



# TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

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

### Town Council Meeting

May 6, 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. Public Hearing on FY2026 Budget - pg. 2
5. **Consent Agenda**
  - a. Request to Accept April 16, 2025, Town Council Meeting Minutes - pg. 5
  - b. Request to Adopt Police Week 2025 Proclamation - pg. 11
6. **Mayor's Report**
7. **Councilmember Reports**
8. **Boards and Commissions**
9. **Administrative Reports**
  - a. Administrative Report - pg. 13
  - b. Town Treasurer's Report - pg. 35
  - c. Town Attorney - pg. 50
10. **Regular Business**
  - a. Request to Adopt Resolution of Appreciation for Julie Little - pg. 51
11. **Closed Session**
12. **Adjournment**

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



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

|  |                                  |
|--|----------------------------------|
| <b>4. Public Hearing</b>                   | <b>Meeting Date:</b> May 6, 2025 |
| <b>4A: FY 2026 Proposed Budget Hearing</b> |                                  |

- Attachments:**
- a. [FY 2026 Proposed Budget - via Website](#)
  - b. Public Hearing Advertisement

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

**Explanation and Summary:**

This is a public hearing on the Proposed Fiscal Year (FY) 2026 Budget. The Town Council held budget work sessions on February 18, March 4, March 18, and April 15, 2025. The Proposed Budget is posted on the Town’s website at [occoquanva.gov/government/budget](http://occoquanva.gov/government/budget) and available in Town Hall, 314 Mill Street, Monday - Friday, 9 a.m. to 4 p.m.

**Budget Summary**

|                          |              | <b>FY 2025<br/>Adopted</b> | <b>FY 2026<br/>Proposed</b> | <b>Difference</b> | <b>% Increase/<br/>(Decrease)</b> |
|--------------------------|--------------|----------------------------|-----------------------------|-------------------|-----------------------------------|
| General Fund             | Revenues     | \$1,408,258                | \$1,498,176                 | \$89,918          | 6.4%                              |
|                          | Expenses     | \$1,408,258                | \$1,498,176                 | \$89,918          | 6.4%                              |
| Events Fund              | Revenues     | \$313,285                  | \$322,402                   | \$9,117           | 2.9%                              |
|                          | Expenses     | \$238,726                  | \$245,880                   | \$7,154           | 3.0%                              |
| Capital Improvement Fund | Revenues     | \$1,374,031                | \$2,292,556                 | \$918,525         | 66.8%                             |
|                          | Expenditures | \$1,374,031                | \$2,292,556                 | \$918,525         | 66.8%                             |
| Mamie Davis Fund         | Revenues     | \$256                      | \$840                       | \$584             | 228.1%                            |
|                          | Expenses     | -                          | \$3,200                     | \$3,200           | -                                 |
| E-Summons Fund           | Revenues     | \$15,200                   | \$14,500                    | (\$700)           | -4.6%                             |
|                          | Expenses     | \$7,200                    | \$11,900                    | \$4,700           | 65.3%                             |

This public hearing is intended to provide the public with the opportunity to comment on the proposed budget. This public hearing was advertised in InsideNOVA on April 23 and April 30, 2025 as well as on the Town website and at locations around the town.

In addition to the public hearing on the proposed budget, there will be a public hearing on the proposed tax rates in support of the FY 2026 budget on May 20, 2025, at 7:00 p.m. The Town Council may adopt the budget and tax rates on Tuesday, May 20, 2025. Fiscal Year 2026 will begin on July 1, 2025, and end on June 30, 2026.

**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.

**TOWN OF OCCOQUAN, VIRGINIA  
NOTICE OF TOWN COUNCIL PUBLIC HEARING**

**PROPOSED FISCAL YEAR (FY) 2026 BUDGET**

**- MAY 6, 2025 -**

**PUBLIC HEARING TO SOLICIT COMMENT ON THE FOLLOWING:**

- Proposed FY 2026 Budget (see synopsis below.) A copy of the proposed budget is available at Town Hall from 9 a.m. to 4 p.m., Monday through Friday, and on the Town's website at [www.occoquanva.gov](http://www.occoquanva.gov).

|                        |          | <b>FY 2025<br/>Budget</b>                        | <b>FY 2026<br/>Proposed</b>                      |
|------------------------|----------|--|--|
| GENERAL OPERATING FUND | Revenues | 1,408,258  | 1,498,176  |
|                        | Expenses | 1,408,258  | 1,498,176  |
| EVENTS FUND            | Revenues | 312,285  | 322,402  |
|                        | Expenses | 238,726  | 245,880  |
| CIP FUND               | Revenues | 1,374,031  | 2,292,556  |
|                        | Expenses | 1,374,031  | 2,292,556  |
| MAMIE DAVIS PARK FUND  | Revenues | 256  | 840  |
|                        | Expenses | -  | 3,200  |
| E-SUMMONS FUND         | Revenues | 15,250   | 14,500   |
|                        | Expenses | 7,200  | 11,900   |
| REAL ESTATE TAX LEVY   | Revenues | 304,351  | 311,289  |
|                        | Rate     | \$0.116 per<br>\$100 of the<br>assessed<br>value | \$0.116 per<br>\$100 of the<br>assessed<br>value |

A public hearing on the proposed budget will be held on May 6, 2025, at 7:00 p.m. at Occoquan Town Hall, 314 Mill Street, Occoquan, VA 22125.

**The Town Council of the Town of Occoquan, Virginia**

The required legal publication of this notice will occur on April 23 and April 30, 2025.



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

|                                   |                                  |
|-----------------------------------|----------------------------------|
| <b>5. Consent Agenda</b>          | <b>Meeting Date:</b> May 6, 2025 |
| Request to Approve Consent Agenda |                                  |

**Attachments:** See below

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

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**Explanation and Summary:**

This is a request to approve the consent agenda:

- a. Request to Approve April 15, 2025, Town Council Meeting Minutes
- b. Request to Adopt Police Week 2025 Proclamation

**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, April 15, 2025**  
**7:00 p.m.**

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

**Absent:** None

**Staff:** Adam Linn, Town Manager / Chief of Police; Matt Whitmoyer, Deputy Town Manager; Philip Auville, Town Clerk; Jason Forman, Deputy Chief of Police; Asma Rupani, Town Treasurer; Bruce Reese, Town Engineer (remote); Martin Crim, Town Attorney (remote)

**1. CALL TO ORDER**

Mayor Porta called the meeting to order at 7:03 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. CITIZENS' TIME**

One resident and one business owner spoke during Citizens' Time.

Samantha Sparks, a resident from Mill Cross Lane, spoke on proposed activities to support local wildlife. She also presented and donated a photo to the Town that she took of two ospreys in Occoquan that she won an award on Green Spring Gardens Photography Contest.

Petra Carden, the business owner of Leaf and Petal, spoke on finding a lighting solution to replace the outdoor lighting at her new business location. She explained that the ARB advised her that the proposed lights do not meet the outdoor lighting ordinance. She explained that she was unable to find attractive alternatives that would meet the outdoor lighting ordinance.

In response to Ms. Carden, Mayor Porta noted that the ordinance is intended to stop ambient lighting and promote dark skies. A suggestion was made to see if the current lights could be fixed or to seek additional light fixtures that reflect the light down.

Since there were no further citizen comments, Citizens' Time was closed.

**4. PUBLIC HEARING**

**a. Joint Planning Commission and Town Council Public Hearing on Certain Short-term Recurring Zoning Offenses**

Mayor Porta noted that since the Planning Commission didn't have a quorum that the Public Hearing can't take place and will have to be rescheduled. Mayor Porta offered a motion to move and reschedule the public hearing date.

**Vice Mayor Loges moved to move and reset the public hearing on certain short-term recurring**

**zoning offenses to May 20<sup>th</sup>, 2025. Councilmember Fithian seconded. Motion passed unanimously by voice vote.**

## 5. CONSENT AGENDA

- a. Request to Accept March 18, 2025, Town Council Meeting Minutes
- b. Request to Appoint Member to the Planning Commission
- c. Request to Reappoint Member to the Architectural Review Board

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

## 6. MAYOR'S REPORT

Mayor Porta reported the following:

- On March 6<sup>th</sup>, he attended the Prince William County State of the Parks Address.
- On March 13<sup>th</sup>, he gave a keynote address to Prince William Green Business Council Conference.
- On March 20<sup>th</sup>, he attended the semiannual Occoquan River Safety Forum.
- On March 22<sup>nd</sup>, he provided speaker introductions at the annual Prince William History Symposium.
- On March 25<sup>th</sup>, he met with the District Office Staff of the Town's Congressman.

## 7. COUNCILMEMBER REPORTS

Councilmember Fithian mentioned that she participated in the FOTO clean up on Saturday, April 12<sup>th</sup>, with her granddaughter.

## 8. BOARDS AND COMMISSIONS

Councilmember Daubresse reported that the Architectural Review Board (ARB) met on March 25<sup>th</sup> and approved two applications.

Councilmember Perkins reported that the Planning Commission met on March 25<sup>th</sup> and noted that a prioritization sheet was added to the Planning Commission Annual Report and that the Riverwalk Project was added to the report.

## 9. ADMINISTRATIVE REPORTS

### a. Administrative Report

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

Mayor Porta noted the Potomac Heritage Trail signage has been installed by town staff.

Mayor Porta noted from the report that the County Arborist mentioned that the magnolia tree on Ellicott Street could be preserved with the regard to the Occoquan Greenway Trail sidewalk project and asked if the County was waiting on any other documentation.

Mr. Linn replied that the only thing the County was waiting on from the Town were staff comments regarding their final plans and a question from VDOT.

Councilmember Perkins asked if that was related to protecting the roots of the tree when adding the

sidewalk.

Mr. Linn replied that the County's goal is to not disturb the root system of the tree by moving out the sidewalk onto Ellicott Street and hand digging around the tree to minimize disturbing the root system.

Mayor Porta asked if the staff solution on parking and trash issues on River Road had been working.

Mr. Linn replied that the owner who came to Town Council understands that there is only so much the town can do since it's not on town property and that there is no HOA for the neighborhood. But that the response to the trash issue was working.

Mayor Porta asked the requirements on the 2025 CVG Grant Application and if staff had followed up with Richard Moore who came in second for the mural contest. Mayor Porta asked if Mr. Moore could just be brought in to do the work on the proposed art project for the storage structure on Mill Street.

Council and staff discussed the grant requirements regarding how the art installation could take place. The grant requires community input and potentially a competition.

Mayor Porta asked about the continuing water issue on Edgehill Drive and if there is any idea as to what is causing it.

Mr. Linn replied that VDOT does not know where the water is coming from, but they believe part of it was coming from the HOA's retaining wall.

Vice Mayor Loges added that since VDOT attempted to fix the issue last year, it has started bubbling up again in the same location as well as other locations.

Mr. Linn replied that VDOT has been monitoring the issue and plans on coming back out in late spring or early summer to reevaluate the issue.

Councilmember Perkins asked some questions on the DMV speed grant. Specifically, he asked if the funding for the time officers engage in traffic enforcement on the Rt. 123 bridge was paid for through the grant. He further asked if the speeding numbers have changed at all since the officers were getting speeders on the bridge.

Mr. Linn replied that the grant only pays for some of the times officers work one of the enforcement grants. He indicated that the bridge is part of their patrol area, and they are required to monitor traffic such as block the box throughout the normal patrol times. He indicated that they have not seen a reduction in speeds even with enhanced enforcement. However, he stated that they have noticed a decrease in the number of accidents, especially those caused by speed and believes that is directly related to the enforcement actions of the officers.

Councilmember Perkins asked what methods are being used to advertise for the Community Volunteer Fair.

Ms. Burzio of Visit Occoquan replied that notices have been posted on social media and email groups. She also mentioned that non-profit organizations will also be attending the Volunteer Fair and have advertised as well.

## **b. Town Treasurers' Report**

Ms. Rupani provided a written report as part of the agenda packet and responded to brief questions from Council.

Mayor Porta asked some questions regarding the town contribution to Mill House Museum. He indicated that the figure seemed high and asked if it is both the Town and County's contributions.

Mr. Linn and Mr. Whitmoyer explained that the account is showing a larger than normal amount because it included the insurance payment from the damage of the broken pipe in the basement.

**c. Town Attorney's Report**

Mr. Crim provided a written report as part of the agenda packet and responded to brief questions from Council.

Mr. Crim noted as a reminder to readopt the remote policy for council which needs to be readopted annually.

**10. REGULAR BUSINESS**

**a. Request to Adopt Ordinance O-2025-06 on Certain Short-term Recurring Zoning Offenses**

Mayor Porta noted that this business item has been continued to coincide with the rescheduled joint public hearing date.

**b. Request to Accept the Planning Commission Annual Report**

Mayor Porta suggested a word modification to the motion, whereas the council acknowledges receipt of the Planning Commission's 2024 Annual Report and thank the Planning Commission for their efforts on the report.

**Councilmember Fithian moved to acknowledge receipt of the Planning Commission's 2024 Annual Report and thank the Planning Commission for their efforts. Councilmember Freeborne Brinton seconded. Motion passed unanimously by voice vote.**

**11. DISCUSSION ITEMS**

**a. FY2026 Budget Work Session #4**

Mr. Linn provided a presentation and briefed the Town Council on the proposed FY2026 budgets, including the eSummons Fund, Mamie Davis Fund, Events Fund, General Fund, and the Capital Improvement Program (CIP) budget. Mr. Linn reviewed the proposed budgets and responded to various questions from the Council. Mr. Linn indicated that staff would prepare the notices for publication from the presentation.

**12. CLOSED SESSION**

**Vice Mayor Loges moved that the Council convene in closed session to discuss the following as permitted by Virginia Code § 2.2-3711 (A)(8), consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, relating to outdoor lighting. Councilmember Fithian seconded. Motion passed unanimously by voice vote.**

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**The Council went into closed session at 8:16 p.m.**

**The Council came out of closed session at 9:17 p.m.**

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

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

**Nays:** None

Mayor Porta acknowledged Councilmember Freeborne Brinton's request to bring a matter before the Council. Councilmember Freeborne Brinton advised the Council that she would be stepping down from the Town Council and accepting a position at Mary Baldwin University.

Councilmember Freeborne Brinton resigned from the Town Council at 9:20 pm on April 15<sup>th</sup>, 2025.

**Vice Mayor Loges moved to appoint Robert "Bob" Love to complete the term vacated by Nancy Freeborne Brinton. Seconded by Councilmember Perkins. Motion passed unanimously by roll call vote.**

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

**Nays:** None

### **13. ADJOURNMENT**

The meeting was adjourned at 9:25 p.m.

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Philip Auville, Town Clerk



# TOWN OF OCCOQUAN TOWN COUNCIL MEETING Agenda Communication

|   |                                  |
|---|----------------------------------|
| <b>5. Consent Agenda</b>                                  | <b>Meeting Date:</b> May 6, 2025 |
| <b>5B:</b> Request to Adopt Police Week 2025 Proclamation |                                  |

**Attachments:** a. Proclamation

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

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**Explanation and Summary:**

This is a request to proclaim Sunday, May 11, 2025, through Saturday, May 17, 2025, as Police Week in the Town of Occoquan.

**Staff Recommendation:** Recommend approval of the attached proclamation as presented.

**Proposed/Suggested Motion:**

"I move to adopt the Police Week 2025 proclamation."

OR

Other action Council deems appropriate.



# Proclamation

**WHEREAS**, in 1962, President John F. Kennedy signed the first proclamation recognizing May 15th as Peace Officers Memorial Day and the week in which it falls as National Police week; and

**WHEREAS**, the members of the Occoquan Police Department work tirelessly to protect and serve our residents, businesses, and visitors, and keep our community safe; and

**WHEREAS**, police officers report for duty aware of the sacrifices they may be called upon to make and risk their lives each and every day to safeguard the public and enforce the laws of the Town and Commonwealth; and

**WHEREAS**, Virginia Police Week and Officers Memorial Day are opportunities to reflect upon the dedication and service of our police, honor officers who have fallen in the line of duty, and recognize the sacrifices made by the families of those officers and the families of those who continue to protect and serve our community.

**NOW, THEREFORE**, I, Earnest W. Porta, Jr., Mayor of the Town of Occoquan, and on behalf of the Occoquan Town Council hereby proclaim May 11-17, 2025, as

## **POLICE WEEK**

in the Town of Occoquan and urge the community to join in commemorating law enforcement officers, past and present, who have dedicated themselves to their community.

Adopted this 6<sup>th</sup> day of May 2025.

\_\_\_\_\_  
Earnest W. Porta, Jr.   MAYOR  
On behalf of the Town Council of  
Occoquan, Virginia

ATTEST:

\_\_\_\_\_  
Philip Auville, Town Clerk



# TOWN OF OCCOQUAN

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**TOWN COUNCIL**  
Earnest W. Porta, Jr., Mayor  
Jenn Loges, Vice Mayor  
Cindy Fithian  
Eliot Perkins  
Theo Daubresse  
Robert E. Love  
**TOWN MANAGER**  
Adam C. Linn, J.D.

**TO:** The Honorable Mayor and Town Council

**FROM:** Adam C. Linn, Town Manager

**DATE:** May 6, 2025

**SUBJECT:** Administrative Report

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

## Administration

### Strategic Framework Updates:

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

### Capital Tiers

#### Tier 1

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

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

➤ **Upgrading Stormwater Infrastructure:**

- Stormwater Improvements (Community Project Funding): On March 17<sup>th</sup>, 2023, Town staff submitted an application to Congressperson Spanberger's office for the FY2023 Community Project Funding Program to fund remediation to the Town's stormwater system. On March 6<sup>th</sup>, 2024, the Town was informed that \$920,000 in funding had been appropriated for the project. A press conference about the funding award was held at Town Hall on May 14, 2024. Town staff met with an EPA representative on September 13<sup>th</sup>, 2024 and reviewed the project scope and grant application process. The Town has been allocated the funding but must complete the grant application process prior to executing the grant agreement. Staff met with its assigned EPA grant manager to clarify application requirements and submitted the application and NEPA review documentation in February 2025. 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: 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 16<sup>th</sup>, 2024, meeting and revised recommendations were submitted in March 2025.

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➤ **Promoting Connections with Regional Partners:**

- PWCDOT Crosswalk Safety Project: On May 31, 2023, Town staff met with VDOT engineers and staff from Prince William County Department of Transportation regarding crosswalk safety of the Washington Street Crosswalk between E. Locust Street and Edge Hill Drive. Town staff, VDOT engineers and PWCDOT recommended: (1) the addition of a streetlight near the crosswalk and changing of old streetlight heads to newer LED which would enhance the visibility at dusk/dawn for pedestrians and drivers (PWCDOT agreed to take the lead on this immediate solution); (2) a PWCDOT study to see if a speed reducing feature such as a chicane, chocker, or perhaps a mini roundabout could be installed at the adjacent intersection; and (3) the extension of the sidewalk across the undeveloped frontage and the removal of the mid-block crosswalk to be funded under the County's Safe Sidewalk grant. Dominion Electric installed new LED streetlight heads in September. An additional streetlight, requested by PWCDOT, was installed near the crosswalk by Dominion Electric in September. Staff has reached out to PWCDOT related to the status of items 2 and 3 as well as requesting a speed study along Washington Street. As a result of the change in the law, Town Council also approved a reduction in the speed limit to 20 mph at two sections of crosswalks on Washington Street to try to improve safety around the crosswalk locations. Staff 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) – UPDATED: In early May 2022, Town received notification that additional funding for the Transportation Alternatives Set-

Aside Program was received through the federal infrastructure bill and that the Ellicott Street Sidewalk (Occoquan Greenway Connection) project was selected. This funding is available for fiscal years 2023-2024 and will be a coordination project with the Town, PWC Transportation and Parks Departments. The project includes sidewalk installation on Union Street and part of Ellicott Street to connect the town to a planned off-road trail section of the Occoquan Greenway Trail. The project also includes a sidewalk installation along Ellicott Street, between Poplar Alley and Mill Street. The Town Council adopted a resolution of support for the project at its September 21, 2021 meeting. Surveying along McKenzie, Union, and Ellicott Streets was completed in November 2023. In December 2023, Town staff met with PWC and the engineering firm hired by PWC to review the initial drawings and conceptual designs. Town staff worked with the contractor and the County throughout 2024 to come to a solution that addresses potential turning issues and limits damage to the root system of the magnolia tree at the intersection of Mill and Ellicott Streets. The County Arborist has made recommendations for protecting the magnolia and staff is waiting on 100% plans from the County contracted engineer that will need to be reviewed and approved by VDOT. Town staff and Mayor Porta attended a meeting with Lake Ridge Parks & Recreation Association, Supervisor Boddye, and Prince William County Parks staff to discuss the phases of the Occoquan Greenway project. In April 2025, staff supplied their final comments on the contractor's 100% plans, including a 3-D brick design on the retaining walls along Union and Ellicott. Staff was advised that the bidding for the construction is set for this summer with construction occurring in 2027. Updates will be available at [www.occoquanva.gov/construction-updates](http://www.occoquanva.gov/construction-updates).

➤ **Improving Town Gateways:**

- Gateway Landscaping Improvements: 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: 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: 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: 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 – UPDATED: Town staff has completed a months-long planning process to assess and reorganize the Town's Events Office. As of May 1, 2025, Tammy Hassett took over as the new Events and Community Development Director, succeeding current Director Julie Little, who will continue to serve in an advisory role through the annual RiverFest.
- Volunteer Program – UPDATED: The Events Office is currently implementing 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 and with Town partners, Visit Occoquan and Occoquan Historical Society. As part of the program, **the Town will be hosting its first Occoquan Volunteer Fair on May 3<sup>rd</sup>, 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/](http://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 16<sup>th</sup> 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 technological improvements that will increase productivity.

➤ **Business Support Programming**

- Continuance of Quarterly Business Meetings – UPDATED: Although the Occoquan Business Partners (OBP) dissolved in 2023, Visit Occoquan and the Town of Occoquan will continue to host quarterly Town and Business Partnership Meetings. **The next Town & Business Quarterly Meeting will be on July 8<sup>th</sup>, 2025 at 6 pm.** Subscribe for updates and find more information on meetings at: <https://www.visitoccoquanva.com/ocqhub>.
- Visit Occoquan Business Support: Visit Occoquan is currently researching and planning workshops on a range of topics important to small businesses in order to support the needs of town businesses. They also now host semi-annual listening meetings for town businesses only, to provide a forum for business owners to discuss issues that affect the business community at large. Finally, Visit is currently working to provide welcome packages to new businesses and has incorporated welcome information into the packets that Town staff supplies to new businesses.

➤ **Tourism-led Economic Development Programming**

- Mobilizing Main Street Cohort Program – UPDATED: The Town of Occoquan formally handed over the reins of its Virginia Main Street program in 2024 to Visit Occoquan and became a part of the 2025-2026 Mobilizing Main Street Cohort. Over the next two years, Visit Occoquan and Town staff will work closely to complete the program and become eligible for Advancing Virginia Main Street (AVMS) designation as well as the national Main Street America accreditation, opening up further grant opportunities, technical support, and consulting services for downtown revitalization. Town and Visit staff attended an orientation on January 23, 2025, and will attend a regional training on May 13, 2025 in Gloucester, VA.
- 2025 CVG Grant Application – UPDATED: In conjunction with Visit Occoquan, Town staff submitted 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. Award notification is expected by 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.
- Preventative Maintenance on Town Buildings and Assets – NEW: As part of the process of improving the Town’s asset management, Public Works staff has started to identify and implement routine maintenance tasks that will help ensure the working life and reliability of Town buildings and other assets. Tasks include annual inspection and cleaning of the Town Dock, annual repairs and sealing of Town Hall steps, and quarterly inspections of heavy equipment. These are in addition to existing preventative maintenance practices, such as HVAC annual inspections and quarterly filter changes and quarterly pest control treatments.

### Capital and Maintenance Project Updates:

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

- Mill Street Water Issue: 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](http://www.occoquanva.gov/construction-updates).
- Edgehill Drive Water Issues – UPDATED: In early March 2024, Town staff received concerns about water bubbling through the road surface in the middle of Edgehill Drive. VDOT and PWC Service Authority have both responded to the issue and Service Authority has performed CCTV inspections of all its pipes in the vicinity in order to identify whether the issue was related to its system. In May 2024, VDOT removed part of the road surface and installing drainage pipes to move the water from under the roadway. Water again began to bubble through the road in February 2025. Town staff reported the issue to VDOT. VDOT investigated the situation and are planning to install additional drains the second or third week of May. In April 2025, staff removed sediment buildup from the area and power washed to help abate the smell and sediment issue.

### Development Project Updates:

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

- The Mill at Occoquan: The Town approved the final site plan on August 12, 2024. As the developer finalizes a demolition permit with Prince William County, the Town is awaiting updates from the developer on asbestos removal and a new zoning permit application for demolition for the buildings on the properties. Previously, the Town approved a zoning application for demolition of the boat storage structure and the developer completed preliminary work in March.
- 406 McKenzie Drive Subdivision: Owners of 406 McKenzie Drive have submitted a subdivision application with the Town to divide the property into multiple parcels. Comments on the application have been provided to the owners. A meeting with the Town Engineer was held in April and a follow up meeting was held in October to review another version of the subdivision. Town staff 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 – UPDATED: The developer has submitted an as-built and boundary line adjustment to the Town. The Town Engineer reviewed and returned comments in April 2025.

### Other News and Updates:

These are updates on any other noteworthy projects, programs, or initiatives being carried out in and

around the town, including updates on deadlines and administrative projects.

- Tax Delinquencies: A number of Real Estate and BPOL filings are still outstanding. **The former were due on December 5<sup>th</sup>, 2024, while the latter were due on March 1, 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](mailto:townclerk@occoquanva.gov) or visit [www.occoquanva.gov/living-here/tax-information/](http://www.occoquanva.gov/living-here/tax-information/) and/or [www.occoquanva.gov/business/doing-business-in-occoquan/](http://www.occoquanva.gov/business/doing-business-in-occoquan/).
- Town Vehicle License Enforcement: Town Ordinance Section 71-02 requires that owners of any motor vehicle principally garaged, stored, or parked in Town pay an annual Vehicle License Fee by November 15<sup>th</sup> of each year. The current Town decal should be displayed on the front windshield. The Town Police are increasing enforcement for vehicles found to be principally garaged, stored, or parked in Town without the Town decal displayed. **If you have not applied for a 2025 Vehicle License, please do so by filling out the PDF or online form at [www.occoquanva.gov/living-here/tax-information](http://www.occoquanva.gov/living-here/tax-information).**
- Meals Tax Discount Repealed: **At the March 18<sup>th</sup>, 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 20<sup>th</sup> 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](mailto:townclerk@occoquanva.gov).
- Solicitations for Core Services Contractors - NEW: Staff is currently working on two separate Requests for Proposals (RFPs) for landscaping and refuse collection. The former is in the award process while the latter is out to bid. The awardee's of both processes will be brought on by July 1, 2025 to start providing core services to the Town.
- FOX 5 Zip Trip - NEW: FOX 5 will return to Occoquan on July 11, 2025 to host their ZIP Trip, helping to showcase town businesses and community organizations. The production will set up on the 300 block of Mill Street and film at locations around town throughout the morning. Staff will continue to coordinate with the production crew ahead of the date.

## Treasurer Report - Supplemental Information

The March 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 March 31, 2025).

| BPOL Tax Delinquencies                     |                    |                                     |
|--|--------------------|-------------------------------------|
| Business Name                              | Delinquency Period | Date of Last Notice/Status          |
| APIARY MARKET                              | 2 months           | 3/12/25                             |
| AMAYA STUDIOS LLC                          | 2 years            | Summons sent 1/29/25                |
| ARTISTS' UNDERTAKING GALLERY               | 2 months           | 3/12/25                             |
| BALLYWHACK INC                             | 2 months           | 3/12/25                             |
| BANN THAI OLD TOWN LLC                     | 2 months           | Filed/Payment returned;<br>5/2/25   |
| BAR J CHILI PARLOR LLC                     | 2 months           | 3/12/25                             |
| GRIND N CREPE                              | 2 months           | 3/12/25                             |
| HAVANA BOUTIQUE*                           | 2 years            | Audit completed, payment<br>pending |
| NEXTHOME BELTWAY REALTY                    | 2 months           | 3/12/25                             |
| PENGUIN PADDLING LLCD                      | 2 months           | 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<br>IMPROVEMENT LLC | 2 months           | 3/12/25                             |
| THIRD BASE LLC                             | 2 months           | 3/12/25                             |
| RUBICON SERVICES                           | 2 months           | 3/12/25                             |
| ZORBAS GRILL (LYCIA, LLC)                  | 2 months           | 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/<br>Status |
| BANN THAI OLD TOWN LLC  | 2 months           | Payment returned; 5/2/25       |
| BAR J CHILI PARLOR      | 5 months           | Payment plan 3/20/25           |
| 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<br>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*                                     | 4 months | 2/22/2025 | 110 WEST LOCUST ST |
| WHITE, FRANCESCA*                                    | 4 months | 2/22/2025 | 1521 COLONIAL DR   |
| WRIGHT MARGARET ALEXIS*                              | 4 months | 2/22/2025 | 158 WASHINGTON ST  |
| WILSEY CHRISTOPHER MILES & RIINA METTAS-WILSEY SURV* | 4 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 | 11,875* |
| February                 | 17,294 | 20,087 | 16,338* |
| March                    | 20,511 | 27,627 | 26,323* |

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

## Engineering

**River Mill Park Drainage - no change from last report:** staff met with Fairfax County Water Authority to review options to modify park surface on 3/31/2025.

**Chesapeake Bay Ordinance Update - update from last report:** Reviewing required updates to Chesapeake Bay Preservation Ordinance as requested by the Department of Environmental Quality.

**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. Town will be issuing Land Disturbance Permit following application by Prince William County

### 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; comments issued on 4/16/2025                     |
| Rivertown Overlook | AB2025-005   | As-built submission for bond release               | As-built submission for bond release submitted 3/3/25; comments issued on 4/16/2025   |

## Zoning and Code Enforcement

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

A. The following is a list of **zoning reviews** from April 1 to April 30, 2025:

|   | Zoning Application # | Property Address         | Activity                  |
|---|----------------------|--------------------------|---------------------------|
| 1 | IAP2025-006          | 227 Mill St              | Replace Gas Water Heater  |
| 2 | TZP2025-010          | 416 Mill St              | New Business              |
| 3 | TZP2025-011          | 206 Washington St        | New Business              |
| 4 | TZP2025-010R         | 416 Mill St              | New Business              |
| 5 | IAP2025-007          | 422 Overlook Dr          | Repair & Replace Plumbing |
| 6 | TZP2025-012          | 308 Poplar Alley, Unit E | New Business              |
| 7 | TZP2025-013          | 125 Mill St # 10         | New Business              |

A. The following is a list of **zoning modification requests** from April 1 to April 30, 2025:

|   | Zoning Application # | Property Address | Activity |
|---|----------------------|------------------|----------|
| 1 |                      |                  |          |

B. The following is a list of **new violation letters** from April 1 to April 30, 2025, 2025:

|   | Property Address | Violation # | Violation | Town Action |
|---|------------------|-------------|-----------|-------------|
| 1 |                  |             |           |             |

C. The following is a list of **active/previous violations** from April 1 to April 30, 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   |
| 2 | 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; Referred to legal on 4/24/25 |

## Building and Property Maintenance

**Building:** The Building Official monthly permit report provided by Prince William County is attached.

For more information on building permits and building code violations go to [www.pwcva.gov/department/building-development-division](http://www.pwcva.gov/department/building-development-division).

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

Prince William County provides property maintenance enforcement for the Town of Occoquan. All complaints for property issues (excluding signage, yard, and landscaping concerns) should be filed with the Prince William County Neighborhood Services at [www.pwcva.gov/department/neighborhood-services](http://www.pwcva.gov/department/neighborhood-services).

## Public Safety

### Mission:

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



### Monthly Departmental Goals:

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

### OPD Division Reports:

#### Professional Standards Division

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



The OPD did not receive any complaints against officers during the month of April.

The Chief and Deputy Chief attended Axon Taser Instructor School in Fredericksburg and received their instructor certification.

#### 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.

FOD officers responded to several incidents involving persons in crisis (PIC) during the month of April and were able to utilize the Prince William County Co-responder program.

#### 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 April.

OPD- Marine Patrol officers prepared the boat for patrols as well as attended training at National Harbor with regional partners.

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:**

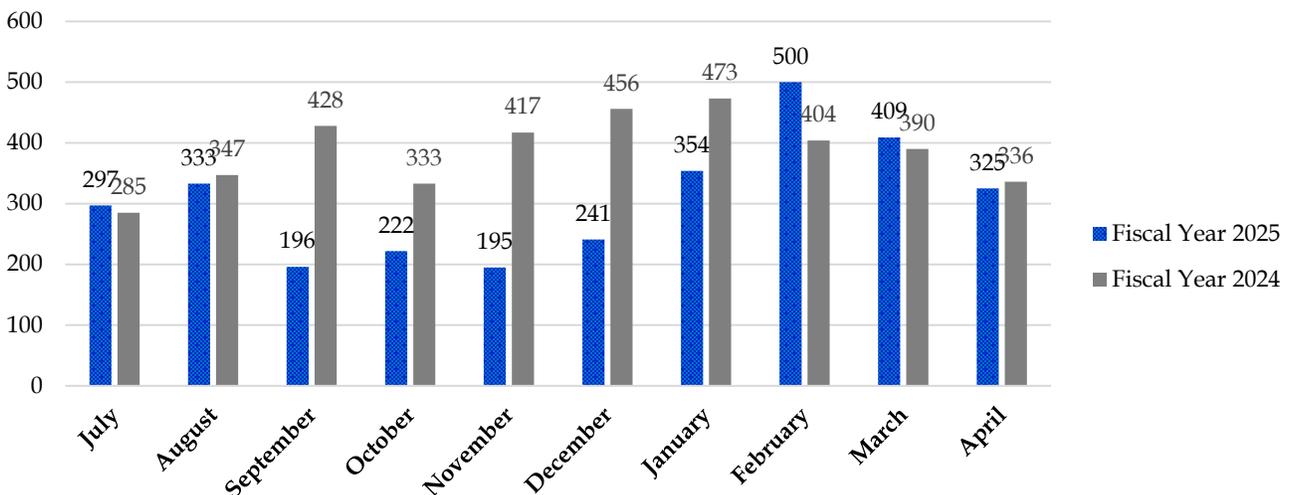
For the month of April, town police had 155 calls for service including:

| <i>Call for Service</i>           | <i>#</i> | <i>Call for Service</i>            | <i>#</i> |
|-----------------------------------|----------|------------------------------------|----------|
| Alarms                            | 1        | Obstruction of Justice Arrest      | 1        |
| Animal Call                       | 1        | Other/Services                     | 34       |
| Assault & Battery Call            | 1        | Parking Complaints                 | 1        |
| Disabled Vehicles/Motorist Assist | 8        | Person In Crisis / Suicide Attempt | 12       |
| Disorderly                        | 1        | Reckless Driving/Road Rage         | 2        |
| Domestic Complaint                | 8        | Roadway Obstruction                | 2        |
| DUI Arrest                        | 2        | Stolen/Abandoned Auto Response     | 1        |
| Emergency Protective Order        | 1        | Suspicious Calls                   | 25       |
| Firearm Violation                 | 1        | Traffic Control                    | 2        |
| Hit & Run                         | 1        | Trespassing                        | 11       |
| Illegal Fishing                   | 10       | Vehicle Crash                      | 14       |
| Medical Calls                     | 2        | Warrant Service                    | 6        |
| Noise Complaint                   | 4        | Welfare Checks                     | 3        |
|                                   |          |                                    | 155      |

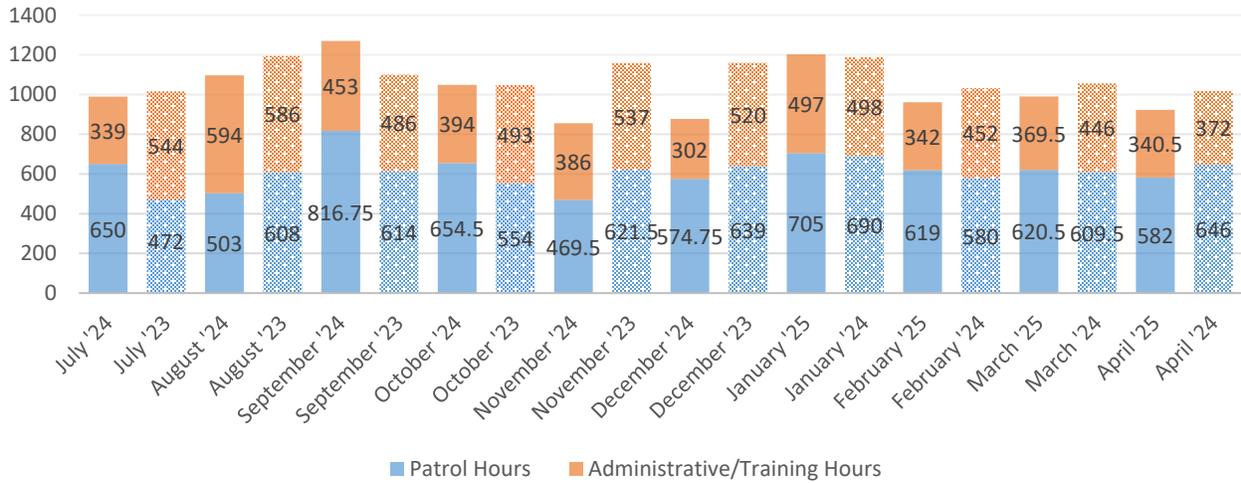
Town police made 5 custodial arrests, issued 325 traffic summonses, 74 parking violations, and 66 warnings.

Officers also engaged in 224 business checks and 280 park checks during the month of April.

Traffic Summonses FYTD (GRAPH)



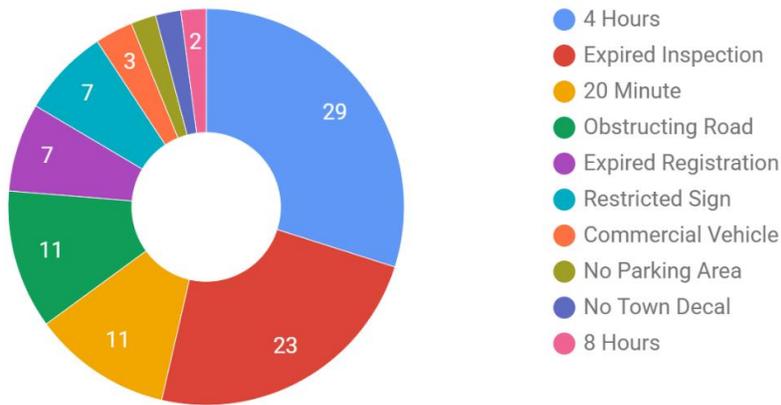
### Patrol/Administrative/Training Hours FYTD (GRAPH)



### 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     | 91              | 60      |
| April     | 89              | 8       |

Occoquan VA - Tickets By Violation (Apr. 2025)

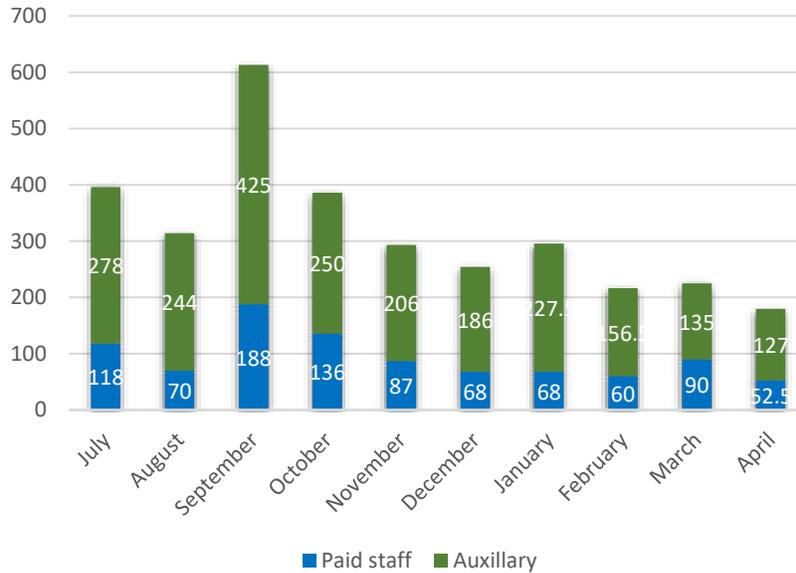


Data as of 5/1/2025, 12:00:00 AM



*Volunteer in Police Service*

For Fiscal Year 2025, our auxiliary police officers and paid police staff donated a total of 3,172.5 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   | Other 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                 |
| April           | 0                 | 64             | 0         | 0            | 0                 |
| <b>FY Total</b> | <b>95.5</b>       | <b>66</b>      | <b>40</b> | <b>52</b>    | <b>14</b>         |
| UAS Operations  |                   |                |           |              |                   |
| Month           | Operational Hours | Training Hours |           | Call Outs    | Calls for Service |
| July            | 0                 | 0              |           | 0            | 0                 |
| August          | 0                 | 0              |           | 0            | 0                 |
| September       | 0                 | 0              |           | 0            | 0                 |
| October         | 0                 | 2              |           | 0            | 0                 |

|                              |                      |                       |  |                       |                          |
|------------------------------|----------------------|-----------------------|--|-----------------------|--------------------------|
| November                     | 0                    | 0                     |  | 0                     | 0                        |
| December                     | 0                    | 0                     |  | 0                     | 0                        |
| January                      | 0                    | 0                     |  | 0                     | 0                        |
| February                     | 0                    | 0                     |  | 0                     | 0                        |
| March                        | 0                    | 8                     |  | 0                     | 0                        |
| April                        | 0                    | 10                    |  | 0                     | 0                        |
| <b>FY Total</b>              | <b>0</b>             | <b>20</b>             |  | <b>0</b>              | <b>0</b>                 |
| <b>UTV / HSEM Operations</b> |                      |                       |  |                       |                          |
| <b>Month</b>                 | <b>Hours Staffed</b> | <b>Training Hours</b> |  | <b>Special Events</b> | <b>Calls for Service</b> |
| 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                        |
| April                        | 64                   | 0                     |  | 0                     | 0                        |
| <b>FY Total</b>              | <b>1014</b>          | <b>0</b>              |  | <b>12</b>             | <b>2</b>                 |

## Public Works

### Routine Activities

The Public Works Department engages in the following regular maintenance activities:

| Activity                                 | Weekday | Sat/Sun | Weekly | Monthly | Notes   |
|--|---------|---------|--------|---------|---|
| Trash Collection/Check                   | X       | X       |        |         | Weekend checks during high traffic seasons              |
| Street Sweeping                          |         |         | X      |         | Sweeping Season: April - October                        |
| Check/Repair Gaslights                   | X       |         |        |         | Review and schedule repairs as needed                   |
| Check/Replace Doggie Bags                |         |         | X      |         |   |
| Check/Clear Storm drains                 |         |         | X      |         | Weekly + Storm Prep                                     |
| Check Public Restrooms                   | X       | X       |        |         | Weekend checks during high traffic seasons              |
| Contractor Cleaning - RMP                |         |         | X      |         | Contractor cleans Fridays and Mondays                   |
| Check Tanyard Hill Park                  |         |         | X      |         | Review and schedule repairs as needed                   |
| Check Mamie Davis Park and Riverwalk     | X       |         |        |         | Review and schedule repairs as needed                   |
| Check/Clean Kayak Ramp                   |         |         |        | X       | Monthly to quarterly cleaning                           |
| Check River Mill Park                    | X       |         |        |         | Review and schedule repairs as needed                   |
| Clean/Maintain RMP Light Poles           |         |         |        | X       |   |
| Check Furnace Branch Park                |         |         | X      |         | Review and schedule repairs as needed                   |
| Minor Brick Sidewalk Check/Repairs       |         |         | X      |         | Review and schedule repairs as needed                   |
| Maintain Town Buildings                  |         |         | X      |         | Review and schedule repairs as needed                   |
| Maintain Town Equipment                  |         |         | X      |         | Vehicle and small engine repair, seasonal and as needed |
| Clean Town Vehicle                       |         |         | X      |         | Ensure cleanliness and care of town vehicle             |
| Maintain Annex/PW Facility               | X       |         |        |         | External and internal clean up and organization         |
| Maintain Events Building at RMP          |         |         |        | X       | Monthly to quarterly                                    |
| Check/Maintain Dumpster and storage area |         |         |        | X       |   |
| Water Flowers                            | X       |         |        |         | Seasonal  |
| Graffiti Check/Removal                   | X       |         |        |         |   |
| Litter Check/Removal                     | X       |         |        |         |   |
| Install/Repair Event Banners as Needed   |         |         |        | X       | Seasonal  |
| Maintain Temporary Pipe on Mill Street   |         |         |        | X       | Until no longer needed                                  |
| Pest Treatment                           |         |         |        | X       | Town buildings every 3 months                           |

**Public Works Highlights (April 2025)**

- Started preparations for RiverFest, including installing banners and inventorying supplies.
- Completed update to landscape lights at Town Hall as well as patched and painted front steps. Repairs and painting of other two sets of steps in progress.
- Completed Request for Proposals (RFP) for landscaping services for FY2026. New contractor starting by July 1, 2025.
- Continued spring cleaning tasks, completing gaslight touch ups and annual inspection of the town dock. Curb painting in progress and will be completed through the spring and summer.
- Completed repairs to a sunken area of the town dock, replacing degraded joists and reinforcing them for increased stability.

**Special Public Works Projects**

*Projects In-Progress: 12*

*Projects Completed: 14*

Below is an updated list of maintenance activities with status updated as of April 30, 2025:

| Project  | Status      | Completion Date | Notes       |
|--|-------------|-----------------|-------------|
| <b>Building and Property Maintenance (TH, Annex, and River Rd)</b>                     |             |                 |             |
| Repair and Reseal Town Hall Back Foundation  | Not started |                 | Spring 2025 |
| Repair and Paint Town Hall Back Door Steps   | In progress |                 | Spring 2025 |
| Patch and Paint TH Basement Steps  | In progress |                 | Spring 2025 |
| Lighting Repair at Mill House Museum   | In progress |                 | Spring 2025 |
| Patch and Paint TH Front Steps   | Completed   | 04/29/2025      |             |
| <b>Craft Show and Events Support</b>   |             |                 |             |
| Install Parking Signage  | Not started |                 |             |
| Install RiverFest Banners  | Completed   | 04/22/2025      |             |
| RiverFest Inventory  | Completed   | 04/29/2025      |             |
| Repaint Booth Numbers  | Completed   | 04/29/2025      |             |
| <b>Landscaping</b>   |             |                 |             |
| Summer Plantings in Planters   | Not started |                 | May 2025    |
| Improvements at Tanyard Hill and Old Bridge Entrance                                   | In progress |                 | 2025        |
| Spring Mulching  | In progress |                 | May 2025    |
| Spring Annual and Perennial Plantings  | In progress |                 | May 2025    |
| Seeding and Aerating Trouble Spots   | Completed   | 04/25/2025      |             |
| Check/Repair Landscape Lights at TH  | Completed   | 04/29/2025      |             |
| <b>Park and Riverwalk Maintenance (RMP, MDP, Furnace, Tanyard, and Dock/Riverwalk)</b> |             |                 |             |
| Repair/Replace Boards on Town Dock   | Completed   | 04/10/2025      |             |

| Project   | Status      | Completion Date | Notes  |
|---|-------------|-----------------|--|
| Inspect Pedestals at Town Dock                      | Completed   | 04/10/2025      |  |
| Repair Sunken Joists on Town Dock                   | Completed   | 04/14/2025      |  |
| Repair Flag Light at MDP                            | Completed   | 04/28/2025      |  |
| <b>Special Projects</b>                             |             |                 |  |
| 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 |
| <b>Spring Cleaning</b>                              |             |                 |  |
| Clean Trash and Recycling Containers                | Not started |                 | Spring 2025  |
| Powerwash Gaslight Landing Riverwalk                | In progress |                 | Spring 2025  |
| Powerwash Town Dock and Riverwalk                   | In progress |                 | Spring 2025  |
| Curb and Striping Review and Painting               | In progress |                 | Summer 2025  |
| Clean and Touch Up Gaslights                        | Completed   | 04/02/2025      |  |
| Spring Town Dock and Riverwalk Inspection           | Completed   | 04/15/2025      |  |
| <b>Streets, Sidewalks, and Parking</b>              |             |                 |  |
| Repair Dogwoods on TH Bricks                        | Not started |                 |  |
| Fix Mill and Union Street Sign                      | Not started |                 | May 2025   |
| Remove Power Line Residue from Sidewalk at 308 Mill | In progress |                 | Spring 2025  |
| Install Lights on 20 MPH Signs                      | Completed   | 04/02/2025      |  |
| <b>Vehicles and Equipment</b>                       |             |                 |  |
| New Truck Decal                                     | In progress |                 | May 2025   |
| <b>Brick Installation and Maintenance</b>           |             |                 |  |
| RMP Memorial Bricks                                 | Completed   | 04/21/2025      |  |

## Events and Community Development

### **The Occoquan PEEPS® Summary**

The Town hosted PEEPS® Show the week of April 15-29, featuring 21 business and 33 community dioramas. The creativity was phenomenal. With 969 voters casting ballots, the event was a great success – 68% of businesses who responded to the post-event survey reported higher sales during this promotion.

### **Trivia Nights**

*May - October*

This year's Trivia Season will kick off on May 16<sup>th</sup> 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<sup>th</sup> - Pop Culture Palooza
- June 20<sup>th</sup> - The Great Brain Bake Off
- July 25<sup>th</sup> - Trivia Takedown
- August 15<sup>th</sup> - Mindbender Bonanza
- September 12<sup>th</sup> - Trivia Treasure Hunt
- October 10<sup>th</sup> - Trivia Bingo

Season Tickets are now available.

### **RiverFest & Craft Show**

*June 7 & 8*

Planning is well underway for this year's RiverFest & Craft Show, with over 250 vendors expected throughout town. We're now inviting volunteers to join the fun and help make the event a success – here is the [2025 RiverFest Volunteer Sign Up Form](#). We're looking forward to another fantastic weekend celebrating art, community, and the Occoquan waterfront!

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

|                                   | As of 7/1/24<br>(unaudited) | Unaudited<br>Income/<br>(Loss) FY25<br>YTD | As of 3/31/25<br>Unaudited |
|-----------------------------------|-----------------------------|--|----------------------------|
| <b>Nonspendable:</b>              |                             |  |                            |
| <b>Mamie Davis Fund</b>           | \$ 100,000                  | \$ -                                       | \$ 100,000                 |
| <b>Restricted:</b>                |                             |  |                            |
| <b>E-Summons Fund</b>             | \$ 49,124                   | \$ 162                                     | \$ 49,286                  |
| <b>Assigned:</b>                  |                             |  |                            |
| <b>Events Fund</b>                | \$ -                        | \$ 94,005                                  | \$ 94,005                  |
| <b>CIP Fund</b>                   | \$ 436,006                  | \$ (63,343)                                | \$ 372,663                 |
| <b>State Aid 599 Program Fund</b> | \$ 24,235                   | \$ 12,560                                  | \$ 36,795                  |
| <b>Mamie Davis Park Fund</b>      | \$ 7,090                    | \$ 1,447                                   | \$ 8,537                   |
| <b>PEG Fund</b>                   | \$ 2,111                    | \$ -                                       | \$ 2,111                   |
| <b>Subtotal Assigned:</b>         | \$ 469,442                  | \$ 44,669                                  | \$ 514,112                 |
| <b>Unassigned:</b>                |                             |  |                            |
| <b>Operating Reserves</b>         | \$ 200,000                  | \$ -                                       | \$ 200,000                 |
| <b>Other Unassigned</b>           | \$ 451,940                  | \$ 131,368                                 | \$ 583,308                 |
| <b>Subtotal Unassigned:</b>       | \$ 651,940                  | \$ 131,368                                 | \$ 783,308                 |
| <b>Total Fund Balance:</b>        | <b>\$ 1,270,507</b>         | <b>\$ 176,199</b>                          | <b>\$ 1,446,705</b>        |

# Town of Occoquan

## Budget vs. Actuals

July - March, 2025

|  | Actual            | Annual<br>Budget  | Over Budget         | % of Budget    |
|--|-------------------|-------------------|---------------------|----------------|
| <b>Income</b>                            |                   |                   |                     |                |
| <b>40000 TAXES</b>                       |                   |                   |                     |                |
| 40010 Real Estate                        | \$ 302,196        | 304,351           | (2,155)             | 99.29%         |
| 40020 Meals Tax                          | \$ 220,281        | 333,812           | (113,531)           | 65.99%         |
| 40030 Sales Tax                          | \$ 32,577         | 48,000            | (15,423)            | 67.87%         |
| 40040 Utility Tax                        | \$ 27,292         | 36,500            | (9,208)             | 74.77%         |
| 40050 Communications Tax                 | \$ 20,240         | 33,000            | (12,760)            | 61.33%         |
| 40060 Transient Occupancy Tax            | \$ 35,515         | 46,500            | (10,985)            | 76.38%         |
| 40070 Peer-to-Peer Vehicle Tax           | \$ -              | 6,600             | (6,600)             | 0.00%          |
| <b>Total 40000 TAXES</b>                 | <b>\$ 638,100</b> | <b>\$ 808,763</b> | <b>\$ (170,662)</b> | <b>78.90%</b>  |
| <b>41000 FEES/LICENSES</b>               |                   |                   |                     |                |
| 41010 Vehicle License                    | \$ 568            | 2,500             | (1,932)             | 22.72%         |
| 41020 Business Licenses                  | \$ 10,756         | 11,000            | (245)               | 97.78%         |
| 41025 Business License Fee               | \$ 90,657         | 90,402            | 255                 | 100.28%        |
| <b>Total 41020 Business Licenses</b>     | <b>\$ 4,170</b>   | <b>\$ 4,260</b>   | <b>(90)</b>         | <b>97.89%</b>  |
| 41030 Late Fees                          | \$ 94,827         | \$ 94,662         | \$ 165              | 100.17%        |
| 41040 FINES (PUBLIC SAFETY)              | \$ 5,422          | 1,500             | 3,922               | 361.46%        |
| 41170 E-Summons                          | \$ 277,166        | 375,000           | (97,834)            | 73.91%         |
| <b>Total 41040 FINES (PUBLIC SAFETY)</b> | <b>\$ -</b>       | <b>\$ 15,250</b>  | <b>-\$ 15,250</b>   | <b>0.00%</b>   |
| 41100 Administrative Fees                | \$ 277,166        | \$ 390,250        | -\$ 113,084         | 71.02%         |
| 41120 Service Revenue - Eng              | \$ 4,610          | 8,500             | (3,890)             | 54.24%         |
| 41130 Service Revenue - Legal            | \$ 4,008          | 14,000            | (9,993)             | 28.63%         |
| 41140 Service Revenue - Other            | \$ -              | 5,000             | (5,000)             | 0.00%          |
| 41160 Convenience Fees                   | \$ -              | 600               | (600)               | 0.00%          |
| <b>Total 41000 FEES/LICENSES</b>         | <b>\$ 1,087</b>   | <b>\$ 0</b>       | <b>\$ 1,087</b>     | <b>77.71%</b>  |
| <b>42000 GRANTS</b>                      |                   |                   |                     |                |
| 42021 NHSTA (DMV)                        | \$ 1,234          | -                 | 1,234               | 0.00%          |
| 42100 Alcohol                            | \$ -              | 16,000            | (16,000)            | 0.00%          |
| 42101 Pedestrian                         | \$ 3,117          | -                 | 3,117               | 0.00%          |
| 42102 Speed                              | \$ 1,305          | -                 | 1,305               | 0.00%          |
| <b>Total 42021 NHSTA (DMV)</b>           | <b>\$ 7,237</b>   | <b>\$ -</b>       | <b>\$ 7,237</b>     | <b>72.87%</b>  |
| 42110 Virginia DCJS                      | \$ -              | 0                 | 0                   | 0.00%          |
| 42020 HB 599                             | \$ 21,279         | 27,678            | (6,399)             | 76.88%         |
| <b>Total 42110 Virginia DCJS</b>         | <b>\$ 21,279</b>  | <b>\$ 27,678</b>  | <b>\$ (6,399)</b>   | <b>76.88%</b>  |
| 42130 DEQ                                | \$ -              | -                 | 0                   | 0.00%          |
| 42010 LITTER                             | \$ 1,838          | 1,329             | 509                 | 138.30%        |
| <b>Total 42130 DEQ</b>                   | <b>\$ 1,838</b>   | <b>\$ 1,329</b>   | <b>\$ 509</b>       | <b>138.30%</b> |
| <b>Total 42000 GRANTS</b>                | <b>\$ 36,011</b>  | <b>\$ 45,007</b>  | <b>\$ (8,996)</b>   | <b>80.01%</b>  |
| <b>43000 RENTALS</b>                     |                   |                   |                     |                |
| 43020 River Mill Park                    | \$ -              | -                 | 0                   | 0.00%          |
| 43020 River Mill Park                    | \$ 1,550          | 4,000             | (2,450)             | 38.75%         |

|   |           |                  |                     |                     |                |
|---|-----------|------------------|---------------------|---------------------|----------------|
| 43030 Mamie Davis Park Rental             | \$        | 1,250            | 3,000               | (1,750)             | 41.67%         |
| 43040 200 Mill Street Lease               | \$        | (5,919)          | 7,727               | (13,645)            | -76.60%        |
| <b>Total 43000 RENTALS</b>                | <b>\$</b> | <b>(3,119)</b>   | <b>\$ 14,727</b>    | <b>\$ (17,845)</b>  | <b>-21.18%</b> |
| <b>44000 OTHER</b>                        |           |                  |                     | 0                   |                |
| 44005 Insurance Proceeds                  | \$        | 9,048            | 0                   | 9,048               |                |
| 44010 General Fund Interest               | \$        | 25,659           | 25,000              | 659                 | 102.64%        |
| 44030 Mamie Davis Park Interest           | \$        | -                | 0                   | 0                   |                |
| 44040 Bricks Revenue                      | \$        | 470              | 300                 | 170                 | 156.68%        |
| 44060 Other                               | \$        | 2,116            | 1,700               | 416                 | 124.47%        |
| <b>Total 44000 OTHER</b>                  | <b>\$</b> | <b>37,293</b>    | <b>\$ 27,000</b>    | <b>\$ 10,293</b>    | <b>138.12%</b> |
| <b>Total Income</b>                       | <b>\$</b> | <b>1,106,729</b> | <b>\$ 1,408,258</b> | <b>\$ (301,529)</b> | <b>78.59%</b>  |
| <b>Gross Profit</b>                       | <b>\$</b> | <b>1,106,729</b> | <b>\$ 1,408,258</b> | <b>\$ (301,529)</b> | <b>78.59%</b>  |
| <b>Expenses</b>                           |           |                  |                     |                     |                |
| <b>Total 60000 PERSONNEL SERVICES</b>     | <b>\$</b> | <b>530,214</b>   | <b>\$ 827,001</b>   | <b>\$ (296,787)</b> | <b>64.11%</b>  |
| <b>Total 60400 PROFESSIONAL SERVICES</b>  | <b>\$</b> | <b>100,431</b>   | <b>\$ 175,967</b>   | <b>\$ (75,536)</b>  | <b>57.07%</b>  |
| <b>Total 60800 INFORMATION TECH SERV</b>  | <b>\$</b> | <b>36,482</b>    | <b>\$ 40,430</b>    | <b>\$ (3,948)</b>   | <b>90.24%</b>  |
| <b>Total 61200 MATERIALS AND SUPPLIES</b> | <b>\$</b> | <b>23,932</b>    | <b>\$ 34,850</b>    | <b>\$ (10,918)</b>  | <b>68.67%</b>  |
| <b>Total 61600 OPERATIONAL SERVICES</b>   | <b>\$</b> | <b>4,731</b>     | <b>\$ 9,200</b>     | <b>\$ (4,469)</b>   | <b>51.42%</b>  |
| <b>Total 62000 CONTRACTS</b>              | <b>\$</b> | <b>80,444</b>    | <b>\$ 125,103</b>   | <b>\$ (44,659)</b>  | <b>64.30%</b>  |
| <b>Total 62400 INSURANCE</b>              | <b>\$</b> | <b>48,233</b>    | <b>\$ 43,500</b>    | <b>\$ 4,733</b>     | <b>110.88%</b> |
| <b>Total 62800 PUBLIC INFORMATION</b>     | <b>\$</b> | <b>2,577</b>     | <b>\$ 4,050</b>     | <b>\$ (1,473)</b>   | <b>63.62%</b>  |
| <b>Total 63200 ADVERTISING</b>            | <b>\$</b> | <b>607</b>       | <b>\$ 6,610</b>     | <b>\$ (6,003)</b>   | <b>9.19%</b>   |
| <b>Total 63600 TRAINING AND TRAVEL</b>    | <b>\$</b> | <b>13,620</b>    | <b>\$ 17,050</b>    | <b>\$ (3,430)</b>   | <b>79.88%</b>  |
| <b>Total 64000 VEHICLES AND EQUIPMENT</b> | <b>\$</b> | <b>46,604</b>    | <b>\$ 47,650</b>    | <b>\$ (1,046)</b>   | <b>97.81%</b>  |
| <b>Total 64400 SEASONAL</b>               | <b>\$</b> | <b>12,193</b>    | <b>\$ 13,000</b>    | <b>\$ (807)</b>     | <b>93.79%</b>  |
| <b>64700 FACILITIES EXPENSE</b>           | <b>\$</b> | <b>-</b>         |                     | 0                   |                |
| Total 64800 TOWN HALL                     | \$        | 7,996            | 11,344              | (3,348)             | 70.49%         |
| Total 65200 MILL HOUSE MUSEUM             | \$        | 12,089           | 6,500               | 5,589               | 185.99%        |
| Total 66000 ANNEX / MAINTENANCE YARD      | \$        | 5,410            | 3,350               | 2,060               | 161.50%        |
| Total 66800 RIVER MILL PARK & FACIL       | \$        | 12,939           | 18,154              | (5,215)             | 71.27%         |
| Total 67200* MAMIE DAVIS PARK & RIVERWALK | \$        | 1,785            | 2,900               | (1,115)             | 61.56%         |
| Total 67800 OCCOQUAN RIVER                | \$        | -                | 2,500               | (2,500)             | 0.00%          |
| Total 68000 FURNACE BRANCH PARK           | \$        | -                | 500                 | (500)               | 0.00%          |
| Total 68400* STREETS AND SIDEWALKS        | \$        | 1,747            | 2,500               | (753)               | 69.89%         |
| Total 68800 HISTORIC DISTRICT             | \$        | 12,048           | 13,600              | (1,552)             | 88.59%         |
| <b>Total 64700 FACILITIES EXPENSE</b>     | <b>\$</b> | <b>54,014</b>    | <b>\$ 61,347</b>    | <b>\$ (7,333)</b>   | <b>88.05%</b>  |
| <b>68900 PUBLIC ART PROGRAM</b>           |           |                  |                     | 0                   |                |
| 68910 Mural Installation                  | \$        | -                | 2,500               | (2,500)             | 0.00%          |
| <b>Total 68900 PUBLIC ART PROGRAM</b>     | <b>\$</b> | <b>-</b>         | <b>\$ 2,500</b>     | <b>\$ (2,500)</b>   | <b>0.00%</b>   |
| <b>Total Expenses</b>                     | <b>\$</b> | <b>954,082</b>   | <b>\$ 1,408,258</b> | <b>\$ (454,176)</b> | <b>67.75%</b>  |
| <b>Net Operating Income</b>               | <b>\$</b> | <b>152,647</b>   | <b>\$ (0)</b>       | <b>\$ 152,647</b>   |                |
| <b>Net Income</b>                         | <b>\$</b> | <b>152,647</b>   | <b>\$ (0)</b>       | <b>\$ 152,647</b>   |                |

|                 |
|-----------------|
| <b>CIP FUND</b> |
|-----------------|

|        | 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                   |               |
| <b>Total 42000 GRANTS</b>                         | <b>\$</b> | <b>648</b>      | <b>\$ 938,025</b>     | <b>\$ (937,377)</b>   | <b>0.07%</b>  |
| <b>Total Income</b>                               | <b>\$</b> | <b>648</b>      | <b>\$ 938,025</b>     | <b>\$ (937,377)</b>   | <b>0.07%</b>  |
| <b>Gross Profit</b>                               | <b>\$</b> | <b>648</b>      | <b>\$ 938,025</b>     | <b>\$ (937,377)</b>   | <b>0.07%</b>  |
| <b>Expenses</b>                                   |           |                 |                       |                       |               |
| <b>Total Expenses</b>                             |           |                 |                       | <b>\$ -</b>           |               |
| <b>Net Operating Income</b>                       | <b>\$</b> | <b>648</b>      | <b>\$ 938,025</b>     | <b>\$ (937,377)</b>   | <b>0.07%</b>  |
| <b>Other Expenses</b>                             |           |                 |                       |                       |               |
| 64000 VEHICLES AND EQUIPMENT                      | \$        | -               |                       | 0                     |               |
| 64010 Town Vehicles M&R                           | \$        | -               |                       | 0                     |               |
| <b>Total 64000 VEHICLES AND EQUIPMENT EXPENSE</b> | <b>\$</b> | <b>-</b>        |                       | <b>\$ -</b>           |               |
| 68400* STREETS AND SIDEWALKS                      |           |                 |                       |                       |               |
| 68410 Street Painting                             | \$        | -               |                       |                       |               |
| 68420 Brick Sidewalk Repair                       | \$        | -               |                       |                       |               |
| <b>Total 68400* STREETS AND SIDEWALKS</b>         | <b>\$</b> | <b>-</b>        |                       |                       |               |
| 70000 CIP EXPENSE                                 |           |                 |                       | 0                     |               |
| 70001 Streetscape                                 | \$        | -               |                       |                       |               |
| 70005 Building Improvements                       | \$        | 9,477           | 12,200                | (2,723)               | 77.68%        |
| 70006 Stormwater Management                       | \$        | 113             | 1,150,031             | (1,149,919)           | 0.01%         |
| 70014 Timed Parking Equipment                     | \$        | 3,168           | 5,500                 | (2,332)               | 57.60%        |
| 70018 Snow Removal Equipment                      | \$        | 7,301           | 7,300                 | 1                     | 100.01%       |
| 70020 Street/Curb Striping Prog                   | \$        | -               |                       |                       |               |
| 72006 Riverwalk Improvements                      | \$        | 6,055           | 110,000               | (103,945)             | 5.50%         |
| 74001 Vehicles & Equipment                        | \$        | 42,956          | 53,000                | (10,044)              | 81.05%        |
| 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%         |
| <b>Total 70000 CIP EXPENSE</b>                    | <b>\$</b> | <b>72,709</b>   | <b>\$ 1,374,031</b>   | <b>\$ (1,301,322)</b> | <b>5.29%</b>  |
| <b>Total Other Expenses</b>                       | <b>\$</b> | <b>72,709</b>   | <b>\$ 1,374,031</b>   | <b>\$ (1,301,322)</b> | <b>5.29%</b>  |
| <b>Net Other Income</b>                           | <b>\$</b> | <b>(72,709)</b> | <b>\$ (1,374,031)</b> | <b>\$ 1,301,322</b>   | <b>5.29%</b>  |
| <b>Net Income</b>                                 | <b>\$</b> | <b>(72,062)</b> | <b>\$ (436,006)</b>   | <b>\$ 363,944</b>     | <b>16.53%</b> |

|                       |
|-----------------------|
| <b>E SUMMONS FUND</b> |
|-----------------------|

|  | Actual    | Annual Budget | over Budget      | % of Budget       |               |
|--|-----------|---------------|------------------|-------------------|---------------|
| <b>Income</b>                            |           |               |                  |                   |               |
| 41000 FEES/LICENSES                      |           |               | 0                |                   |               |
| 41040 FINES (PUBLIC SAFETY)              | \$        | -             | 0                |                   |               |
| 41170 E-Summons                          | \$        | 6,577         | 15,250           | (8,673)           | 43.13%        |
| <b>Total 41040 FINES (PUBLIC SAFETY)</b> | <b>\$</b> | <b>6,577</b>  | <b>\$ 15,250</b> | <b>\$ (8,673)</b> | <b>43.13%</b> |
| <b>Total 41000 FEES/LICENSES</b>         | <b>\$</b> | <b>6,577</b>  | <b>\$ 15,250</b> | <b>\$ (8,673)</b> | <b>43.13%</b> |
| <b>Total Income</b>                      | <b>\$</b> | <b>6,577</b>  | <b>\$ 15,250</b> | <b>\$ (8,673)</b> | <b>43.13%</b> |
| <b>Gross Profit</b>                      | <b>\$</b> | <b>6,577</b>  | <b>\$ 15,250</b> | <b>\$ (8,673)</b> | <b>43.13%</b> |
| <b>Expenses</b>                          |           |               |                  |                   |               |

|   |                 |                 |                   |                |
|---|-----------------|-----------------|-------------------|----------------|
| 60800 INFORMATION TECH SERV               |                 |                 | 0                 |                |
| 60860 Hardware/Software & Maintenance     | \$ 6,415        | 5,600           | 815               | 114.56%        |
| <b>Total 60800 INFORMATION TECH SERV</b>  | <b>\$ 6,415</b> | <b>\$ 5,600</b> | <b>\$ 815</b>     | <b>114.56%</b> |
| 61200 MATERIALS AND SUPPLIES              |                 |                 | 0                 |                |
| 61220 Operational supplies                | \$ -            | 1,600           | (1,600)           | 0.00%          |
| <b>Total 61200 MATERIALS AND SUPPLIES</b> | <b>\$ -</b>     | <b>\$ 1,600</b> | <b>\$ (1,600)</b> | <b>0.00%</b>   |
| <b>Total Expenses</b>                     | <b>\$ 6,415</b> | <b>\$ 7,200</b> | <b>\$ (785)</b>   | <b>89.10%</b>  |
| <b>Net Operating Income</b>               | <b>\$ 162</b>   | <b>\$ 8,050</b> | <b>\$ (7,888)</b> | <b>2.01%</b>   |
| <b>Net Income</b>                         | <b>\$ 162</b>   | <b>\$ 8,050</b> | <b>\$ (7,888)</b> | <b>2.01%</b>   |

|                    |
|--------------------|
| <b>EVENTS FUND</b> |
|--------------------|

|   | Actual            | Annual<br>Budget  | over Budget        | % of Budget    |
|---|-------------------|-------------------|--------------------|----------------|
| <b>Income</b>                             |                   |                   |                    |                |
| 41000 FEES/LICENSES                       |                   |                   | 0                  |                |
| 41160 Convenience Fees                    | \$ 4,788          | 4,550             | 238                | 105.23%        |
| <b>Total 41000 FEES/LICENSES</b>          | <b>\$ 4,788</b>   | <b>\$ 4,550</b>   | <b>\$ 238</b>      | <b>105.23%</b> |
| 42000 GRANTS                              |                   | 10,000            | (10,000)           | 0.00%          |
| 44000 OTHER                               |                   | 0                 | 0                  |                |
| 44020 Events Fund Interest                | \$ -              | 0                 | 0                  |                |
| 44040 Bricks Revenue                      | \$ 304            | 1,575             | (1,271)            | 19.30%         |
| 44060 Other                               | \$ -              | 4,260             | (4,260)            | 0.00%          |
| <b>Total 44000 OTHER</b>                  | <b>\$ 304</b>     | <b>\$ 5,835</b>   | <b>\$ (5,531)</b>  | <b>5.21%</b>   |
| 47000 EVENTS REVENUE                      |                   |                   | 0                  |                |
| 47010 Sponsorships                        | \$ 13,018         | 34,000            | (20,982)           | 38.29%         |
| 47020 Booth Rentals                       | \$ 172,516        | 166,000           | 6,516              | 103.93%        |
| 47021 Ticket Sales                        | \$ 60             | 2,525             | (2,465)            | 2.38%          |
| 47023 Community Events                    | \$ 12,139         | 16,750            | (4,611)            | 72.47%         |
| <b>Total 47021 Ticket Sales</b>           | <b>\$ 12,199</b>  | <b>\$ 19,275</b>  | <b>\$ (7,076)</b>  | <b>63.29%</b>  |
| 47030 Shuttle Fees                        | \$ 34,313         | 60,500            | (26,187)           | 56.72%         |
| 47040 Parking Space Sales                 | \$ 7,875          | 10,500            | (2,625)            | 75.00%         |
| 47060 Merchandise                         | \$ -              | 1,125             | (1,125)            | 0.00%          |
| 47105 Revenue Share Agreements            | \$ -              | 1,500             | (1,500)            | 0.00%          |
| <b>Total 47000 EVENTS REVENUE</b>         | <b>\$ 239,921</b> | <b>\$ 292,900</b> | <b>\$ (52,979)</b> | <b>81.91%</b>  |
| <b>Total Income</b>                       | <b>\$ 245,013</b> | <b>\$ 313,285</b> | <b>\$ (68,272)</b> | <b>78.21%</b>  |
| <b>Gross Profit</b>                       | <b>\$ 245,013</b> | <b>\$ 313,285</b> | <b>\$ (68,272)</b> | <b>78.21%</b>  |
| <b>Expenses</b>                           |                   |                   |                    |                |
| <b>Total 60000 PERSONNEL SERVICES</b>     | <b>\$ 56,436</b>  | <b>\$ 98,371</b>  | <b>\$ (41,935)</b> | <b>57.37%</b>  |
| <b>Total 60400 PROFESSIONAL SERVICES</b>  | <b>\$ 6,507</b>   | <b>\$ 5,050</b>   | <b>\$ 1,457</b>    | <b>128.86%</b> |
| <b>Total 60800 INFORMATION TECH SERV</b>  | <b>\$ 706</b>     | <b>\$ 390</b>     | <b>\$ 316</b>      | <b>181.12%</b> |
| <b>Total 61200 MATERIALS AND SUPPLIES</b> | <b>\$ 5,311</b>   | <b>\$ 13,545</b>  | <b>\$ (8,234)</b>  | <b>39.21%</b>  |
| <b>Total 62000 CONTRACTS</b>              | <b>\$ 40,021</b>  | <b>\$ 75,100</b>  | <b>\$ (35,079)</b> | <b>53.29%</b>  |
| <b>Total 63200 ADVERTISING</b>            | <b>\$ 26,378</b>  | <b>\$ 32,500</b>  | <b>(6,122)</b>     | <b>81.16%</b>  |
| 64700 FACILITIES EXPENSE                  |                   |                   | 0                  |                |
| Total 66800 RIVER MILL PARK & FACIL       | \$ 483            | 850               | (368)              | 56.76%         |
| <b>Total 64700 FACILITIES EXPENSE</b>     | <b>\$ 483</b>     | <b>\$ 850</b>     | <b>\$ (368)</b>    | <b>56.76%</b>  |
| <b>Total 69200 SPECIAL EVENTS</b>         | <b>\$ 15,165</b>  | <b>\$ 12,920</b>  | <b>\$ 2,245</b>    | <b>117.38%</b> |

|                      |    |         |    |         |    |          |         |
|----------------------|----|---------|----|---------|----|----------|---------|
| Total Expenses       | \$ | 151,008 | \$ | 238,726 | \$ | (87,718) | 63.26%  |
| Net Operating Income | \$ | 94,005  | \$ | 74,559  | \$ | 19,446   | 126.08% |
| Net Income           | \$ | 94,005  | \$ | 74,559  | \$ | 19,446   | 126.08% |

**MAMIE DAVIS PARK**

|  | Actual            | Annual Budget    | over Budget     | % of Budget    |
|--|-------------------|------------------|-----------------|----------------|
| <b>Income</b>                            |                   |                  |                 |                |
| 44000 OTHER                              |                   |                  | 0               |                |
| 44030 Mamie Davis Park Interest          | \$ 1,447          | 256              | 1,191           | 565.19%        |
| <b>Total 44000 OTHER</b>                 | <b>\$ 1,447</b>   | <b>\$ 256</b>    | <b>\$ 1,191</b> | <b>565.19%</b> |
| <b>Total Income</b>                      | <b>\$ 1,447</b>   | <b>\$ 256</b>    | <b>\$ 1,191</b> | <b>565.19%</b> |
| <b>Gross Profit</b>                      | <b>\$ 1,447</b>   | <b>\$ 256</b>    | <b>\$ 1,191</b> | <b>565.19%</b> |
| <b>Expenses</b>                          |                   |                  |                 |                |
| <b>Total Expenses</b>                    |                   |                  | \$ -            |                |
| <b>Net Operating Income</b>              | <b>\$ 1,447</b>   | <b>\$ 256</b>    | <b>\$ 1,191</b> | <b>565.19%</b> |
| <b>Net Income</b>                        | <b>\$ 1,447</b>   | <b>\$ 256</b>    | <b>\$ 1,191</b> | <b>565.19%</b> |
| <b>TOTAL NET INCOME (LOSS) ALL FUNDS</b> | <b>\$ 176,199</b> | <b>(353,141)</b> | <b>529,339</b>  | <b>(0)</b>     |

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

| Distribution account                         | Total                   |                              |                     |
|--|-------------------------|------------------------------|---------------------|
|  | As of March 31,<br>2025 | As of March 31,<br>2024 (PY) | \$ Change (PY)      |
| <b>Assets</b>                                |                         |                              |                     |
| Current Assets                               |                         |                              |                     |
| Bank Accounts                                |                         |                              |                     |
| 10001 Petty Cash - Operating                 | 100                     | 106                          | (6)                 |
| 10010 Petty Cash - Events                    | 75                      | 0                            | 75                  |
| 10022 Checking Account 0058                  | 228,809                 | 175,832                      | 52,977              |
| 10024 Money Market 4220                      | 202,002                 | 200,696                      | 1,306               |
| 10029 Checking Account 3126 (deleted)        |                         | 47,726                       | (47,726)            |
| 10034 VIP - Investment Pool                  | 0                       | 0                            | 0                   |
| 25-0001 VIP 1-3 Year Bond Fund 0001          |                         |                              | 0                   |
| 25-0002 VIP 1-3 Year Bond Fund 0002          |                         |                              | 0                   |
| 25-5001 VIP NAV Liquidity Pool 5001          | 927,240                 | 424,495                      | 502,745             |
| <b>Total for 10034 VIP - Investment Pool</b> | <b>927,240</b>          | <b>424,495</b>               | <b>502,745</b>      |
| 10082 Mamie Davis Savings 4201               | 4,051                   | 2,260                        | 1,791               |
| 10083 Mamie Davis CD                         | 100,000                 | 100,000                      |                     |
| <b>Total for Bank Accounts</b>               | <b>1,462,277</b>        | <b>951,114</b>               | <b>511,162</b>      |
| Accounts Receivable                          |                         |                              |                     |
| 10180 Accounts Receivable                    | 95,820                  | 448,033                      | (352,214)           |
| <b>Total for Accounts Receivable</b>         | <b>95,820</b>           | <b>448,033</b>               | <b>\$ (352,214)</b> |
| Other Current Assets                         |                         |                              |                     |
| 10190 Real Estate Receivable                 |                         |                              |                     |
| 11000 Prepaid Expenses                       |                         |                              |                     |
| 14990 Undeposited Funds                      | 1,847                   | 13,246                       | (11,399)            |
| <b>Total for Other Current Assets</b>        | <b>1,847</b>            | <b>13,246</b>                | <b>\$ (11,399)</b>  |
| <b>Total for Current Assets</b>              | <b>1,559,943</b>        | <b>1,412,393</b>             | <b>147,550</b>      |
| Fixed Assets                                 |                         |                              |                     |
| Other Assets                                 |                         |                              |                     |
| <b>Total for Assets</b>                      | <b>1,559,943</b>        | <b>1,412,393</b>             | <b>147,550</b>      |
| <b>Liabilities and Equity</b>                |                         |                              |                     |
| Liabilities                                  |                         |                              |                     |
| Current Liabilities                          |                         |                              |                     |
| Accounts Payable                             |                         |                              |                     |
| 20000 Accounts Payable                       | 54,196                  | 45,612                       | 8,584               |
| <b>Total for Accounts Payable</b>            | <b>54,196</b>           | <b>45,612</b>                | <b>8,584</b>        |
| Credit Cards                                 |                         |                              |                     |
| 22000 Credit Cards                           | 0                       | 0                            | 0                   |
| 22010 ExxonMobil                             | 0                       | 1,309                        | 271                 |

|   |                  |                  |                |
|---|------------------|------------------|----------------|
| 22020 Home Depot                              | 0                | 0 \$             | (118)          |
| 22030 Lowe's Proservices                      | 7,118            | 1,045 \$         | (1,128)        |
| 22040 United Bank Credit Cards                | 530              | 3,951 \$         | (9,349)        |
| <b>Total for 22000 Credit Cards</b>           | <b>7,647</b>     | <b>6,305 \$</b>  | <b>1,342</b>   |
| <b>Total for Credit Cards</b>                 | <b>7,647</b>     | <b>6,305 \$</b>  | <b>1,342</b>   |
| Other Current Liabilities                     |                  |                  |                |
| 20935 Performance Bond                        | 1,188            | 1,188            | 0              |
| 20940 Unearned Craft Show Rev                 | 41,175           | 34,150           | 7,025          |
| 20960 Unearned Other Revenue                  | 0                | 0                | 0              |
| 20970 Unearned Rental                         | 950              | 250              | 700            |
| 20973 Unearned SLFRF Revenue                  |                  |                  | 0              |
| <b>Total for 20960 Unearned Other Revenue</b> | <b>950</b>       | <b>250</b>       | <b>700</b>     |
| 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              |
| <b>Total for 21200 Payroll Liabilities</b>    | <b>0</b>         | <b>0</b>         | <b>1</b>       |
| <b>Total for Other Current Liabilities</b>    | <b>51,510</b>    | <b>43,661</b>    | <b>7,849</b>   |
| <b>Total for Current Liabilities</b>          | <b>113,354</b>   | <b>95,578 \$</b> | <b>17,775</b>  |
| Long-term Liabilities                         |                  |                  |                |
| <b>Total for Liabilities</b>                  | <b>113,354</b>   | <b>95,578 \$</b> | <b>17,775</b>  |
| Equity  |                  |                  |                |
| 32000 Retained Earnings                       | \$ (187)         | \$ (187)         | (0)            |
| Net Income                                    | 176,199          | 798,004 \$       | (621,806)      |
| 30000 Nonspendable                            | 0                | 0                | 0              |
| 30005 PrePaid Items                           |                  |                  |                |
| <b>Total for 30000 Nonspendable</b>           | <b>0</b>         | <b>0</b>         | <b>0</b>       |
| 31000 Restricted                              | 0                | 0                | 0              |
| 31100 Mamie Davis (Endowment)                 | 100,000          | 100,000          |                |
| 31200 E Summons Fund                          | 49,124           | 36,123           | 13,002         |
| <b>Total for 31000 Restricted</b>             | <b>149,124</b>   | <b>136,123</b>   | <b>13,002</b>  |
| 31400 Assigned                                | 0                | 0                | 0              |
| 30030 Events Fund                             | 300              | 88,492           | -88,192        |
| 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            |
| <b>Total for 31400 Assigned</b>               | <b>469,742</b>   | <b>138,071</b>   | <b>331,671</b> |
| 31500 Unassigned                              | 0                | 0                | 0              |
| 30010 Emergency Operating Fund                | 200,000          | 200,000          | 0              |
| 30020 Unrestricted                            | 451,710          | 44,804           | 406,907        |
| <b>Total for 31500 Unassigned</b>             | <b>651,710</b>   | <b>244,804</b>   | <b>406,907</b> |
| <b>Total for Equity</b>                       | <b>1,446,589</b> | <b>1,316,815</b> | <b>129,774</b> |
| <b>Total for Liabilities and Equity</b>       | <b>1,559,943</b> | <b>1,412,393</b> | <b>147,549</b> |

Accrual Basis Wednesday, April 30, 2025 06:19 PM GMTZ

**Town of Occoquan - Permit Report  
April 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    | Finald        | 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 |            |               |
| 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 (**PLAN REVISED TO INCLUDE (2) SERVICE DISC, (2) SUB PANELS, (1) 225A ECB FOR WATER HEATER 4-14-25 - HXF.**)   | 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 |               |
| 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<br>master bath<br>laundry<br>bar  | Electrical  | Issued        | R - Alteration/Repair | 04/15/2024 |               |
| MEC2024-01598 | 113 POPLAR LN           | install of direct vent gas fireplace<br>Framing, gas, electric done by others existing building permit BLD2024-03230   | Mechanical  | Issued        | R - Alteration/Repair | 03/27/2024 |               |
| PLB2024-02021 | 113 POPLAR LN           | Interior plumbing renovations  | Plumbing    | Issued        | R - Alteration/Repair | 04/11/2024 |               |

|               |                   |   |            |         |                       |            |  |
|---------------|-------------------|---|------------|---------|-----------------------|------------|--|
| BLD2025-03847 | 117 POPLAR LN     | NON-STRUCTURAL A/R - DEMO NON-LOADBEARING BATHROOM WALL ON MAIN FLOOR, INSTALL PRE-MANUFACTURED SAUNA | Building   | Issued  | R - Alteration/Repair | 02/21/2025 |  |
| ELE2025-04147 | 117 POPLAR LN     | Install a Sauna thermostat / heater / light**see notes for scope of work*                             | Electrical | Issued  | R - Alteration/Repair | 02/24/2025 |  |
| PLB2025-01787 | 117 POPLAR LN     | BATHROOM REMODEL  | Plumbing   | Issued  | R - Alteration/Repair | 02/24/2025 |  |
| GAS2025-01335 | 158 WASHINGTON ST | remove existing gas log set install direct vent gas insert  | Gas        | Issued  | R - Alteration/Repair | 03/30/2025 |  |
| MEC2025-01520 | 158 WASHINGTON ST | install direct vent gas insert into existing masonry fireplace  | Mechanical | Issued  | R - Alteration/Repair | 03/30/2025 |  |
| 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)**

**April 2025**

| <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> |
|--------------------|------------------------------------|--|--------------------|--------------------|--------------------|--------------------------|
| BCE2025-00694      | 416 MILL ST 1<br>OCCOQUAN VA 22125 | WORK WITHOUT PERMITS - MODIFICATION TO ANSEL<br>AND COOK LINE CHANGED (RESULTING FROM A JOE<br>INSPECTION OCC2025-00911) | Violation Issued   | 4/24/25            | Bishay, Nagy       | nbishay@pwcgov.org       |

**END OF REPORT**

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 04/14/2025

\*Counts business days only.

**Town of Occoquan**

| Site Address        | Case Number /<br>Case Status                        | Date<br>Received | Date<br>Closed | Business<br>Days Open<br>(Pending) | Assigned To    | Case Description  | Violation Description(s) | Date VIO<br>Founded | Notice<br>Issued | Summons<br>Issued | Court Action |
|---------------------|---|------------------|----------------|------------------------------------|----------------|---|--------------------------|---------------------|------------------|-------------------|--------------|
| 116 WASHINGTON ST 1 | <a href="#">UNS2024-00063</a><br>Closed - Monitored | 01/22/2024       | 02/04/2025     | 260                                | Lopez, Raleigh | PDR for fire damage   | General (Unsafe)         | 01/23/2024          | 01/23/2024       |                   |              |
|                     | <a href="#">UNS2024-00065</a><br>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       |                   |              |
|                     | <a href="#">UNS2024-00066</a><br>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 | <a href="#">UNS2024-00069</a><br>Closed - Monitored | 01/23/2024       | 02/04/2025     | 259                                | Lopez, Raleigh | PDR for fire damage   | General (Unsafe)         | 01/23/2024          | 01/23/2024       |                   |              |
|                     | <a href="#">UNS2024-00070</a><br>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 04/14/2025**

*\*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 | <a href="#">UNS2024-00071</a><br>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 04/14/2025**

*\*Counts business days only.*

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**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 May 6, 2025, Council Meeting  
Date: April 28, 2025

## **NOT CONFIDENTIAL**

This is a report on the non-confidential matters that my office has been working on for the Town since my previous written report to Council on April 8, 2025:

1. Drafted zoning text amendments and the associated resolution as directed by Town Council.
2. Attended hearing for FOIA injunction against the release of Town records.
3. Advised Town as to filling of vacant seat on Council; prepared petition and draft order for special election to be held in November 2025. The person elected in this special election will serve the balance of Ms. Freeborne Brinton's term, through the end of 2026.
4. Begin work on sign ordinance violation at 308B Poplar Alley.



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

|  |                                  |
|--|----------------------------------|
| <b>10. Regular Business</b>  | <b>Meeting Date:</b> May 6, 2025 |
| <b>10A: Request to Adopt Resolution of Appreciation for Julie Little</b> |                                  |

**Attachments:** a. Draft Resolution – R-2025-05

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

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**Explanation and Summary:**

This is a request to adopt a resolution of appreciation for Julie Little, Events and Community Development Director.

Julie Little was hired in April 2017 as the Town’s Craft Show Director. Almost immediately after being hired, Julie was tasked with coordinating all the Town Events. Over the past eight years, Julie has redefined the original position and championed numerous initiatives that enhanced the quality of life for residents and contributed to the vibrancy of the downtown district.

In June 2025, Julie will be retiring from the Town. A retirement party will be held for her in June.

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

**Proposed/Suggested Motion:**

“I move to adopt resolution R-2025-05 as presented.”

OR

Other action Council deems appropriate.

**TOWN OF OCCOQUAN, VIRGINIA  
RESOLUTION**

**RESOLUTION OF APPRECIATION AND RECOGNITION TO  
JULIE LITTLE ON THE OCCASION OF HER RETIREMENT FROM  
THE TOWN OF OCCOQUAN**

**WHEREAS**, Julie Little has been an integral part of the Occoquan community for nearly a decade, dedicating her time and talents to the betterment of the Town as its Events and Community Development Director; and

**WHEREAS**, in her role as Events and Community Development Director, Ms. Little excelled in the planning and executing of the Town’s historic marquee festivals – the Fall Arts and Crafts Show and the RiverFest and Craft Show (formerly the Spring Arts & Crafts Show) – as well as successfully overseeing the RiverFest rebranding and elevating the quality and recognition of these events through innovative additions such as Conservation and Imagination Alleys; and

**WHEREAS**, throughout her tenure with the Town, Ms. Little championed numerous initiatives that enhanced the quality of life for residents and contributed to the vibrancy of the downtown district, including by creating events such as Trivia Nights, Music on Mill, Spirits & Spirits, and the Holiday Artisan Market; coordinating of public art installations and memorial brick donations; managing the Town’s facility rentals program; modernizing marketing efforts; and playing a key role in establishing the Town’s Main Street program; and

**WHEREAS**, Ms. Little has served as an invaluable leader for the Town’s Events Office, consistently going above and beyond to foster community spirit and contributing her expertise and tireless effort to ensure the success of countless community events; and

**WHEREAS**, Ms. Little’s passion, knowledge, and good humor have earned her the respect and gratitude of residents, Town staff, and multiple Occoquan Town Councils; and

**WHEREAS**, after a remarkable eight years of service to the Occoquan community, Ms. Little will retire from the Town of Occoquan in June 2025, leaving behind a stronger Events Office and a more connected and vibrant community; and

**WHEREAS**, the Town of Occoquan wishes to extend its deepest appreciation to Ms. Little for her dedicated service and lasting contributions to the Occoquan community.

**NOW, THEREFORE, BE IT RESOLVED**, the Occoquan Town Council hereby expresses its profound and sincere appreciation to Julie Little for her years of dedicated service to the Occoquan community and extends its best wishes to her for continued success and happiness in all her future endeavors.

**Adopted by the Town Council of the Town of Occoquan, Virginia this 6<sup>th</sup> Day of May, 2025.**

MOTION:

DATE: May 6, 2025  
Town Council Meeting

SECOND:

Votes

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

BY ORDER OF THE TOWN COUNCIL

Attested:

\_\_\_\_\_  
Earnest W. Porta, Jr., Mayor

\_\_\_\_\_  
Philip Auville, Town Clerk

DRAFT