b>
<b>Total Income</b>	<b>\$ 1,346</b>	<b>\$ 256</b>	<b>\$ 1,090</b>	<b>525.63%</b>
<b>Gross Profit</b>	<b>\$ 1,346</b>	<b>\$ 256</b>	<b>\$ 1,090</b>	<b>525.63%</b>

Expenses

Total Expenses				\$	-		
Net Operating Income	\$	1,346	\$	256	\$	1,090	525.63%
Net Income	\$	1,346	\$	256	\$	1,090	525.63%
<b>TOTAL NET INCOME (LOSS) ALL FUNDS</b>	<b>\$</b>	<b>129,349</b>	<b>(353,141)</b>	<b>482,490</b>	<b>(0)</b>		

**Town of Occoquan**  
**Balance Sheet Comparison**  
As of January 31, 2025

	Total		
	As of Jan 31, 2025	As of Jan 31, 2024 (PY)	Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Bank Accounts</b>			
10001 Petty Cash - Operating	100	100	0
10010 Petty Cash - Events	75	0	75
10022 Checking Account 0058	491835	117159	374676
10024 Money Market 4220	201789	200482	1307
10029 Checking Account 3126 (deleted)	0	55762	(55762)
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	621125	420694	200432
<b>Total 10034 VIP - Investment Pool</b>	<b>\$ 621,125</b>	<b>\$ 420,694</b>	<b>\$ 200,432</b>
10082 Mamie Davis Savings 4201	4051	2260	1791
10083 Mamie Davis CD	100000	100000	0
10091 Bricks - PayPal (deleted)	0	109	(109)
<b>Total Bank Accounts</b>	<b>\$ 1,418,976</b>	<b>\$ 896,566</b>	<b>\$ 522,410</b>
<b>Accounts Receivable</b>			
10180 Accounts Receivable	73829	427537	(353708)
<b>Total Accounts Receivable</b>	<b>\$ 73,829</b>	<b>\$ 427,537</b>	<b>\$ (353,708)</b>
<b>Other Current Assets</b>			
10190 Real Estate Receivable	0	0	0
11000 Prepaid Expenses	0	0	0
14990 Undeposited Funds	9323	4163	5160
<b>Total Other Current Assets</b>	<b>\$ 9,323</b>	<b>\$ 4,163</b>	<b>\$ 5,160</b>
<b>Total Current Assets</b>	<b>\$ 1,502,128</b>	<b>\$ 1,328,266</b>	<b>\$ 173,862</b>
<b>TOTAL ASSETS</b>	<b>\$ 1,502,128</b>	<b>\$ 1,328,266</b>	<b>\$ 173,862</b>
<b>LIABILITIES AND EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
20000 Accounts Payable	52239	88931	(36692)
<b>Total Accounts Payable</b>	<b>\$ 52,239</b>	<b>\$ 88,931</b>	<b>\$ (36,692)</b>
<b>Credit Cards</b>			
22000 Credit Cards			0
22010 ExxonMobil	1751	1445	306
22020 Home Depot	125	382	(258)
22030 Lowe's Proservices	551	280	271
22040 United Bank Credit Cards	8929	8087	842

Total 22000 Credit Cards	\$	11,356	\$	10,194	\$	1,161
<b>Total Credit Cards</b>	<b>\$</b>	<b>11,356</b>	<b>\$</b>	<b>10,194</b>	<b>\$</b>	<b>1,161</b>
<b>Other Current Liabilities</b>						
20935 Performance Bond		1188		1188		0
20940 Unearned Craft Show Rev		29550		16275		13275
20960 Unearned Other Revenue						0
20970 Unearned Rental		300		250		50
20973 Unearned SLFRF Revenue		0		507989		(507989)
<b>Total 20960 Unearned Other Revenue</b>	<b>\$</b>	<b>300</b>	<b>\$</b>	<b>508,239</b>	<b>\$</b>	<b>(507,939)</b>
20980 Unearned R.E. Tax		728		558		170
21100 Unearned Fire Dept Grant		6911		7692		(781)
21200 Payroll Liabilities		0		0		0
21230 VRS Employee Contributions		0		(0)		1
<b>Total 21200 Payroll Liabilities</b>	<b>\$</b>	<b>0</b>	<b>\$</b>	<b>(0)</b>	<b>\$</b>	<b>1</b>
<b>Total Other Current Liabilities</b>	<b>\$</b>	<b>38,677</b>	<b>\$</b>	<b>533,951</b>	<b>\$</b>	<b>(495,274)</b>
<b>Total Current Liabilities</b>	<b>\$</b>	<b>102,272</b>	<b>\$</b>	<b>633,077</b>	<b>\$</b>	<b>(530,805)</b>
<b>Total Liabilities</b>	<b>\$</b>	<b>102,272</b>	<b>\$</b>	<b>633,077</b>	<b>\$</b>	<b>(530,805)</b>
<b>Equity</b>						
30000 Nonspendable						0
30005 PrePaid Items		0		0		0
<b>Total 30000 Nonspendable</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
31000 Restricted						0
31100 Mamie Davis (Endowment)		100000		100000		0
31200 E Summons Fund		49124		36123		13002
<b>Total 31000 Restricted</b>	<b>\$</b>	<b>149,124</b>	<b>\$</b>	<b>136,123</b>	<b>\$</b>	<b>13,002</b>
31400 Assigned						0
30030 Events Fund		0		88492		(88492)
30040 CIP Fund		436006		26843		409163
31050 Public Safety Grant Fund		24235		14283		9952
31060 Mamie Davis Park Fund		7090		6498		593
31070 Public Education Grant Fund		2111		1955		156
<b>Total 31400 Assigned</b>	<b>\$</b>	<b>469,442</b>	<b>\$</b>	<b>138,071</b>	<b>\$</b>	<b>331,371</b>
31500 Unassigned						0
30010 Emergency Operating Fund		200000		200000		0
30020 Unrestricted		451940		44804		407136
<b>Total 31500 Unassigned</b>	<b>\$</b>	<b>651,940</b>	<b>\$</b>	<b>244,804</b>	<b>\$</b>	<b>407,136</b>
32000 Retained Earnings		0		0		0
Net Income		129349		176192		(46843)
<b>Total Equity</b>	<b>\$</b>	<b>1,399,856</b>	<b>\$</b>	<b>695,190</b>	<b>\$</b>	<b>704,666</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$</b>	<b>1,502,128</b>	<b>\$</b>	<b>1,328,266</b>	<b>\$</b>	<b>173,862</b>

Saturday, Feb 22, 2025 04:10:58 PM GMT-8 - Accrual Basis

**Town of Occoquan - Permit Report  
February 2025**

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
GAS2025-00682	1521 COLONIAL DR	replace furnace and ac 60,000btu 2 ton LIKE FOR LIKE	Gas	Issued	C - Alteration/Repair	10/30/2024	
BLD2025-00277	100 FRAYERS FARM CT	INSTALL 9 SETTLESTOP PUSH PIERS, 38 LF OF BASEMENT GUTTER AND NEW SUMP PUMP (IMG8 OR EQUIVALENT) TO REPLACE EXISTING PUMP AND CONNECT TO EXISTING DISCHARGE LINE - MANDATORY THIRD PARTY INSPECTIONS FOR PUSH PIERS MANAGED BY CIB	Building	Issued	R - Alteration/Repair	10/10/2024	
BLD2025-00482	264 GASLIGHT LANDING CT	NON STRUCTURAL A/R - KITCHEN REMODEL ON SECOND FLOOR	Building	Issued	R - Alteration/Repair	11/12/2024	
PLB2025-01051	264 GASLIGHT LANDING CT	NON STRUCTURAL A/R - KITCHEN REMODEL ON SECOND FLOOR	Plumbing	Issued	R - Alteration/Repair	11/12/2024	
BLD2024-04356	204 MILL ST	REPAIR AND REPLACE (LIKE FOR LIKE) - EXTERIOR WOODEN STAIR TREADS, RAILS, AND STRINGERS.	Building	Pending	C - Alteration/Repair		
BLD2022-01583	416 MILL ST	(SEE BCE2021-00265) Construct a covered roof over existing patio. Located in the rear of the existing ***SET TO FINAL PER BOBBY BELL- NO OP REQUIRED*** restaurant bldg and does not increase the previous occupant load.	Building	Finald	C - Tenant Layout	03/01/2022	01/24/2025
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	
BLD2025-02629	422 OVERLOOK DR	KITCHEN AND MASTER BATHROOM RENOVATION	Building	Pending	C - Alteration/Repair		
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	

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
MEC2024-01598	113 POPLAR LN	install of direct vent gas fireplace Framing, gas, electric done by others existing building permit BLD2024-03230	Mechanical	Issued	R - Alteration/Repair	03/27/2024	
PLB2024-02021	113 POPLAR LN	Interior plumbing renovations	Plumbing	Issued	R - Alteration/Repair	04/11/2024	
BLD2025-03847	117 POPLAR LN	NON-STRUCTURAL A/R - DEMO NON-LOADBEARING BATHROOM WALL ON MAIN FLOOR, INSTALL PRE-MANUFACTURED SAUNA	Building	Issued	R - Alteration/Repair	02/21/2025	
ELE2025-04147	117 POPLAR LN	Install a Sauna thermostat / heater / light**see notes for scope of work*	Electrical	Issued	R - Alteration/Repair	02/24/2025	
PLB2025-01787	117 POPLAR LN	BATHROOM REMODEL	Plumbing	Issued	R - Alteration/Repair	02/24/2025	
BLD2025-03905	184 WASHINGTON ST	NON STRUCTURAL A/R - KITCHEN REMODEL	Building	Issued	R - Alteration/Repair	02/21/2025	
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	
ELE2025-04170	184 WASHINGTON ST	NON STRUCTURAL A/R - KITCHEN REMODEL	Electrical	Issued	R - Alteration/Repair	02/24/2025	
PLB2025-01802	184 WASHINGTON ST	NON STRUCTURAL A/R - KITCHEN REMODEL	Plumbing	Issued	R - Alteration/Repair	02/24/2025	

Development Project

**END OF REPORT**

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 01/20/2025

\*Counts business days only.

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

Total Number of Cases for : 0

Total Number of Addresses Affected:

Total Number of Violations Issued: 0

Total Number of Cases Closed : 0

Total Number Cases Closed with No Violation: 0

Total Number of Cases Still Open: 0

Total Number of Open Cases with Violations: 0

Average Number of Business Days Cases are Open This Town:

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

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

Total Business Days of Pending Activities for this Town:

**PCE Cases Initiated by Town**

**All Open Cases and Cases Closed On or After 01/20/2025**

*\*Counts business days only.*

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**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 March 4, 2025, Council Meeting  
Date: February 28, 2025

## **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 January 27, 2025:

1. Tracked General Assembly bills of interest to the Town. Bills to cap the meals tax (HB2004) and regulate vapes (HB2488) failed. A bill to prohibit local government from taking action on new agenda items that are not “time-sensitive” (SB876) failed. And a bill setting mandatory growth minimums (HB2641) failed. Those are all good results for local government.
2. Advised as to handling Motorola contract for police communications.
3. Continued to advise staff as to Riverwalk legal issues.
4. Advised as to tax collection from businesses.



# TOWN OF OCCOQUAN TOWN COUNCIL MEETING Agenda Communication

<b>9. Regular Business</b>	<b>Meeting Date:</b> March 4, 2025
<b>9A: Request to Adopt Ordinance O-2025-03 Authorizing the Town Manager to Issue Bonuses Within the FY2025 Budget Appropriations</b>	

**Attachments:** Draft Ordinance O-2025-03

**Submitted by:** Adam C. Linn  
Town Manager

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**Explanation and Summary:**

This is a request to adopt Ordinance O-2025-03 awarding monetary bonuses and authorizing the Town Manager to issue bonuses to employees below the Town Manager level within the Fiscal Year 2025 budget appropriations.

**Background**

Virginia Code § 15.2-1508 provides that the governing body of any locality may provide for payment of monetary bonuses to its officers and employees. The payment of a bonus shall be authorized by ordinance.

**Town Staff Recommendation:** Recommend approval of the draft ordinance.

**Town Attorney Recommendation:** Recommend approval

**Cost and Financing:** N/A

**Account Number:** N/A

**Proposed/Suggested Motion:**

"I move to adopt O-2025-03 as presented."

OR

Other action Council deems appropriate.

**ORDINANCE # O-2025-03**

**AN ORDINANCE TO AUTHORIZE  
THE TOWN MANAGER TO ISSUE MONETARY BONUSES TO  
TOWN EMPLOYEES**

**WHEREAS**, Virginia Code §15.2-1508 authorizes the payment of monetary bonuses to local government employees, but requires that the payment of any bonus be authorized by ordinance; and

**WHEREAS**, the Town of Occoquan, Virginia, (the "Town") desires to adopt an ordinance authorizing payment of monetary bonuses to employees below the Town Manager level ("Town Staff") from its Fiscal Year 2025 general and events fund appropriations; and

**WHEREAS**, the Town further desires to authorize the Town Manager to make payment of monetary bonuses to Town Staff in amounts determined in the Town Manager's discretion.

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

1. The Town approves payment of bonuses to Town Staff from the Fiscal Year 2025 appropriations in such amounts as may be determined by the Town Manager; and
2. The Town Manager is authorized to make such payments at any time prior to June 30, 2025, and to take any and all reasonable actions necessary to accomplish the purposes of this Ordinance.
3. This Ordinance is effective upon adoption.

**BY ORDER OF THE TOWN COUNCIL**

**Meeting Date:** March 4, 2025

**RE:** Authorizing the Town Manager to Issue Monetary Bonuses to Town Employees

**MOTION:**

**SECOND:**

**ACTION:**

**VOTES:**

**Ayes:**

**Nays:**  
**Absent from Vote:**  
**Absent from Meeting:**

**CERTIFIED COPY**

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**Town Clerk**

DRAFT



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>10. Discussion Items</b>	<b>Meeting Date:</b> March 4, 2025
<b>10A:</b> Revised Report on Planning Commission Planning Recommendations to Town Council	

**Attachments:** a. Revised Planning Recommendations to Town Council

**Submitted by:** Adam C. Linn  
Town Manager

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**Explanation and Summary:**

This is a discussion item for Town Council to receive and consider the Planning Commission's Revised Planning Recommendations. See attached report.

**Background:**

At the April 16, 2024, meeting, the Planning Commission Chair presented the report to Town Council. The Town Council decided to consider the recommendations and provide feedback at a later date. At the July 2, 2024, meeting, the Town Council reviewed the report and decided to prepare a feedback memo. At the September 17, 2024, meeting, the Town Council provided a feedback memo on the recommendations and directed the Planning Commission to submit revised recommendations along with its annual report in early 2025.

At the February 25, 2025, meeting, the Planning Commission approved and submitted to the Town Council its revised recommendations.

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

**Staff Request:** Review the revised recommendations and table further discussion until the April 15, 2025, meeting, at which feedback can be provided to the Planning Commission at the joint meeting.



# Occoquan Planning Commission Planning Recommendations to Town Council

March 26, 2024

Revised: February 25, 2025

## Occoquan Planning Commission

Eliot Perkins, Chair

Ralph Newell, Vice Chair

Don Wood, Secretary

Darryl Hawkins, Commissioner

Ann Kisling, Commissioner

Robert Love, Commissioner

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## Introduction

Starting in Winter 2023, the Planning Commission, using the *Vision 2026 Comprehensive Plan* as a guide, engaged in a planning effort to formulate themes and corresponding recommendations for the Planning Commission's work over the next several years. The objective of this effort was to provide prioritized recommendations that either complement the council's strategic framework and/or that preview future recommendations for the 2026 Comprehensive Plan update.

As part of the creation and prioritization of the recommendations, the Planning Commission took several items into consideration: the alignment with Council's strategic framework, cost, town staffing requirements, volunteer requirements, and the 2026 Comprehensive Plan update. Due to the recognition that resources are finite both in terms of dollars and staff time, the Planning Commission has the willingness and enthusiasm to take on an active role as is deemed appropriate by Council.

After review of this report, the Planning Commission asks that the Town Council assign ownership on action items deemed viable to the Commission and/or Town staff as deemed appropriate. The Commission further asks the Town Council to consider inclusion of cost-incurring items into the Fiscal Year 2026 budget process.

### *Report Structure:*

The following report is divided into sections based off each thematic area and corresponding goals created by the Planning Commission with a tiered list of recommended action items for Town Council. Action items are divided into First and Second Priority. The First Priority consists of short, near, and long-term items that align with at least one theme of the Comprehensive Plan. Those First Priority items for Town Council review are contained in the green tables at the end of each section. Each table outlines the potential costs, staff time, implementation timeline, and Comprehensive Plan alignment associated with each item. The Second Priority consists of longer-term items that are meant to preview future recommendations for the 2026 Comprehensive Plan update.

The thematic areas consist of the following:

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

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

# Trail Town Program – Leveraging the Natural Resources of the Town

## *Summary:*

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

## *Goals:*

1. Earn designation as a Virginia Trail Town by working with the Commonwealth to define the standards for a Trail Town and create a designation program.
2. Cultivate and promote Occoquan’s identity as a Trail Town with historical markers, wayfinding signage, and local attractions to bring outdoors enthusiasts into Town.
3. Establish reciprocal promotion between attractions and municipalities sharing trails with Occoquan via participation in regional summits, celebrations, and trail advocacy outside of the Town’s jurisdiction.
4. Increase the value and accessibility of Tanyard Hill park as a local trail destination with trail connections to the Occoquan Greenway.

## *First Priority Action Items:*

1. **Assess Community Input a Trail Town Program:** Solicit feedback from Town residents via a survey to assess community wants and needs for a trail town and use results to determine the vision of a larger Trail Town program.
2. **Define an Occoquan Trail Town Vision:** Town Officials, Staff, and Citizens should collaborate on a shared vision of what a Trail Town program ultimately means and the “who, what, and how” of getting there.
3. **Town Council Passes a Resolution Recognizing the Community Values its Trails:** This resolution will follow the same format as previous resolutions establishing Occoquan as a Tree City USA or Bird Sanctuary.
4. **Improve Trail Signage:**
  - o **Post a “Trail Town” Information Sign Near the Footbridge and/or 123 Bridge:**  
The model for this sign would be the signs at the trails gateway into Harper’s Ferry, which provides a map of the region, illustrates the many trails connecting to the town, and the attractions to which they lead.
  - o **Post Signs for the Potomac Heritage National Scenic Trail:** As a signatory, Occoquan needs to honor its commitment to the PHNST memorandum of understanding by placing signage for the trail at appropriate locations within Town. Representatives at NVRC recommend having NPS install the signs.

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

*Second Priority Action Items:*

- 1. Work with Local Businesses to Promote Trail Town Status and Support Trail Users:** Encourage local businesses to take advantage of the potential business opportunities that come with the trail users who pass through Occoquan.
- 2. Coordinate with the County on Trail Connections Between Tanyard Hill Park and Occoquan Greenway:** A limitation for Tanyard Hill Park is that it is somewhat inaccessible to Occoquan residents, with no dedicated parking lot or straightforward pedestrian connection from town. Connecting the park to the Occoquan Greenway will provide an accessible, safe route to residents. Town should continue to coordinate with the County to ensure the trail connections are built and maintained.
- 3. Lobby State for a Trail Town Designation:** The Town of Damascus in Shenandoah also considers itself a Trail Town servicing hikers on the Appalachian Trail. Occoquan can coordinate with this municipality to have Virginia create a Trail Town Designation.
- 4. Develop and Leverage Stakeholder Connections with Trail-related Organizations:** Connect with all applicable trail related organizations which could be advantageous in the furtherance of Occoquan as a successful Trail Town.

*Items for Town Council Approval/Budget Consideration:*

Recommendations	Cost Estimate	Staff Effort (Low, Medium, High)	Timeline (Short, Near, and Long-term)	Comp Plan Alignment
<b>Assess Community Input on a Trail Town Program</b>	-	Low	Short	Circulation and Mobility
<b>Define an Occoquan Trail Town Vision</b>	-	Medium	Short	Circulation and Mobility
<b>Town Council Passes a Resolution Recognizing the Community Values its Trails</b>	-	Low	Short	Circulation and Mobility
<b>Improve Trail Signage</b>	\$3,000	Medium	Near	Circulation and Mobility
<b>Present a Yearly Progress Update at the NVRC Trails Summit</b>	-	Low	Near	Circulation and Mobility, Regional Coordination

# Parking and Transportation – Increasing Walkability, Accessibility, and Connectivity

## *Summary:*

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

## *Goals:*

1. Increase pedestrian safety and navigability in Town with a Town map brochure, an online interactive map, continued targeted traffic calming measures, and standardized signage.
2. Pursue multi-modal transportation alternatives with , prominent bike racks, electric bike services, shuttle, and a water taxi.
3. Increase connections to existing and future regional developments and attractions by pursuing synergistic events and relationships with Occoquan Regional Park, Riverside Station, The Townes at Occoquan, Alpine X/Fairfax Peak, and the Workhouse Arts Center.

## *First Priority Action Items:*

1. **Standardize Parking Signage:** To better advertise existing Town parking lots, the universal “P” for parking sign should replace public parking signs to conform with visitor expectations.
2. **Enhance Biking Infrastructure and Awareness:** To increase driver awareness of cyclists and encourage more cycling in town, the Town should pursue the following:
  - **Apply Annually for the League of American Bicyclists "Bicycle Friendly Community" Status:** Process will inform the Town of what specific actions it can take to promote cycling in Occoquan and track progress on those actions.
  - **Town Bike Rack Improvements/Signage:** The Town should better advertise the bike racks with signage or move them to more prominent locations. Also, the Town should invest in bike repair stations.

## *Second Priority Action Items:*

1. **Enhance Pedestrian Connections to Occoquan Regional Park, Workhouse Arts Center and Other Regional Attractions and Developments:** To better connect with neighboring attractions like the Workhouse Arts Center, Occoquan Regional Park, and future Fairfax Peaks facility, the Town should engage in the following activities:
  - **Memorialize the Town’s Plans on and Continue to Advocate for a Trail Under the 123 Bridge in Fairfax County:** As the Town has started to advocate for this improvement, the Planning Commission wants to ensure the effort its properly memorialized in the Comprehensive Plan, or another document that the Town Council deems appropriate, and offer its services in ensuring the trail comes to

fruition. A trail from Old Ox Road that goes down along the hill beside the 123 Bridge, under the bridge, and into Occoquan Regional Park will connect Occoquan to that attraction, driving more recreational and economic opportunities for town businesses and residents.

- **Pursue Diverse Mobility Connections to Local Attractions:** this includes promoting local electric bike rentals, shuttle services, and local water taxi services that would connect communities on the Occoquan River.
- 2. **Evaluate and Advocate for Parking Outside of Town:** The Town should talk with Vulcan, Occoquan Regional Park, and other property owners about using sites, such as the service road parallel to Rt. 123, for parking.
- 3. **Continue Targeted Traffic-Calming Measures:** The Town should pursue targeted traffic-calming measures at the intersection of Mill and Washington streets, and Center Street in the mornings to address cut-through traffic running stop signs and endangering pedestrians. Additionally, the Town should continue to seek traffic-calming measures, such as additional crosswalks and pedestrian safety signage on Washington Street.

*Items for Town Council Approval/Budget Consideration:*

Recommendations	Cost Estimate	Staff Effort (Low, Medium, High)	Timeline (Short, Near, and Long-term)	Comp Plan Alignment
<b>Standardize Parking Signage</b>	\$300	Low	Short	Circulation and Mobility
<b>Enhance Biking Infrastructure and Awareness</b>	\$50/year; TBD for repair stations	Medium	Near	Circulation and Mobility

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

## *Summary:*

Occoquan has the opportunity to create, and be widely recognized as, a sustainable and vibrant green town, where eco-friendly practices harmonize with the tranquil setting of our town. We aspire to cultivate a community that values environmental stewardship, embraces renewable energy, promotes green spaces, and encourages a sense of responsibility for the well-being of our planet. Through education, innovation, and collaboration with local residents, business and visitors, we aim to achieve those goals through thoughtful action.

## *Goals:*

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

## *First Priority Action Items:*

1. **Continue to implement a sustainable water quality monitoring program for the Occoquan River:** Implementing a sustainable all-volunteer, summertime water sampling program that publicizes sampling results weekly will burnish the Town's green credentials by demonstrating to river users such as boaters and anglers that the Town is monitoring the health of the river. Although the State Department of Environmental Quality (VA DEQ), Fairfax Water, and the Prince William County Soil and Conservation District tests the river for various safety parameters, the resulting data is not easily found. Volunteers can partner with the Potomac River Keepers Network to test the water weekly during the summer with results published each Friday on the internet and through a "Swim App."
2. **Install Mussel Cage on Town Dock:** The Town should renew efforts to install a mussel cage on the town dock as a way to both improve the water quality of and education on the Occoquan River. Since 2023, the Town has been in continued discussions with the Potomac River Keepers Network to become a part of its *50 Million Mussel Project*, an initiative to restore 50 million native freshwater mussels to the Potomac River by 2030 as a critical next step towards improving (and maintaining) water quality in the Potomac. Funding for the mussel cage was adopted in the FY2024 Capital Improvements Program with plans to partially fund it via the 2024 RiverFest's boat parade fees. However, the project was not completed due to a lack of donated funds.
3. **Use public engagement and demonstration to encourage reduction or elimination of one-time use utensils and boxes at Town eateries:** Providing encouragement and education to abandon one-time use plastic will add luster to Occoquan's well-deserved reputation as home to a lively retail and restaurant scene. The Town can provide resources like [Beyond Plastics'](#) "[Hold The Plastic, Please: A Restaurant's Guide to](#)

[Reducing Plastic](#)” and [one-pager](#) on the Town’s “*Doing Business in Occoquan*” webpage, sponsor informational events on reducing one-time use plastics, pass resolutions in support of reduction, and task the Planning Commission to explore ideas and network with local towns and vendors that are moving forward with non-ordinance related encouragement.

- 4. Evaluate existing conditions and create a plan for tree management and increasing native species:** Focus on key areas with a high presence of invasive tree and plant species (e.g. Furnace Branch Park, Commerce Street shoulder) and create a plan, utilizing outside grant funding for proper tree management and the restoration of native species.

*Second Priority Action Items:*

- 1. Create an Award system to recognize good environmental actors in Town:** The historic district is a special area in town that is highly visible and subject to various architectural restrictions. Rewarding those who take the extra time to implement various environmentally beneficial improvements on their properties is a good look for the town. To keep a sustainable level of effort, Town Council should consider annually or semi regularly recognizing, via resolution and social media, a business or resident that makes such environmental improvements to their property.
- 2. Consult with Prince William County staff to see how Occoquan can contribute to the success of the Prince William County Community Energy and Sustainability Master Plan:** Many of the action items above are related to actions items in the County Plan. The Town should designate a lead to assess the plan and provide feedback to Town Council on how the Town can coordinate with the County on its High Priority Actions that significantly impact Occoquan (e.g. encouraging energy efficient building, improving pedestrian and bicycle infrastructure, improving public transit, and multiple climate resiliency and stormwater actions).

*Items for Town Council Approval/Budget Consideration:*

Recommendations	Cost Estimate	Staff Effort (Low, Medium, High)	Timeline (Short, Near, and Long-term)	Comp Plan Alignment
<b>Continue to implement a sustainable water quality monitoring program for the Occoquan River</b>	\$2,500 per year	Low	Short	Environmental Stewardship
<b>Install Mussel Cage on Town Dock</b>	\$6,500	Medium	Short	Environmental Stewardship
<b>Use public engagement and demonstration to encourage reduction or elimination of onetime use utensils and boxes at Town eateries</b>	-	Medium	Near	Environmental Stewardship

<b>Evaluate existing conditions and create a plan for tree management and increasing native species</b>	-	Medium	Long	Environmental Stewardship
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# Placemaking, Beautification, and Public Art – Fostering A Distinct Identity for Town

## *Summary:*

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

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

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

## *Goals:*

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

## *First Priority Action Items:*

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

and opportunities, including improvements to lighting at River Mill Park, flower baskets on gaslights and the footbridge, the creation of pocket parks, and beautification of public buildings as appropriate. Develop a theme e.g. “Making Occoquan Beautiful” to encompass many Placemaking/Beautification activities. Possibly create competition with awards and recognition for businesses, property owners of businesses, private homes/townhouses, and individuals.

**4. Expand volunteer corps to include beautification for private and public properties:**

Build off existing and future volunteer opportunity communication tools to develop most effective interaction methods. Create opportunities for beautification on both public and private properties by hosting volunteers for regular assignments, special volunteer events (like FOTO cleanups), and/or adopt a business programs. Beyond beautification efforts, the Commission feels that utilizing volunteer management software to improve the efficiency and effectiveness of the Town’s volunteer program will benefit events programming and be vital to the success of multiple action items in this report.

*Secondary Action Items:*

- 1. Increase Placemaking and Beautification Funding for Pilot Projects:** For this to occur first there needs to be a priority placed on expanding the volunteer corps. Due to the volunteer efforts needed in this area it cannot happen without increased volunteer numbers. Once that has occurred a pilot project(s) should be undertaken. Town should then assess the results of the pilot and consider dedicated funding for beautification efforts, utilizing all applicable grant opportunities, Public/Private partnerships, and individual donor funding options. Town may also want to contact local jurisdictions who are experienced and successful in funding such projects.

*Items for Town Council Approval/Budget Consideration:*

Recommendations	Cost Estimate	Staff Effort (Low, Medium, High)	Timeline (Short, Near, and Long-term)	Comp Plan Alignment
<b>Conduct public art surveys as needed to ensure community input, including on themes and locations</b>	-	Low	Short	Community Character/Life
<b>Fund and create public art program</b>	\$2,500 per year	Medium	Short	Community Character/Life
<b>Create a prioritized list of projects including plantings, lighting, pocket park(s) etc.</b>	-	Medium	Near	Community Character/Life

<b>Expand volunteer corps to include beautification for private and public properties</b>	\$1,000 per year	Medium	Short	Community Character/Life
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# Business Support and Recruitment - Fostering Economic Development and Diversification

## *Summary:*

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

## *Goals:*

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

## *First Priority Action Items:*

1. **Encourage the preservation and commercial use of the Town's historic buildings and structures:** The town's numerous historic structures both offer opportunities for unique commercial uses and create the historic small-town charm of Occoquan that underlies its tourism-based economy. The Town should engage with property owners to identify opportunities to maintain, improve, and increase commercial uses for these historic properties.
2. **Evaluate the creation of a business recruitment program:** As Town Council has revised its framework to include the evaluation of creating a business recruitment program, the Planning Commission would like to request that Town staff examine the following items in their evaluation: ad hoc reports to Town Council on key commercial vacancies, best practices for localities to recruit value adding businesses, insights from Visit Occoquan and the existing business community on attracting businesses to the town, how much staff time and funding should be dedicated, and what the goals and outcomes are for a potential program.
3. **Collaborate with Visit Occoquan to assess town business needs:** Work with Visit Occoquan to integrate priorities and questions from Town Council, Town Boards, and/or staff into Visit's existing programming that will help assess how Town can improve the business environment, including meetings and surveys.

## *Second Priority Action Items:*

1. **Create business recruitment and support programming:** Based off the results of collaboration with Visit Occoquan, the Town should work with relevant stakeholders to create business support programming to help address the stated needs of the business

community and attract outside businesses and organizations to the Town. Programming would consist of two types of events: trainings on specific areas of need for local businesses and informational talks that market the Town (for example, topics could include: The Merits of Doing Business in Occoquan, The Founding of Occoquan in the 18th Century, The Role of Local Native Tribes, The Civil War & Occoquan, Hurricane Agnes, etc). Both would be available to the wider community and raise awareness of Occoquan. Town should partner with the Prince William Chamber of Commerce, hospitals, universities, and experts on specific areas of need to host events like guest speakers, panel discussions, luncheons, etc. at little to no cost to the Town.

*Items for Town Council Approval/Budget Consideration:*

<b>Recommendations</b>	<b>Cost Estimate</b>	<b>Staff Effort (Low, Medium, High)</b>	<b>Timeline (Short, Near, and Long-term)</b>	<b>Comp Plan Alignment</b>
<b>Encourage the preservation and commercial use of the Town's historic buildings and structures</b>	-	Low	Short	Economic Vitality/ Diversity
<b>Evaluate the creation of a business recruitment program</b>	-	High	Long	Economic Vitality/ Diversity
<b>Collaborate with Visit Occoquan to assess town business needs</b>	-	Medium	Near	Economic Vitality/ Diversity

# Cross-Cutting Recommendations

*Summary:*

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

*First Priority Action Items:*

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

*Items for Town Council Approval/Budget Consideration:*

Recommendations	Cost Estimate	Staff Effort (Low, Medium, High)	Timeline (Short, Near, and Long-term)	Comp Plan Alignment
<b>Expand marketing efforts to include promoting the Town in the planning areas</b>	\$1,500	Medium	Near	-
<b>Re-engage with existing NOVA Arts and Cultural District stakeholders and other regional partners</b>	-	High	Long	Regional Coordination

## Removed Priorities

The removed priorities include action items that have either been completed, are in progress, have been supplanted, or have been deemed infeasible due to multiple factors. Specific rationales for removal are included both for posterity and potential future reconsideration by Town Council and/or Planning Commission.

### *Trail Town Program*

- 1. Enhance Entrance to Tanyard Hill Park:** Occoquan has a wonderful resource in this park and needs to protect and promote it. The Town should put up signage as part of entrance enhancement efforts (only item in cost estimate), a crosswalk from the parking lot due to the heavy commuter traffic, and clearly mark parking across the street from the park. Educational signage along the trail can also enhance the hiking experience.
  - **Rationale:** Town advocating for inclusion of park in Prince William County system.
- 2. Coordinate Tanyard Hill Park Maintenance with Volunteers:** Set up a volunteer program for maintaining the trail in the park and connecting trails.
  - **Rationale:** Town advocating for inclusion of park in Prince William County system.

### *Parking and Transportation – Increasing Walkability, Accessibility, and Connectivity*

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

### *Green Improvements – Protecting the Ecological and Public Health of the Town*

1. **Protect Occoquan River from non-point source pollution and sediment through implementation of the Flood Protection Study:** Review the results of the current study and budget and implement recommended green stormwater BMPs that will reduce pollution and flood risks in the town.
  - **Rationale:** Report reviewed by staff and recommendations not deemed feasible at this time or covered by EPA grant currently in planning phase.
2. **Plan and promote existing and future town facility improvements as demonstrations for various green practices (solar, rain collection system, lighting, low flush toilets, etc.):** Town Hall is a highly visible building in Town and would provide a good branding opportunity if cost effective green practices could be implemented and advertised.
  - **Rationale:** Most changes already made, and effort deemed higher than benefit.
3. **Establish food composting site (with PWC or a private contractor) to encourage residents and nonresidents to come into Town to recycle their food scraps:** Occoquan's high density of restaurants and residents is an ideal location for a food scrap recycling program, which would benefit the environment, increase visits into Town, and burnish the Town's green credentials. The Town should explore centralized drop-off locations and curbside pickup programs for collecting composting.
  - **Rationale:** Any composting program will only be feasible if part of potential County initiative.
4. **Continually revisit options for solar/LED bulbs for street lighting:** Experience with "green" options for lighting has been mixed; however, as technologies change and improve, there may be future possibilities for renewable energy source street lighting in Town. This is in-line with the Prince William County goals for renewable energy usage.
  - **Rationale:** Any large scale solar applications for lighting have proven infeasible. Deemed appropriately monitored by staff.

*Business Support and Recruitment*

1. **Evaluate the creation of a property owner to tenant matching system:** The Town should work to connect commercial property owners with prospective business owners interested in expanding their reach into Occoquan in order to maximize mutual benefit to the Town and both parties. The Town should explore options to create a notification system with current property owners and engage with the local business community to curate a list of prospective businesses.
  - **Rationale:** Effort deemed greater than benefit. Revised into new item that will provide same aim with easier level of effort.
2. **Initiate a listening campaign with the community to assess the Town's business needs:** Lead discussions with Visit Occoquan, business owners, and property owners focused on the challenges to starting a business in Occoquan and the pros and cons of running one. Craft a business support plan based off those discussions.
  - **Rationale:** Replaced with revised item that will avoid redundancy and achieve same aim by working with Visit Occoquan



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>10. Discussion Items</b>	<b>Meeting Date:</b> March 4, 2025
<b>10B: FY2026 Budget Work Session #2</b>	

- Attachments:**
- a. Updated FY2026 Budget Schedule
  - b. Power Point Presentation
  - c. FY2026 Proposed Events Fund Budget
  - d. FY2026 Proposed General Fund Budget

**Submitted by:** Adam C. Linn  
Town Manager

**Explanation and Summary:**

This is a discussion item to review the proposed FY2026 budgets for the Events and General Funds.

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

**Background**

Prior to approving and publishing the Adopted Budget by June 30<sup>th</sup> 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.

At the February 18, 2025, Town Council Meeting, the Town Council provided feedback on the strategic framework and directed staff to make certain revisions.

**Staff Request:** Staff is seeking 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 Event / General Fund

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**TOWN OF OCCOQUAN**  
**MARCH 4, 2025**

# FY2026 Budget Schedule

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- 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 #2

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Event Fund

General Fund



# EVENT FUND

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## PROPOSED FY2026 BUDGET



# Events Fund

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- Includes all Town Sponsored Community Events – revenues and expenditures
- Majority of Revenue is generated from the annual (1) Riverfest & Craft Show, (2) the Fall Arts & Crafts Show, and (3) Holiday Artisan Market
- The remainder of revenues includes those generated from other community events (Trivia, Murder Mystery)
- Expenses are for the costs associated with implementing events (including staff costs)
- Net revenues from the Fund are used to support the Town's Capital Improvement Program



# Events Fund = Capital Improvement

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Fall Arts & Craft Show

• Net Revenues

Riverfest & Craft Show

• Net Revenues

Other Events

• Net Revenues

**Capital  
Improvement  
Program**



# Events Supported by Events Fund

## Revenue Generating

- Fall Arts & Craft Show
- Holiday Artisan Market
- RiverFest

## Community - Amenity

- Costume Parade
- Discover Occoquan
- Movie Night
- Murder Mystery\*
- Peeps Show
- Spirits & Spirits
- Tree lighting
- Fireside Fun Night
- Trivia Nights\*
- Volunteer Dinner

## Community - Non-events

- Ribbon Cuttings
- Dedications (Art & Island Naming)
- Fox5 ZIP Trip
- Sponsorship events



# Event Calendar FY2026

DATE	EVENT
July 25 <sup>th</sup>	Trivia Night
August 15 <sup>th</sup>	Trivia Night
September 12 <sup>th</sup>	Trivia Night
Sept. 27 <sup>th</sup> & 28 <sup>th</sup>	Fall Art & Crafts Show
October 10 <sup>th</sup>	Trivia Night
October 24 <sup>th</sup>	Murder Mystery
October 25 <sup>th</sup>	Costume Parade
October 25 <sup>th</sup>	Movie Night
November 22 <sup>nd</sup>	Tree Lighting & Shop Late
Nov. 28 <sup>th</sup> & 29 <sup>th</sup>	#ShopSmall Weekend
Dec. 6 <sup>th</sup> & 7 <sup>th</sup>	Holiday Artisan Market
December 6 <sup>th</sup>	Fireside Fun Night
December 6 <sup>th</sup>	Santa Singalong
April 14 <sup>th</sup> -18 <sup>th</sup>	The Peeps Show (tentative)
May 15 <sup>th</sup>	Trivia Night
June 6 <sup>th</sup> & 7 <sup>th</sup>	RiverFest & Craft Show
June 19 <sup>th</sup>	Trivia Night



# Event Calendar – FY2026

July 2025						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	Trivia	26	27
28	29	30	31			

August 2025						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	Trivia	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2025						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	Trivia	13	14
15	16	17	18	19	20	21
22	23	24	25	26	Fall Crafts Show	
29	30					

October 2025						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	Trivia	11	12
13	14	15	16	17	18	19
20	21	22	23	Murder	Halloween	26
27	28	29	30	31		

November 2025						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	Tree Lighting	23
24	25	26	27	#ShopSmall		30

December 2025						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
1	2	3	4	5	Artisan Market/Santa	
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



# Event Calendar – FY2026 (cont)

January 2026						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2026						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2026						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2026						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	The Peep Show (4/14 - 4/18)					19
20	21	22	23	24	25	26
27	28	29	30			

May 2026						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	Trivia	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2026						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
1	2	3	4	5	Riverfest (6th - 7th)	
8	9	10	11	12	13	14
15	16	17	18	Trivia	20	21
22	23	24	25	26	27	28
29	30					



# Proposed Budget Highlights

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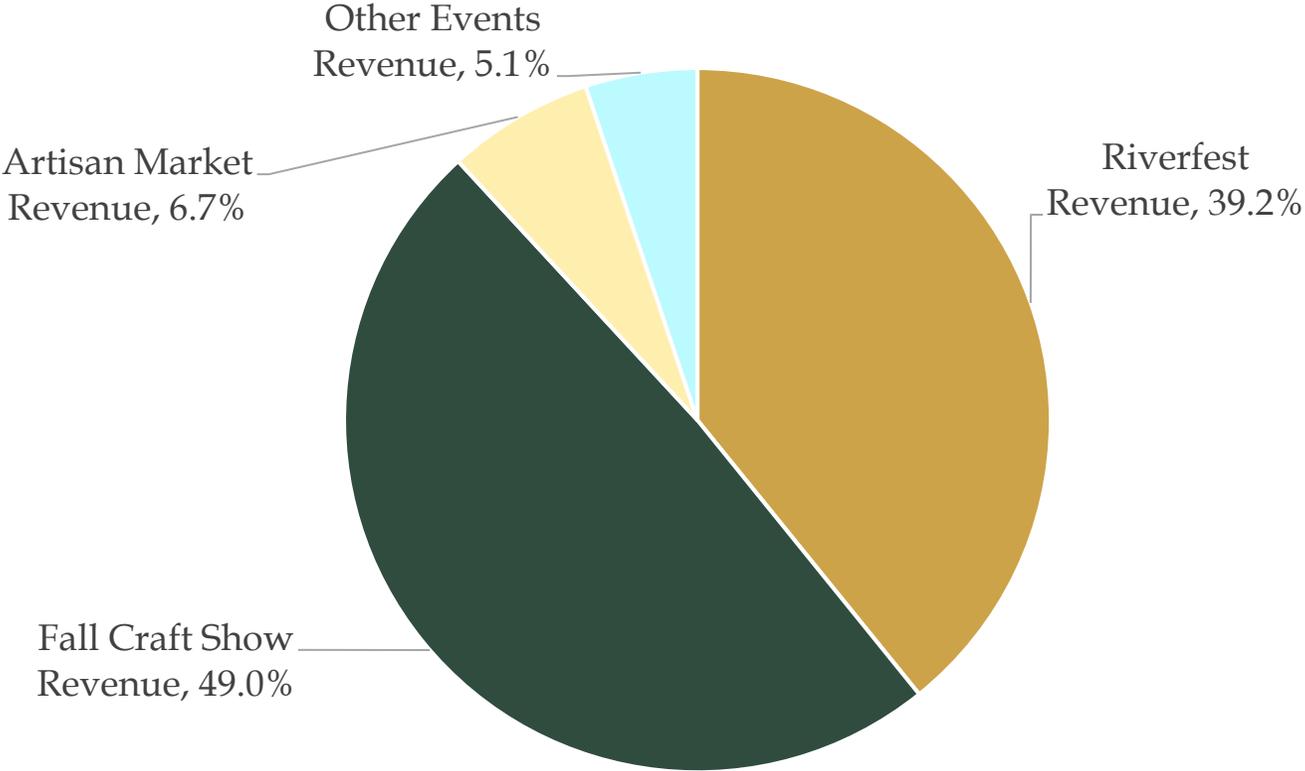
- Total Revenue \$318,811
  - increase of \$17,586 or 5.8%
- Total Expenditure **\$244,254**
  - increase of \$11,404 or 4.9%
- Projected FY2026 Net Revenue \$ 74,577



# Events Fund = Revenue by Event

**FY2026 Proposed Revenues**

RiverFest Revenue	124,970
Fall Craft Show Revenue	156,075
Artisan Market Revenue	21,425
Other Events Revenue	16,341
<b>Total</b>	<b>318,811</b>



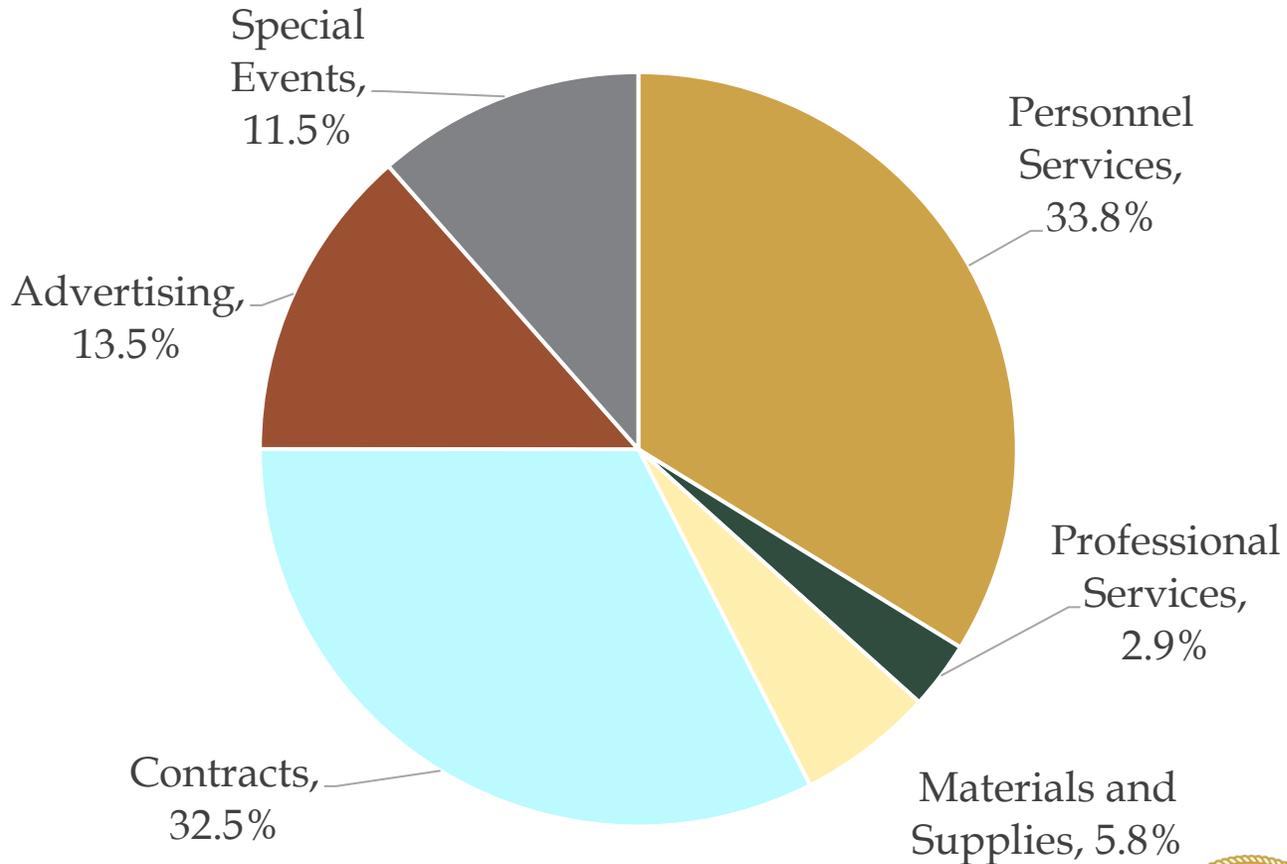
# Event Fund - Revenues

Revenue Category	FY2025 Adopted	FY2025 Projected	FY2026 Proposed	Change to Projected (%)	Change to Budget (%)
<i>Sponsorships</i>	\$42,500	\$18,500	\$24,300	31.4%	-42.8%
<i>Booth Rentals</i>	\$160,375	\$174,940	\$183,700	5.0%	14.5%
<i>Shuttle Fees</i>	\$61,100	\$65,457	\$71,500	9.2%	17.0%
<i>Parking Space Sales</i>	\$8,900	\$8,450	\$9,750	15.4%	9.6%
<i>Merchandise</i>	\$3,000	\$450	\$1,100	144.4%	-63.3%
<i>Ticket Sales</i>	\$11,000	\$12,139	\$16,100	32.6%	46.4%
<i>Bricks Program</i>	\$1,275	\$0	\$0	0.0%	-100.0%
<i>Convenience Fees</i>	\$5,875	\$2,885	\$3,336	7.7%	-43.2%
<i>Events Fund Interest</i>	\$1,200	\$20	\$25	0.4%	-97.9%
<i>Other Revenue/Grant</i>	\$6,000	\$9,000	\$9,000	0.0%	50.0%
<b>TOTAL REVENUES</b>	<b>\$301,225</b>	<b>\$291,841</b>	<b>\$318,811</b>	<b>9.2%</b>	<b>5.8%</b>



# Events Fund = Expenses

FY2026 Expenses	
Personnel Services	82,562
Professional Services	7,070
Materials and Supplies	14,175
Contracts	79,407
Advertising	33,000
Special Events	28,040
<b>Total</b>	<b>244,254</b>



# Fall & Arts Craft Show

## Expenses

Expense Category	FY2025 Adopted	FY2025 Projected	FY2026 Proposed	Change to Projected (%)	Change to Budget (%)
<i>Personnel Services</i>	\$27,179	\$27,382	\$29,021	6.0%	6.8%
<i>Professional Services</i>	\$6,800	\$2,697	\$2,650	-1.7%	-61.0%
<i>Information Tech Services</i>	\$120	\$223	\$200	-10.3%	1999900.0%
<i>Material and Supplies</i>	\$9,050	\$5,236	\$7,000	33.7%	-22.7%
<i>Contracts</i>	\$37,025	\$39,707	\$39,702	0.0%	7.2%
<i>Advertising</i>	\$12,000	\$11,097	\$13,000	17.2%	8.3%
<i>River Mill Park and Facility</i>	\$0	\$0	\$0	#DIV/0!	#DIV/0!
<i>Special Events</i>	\$0	\$0	\$0	#DIV/0!	#DIV/0!
<b>Total Expenses</b>	<b>\$92,174</b>	<b>\$86,341</b>	<b>\$91,573</b>	<b>6.1%</b>	<b>-0.7%</b>



# RiverFest & Craft Show

## Expenses

Expense Category	FY2025 Adopted	FY2025 Projected	FY2026 Proposed	Change to Projected (%)	Change to Budget (%)
<i>Personnel Services</i>	\$27,235	\$29,384	\$28,913	-1.6%	6.2%
<i>Professional Services</i>	\$9,000	\$1,575	\$1,895	20.3%	-78.9%
<i>Information Tech Services</i>	\$120	\$240	\$200	-16.7%	1999900.0%
<i>Material and Supplies</i>	\$6,850	\$6,650	\$6,875	3.4%	0.4%
<i>Contracts</i>	\$38,100	\$39,175	\$39,705	1.4%	4.2%
<i>Advertising</i>	\$7,000	\$12,000	\$13,000	8.3%	85.7%
<i>River Mill Park and Facility</i>	\$0	\$0	\$0		
<i>Special Events</i>	\$0	\$0	\$0		
<b>Total Expenses</b>	<b>\$88,305</b>	<b>\$89,024</b>	<b>\$90,588</b>	<b>1.8%</b>	<b>2.6%</b>



# Other Events

## Expenses

Expense Category	FY2023 Actual	FY2024 Adopted	FY2024 Projected	FY2025 Proposed	Change to Projected (%)	Change to Budget (%)
<i>Personnel Services</i>	\$11,810	\$20,736	\$18,218	\$16,605	-8.9%	-19.9%
<i>Professional Services</i>	\$1,603	\$1,800	\$1,770	\$1,800	0.0%	0.0%
<i>Information Tech Services</i>	\$1,230	\$960	\$300	\$120	0.0%	1199900%
<i>Material and Supplies</i>	\$2,324	\$2,125	\$1,481	\$1,495	0.9%	-29.6%
<i>Contracts</i>	\$108	\$0	\$409	\$0	-100.0%	0.0%
<i>Advertising</i>	\$3,610	\$5,000	\$6,890	\$3,000	-56.5%	-40.0%
<i>River Mill Park and Facility</i>	\$375	\$600	\$750	\$850	0.0%	0.0%
<i>Special Events</i>	\$16,314	\$6,425	\$9,487	\$9,720	0.0%	0.0%
<b>Total Expenses</b>	<b>\$37,373</b>	<b>\$37,646</b>	<b>\$39,305</b>	<b>\$33,590</b>	<b>-14.5%</b>	<b>-10.8%</b>



# Winter Events

Included in Other Events

Expense Category	FY2023 Actual	FY2024 Adopted	FY2024 Projected	FY2025 Proposed	Change to Projected (%)	Change to Budget (%)
<i>Personnel Services</i>	\$11,235	\$9,325	\$9,337	\$14,366	53.9%	54.1%
<i>Professional Services</i>	\$0	\$0	\$0	\$0	0.0%	#DIV/0!
<i>Information Tech Services</i>	\$0	\$0	\$0	\$30	0.0%	299900%
<i>Material and Supplies</i>	\$4,470	\$2,675	\$4,735	\$1,800	-62.0%	-32.7%
<i>Contracts</i>	\$0	\$0	\$13,173	\$7,350	-44.2%	#DIV/0!
<i>Advertising</i>	\$1,798	\$875	\$0	\$3,000	#DIV/0!	242.9%
<i>River Mill Park and Facility</i>	N/A	N/A	\$0	\$0	0.0%	0.0%
<i>Special Events</i>	N/A	N/A	\$0	\$0	0.0%	0.0%
<b>Total Expenses</b>	<b>\$17,503</b>	<b>\$12,875</b>	<b>\$27,245</b>	<b>\$26,546</b>	<b>-2.6%</b>	<b>106.2%</b>



# Tree Lighting

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November 22, 6pm

- Musical component
- S'more Stations, 5pm-8pm
  - Designated firepit areas at Popp's/Urban Posh lot
  - Holiday Décor is business sponsored



# Artisan Market

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December 6 & 7

- Saturday: 12pm-8pm; Sunday: 11am-4pm
- Shuttle service
- 85 Vendor Tents
  - Union and Commerce
- Santa's Arrival
  - Market opening
  - Singalong at Town hall
- Makers Area and Gingerbread Contest
- Fireside Fun Event



# Artisan Market Fireside Event

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December 6, 5pm-8pm

- Commerce Street, adjacent to market
- Firepits and marshmallow roasting
- Caroling
- Coincides with Town Business Shop Late



# Net Revenue

Category	FY2024 Adopted	FY2024 Actuals	FY2025 Adopted	FY2025 Projected	FY2026 Adopted	Change to Projected (%)	Change to Budget (%)
Revenues	\$301,225	\$197,503	\$301,225	\$291,841	\$318,811	9.2%	5.8%
Expenses	\$226,750	\$212,235	\$232,850	\$232,306	\$244,254	5.1%	4.9%
<b>Net Revenue - Fund Level</b>	<b>\$74,475</b>	<b>-\$14,732</b>	<b>\$68,375</b>	<b>\$59,535</b>	<b>\$74,557</b>	<b>25.2%</b>	<b>9.0%</b>



# QUESTIONS



# GENERAL FUND

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## PROPOSED FY2026 BUDGET OPERATING REVENUES



# Proposed Budget Highlights

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- Total Revenue \$1,498,176
  - Includes fund transfer of **\$65,408**
  - Increase of \$89,918 or 6.4%
  - Without fund transfer revenue increases 1.7%
  - Gross increase of \$24,509
- Total Expenditure **\$1,498,176**
  - Increase of \$89,918 or 6.4%
  - Increase - personnel and contracts



# Proposed Budget Assumptions

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- Retain the current tax rates
- Waiting on real estate assessments for actual
- Reduced meals tax to reflect loss of restaurants
- 3.5% salary pool for all staff changes



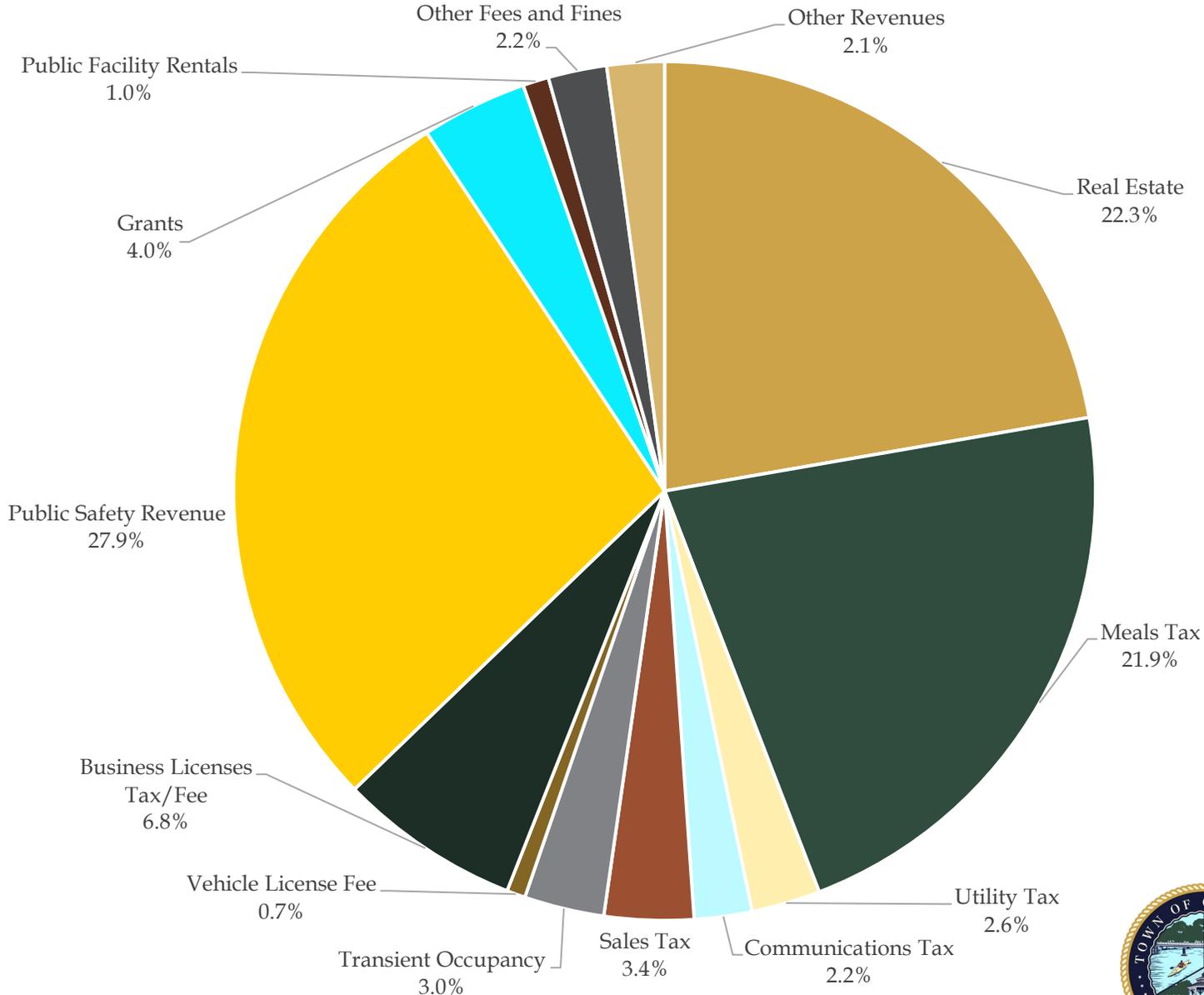
FY2026 PROPOSED GENERAL FUND - ALL REVENUES

**GENERAL FUND  
PROPOSED REVENUES**

ALL REVENUES

Total Projected: \$1,498,176

Increase of 6.4%



# FY2026 PROPOSED BUDGET TAX REVENUES SUMMARY

Tax Revenue Category	FY2024 Actuals	FY2025 Adopted	FY2025 Projected	FY2026 Proposed	Change to Projected (%)	Change to Budget (%)
<i>Real Estate Tax*</i>	\$289,260	\$304,351	\$306,652	\$318,918	4.0%	4.8%
<i>Meals Tax</i>	\$327,897	\$333,812	\$328,228	\$313,783	-4.4%	-6.0%
<i>Sales Tax</i>	\$46,900	\$48,000	\$47,977	\$48,000	0.0%	0.0%
<i>Utility/Communications Tax</i>	\$68,707	\$69,500	\$67,978	\$68,000	0.0%	-2.2%
<i>Transient Occupancy Tax</i>	\$46,025	\$46,500	\$44,711	\$43,000	-3.8%	-7.5%
Peer-to-Peer Vehicle Tax	\$1,313	\$6,600	\$0	\$0	0.0%	0.0%
<b>Total</b>	<b>\$780,102</b>	<b>\$808,763</b>	<b>\$795,546</b>	<b>\$791,701</b>	<b>-0.5%</b>	<b>-2.1%</b>



# FY2026 PROPOSED BUDGET NON-TAX REVENUES SUMMARY

Other Revenue Category	FY2024 Actuals	FY2025 Adopted	FY2025 Projected	FY2026 Proposed	Change to Projected (%)	Change to Budget (%)
<i>Business Licenses (BPOL &amp; Fee)</i>	\$95,509	\$94,662	\$99,944	\$97,820	-2.1%	3.3%
<i>Vehicle License Fee</i>	\$10,729	\$11,000	\$9,612	\$10,000	4.0%	-9.1%
<i>Public Safety Fines</i>	\$498,359	\$375,000	\$416,289	\$400,000	-3.9%	6.7%
<i>Service Revenue</i>	\$4,199	\$19,600	\$8,015	\$19,500	143.3%	-0.5%
<i>Grants</i>	\$548,521	\$45,007	\$54,764	\$57,023	4.1%	26.7%
<i>Rentals</i>	\$6,581	\$14,727	\$13,277	\$13,923	4.9%	-5.5%
<i>Other Fees and Revenues</i>	\$51,956	\$39,500	\$55,661	\$42,800	-23.1%	8.4%
<i>Fund Transfer</i>	\$0	\$0	\$0	\$65,408	0.0%	0.0%
<b>Total</b>	<b>\$1,215,855</b>	<b>\$599,495</b>	<b>\$657,561</b>	<b>\$706,475</b>	<b>7.4%</b>	<b>17.8%</b>
<b>TOTAL REVENUES</b>	<b>\$1,995,957</b>	<b>\$1,408,258</b>	<b>\$1,453,106</b>	<b>\$1,498,176</b>	<b>3.1%</b>	<b>6.4%</b>



# REAL ESTATE TAX - Revenue

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- Budget developed based on maintaining \$0.116 real estate tax rate which was reduced in FY24 from \$0.12
- Propose a projected a 4.8% increase or \$14,567 over FY25 budgeted real estate tax revenues (4% over projected FY25)
- Waiting on Assessment Data from Prince William County



# MEALS TAX

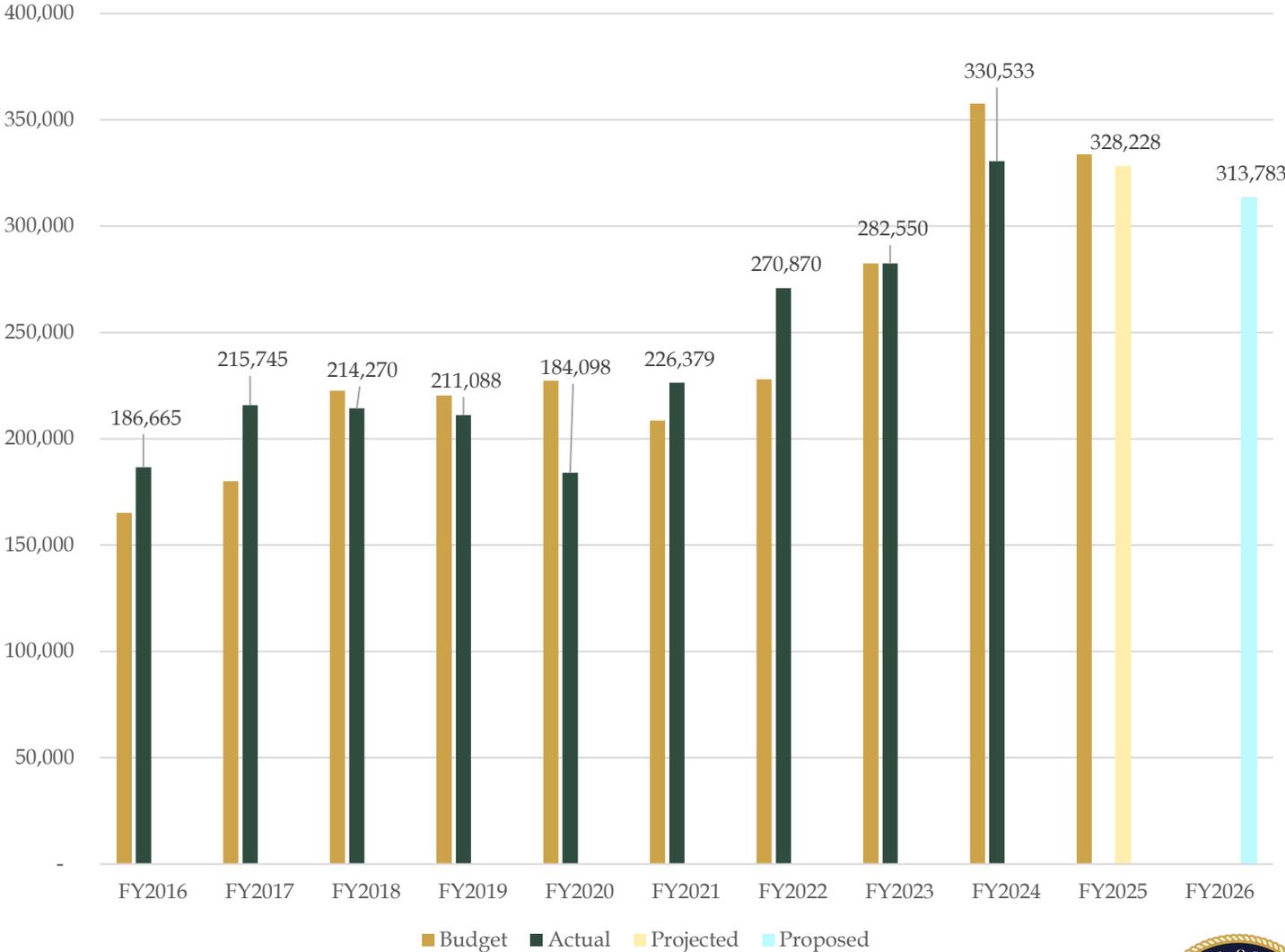
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- Proposed at \$313,783
- Maintains Current 3.5% rate (lowest in the county)
- Estimates based on reduction in current restaurant stock



# MEALS TAX

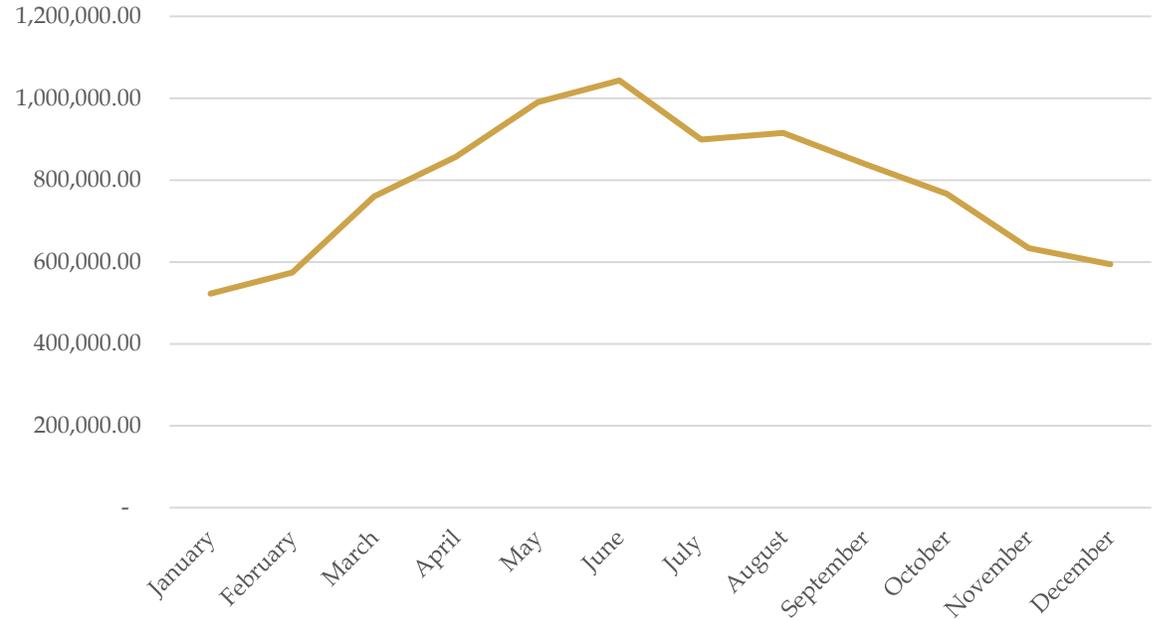
## Historical Information



Monthly Meals Tax (collected)							
	2025	2024	2023	2022	2021	2020	2019
January	11,855*	16,054	16,741	11,398	10,440	13,583	10,824
February		20,092	17,311	16,882	9,987	14,977	12,766
March		27,788	20,511	20,513	18,637	9,286	17,466
April		27,989	26,130	25,912	21,767	11,257	19,871
May		33,755	28,945	27,148	27,582	7,491	23,220
June		38,078	28,144	30,106	27,776	18,214	20,301
July		29,963	31,202	29,166	28,725	19,536	21,242
August		31,163	30,957	27,339	24,808	22,114	22,477
September		25,484	30,212	25,796	24,602	22,127	19,389
October		24,440	27,045	24,650	25,021	19,973	17,565
November		21,692	21,809	19,375	17,864	15,027	14,257
December		17,533	22,834	18,329	17,890	11,413	14,360
<b>TOTALS</b>		<b>314,032</b>	<b>301,841</b>	<b>276,614</b>	<b>255,099</b>	<b>184,998</b>	<b>213,738</b>

Monthly Meals Sales (reported)							
	2025	2024	2023	2022	2021	2020	2019
January	349,188*	468,055	577,466	388,284	357,858	458,454	368,463
February		590,985	557,195	577,382	342,952	507,957	424,140
March		817,265	702,873	699,072	639,221	315,412	576,845
April		824,557	890,453	883,993	747,405	141,360	673,563
May		993,181	987,446	928,568	947,508	254,123	762,163
June		1,132,332	954,731	1,027,886	950,891	625,795	839,333
July		880,751	917,689	945,680	979,973	666,437	719,999
August		915,912	914,159	667,550	849,489	755,999	546,319
September		809,672	869,911	883,289	842,124	688,197	669,341
October		717,859	815,476	837,687	854,416	684,798	596,248
November		637,491	630,814	663,920	602,707	514,093	484,940
December		515,954	672,677	633,449	473,462	388,839	490,671
<b>TOTALS</b>		<b>9,304,014</b>	<b>9,490,890</b>	<b>9,136,760</b>	<b>8,588,006</b>	<b>6,001,464</b>	<b>7,152,025</b>

2-Year Average Sales by Month



# GENERAL FUND

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## PROPOSED FY2026 BUDGET OPERATING EXPENDITURES

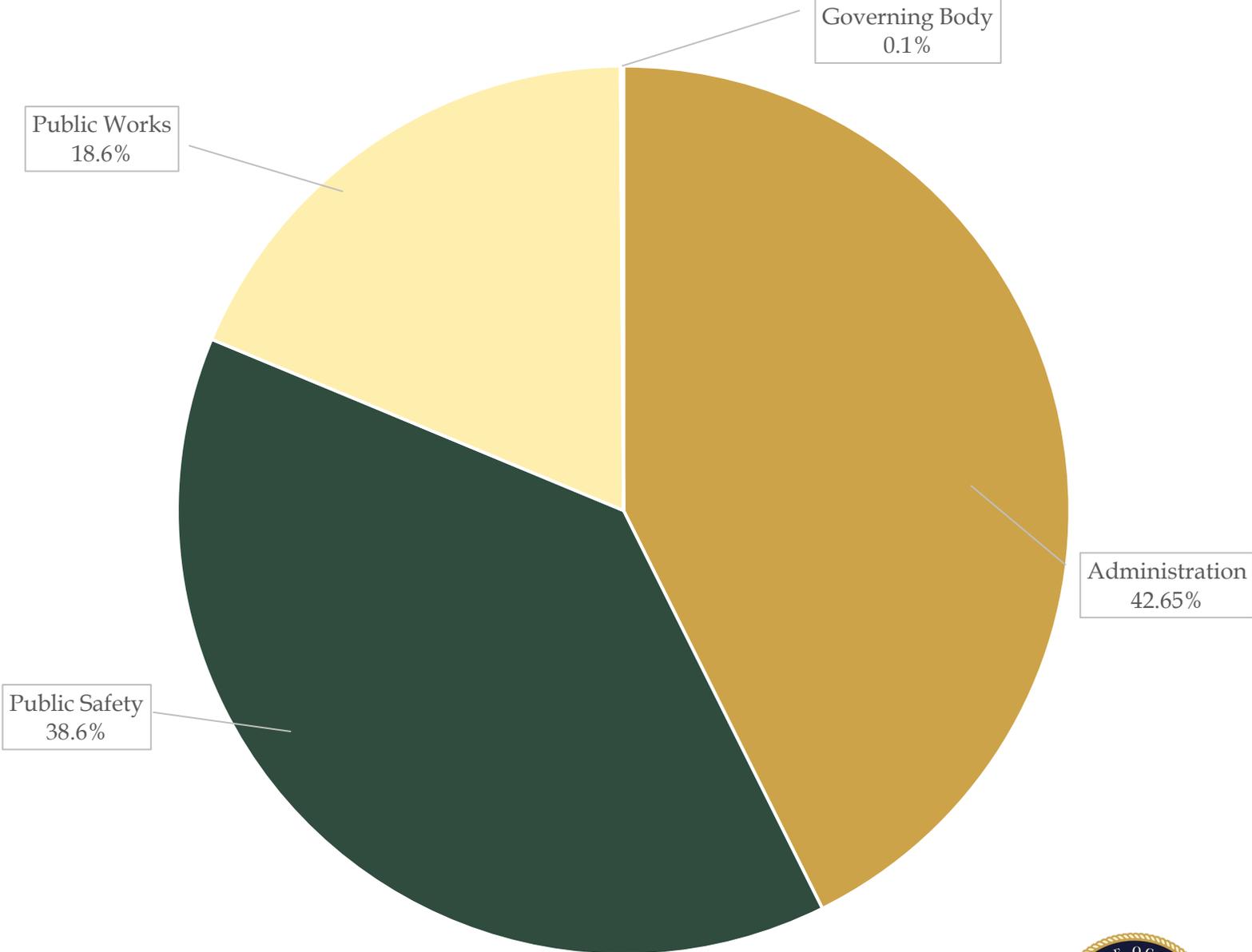


# GENERAL FUND PROPOSED EXPENDITURES

Total Projected: \$1,498,176

## Proposed Expenditures by Activity

- 42.6% Administration
- 38.6% Public Safety
- 18.6% Public Works
- 0.1% Governing Body



# FY2026 PROPOSED BUDGET GENERAL FUND EXPENSES

	FY2024 Actuals	FY2025 Adopted	FY2025 Projected	FY2026 Proposed	Change to Budget (%)	Change to Budget (\$)
Administration	\$536,131	\$615,206	\$595,189	\$638,737	\$0	\$23,530
Public Safety	\$467,565	\$523,432	\$585,897	\$578,704	\$0	\$55,272
Public Works	\$215,467	\$268,748	\$250,348	\$279,063	\$0	\$10,315
Governing Body	\$90	\$872	\$588	\$1,672	\$1	\$800
<b>TOTAL</b>	<b>\$1,219,253</b>	<b>\$1,408,258</b>	<b>\$1,432,022</b>	<b>\$1,498,176</b>	<b>6.4%</b>	<b>\$89,918</b>





# Administration

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## KEY ITEMS-

- Total Increase of 3.8% (\$23,530)

# FY2026 PROPOSED ADMINISTRATION BUDGET

Account	FY2026 Proposed Expenditures - General Fund Activity: ADMINISTRATION	FY2024 Budget	FY2024 Actual	FY2025 Adopted	FY2025 Projected	FY2026 Proposed	% to Projected	% to Budget	\$ to Budget
60000	Total Personnel Services	319,168	288,018	346,201	329,623	363,952	10.4%	5.1%	17,752
60400	Total Professional Services	137,285	132,063	137,927	132,982	137,740	3.6%	-0.1%	(187)
60800	Total Information Technology Services	27,300	29,390	27,900	34,438	31,520	-8.5%	13.0%	3,620
61200	Total Materials and Supplies	6,665	4,961	6,950	6,088	6,300	3.5%	-9.4%	(650)
61600	Total Operational Services	10,172	6,472	9,200	7,605	8,500	11.8%	-7.6%	(700)
62000	Total Contracts	0	114	0	0	0			-
62400	Total Insurance	40,300	38,352	43,500	39,491	45,023	14.0%	3.5%	1,523
62800	Total Public Information	4,036	3,201	4,050	3,475	3,352	-3.5%	-17.2%	(698)
63200	Total Advertising	7,640	6,258	6,610	6,610	6,700	1.4%	1.4%	90
63600	Total Training and Travel	6,500	2,870	6,500	3,861	5,750	48.9%	-11.5%	(750)
64000	Total Vehicles and Equipment				35		-100.0%		-
64800	Total Town Hall	5,200	4,619	4,500	4,752	4,700	-1.1%	4.4%	200
65200	Total Mill House Museum	6,000	-	6,000	6,000	6,000	0.0%	0.0%	-
66000	Total Police/PW Annex	2,450	3,924	2,200	4,602	4,000	-13.1%	81.8%	1,800
66800	Total River Mill Park and Facility	5,200	6,863	5,519	5,837	5,800	-0.6%	5.1%	281
67200	Total Mamie Davis Park and Riverwalk	2,000	1,195	1,650	2,069	1,700	-17.8%	3.0%	50
68800	Total Historic District	12,000	7,831	6,500	7,720	7,700	-0.3%	18.5%	1,200
	<b>TOTALS</b>	<b>\$ 591,916</b>	<b>\$ 536,131</b>	<b>\$ 615,206</b>	<b>\$ 595,189</b>	<b>\$ 638,737</b>	<b>7.3%</b>	<b>3.8%</b>	<b>23,530</b>



# Public Safety

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## KEY ITEMS-

- **Total Increase of 10.6% (\$55,272)**
  - **Personnel Services (salaries) increase of 13% or \$52,522**
  - **Professional Services (prosecutions) increase of 5% or \$2,000**
  - **Training and Travel (academy) increase of 18.9% or \$1,840**



# FY2026 PROPOSED PUBLIC SAFETY BUDGET

Account	FY2026 Proposed Expenditures - General Fund Activity: PUBLIC SAFETY	FY2024 Budget	FY2024 Actual	FY2025 Adopted	FY2025 Projected	FY2026 Proposed	% to Projected	% to Budget	\$ to Budget
60000	Total Personnel Services	341,093	339,544	404,732	444,320	457,254	2.9%	13.0%	52,522
60400	Total Professional Services	37,020	32,400	38,020	38,042	40,020	5.2%	5.3%	2,000
60800	Total Information Technology Services	12,192	10,693	11,930	16,027	10,840	-32.4%	-9.1%	(1,090)
61200	Total Materials and Supplies	15,260	21,156	19,000	22,452	18,500	-17.6%	-2.6%	(500)
62000	Total Contracts		417		0	0	0.0%	0.0%	-
63600	Total Training and Travel	9,010	8,150	9,750	8,952	11,590	29.5%	18.9%	1,840
64000	Total Vehicles and Equipment	22,700	51,762	40,000	56,105	40,500	-27.8%	1.3%	500
66000	Total Police/PW Annex	-	3,444	-	-	-	0.0%	0.0%	-
	<b>TOTALS</b>	<b>\$ 437,275</b>	<b>\$ 467,565</b>	<b>\$ 523,432</b>	<b>\$ 585,897</b>	<b>\$ 578,704</b>	<b>-1.2%</b>	<b>10.6%</b>	<b>55,272</b>



# Public Works

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## KEY ITEMS-

- Total Increase of 3.8% (\$10,315)
  - Contracts – New contracts for Refuse and Landscaping



# FY2026 PROPOSED PUBLIC WORKS BUDGET

Account	FY2026 Proposed Expenditures - General Fund Activity: PUBLIC WORKS	FY2024 Budget	FY2024 Actual	FY2025 Adopted	FY2025 Projected	FY2026 Proposed	% to Projected	% to Budget	\$ to Budget
60000	Total Personnel Services	74,339	57,888	75,997	66,122	74,188	12.2%	-2.4%	(1,809)
60400	Total Professional Services	20	20	20	20	20	0.0%	0.0%	-
60800	Total Information Technology Services	600	600	600	600	1,200	100.0%	100.0%	600
61200	Total Materials and Supplies	9,200	6,004	8,900	7,359	8,900	20.9%	0.0%	-
62000	Total Contracts	122,135	109,475	125,103	118,489	137,774	16.3%	10.1%	12,671
64000	Total Vehicles and Equipment	7,350	3,170	7,650	5,424	7,550	39.2%	-1.3%	(100)
64400	Total Seasonal	11,700	10,939	13,000	12,043	12,200	1.3%	-6.2%	(800)
64800	Total Town Hall	7,424	7,312	6,844	6,845	6,737	-1.6%	-1.6%	(106)
65200	Total Mill House Museum	500	66	500	5,921	500	-91.6%	0.0%	-
66000	Total Police/PW Annex	740	1,177	1,150	800	1,150	43.8%	0.0%	-
66800	Total River Mill Park and Facility	14,118	11,858	12,635	12,813	13,145	2.6%	4.0%	510
67200	Total Mamie Davis Park and Riverwalk	3,850	1,180	3,750	3,111	3,850	23.8%	2.7%	100
68000	Total Furnace Branch Park	0	0	500	0	250	0%	-50%	(250)
68400	Total Streets and Sidewalks	2,800	949	2,500	1,768	2,500	41.4%	0.0%	-
68800	Total Historic District	8,600	4,830	7,100	9,032	6,600	-26.9%	-7.0%	(500)
68900	Total Public Art Program	-	-	2,500	-	2,500	0%	0%	-
	<b>TOTALS</b>	<b>\$ 263,375</b>	<b>\$ 215,467</b>	<b>\$ 268,748</b>	<b>\$ 250,348</b>	<b>\$ 279,063</b>	<b>11.5%</b>	<b>3.8%</b>	<b>10,315</b>



# FY2026 PROPOSED GOVERNING BODY BUDGET

Account	FY2026 Proposed Expenditures - General Fund Activity: GOVERNING BODY	FY2024 Budget	FY2024 Actual	FY2025 Adopted	FY2025 Projected	FY2026 Proposed	% to Projected	% to Budget	\$ to Budget
60000	Total Personnel Services	72	90	72	72	72	0.0%	0.0%	-
61200	Total Materials and Supplies			0	516	800	55%	0%	800
63600	Total Training and Travel	1,000	-	800	-	800	0%	0%	-
	<b>TOTALS</b>	<b>\$ 1,072</b>	<b>\$ 90</b>	<b>\$ 872</b>	<b>\$ 588</b>	<b>\$ 1,672</b>	<b>184.4%</b>	<b>91.7%</b>	<b>800</b>

- Increase in Material & Supplies - \$800



# DEFICIT/REVENUE WORKSHEET

	FY2025 Adopted	FY2025 Projected	FY2026 Proposed	Change to Budget (%)	Change to Budget (\$)
Revenues (less fund transfer)	1,408,258	1,453,106	1,432,767	1.7%	24,509
Expenses	1,408,258	1,432,022	1,498,176	6.4%	89,918
(Deficit)/Surplus	0	21,085	-65,408		



# DEFICIT DISCUSSION

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## OPTIONS

### 1. Fund Transfer

- a) Pros – Use of prior and projected surplus, no affect on taxpayers
- b) Cons – Temporary solution

### 2. Increase Real Estate Tax Rate

- a) Pros – Constant revenue
- b) Cons – Reduced in FY2024

### 3. Increase Meals Tax Rate/Remove Discount for Timely Payment

- a) Pros – Match other localities and the County
- b) Cons – not reliable, reduces restaurant incentive

### 4. Reduce Expenditures

- a) Pros – create balanced budget
- b) Cons – reduce town services



# Fund Transfer

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## Transfer from the Working Capital

1. The actual working capital from FY2024 is approximately \$268k (Sales Tax, Utility Tax, Transient Occupancy Tax, Business License Fees, Public Safety Fines and Grants)
2. The projected working capital for FY2025 is approximately \$21k

**SURPLUS**



# Increase Real Estate Tax Rate

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Current Real Estate Tax is \$0.116 per \$100 of assessed value

	Tax Rate				
Total Taxable Assessments	\$0.116	\$0.12	\$0.13	\$0.135	\$0.14
274,929,379	318,918	329,915	357,408	371,155	384,901
Increase		10,997	38,490	52,237	65,983



# Increase Meals Tax Rate / Remove Discount for Timely Payments

Current Tax Rate is 3.5% on the amount paid for every meal.

The Town provides a 3.0% discount for filing timely.

Other Current Meals Tax around the Area-

- Dumfries – 4.0%
- Haymarket – 4.0%
- Manassas – 4.0%
- Manassas Park – 4.0%
- Prince William County – 4.0%
- Stafford County – 5.0%

	Tax Rate				
Estimated Taxable Sales	3.50%	3.60%	3.75%	3.80%	4.00%
8,965,239	313,783	322,749	336,196	340,679	358,610
Increase		8,965	22,413	26,896	44,826



# QUESTIONS



# NEXT STEPS

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- Work Session #3: March 18, 2025
  - Discuss Capital Improvement Program & Update on General Fund
- Work Session #4: April 15, 2025
  - Recap
- 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



Account	FY2026 Proposed Budget Events Fund - Revenues SUMMARY ALL ACTIVITIES	FY2024 Budget	FY2024 Actuals	FY2025 Budget	FY2025 Projected	FY2026 Proposed	% to Projected	% to Budget	\$ to Budget
<b>Event Revenues</b>									
47010	Sponsorships	42,500	19,097	42,500	18,500	24,300	31.4%	-42.8%	(18,200)
47020	Booth Rentals	160,375	111,734	160,375	174,940	183,700	5.0%	14.5%	23,325
47030	Shuttle Fees	61,100	28,545	61,100	65,457	71,500	9.2%	17.0%	10,400
47040	Parking Space Sales	8,900	3,825	8,900	8,450	9,750	15.4%	9.6%	850
47060	Merchandise	3,000	1,603	3,000	450	1,100	144.4%	-63.3%	(1,900)
47021	Ticket Sales	11,000	16,317	11,000	12,139	16,100	32.6%	46.4%	5,100
<b>Other Revenues</b>									
44040	Bricks Program	1,275	2,028	1,275	-	-	#DIV/0!	-100.0%	(1,275)
41160	Convenience Fees	5,875	7,377	5,875	2,885	3,336	15.6%	-43.2%	(2,539)
44020	Events Fund Interest	1,200	32	1,200	20	25	25.0%	-97.9%	(1,175)
47000	Other Revenue	6,000	5,878	6,000	9,000	9,000	0.0%	50.0%	3,000
47100	Cost Share Reimbursement	-	1,066	-	-	-	#DIV/0!	#DIV/0!	-
<b>Total Events Fund Revenues</b>		<b>301,225</b>	<b>197,503</b>	<b>301,225</b>	<b>291,841</b>	<b>318,811</b>	<b>9.2%</b>	<b>5.8%</b>	<b>17,586</b>

Account	FY2026 Proposed Budget Events Fund - Expenses SUMMARY ALL ACTIVITIES	FY2024 Budget	FY2024 Actuals	FY2025 Budget	FY2025 Projected	FY2026 Proposed	% to Projected	% to Budget	\$ to Budget
60000	Total Personnel Services	84,475	70,178	84,475	84,750	82,562	-2.6%	-2.3%	(1,913)
60400	Total Professional Services	17,600	15,525	17,600	6,179	6,470	4.7%	-63.2%	(11,130)
60800	Total Information Tech Services	1,200	1,864	1,200	1,304	600	-54.0%	-50.0%	(600)
61200	Total Material and Supplies	18,025	14,688	15,900	11,899	14,175	19.1%	-10.8%	(1,725)
61600	Total Operational Services	-	292	-	-	-			
62000	Total Contracts	70,875	61,199	75,125	78,882	79,407	0.7%	5.7%	4,282
63200	Total Advertising	24,875	27,838	24,875	33,097	33,000	-0.3%	32.7%	8,125
64000	Vehicles and Equipment	-	-	-	-	-	#DIV/0!	#DIV/0!	-
66800	River Mill Park and Facility	600	645	600	-	-	#DIV/0!	-100.0%	(600)
69210	Artisan Market	2,675	8,064	5,000	-	12,315	#DIV/0!	146.3%	7,315
69220	Volunteer Thank You Event	1,575	1,617	1,575	1,638	1,750	6.8%	11.1%	175
69250	River Mill Park Special Events	4,850	3,329	4,850	10,030	10,420	3.9%	114.8%	5,570
69290	Other Special Events	-	6,996	1,650	4,526	3,555	-21.5%	115.5%	1,905
69200	Total Special Events	9,100	20,006	13,075	16,194	28,040	73.2%	114.5%	14,965
<b>Total Events Fund Expenses</b>		<b>226,750</b>	<b>212,235</b>	<b>232,850</b>	<b>232,306</b>	<b>244,254</b>	<b>5.1%</b>	<b>4.9%</b>	<b>11,404</b>

<b>Total Events Fund Net Revenue</b>		<b>74,475</b>	<b>(14,732)</b>	<b>68,375</b>	<b>59,535</b>	<b>74,557</b>	<b>25.2%</b>	<b>9.0%</b>	<b>6,182</b>
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Account	FY2026 Proposed Budget General Fund - Revenues	FY2024 Budget	FY2024 Actual	FY2025 Adopted	FY2025 Projected	FY2026 Proposed	% to Projected	% to Budget	\$ to Budget
<b>Taxes</b>									
40010	Real Estate Tax	288,769	289,260	304,351	306,652	318,918	4.0%	4.8%	14,567
40020	Meals Tax	357,641	327,897	333,812	328,228	313,783	-4.4%	-6.0%	(20,029)
40030	Sales Tax	40,000	46,900	48,000	47,977	48,000	0.0%	0.0%	-
40040	Utility Tax	31,000	38,477	36,500	37,106	37,000	-0.3%	1.4%	500
40050	Communications Tax	33,000	30,230	33,000	30,872	31,000	0.4%	-6.1%	(2,000)
40060	Transient Occupancy Tax	21,000	46,025	46,500	44,711	43,000	-3.8%	-7.5%	(3,500)
40070	Peer-to-Peer Vehicle Tax		1,313	6,600	-	-		-100.0%	(6,600)
<b>Fees</b>									
41010	Vehicle License Fee	11,000	10,729	11,000	9,612	10,000	4.0%	-9.1%	(1,000)
41020	Business Licenses	75,000	91,219	90,402	95,534	93,500	-2.1%	3.4%	3,098
41025	Business License Fee	4,140	4,290	4,260	4,410	4,320	-2.0%	1.4%	60
41030	Late Fees	1,500	4,315	1,500	4,956	2,500	-49.6%	66.7%	1,000
41040	Fines - Public Safety	349,830	498,359	375,000	416,289	400,000	-3.9%	6.7%	25,000
41100	Administrative Fees	8,500	7,593	8,500	6,770	8,500	25.6%	0.0%	-
41120	Service Revenue - Engineering	14,000	4,199	14,000	8,015	14,000	74.7%	0.0%	-
41130	Service Revenue - Legal	10,000	-	5,000	-	5,000		0.0%	-
41140	Service Revenue - Other	500	-	600		500		-16.7%	(100)
41000	Fees - Other	3,000	1,713	2,500	1,515	1,000	-34.0%	-60.0%	(1,500)
<b>Grants</b>									
42010	Litter Grant	1,329	2,085	1,329	1,838	1,800	-2.1%	35.4%	471
42020	Public Safety (HB599)	26,821	27,390	27,678	28,372	29,223	3.0%	5.6%	1,545
42021	NHSTA (DMV)	15,375	10,302	16,000	23,319	26,000	11.5%	62.5%	10,000
42040	PEG	-	156	-					-
	Other Grants	-	508,588	-	1,234		-100.0%		-
<b>Public Property Leases and Rentals</b>									
43010	Town Hall Rentals	-		-		80			80
43020	River Mill Park Rentals	3,000	1,850	4,000	3,050	3,500	14.8%	-12.5%	(500)
43030	Mamie Davis Park Rentals	1,500	2,000	3,000	2,500	2,500	0.0%	-16.7%	(500)
	200 Mill Street Lease	7,613	2,731	7,727	7,727	7,843	1.5%	1.5%	116
<b>Other</b>									
44010	General Fund Interest	10,200	28,145	25,000	33,115	25,000	-24.5%	0.0%	-
44040	Brick Program	300	-	300	150	800	433.3%	166.7%	500
44060	Other Revenues	1,000	10,189	1,700	9,154	5,000	-45.4%	194.1%	3,300
	Fund Transfers					65,408			65,408
	<b>General Fund Revenue Total</b>	<b>1,316,017</b>	<b>1,995,957</b>	<b>1,408,258</b>	<b>1,453,106</b>	<b>1,498,176</b>	<b>3.1%</b>	<b>6.4%</b>	<b>89,918</b>

Account	FY2026 Proposed Budget Fund - Expenditures	General	FY2024 Budget	FY2024 Actual	FY2025 Adopted	FY2025 Projected	FY2026 Proposed	% to Projected	% to Budget	\$ to Budget
60000	Total Personnel Services		734,672	685,541	827,001	840,137	895,466	6.6%	8.3%	\$ 68,465
60400	Total Professional Services		\$ 174,325	\$ 164,482	\$ 175,967	\$ 171,044	\$ 177,780	3.9%	1.0%	\$ 1,813
60800	Total Information Technology Services		\$ 40,092	\$ 40,683	\$ 40,430	\$ 51,065	\$ 43,560	-14.7%	7.7%	\$ 3,130
61200	Total Materials and Supplies		\$ 31,125	\$ 32,121	\$ 34,850	\$ 36,415	\$ 34,500	-5.3%	-1.0%	\$ (350)
61600	Total Operational Services		10,172	\$ 6,472	9,200	\$ 7,605	\$ 8,500	11.8%	-7.6%	\$ (700)
62000	Total Contracts		122,135	\$ 110,006	125,103	\$ 118,489	\$ 137,774	16.3%	10.1%	\$ 12,671
62400	Total Insurance		40,300	\$ 38,352	43,500	\$ 39,491	\$ 45,023	14.0%	3.5%	\$ 1,523
62800	Total Public Information		4,036	\$ 3,201	4,050	\$ 3,475	\$ 3,352	-3.5%	-17.2%	\$ (698)
63200	Total Advertising		7,640	\$ 6,258	\$ 6,610	\$ 6,610	\$ 6,700	1.4%	1.4%	\$ 90
63600	Total Training and Travel		16,510	\$ 11,020	\$ 17,050	\$ 12,813	\$ 18,140	41.6%	6.4%	\$ 1,090
64000	Total Vehicles and Equipment		30,050	\$ 54,932	\$ 47,650	\$ 61,565	\$ 48,050	-22.0%	0.8%	\$ 400
64400	Total Seasonal		11,700	\$ 10,939	\$ 13,000	\$ 12,043	\$ 12,200	1.3%	-6.2%	\$ (800)
64800	Total Town Hall		12,624	\$ 11,931	\$ 11,344	\$ 11,597	\$ 11,437	-1.4%	0.8%	\$ 94
65200	Total Mill House Museum		6,500	\$ 66	\$ 6,500	\$ 11,921	\$ 6,500		0.0%	\$ -
65600	Total 200 Mill Street		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
66000	Total Police/PW Annex		3,190	\$ 8,545	\$ 3,350	\$ 5,402	\$ 5,150	-4.7%	53.7%	\$ 1,800
66400	Total Mill Street Storage		-	\$ -	-	\$ -	\$ -			\$ -
66800	Total River Mill Park and Facility		19,318	\$ 18,721	\$ 18,154	\$ 18,650	\$ 18,945	1.6%	4.4%	\$ 791
67200	Total Mamie Davis Park and Riverwalk		5,850	\$ 2,375	5,400	\$ 5,180	\$ 5,550	7.1%	2.8%	\$ 150
67600	Total Tanyard Hill Park		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
68000	Total Furnace Branch Park		\$ -	\$ -	\$ 500	\$ -	\$ 250			\$ (250)
68400	Total Streets and Sidewalks		\$ 2,800	\$ 949	2,500	\$ 1,768	\$ 2,500	41.4%	0.0%	\$ -
68800	Total Historic District		\$ 20,600	\$ 12,660	13,600	\$ 16,752	\$ 14,300	-14.6%	5.1%	\$ 700
69200	Special Events		-		-					\$ -
68900	Total Public Art Program		\$ -	\$ -	\$ 2,500	\$ -	\$ 2,500			\$ -
TBD	Total Fund Transfer		22,379	\$ -	-		\$ -			\$ -
<b>TOTALS</b>			<b>\$ 1,316,017</b>	<b>\$ 1,219,253</b>	<b>\$ 1,408,258</b>	<b>\$ 1,432,022</b>	<b>\$ 1,498,176</b>	<b>4.6%</b>	<b>6.4%</b>	<b>\$ 89,918</b>