



TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

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

Occoquan Town Council

Town Council Meeting

April 15, 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. **Public Hearing**
 - a. Joint Planning Commission and Town Council Public Hearing on Certain Short-term Recurring Zoning Offenses - pg. 2
5. **Consent Agenda**
 - a. Request to Accept March 18, 2025, Town Council Meeting Minutes - pg. 10
 - b. Request to Appoint Member to the Planning Commission - pg. 13
 - c. Request to Reappoint Member to the Architectural Review Board - pg. 15
6. **Mayor's Report**
7. **Councilmember Reports**
8. **Boards and Commissions**
9. **Administrative Reports**
 - a. Administrative Report - pg. 16
 - b. Town Treasurer's Report - pg. 43
 - c. Town Attorney's Report - pg. 58
10. **Regular Business**
 - a. Request to Adopt Ordinance O-2025-06 on Certain Short-term Recurring Zoning Offenses - pg. 59
 - b. Request to Accept the Planning Commission Annual Report - pg. 67
11. **Discussion Items**
 - a. FY2026 Budget Work Session #4 - pg. 95
12. **Closed Session**
13. **Adjournment**

Portions of this meeting may be held in closed session pursuant to the Virginia Freedom of Information Act.
A copy of this agenda with supporting documents is available online at www.occoquanva.gov.



TOWN OF OCCOQUAN TOWN COUNCIL MEETING Agenda Communication

4. Public Hearing

Meeting Date: April 15, 2025

4A: Joint Planning Commission and Town Council Public Hearing on Certain Short-term Recurring Zoning Offenses

Attachments: a. Draft Ordinance O-2025-06
b. Public Hearing Advertisement

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a public hearing on a zoning text amendment on shortening the appeal period for certain short-term recurring zoning offenses. The draft ordinance is attached. This is a joint public hearing held between the Planning Commission and the Town Council.

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.

This public hearing is intended to provide the public with the opportunity to comment on the proposed zoning text amendment. This public hearing was advertised in the Washington Times on March 25 and April 1, 2025 as well as on the Town website and at locations around the town.

Town Staff's Recommendation: Recommend closing the public hearing.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

"I move to close the public hearing."

OR

Other action Council deems appropriate.

ORDINANCE # O-2025-06

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-2025-06

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, VIRGINIA
NOTICE OF JOINT PUBLIC HEARING OF
PLANNING COMMISSION AND TOWN COUNCIL**

April 15, 2025 – 7:00 PM

Notice is hereby given pursuant to § 15.2-2204 of the Code of Virginia, as amended, that the Occoquan Town Planning Commission and Town Council will conduct a joint Public Hearing on proposed amendments to the Zoning Ordinance. The proposed amendments are to accomplish the following:

1. To amend § 33.20, Board of Zoning Appeals, and § 157.014, temporary trailer for sales and construction office during construction, of the Town Code to provide for a shortened appeal period.

The proposed amendments are available for review in Town Hall, 314 Mill Street, Occoquan, Virginia 22125 and online at www.occoquanva.gov.

The hearing is being held on April 15, 2025 at 7:00 p.m. at the Occoquan Town Hall, located at 314 Mill Street, Occoquan, Virginia 22125, by the Occoquan Town Planning Commission and Town Council respectively. The location of the public hearing is believed to be accessible to persons with disabilities. Any person with questions on the accessibility of the facility should contact the Town Clerk by mail at PO Box 195, Occoquan, VA 22125, by email at info@occoquanva.gov, or by telephone at (703) 491-1918. Persons needing interpreter services for the hearing impaired and/or vision impaired should notify the Town Clerk no later than one week prior to the hearings.

**The Planning Commission and Town Council
of the Town of Occoquan, Virginia**



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

5. Consent Agenda	Meeting Date: April 15, 2025
Request to Approve Consent Agenda	

Attachments: See below

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to approve the consent agenda:

- a. Request to Approve March 18, 2025, Town Council Meeting Minutes
- b. Request to Appoint Planning Commission Member
- c. Request to Reappoint ARB Member

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, March 18, 2025
7:00 p.m.

Present: Mayor Earnie Porta; Vice Mayor Loges (remote), 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 7:05 p.m.

As a result of personal reasons, Vice Mayor Loges attended remotely from Kent Island, MD.

Mayor Porta introduced the new Maintenance Associate, James Auville to the Council.

Mayor Porta added Citizens' Time to the agenda.

One resident from Mill Cross Lane spoke on the impact of light pollution and its effects on migratory birds.

Mayor Porta noted that he had drafted the Native Plant Ordinance in 2009, which requires that all new plantings on Town properties are 100% native species and for new developments within the Town are 50%. He also noted that in 2008, he authored the Dark Sky Ordinance, which required all new developments to curb light pollution. With respect to Bird Sanctuary, the Town does not have authority under Virginia State Law to implement regulations relating to bird protections.

2. CONSENT AGENDA

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

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

3. REGULAR BUSINESS

a. Request to Adopt Ordinances O-2025-04 and O-2025-05 Amending Title III of the Town Code

Mayor Porta indicated that he preferred that the original part of Ordinance O-2025-05 relating to the Planning Commission providing an annual report to Council should be kept in and given to Council at their first meeting in February without having a joint meeting.

Councilmember Perkins moved to adopt the ordinances as presented with the caveat that there would be an annual report provided by the Planning Commission that would be provided to the Town Council no later than the first meeting in February. Councilmember Fithian seconded. Motion passed unanimously by roll call vote.

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

Nays: None

4. DISCUSSION ITEMS

a. Bird Sanctuary Discussion

Mayor Porta noted that the Town Attorney has reported that the Town doesn't have the authority under the State Code to do anything specific for protection of birds and asked staff to talk to the Town Attorney if there is anything we can do in relations to the Bird Sanctuary status.

b. FY2026 Budget Work Session #3 - Capital Improvement Program

Mr. Linn made a presentation and briefed the Town Council on the Capital Improvement Program (CIP). Mr. Linn responded to various questions from the Council.

Mr. Linn reviewed the Strategic Framework and suggested that Council add the following: Under Capital Tier 2, Improving Town Infrastructure; Under Operating Tier 1, Enhancing Public Safety, Enhancing Town Services, and Enhancing Town Beautification.

Councilmember Fithian moved to add under Capital Tier 2, Improving Town Infrastructure and under Operating Tier 1, Enhancing Public Safety, Enhancing Town Servies, and Enhancing Town Beautification. Councilmember Freeborne Brinton seconded. Motion passed unanimously by voice vote.

5. ADJOURNMENT

The meeting was adjourned at 8:20 p.m.

Philip Auville, Town Clerk



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
 Agenda Communication

5. Consent Agenda	Meeting Date: April 15, 2025
5B: Request to Appoint Member to the Planning Commission	

Attachments: a. None

Submitted by: Adam C. Linn
 Town Manager

Explanation and Summary:

This is a request to appoint resident Richard Grant to the Planning Commission to fill a vacancy on the Commission and to reappoint Mr. Don Wood and Mr. Ralph Newell to extend their terms to run concurrently with Town Council’s.

With the resignation of Ryan Somma in 2024 and Robert Love in 2025, the Planning Commission has two vacancies. Town Staff has received an application from resident Richard Grant to fill one of them. If approved, he would fill Ryan Somma’s unexpired term, ending on December 31, 2026.

Mr. Newell’s and Mr. Wood’s terms expire on August 31, 2025 and April 30, 2026, respectively. The aim of this extension is to comply with the update to § 33.03(B) of the Town Code made in September 2023 that aligns Planning Commissioner terms with that of the Town Council. This change would extend the terms to December 31, 2026.

Background

The Planning Commission is described in Sections 33.01 – 33.10 of the Town Code. The Commission shall consist of not less than five nor more than 15 members appointed by Town Council. Members of the Commission must be residents of the town with the adequate knowledge and experience to make decisions on questions of community growth and development and at least half the members must be owners of real property. One member of the Commission is a member of the Town Council, and one is a member of the Architectural Review Board (ARB). Each member shall be appointed to hold office for a term that runs concurrent with that of the Town Council.

The Planning Commission currently consists of five members: three regular members, one Town Council representative, and one ARB representative (appointed as a Planning Commissioner).

Staff Recommendation: Recommend appointment of Mr. Richard Grant and reappointment of Mr. Don Wood and Mr. Ralph Newell to the Planning Commission.

Proposed/Suggested Motion:

“I move to appoint Mr. Richard Grant as a member of the Planning Commission to fill the unexpired term of Mr. Ryan Somma, effective immediately and expiring on December 31, 2026. I

further move to reappoint Mr. Don Wood and Mr. Ralph Newell as members of the Planning Commission effective upon completion of their current terms and expiring December 31, 2026.”

OR

Other action Council deems appropriate.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

5. Consent Agenda	Meeting Date: April 15, 2025
5C: Request to Reappoint Member to the Architectural Review Board	

Attachments: a. None

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to extend the term of Lisa Terry to run concurrent with the current Town Council term in order to align with the updated Town Code. Her current term expires on May 30, 2025.

Background

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

Staff Recommendation: Recommend the extension of Lisa Terry’s term.

Proposed/Suggested Motion:

“I move to extend the term of Lisa Terry on the Architectural Review Board by one year effective immediately, for a term ending December 31, 2026.”

OR

Other action Council deems appropriate.



TOWN OF OCCOQUAN

Circa 1734 • Chartered 1804 • Incorporated 1874
314 Mill Street • PO Box 195 • Occoquan, Virginia 22125
(703) 491-1918 • Fax (571) 398-5016 • info@occoquanva.gov
www.occoquanva.gov

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: April 15, 2025

SUBJECT: Administrative Report

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

Administration

Strategic Framework Updates:

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

Capital Tiers

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 17th, 2023, Town staff submitted an application to Congressperson Spanberger's office for the FY2023 Community Project Funding Program to fund remediation to the Town's stormwater system. On March 6th, 2024, the Town was informed that \$920,000 in funding had been appropriated for the project. A press conference about the funding award was held at Town Hall on May 14, 2024. Town staff met with an EPA representative on September 13th, 2024 and reviewed the project scope and grant application process. The Town has been allocated the funding but must complete the grant application process prior to executing the grant agreement. Staff met with its assigned EPA grant manager to clarify application requirements and submitted the application and NEPA review documentation in February 2025. In March 2025, staff bid out the CCTV of the existing system and selected the County to do the work in Spring 2025. Staff also worked with EPA staff to address comments on the application and submitted revised documentation to meet compliance requirements in late March. Staff

is now waiting on the results of the CCTV inspection in order to complete revisions to the grant application's scope of work and the Request for Proposal (RFP), 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. Staff is monitoring state funding for the riverwalk as an alternative to the TAP grant.

Tier 2

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

- Trail Town Research: Town staff are currently supporting the Planning Commission in its strategic planning efforts that include researching and developing a Trail Town program for Occoquan. The Planning Commission's initial recommendations were presented to Town Council at its April 16th, 2024, meeting and revised recommendations were submitted in March 2025.
- PHNST Historical Interpretation Signage – NEW: The Northern Virginia Regional Commission (NVRC), working on behalf of the National Park Service, has worked with the Town to create two historical interpretation signs to be placed along the Potomac Heritage National Scenic Trail (PHNST) that runs along Mill Street. In March, staff installed one sign on the town's natural resources at Mamie Davis Park and the other on the town's economic history at the Mill House overlook (near the sites of the town's multiple industrial facilities).

➤ **Promoting Connections with Regional Partners:**

- PWCDOT Crosswalk Safety Project – UPDATED: On May 31, 2023, Town staff met with VDOT engineers and staff from Prince William County Department of Transportation regarding crosswalk safety of the Washington Street Crosswalk between E. Locust Street and Edge Hill Drive. Town staff, VDOT engineers and PWCDOT recommended: (1) the addition of a streetlight near the crosswalk and changing of old streetlight heads to newer LED which would enhance the visibility at dusk/dawn for pedestrians and drivers (PWCDOT agreed to take the lead on this immediate solution); (2) a PWCDOT study to see if a speed reducing feature such as a chicane, chocker, or perhaps a mini roundabout could be installed at the adjacent intersection; and (3) the extension of the sidewalk across the undeveloped frontage and the removal of the mid-block crosswalk to be funded under the County's Safe Sidewalk grant. Dominion Electric installed new LED streetlight heads in September. An additional streetlight, requested by PWCDOT, was installed near the crosswalk by Dominion Electric in September. Staff has reached out to PWCDOT related to the status of items 2 and 3 as well as requesting a speed study along Washington Street. As a result of the change in the law, Town Council also

approved a reduction in the speed limit to 20 mph at two sections of crosswalks on Washington Street to try to improve safety around the crosswalk locations. Staff installed the reduced speed limit signage in October 2024 and warning lights in March 2025. Enforcement began in November 2024.

- Occoquan Greenway (VDOT TAP Grant Project): 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.

➤ **Improving Town Gateways:**

- Gateway Landscaping Improvements: 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: 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.

➤ **Improving Town Infrastructure**

- Staff will provide updates as the FY2026 Capital Improvement Program progresses.

Tier 3

➤ **Implementing Public Safety Projects:**

- County CAD and RMS Integration - UPDATED: The Occoquan Police Department has completed the integration with Prince William County Police and Motorola

Corporation and are successfully on the same computer assisted dispatch (CAD) system and report management system (RMS). This is a significant accomplishment that will improve the public safety for the town by boosting efficiency and communication.

➤ **Improving Town Properties (Mill House Museum, River Mill Park, Furnace Branch Park, Tanyard Hill Park):**

- River Mill Park Upgrades – UPDATED: 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. The install of an additional outdoor electrical receptacle is planned for FY26. 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 actively working with FCWA on a solution.
- River Road and Town Dumpster Storage – UPDATED: 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. On March 17, 2025, staff cleared and organized the River Rd property, chaining off the entrance and installing gravel cover. Staff also cleared and improved the storage space at the Town dumpster, adding storage and repairing the dumpster enclosure. Refuse storage and a storage shed are the final improvements for River Rd, planned for FY26.
- 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 – UPDATED: 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. As part of the program, **the Town will be hosting its first Occoquan Volunteer Fair on May 3rd, 2025 from 10 am to 12 pm.** The Town, Visit and other nonprofit groups will share how you can support the community in areas such as events, environmental clean-up, gardening, historic sites, board positions, and more. No R.S.V.P. required.

- Staff Retention Program: 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/.
- **Enhancing Revenue from Town Events Programming**
 - Reconfigured Artisan Market: 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: With direction from Town Council, staff is researching 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 16th Town Council meeting. Their revised recommendations were submitted to Town Council in March 2025.
- **Enhancing Public Safety**
 - Staff will provide updates as FY2026 progresses.
- **Enhancing Town Services**
 - Staff will provide updates as FY2026 progresses.
- **Enhancing Town Beautification**
 - Staff will provide updates as FY2026 progresses.

Tier 2

- **Monitoring Technology Improvements for Productivity Enhancement**
 - Town staff continues to monitor opportunities for technologic improvements that will increase productivity.
 - Retooled Public Works Work Order System – NEW: Starting in March 2025, Public Works is now using a new app and tablet-based work order system to more easily and efficiently keep track of projects, analyze performance data, and draft reports.
- **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 July 8th, 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: 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.
- 2025 CVG Grant Application – NEW: In conjunction with Visit, Town staff is currently preparing a grant application for a 2025 Community Vitality Grant from Virginia Main Street for a beautification/ public art project at the Mill Street Storage Shed. Submission is in late April and any award would be expected in Fall 2025.

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

- Maintenance Plan Research: 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.

Strategic Framework Tracker:

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

Project/Program	Priority	Fiscal Year Started	Status
Capital 1			
Riverwalk Extension Project	Completing Riverwalk	2026	Planning
Riverwalk Grant Research and Submission	Completing Riverwalk	2023	Implementing
Riverwalk Vision Plan	Completing Riverwalk	2023	Completed
Riverwalk Planning Project	Completing Riverwalk	2024	Completed
Investigating Increasing Efficiency at Private Parking Areas	Continuing to Investigate Opportunities to Expand Public Parking Facilities	2023	Planning
Expanded Parking Lot at 123 Bridge	Continuing to Investigate Opportunities to Expand Public Parking Facilities	2024	Not Obtained
Parking Facility at Poplar Lane Parking Lot	Continuing to Investigate Opportunities to Expand Public Parking Facilities	2024	Not Obtained
Parking Opportunity Research	Continuing to Investigate Opportunities to Expand Public Parking Facilities	2023	Completed
Stormwater Improvements (Community Project Funding - EPA Grant)	Upgrading Stormwater Infrastructure	2023	Planning
Flood Protection Study (CFPF Grant)	Upgrading Stormwater Infrastructure	2022	Completed
Sediment Removal and Stormwater Remediation (DEQ ARPA 2022 Appropriation)	Upgrading Stormwater Infrastructure	2022	Completed
Capital 2			
Gateway Landscaping Improvements	Improving Town Gateways	2024	Implementing
Town Signage Updates	Improving Town Gateways	2023	Completed
123 and Commerce Mural	Improving Town Gateways	2023	Completed
McKenzie Drive Restriping	Improving Town Infrastructure	2026	Not Started
Events Benches	Improving Town Infrastructure	2026	Not Started
Holiday Lights and Decorations Improvement	Improving Town Infrastructure	2026	Not Started
Holiday Snowflake Transition	Improving Town Infrastructure	2025	Implementing
Occoquan Greenway (VDOT TAP Grant Project)	Promoting Connections with Regional Partners	2022	Planning

PWCDOT Crosswalk Safety Project	Promoting Connections with Regional Partners	2024	Implementing
Trail Town Research	Promoting Town as Trail Junction	2024	Planning
PHNST Historical Interpretation Signage	Promoting Town as Trail Junction	2025	Completed
Glass Recycling Bin	Pursuing Energy Efficiency/Sustainability Enhancements	2024	Planning
170 Mill Street EV Charging	Pursuing Energy Efficiency/Sustainability Enhancements	2023	Completed
EV Charging (CFI Grant)	Pursuing Energy Efficiency/Sustainability Enhancements	2024	Completed
Gaslight Conversion Project	Pursuing Energy Efficiency/Sustainability Enhancements	2023	Completed
Capital 3			
Fire Suppression and Command Trailer	Implementing Public Safety Projects	2025	Planning
Replacement PS Vehicles	Implementing Public Safety Projects	2026	Not Started
PS Uniform Replacement	Implementing Public Safety Projects	2026	Not Started
Timed Parking Equipment	Implementing Public Safety Projects	2026	Not Started
County CAD and RMS Integration	Implementing Public Safety Projects	2025	Implementing
Body Armor Replacement	Implementing Public Safety Projects	2025	Implementing
Hybrid Patrol Vehicles	Implementing Public Safety Projects	2023	Completed
Body Worn Camera Expansion	Implementing Public Safety Projects	2024	Completed
Street and Informational Signage Updates	Improving Town Properties	2024	Planning
Mill Street Storage Improvements	Improving Town Properties	2026	Not Started
River Road and Town Dumpster Storage	Improving Town Properties	2024	Implementing
River Mill Park Upgrades	Improving Town Properties	2024	Implementing
Annex Storage Enclosure	Improving Town Properties	2024	Completed
LOVE Sign Mural Update	Improving Town Properties	2024	Completed

Operating 1			
Reconfigured Artisan Market	Enhancing Revenue from Town Events	2026	Planning
2024 Events Sponsorship Drive	Enhancing Revenue from Town Events	2024	Completed
Replacement of Artisan Market and Concerts with Firelight Nights	Enhancing Revenue from Town Events	2025	Completed
Murder Mystery Night	Enhancing Revenue from Town Events	2024	Completed
Parking Enforcement Personnel Increase	Enhancing Timed Parking Program Education and Enforcement	2024	Completed
Event Mobile Sound System	Enhancing Town Services	2026	Not Started
Business Recruitment Research	Evaluating a Business Recruitment Program	2025	Planning
Planning Commission Recommendations	Evaluating a Business Recruitment Program	2023	Planning
Staff Retention Program	Personnel Recruitment, Retention, and Succession Planning	2025	Planning
Events Personnel Planning	Personnel Recruitment, Retention, and Succession Planning	2024	Implementing
Volunteer Program	Personnel Recruitment, Retention, and Succession Planning	2024	Implementing
New Town Treasurer	Personnel Recruitment, Retention, and Succession Planning	2024	Completed
Maintenance Associate Position	Personnel Recruitment, Retention, and Succession Planning	2025	Completed
Operating 2			
Visit Occoquan Business Support Programming	Business Support Programming	2025	Implementing
Continuance of Quarterly Business Meetings	Business Support Programming	2024	Completed
Maintenance Plan Research	Development of Capital Asset Maintenance Program	2025	Implementing
Staff Laptop Replacements	Monitoring Technology Improvements for Productivity Enhancements	2026	Not Started

New Town Intranet	Monitoring Technology Improvements for Productivity Enhancements	2024	Completed
New Town Hall POS	Monitoring Technology Improvements for Productivity Enhancements	2024	Completed
New Online Payment System	Monitoring Technology Improvements for Productivity Enhancements	2024	Completed
New Network Systems Support	Monitoring Technology Improvements for Productivity Enhancements	2025	Completed
IT Security Protocols and Procedures Update	Monitoring Technology Improvements for Productivity Enhancements	2025	Completed
2025 CVG Grant Application	Tourism-led Economic Development	2025	Planning
VMS Mobilizing Main Street Cohort	Tourism-led Economic Development	2025	Implementing
Visit Occoquan Partnership	Tourism-led Economic Development	2024	Completed

Capital and Maintenance Project Updates:

These are updates on significant maintenance items and existing and planned capital projects that are part of the Town's Capital Improvements Program (CIP) and additional to the Town Council's Strategic Framework priorities. Further project updates on capital and maintenance projects are available in the Public Works section of this report and at www.occoquanva.gov/construction-updates.

- Mill Street Water Issue - 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 were completed in March 2025. Updates will be available at www.occoquanva.gov/construction-updates.
- Edgehill Drive Water Issues: In early March 2024, Town staff received concerns about water bubbling through the road surface in the middle of Edgehill Drive. VDOT and PWC Service Authority have both responded to the issue and Service Authority has performed CCTV inspections of all its pipes in the vicinity in order to identify whether the issue was related to its system. In May 2024, VDOT removed part of the road surface and installing drainage pipes to move the water from under the roadway. 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 - UPDATED: 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 again met in March with the developer to confirm the type of application required and is awaiting submission of a new subdivision application for the updated subdivision plan.
- Rivertown Overlook - NEW: The developer has submitted an as-built and boundary line adjustment to the Town. The Town Engineer is currently reviewing the applications.

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 5th, 2024, while the latter were due on March 1, 2025.** 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 or visit www.occoquanva.gov/living-here/tax-information/ and/or www.occoquanva.gov/business/doing-business-in-occoquan/.
- 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 15th 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.**
- Meals Tax Discount Repealed - NEW: **At the March 18th, 2025 meeting, the Town Council voted to repeal § 35.044 of the Town Code, repealing the 3% discount on timely meals tax filings that file on or before the 20th of the month. The repeal will take effect on July 1, 2025.** New filing forms will be updated on the Town website and delivered to affected businesses in advance of that date. For any questions please contact the Town Clerk at townclerk@occoquanva.gov.

Treasurer Report - Supplemental Information

The February 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 February 28, 2025).

BPOL Tax Delinquencies		
Business Name	Delinquency Period	Date of Last Notice/Status
ANGIE'S NAILS LLC	1 month	3/12/25
APIARY MARKET	1 month	3/12/25
APPLE TREE COUNSELING	1 month	3/12/25
AMAYA STUDIOS LLC	2 years	Summons sent 1/29/25
ARTISTS' UNDERTAKING GALLERY	1 month	3/12/25
BALLYWHACK INC	1 month	3/12/25
BANN THAI OLD TOWN LLC	1 month	3/12/25
BAR J CHILI PARLOR LLC	1 month	3/12/25
GRIND N CREPE	1 month	3/12/25
HAVANA BOUTIQUE*	2 years	Audit completed, payment pending
MARIN WOODTURNING	1 month	3/12/25
NEXTHOME BELTWAY REALTY	1 month	3/12/25
PENGUIN PADDLING LLC	1 month	3/12/25
PIN CURLS HAIR SALON	3 years	2/25/25
TALENT ACQUISITION CONCEPTS	3 years	Summons sent 1/29/25
RAVENSWORTH CUSTOM HOME IMPROVEMENT LLC	1 month	3/12/25
THIRD BASE LLC	1 month	3/12/25
REINHARDT HARPER DAVIS, PLC	1 month	3/12/25
RUBICON SERVICES	1 month	3/12/25
ZORBAS GRILL (LYCIA, LLC)	1 month	3/12/25

*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	5 months	Payment plan 3/20/25
BABBANME LLC	2 months	Summons sent 1/29/25; court date 6/13/25; partial payment 2/27/25
GRIND N CREPE	4 months	Payment plan 3/20/25
THE SPOT ON MILL STREET	5 months	Payment Plan

THIRD BASE	4 months	Payment plan 3/20/25
------------	----------	----------------------

Real Estate Delinquencies

Property Owner	Delinquency Period	Date of Last Notice	Address
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*	3 months	2/22/2025	110 WEST LOCUST ST
WHITE, FRANCESCA*	3 months	2/22/2025	1521 COLONIAL DR
WRIGHT MARGARET ALEXIS*	3 months	2/22/2025	158 WASHINGTON ST
WILSEY CHRISTOPHER MILES & RIINA METTAS-WILSEY SURV*	3 months	2/22/2025	384 MYRTLE PL

*By Mortgage Company

Meals Tax by Fiscal Year

Month	FY23	FY24	FY25
July	29,090	31,391	28,602*
August	27,259	31,029	29,921*
September	25,730	29,843	22,542*
October	24,435	26,873	23,111*
November	19,372	22,505	21,749*
December	18,277	23,771	17,574*
January	16,700	15,931	12,350*
February	17,294	20,087	16,953*

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

Engineering

River Mill Park Drainage – update from last report: staff met with Fairfax County Water Authority to review options to modify park surface on 3/31/2025.

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.

Ellicott Sidewalk Extension Project – update from last report: 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 multiple parcels	Applicant contemplating subdivision into more than up to 5 lots. Plan still active but no resubmission. Most recent meeting on 3/12/25.
116 Washington	SKE2025-001	Townhouse	Pre-application to discuss development constraints. Sketch plan submitted 3/17/25, comments sent 3/31/25
Rivertown Overlook	BLA2025-006	Boundary Line Adjustment for Townhomes Development	Small change to increase lot size to keep steps within property line submitted 3/3/25
Rivertown Overlook	AB2025-005	As-built submission for bond release	As-built submission for bond release submitted 3/3/25

Zoning and Code Enforcement

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

A. The following is a list of **zoning reviews** from March 1 to March 31, 2025:

	Zoning Application #	Property Address	Activity
1	AB2025-005	1551 - 1556 Rivertown Pl	As Builts
2	BLA2025-006	1551 - 1556 Rivertown Pl	Revision to Plat
3	TZP2025-007	402 McKenzie Dr	Alter existing application to extend the addition.
4	TZP2025-008	1425 Occoquan Heights Ct	Replacement of AC & Gas Furnace
5	TZP2025-009	313 Mill St	Permanent Food Truck Location Off Wheels in Back Parking Lot

A. The following is a list of **zoning modification requests** from March 1 to March 31, 2025:

	Zoning Application #	Property Address	Activity
1			

B. The following is a list of **new violation letters** from March 1 to March 31, 2025:

	Property Address	Violation #	Violation	Town Action
1	308 Poplar Alley, Unit B	OCV-2024-019	Signage	Courtesy sent on 1/31/25; owner submitted permits on 2/13/25 with payment outstanding for temp signage; notified of need to pay on 2/25/25 and 3/5/25; temp sign app rejected on 3/21/25; NOV sent on 3/21/25

C. The following is a list of **active/previous violations** from March 1 to March 31, 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.

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.

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 one unconfirmed complaint against an officer during the month of March.

Officers completed their annual spring firearms training.



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.

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.

OPD - HSEM continued to address cyber security initiatives/concerns for the town during the month of march.

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

Patrol and Enforcement Activities:

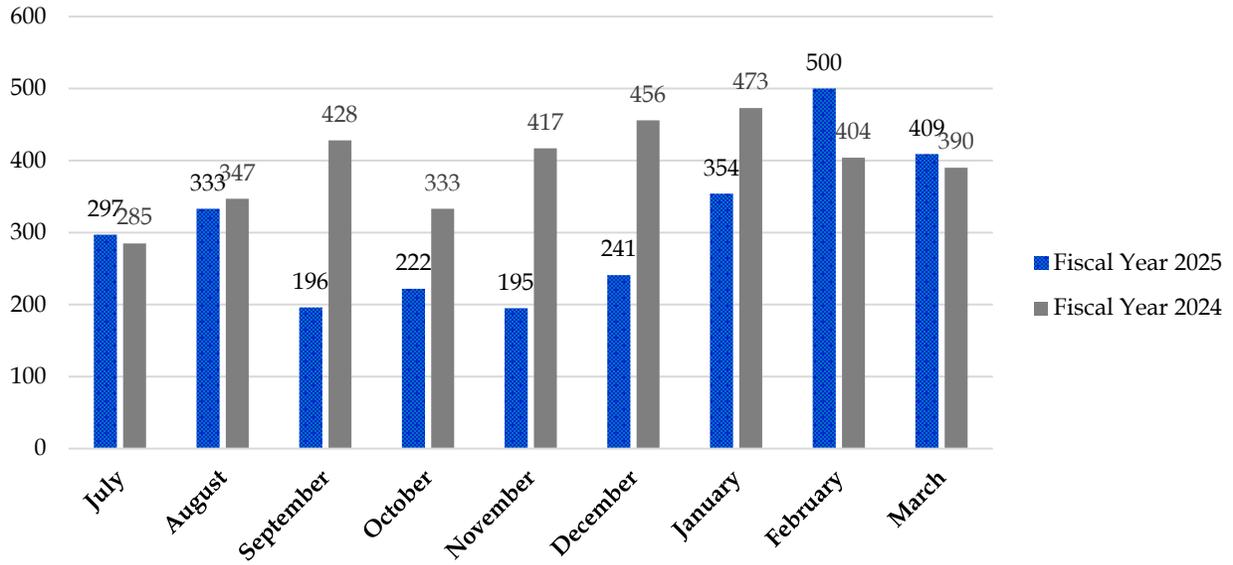
For the month of March, town police had 170 calls for service including:

<i>Call for Service</i>	<i>#</i>		<i>Call for Service</i>	<i>#</i>
Alarms	2		Larceny / Theft	3
Animal Call	1		Medical/Mental Health	6
Building Fire	1		Missing Person	1
Disabled Vehicles/Motorist Assist	7		Neighbor Dispute	1
Disorderly	2		Noise Complaint	1
DOA Call	1		Other/Services	31
Domestic Complaint	2		Parking Complaints	5
Drunk in Public	1		Person In Crisis / Suicide Attempt	7
DUI Arrest	1		Roadway Obstruction	8
Fleeing and Eluding	3		Stolen Auto Response	2
Found/Lost Property	2		Suspicious Calls	21
Fraud/Attempted Theft	3		Traffic Control	4
Gun Call	1		Trespassing	21
Hit & Run	2		Vehicle Crash	10
Illegal Fishing	13		Warrant Service	1
Impaired Driving	2		Welfare Checks	3
				170

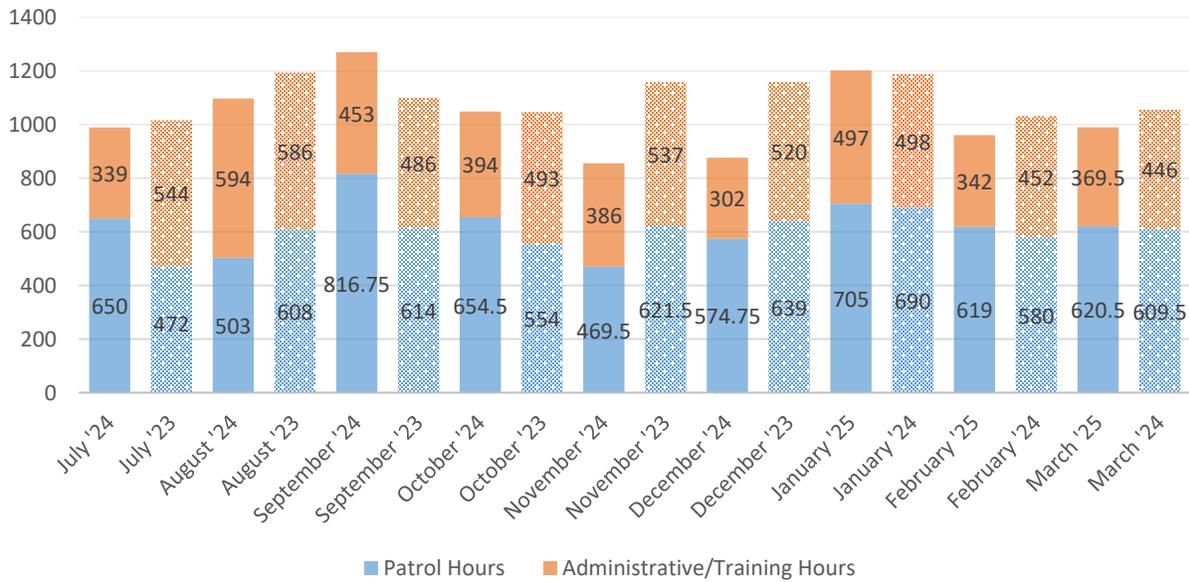
Town police made 1 custodial arrest, issued 409 traffic summonses, 95 parking violations, and 152 warnings.

Officers also engaged in 244 business checks and 310 park checks during the month of March.

Traffic Summonses FYTD (GRAPH)



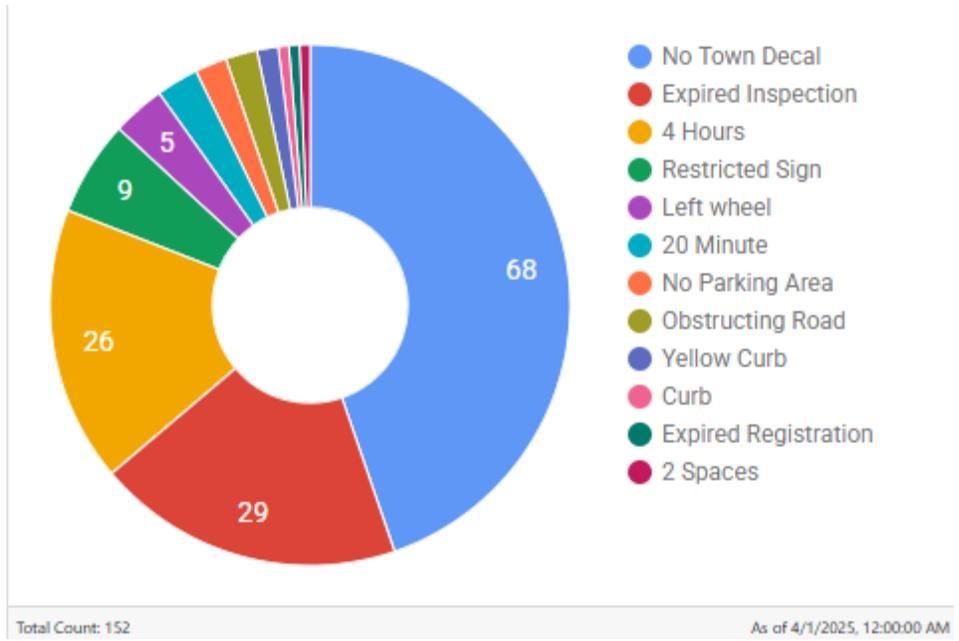
Patrol/Administrative/Training Hours FYTD (GRAPH)



Parking Enforcement (CHART/GRAPH)

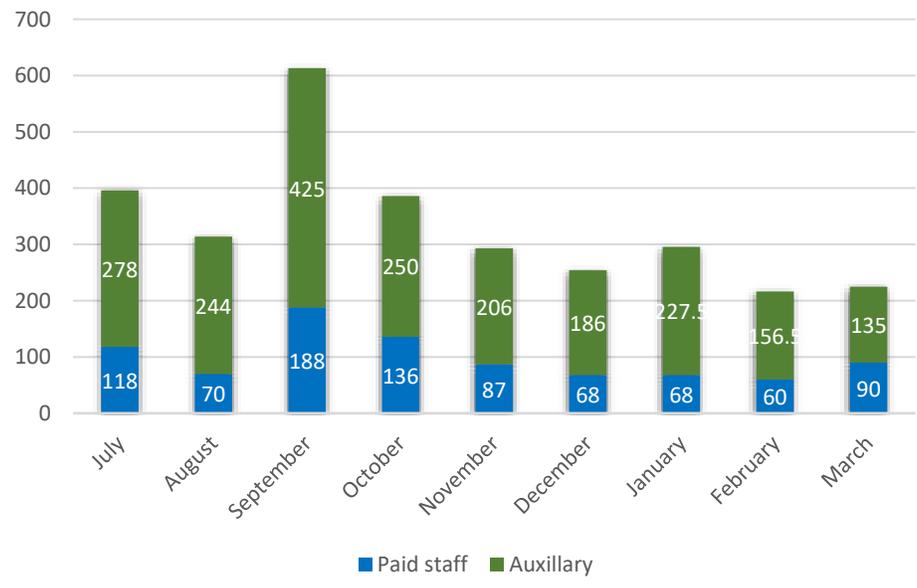
Month	Parking Tickets	Warning
July	125	8
August	79	3
September	44	5
October	61	1
November	18	0

December	13	0
January	36	16
February	41	3
March	95	56



Volunteer in Police Service

For Fiscal Year 2025, our auxiliary police officers and paid police staff donated a total of 2,993 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
March	0	2	0	0	0
FY Total	95.5	2	40	52	14
UAS Operations					
Month	Operational Hours	Training Hours		Call Outs	Calls for Service
July	0	0		0	0
August	0	0		0	0
September	0	0		0	0
October	0	2		0	0
November	0	0		0	0
December	0	0		0	0
January	0	0		0	0
February	0	0		0	0
March	0	8		0	0
FY Total	0	10		0	0
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
March	52	0		0	0
FY Total	950	0		12	2

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 (March 2025)

- Demobilized from winter and prepared PW truck for spring.
- Completed Town Hall kitchen improvements.
- Started pruning and plantings for 2025 and review process Request for Proposals (RFP) for landscaping services for FY2026.
- Started spring cleaning tasks, including touching up gaslights and inspecting the Town Dock.
- Installed two new historical interpretation signs for the PHNST, donated by NVRC and NPS.
- Onboarded new app-based work order system and tablet for PW staff.

Special Public Works Projects

Projects In-Progress: 9

Projects Completed: 16

Below is an updated list of maintenance activities with statuses updated as of March 31, 2025:

Project	Status	Completion Date	Notes
Building and Property Maintenance (TH, Annex, and River Rd)			
Clean out and paint Town Hall back door	Not started		Spring 2025
Patch and Paint TH Front Steps	Not started		Spring 2025
Lighting Repair at Mill House Museum	In progress		Spring 2025
Move Hay Out of RMP Storage	Completed	03/10/2025	
Repair Women's BR Handle at RMP	Completed	03/11/2025	
Town Hall Kitchen Improvements	Completed	03/20/2025	
Craft Show and Events Support			
Repaint Booth Numbers	Not started		April 2025
Holiday			
Disassemble and Store Fences in Mill House Basement	Completed	03/06/2025	
Landscaping			
Seed and aerate town parks	Not started		TBD
Summer Plantings in Planters	Not started		May 2025
Improvements at Tanyard Hill and Old Bridge Entrance	In progress		2025
Spring Mulching	In progress		Mid-April 2025
Spring Annual and Perennial Plantings	In progress		Mid-April 2025
Spring Pruning	Completed	03/28/2025	
Early Spring Plantings in Town Planters	Completed	03/28/2025	
Park and Riverwalk Maintenance (RMP, MDP, Furnace, Tanyard, and Dock/Riverwalk)			
Repair Sunken Joists on Town Dock	Not started		April 2025

Project	Status	Completion Date	Notes
Repair/Replace Boards on Town Dock	In progress		April 2025
RMP Plumbing and Bathroom Upgrades	Completed	03/03/2025	New water heater installed in January; repairs to trim, vents and plumbing
Special Projects			
Backup Generator Project	Not started		Paused – OPD Joint Project
River Road and Town Dumpster Improvements	In progress		Cleaning and reorg, chained off River Rd, and town dumpster area completed 3/17/25; Final improvements to River Rd in FY26
Onboard New Work Order System	Completed	03/01/2025	
Install NPS PHNST Signs at MDP and RMP	Completed	03/28/2025	
Spring Cleaning			
Powerwash Gaslight Landing Riverwalk	Not started		Spring 2025
Powerwash Town Dock and Riverwalk	Not started		Spring 2025
Clean Trash and Recycling Containers	Not started		Spring 2025
Spring Town Dock and Riverwalk Inspection	In progress		Spring 2025
Curb and Striping Review and Painting	In progress		Spring 2025
Repair Planters	Completed	03/26/2025	
Clean and Touch Up Gaslights	Completed	03/31/2025	
Streets, Sidewalks, and Parking			
Repair Dogwoods on TH Bricks	Not started		
Remove Power Line Residue from Sidewalk at 308 Mill	In progress		Spring 2025
Post-Winter Repairs to Mill St Pipe	Completed	03/04/2025	

Project	Status	Completion Date	Notes
Clean French Drain at 204 Washington Bed	Completed	03/17/2025	
Install Lights on 20 MPH Signs	Completed	03/31/2025	
Vehicles and Equipment			
Winter Weather Demobilization	Completed	03/17/2025	
Brick Installation and Maintenance			
Bricks at 124 Commerce St	Completed	03/03/2025	
RMP Memorial Bricks	Completed	03/04/2025	

Events and Community Development

The Occoquan PEEPS® Show

April 15 - 19

The Town invites guests to stroll through historic Occoquan and vote for their favorite PEEPS® dioramas, displayed in participating local businesses and in community-created dioramas at Town Hall. Voting will take place at Town Hall, and the winners in each category will be announced by the Mayor around 4:15 pm on April 19th.

Occoquan Volunteer Fair

May 3

To build a more vibrant volunteer team, we're hosting a Volunteer Fair at Town Hall from 10 am to 12 pm. People of all ages are invited to explore volunteer opportunities and connect with representatives from Town Hall, Visit Occoquan, and various local nonprofit organizations. This open house event will also feature refreshments.

Trivia Nights

May - October

This year's Trivia Season will kick off on May 16th in River Mill Park. This family-friendly event will feature six rounds of trivia, with the winning team walking away with a \$100 prize. Here is the full list of trivia dates: May 16, June 20, July 25, August 15, September 12 and October 10. Season Tickets are now available.

TOWN OF OCCOQUAN
FINANCIAL STATEMENTS
AS OF FEBRUARY 2025

	As of 7/1/24 (unaudited)	Unaudited Income/ (Loss) FY25 YTD	As of 2/28/25 Unaudited
Nonspendable:			
Mamie Davis Fund	\$ 100,000	\$ -	\$ 100,000
Restricted:			
E-Summons Fund	\$ 49,124	\$ 882	\$ 50,006
Assigned:			
Events Fund	\$ -	\$ 85,285	\$ 85,285
CIP Fund	\$ 436,006	\$ (50,443)	\$ 385,563
State Aid 599 Program Fund	\$ 24,235	\$ 12,560	\$ 36,795
Mamie Davis Park Fund	\$ 7,090	\$ 1,447	\$ 8,537
PEG Fund	\$ 2,111	\$ -	\$ 2,111
Subtotal Assigned:	\$ 469,442	\$ 48,848	\$ 518,291
Unassigned:			
Operating Reserves	\$ 200,000	\$ -	\$ 200,000
Other Unassigned	\$ 451,940	\$ 141,054	\$ 592,995
Subtotal Unassigned:	\$ 651,940	\$ 141,054	\$ 792,995
Total Fund Balance:	\$ 1,270,507	\$ 190,785	\$ 1,461,291

Town of Occoquan Budget vs. Actuals July - February, 2025

	Actual	Annual Budget	Over Budget	% of Budget
Income				
40000 TAXES				
40010 Real Estate	\$ 301,861	304,351	(2,489)	99.18%
40020 Meals Tax	\$ 192,868	333,812	(140,944)	57.78%
40030 Sales Tax	\$ 28,906	48,000	(19,094)	60.22%
40040 Utility Tax	\$ 23,636	36,500	(12,864)	64.76%
40050 Communications Tax	\$ 17,717	33,000	(15,283)	53.69%
40060 Transient Occupancy Tax	\$ 30,238	46,500	(16,262)	65.03%
40070 Peer-to-Peer Vehicle Tax	\$ -	6,600	(6,600)	0.00%
Total 40000 TAXES	\$ 595,226	\$ 808,763	\$ (213,536)	73.60%
41000 FEES/LICENSES				
41010 Vehicle License	\$ 558	2,500	(1,942)	22.32%
41020 Business Licenses	\$ 9,414	11,000	(1,587)	85.58%
41025 Business License Fee	\$ 86,089	90,402	(4,314)	95.23%
Total 41020 Business Licenses	\$ 3,600	\$ 4,260	\$(660)	84.51%
41030 Late Fees	\$ 89,689	\$ 94,662	\$ (4,974)	94.75%
41040 FINES (PUBLIC SAFETY)	\$ 2,936	1,500	1,436	195.72%
41170 E-Summons	\$ 244,349	375,000	(130,651)	65.16%
Total 41040 FINES (PUBLIC SAFETY)	\$ -	\$ 15,250	-\$ 15,250	0.00%
41100 Administrative Fees	\$ 244,349	\$ 390,250	-\$ 145,901	62.61%
41120 Service Revenue - Eng	\$ 3,710	8,500	(4,790)	43.65%
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%
Total 41000 FEES/LICENSES	\$ 937	\$ 0	\$ 937	69.35%
42000 GRANTS				
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%
Total 42021 NHSTA (DMV)	\$ 7,237	\$ -	\$ 7,237	72.87%
42110 Virginia DCJS	\$ -	0	0	0.00%
42020 HB 599	\$ 21,279	27,678	(6,399)	76.88%
Total 42110 Virginia DCJS	\$ 21,279	\$ 27,678	\$(6,399)	76.88%
42130 DEQ	\$ -	-	0	0.00%
42010 LITTER	\$ 1,838	1,329	509	138.30%
Total 42130 DEQ	\$ 1,838	\$ 1,329	\$ 509	138.30%
Total 42000 GRANTS	\$ 36,011	\$ 45,007	\$(8,996)	80.01%
43000 RENTALS				
43020 River Mill Park	\$ -	-	0	0.00%
	\$ 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%
Total 43000 RENTALS	\$	(3,144)	\$ 14,727	\$ (17,870)	-21.35%
44000 OTHER				0	
44005 Insurance Proceeds	\$	9,048	0	9,048	
44010 General Fund Interest	\$	21,995	25,000	(3,005)	87.98%
44030 Mamie Davis Park Interest	\$	-	0	0	
44040 Bricks Revenue	\$	110	300	(190)	36.67%
44060 Other	\$	2,076	1,700	376	122.12%
Total 44000 OTHER	\$	33,229	\$ 27,000	\$ 6,229	123.07%
Total Income	\$	1,016,922	\$ 1,408,258	\$ (391,336)	72.21%
Gross Profit	\$	1,016,922	\$ 1,408,258	\$ (391,336)	72.21%
Expenses					
Total 60000 PERSONNEL SERVICES	\$	463,437	\$ 827,001	\$ (363,564)	56.04%
Total 60400 PROFESSIONAL SERVICES	\$	94,554	\$ 175,967	\$ (81,413)	53.73%
Total 60800 INFORMATION TECH SERV	\$	34,453	\$ 40,430	\$ (5,977)	85.22%
Total 61200 MATERIALS AND SUPPLIES	\$	20,966	\$ 34,850	\$ (13,884)	60.16%
Total 61600 OPERATIONAL SERVICES	\$	4,424	\$ 9,200	\$ (4,776)	48.09%
Total 62000 CONTRACTS	\$	79,956	\$ 125,103	\$ (45,147)	63.91%
Total 62400 INSURANCE	\$	39,491	\$ 43,500	\$ (4,009)	90.78%
Total 62800 PUBLIC INFORMATION	\$	2,361	\$ 4,050	\$ (1,689)	58.29%
Total 63200 ADVERTISING	\$	304	\$ 6,610	\$ (6,306)	4.59%
Total 63600 TRAINING AND TRAVEL	\$	11,945	\$ 17,050	\$ (5,105)	70.06%
Total 64000 VEHICLES AND EQUIPMENT	\$	43,229	\$ 47,650	\$ (4,421)	90.72%
Total 64400 SEASONAL	\$	12,193	\$ 13,000	\$ (807)	93.79%
Total 64800 TOWN HALL	\$	6,913	\$ 11,344	\$ (4,430)	60.94%
Total 65200 MILL HOUSE MUSEUM	\$	12,089	\$ 6,500	\$ 5,589	185.99%
Total 66000 ANNEX / MAINTENANCE YARD	\$	3,312	\$ 3,350	\$ (38)	98.86%
Total 66800 RIVER MILL PARK & FACIL	\$	10,320	\$ 18,154	\$ (7,833)	56.85%
Total 67200* MAMIE DAVIS PARK & RIVERWALK	\$	1,717	\$ 2,900	\$ (1,183)	59.22%
Total 67800 OCCOQUAN RIVER	\$	-	\$ 2,500	\$ (2,500)	0.00%
Total 68000 FURNACE BRANCH PARK	\$	-	\$ 500	\$ (500)	0.00%
Total 68400* STREETS AND SIDEWALKS	\$	1,648	\$ 2,500	\$ (852)	65.90%
Total 68800 HISTORIC DISTRICT	\$	11,277	\$ 13,600	\$ (2,323)	82.92%
Total 64700 FACILITIES EXPENSE	\$	47,277	\$ 61,347	\$ (14,071)	77.06%
Total 68900 PUBLIC ART PROGRAM	\$	-	\$ 2,500	\$ (2,500)	0.00%
Total Expenses	\$	854,588	\$ 1,408,258	\$ (553,670)	60.68%
Net Operating Income	\$	162,333	\$ (0)	\$ 162,334	
Net Income	\$	162,333	\$ (0)	\$ 162,334	

CIP FUND

		Actual	Annual Budget	over Budget	% of Budget
Income					
42000 GRANTS	\$	-	935,025	(935,025)	0.00%
42050 DOJ BVP	\$	-	3,000	(3,000)	0.00%
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	\$	3,168	5,500	(2,332)	57.60%
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	\$	29,977	53,000	(23,023)	56.56%
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	\$	59,810	\$ 1,374,031	\$ (1,314,221)	4.35%
Total Other Expenses	\$	59,810	\$ 1,374,031	\$ (1,314,221)	4.35%
Net Other Income	\$	(59,810)	\$ (1,374,031)	\$ 1,314,221	4.35%
Net Income	\$	(59,162)	\$ (436,006)	\$ 376,844	13.57%

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
Income				
41000 FEES/LICENSES			0	
41160 Convenience Fees	\$ 4,176	4,550	(374)	91.78%
Total 41000 FEES/LICENSES	\$ 4,176	\$ 4,550	\$ (374)	91.78%
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%
Total 44000 OTHER	\$ 304	\$ 5,835	\$ (5,531)	5.21%
47000 EVENTS REVENUE			0	
47010 Sponsorships	\$ 9,018	34,000	(24,982)	26.52%
47020 Booth Rentals	\$ 159,491	166,000	(6,509)	96.08%
47021 Ticket Sales	\$ 60	2,525	(2,465)	2.38%
47023 Community Events	\$ 12,139	16,750	(4,611)	72.47%
Total 47021 Ticket Sales	\$ 12,199	\$ 19,275	\$ (7,076)	63.29%
47030 Shuttle Fees	\$ 34,313	60,500	(26,187)	56.72%
47040 Parking Space Sales	\$ 7,650	10,500	(2,850)	72.86%
47060 Merchandise	\$ -	1,125	(1,125)	0.00%
47105 Revenue Share Agreements	\$ -	1,500	(1,500)	0.00%
Total 47000 EVENTS REVENUE	\$ 222,671	\$ 292,900	\$ (70,229)	76.02%
Total Income	\$ 227,151	\$ 313,285	\$ (86,134)	72.51%
Gross Profit	\$ 227,151	\$ 313,285	\$ (86,134)	72.51%
Expenses				
Total 60000 PERSONNEL SERVICES	\$ 47,758	\$ 98,371	\$ (50,612)	48.55%
Total 60400 PROFESSIONAL SERVICES	\$ 6,385	\$ 5,050	\$ 1,335	126.44%
Total 60800 INFORMATION TECH SERV	\$ 706	\$ 390	\$ 316	181.12%
Total 61200 MATERIALS AND SUPPLIES	\$ 5,283	\$ 13,545	\$ (8,262)	39.00%
Total 62000 CONTRACTS	\$ 39,707	\$ 75,100	\$ (35,393)	52.87%
Total 63200 ADVERTISING	\$ 26,378	\$ 32,500	\$ (6,122)	81.16%
Total 66800 RIVER MILL PARK & FACIL	\$ 483	\$ 850	\$ (368)	56.76%
Total 64700 FACILITIES EXPENSE	\$ 483	\$ 850	\$ (368)	56.76%
Total 69200 SPECIAL EVENTS	\$ 15,165	\$ 12,920	\$ 2,245	117.38%
Total Expenses	\$ 141,866	\$ 238,726	\$ (96,860)	59.43%
Net Operating Income	\$ 85,285	\$ 74,559	\$ 10,726	114.39%
Net Income	\$ 85,285	\$ 74,559	\$ 10,726	114.39%

MAMIE DAVIS PARK

	Actual	Annual Budget	over Budget	% of Budget
Income				
44000 OTHER			0	
44030 Mamie Davis Park Interest	\$ 1,447	256	1,191	565.05%
Total 44000 OTHER	\$ 1,447	\$ 256	\$ 1,191	565.05%
Total Income	\$ 1,447	\$ 256	\$ 1,191	565.05%

Gross Profit	\$	1,447	\$	256	\$	1,191	565.05%
Expenses							
Total Expenses					\$	-	
Net Operating Income	\$	1,447	\$	256	\$	1,191	565.05%
Net Income	\$	1,447	\$	256	\$	1,191	565.05%
TOTAL NET INCOME (LOSS) ALL FUNDS	\$	190,785		(353,141)		543,925	(1)

Balance Sheet Comparison
Town of Occoquan
As of February 28, 2025

Distribution account	Total		
	As of February 28, 2025	As of February 29, 2024 (PY)	\$ Change (PY)
Assets			
Current Assets			
Bank Accounts			
10001 Petty Cash - Operating	100	100	
10010 Petty Cash - Events	75		75
10022 Checking Account 0058	213,476	114,426	99,050
10024 Money Market 4220	201,890	200,585	1,305
10029 Checking Account 3126 (deleted)		82,916	(82916)
10034 VIP - Investment Pool	0	0	0
25-0001 VIP 1-3 Year Bond Fund 0001			
25-0002 VIP 1-3 Year Bond Fund 0002			
25-5001 VIP NAV Liquidity Pool 5001	923,735	422,533	501,203
Total for 10034 VIP - Investment Pool	923,735	422,533	501,203
10082 Mamie Davis Savings 4201	4,051	2,260	1,791
10083 Mamie Davis CD	100,000	100,000	
Total for Bank Accounts	1,443,327	922,819	520,508
Accounts Receivable			
10180 Accounts Receivable	91,082	436,584	(345502)
Total for Accounts Receivable	91,082	436,584	\$ (345,502)
Other Current Assets			
10190 Real Estate Receivable			
11000 Prepaid Expenses			
14990 Undeposited Funds	25,946	7,913	18,034
Total for Other Current Assets	25,946	7,913	18,034
Total for Current Assets	1,560,355	1,367,316	193,039
Fixed Assets			
Other Assets			
Total for Assets	1,560,355	1,367,316	193,039
Liabilities and Equity			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 Accounts Payable	52,507	50,281	2,226
Total for Accounts Payable	52,507	50,281	2,226
Credit Cards			
22000 Credit Cards	0	0	0
22010 ExxonMobil	1,768	1,497	271

22020 Home Depot		118 \$	(118)
22030 Lowe's Proservices		1,128 \$	(1,128)
22040 United Bank Credit Cards	219	9,568 \$	(9,349)
Total for 22000 Credit Cards	1,988	12,310 \$	(10,323)
Total for Credit Cards	1,988	12,310 \$	(10,323)
Other Current Liabilities			
20935 Performance Bond	1,188	1,188	
20940 Unearned Craft Show Rev	35,000	24,975	4,575
20960 Unearned Other Revenue	0	0	0
20970 Unearned Rental	300	250	50
20973 Unearned SLFRF Revenue			
Total for 20960 Unearned Other Revenue	300	250	50
20980 Unearned R.E. Tax	1,287	558	728
21100 Unearned Fire Dept Grant	6,911	7,516 \$	(605)
21200 Payroll Liabilities	0	0	0
21230 VRS Employee Contributions	0	0	1
Total for 21200 Payroll Liabilities	0	0	1
Total for Other Current Liabilities	44,685	34,486	4,749
Total for Current Liabilities	99,180	97,078 \$	(3,348)
Long-term Liabilities			
Total for Liabilities	99,180	97,078 \$	(3,348)
Equity			
32000 Retained Earnings	\$ (116) \$	(187) \$	70
Net Income	190,785	751,428 \$	(555,193)
30000 Nonspendable	0	0	0
30005 PrePaid Items			
Total for 30000 Nonspendable	0	0	0
31000 Restricted	0	0	0
31100 Mamie Davis (Endowment)	100,000	100,000	
31200 E Summons Fund	49,124	36,123	13,002
Total for 31000 Restricted	149,124	136,123	13,002
31400 Assigned	0	0	0
30030 Events Fund		88,492	-88,492
30040 CIP Fund	436,006	26,843	409,163
31050 Public Safety Grant Fund	24,235	14,283	9,952
31060 Mamie Davis Park Fund	7,090	6,498	593
31070 Public Education Grant Fund	2,111	1,955	156
Total for 31400 Assigned	469,442	138,071	331,371
31500 Unassigned	0	0	0
30010 Emergency Operating Fund	200,000	200,000	
30020 Unrestricted	451,940	44,804	407,136
Total for 31500 Unassigned	651,940	244,804	407,136
Total for Equity	1,466,625	1,270,239	196,387
Total for Liabilities and Equity	1,560,355	1,367,316	193,039

Accrual Basis Thursday, April 08, 2025 06:27 PM GMTZ

**Town of Occoquan - Permit Report
March 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	Finalized	R - Alteration/Repair	10/10/2024	03/21/2025
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	
BLD2025-03492	402 MCKENZIE DR	NEW TWO-STORY 7' x 32' REAR ADDITION - - AND -- INTERIOR RENO. INCREASE FLOOR-TO-CEILING HEIGHT OF MAIN AND UPPER LEVEL --AND -- REPLACE EXISTING ROOF.	Building	Issued	R - Addition	02/28/2025	
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	Finalized	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	
BLD2025-01755	1604 MOUNT HIGH ST	SOLAR PANELS ON DETACHED GARAGE - Adding Solar + ESS on detached uninhabitable garage and linked electrical changes	Building	Issued	R - Alteration/Repair	02/18/2025	
ELE2025-03052	1604 MOUNT HIGH ST	SOLAR PANELS ON DETACHED GARAGE - Adding Solar + ESS on detached uninhabitable garage and linked electrical changes	Electrical	Issued	R - Alteration/Repair	02/18/2025	

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
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	
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-MANUFACTURERED 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	
ELE2025-03999	209 WASHINGTON ST	REPLACING 200amp WITH 200 AMP PANEL WITH MORE SPACES	Electrical	Pending	C - Alteration/Repair		

Development Projects

END OF REPORT

Town of Occoquan - Open BCE Case(s)

<u>CASE NUMBER</u>	<u>SITE ADDRESS</u>	<u>DESCRIPTION</u>	<u>CASE STATUS</u>	<u>DATE OPENED</u>	<u>ASSIGNED TO</u>	<u>ASSIGNED TO EMAIL</u>
--------------------	---------------------	--------------------	--------------------	--------------------	--------------------	--------------------------

END OF REPORT

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 03/17/2025

*Counts business days only.

Town of Occoquan

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
116 WASHINGTON ST 1	UNS2024-00063 Closed - Monitored	01/22/2024	02/04/2025	260	Lopez, Raleigh	PDR for fire damage	General (Unsafe)	01/23/2024	01/23/2024		
	UNS2024-00065 Closed - Monitored	01/22/2024	02/04/2025	260	Lopez, Raleigh	Fire Damage attributed to contents within structure. Exact cause TBD. This is an old building that looks like apartments but are actually condo's. The configuration is as follows, units 1 and 2 are two stories side by side. the back wall to unit 1 and 2 is the separation wall to the back four units. On the 1st floor are units 3 and 5 on the second level are units 4 and 6. The origin of fire was in unit 1, this unit was a complete burn out and destroyed wall to units in back and to unit two to the side. C is the owner of unit 2 directly to the side of unit one that is the complete burn out . There is no 1 hour separation and there was extreme damage to this wall between units 1and 2. In the roof system trusses will need repair and / or replacement. This unit has fire, water, and smoke damage, unit posted unsafe . Meter was pulled and water shut down, This unit will require building, electrical, repair details for rated separation wall and truss repair.	General (Unsafe)	01/23/2024	01/23/2024		
	UNS2024-00066 Closed - Monitored	01/22/2024	02/04/2025	260	Lopez, Raleigh	PDR for fire damage	General (Unsafe)	01/23/2024	01/23/2024		
116 WASHINGTON ST 3	UNS2024-00069 Closed - Monitored	01/23/2024	02/04/2025	259	Lopez, Raleigh	PDR for fire damage	General (Unsafe)	01/23/2024	01/23/2024		
	UNS2024-00070 Closed - Monitored	01/23/2024	02/04/2025	259	Lopez, Raleigh	PDR for fire damage	General (Unsafe)	01/23/2024	01/23/2024		

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 03/17/2025

**Counts business days only.*

Town of Occoquan

<u>Site Address</u>	<u>Case Number / Case Status</u>	<u>Date Received</u>	<u>Date Closed</u>	<u>Business Days Open (Pending)</u>	<u>Assigned To</u>	<u>Case Description</u>	<u>Violation Description(s)</u>	<u>Date VIO Founded</u>	<u>Notice Issued</u>	<u>Summons Issued</u>	<u>Court Action</u>
116 WASHINGTON ST 6	UNS2024-00071 Closed - Monitored	01/23/2024	02/04/2025	259	Lopez, Raleigh	PDR for fire damage	General (Unsafe)	01/23/2024	01/23/2024		

Total Number of Cases for Town of Occoquan: 6

Total Number of Addresses Affected: 2

Total Number of Violations Issued: 6

Total Number of Cases Closed : 6

Total Number Cases Closed with No Violation: 6

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: 259.50

Average Number of Business Days Cases are Open (Grouped by Address and Date Received) This Town: 259.50

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

Total Business Days of Pending Activities for this Town: 0

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 03/17/2025

**Counts business days only.*

Total Number of Cases for All Towns Selected: 6

Summary by Case Status:

Closed - Monitored 6
 6

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 April 15, 2025, Council Meeting
Date: April 8, 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 February 28, 2025:

1. Advised staff as to EPA grant conditions under federal procurement requirements.
2. Consulted with staff on parking violations.
3. Advised staff as to the revised Erosion and Sediment Control and Stormwater Management regulations.
4. Participated in discussion with Fairfax Water regarding repairs to structure under River Mill Park.
5. Discussed the process for updating the Comprehensive Plan.
6. Responded to County real estate tax assessors regarding the International Peace Mission's status under the zoning ordinance as a permitted use.
7. Discussed sign violations with staff.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
 Agenda Communication

10. Regular Business	Meeting Date: April 15, 2025
10A: Request to Adopt Ordinance O-2025-06 on Certain Short-term Recurring Zoning Offenses	

Attachments: a. Draft Ordinance O-2025-06

Submitted by: Adam C. Linn
 Town Manager

Explanation and Summary:

This is a request to adopt O-2025-06 on shortening the appeal period for certain short-term recurring zoning offenses. The draft ordinance is attached. A joint public hearing was held on the proposed zoning text amendment earlier on the agenda.

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.

At the March 4, 2025 meeting, the Town Council set a joint public hearing date.

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

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

“I move to adopt O-2025-06 as presented.”

OR

Other action Council deems appropriate.

ORDINANCE # O-2025-06

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-2025-06

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

TOWN COUNCIL MEETING

Agenda Communication

10. Regular Business	Meeting Date: April 15, 2025
10B: Request to Accept the Planning Commission Annual Report	

- Attachments:**
- a. 2024 Annual Report
 - b. Revised Recommendations to Town Council
 - c. Prioritization List
 - d. Memo from Town Council on Recommendations

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to accept the Planning Commission’s Annual Report and provide feedback on its addendum report on strategic planning recommendations. See attached report, lightly revised from the March 4th submission to include the Occoquan Riverwalk project.

For the Council’s convenience, the Planning Commission has also supplied a prioritization list that condenses its priorities for the recommendations into a one-page summary.

Background:

Per § 33.07 (D) of the Town Code, it is the duty of the Planning Commission to make an annual report and recommendations to the Town Council, “concerning the operation of the Commission and the status of planning within its jurisdiction.”

At the April 16, 2024, meeting, the Planning Commission Chair presented the strategic planning recommendations 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 18, 2025, meeting, the Town Council received the Planning Commission’s 2024 Annual Report and set a joint meeting of April 15, 2025, to review it.

At the February 25, 2025, meeting, the Planning Commission approved and submitted to the Town Council its revised strategic planning recommendations, as an addendum to the 2024 Annual Report, which were submitted to the Town Council at its March 4, 2025, meeting.

At the March 25, 2025, meeting, the Planning Commission approved and submitted to the Town Council a light revision of those recommendations and a summary list of priorities.

Staff Recommendation: Accept the Annual Report. Provide feedback and next steps to the Planning Commission and Town staff on the strategic planning recommendations.

Proposed/Suggested Motion:

“I move to accept the Planning Commission’s 2024 Annual Report.”

OR

Other action Council deems appropriate.



TOWN OF OCCOQUAN

Planning Commission

2024 Annual Report

Table of Contents	
Meet the Planning Commission	1
Meeting Dates and Time	1
Zoning Density Review	2
Strategic Planning Recommendations	2

Meet the Planning Commission

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

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

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

Meeting Dates and Time

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

Zoning Density Review

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

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

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

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

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

Strategic Planning Recommendations

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



Occoquan Planning Commission Planning Recommendations to Town Council

March 26, 2024

Revised: February 25, 2025; March 25, 2025

Occoquan Planning Commission

Eliot Perkins, Chair

Ralph Newell, Vice Chair

Don Wood, Secretary

Darryl Hawkins, Commissioner

Ann Kisling, Commissioner

Table of Contents

Trail Town Program - Leveraging the Natural Resources of the Town.....	4
Parking and Transportation - Increasing Walkability, Accessibility, and Connectivity.....	6
Green Improvements - Protecting the Ecological and Public Health of the Town.....	8
Placemaking, Beautification, and Public Art - Fostering A Distinct Identity for Town.....	11
Business Support and Recruitment - Fostering Economic Development and Diversification	14
Cross-Cutting Recommendations.....	16
Removed Priorities	18

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
Assess Community Input on a Trail Town Program	-	Low	Short	Circulation and Mobility
Define an Occoquan Trail Town Vision	-	Medium	Short	Circulation and Mobility
Town Council Passes a Resolution Recognizing the Community Values its Trails	-	Low	Short	Circulation and Mobility
Improve Trail Signage	\$3,000	Medium	Near	Circulation and Mobility
Present a Yearly Progress Update at the NVRC Trails Summit	-	Low	Near	Circulation and Mobility, Regional Coordination

Parking and Transportation – Increasing Walkability, Accessibility, and Connectivity

Summary:

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

Goals:

1. Increase pedestrian safety and navigability in Town with a Town map brochure, an online interactive map, 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
Standardize Parking Signage	\$300	Low	Short	Circulation and Mobility
Enhance Biking Infrastructure and Awareness	\$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 education, 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.

- 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:

- 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.
- 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
Continue to implement a sustainable water quality monitoring program for the Occoquan River	\$2,500 per year	Low	Short	Environmental Stewardship
Install Mussel Cage on Town Dock	\$6,500	Medium	Short	Environmental Stewardship
Use public education, engagement and demonstration to encourage reduction or elimination of onetime use utensils and boxes at Town eateries	-	Medium	Near	Environmental Stewardship

Evaluate existing conditions and create a plan for tree management and increasing native species	-	Medium	Long	Environmental Stewardship
---	---	--------	------	---------------------------

Placemaking, Beautification, and Public Art – Fostering A Distinct Identity for Town

Summary:

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

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

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

Goals:

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

First Priority Action Items:

1. **Conduct public art surveys as needed to ensure community input, including on themes and locations:** Solicit feedback from Town residents using a survey to determine public arts preferences, placement locations, and other relevant factors.
2. **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 and 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
Conduct public art surveys as needed to ensure community input, including on themes and locations	-	Low	Short	Community Character/Life
Fund and create public art program	\$2,500 per year	Medium	Short	Community Character/Life
Create a prioritized list of projects including plantings, lighting, pocket park(s) etc.	-	Medium	Near	Community Character/Life

Expand volunteer corps to include beautification for private and public properties	\$1,000 per year	Medium	Short	Community Character/Life
---	------------------	--------	-------	--------------------------

Business Support and Recruitment - Fostering Economic Development and Diversification

Summary:

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

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

First Priority Action Items:

1. **Complete the Occoquan Riverwalk Expansion:** Already a top priority for the Town Council and a part of their strategic framework, the Planning Commission recognizes the current progress on this item and wishes to emphasize its vociferous support of the endeavor. The Commission sees the expanded Riverwalk as offering a boon to the Town’s businesses, an expansion of recreational opportunities, an additional venue for events and education, and an asset for placemaking and beautification efforts – furthering several of its strategic goals and those of the Comprehensive Plan. The Commission supports the recommendations of the Riverwalk Expansion Special Committee and looks forward to working with Council and staff to implement them.
2. **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.
3. **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
Complete the Occoquan Riverwalk Expansion	\$1,200,000	High	Long-term	Economic Vitality/ Diversity; Community Character/Life; Circulation and Mobility

Expand marketing efforts to include promoting the Town in the planning areas	\$1,500	Medium	Near	-
Re-engage with existing NOVA Arts and Cultural District stakeholders and other regional partners	-	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 Planning Commission

Strategic Planning Prioritization List

To help further prioritize the Planning Commission's recommendations and effectively and succinctly communicate to the Town Council its vision for the rollout of the plan, ahead of the Town Council's discussion and feedback. Each priority references its location in the report.

Top Priorities - Planning Commission-led

These action items are placed here as they are seen as important and as items which the Planning Commission would be open to leading, if Town Council deems it appropriate, starting this calendar year.

- Define an Occoquan Trail Town Vision - Pg. 4, Item 2
- Create and Fund public art program - Pg. 12, Item 2
- Create a prioritized list of beautification and placemaking projects including plantings, lighting, and pocket parks - Pg. 13, Item 3

Top Priorities - Town Council/Staff-led

These are priority action items on which the Planning Commission is happy to support the efforts of the Town Council and staff as well, but sees these items as more aligned with the responsibilities and resources of Town Council.

- Evaluate the creation of a business recruitment program - Pg. 15, Item 2
- Expand volunteer corps and include beautification for private and public properties - Pg. 13, Item 4
- Evaluate existing conditions and create a plan for tree management and increasing native species - Pg. 10, Item 4
- Re-engage with existing NOVA Arts and Cultural District stakeholders and other regional partners - Pg. 17, Item 2

Quick Wins

These action items are placed here as they are seen as relatively easy tasks to achieve that would supply "quick wins" for meeting not only the Planning Commission's strategic planning goals, but also some of the Comprehensive Plan and Strategic Framework goals (noted in abbreviation below). The Commission believes these are items that can be achieved in FY26.

- Town Council Passes a Resolution Recognizing the Community Values its Trails - SF - Pg. 4, Item 3
- Standardize Parking Signage - CP - Pg. 7, Item 1
- Use public education, engagement and demonstration to encourage reduction or elimination of one-time use utensils and boxes at Town eateries - CP - Pg. 9, Item 3
- Collaborate with Visit Occoquan to assess town business needs - SF - Pg. 15, Item 3
- Expand marketing efforts to include promoting the Town in the strategic planning areas - Pg. 17, Item 1



TOWN OF OCCOQUAN

Circa 1734 • Chartered 1804 • Incorporated 1874
314 Mill Street • PO Box 195 • Occoquan, Virginia 22125
(703) 491-1918 • Fax (571) 398-5016 • info@occoquanva.gov
www.occoquanva.gov

TOWN COUNCIL
Earnie W. Porta, Jr., Mayor
Jenn Loges, Vice Mayor
Cindy Fithian
Eliot Perkins
Nancy Freeborne Brinton
Theo Daubresse

MEMORANDUM

September 20, 2024

TO: Eliot Perkins
Chair, Planning Commission

FROM: Earnest W. Porta, Jr., JD, PhD
Mayor

RE: Requested Feedback on "Planning Commission Strategic Planning
Recommendations to the Town Council, March 26, 2024"

In April of 2024, the Planning Commission for the town of Occoquan submitted to the Town Council a document entitled, *Planning Commission Strategic Planning Recommendations to the Town Council*, dated March 26, 2024. The introduction of the document noted that to "realize its goals, the Planning Commission will need the support of the Town Council and asks for its feedback, approval, and action on a number of items outlined in the report."

Traditionally, the Town Council would discuss the document with staff, and a council member on the Planning Commission would relay the council's response. However, given the substantial effort put into this document by the commission members, I proposed that a written response would be more appropriate to ensure the commission members know their work has been given the careful consideration it deserves. The council agreed and accepted my offer to draft and send the memo upon their review.

Introduction

The Planning Commission's document spans fourteen pages, covering five key thematic areas. Each area includes a list of goals, priority action items, and items for the town council's approval or budget consideration. Some sections also provide cost estimates, staff effort assessments, timelines, and comments on alignment with the comprehensive plan. It's clear that a significant amount of work went into this report, and it offers useful insights for the Town Council's future consideration.

At the heart of the document are the five thematic areas:

- 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 the Town (Placemaking and Beautification/Public Arts)
- Fostering Economic Development and Diversification (Business Support and Recruitment)

Some recommendations align with the town's FY 2025 budget, others align with longer-term strategic objectives, and a few, while desirable, may not be feasible due to competing priorities and budgetary constraints. Although detailed feedback for each area could be provided, there are a few overarching issues that, if addressed, could significantly enhance the document's value to both the town staff and the council. We suggest that the Planning Commission consider these points, revise the report accordingly, and submit it as part of their annual report due in December. This approach will not only strengthen the report's impact but also align the recommendations with the town's budget and operational planning calendar.

Clarity of Purpose

The title of the document, "Planning Commission Strategic Planning Recommendations to the Town Council," suggests that it serves as a set of recommendations for the strategic framework the council adopts and revises annually. However, the introduction of the document implies that it could also function as a strategic plan for the Planning Commission's own activities.

The role of local planning commissions, as outlined in the Code of Virginia and the town code, is primarily advisory, focused on promoting orderly development of the locality and its environs. As strategic planning is somewhat beyond the traditional scope of a planning commission, clarity on the intended purpose of this document would enhance its utility. Is it meant to complement or respond to the council's strategic guidelines, preview future recommendations for the town's Comprehensive Plan update, or serve as an adjunct to the Planning Commission annual report due in December? A clear articulation of the document's purpose would help align expectations and ensure it serves its intended role effectively.

Enhanced Due Diligence

While the report reflects a significant amount of effort, its overall utility could be further enhanced through additional due diligence in some areas. For example, in the area of transportation, public transit alternatives like OmniRide have been considered for Occoquan in the past. Transportation professionals, however, have consistently noted that there are already a number of existing stops close to Occoquan and that their existence, combined with other factors, make the town less suitable for a public transit stop of its own. These other factors include potential delays to existing routes that would result from using town streets, and the absence of a critical mass of town and county residents who would regularly use such a service to leave or access the town.

Similarly, the town's previous experiences with beautification efforts, such as hanging baskets on gaslights, have highlighted the challenges of sustaining such programs with limited staff and volunteer resources. In past attempts, for example, the demands of watering during the summer proved overwhelming for both staff and volunteers, leading to the unfortunate cancellation of these programs when flowers began to deteriorate. There were also concerns regarding the height of gaslights. Therefore, any recommendations to reinstitute these initiatives would benefit from thorough due diligence, including detailed calculations of time and cost. For example, an estimate for watering 40 gaslights at five minutes each results in approximately 200 minutes of staff time, not accounting for additional factors like traffic or water truck preparation. Such back-of-the-envelope calculations suggest a program cost ranging from \$10,000 to \$20,000 over a few months.

It's also possible that the plan assumes volunteer participation to mitigate costs or reduce staff workload. However, it's important to consider the town's existing reliance on volunteers and the mixed results of recent initiatives. In some cases, volunteer support has not materialized as expected, leading to the abandonment of projects, while others have become overly dependent on a small group of volunteers, raising sustainability concerns. Given these experiences, additional due diligence in this area would be particularly valuable, helping to ensure that recommendations are both realistic and achievable.

Consistency Among Recommendations

The document would also benefit from ensuring internal consistency among the recommendations. Given the town's limited geographic footprint, proposals for additional green space, parking, and a composting facility may conflict with one another. Prioritizing these recommendations or clarifying their implications for zoning or property acquisition would enhance the document's coherence. Moreover, aligning environmental goals with practical considerations, such as the sustainability of watering practices for beautification efforts, would prevent conflicting messages within the report.

Timing

Last, aligning the document with the town's planning cycle would significantly improve its impact. Submitting such a report in April is too late for meaningful integration into the fiscal year's budget and operational plans. Instead, incorporating it into the Planning Commission's annual December report would provide ample time for staff and the Town Council to evaluate the recommendations thoroughly. This timing would also allow for necessary consultations and adjustments based on the town's priorities.

Conclusion: Town Council Recommendation

As mentioned at the outset, the Planning Commission's document is a product of considerable

effort and provides useful insights for future town planning. To maximize its effectiveness, we recommend addressing the four areas discussed: (1) Clarity of Purpose, (2) Enhanced Due Diligence, (3) Consistency Among Recommendations, and (4) Timing. Revising the report to reflect these considerations and submitting it as part of the Planning Commission's annual report in December would allow the Town Council to incorporate the recommendations into the budget and operational plans in a timely and informed manner. Additionally, the council member on the Planning Commission can facilitate communication, ensuring that the commission stays informed about the status of various initiatives and can adjust its recommendations accordingly.

If there are specific initiatives that require immediate or near-term attention before December or the next fiscal year, the council member on the Planning Commission can bring those to the Town Council for funding consideration, for council authorization for use of staff resources, etc., on an ad hoc basis. Following the submission of the Planning Commission's annual report, the council member on the Commission will be charged with providing regular updates to the Planning Commission on the progress and incorporation of its recommendations.

Once again, the council appreciates the great deal of work put into the draft report, which as written already provides useful information to the Town Council. We look forward to helping implement many, if not all, of the recommendations contained in the revised report submitted in December.



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

11. Discussion Items	Meeting Date: April 15, 2025
11A: FY2026 Budget Work Session #4	

Attachments: a. FY2026 Proposed Fund Budgets
b. Power Point Presentation

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a discussion item to review the any changes resulting from Council direction at the prior 3 budget work sessions for the proposed FY2026 budgets, including the eSummons Fund, Mamie Davis Fund, Events Fund, General Fund, and Capital Improvement Program (CIP) budget.

Attached are the draft FY2026 Budgets as well as a PowerPoint slide deck that will be used to guide the discussion.

Background

Prior to approving and publishing the Adopted Budget by June 30th of each year, the Town Council has the opportunity to review and make updates or alterations to the staff proposed budgets for FY2026 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 18, 2025, Town Council Meeting, the Town Council provided feedback on the strategic framework and directed staff to make certain revisions. Town Council also reviewed and provided feedback on the proposed Maime Davis and eSummons funds budgets.

At the March 4, 2025, Town Council Meeting, the Town Council reviewed and provided feedback on the proposed FY2026 Events Fund Budget and General Fund Budget.

At the March 18, 2024, Town Council Meeting, the Town Council reviewed and provided feedback on the proposed FY2026 Capital Improvement Program (CIP) budget.

Staff Request: Staff is seeking final feedback and direction on the proposed budgets ahead of the budget adoption in May.

FY2026 PROPOSED BUDGET - e-SUMMONS FUND (Restricted)

Revenue Sources	FY2024 Adopted	FY2024 Actual	FY2025 Adopted	FY2025 Projected	FY2026 Proposed	Increase/ Decrease (%) Over Budget	Increase/ Decrease (\$) Over Budget
E-Summons Revenue	\$ 11,500	\$ 17,244	\$ 15,250	\$ 14,116	\$ 14,500	-5%	\$ (750)
Total Proposed Revenue	\$ 11,500	\$ 17,244	\$ 15,250	\$ 14,116	\$ 14,500	-5%	\$ (750)
Expenses	FY2024 Adopted	FY2024 Actual	FY2025 Adopted	FY2025 Projected	FY2026 Proposed	Increase/ Decrease (%) Over Budget	Increase/ Decrease (\$) Over Budget
Hardware/Software Maintenance	\$ 4,300	\$ 3,825	\$ 5,600	\$ 5,754	\$ 8,500	52%	\$ 2,900
Internet Service	\$ -	\$ -	\$ -	\$ -	\$ 2,200		
Operational Supplies	\$ 1,200	\$ 418	\$ 1,600	\$ 800	\$ 1,200	-25%	\$ (400)
Total Proposed Expenditures	\$ 5,500	\$ 4,242	\$ 7,200	\$ 6,554	\$ 11,900	65%	\$ 4,700
Total Fund Net	\$ 6,000	\$ 13,002	\$ 8,050	\$ 7,563	\$ 2,600	-68%	\$ (5,450)

e-Summons Fund Balance Estimate	
Fund Balance (6/30/2024)	\$ 49,124
Expense FY2025	6,554
Revenue FY2025	14,116
Fund Balance Estimate 6/30/2025	\$ 56,687
Expenses FY2026	11,900
Revenue FY2026	14,500
Fund Balance Estimate 6/30/2026	\$ 59,287

FY2026 PROPOSED BUDGET - MAMIE DAVIS FUND (Restricted)

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

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

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
Event Revenues									
47010	Sponsorships	42,500	19,097	42,500	18,500	26,800	44.9%	-36.9%	(15,700)
47020	Booth Rentals	160,375	111,734	160,375	174,940	187,575	7.2%	17.0%	27,200
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	9,875	16.9%	11.0%	975
47060	Merchandise	3,000	1,603	3,000	450	200	-55.6%	-93.3%	(2,800)
47021	Ticket Sales	11,000	16,317	11,000	12,139	11,800	-2.8%	7.3%	800
Other Revenues									
44040	Bricks Program	1,275	2,028	1,275	-	-		-100.0%	(1,275)
41160	Convenience Fees	5,875	7,377	5,875	2,885	5,627	95.1%	-4.2%	(248)
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	-	-	-			-
Total Events Fund Revenues		301,225	197,503	301,225	291,841	322,402	10.5%	7.0%	21,177

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	5,796	-6.2%	-67.1%	(11,804)
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	34,000	2.7%	36.7%	9,125
64000	Vehicles and Equipment	-	-	-	-	-			-
66800	River Mill Park and Facility	600	645	600	-	-		-100.0%	(600)
69210	Artisan Market	2,675	8,064	5,000	-	13,315		166.3%	8,315
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	10,720	6.9%	121.0%	5,870
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	29,340	81.2%	124.4%	16,265
Total Events Fund Expenses		226,750	212,235	232,850	232,306	245,880	5.8%	5.6%	13,030

Total Events Fund Net Revenue		74,475	(14,732)	68,375	59,535	76,522	28.5%	11.9%	8,147
--------------------------------------	--	---------------	-----------------	---------------	---------------	---------------	--------------	--------------	--------------

Account	FY2026 Proposed Budget General Fund - Revenues	FY2024 Budget	FY2024 Actual	FY2025 Adopted	FY2025 Projected	FY2026 Proposed	% to Projected	% to Budget	\$ to Budget
Taxes									
40010	Real Estate Tax	288,769	289,260	304,351	304,351	311,289	2.3%	2.3%	6,939
40020	Meals Tax	357,641	327,897	333,812	328,228	315,452	-3.9%	-5.5%	(18,360)
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)
Fees									
41010	Vehicle License Fee	11,000	10,729	11,000	10,272	10,308	0.4%	-6.3%	(692)
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	437,289	427,000	-2.4%	13.9%	52,000
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)
Grants									
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%	-
Public Property Leases and Rentals									
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
Other									
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					44,060			44,060
	General Fund Revenue Total	1,316,017	1,995,957	1,408,258	1,472,465	1,498,176	1.7%	6.4%	89,918

Account	FY2026 Proposed Budget General Fund - Expenditures	FY2024 Budget	FY2024 Actual	FY2025 Adopted	FY2025 Projected	FY2026 Proposed	% to Proj	% 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	\$ -	-		\$ -			\$ -
TOTALS		\$ 1,316,017	\$ 1,219,253	\$ 1,408,258	\$ 1,432,022	\$ 1,498,176	4.6%	6.4%	\$ 89,918

FY2026 Proposed 5-Year Budget									
Capital Improvement Program (CIP)									
	Activity	Strategic Framework	Funding Source	FY26	FY27	FY28	FY29	FY30	Totals
Building and Parks Improvements	Public Works		CIP / Grants	\$ 33,725	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ 53,725
FY26 - River Mill Park Update	Public Works	CT3 - ITP	CIP	\$ 3,500					\$ 3,500
FY26 - Mill Street Storage Improvements	Public Works	CT3 - ITP	Grant / CIP	\$ 8,000					\$ 8,000
FY26 - River improvements (shed/fence)	Public Works	CT3 - ITP	CIP	\$ 9,500					\$ 9,500
FY26 - River Mill Park Remediation (draining)	Public Works	CT3-ITP	CIP	\$ 12,725					\$ 12,725
FY27 - Mill House Museum - New windows and Door	Public Works	CT3 - ITP	CIP		\$ 10,000				\$ 10,000
FY28 - Mill House Museum - New Roof	Public Works	CT3 - ITP	CIP			\$ 10,000			\$ 10,000
Information Technology Improvements	Administration		CIP / WC	\$ 7,000	\$ 6,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 22,000
FY25-FY27 - Staff Laptop Replacement	Administration	OT2 - TIPE	CIP	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ -	\$ 6,000
FY25-FY26 - Timed Parking Equipment	Administration	CT3 - PSP	WC	\$ 4,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 16,000
Riverwalk Expansion	Public Works		WC / Grant	\$ 998,000	\$ 400,000	\$ -	\$ -	\$ -	\$ 1,398,000
FY25-FY26 - Riverwalk Extensions	Public Works	CT1 - CR	WC / Grant	\$ 998,000	\$ 400,000				\$ 1,398,000
Street and Parking Improvements	Public Works		CIP	\$ 5,000	\$ -	\$ -	\$ 75,000	\$ -	\$ 80,000
FY26 - McKenzie Dr. Restriping	Public Works	CT2 - ITI	CIP	5,000					\$ 5,000
FY29 - Road Resurfacing	Public Works	CT2 - ITI	CIP				\$ 75,000		\$ 75,000
Sidewalk Improvements	Public Works		CIP	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ 40,000
FY28 - Sidewalk Improvements	Public Works	CT2 - ITI	CIP			\$ 40,000			\$ 40,000
Stormwater Improvements	Public Works		WC / Grant	\$ 1,130,031	\$ -	\$ -	\$ -	\$ -	\$ 1,130,031
FY25 - Stormwater Implementation and Match	Public Works	CT1 - USI	Grant/WC	\$ 1,130,031					\$ 1,130,031
Streetscape and Infrastructure Improvements	Public Works		CIP	\$ 8,800	\$ -	\$ -	\$ -	\$ -	\$ 8,800
FY26 Events Benches	Events	CT2 - ITI	CIP	\$ 1,800					\$ 1,800
FY26 Holiday Lights/Decorations	Events	CT2 - ITI	CIP	\$ 7,000					\$ 7,000
Vehicles and Equipment Improvements	PS/PW/EVENT		CIP / Grants	\$ 110,000	\$ 74,500	\$ 74,500	\$ 74,500	\$ 68,500	\$ 402,000
FY24-FY29 - Replacement PS Vehicles - Hybrid SUV	Public Safety	CT3 - PSV	599/CIP	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000		\$ 72,000
FY26-FY31 - Replacement PS Vehicles	Public Safety	CT3 - PSV	599/CIP	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
FY27 - Public Works Truck	Public Works	CT3 - PWV	CIP		\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 32,000
FY25 - Trailer - Fire Suppression / Command	Public Safety	CT3 - PSV	Grant	\$ 30,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 90,000
FY25-FY26 - Body Armor Replacement	Public Safety	CT3 - PSP	CIP/Grant	\$ 3,500				\$ 12,000	\$ 15,500
FY25-FY26 - Holiday Snowflake / Wreath Upgrade	Public Works	CT3 - ITP	CIP	\$ 10,000					\$ 10,000
FY25-FY29 - Police Record Management System/CAD	Public Safety	CT3 - PSP	CIP	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 17,500
FY24-FY28 - AXON Body Worn Camera System	Public Safety	CT3 - PSP	WC	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
FY26 Uniform Replacement	Public Safety	CT3 - PSP	CIP	\$ 10,000					\$ 10,000
FY26 Event Mobile Sound System	Events	OT1 - ETU	CIP	\$ 5,000					\$ 5,000
FY26 Downtown Mounted PA System	Public Works	OT1 - ETU	CIP	\$ -					\$ -
Total				\$ 2,292,556	\$ 490,500	\$ 127,500	\$ 152,500	\$ 71,500	\$ 3,134,556

Fund Source Summary	FY26	FY27	FY28	FY29	FY30	5-Year Total
CIP Funds	\$ 94,275	\$ 43,500	\$ 80,500	\$ 105,500	\$ 27,500	\$ 351,275
Working Capital	\$ 439,606	\$ 93,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 571,606
599 Funding (Capital)	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000	\$ 10,000	\$ 86,000
DOJ BVP Grant	\$ 1,750	\$ -	\$ -	\$ -	\$ 6,000	\$ 7,750
EPA Community Grant	\$ 904,025	\$ -	\$ -	\$ -	\$ -	\$ 904,025
Other Grants	\$ 833,900	\$ 335,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 1,213,900
Total	\$ 2,292,556	\$ 490,500	\$ 127,500	\$ 152,500	\$ 71,500	\$ 3,134,556



FY2026 Budget Budget Recap

TOWN OF OCCOQUAN

APRIL 15, 2025

FY2026 Budget Schedule

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



Work Session #4 - Recap

- eSummons Fund
- Mamie Davis Fund
- Event Fund
- General Fund
- Capital Improvement Program



E-SUMMONS FUND

PROPOSED FY2026 BUDGET



eSummons Fund – Updates

- VA Code § 17.1-279-1 – authorizes Counties, Cities, and Towns to assess a \$5 fee per traffic or criminal case
- If a Town does not collect the fee, the County in which the Town resides may collect the \$5 fee
- In 2019, the Town adopted the ordinance for the \$5 fee
- Staff has included the internet costs associated with the eSummons program



eSummons Fund

FY2026 PROPOSED BUDGET - e-SUMMONS FUND (Restricted)							
Revenue Sources	FY2024 Adopted	FY2024 Actual	FY2025 Adopted	FY2025 Projected	FY2026 Proposed	Increase/ Decrease (%) Over Budget	Increase/ Decrease (\$) Over Budget
E-Summons Revenue	\$ 11,500	\$ 17,244	\$ 15,250	\$ 14,116	\$ 14,500	-5%	\$ (750)
Total Proposed Revenue	\$ 11,500	\$ 17,244	\$ 15,250	\$ 14,116	\$ 14,500	-5%	\$ (750)
Expenses	FY2024 Adopted	FY2024 Actual	FY2025 Adopted	FY2025 Projected	FY2026 Proposed	Increase/ Decrease (%) Over Budget	Increase/ Decrease (\$) Over Budget
Hardware/Software Maintenance	\$ 4,300	\$ 3,825	\$ 5,600	\$ 5,754	\$ 8,500	52%	\$ 2,900
Internet Service	\$ -	\$ -	\$ -	\$ -	\$ 2,200		
Operational Supplies	\$ 1,200	\$ 418	\$ 1,600	\$ 800	\$ 1,200	-25%	\$ (400)
Total Proposed Expenditures	\$ 5,500	\$ 4,242	\$ 7,200	\$ 6,554	\$ 11,900	65%	\$ 4,700
Total Fund Net	\$ 6,000	\$ 13,002	\$ 8,050	\$ 7,563	\$ 2,600	-68%	\$ (5,450)



eSummons Fund

e-Summons Fund Balance Estimate	
Fund Balance (6/30/2024)	\$ 49,124
Expense FY2025	6,554
Revenue FY2025	14,116
Fund Balance Estimate 6/30/2025	\$ 56,687
Expenses FY2026	11,900
Revenue FY2026	14,500
Fund Balance Estimate 6/30/2026	\$ 59,287



MAMIE DAVIS PARK FUND

PROPOSED FY2026 BUDGET



Mamie Davis Fund – Update

- No Change from original introduction.



Mamie Davis Park Fund

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

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



EVENT FUND

PROPOSED FY2026 BUDGET



Event Fund – Updates

- Removed revenue from movie in the park.



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
Event Revenues									
47010	Sponsorships	42,500	19,097	42,500	18,500	26,800	44.9%	-36.9%	(15,700)
47020	Booth Rentals	160,375	111,734	160,375	174,940	187,575	7.2%	17.0%	27,200
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	9,875	16.9%	11.0%	975
47060	Merchandise	3,000	1,603	3,000	450	200	-55.6%	-93.3%	(2,800)
47021	Ticket Sales	11,000	16,317	11,000	12,139	11,800	-2.8%	7.3%	800
Other Revenues									
44040	Bricks Program	1,275	2,028	1,275	-	-		-100.0%	(1,275)
41160	Convenience Fees	5,875	7,377	5,875	2,885	5,627	95.1%	-4.2%	(248)
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	-	-	-			-
Total Events Fund Revenues		301,225	197,503	301,225	291,841	322,402	10.5%	7.0%	21,177



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	5,796	-6.2%	-67.1%	(11,804)
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	34,000	2.7%	36.7%	9,125
64000	Vehicles and Equipment	-	-	-	-	-			-
66800	River Mill Park and Facility	600	645	600	-	-		-100.0%	(600)
69210	Artisan Market	2,675	8,064	5,000	-	13,315		166.3%	8,315
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	10,720	6.9%	121.0%	5,870
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	29,340	81.2%	124.4%	16,265
Total Events Fund Expenses		226,750	212,235	232,850	232,306	245,880	5.8%	5.6%	13,030
		-	-	-	-	-			
Total Events Fund Net Revenue		74,475	(14,732)	68,375	59,535	76,522	28.5%	11.9%	8,147



GENERAL FUND

PROPOSED FY2026 BUDGET OPERATING REVENUES



General Fund – Updates

- Revenue Updates-
 - Total revenue increase of \$21,348
 - Attributable to:
 - Real Estate Tax Increased
 - Removal of Meals Tax Discount
 - Adjustment of Vehicle License Fee Estimate
 - Fines – Public Safety Increased

- Expense Update
 - No Changes



Budget Highlights

- Total Revenue \$1,498,176
 - Includes fund transfer of **\$44,060**
- Total Expenditure \$1,498,176



REAL ESTATE ASSESSMENTS

- County Assessment: 3.2% increase in residential properties
- County Assessment: 7.3% increase in commercial properties

Assessed Property Value Range	# of Properties	Average Property Value	Median Property Value	Average Tax (RE \$.116)	Median Tax (RE \$.116)
-Commercial Properties-					
Less than \$200,000	16	\$103,619	\$126,400	\$120.20	\$146.62
\$200,000 - \$399,999	19	\$320,321	\$312,700	\$371.57	\$362.73
\$400,000 - \$700,000	24	\$524,071	\$541,700	\$607.92	\$628.37
Over \$700,000	17	\$1,169,818	\$952,500	\$1,356.99	\$1,104.90
<i>SUBTOTAL</i>	76	<i>\$529,061</i>	<i>\$414,950</i>	<i>\$613.71</i>	<i>\$481.34</i>
-Residential Properties-					
Less than \$200,000	59	\$53,236	\$100	\$61.75	0.116
\$200,000 - \$399,999	29	\$303,910	\$315,700	\$352.54	\$366.21
\$400,000 - \$700,000	331	\$530,349	\$511,700	\$615.21	\$593.57
Over \$700,000	55	\$1,073,249	\$832,600	\$1,244.97	\$965.82
<i>SUBTOTAL</i>	474	<i>\$520,103</i>	<i>\$502,250</i>	<i>\$603.32</i>	<i>\$582.61</i>
TOTAL	550	<i>\$521,340</i>	<i>\$496,250</i>	<i>\$604.75</i>	<i>\$575.65</i>



REAL ESTATE ASSESSMENTS (cont.)

	FY2025				FY2026			
Proerty Value Range	# of Taxable Properties	% of Taxable Properties	Average Property Value	Average Tax (RE \$.116)	# of Taxable Properties	% of Taxable Properties	Average Property Value	Average Tax (RE \$.116)
Less than \$200,000	39	8%	\$ 110,985	\$ 119.63	39	8%	\$ 103,715	\$ 117.30
\$200,000 - \$399,999	51	11%	\$ 313,871	\$ 364.09	45	9%	\$ 313,713	\$ 348.42
\$400,000 - \$700,000	329	68%	\$ 511,432	\$ 591.75	332	69%	\$ 528,216	\$ 576.28
Over \$700,000	65	13%	\$1,076,072	\$ 1,248.24	68	14%	\$1,100,341	\$ 1,239.93
Total	484	100%	\$ 534,177	\$ 617.88	484	100%	\$ 554,448	\$ 610.37



REAL ESTATE TAX - Assessments

- Real Estate Tax assessment figures show an average of 6.0% increase in all assessments and would result in:

	FY25	FY26	Assessed Value Increase (next step if >1%)	101% Limit per 100 (if no PH)	Lowered Rate Necessary to Offset Increased Assessment	Difference between the lowered tax rate and the proposed rate	Effective Rate Increase
Assessment (All)	\$276,331,300	\$286,737,200	3.8%				
Tax Rate per \$100	\$0.11600	\$0.11600		\$0.11291	\$0.11179	\$0.00421	3.8%
Tax Amount (Before Exempt/Relief)	\$320,544.31	\$332,615.15					

- Lowered Tax Rate: **\$0.11179** (to offset increased assessment)
- Effective Rate Increase: **3.8%** (if tax rate is maintained)



REAL ESTATE TAX - Revenue

- Real Estate Tax assessment figures show an average of 6.0% increase in all assessments.
- The Real Estate Tax assessments excluding Tax Exempt & all Tax Relief w/o prorating and would result in:
 - Effective Rate Increase: 3.8% (if tax rate is maintained)
- Actual Tax Revenue: 2.3% or \$6,939



Account	FY2026 Proposed Budget General Fund - Revenues	FY2024 Budget	FY2024 Actual	FY2025 Adopted	FY2025 Projected	FY2026 Proposed	% to Projected	% to Budget	\$ to Budget
	Taxes								
40010	Real Estate Tax	288,769	289,260	304,351	304,351	311,289	2.3%	2.3%	6,939
40020	Meals Tax	357,641	327,897	333,812	328,228	315,452	-3.9%	-5.5%	(18,360)
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)
	Fees								
41010	Vehicle License Fee	11,000	10,729	11,000	10,272	10,308	0.4%	-6.3%	(692)
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	437,289	427,000	-2.4%	13.9%	52,000
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)
	Grants								
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%		-
	Public Property Leases and Rentals								
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
	Other								
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					44,060			44,060
	General Fund Revenue Total	1,316,017	1,995,957	1,408,258	1,472,465	1,498,176	1.7%	6.4%	89,918



Account	FY2026 Proposed Budget General Fund - Expenditures	FY2024 Budget	FY2024 Actual	FY2025 Adopted	FY2025 Projected	FY2026 Proposed	% to Proj	% 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	\$ -	-		\$ -			\$ -
TOTALS		\$ 1,316,017	\$ 1,219,253	\$ 1,408,258	\$ 1,432,022	\$ 1,498,176	4.6%	6.4%	\$ 89,918



CAPITAL IMPROVEMENT PROGRAM (CIP) FUND

PROPOSED FY2026 BUDGET



CAPITAL IMPROVEMENT PROGRAM- Updates

-CIP Project Updates-

- **Building and Park Improvements**
 - Added River Mill Park drainage maintenance (FFX Water Lease)
 - \$12,725 estimate from CIP
- **Streetscape and Infrastructure Improvements**
 - Updated FY26 Holiday Lights/Decorations
- **Vehicle and Equipment Improvements**
 - FY-25-26 Holiday Snowflake/Wreath Upgrade
 - FY26 Event Mobile Sound System
 - FY26 Downtown Mounted PA system - **removed**



5-Year Capital Improvement Program

FY2026 Proposed 5-Year Budget Capital Improvement Program (CIP)	Activity	Strategic Framework	Funding Source	FY26	FY27	FY28	FY29	FY30	Totals
Building and Parks Improvements	Public Works		CIP / Grants	\$ 33,725	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ 53,725
Information Technology Improvements	Administration		CIP / WC	\$ 7,000	\$ 6,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 22,000
Riverwalk Expansion	Public Works		WC / Grant	\$ 998,000	\$ 400,000	\$ -	\$ -	\$ -	\$ 1,398,000
Street and Parking Improvements	Public Works		CIP	\$ 5,000	\$ -	\$ -	\$ 75,000	\$ -	\$ 80,000
Sidewalk Improvements	Public Works		CIP	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ 40,000
Stormwater Improvements	Public Works		WC / Grant	\$ 1,130,031	\$ -	\$ -	\$ -	\$ -	\$ 1,130,031
Streetscape and Infrastructure Improvements	Public Works		CIP	\$ 8,800	\$ -	\$ -	\$ -	\$ -	\$ 8,800
Vehicles and Equipment Improvements	PS/PW/EVENT		CIP / Grants	\$ 110,000	\$ 74,500	\$ 74,500	\$ 74,500	\$ 68,500	\$ 402,000
Total				\$ 2,292,556	\$ 490,500	\$ 127,500	\$ 152,500	\$ 71,500	\$ 3,134,556

Fund Source Summary	FY26	FY27	FY28	FY29	FY30	5-Year Total
CIP Funds	\$ 94,275	\$ 43,500	\$ 80,500	\$ 105,500	\$ 27,500	\$ 351,275
Working Capital	\$ 439,606	\$ 93,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 571,606
599 Funding (Capital)	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000	\$ 10,000	\$ 86,000
DOJ BVP Grant	\$ 1,750	\$ -	\$ -	\$ -	\$ 6,000	\$ 7,750
EPA Commumny Grant	\$ 904,025	\$ -	\$ -	\$ -	\$ -	\$ 904,025
Other Grants	\$ 833,900	\$ 335,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 1,213,900
Total	\$ 2,292,556	\$ 490,500	\$ 127,500	\$ 152,500	\$ 71,500	\$ 3,134,556



FY2026 Proposed 5-Year Budget Capital Improvement Program (CIP)	Activity	Strategic Framework	Funding Source	FY26	FY27	FY28	FY29	FY30	Totals
Building and Parks Improvements	Public Works		CIP / Grants	\$ 33,725	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ 53,725
FY26 - River Mill Park Update	Public Works	CT3 - ITP	CIP	\$ 3,500					\$ 3,500
FY26 - Mill Street Storage Improvements	Public Works	CT3 - ITP	Grant / CIP	\$ 8,000					\$ 8,000
FY26 - River improvements (shed/fence)	Public Works	CT3 - ITP	CIP	\$ 9,500					\$ 9,500
FY26 - River Mill Park Remediation (draining)	Public Works	CT3-ITP	CIP	\$ 12,725					\$ 12,725
FY27 - Mill House Museum - New windows and Door	Public Works	CT3 - ITP	CIP		\$ 10,000				\$ 10,000
FY28 - Mill House Museum - New Roof	Public Works	CT3 - ITP	CIP			\$ 10,000			\$ 10,000
Information Technology Improvements	Administration		CIP / WC	\$ 7,000	\$ 6,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 22,000
FY25-FY27 - Staff Laptop Replacement	Administration	OT2 - TIPE	CIP	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ -	\$ 6,000
FY25-FY26 - Timed Parking Equipment	Administration	CT3 - PSP	WC	\$ 4,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 16,000
Riverwalk Expansion	Public Works		WC / Grant	\$ 998,000	\$ 400,000	\$ -	\$ -	\$ -	\$ 1,398,000
FY25-FY26 - Riverwalk Extensions	Public Works	CT1 - CR	WC / Grant	\$ 998,000	\$ 400,000				\$ 1,398,000
Street and Parking Improvements	Public Works		CIP	\$ 5,000	\$ -	\$ -	\$ 75,000	\$ -	\$ 80,000
FY26 - McKenzie Dr. Restriping	Public Works	CT2 - ITI	CIP	5,000					\$ 5,000
FY29 - Road Resurfacing	Public Works	CT2 - ITI	CIP				\$ 75,000		\$ 75,000
Sidewalk Improvements	Public Works		CIP	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ 40,000
FY28 - Sidewalk Improvements	Public Works	CT2 - ITI	CIP			\$ 40,000			\$ 40,000
Stormwater Improvements	Public Works		WC / Grant	\$ 1,130,031	\$ -	\$ -	\$ -	\$ -	\$ 1,130,031
FY25 - Stormwater Implementation and Match	Public Works	CT1 - USI	Grant/WC	\$ 1,130,031					\$ 1,130,031

Continued on next slide



Continued from previous slide

FY2026 Proposed 5-Year Budget Capital Improvement Program (CIP)	Activity	Strategic Framework	Funding Source	FY26	FY27	FY28	FY29	FY30	Totals
Streetscape and Infrastructure Improvements	Public Works		CIP	\$ 8,800	\$ -	\$ -	\$ -	\$ -	\$ 8,800
FY26 Events Benches	Events	CT2 - ITI	CIP	\$ 1,800					\$ 1,800
FY26 Holiday Lights/Decorations	Events	CT2 - ITI	CIP	\$ 7,000					\$ 7,000
Vehicles and Equipment Improvements	PS/PW/EVENT		CIP / Grants	\$ 110,000	\$ 74,500	\$ 74,500	\$ 74,500	\$ 68,500	\$ 402,000
FY24-FY29 - Replacement PS Vehicles - Hybrid SUV	Public Safety	CT3 - PSV	599/CIP	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000		\$ 72,000
FY26-FY31 - Replacement PS Vehicles	Public Safety	CT3 - PSV	599/CIP	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
FY27 - Public Works Truck	Public Works	CT3 - PWV	CIP		\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 32,000
FY25 - Trailer - Fire Suppression / Command	Public Safety	CT3 - PSV	Grant	\$ 30,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 90,000
FY25-FY26 - Body Armor Replacement	Public Safety	CT3 - PSP	CIP/Grant	\$ 3,500				\$ 12,000	\$ 15,500
FY25-FY26 - Holiday Snowflake / Wreath Upgrade	Public Works	CT3 - ITP	CIP	\$ 10,000					\$ 10,000
FY25-FY29 - Police Record Management System/CAD	Public Safety	CT3 - PSP	CIP	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 17,500
FY24-FY28 - AXON Body Worn Camera System	Public Safety	CT3 - PSP	WC	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
FY26 Uniform Replacement	Public Safety	CT3 - PSP	CIP	\$ 10,000					\$ 10,000
FY26 Event Mobile Sound System	Events	OT1 - ETU	CIP	\$ 5,000					\$ 5,000
FY26 Downtown Mounted PA System	Public Works	OT1 - ETU	CIP	\$ -					\$ -
			Total	\$2,292,556	\$490,500	\$ 127,500	\$ 152,500	\$ 71,500	\$ 3,134,556



NEXT STEPS

- 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

