



TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

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

Occoquan Town Council Town Council Meeting June 17, 2025 | 7:00 p.m.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Citizens' Time** - Members of the public may, for three minutes, present for the purpose of directing attention to or requesting action on matters not included on the prepared agenda. These matters shall be referred to the appropriate town official(s) for investigation and report. Citizens may address issues as they come up on the agenda if advance notice is given during 'Citizens' Time
4. **Consent Agenda**
 - a. Request to Accept May 20, 2025, Town Council Meeting Minutes - p. 3
 - b. Request to Approve Purchase and Loan for Public Safety Vehicle Replacement - p. 8
 - c. Request to Approve United Bank Resolution - p. 11
 - d. Request to Reschedule July 1st Town Council Meeting to July 8th - p. 15
 - e. Request to Readopt Remote Participation Policy - p. 17
5. **Mayor's Report**
6. **Councilmember Reports**
7. **Boards and Commissions**
8. **Administrative Reports - p. 21**
 - a. Administrative Report
 - b. Town Treasurer's Report
 - c. Town Attorney
9. **Regular Business**
 - a. Request to Accept Annual Report from Visit Occoquan - p. 61
 - b. Request to Execute Contract with Visit Occoquan - p. 71
 - c. Request to Name the 19th Century Army Corps of Engineers Dike in the Occoquan River - p. 84
10. **Discussion Items**
 - a. Public Water Ordinance Discussion - p. 88
 - b. FY2026 Budget Document Discussion - p. 91
11. **Closed Session**
12. **Adjournment**

Portions of this meeting may be held in closed session pursuant to the Virginia Freedom of Information Act.

A copy of this agenda with supporting documents is available online at www.occoquanva.gov.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

4. Consent Agenda	Meeting Date: June 17, 2025
Request to Approve Consent Agenda	

Attachments: See below

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to approve the consent agenda:

- a. Request to Accept May 20, 2025, Town Council Meeting Minutes
- b. Request to Approve Purchase and Loan for Public Safety Vehicle Replacement
- c. Request to Approve United Bank Resolution
- d. Request to Reschedule July 1st Town Council Meeting to July 8th
- e. Request to Readopt Remote Participation Policy

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, May 20, 2025
7:00 p.m.

Present: Mayor Earnie Porta; Vice Mayor Loges, Councilmembers Robert Love, Cindy Fithian, Eliot Perkins, and Theo Daubresse

Absent: None

Staff: Adam Linn, Town Manager / Chief of Police; Matt Whitmoyer, Deputy Town Manager; Philip Auville, Town Clerk; Jason Forman, Deputy Chief of Police

1. CALL TO ORDER

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

2. PUBLIC HEARING

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

Mayor Porta noted that this is a joint Public Hearing on a zoning text amendment and that the Planning Commission will hold a Public Hearing jointly with the Town Council. The purpose of the Public Hearing is to hear from interested members of the community about the advisability of making proposed changes in the zoning code. The proposed changes to the zoning ordinance relate to the shortening of the appeal period for certain short-term zoning violations.

Planning Commission Chair Perkins called the Planning Commission to order at 7:02 p.m.

Present: Chair Elliot Perkins, Commissioners Don Wood, Ralph Newell, Darryl Hawkins, and Richard Grant

Absent: Commissioner Ann Kisling

Chair Perkins opened the public hearing for the Planning Commission at 7:02 p.m.

Mayor Porta opened the public hearing for the Town Council at 7:02 p.m.

Mayor Porta invited the public to speak. No one spoke at the public hearing.

Commissioner Wood moved to close the public hearing for the Planning Commission at 7:03 p.m. Commissioner Hawkins seconded. Motion passed unanimously by voice vote.

Councilmember Love moved to close the public hearing for Town Council at 7:03 p.m. Councilmember Fithian seconded. Motion passed unanimously by voice vote.

Commissioner Newell moved to recommend approval of the attached draft ordinance, O-2025-06, as presented. Commissioner Wood seconded. Motion passed unanimously by roll call vote.

Ayes: Chair Perkins, Commissioner Wood, Commissioner Newell, Commissioner Hawkins, and Commissioner Grant

Nays: None

Chair Perkins closed the Planning Commission at 7:05 p.m.

b. Public Hearing on FY2026 Tax Rates

Mayor Porta opened the public hearing at 7:06 p.m.

Mayor Porta invited the public to speak. No one spoke at the public hearing.

Councilmember Perkins moved to close the public hearing at 7:06 p.m. Councilmember Fithian seconded. Motion passed unanimously by voice vote.

Mayor Porta asked for unanimous consent to add Citizen's Time to the agenda. There being no objection, Citizens' Time was added to the agenda.

Heather and Micheal Parnell, residents from Tanyard Hill Road, spoke on the County's Occoquan Greenway Trail proposed map that showed a section of trail that would cross through their property to Tanyard Hill Park. They advised that they had the county update the proposed trail map in February 2025 so that it did not imply people could trespass across their property. The proposed trail across their property was removed from the previous map. They indicated that the Town still had the old map on the Town website and requested that the Town replace the outdated map with the new map.

Mayor Porta thanked Heather and Micheal for bringing the issue to the Town's attention and he noted the history and rationale of the Town purchasing the property which is now Tanyard Hill Park to prevent development. He further indicated that the Town is encouraging the County to purchase the land so that it could be added to the Prince William County's Park and Recreation System. Mayor Porta also noted that staff will update the map on the Town's website to remove the outdated map.

3. CONSENT AGENDA

a. Request to Accept May 6, 2025, Town Council Meeting Minutes

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

4. REGULAR BUSINESS

Mayor Porta asked for unanimous consent to move up on the agenda the Request to Adopt Ordinance O-2025-07 on Taxing Cigarettes. There being no objection, the item was moved up on the agenda.

a. Request to Adopt Ordinance O-2025-07 on Taxing Cigarettes

Vice Mayor Loges noted that currently no one in town sells cigarettes or plans to and that this is about proactively planning ahead. She noted there is already a meals tax because the council recognizes that restaurants attract a lot of people from outside of town, which comes with a need for public safety and ninety-five percent (95%) of police encounters involve people who don't live in Occoquan. She opined that at some point if recreational marijuana is sold legally, there would be more demand on the police to address the associated consequences of the use in and around town. She indicated that this is about smart governance to be proactive in bringing in revenue to address

any impact it might bring to town so not as to leave the residents of the town footing the bill.

Vice Mayor Loges moved to adopt Ordinance O-2025-07 as presented. Councilmember Fithian seconded. Motion passed by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Perkins, Councilmember Fithian, and Councilmember Love

Nays: Councilmember Daubresse

Mayor Porta asked for unanimous consent to move up on the agenda the Request to Adopt Ordinance O-2025-06 on Certain Short-term Zoning Offenses. There being no objection, the item was moved up on the agenda.

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

Councilmember Fithian moved to adopt Ordinance O-2025-06 as presented. Vice Mayor Loges seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Perkins, Councilmember Fithian, Councilmember Daubresse, and Councilmember Love

Nays: None

c. Request to Adopt FY2026 Tax Rates

Councilmember Perkins moved to set a real estate tax rate for the Fiscal Year 2026 beginning July 1, 2025, of \$0.116 per \$100 of assessed valuation. Councilmember Love seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Perkins, Councilmember Fithian, Councilmember Daubresse, and Councilmember Love

Nays: None

Councilmember Fithian moved to set a meals tax rate for the Fiscal Year 2026 beginning July 1, 2025, of three and one-half percent (3.5%). Vice Mayor Loges seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Perkins, Councilmember Fithian, Councilmember Daubresse, and Councilmember Love

Nays: None

Councilmember Perkins moved to set a transient tax rate for the Fiscal Year 2026 beginning July 1, 2025, of seven percent (7%). Councilmember Fithian seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Perkins, Councilmember Fithian, Councilmember Daubresse, and Councilmember Love

Nays: None

Vice Mayor Loges moved to set a tax rate of \$0.40 per pack or \$0.02 cents per each cigarette sold. Councilmember Perkins seconded. Motion passed by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Perkins, Councilmember Fithian, and Councilmember Love

Nays: Councilmember Daubresse

d. Request to Adopt FY2026 Annual Budget

Vice Mayor Loges moved to adopt the Fiscal Year 2026 General Fund Budget beginning July 1, 2025, as presented in the amount of \$1,498,176 in expenses and \$1,498,176 in revenue and

appropriate the funds for the expenses shown in the budget. Councilmember Fithian seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Perkins, Councilmember Fithian, Councilmember Daubresse, and Councilmember Love

Nays: None

Councilmember Fithian moved to adopt the Fiscal Year 2026 Events Fund Budget beginning July 1, 2025, as presented in the amount of \$245,880 in expenses and \$322,402 in revenues and appropriate the funds for the expenses shown in the budget. Councilmember Perkins seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Perkins, Councilmember Fithian, Councilmember Daubresse, and Councilmember Love

Nays: None

Councilmember Love moved to adopt the Fiscal Year 2026 Capital Improvement Plan beginning July 1, 2025, as presented in the amount of \$1,294,556 in expenses and \$1,294,556 in revenues and appropriate the funds for the expenses shown in the budget. Councilmember Perkins seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Perkins, Councilmember Fithian, Councilmember Daubresse, and Councilmember Love

Nays: None

Councilmember Perkins moved to adopt the Fiscal Year 2026 Mamie Davis Fund Budget beginning July 1, 2025, as presented in the amount of \$3,200 in expenses and \$840 in revenues and appropriate the funds for the expenses shown in the budget. Councilmember Fithian seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Perkins, Councilmember Fithian, Councilmember Daubresse, and Councilmember Love

Nays: None

Councilmember Daubresse moved to adopt the Fiscal Year 2026 E-Summons Fund Budget beginning July 1, 2025, as presented in the amount of \$11,900 in expenses and \$14,500 in revenues and appropriate the funds for the expenses shown in the budget. Councilmember Love seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Perkins, Councilmember Fithian, Councilmember Daubresse, and Councilmember Love

Nays: None

5. DISCUSSION ITEMS

a. Planning Commission Annual Report

Mayor Porta suggested from the report action items that the Planning Commission should continue work on, what the Town Council and staff should take over, and which action items should be tabled indefinitely.

Council discussed the action items of the report. A draft response on the action items will be brought before the council to approve and then sent to the Planning Commission.

b. Town-Owned Waterfront Amenities Discussion

Mr. Linn addressed recent incidents at the Town-owned dock and kayak ramp which include the towing and mooring of an inoperable and dangerous boat at the town dock,

boats docking for extended periods of time, boat repairs at the town dock, abandonment of watercraft, leaving behind trash and debris, and the releasing of hazardous fluids into the river. Staff is proposing to update the dock policies and posting the new rules on the Town's dock as well as on the website and on the back of the registration payment envelopes. Staff is also proposing to limit the number of nights at the town dock to three unless approved in advance at Town Hall.

Council discussed the issues and offered suggestions such as placing a fine warning for littering at the kayak ramp. Council also suggested raising the dock fees and directed staff to move forward with their suggestions.

Mayor Porta asked for unanimous consent to add to the agenda Staff Report/Request. There being no objection, the item was added to the agenda.

Mr. Linn noted that at the last council meeting, staff was asked questions on the current landscaping contractor and status of spring plantings. Mr. Linn then explained that the plantings have not taken place even after multiple requests by staff. Mr. Linn explained that staff would like to terminate the current contract but needed Council concurrence in order to terminate with 3 days' notice.

Vice Mayor Loges moved to concur with staff and direct the Town Manager to terminate the contract. Councilmember Fithian seconded. Motion passed unanimously by voice vote.

Councilmember Perkins asked what the plan would be to get the plantings in the ground before RiverFest weekend.

Mr. Linn replied that staff will start the plantings tomorrow, and the new contractor has agreed to begin the contract early.

6. ADJOURNMENT

The meeting was adjourned at 8:26 p.m.

Philip Auville, Town Clerk



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

4. Consent Agenda	Meeting Date: June 17, 2025
4B: Request to Approve Purchase and Loan for Public Safety Vehicle Replacement	

Attachments: a. Proposal for Acquisition & Finance

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to authorize the Town to enter into a lease purchase agreement to obtain two 2025 Ford Police Utility Interceptors for public safety purposes.

Police patrol vehicles generally have a service life of 4 to 7 years. The Town has projected the replacement of two police vehicles in FY2026 that exceed that service life expectancy. The Town Council has approved the FY2026 Capital Improvement Program (CIP) that contains the replacement cost for the two police vehicles in the amounts of \$20,000 in FY2026 and \$20,000 annually from FY2027 through FY2031.

The terms of a proposed lease purchase agreement would be no longer than 5 years with a maximum annual lease payment of \$20,000 per year with the Town owning the vehicles at the end of the term.

Staff Recommendation: Recommend approval of the purchase and lease terms.

Cost and Financing: \$18,000/year

Account Number: Capital Improvement Program Fund

Proposed/Suggested Motion:

“I move to authorize the Town to purchase and equip two 2025 Ford Police Utility Interceptors and enter into a lease purchase agreement, with terms not to exceed 5 years and a maximum annual lease payment of \$20,000 per year with the Town owning the vehicles at the end of the lease term.”

OR

Other action Council deems appropriate.

May 23, 2025

Town of Occuquan, VA
314 Mill Street
Occuquan, VA 22125
ATT: Chief Adam Linn

Second Amended Proposal for Acquisition & Finance of: Two (2) New Ford Police Interceptor and related equipment.

Dear Chief,

As a follow-up to your recent request for a proposal regarding the above-mentioned transaction, United Financial is pleased to offer a finance proposal as follows:

LESSOR: United Financial, *A Division of HomeTrust Bank*

LESSEE: Town of Occuquan, VA

COLLATERAL: Vehicle and related equipment as described above

AMOUNT: Up to \$88,022.00

START DATE: Immediately upon funding

TERM: 5 Years

PAYMENTS: Lease payments will consist of ten (10) semi-annual payments of \$9,761.95 (First payment due 30 days after funding)

EXPIRATION: The lease payment terms quoted herein shall be fixed and held for Lessee through 07/23/2025.

LEGAL TITLE: Legal Title to the Equipment during the Lease Term shall vest in the Lessee with Lessor perfecting a first security interest through Equipment Title, UCC, or other filing instruments as may be required by law.

NET LEASE: The Lease will be a net lease, under which all costs and responsibility of maintenance, insurance, taxes and other items of a similar nature shall be for the account of Lessee.

INSURANCE: Lessee shall provide evidence of insurance coverage at the time of delivery of the Equipment, in accordance with the provisions of the Lease.

FINANCIALS: Lessee shall furnish Lessor with its last three, (3) fiscal years financial statements and its latest interim financial statements, plus such other pertinent information as Lessor may reasonably request.

Phone 828-684-5643
Fax 828-684-5616

APPROVAL:

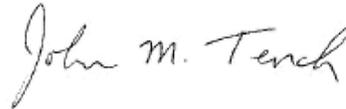
Closing of the transaction(s) described herein, and the implementation hereof is expressly conditioned upon approval of Lessor's Senior Loan Committee, the receipt, review and acceptance of properly executed documentation acceptable to Lessor, and the absence of any material adverse change in Lessee's financial condition prior to deliver and acceptance of the Equipment.

ACCEPTANCE:

Lessee acknowledges that the terms and conditions of this proposal are satisfactory and that upon execution hereof by Lessee this proposal shall constitute a valid and binding obligation of Lessee. As further condition to Lessor's approval hereof, Lessee must acknowledge its acceptance of this proposal by signing below in the space provided and returning it to the Lessor by 06/23/25.

If you determine that any of these finance structures meet the needs of your organization, please have the appropriate officer indicate the chosen option, place their signature at the bottom of this page, and return it to us via fax, email or US Postal Service. Upon receipt of the signed proposal, we will be in touch with you to make provision for documenting the finance. Thank you for the opportunity to submit this proposal letter for your review and approval. Should you have any questions or comments regarding the terms and conditions, or if we can be of any further assistance to you, please do not hesitate to call.

Sincerely,



John M. Tench
Senior Vice President
Director of Municipal Finance

ACCEPTED BY:

SIGNATURE: _____

NAME: _____ **TITLE:** _____ **DATE:** _____



TOWN OF OCCOQUAN TOWN COUNCIL MEETING Agenda Communication

4. Consent Agenda	Meeting Date: June 17, 2025
4C: Request to Approve United Bank Resolution	

Attachments: a. United Bank Resolution

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to approve the resolution required by United Bank for the Town to increase its credit limit with United Bank from \$10,000 to \$15,000 and update the authorized signatories on the account.

Staff Recommendation: Recommend approval of resolution.

Proposed/Suggested Motion:

“I move to approve the resolution required by United Bank to increase the Town’s credit limit and to update the authorized signatories on the credit account.”

OR

Other action Council deems appropriate.

Resolution of Lodge, Association or Other Similar Organization

By:

Referred to in this document as "Financial Institution"

Referred to in this document as "Association"

I, _____, certify that I am Secretary (clerk) of the above named association organized under the laws of _____, Federal Employer I.D. Number _____, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Association duly and properly called and held on _____ (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

Agents. Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Facsimile Signature (if used)
A. _____	X _____	X _____
B. _____	X _____	X _____
C. _____	X _____	X _____
D. _____	X _____	X _____
E. _____	X _____	X _____
F. _____	X _____	X _____

Powers Granted. (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
_____	(1) Exercise all of the powers listed in this resolution.	_____
_____	(2) Open any deposit or share account(s) in the name of the Association.	_____
_____	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	_____
_____	(4) Borrow money on behalf and in the name of the Association, sign, execute and deliver promissory notes or other evidences of indebtedness.	_____
_____	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Association as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	_____
_____	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	_____
_____	(7) Other:	_____

Limitations on Powers. The following are the Association's express limitations on the powers granted under this resolution.

Resolutions

The Association named on this resolution resolves that,

- (1) The Financial Institution is designated as a depository for the funds of the Association and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Association and certified to the Financial Institution as governing the operation of this association's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Association. Any Agent, so long as they act in a representative capacity as an Agent of the Association, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated in this resolution, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Association with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.

- (5) The Association agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Association. The Association authorizes the Financial Institution, at any time, to charge the Association for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Association acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Association to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The Association acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Association with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Association authorizes each Agent to have custody of the Association's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

Effect on Previous Resolutions. This resolution supersedes resolution dated _____ . If not completed, all resolutions remain in effect.

Certification of Authority

I further certify that the Association has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions stated above to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

If checked, the Association is a non-profit lodge, association or similar organization.

(Secretary)

(Attest by Other Officer)

(Attest by Other Officer)

For Financial Institution Use Only	
Acknowledged and received on _____	(date) by _____ (initials)
<input type="checkbox"/> This resolution is superseded by resolution dated _____ .	
Comments: 	



TOWN OF OCCOQUAN TOWN COUNCIL MEETING

Agenda Communication

4. Consent Agenda	Meeting Date: June 17, 2025
4D: Request to Reschedule Town Council Meeting	

Attachments: None

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to reschedule the July 1, 2025, Town Council Meeting to Tuesday, July 8, 2025.

In honor of the July 4th celebration and to accommodate schedules, a request was made to move the July 1st Town Council Meeting to the following Tuesday, July 8th.

Staff Recommendation: Recommend rescheduling of Town Council Meeting.

Proposed/Suggested Motion:

"I move to adopt resolution R-2025-06 to reschedule the July 1, 2025, Town Council Meeting to Tuesday, July 8, 2025.

OR

Other action Council deems appropriate.

**TOWN OF OCCOQUAN, VIRGINIA
RESOLUTION**

**RESOLUTION TO RESCHEDULE THE JULY 1, 2025 TOWN COUNCIL MEETING TO
JULY 8, 2025**

WHEREAS, on December 3rd, 2024, the Town Council of Occoquan adopted resolution R-2024-13 to establish a meeting schedule for calendar year 2025, including a regular meeting on July 1, 2025 at 7 p.m.; and

WHEREAS, due to the July 4th holiday, the Town Council of Occoquan desires to reschedule the regular meeting originally scheduled for July 1, 2025, to July 8, 2025, at 7 p.m.

NOW, THEREFORE, BE IT RESOLVED, as required by § 15.2-1416 of the Code of Virginia, that the regular meeting of the Town Council of Occoquan originally scheduled for July 1, 2025, is hereby rescheduled to July 8, 2025, at 7 p.m., and that notice of this action be provided in accordance with the Virginia Freedom of Information Act.

**Adopted by the Town Council of the Town of Occoquan, Virginia this 17th
Day of June, 2025.**

MOTION:

**DATE: June 17, 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



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

4. Consent Agenda	Meeting Date: June 17, 2025
4E: Request to Readopt Revised Remote Participation Policy	

Attachments: a. Draft Remote Participation Policy

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to approve and readopt the remote participation policy, effective July 1, 2025.

Per VA Code and the updated § 31.028 of the Town Code, Town Council is required to review and annually adopt a remote participation policy. The current policy expires on June 30, 2025.

Background

As a result of COVID pandemic, at its July 6, 2021, Town Council Meeting, the Town Council adopted Ordinance O-2021-04 and a Policy that related to remote participation of Town of Occoquan Town Council, boards, and commissions members' remote electronic participation in their public meetings. At its June 3, 2023, Town Council meeting, the Town Council adopted Ordinance O-2023-09 and an amended Policy to reflect changes in the Virginia Code that allowed remote participation due to a personal matter for "two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater."

Staff Recommendation: Adopt the policy as presented.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

"I move to adopt the policy entitled "Remote Electronic Participation by Members of the Occoquan Town Council, Boards, and Commissions" as presented."

OR

Other action Council deems appropriate

**REMOTE ELECTRONIC PARTICIPATION
BY MEMBERS OF THE OCCOQUAN TOWN COUNCIL, BOARDS AND
COMMISSIONS
July 1, 2025**

1. POLICY

It is the policy of the Occoquan Town Council that individual council, board and commission members may participate in their public meetings by electronic means as permitted by Virginia Code § 2.2- 3708.3

2. AUTHORITY AND SCOPE

- a. The policy is established for members of the Town of Occoquan town council, architectural review board, planning commission, or any committee authorized by the town council for remote electronic participation in their public meetings.
- b. This policy does not prohibit or restrict any individual member of a public body who is lawfully either participating in an all-virtual meeting or who is using remote participation from voting on matters before the public body, pursuant to Va. Code § 2.2-3708.3(D).
- c. This policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.
- d. This policy must be reviewed and readopted annually, pursuant to Va. Code § 2.2-3708.3(D), in order for members to participate remotely.

3. DEFINITIONS

- a. **“Member”** means any member of the town council, the architectural review board, planning commission, or any committee authorized by the town council.
- b. **“Remote participation”** means participation by an individual member by electronic communication means in a public meeting where a quorum of the members are physically assembled, as defined by Va. Code § 2.2-3701.
- c. **“Meeting”** means a meeting as defined by Va. Code § 2.2-3701.
- d. **“Notify” or “notifies”** for purposes of this policy, means written notice, such as email or letter. Notice does not include text messages or communications via social media.
- e. **“Person with a disability”** means a person who has a physical or mental impairment that substantially limits one or more of his major life activities or who has a record of such impairment.;

- f. **“Caregiver”** means an adult related by blood, marriage, or adoption or the legally appointed guardian of the person with a disability for whom he is caring.

4. PROCEDURE AND REQUIREMENTS

- a. A quorum of the town council, board or commission members must be physically assembled at the central meeting location.
- b. For purposes of determining whether a quorum is physically assembled, an individual member of a public body who is either a person with a disability or who must act as a caregiver at the time of the meeting for a person with a disability, and is thus prevented from physically attending the meeting and who thus uses remote participation, will count toward the quorum as if the individual was physically present, subject to the requirements below.
- c. On or before the day of the meeting, the member must notify the chair or the vice-chair in the absence of the chair, of the town council, board or commission, and the town clerk that they are unable to attend a meeting and the reason(s), therefore.
- d. A member shall be permitted to remote participation if they are unable to physically attend a meeting due to (i) a temporary or permanent disability or other medical condition that prevents the member's physical attendance, (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance, (iii) a personal matter and identifies with specificity the nature of the personal matter.
 - i. If the requesting member is unable to physically attend the meeting due to a personal matter, the requesting member must state with specificity the nature of the personal matter. Remote participation due to a personal matter is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater. There is no limit to the number of times that a member may participate remotely for the other authorized purposes listed
- e. The town council, board or commission members reviewing an individual member's request to participate remotely must approve such request, unless that participation would violate this written policy or the provisions of Virginia Code § 2.2-3708.3.
- f. If a member's participation from a remote location is challenged based on a violation of this written policy or Virginia Code § 2.2- 3708.3, then the town council, board or commission for which the member is part shall vote whether to allow such participation, and if the town council, board or commission votes to disapprove of the member's remote participation, such disapproval shall be recorded in the meeting minutes with specificity. In case of a challenge, a majority vote in favor of remote participation is required to approve such participation, and a tie vote results in disapproval. Only a violation of this written

policy or Virginia Code § 2.2-3708.3 shall be grounds for challenge and disapproval, and the purported violation must be stated in the motion requiring a vote. In all other instances, members must approve a remote participation request. Failure to challenge a member's remote participation shall waive any and all objections to such remote participation for that meeting.

- g. Arrangements must be made for the voice of the remotely participating member to be heard by all persons at the primary meeting location. If at any point during the meeting the voice of the remotely participating member is no longer able to be heard by all persons at the meeting location, the remotely participating member shall no longer be permitted to participate remotely.

5. RECORDING IN MINUTES

- a. If the member is allowed to participate remotely due to a temporary or permanent disability or other medical condition, a family member's medical condition that requires the member to provide care to the family member, the town council, board or commission shall record in its minutes (1) the approval of the member's remote participation; and (2) a general description of the remote location from which the member participated.
- b. If the member is allowed to participate remotely due to a personal matter, such matter shall be cited in the minutes with specificity, as well as how many times the member has attended remotely due to a personal matter, and a general description of the remote location from which the member participated.
- c. If a member's request to participate remotely is disapproved, the disapproval, including the grounds upon which the requested participation violates this policy or VFOIA, shall be recorded in the minutes with specificity.

6. ADOPTION OF POLICY

A statutorily conforming remote participation policy must be adopted by the town council at least once annually.

Nothing in this Policy shall prevent or limit the use of any other grounds for remote participation authorized by law.

EFFECTIVE DATES: July 1, 2025 – June 30, 2026



TOWN OF OCCOQUAN

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

TOWN COUNCIL
Earnest W. Porta, Jr., Mayor
Jenn Loges, Vice Mayor
Cindy Fithian
Eliot Perkins
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: June 17, 2025

SUBJECT: Administrative Report

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

A Note on the 2025 RiverFest and Craft Show

Staff would like to express our profound thanks for the incredible support we received in the weeks leading up to and during the 2025 RiverFest and Craft Show. This year's event was one of the smoothest and most successful in recent memory, thanks in large part to the dedication and generosity of our residents and councilmembers—many of whom volunteered countless hours of their time. Your commitment to the Town made all the difference, and we are truly grateful. A special thank you goes out to our outgoing Events Director, Julie Little, for her years of service and leadership, and to our new Events Director, Tammy Hassett, who stepped in seamlessly to help carry the event forward. We could not have done it without each and every one of you.

For more on the 2025 RiverFest, please see the Events section of this report. The Events Office will provide a full report at the July Town Council meeting.

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 17th, 2023, Town

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

➤ **Completing Riverwalk:**

- Riverwalk Extension Project: Preliminary engineering and design of the Riverwalk extension was included in the FY2025 Adopted Capital Improvements Program. After discussion between Town staff and VDOT on the grant eligibility and expectations for the project, Town Council decided to pause any more preliminary engineering work on the project and proceed with a grant application to the Transportation Alternatives Program (TAP), using existing planning documents and resources.
- Riverwalk Grant Research and Submission - UPDATED: With Council direction, staff did not pursue a VDOT TAP grant for the project due to eligibility concerns. Staff is monitoring state funding for FY 2027 for the riverwalk as an alternative to the TAP grant.

Tier 2

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

- Trail Town Research: Town staff are currently supporting the Planning Commission in its strategic planning efforts that include researching and developing a Trail Town program for Occoquan. The Planning Commission's initial recommendations were presented to Town Council at its April 16th, 2024, meeting and revised recommendations were submitted in March 2025.

➤ **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): 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.

➤ **Improving Town Gateways:**

- Gateway Landscaping Improvements - UPDATED: Staff is including gateway improvements in its 2025 Landscaping Plan. Native plantings were redesigned and some annuals were planted at the Commerce entry sign in late May. Native perennials and other hardscape accents will be installed at the Tanyard Road entrance 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, Mamie Davis 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.
- Town Dock Regulations - NEW: Staff is currently working on draft rules and regulations for the Town Dock that encourage sustainable and proper use of the public space. Staff has also drafted potential code revisions that the Town Council will review this summer.

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, and Jessica Bastone has been hired on a part-time basis to assist Tammy as the Events Coordinator. As of June 1, 2025, Julie Little has officially retired from the Town of Occoquan. We thank her for her years of service and the thousands of ways in which she has improved the Events Office and Town as a whole. .

- 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. The program is a partnership with Visit Occoquan and Occoquan Historical Society, with whom the Town will share volunteers and resources. As part of Volunteer Occoquan, the partners held a Volunteer Fair on May 3rd, at which Town, Visit and other nonprofit groups shared opportunities to support the community in areas such as events, environmental clean-up, gardening, historic sites, board positions, and more. Town received over a dozen new volunteer signups and has already utilized volunteers to help with plantings and events.
- Staff Retention Program: The Town Manager has been researching and implementing options to promote retention of staff across all Town departments.

➤ **Enhancing Timed Parking Program Education and Enforcement:**

- Town staff continues to monitor opportunities for increasing education on and optimizing enforcement of the Timed Parking Program. For more on the most up-to-date information on the Timed Parking Program, please visit: www.occoquanva.gov/timed-parking-3/.

➤ **Enhancing Revenue from Town Events Programming**

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

➤ **Evaluating a Business Recruitment Program**

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

➤ **Enhancing Public Safety**

- Staff will provide updates as FY2026 progresses.

➤ **Enhancing Town Services**

- Solicitation for Refuse Contractor – NEW: Staff is currently working on the Request for Proposals (RFPs) for refuse collection and is in the award review process. The awardee will be brought on by July 1, 2025 to start providing services to the Town.

➤ **Enhancing Town Beautification**

- New Landscaping Contractor – NEW: As of June 1, 2025, BrightView Landscape Services is the new landscape maintenance contractor for the Town of Occoquan. Crews were brought on early and completed a mowing, mulching, and pruning of all Town properties and right of ways in late May. BrightView is a leading commercial landscaping company, and the Town looks forward to improved public spaces for all residents and visitors alike.
- 2025 Landscaping Plan Improvements – NEW: At its February 18, 2025, meeting, the Town Council reviewed the 2025 Landscaping Plan. This plan created by the Deputy Town Manager and Public Works Department, covers the plantings and bed improvements to public properties and right of ways around Town. In late May 2025, staff completed most of these improvements by planting a mix of native perennials and annuals in locations across town, including a wildflower garden at the LOVEwork in River Mill Park, native shrubs and flowers at the East Locust and Washington Bed, and new annuals at Mamie Davis Park, PD, and the 123 and Commerce welcome sign. Staff and contractors will continue to implement the plan through the fall with improvements to the bed at 204 Washington St and a new bed at the Tanyard Hill Rd welcome sign.

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

➤ **Tourism-led Economic Development Programming**

- Mobilizing Main Street Cohort Program – UPDATED: The Town of Occoquan formally handed over the reins of its Virginia Main Street program in 2024 to Visit Occoquan and became a part of the 2025-2026 Mobilizing Main Street Cohort. Over the next two years, Visit Occoquan and Town staff will work closely to complete the program and become eligible for Advancing Virginia Main Street (AVMS) designation as well as the national Main Street America accreditation, opening up further grant opportunities, technical support, and consulting services for downtown revitalization. Town and Visit staff attended an orientation on January 23, 2025, and had regional training on May 13, 2025 in Gloucester, VA. The training provided insights on board setup and management that Visit is actively implementing as well as connections with other similarly sized main

street programs with whom Visit is actively networking.

- 2025 CVG Grant Application: 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.

Capital and Maintenance Project Updates:

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

- Mill Street Water Issue: The recrowning work completed by VDOT contractors in 2023 along the section of Mill Street near the Ellicott Street intersection did not adequately address the longtime water flow issues in this area. Town staff removed the deteriorating temporary PVC pipe and replaced it with a new, more flexible temporary pipe to direct water from the pipe outlet at 426/430 Mill Street to the Ellicott Street stormwater inlet. The pipe is asphalted into place for added protection. As a result, water is not currently sheeting across Mill Street during and after large rainfall events and is instead traveling through the pipe to the Ellicott Street inlet. Minor damage occurred to the pipe over the winter and repairs were completed in March 2025. Updates will be available at www.occoquanva.gov/construction-updates.
- Edgehill Drive Water Issues – 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. In April 2025, staff removed sediment buildup from the area and power washed to help abate the smell and sediment issue. VDOT installed additional drains in late May; however, staff has noted continued water buildup in the area and has notified VDOT.

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: 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 5th, 2024, while the latter were due on March 1, 2025.** All delinquent accounts receive mail and/or email notices from Town staff. For more information on tax filing please contact the Town Clerk at townclerk@occoquanva.gov or visit www.occoquanva.gov/living-here/tax-information/ and/or www.occoquanva.gov/business/doing-business-in-occoquan/.
- Town Vehicle License Enforcement: Town Ordinance Section 71-02 requires that owners of any motor vehicle principally garaged, stored, or parked in Town pay an annual Vehicle License Fee by November 15th of each year. The current Town decal should be displayed on the front windshield. The Town Police are increasing enforcement for vehicles found to be principally garaged, stored, or parked in Town without the Town decal displayed. **If you have not applied for a 2025 Vehicle License, please do so by filling out the PDF or online form at www.occoquanva.gov/living-here/tax-information.**
- Meals Tax Discount Repealed - UPDATED: **At the March 18th, 2025, meeting, the Town Council voted to repeal § 35.044 of the Town Code, repealing the 3% discount on timely meals tax filings that file on or before the 20th of the month. The repeal will take effect on July 1, 2025.** New filing forms will be updated on the Town website and have already been delivered to affected businesses in advance of that date. For any questions please contact the Town Clerk at townclerk@occoquanva.gov.
- FOX 5 Zip Trip: 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 April 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 April 30, 2025).

BPOL Tax Delinquencies		
Business Name	Delinquency Period	Date of Last Notice/Status
APIARY MARKET	3 months	6/13/25
AMAYA STUDIOS LLC	2 years	6/13/25
BALLYWHACK INC	3 months	6/6/25
BAR J CHILI PARLOR LLC	3 months	6/13/25
GRIND N CREPE	3 months	6/13/25
HAVANA BOUTIQUE*	2 years	Audit completed, payment pending 6/13/25
NEXTHOME BELTWAY REALTY	3 months	6/13/25
TALENT ACQUISITION CONCEPTS	3 years	6/13/25
PIN CURLS LLC	3 years	Audit completed, payment pending 6/13/25
RAVENSWORTH CUSTOM HOME IMPROVEMENT LLC	2 months	6/13/25
THIRD BASE LLC	2 months	6/13/25
RUBICON SERVICES	2 months	6/6/25

*Business closed as of August 2023

Transient Occupancy Tax Delinquencies		
Business Owner	Delinquency Period	Date of Last Notice/Status

Meals Tax Delinquencies		
Business Name	Delinquency Period	Date of Last Notice/Status
BAR J CHILI PARLOR	4 months	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 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*	5 months	2/22/2025	110 WEST LOCUST ST

WHITE, FRANCESCA*	5 months	2/22/2025	1521 COLONIAL DR
WILSEY CHRISTOPHER MILES & RIINA METTAS-WILSEY SURV*	5 months	2/22/2025	384 MYRTLE PL

*By Mortgage Company

Meals Tax by Fiscal Year			
Month	FY23	FY24	FY25
July	29,090	31,379	28,754*
August	27,259	31,029	29,921*
September	25,730	29,843	22,542*
October	24,435	26,873	23,111*
November	19,372	22,505	21,749*
December	18,277	23,771	17,574*
January	16,700	15,931	12,350*
February	17,294	20,087	16,953
March	20,511	27,627	26,886
April	26,130	27,697	27,362

*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 - no change 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 - no change 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.
Kiely Court - 426 Mill Street	AB2025-017	Single family detached	As-built plans submitted May 10, 2025 and under review
115 Poplar Lane	Not assigned	Single family detached	Pre-application meeting on May 9, 2025 with follow-up meeting with applicant's engineer on June 6, 2025
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.

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

	Zoning Application #	Property Address	Activity
1	TZP2025-014	184 Washington St	Replace 50 Gallon Water Heater
2	TZP2025-015	421 Fortress Way	200 Amp Sub Panel Replacement
3	TZP2025-016	103 Washington St	Relocate Electrical Panel from Outside Porch Wall to Inside
4	TZP2025-018	300 Ellicott St, Suite C	New Business

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

	Zoning Application #	Property Address	Activity
1			

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

	Property Address	Violation #	Violation	Town Action
1				

D. The following is a list of **active/previous violations** from May 1 to May 31, 2025:

	Property Address	Violation #	Violation	Town Action
1	201 Union Street	OCV-2024-008	Signage	Referred to Town Attorney on 11/21/24; summons sent 1/29/25; court date set 6/13/25
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; staff noted violating sign removed and new sign installed, TA talked with owner on 5/27/25; TA sent permit for new sign on 5/29/25

Building and Property Maintenance

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

For more information on building permits and building code violations go to www.pwcva.gov/department/building-development-division.

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

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

Public Safety

Mission:

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



Monthly Departmental Goals:

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

OPD Division Reports:

Professional Standards Division



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

Officers attended a training and received certification in Taser Energy Weapons that was taught by OPD staff.

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

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 May along with several weather-related issues.

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 May. In preparation for Occoquan RiverFest OPD - HSEM hosted a workshop for staff and public safety personnel to

walk through decision making, coordination and communication in response to emergency situations that may occur during the event.



OPD - Marine Patrol officers staffed the Memorial Day weekend ensuring those out on the Occoquan River stayed safe.

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:

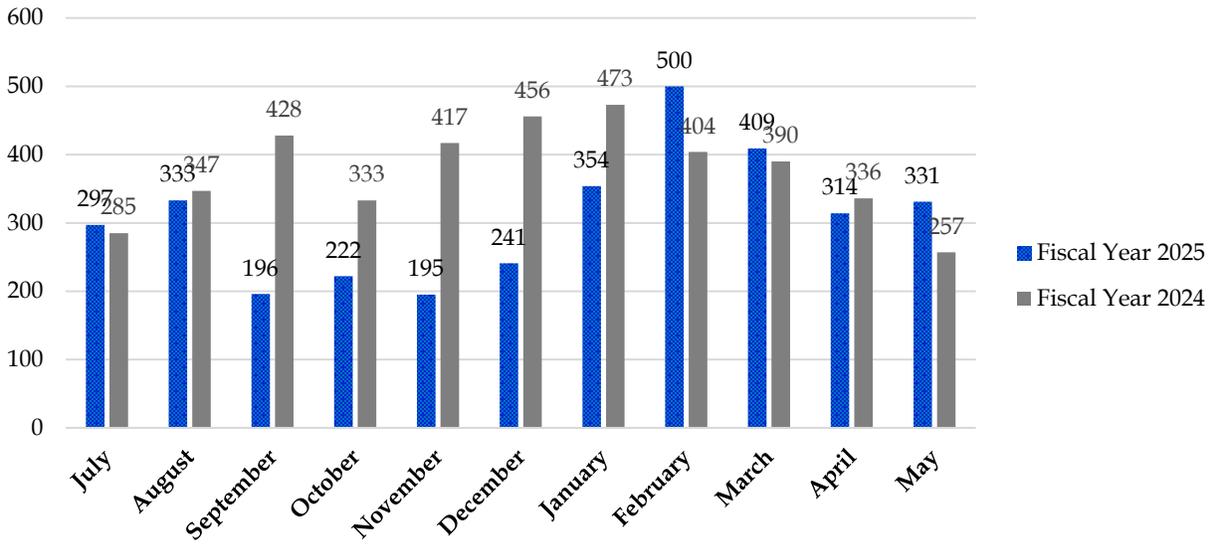
For the month of May, town police had 192 calls for service including:

<i>Call for Service</i>	<i>#</i>	<i>Call for Service</i>	<i>#</i>
Alarms	1	Medical/Mental Health Calls	2
Animal Call	6	Missing Property	2
Assault & Battery Call	1	Noise Complaints	4
Alcohol Violation	1	Other / Service	31
Code Violations	2	Person In Crisis / Suicide Attempt	5
Disabled Vehicle/Motorist Assist	10	Roadway Obstruction	6
Disorderly	5	Sexual Assault	1
Domestic Complaint	3	Stolen/Abandoned Auto Response	2
DUI Arrest	1	Suspicious Calls	19
Firearm Violation	3	Traffic Control	3
Found/Lost Property	1	Trespassing	32
Gas Leak	1	Vehicle Crash	18
Illegal Fishing	15	Warrant Service	3
Impaired Driving	4	Welfare Checks	2
Larceny	4		
			192

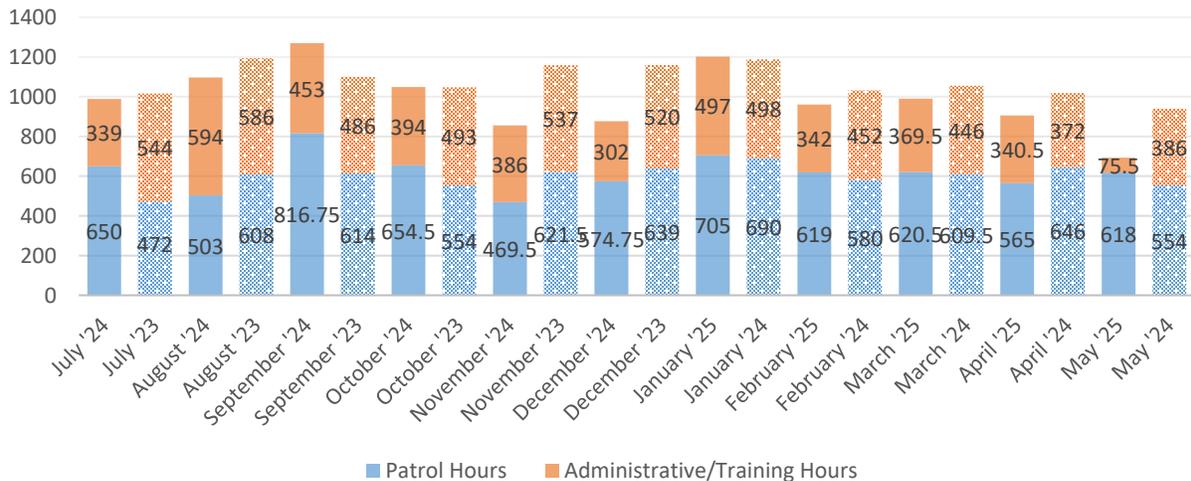
Town police made 2 custodial arrests, issued 331 traffic summonses, 65 parking violations, and 88 warnings.

Officers also engaged in 208 business checks and 358 park checks during the month of May.

Traffic Summonses FYTD (GRAPH)



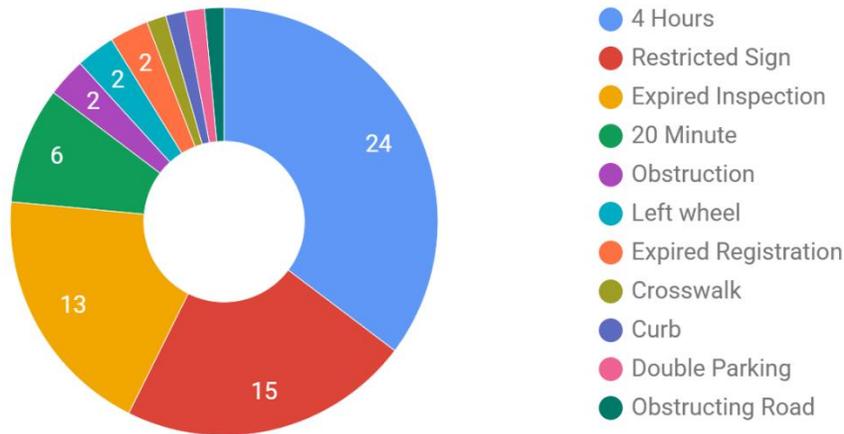
Patrol/Administrative/Training Hours FYTD (GRAPH)



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	85	12
May	65	3

Occoquan VA - Tickets By Violation (May, 2025)

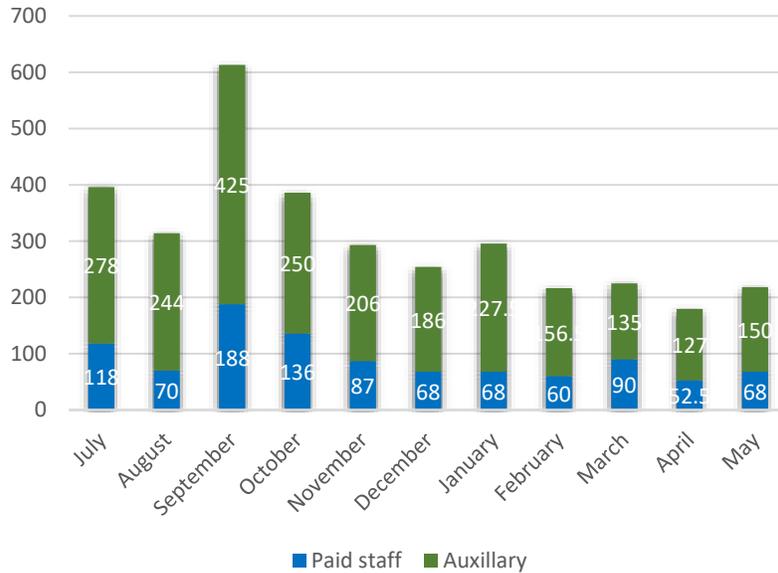


Data as of 6/5/2025, 12:00:00 AM



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
May	24	29	0	3	1
FY Total	104.5	95	40	55	15
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
May	0	8		0	0
FY Total	0	28		0	0
UTV / HSEM Operations					
Month	Hours Staffed	Training Hours		Special Events	Calls for Service
July	140	0		3	1
August	280	0		2	0
September	120	0		1	0
October	16	0		1	0
November	104	0		1	0
December	42	0		2	0
January	128	0		2	1
February	68	0		0	0
March	52	0		0	0
April	64	0		0	0
May	50	0		0	0
FY Total	1024	0		12	2

Public Works

Routine Activities

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

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

Public Works Highlights (May 2025)

- Continued preparations for RiverFest, including finalizing work plans and staging.
- Completed repairs and painting of basement and back steps at Town Hall. Final patches and painting of foundation in progress.
- Staff and volunteers designed, procured and installed spring plantings over the course of a week, using over 150 native plantings and 200 annuals.
- Onboarded new landscaping contractor early for mowing and mulching in end of May.
- Continued spring cleaning tasks. Curb painting and powerwashing are in progress and will be completed through the summer.

Special Public Works Projects

Projects In-Progress: 11

Projects Completed: 11

Below is an updated list of maintenance activities with status updated as of May 31, 2025:

Project	Status	Completion Date	Notes
Building and Property Maintenance (TH, Annex, and River Rd)			
Repair and Reseal Town Hall Back Foundation	In progress		June 2025
Lighting Repair at Mill House Museum	In progress		Summer 2025
Patch and Paint TH Basement Steps	Completed	05/07/2025	
Repair and Paint Town Hall Back Door Steps	Completed	05/15/2025	
Craft Show and Events Support			
RiverFest Event Support	Not started		June 2025
RiverFest Staging	In progress		June 2025
Support Trivia Night	Completed	05/19/2025	
Dry Run Show Procedures	Completed	05/30/2025	
Landscaping			
Improvements at Tanyard Hill and Old Bridge Entrance	In progress		2025
Inspect for Knotweed at Various Locations	Completed	05/19/2025	
Replace Landscape Lighting at TH	Completed	05/19/2025	
Summer Plantings in Planters	Completed	05/20/2025	
Spring Annual and Perennial Plantings	Completed	05/29/2025	
Spring Mulching	Completed	05/31/2025	
Park and Riverwalk Maintenance (RMP, MDP, Furnace, Tanyard, and Dock/Riverwalk)			
Repair Rack Card Holders at MDP Wayfinder	Completed	05/05/2025	
Special Projects			

Project	Status	Completion Date	Notes
Backup Generator Project	Not started		Paused – OPD Joint Project
TH, Mill St, and RMP Storage Reorg	Not started		Events Joint Project – Summer 2025
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
Spring Cleaning			
Clean Trash and Recycling Containers	In progress		Summer 2025
Powerwash Gaslight Landing Riverwalk	In progress		Summer 2025
Powerwash Town Dock and Riverwalk	In progress		Summer 2025
Curb and Striping Review and Painting	In progress		Summer 2025
Streets, Sidewalks, and Parking			
Repair Dogwoods on TH Bricks	Not started		
Move Parking Sign at Madigan's	Not started		Summer 2025
Remove Power Line Residue from Sidewalk at 308 Mill	In progress		Summer 2025
Fix Mill and Union Street Sign	Completed	05/19/2025	
Vehicles and Equipment			
Trailer Review and Repair	Not started		June 2025
New Truck and UTV Decals	In progress		June 2025
Brick Installation and Maintenance			
None			

Events and Community Development

Trivia Nights

May - October

We officially launched Trivia Season on May 16th at River Mill Park – and despite a storm that rolled through just beforehand, we had a fantastic turnout for our first event of the year!

A big shoutout to Julie Little for the fun and engaging trivia questions, Council Member Fithian for handling check-in, Mayor Porta for his skillful emceeing, and Krys Bienia & Matt Whitmoyer for their lightning-fast scoring. Visit Occoquan hosted the bar and concessions and reported a great success for the evening!

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 remaining trivia dates:

- June 20th - The Great Brain Bake Off
- July 25th - Trivia Takedown
- August 15th - Mindbender Bonanza
- September 12th - Trivia Treasure Hunt
- October 10th - Trivia Bingo

Season Tickets are now available.

RiverFest & Craft Show

June 7 & 8

Despite unpredictable weather, this year's RiverFest & Craft Show was an overall success, featuring over 300 vendors, Beer Garden featuring live bands, and a fully programmed Conservation Alley along Commerce Street.

We're incredibly grateful to the 89 dedicated volunteers who made this event possible. From vendor load-in and shuttle stops to information booths and Conservation Alley support, every role played a vital part in bringing the weekend together.

Looking ahead, planning is already well underway for the 2025 Fall Arts & Craft Show, with over 200 vendor applications received so far. We're excited to keep the momentum going!

TOWN OF OCCOQUAN
FINANCIAL STATEMENTS
AS OF APRIL 2025

	As of 7/1/24 (unaudited)	Unaudited Income/ (Loss) FY25 YTD	As of 4/30/25 Unaudited
Nonspendable:			
Mamie Davis Fund	\$ 100,000		\$ 100,000
Prepaid Items	\$ -	\$ -	\$ -
Restricted:			
E-Summons Fund	\$ 48,985	\$ (394)	\$ 48,591
Assigned:			
Events Fund	\$ -	\$ 93,160	\$ 93,160
CIP Fund	\$ 436,006	\$ (67,282)	\$ 368,724
State Aid 599 Program Fund	\$ 24,235	\$ 12,560	\$ 36,795
Mamie Davis Park Fund	\$ 7,090	\$ 1,555	\$ 8,646
PEG Fund	\$ 2,111	\$ -	\$ 2,111
Subtotal Assigned:	\$ 469,442	\$ 39,992	\$ 509,435
Unassigned:			
Operating Reserves	\$ 200,000	\$ -	\$ 200,000
Other Unassigned	\$ 452,291	\$ 138,473	\$ 590,764
Subtotal Unassigned:	\$ 652,291	\$ 138,473	\$ 790,764
Total Fund Balance:	\$ 1,270,719	\$ 178,071	\$ 1,448,790

Town of Occoquan

Budget vs. Actuals

July - April, 2025

	Actual	Annual Budget	Over Budget	% of Budget
Income				
40000 TAXES				
40010 Real Estate	\$ 302,196	304,351	(2,155)	99.29%
40020 Meals Tax	\$ 248,298	333,812	(85,514)	74.38%
40030 Sales Tax	\$ 40,117	48,000	(7,883)	83.58%
40040 Utility Tax	\$ 30,525	36,500	(5,975)	83.63%
40050 Communications Tax	\$ 22,678	33,000	(10,322)	68.72%
40060 Transient Occupancy Tax	\$ 38,967	46,500	(7,533)	83.80%
40070 Peer-to-Peer Vehicle Tax	\$ -	6,600	(6,600)	0.00%
Total 40000 TAXES	\$ 682,780	\$ 808,763	\$ (125,983)	84.42%
41000 FEES/LICENSES				
41010 Vehicle License	\$ 808	2,500	(1,692)	32.32%
41020 Business Licenses	\$ 10,968	11,000	(33)	99.70%
41025 Business License Fee	\$ 92,383	90,402	1,981	102.19%
Total 41020 Business Licenses	\$ 4,470	\$ 4,260	\$ 210	104.93%
41030 Late Fees	\$ 96,853	94,662	2,191	102.31%
41040 FINES (PUBLIC SAFETY)	\$ 5,719	1,500	4,219	381.27%
41170 E-Summons	\$ 317,813	375,000	(57,187)	84.75%
Total 41040 FINES (PUBLIC SAFETY)	\$ -	\$ 15,250	-\$ 15,250	0.00%
41100 Administrative Fees	\$ 317,813	390,250	-\$ 72,437	81.44%
41120 Service Revenue - Eng	\$ 5,978	8,500	(2,523)	70.32%
41130 Service Revenue - Legal	\$ 4,008	14,000	(9,993)	28.63%
41140 Service Revenue - Other	\$ -	5,000	(5,000)	0.00%
41160 Convenience Fees	\$ -	600	(600)	0.00%
Total 41000 FEES/LICENSES	\$ 1,165	\$ 0	\$ 1,165	0.00%
42000 GRANTS				
42021 NHSTA (DMV)	\$ 1,234		1,234	
42100 Alcohol		16,000	(16,000)	0.00%
42101 Pedestrian	\$ 3,117		3,117	
42102 Speed	\$ 1,305		1,305	
Total 42021 NHSTA (DMV)	\$ 7,237	\$ -	\$ 7,237	0.00%
Total 42000 GRANTS	\$ 11,660	\$ 16,000	\$ (4,340)	72.87%
42040 PEG				
42110 Virginia DCJS	\$ 134			
42020 HB 599	\$ -	0	0	
Total 42110 Virginia DCJS	\$ 21,279	\$ 27,678	\$ (6,399)	76.88%
42130 DEQ	\$ -		0	
42010 LITTER	\$ 1,838	1,329	509	138.30%
Total 42130 DEQ	\$ 1,838	\$ 1,329	\$ 509	138.30%
Total 42000 GRANTS	\$ 36,145	\$ 45,007	\$ (8,862)	80.31%
43000 RENTALS				
			0	

43020 River Mill Park	\$	1,550	4,000	(2,450)	38.75%
43030 Mamie Davis Park Rental	\$	1,500	3,000	(1,500)	50.00%
43040 200 Mill Street Lease	\$	(5,919)	7,727	(13,645)	-76.60%
Total 43000 RENTALS	\$	(2,869)	\$ 14,727	\$ (17,595)	-19.48%
44000 OTHER				0	
44005 Insurance Proceeds	\$	11,911	0	11,911	
44010 General Fund Interest	\$	29,101	25,000	4,101	116.40%
44030 Mamie Davis Park Interest	\$	-	0	0	
44040 Bricks Revenue	\$	470	300	170	156.68%
44060 Other	\$	2,252	1,700	552	132.44%
Total 44000 OTHER	\$	43,733	\$ 27,000	\$ 16,733	161.97%
Total Income	\$	1,203,100	\$ 1,408,258	\$ (205,158)	85.43%
Gross Profit	\$	1,203,100	\$ 1,408,258	\$ (205,158)	85.43%
Expenses					
Total 60000 PERSONNEL SERVICES	\$	592,411	\$ 827,001	\$ (234,590)	71.63%
Total 60400 PROFESSIONAL SERVICES	\$	112,304	\$ 175,967	\$ (63,663)	63.82%
Total 60800 INFORMATION TECH SERV	\$	42,051	\$ 40,430	\$ 1,621	104.01%
Total 61200 MATERIALS AND SUPPLIES	\$	24,705	\$ 34,850	\$ (10,145)	70.89%
Total 61600 OPERATIONAL SERVICES	\$	5,049	\$ 9,200	\$ (4,151)	54.88%
Total 62000 CONTRACTS	\$	87,981	\$ 125,103	\$ (37,122)	70.33%
Total 62400 INSURANCE	\$	39,491	\$ 43,500	\$ (4,009)	90.78%
Total 62800 PUBLIC INFORMATION	\$	2,577	\$ 4,050	\$ (1,473)	63.62%
Total 63200 ADVERTISING	\$	1,656	\$ 6,610	\$ (4,954)	25.05%
Total 63600 TRAINING AND TRAVEL	\$	13,620	\$ 17,050	\$ (3,430)	79.88%
Total 64000 VEHICLES AND EQUIPMENT	\$	51,076	\$ 47,650	\$ 3,426	107.19%
Total 64400 SEASONAL	\$	12,193	\$ 13,000	\$ (807)	93.79%
Total 64800 TOWN HALL	\$	9,040	\$ 11,344	\$ (2,304)	79.69%
Total 65200 MILL HOUSE MUSEUM	\$	12,089	\$ 6,500	\$ 5,589	185.99%
Total 66000 ANNEX / MAINTENANCE YARD	\$	6,307	\$ 3,350	\$ 2,957	188.27%
Total 66800 RIVER MILL PARK & FACIL	\$	14,170	\$ 18,154	\$ (3,984)	78.06%
Total 67200* MAMIE DAVIS PARK & RIVERWALK	\$	2,017	\$ 2,900	\$ (883)	69.54%
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	\$	12,866	\$ 13,600	\$ (734)	94.60%
Total 64700 FACILITIES EXPENSE	\$	58,235	\$ 61,347	\$ (3,112)	94.93%
Total 68900 PUBLIC ART PROGRAM	\$	-	\$ 2,500	\$ (2,500)	0.00%
Total Expenses	\$	1,043,348	\$ 1,408,258	\$ (364,910)	74.09%
Net Operating Income	\$	159,752	\$ (0)	\$ 159,752	
Net Income	\$	159,752	\$ (0)	\$ 159,752	

CIP FUND					
		Actual	Annual Budget	over Budget	% of Budget

Income					
---------------	--	--	--	--	--

42000 GRANTS	\$	-	935,025	(935,025)	0.00%
42050 DOJ BVP	\$	-	3,000	(3,000)	0.00%

42103 Virginia Dept of Fire Programs	\$	298			
42130 DEQ	\$	350		350	
Total 42000 GRANTS	\$	648	\$ 938,025	\$ (937,377)	0.07%
Total Income	\$	648	\$ 938,025	\$ (937,377)	0.07%
Gross Profit	\$	648	\$ 938,025	\$ (937,377)	0.07%
Expenses					
Total Expenses				\$ -	
Net Operating Income	\$	648	\$ 938,025	\$ (937,377)	0.07%
Other Expenses					
64000 VEHICLES AND EQUIPMENT				0	
64010 Town Vehicles M&R				0	
Total 64000 VEHICLES AND EQUIPMENT EXPENSE	\$	-	\$ -	-	
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	\$	6,048	5,500	548	109.97%
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	\$	44,016	53,000	(8,984)	83.05%
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%
Total 70000 CIP EXPENSE	\$	76,649	\$ 1,374,031	\$ (1,297,382)	5.58%
Total Other Expenses	\$	76,649	\$ 1,374,031	\$ (1,297,382)	5.58%
Net Other Income	\$	(76,649)	\$ (1,374,031)	\$ 1,297,382	5.58%
Net Income	\$	(76,002)	\$ (436,006)	\$ 360,004	17.43%

E SUMMONS FUND

	Actual	Annual Budget	over Budget	% of Budget	
Income					
41000 FEES/LICENSES				0	
41040 FINES (PUBLIC SAFETY)	\$	-		0	
41170 E-Summons	\$	6,577	15,250	(8,673)	43.13%
Total 41040 FINES (PUBLIC SAFETY)	\$	6,577	\$ 15,250	\$ (8,673)	43.13%
Total 41000 FEES/LICENSES	\$	6,577	\$ 15,250	\$ (8,673)	43.13%
Total Income	\$	6,577	\$ 15,250	\$ (8,673)	43.13%
Gross Profit	\$	6,577	\$ 15,250	\$ (8,673)	43.13%
Expenses					
60800 INFORMATION TECH SERV				0	
60860 Hardware/Software & Maintenance	\$	6,415	5,600	815	114.56%
Total 60800 INFORMATION TECH SERV	\$	6,415	\$ 5,600	\$ 815	114.56%
61200 MATERIALS AND SUPPLIES				0	
61220 Operational supplies	\$	-	1,600	(1,600)	0.00%
Total 61200 MATERIALS AND SUPPLIES	\$	-	\$ 1,600	\$ (1,600)	0.00%

Total Expenses	\$	6,415	\$	7,200	\$	(785)	89.10%
Net Operating Income	\$	162	\$	8,050	\$	(7,888)	2.01%
Net Income	\$	162	\$	8,050	\$	(7,888)	2.01%

EVENTS FUND

	Actual	Annual Budget	over Budget	% of Budget
Income				
41000 FEES/LICENSES			0	
41160 Convenience Fees	\$ 5,659	4,550	1,109	124.37%
Total 41000 FEES/LICENSES	\$ 5,659	\$ 4,550	\$ 1,109	124.37%
42000 GRANTS		10,000	(10,000)	0.00%
44000 OTHER		0	0	
44020 Events Fund Interest	\$ -	0	0	
44040 Bricks Revenue	\$ 304	1,575	(1,271)	19.30%
44060 Other	\$ -	4,260	(4,260)	0.00%
Total 44000 OTHER	\$ 304	\$ 5,835	\$ (5,531)	5.21%
47000 EVENTS REVENUE			0	
47010 Sponsorships	\$ 17,018	34,000	(16,982)	50.05%
47020 Booth Rentals	\$ 192,466	166,000	26,466	115.94%
47021 Ticket Sales	\$ 60	2,525	(2,465)	2.38%
47023 Community Events	\$ 12,139	16,750	(4,611)	72.47%
Total 47021 Ticket Sales	\$ 12,199	\$ 19,275	\$ (7,076)	63.29%
47030 Shuttle Fees	\$ 34,313	60,500	(26,187)	56.72%
47040 Parking Space Sales	\$ 8,250	10,500	(2,250)	78.57%
47060 Merchandise	\$ -	1,125	(1,125)	0.00%
47105 Revenue Share Agreements	\$ -	1,500	(1,500)	0.00%
Total 47000 EVENTS REVENUE	\$ 264,246	\$ 292,900	\$ (28,654)	90.22%
Total Income	\$ 270,209	\$ 313,285	\$ (43,076)	86.25%
Gross Profit	\$ 270,209	\$ 313,285	\$ (43,076)	86.25%
Expenses				
Total 60000 PERSONNEL SERVICES	\$ 61,064	\$ 98,371	\$ (37,307)	62.08%
Total 60400 PROFESSIONAL SERVICES	\$ 6,507	\$ 5,050	\$ 1,457	128.86%
Total 60800 INFORMATION TECH SERV	\$ 706	\$ 390	\$ 316	181.12%
Total 61200 MATERIALS AND SUPPLIES	\$ 7,377	\$ 13,545	\$ (6,168)	54.47%
Total 62000 CONTRACTS	\$ 55,771	\$ 75,100	\$ (19,329)	74.26%
Total 63200 ADVERTISING	\$ 28,998	\$ 32,500	\$ (3,502)	89.22%
Total 66800 RIVER MILL PARK & FACIL	\$ 616	\$ 850	\$ (234)	72.47%
Total 64700 FACILITIES EXPENSE	\$ 616	\$ 850	\$ (234)	72.47%
Total 69200 SPECIAL EVENTS	\$ 16,009	\$ 12,920	\$ 3,089	123.91%
Total Expenses	\$ 177,049	\$ 238,726	\$ (61,677)	74.16%
Net Operating Income	\$ 93,160	\$ 74,559	\$ 18,601	124.95%
Net Income	\$ 93,160	\$ 74,559	\$ 18,601	124.95%

MAMIE DAVIS PARK

Actual	Annual Budget	over Budget	% of Budget
--------	---------------	-------------	-------------

Income					
44000 OTHER				0	
44030 Mamie Davis Park Interest	\$ 1,555	256	1,299	607.48%	
Total 44000 OTHER	\$ 1,555	\$ 256	\$ 1,299	607.48%	
Total Income	\$ 1,555	\$ 256	\$ 1,299	607.48%	
Gross Profit	\$ 1,555	\$ 256	\$ 1,299	607.48%	
Expenses					
Total Expenses			\$ -		
Net Operating Income	\$ 1,555	\$ 256	\$ 1,299	607.48%	
Net Income	\$ 1,555	\$ 256	\$ 1,299	607.48%	
TOTAL NET INCOME (LOSS) ALL FUNDS	\$ 178,627	(353,141)	531,768	(1)	

Balance Sheet Comparison
Town of Occoquan
As of April 30, 2025

Distribution account	Total		
	As of April 30, 2025	As of April 30, 2024 (PY)	\$ Change (PY)
Assets			
Current Assets			
Bank Accounts			
10001 Petty Cash - Operating	100	100	0
10010 Petty Cash - Events	75	0	75
10022 Checking Account 0058	215,065	369,070	(154,005)
10024 Money Market 4220	202,109	200,803	1,307
10029 Checking Account 3126 (deleted)	0	59,620	(59,620)
10034 VIP - Investment Pool	0	0	0
25-0001 VIP 1-3 Year Bond Fund 0001	0	0	0
25-0002 VIP 1-3 Year Bond Fund 0002	0	0	0
25-5001 VIP NAV Liquidity Pool 5001	930,637	478,084	452,553
Total for 10034 VIP - Investment Pool	930,637	478,084	452,553
10082 Mamie Davis Savings 4201	4,492	2,704	1,788
10083 Mamie Davis CD	99,559	100,000	(441)
Total for Bank Accounts	1,452,038	1,210,381	241,657
Accounts Receivable			
10180 Accounts Receivable	108,346	225,813	(117,467)
Total for Accounts Receivable	108,346	225,813	\$ (117,467)
Other Current Assets			
10190 Real Estate Receivable	0	0	0
11000 Prepaid Expenses	0	0	0
14990 Undeposited Funds	13,061	6,581	6,481
Total for Other Current Assets	13,061	6,581	\$ 6,481
Total for Current Assets	1,573,445	1,442,774	130,671
Fixed Assets			
Other Assets			
Total for Assets	1,573,445	1,442,774	130,671
Liabilities and Equity			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 Accounts Payable	54,577	71,131	(16,554)
Total for Accounts Payable	54,577	71,131	(16,554)
Credit Cards			
22000 Credit Cards			
22010 ExxonMobil	1,698	0	1,698

22020 Home Depot	0	24	(24)
22030 Lowe's Proservices	8,534	841	7,693
22040 United Bank Credit Cards	3,497	7,404	(3,906)
Total for 22000 Credit Cards	13,729	8,269 \$	5,460
Total for Credit Cards	13,729	8,269 \$	5,460
Other Current Liabilities			
20935 Performance Bond	1,188	1,188	0
20940 Unearned Craft Show Rev	46,150	42,009	4,141
20960 Unearned Other Revenue			
20970 Unearned Rental	1,000	600	400
20973 Unearned SLFRF Revenue	0	0	0
Total for 20960 Unearned Other Revenue	1,000	600	400
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	(1,044)	1,044
Total for 21200 Payroll Liabilities	0	-1,044	1,044
Total for Other Current Liabilities	56,535	50,827	5,708
Total for Current Liabilities	124,841	130,227 \$	(5,386)
Long-term Liabilities			
Total for Liabilities	124,841	130,227 \$	(5,386)
Equity			
30000 Nonspendable			
30005 PrePaid Items	0	0	0
Total for 30000 Nonspendable	0	0	0
31000 Restricted			
31100 Mamie Davis (Endowment)	100,000	100,000	0
31200 E Summons Fund	48,985	35,706	13,280
Total for 31000 Restricted	148,985	135,706	13,280
31400 Assigned			
30030 Events Fund	0	88,492	(88,492)
30040 CIP Fund	436,006	26,843	409,163
31050 Public Safety Grant Fund	24,235	14,283	9,952
31060 Mamie Davis Park Fund	7,090	6,498	593
31070 Public Education Grant Fund	2,111	1,955	156
Total for 31400 Assigned	469,442	138,071	331,371
31500 Unassigned			
30010 Emergency Operating Fund	200,000	200,000	0
30020 Unrestricted	452,291	44,804	407,488
Total for 31500 Unassigned	652,291	244,804	407,488
32000 Retained Earnings	\$ (187)	\$ 793,967	(794,154)
Net Income	178,071	\$	178,071
Total for Equity	1,448,603	1,312,548	136,055
Total for Liabilities and Equity	1,573,444	1,442,775	130,670

Accrual Basis Wednesday, June 11, 2025 01:44 PM GMTZ

Town of Occoquan - Open BCE Case(s)

<u>CASE NUMBER</u>	<u>SITE ADDRESS</u>	<u>DESCRIPTION</u>	<u>CASE STATUS</u>	<u>DATE OPENED</u>	<u>ASSIGNED TO</u>	<u>ASSIGNED TO EMAIL</u>
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END OF REPORT

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 05/26/2025

*Counts business days only.

Town of Occoquan

Site Address	Case Number / Case Status	Date Received	Date Closed	Business Days Open (Pending)	Assigned To	Case Description	Violation Description(s)	Date VIO Founded	Notice Issued	Summons Issued	Court Action
112 MILL CROSS LN	BDM2025-00432 Closed - No Access	05/23/2025	05/30/2025	4	Keaveny, Christopher	SUSPECTED HOARDING CONDITIONS AS VIEWED BY APS FROM OUTSIDE OF THE RESIDENCE					
116 WASHINGTON ST 1	UNS2024-00063 Closed - Monitored	01/22/2024	02/04/2025	260	Lopez, Raleigh	PDR for fire damage	General (Unsafe)	01/23/2024	01/23/2024		
	UNS2024-00065 Closed - Monitored	01/22/2024	02/04/2025	260	Lopez, Raleigh	Fire Damage attributed to contents within structure. Exact cause TBD. This is an old building that looks like apartments but are actually condo's. The configuration is as follows, units 1 and 2 are two stories side by side. the back wall to unit 1 and 2 is the separation wall to the back four units. On the 1st floor are units 3 and 5 on the second level are units 4 and 6. The origin of fire was in unit 1, this unit was a complete burn out and destroyed wall to units in back and to unit two to the side. C is the owner of unit 2 directly to the side of unit one that is the complete burn out . There is no 1 hour separation and there was extreme damage to this wall between units 1 and 2. In the roof system trusses will need repair and / or replacement. This unit has fire, water, and smoke damage, unit posted unsafe . Meter was pulled and water shut down, This unit will require building, electrical, repair details for rated separation wall and truss repair.	General (Unsafe)	01/23/2024	01/23/2024		
	UNS2024-00066 Closed - Monitored	01/22/2024	02/04/2025	260	Lopez, Raleigh	PDR for fire damage	General (Unsafe)	01/23/2024	01/23/2024		

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 05/26/2025

**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 3	UNS2024-00069 Closed - Monitored	01/23/2024	02/04/2025	259	Lopez, Raleigh	PDR for fire damage	General (Unsafe)	01/23/2024	01/23/2024		
	UNS2024-00070 Closed - Monitored	01/23/2024	02/04/2025	259	Lopez, Raleigh	PDR for fire damage	General (Unsafe)	01/23/2024	01/23/2024		
	UNS2024-00071 Closed - Monitored	01/23/2024	02/04/2025	259	Lopez, Raleigh	PDR for fire damage	General (Unsafe)	01/23/2024	01/23/2024		

Total Number of Cases for Town of Occoquan: 7

Total Number of Addresses Affected: 3

Total Number of Violations Issued: 6

Total Number of Cases Closed : 7

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: 223.00

Average Number of Business Days Cases are Open (Grouped by Address and Date Received) This Town: 174.33

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 05/26/2025

**Counts business days only.*

Total Number of Cases for All Towns Selected: 7

Summary by Case Status:

Closed - Monitored	6
Closed - No Access	<u>1</u>
	7

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 June 17, 2025, Council Meeting

Date: June 9, 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 28, 2025:

1. Advised staff as to advertising requirements for budget and fee increases.
2. Advised staff of need to readopt the remote participation policy.
3. Researched options for dealing with dangerous boats and discussed these options with staff.
4. Advised staff as to options for dealing with landscaping contractor.
5. Continued enforcement actions for sign violations.
6. Consulted with staff regarding tall grass on HOA property.
7. Received the writ of special election to fill the vacancy on Town Council.

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

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
ELE2025-05261	421 FORTRESS WAY	Like for like 200 amp sub panel replacement 2018 compliance	Electrical	Finalized	R - Alteration/Repair	05/09/2025	05/12/2025
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		
GAS2025-01748	416 MILL ST	*BCE2025-00694* Connected gas fryer and wok burner to existing natural gas line in kitchen under hood. Gas line connections are pre-existing, only connecting 2 appliances.	Gas	Issued	C - Alteration/Repair	05/23/2025	
BLD2021-06635	450 MILL ST	TLO FOR THE COTTAGE	Building	Issued	C - Tenant Layout	05/03/2022	
ELE2022-00482	450 MILL ST	TLO FOR POPPS (**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 master bath laundry bar	Electrical	Issued	R - Alteration/Repair	04/15/2024	
MEC2024-01598	113 POPLAR LN	install of direct vent gas fireplace Framing, gas, electric done by others existing building permit BLD2024-03230	Mechanical	Issued	R - Alteration/Repair	03/27/2024	
PLB2024-02021	113 POPLAR LN	Interior plumbing renovations	Plumbing	Issued	R - Alteration/Repair	04/11/2024	

BLD2025-03847	117 POPLAR LN	NON-STRUCTURAL A/R - DEMO NON-LOADBEARING BATHROOM WALL ON MAIN FLOOR, INSTALL PRE-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	Finaled	R - Alteration/Repair	02/21/2025	04/24/2025
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	Finaled	R - Alteration/Repair	02/24/2025	04/24/2025
PLB2025-01802	184 WASHINGTON ST	NON STRUCTURAL A/R - KITCHEN REMODEL	Plumbing	Finaled	R - Alteration/Repair	02/24/2025	04/24/2025
ELE2025-03999	209 WASHINGTON ST	REPLACING 200AMP WITH 200 AMP PANEL WITH MORE SPACES	Electrical	Pending	C - Alteration/Repair		
MEC2025-01538	209 WASHINGTON ST	ADD ON PACKAGE FOR HEAT PUMP	Mechanical	Pending	C - Alteration/Repair		

Development Project

END OF REPORT



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

9. Regular Business	Meeting Date: June 17, 2025
9A: Request to Accept Annual Report from Visit Occoquan	

Attachments: a. FY 2025 Visit Occoquan Annual Report

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to review and accept the FY2025 Visit Occoquan Annual Report. The annual report covers the period of time from July 1, 2024, through June 9, 2025.

Staff Recommendation: Recommend acceptance of report as presented.

Cost and Financing: N/A

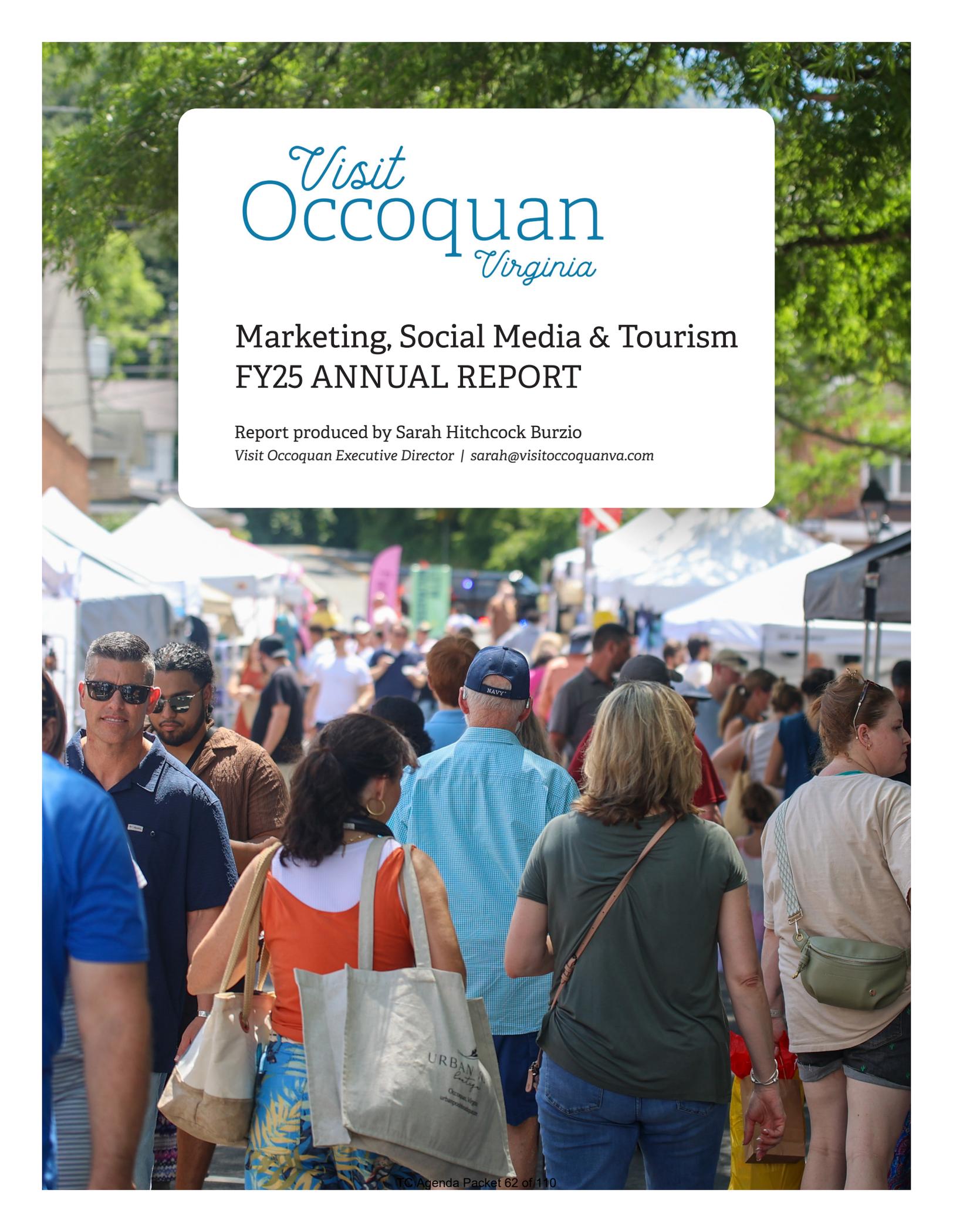
Account Number: N/A

Proposed/Suggested Motion:

“I move to accept the FY 2025 Visit Occoquan Annual Report as presented.”

OR

Other action Council deems appropriate.



Visit Occoquan *Virginia*

Marketing, Social Media & Tourism FY25 ANNUAL REPORT

Report produced by Sarah Hitchcock Burzio

Visit Occoquan Executive Director | sarah@visitoccoquanva.com

About

Contract Length

July 1, 2024 to June 30, 2025

Financial Commitment

\$20,000

Goals

To provide the Town of Occoquan with marketing, tourism promotion, education, and economic development services, plus engage the business community as a partner with the Town of Occoquan.

Hours

Board of Directors
(5 volunteers):
Roughly 250 hours

Executive Director
(1 part-time staff):
Roughly 1,100 hours

At a Glance

47%
growth

in email
subscribers

138%
increase

in Instagram
reach

61%
increase

in email
open rates

154K
views

on our top
Facebook post

88%
increase

in Instagram
followers

<\$0.01
spent

per view on the
RiverFest ad

Meet the Team

STAFF: Sarah Hitchcock Burzio, *Executive Director*

BOARD: Jordan Sanders, *President*
Petra Carden, *Vice President*
Ben Rasmussen, *Secretary/Treasurer*
Gretchen Chapman, *Member*
Matt Whitmoyer, *Member*



Email Marketing

Statistics

Email marketing list grew from 9,285 to **13,647** for an **increase of 47%** (not including emails collected during RiverFest 2025)

Subscriber growth over time:

DATE	LIST TOTAL	GROWTH
June 1, 2025	13,647	47%
June 1, 2024	9,285	35%
June 1, 2023	6,880	31%
June 1, 2022	5,265	

Breakdown

Business/Resident	46
Call for Vendors	5
Comms Emails:	51
RiverFest & Fall Show	13
Non-Festival Events	15
General	5
Marketing Emails:	33

TOTAL EMAILS	84
---------------------	-----------

Open Rates

Average open rate has **increased to 61.56%** from FY24's rate of 22.8%.

Comms Emails	68.6%
Marketing	50.97%

Marketing emails with the highest open rates are festival emails sent the week of the show (80.27% for RF & 73.61% for FCS).

Note: Comms emails are logistical in nature and include things like snow removal, business updates, business survey requests, and other informative details for Town businesses and residents.

JUNE 10, 2024 - JUNE 9, 2025

Sent	84
Recipients	293,708
Opens	140,429
Clicks	6,067
Unsubscribes	726
Replies	0
Soft + Hard Bounces	2,960

Analysis

Email marketing continues to be our most targeted way to stay in touch with our audience and promote events.



Social Media - Yearly

June 1, 2024
to June 9, 2025

May 31, 2023
to June 1, 2024

May 31, 2022
to June 1, 2023

Instagram			
Followers	6,599 88.5% increase	3,500 35% increase	2,583
Reach	89,420 138.3% increase	37,531	unavailable
Content Interactions	12,031	unavailable	unavailable
Facebook			
Followers	13,416 8.1% increase	12,326 12.7% increase	10,936 7.4% increase
Reach	335,398 1.5% decrease	340,682	unavailable
Content Interactions	14,912 41.5% decrease	25,501	unavailable

Analysis

Rapid increase in followers on Instagram is largely due to festival advertisements. Of the 3,099 new followers, 1,169 came through an advertisement. May and September are our highest engagement and new follower monthly (due to an increase in festival posting).

Facebook interactions have dropped despite a small increase in followers.

Definitions

Reach: This metric counts overall reach (number of individuals) from the organic or paid distribution of content, including posts, stories and ads. It also includes reach from other sources, such as tags, check-ins and Page or profile visits. This number also includes reach from posts and stories that were boosted. Reach is only counted once per person.

Interactions: The number of likes or reactions, saves, comments, shares and replies on content, including ads. Content includes formats such as posts, stories, reels, videos and more.

Social Media - Monthly

Instagram

Facebook

	# of posts*	Views	Reach	Inter- actions	# of posts*	Views	Reach	Inter- actions
June 2024	20	unavailable	8.3K	unavailable	11	unavailable	47.7K	1,167
July 2024	8	unavailable	3.9K	unavailable	10	unavailable	59.1K	463
August 2024	14	unavailable	5.3K	unavailable	18	unavailable	18.6K	329
September 2024	31	unavailable	24.6K	unavailable	20	unavailable	31.1K	1,342
October 2024	21	unavailable	12.4K	unavailable	20	57.4K	17.6K	777
November 2024	23	19.2K	8.6K	778	24	77.7K	25.1K	1,207
December 2024	20	27.1K	5.5K	991	18	26.4K	7.7K	410
January 2025	10	36.9K	9.6K	1.7K	16	184.8K	105.9K	4,244
February 2025	8	20.7K	4.9K	748	8	35.9K	18K	453
March 2025	6	15K	3.3K	528	19	17.2K	7.3K	377
April 2025	21	33.8K	5.9K	1,241	20	33.7K	10.9K	714
May 2025	23	93.8K	34.6K	3,986	19	193.5K	69.1K	2,041

Analysis

Spikes in May and September are expected, due to festivals. The number of posts fluctuate based on number of events to promote at that time.

*Posts include main feed video, photo, and text posts. They do not include stories, of which we have 200-250 yearly.

Note: Sometimes data is unavailable on Meta reporting due to a variety of technical reasons and are beyond our control.



Social Media - Top Posts

Facebook



We can't get over how gorgeous our town...

Mon Jan 6, 6:18am

154K 2.8K
248 178



We're 10 days out from the annual...

Wed May 28, 1:08pm

60.2K 242
24 38



Congratulations to @leafandpetalva on...

Fri May 23, 9:59am

27.8K 378
40 13



The annual Duck Splash is back at...

Sun May 25, 8:46am

24.7K 70
3 20



Day 1 of craft show off to an AMAZING star...

Sat Sep 28, 9:26am

20.4K 137
18 6

Instagram



RiverFest 2025 is coming to Occoquan...

Tue May 20, 11:21am

54.2K 1.2K
25 615



It's time for the annual Occoquan Arts &...

Sun Sep 15, 10:03am

26.8K 405
7 139



Murder mystery night is back! Join us for a...

Mon Oct 7, 7:25am

8.4K 67
0 21



We can't get over how gorgeous our town...

Mon Jan 6, 6:18am

6.7K 529
18 86



Join us this weekend for our Annual Tree...

Tue Nov 19, 5:15am

5.1K 245
6 105

Analysis

People like pretty pictures of snow and new business openings, followed by festivals. Community events and other promotions/ announcements do not gain as much engagement, but are still important to the overall communications strategy.



Advertisements

RiverFest 2025

Investment:	\$399.53	
Ad Type:	Reel on Instagram	
Duration:	16 days	
Performance:	54,762	views
	31,687	reach
	437	shares
	1,974	interactions
	855	new follows

Fall Craft Show 2024

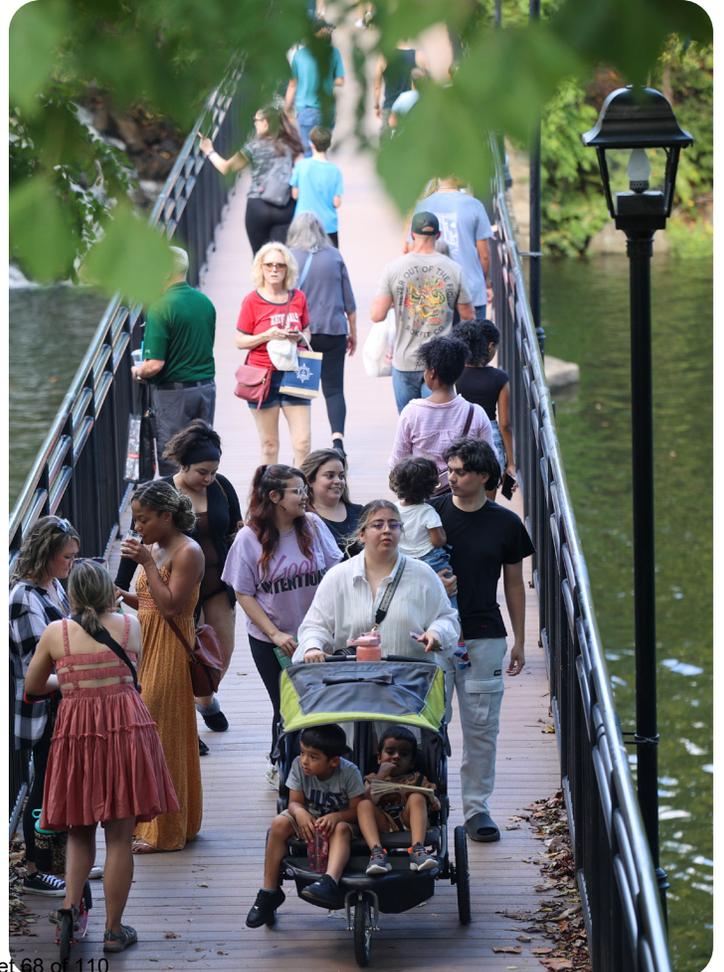
Investment:	\$419.42	
Ad Type:	Reel on Instagram	
Duration:	14 days	
Performance:	26,776	views
	14,079	reach
	70	shares
	627	interactions
	314	new follows

Murder Mystery 2024

Investment:	\$99.95	
Ad Type:	Reel on Instagram	
Duration:	10 days	
Performance:	7,499	views
	6,251	reach
	21	shares
	92	interactions
	1	new follow

Analysis

Meta ads promote the target event, but also gain us followers who are exposed to future events and general tourism even after the initial ad duration has ended. As opposed to static ads on website (such as InsideNOVA and other web banner ads) which drive people to one event, one time, Meta ads keep the audience with us for months or years to come.



Websites

OccoquanFestivals.com

June 1, 2024 - May 31, 2025

61,527

Site Sessions

39,766

Unique Visitors

New vs returning visitors



- New
91% • 36,109
- Returning
9% • 3,657

Sessions by device



- Mobile
79% • 48,469
- Desktop
20% • 12,352
- Tablet
1% • 718

Sessions by traffic source

Traffic Source	Change	Sessions
Google	↑ 38%	28,695
Direct	↓ 4%	20,528
Facebook	↓ 47%	3,686
occoquanva.gov	↓ 75%	1,911
Email Marketing	↑ 84%	1,714

VisitOccoquanVA.com

June 1, 2024 - May 31, 2025

46,787

Site Sessions

34,534

Unique Visitors

New vs returning visitors



- New
96% • 33,257
- Returning
4% • 1,277

Sessions by device



- Mobile
72% • 33,923
- Desktop
26% • 12,290
- Tablet
1% • 583

Sessions by traffic source

Traffic Source	Change	Sessions
Google	↑ 77%	23,435
Direct	↓ 10%	12,281
Facebook	↓ 66%	2,634
occoquanva.gov	↓ 58%	2,463
Email Marketing	↓ 37%	809

Beyond the Contract

Noteworthy for FY25

Virginia Mobilizing Main Street

Executive Director Sarah Burzio, Board President Jordan Sanders, and Board Member/Deputy Town Manager Matt Whitmoyer are spearheading the two-year MMS program. We attend virtual and in-person trainings and events throughout the program, then become an official America Main Street when completed. This opportunity provides invaluable education on nonprofit management, networking with other municipalities, and grant opportunities to strengthen town businesses, events, and tourism.

Volunteer Occoquan

We launched the Volunteer Occoquan program, in coordination with Town and Occoquan Historical Society. This program will streamline and grow the collective volunteering in town.

New Gift Card Program

Visit relaunched its gift card program with improved parameters and communications for businesses, plus increased marketing.

Sponsorships

Visit secured \$8,000 in donations for FY25 through a local partner, which helped pay for portions of the Tree Lighting and Santa Sing-A-Long events. This partner has also provided \$2,500 so far for FY26, which is dedicated to the Army concert in July and Halloween movie in October.

Bars & Concessions

We are coordinating and staffing concessions bars for Trivia Nights, Army Band, plus Halloween and Holiday Events.

Branding Guides

Assisted Town in creating branding guidelines to keep design coming out of Town Hall consistent, for easy brand recognition.

Business Support

Increased surveys and meetings to support in-town businesses through marketing, tourism, and events.

Noteworthy for FY26

Fundraising

The board has approved a number of new fundraising opportunities to help support Visit's general operating budget, including an annual fundraiser (Sept 2025), a holiday ornament program (Nov 2025), an Art Banner program (TBD), and more.

Social Media Support

The Executive Director will be providing tips and training to Town and PD staff on how to better leverage and grow their social media platforms.





TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

9. Regular Business	Meeting Date: June 17, 2025
9B: Request to Execute Contract with Visit Occoquan	

Attachments: a. FY 2026 Visit Occoquan Contract

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to review and execute the FY 2026 Visit Occoquan contract for a term starting July 1, 2025, and ending June 30, 2026.

Background

The Town Council first approved a \$10,000 services agreement with Visit Occoquan, Inc., a town-based tourism and economic development non-profit, at its December 5, 2023, meeting. The initial six- (6) month contract was renewed for a \$20,000 one (1) year term in July 2024. The current contract for FY 2026 is \$25,000. Per Town Code, any contract at or over \$25,000 requires Town Council approval.

Staff Recommendation: Recommend execution of the contract.

Cost and Financing: \$25,000

Account Number: Community Business Support - Events Fund

Proposed/Suggested Motion:

"I move to authorize the Town Manager to execute the FY 2026 Visit Occoquan Contract as presented for an amount not to exceed \$25,000."

OR

Other action Council deems appropriate.

SERVICES AGREEMENT

THIS AGREEMENT is made and entered into this ___ day of _____, 2025, by and between the **TOWN OF OCCOQUAN, VIRGINIA**, a body politic and corporate of the Commonwealth of Virginia (hereinafter "Town"), and **VISIT OCCOQUAN, INC.**, a Virginia corporation (hereinafter "VISIT").

WHEREAS, Virginia Code §15.2-940 provides that the Town may expend funds from local revenues for the purpose of promoting the resources and advantages of the Town; and

WHEREAS, the Town is seeking tourism and marketing services to support the Town's mission; and

WHEREAS, VISIT is a Virginia non-profit corporation located in the Town of Occoquan; and

WHEREAS, VISIT can provide marketing, tourism promotion, education, and economic development services to the Town; and

WHEREAS, the Town wishes to provide funding to support VISIT's continuing efforts to improve the Town, including the business community in Occoquan, through marketing, promotion, education and economic development, and to engage VISIT to perform tourism and marketing services on behalf of the Town.

NOW, THEREFORE, the parties hereto do hereby agree as follows:

1. Term

The term of this Services Agreement shall be one year, beginning July 1, 2025 and ending June 30, 2026. The Agreement may be renewed to correspond with future Town fiscal years if (i) renewal is requested by VISIT as provided herein, and (ii) the Occoquan Town Council approves

funding for VISIT as part of the Town's annual operating budget.

2. Agreement Type/Compensation

(A) This Agreement is a Firm Fixed Price Agreement. VISIT shall be paid the sum of Twenty-Five Thousand Dollars (\$25,000.00) for full performance of the services requested herein. That amount shall be paid to VISIT by the Town in four quarterly installments, by mutually agreeable means at an agreed date upon approval by the Town Manager.

(B) To receive payment for services, VISIT shall invoice the Town the fixed price amount in accordance with the amounts and dates set forth in (A) above.

(C) VISIT covenants and agrees that the funding provided pursuant to this Agreement will be used to benefit the Town of Occoquan and its residents, businesses and visitors, through the performance of the Scope of Work described herein.

(D) Nothing in this Agreement precludes VISIT from seeking additional funding and services from other public and private entities, to be used in conjunction with or independently of Town funding.

3. Administration and Coordination

(A) For the purposes of this Agreement, the Town shall be represented by the Town Manager or their designee(s). VISIT shall be represented by its President or the Chairperson of its Board of Directors or their designee(s).

(B) When providing services funded through this Agreement, including but not limited to special events and festivals, VISIT shall coordinate directly with all Town departments and agencies including, but not limited to, Public Works, Community Development, and Public Safety, for all Town services including traffic control, trash collection and removal, security and

other public safety needs.

(C) VISIT shall have the opportunity to participate (i) in any studies or analysis conducted by the Town that involve the business community in the Town, and (ii) on any boards or commissions that may impact the continued vitality of the Town's Business Districts. VISIT shall appoint one Town staff representative as a voting member on its Board of Directors. The representative shall be determined by the Town Manager.

4. Scope of Work

During the term of this Agreement VISIT shall use the Town funding to perform the scope of work as set forth in **Exhibit 1**. Acceptance of each deliverable set forth in the scope of work shall be subject to the Town Manager or designee's written approval. If a deliverable is not accepted by the Town Manager or designee, the Town Manager shall notify VISIT and allow it to cure in accordance with this agreement.

5. Town Support

(A) The Town shall have access to the VisitOccoquanVA.com website to provide regular maintenance and updates as deemed necessary by Town's Director of Events and Community Development or the Town Manager's designee.

(B) The Town shall have access to the shared email marketing account (currently under Brevo) for the purpose of sending mass emails about Town events and operations to residents and other subscribers. The Town's share of the subscription cost of the platform shall be incorporated into the firm fixed price of this agreement.

6. Independent Contractor

(A) Nothing herein contained shall be construed or be held to make the Town a

partner, joint venture, or associate of VISIT in the conduct of its business, except only in those instances where it specifically and expressly provides therein that VISIT shall be and act as an agent for the Town.

(B) In expending funds provided pursuant to this Agreement VISIT shall have the authority to hire, train, supervise, direct the work of, and discharge all necessary personnel. Salaries, wages, and other compensation of VISIT's employees, who work full or part-time, including social security, taxes, workers compensation insurance, and the like shall be an operating expense of VISIT and paid by and the sole responsibility of VISIT.

7. Reports

(A) VISIT shall provide an annual report summarizing its efforts related to the Scope of Work and other activities related to the funding provided pursuant to this agreement. The report should be submitted to the Town Manager within seven (7) days of the conclusion of the annual RiverFest and Crafts Show of each contract year.

(B) Audits may be required at the request and expense of the Town. VISIT shall keep and maintain all financial records pertaining to the Scope of Work, which records shall be available for inspection by the Town at all reasonable times.

(C) VISIT shall have the right to address Town Council whenever the business of VISIT is under consideration, and VISIT hereby agrees that a representative of VISIT will attend any Town Council meetings when requested by the Council.

8. Subcontracting

The parties agree that VISIT shall have the ability to subcontract the services to be performed under the scope of work. The parties further agree that any subcontractor shall be

required to comply with all applicable terms and conditions of this agreement, and that VISIT shall remain liable for the performance of the scope of work.

9. Indemnification

VISIT shall indemnify and hold harmless the Town and its officers, officials, and employees from and against all claims, losses, demands, actions, payments, suits, recoveries, judgments or settlements of any kind brought against or recovered from the Town in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of any act, omission, fault or negligence whether active or passive of VISIT or of anyone acting under its direction or control or on its behalf in connection with or incident to carrying out any activity supported by Town funding or related to the Scope of Work herein.

10. Contractor Covenants

VISIT covenants, warrants and represents the following:

(A) VISIT does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring, discipline and discharge of employees, selection of volunteers and vendors, and the provision of services.

(B) Where applicable VISIT shall comply with the requirements of the Americans with Disabilities Act.

(C) VISIT shall provide a drug-free workplace for its employees.

(D) VISIT shall abstain from directly or indirectly participating in, or intervening in, any political campaign on behalf of, or in opposition to, any candidate for elective office.

Prohibited activities include, but are not limited to, contributions to a political campaign fund and the publication or distribution of written or printed statements, or the making of oral statements, on behalf of or in opposition to a candidate.

(E) VISIT shall be solely responsible for complying with all applicable federal, state and municipal laws, codes and regulations when performing activities funded pursuant to this Agreement. VISIT agrees that it shall not, during any activity funded pursuant to this Agreement, knowingly employ unauthorized alien or aliens as defined in the Federal Immigration Reform and Control Act of 1986.

(F) VISIT agrees that it shall use its best efforts to secure the services of multiple vendors in providing services under this agreement.

(G) VISIT acknowledges that because of public funding or other criteria, VISIT may be subject to the requirements of the Virginia Freedom of Information Act (Virginia Code § 2.2-3700 et seq.)(hereinafter "VA FOIA"). VISIT agrees that if it is subject to VA FOIA, VISIT shall comply with the applicable VA FOIA requirements, including but not limited to, public notice, holding public meetings, and making non-exempt records available to the public.

11. Termination

(A) This Agreement may be terminated by either party with a minimum of 60 days' notice to the other Party. In the event of such termination VISIT shall return any unexpended and uncommitted funds to the Town and the Town shall reimburse VISIT for any expenses encumbered in fulfilling the scope of work that have not yet been paid.

(B) The Town may terminate this Agreement immediately if (i) VISIT ceases to exist or function as a charitable non-profit organization, or (ii) defaults in the performance of any of

its obligations and/or covenants under this Agreement after being given a reasonable opportunity to remedy the default. In the event of such termination VISIT shall return any unexpended and uncommitted funds to the Town.

12. Renewal

(A) If VISIT desires to renew this Agreement, it shall submit a written request to the Town Manager no later than February 1st of each year.

(B) The written request shall include a proposed line-item budget for the services VISIT proposes to provide if Town funding is approved by Town Council.

13. Notices

(A) Any notice, desired or necessary hereunder, shall be given in writing and either hand- delivered, electronically mailed, facsimile transmitted, telexed or made with proper postage prepaid, certified, return- receipt requested. If hand-delivered, facsimile transmitted or telexed, any such notice shall be effective upon delivery. If mailed, such notice shall be effective on the second business day following mailing. Notices to parties hereto shall be to the address stated below or such successor address as may be specified by notice hereunder. The addresses are as follows:

If to Town of Occoquan:

Town Manager
Town of Occoquan
314 Mill Street
PO Box 195
Occoquan, Virginia 22125
Email: townmanager@occoquanva.gov

With a copy to:

Town Attorney
Town of Occoquan

Sands Anderson PC
10432 Balls Ford Road
Suite 300
Manassas, VA 20109
Email: mcrim@sandsanderson.com

If to VISIT:

Visit Occoquan, Inc.
305 Mill Street
PO Box 661
Occoquan, VA 22125
President or Chairperson, Board of
Directors
Email: info@visitoccoquanva.com

14. Partial Invalidity

If any term, covenant, or condition of this Agreement or the application thereof to any person or circumstance shall be invalid or unenforceable, the remainder of this Agreement or the application of such term or provision to person or circumstance other than those to which it is held invalid or unenforceable shall not be affected thereby, and each term shall be valid and enforceable to the fullest extent permitted by law.

15. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia.

IN TESTIMONY WHEREOF, the Town of Occoquan has caused its name to be hereunto subscribed by Adam Linn, Town Manager, pursuant to authority heretofore duly granted by the Town Council of the Town of Occoquan; and VISIT has caused its name to be hereunto subscribed by Jordan Sanders, President of the Board, and has caused its corporate seal to be duly affixed and attested by the person authorized to do so, signifying that it intends to be bound by this Contract.

TOWN OF OCCOQUAN

VISIT OCCOQUAN

By:

By:

Signature


Signature

Print Name and Title

Jordan Sanders, President
Print Name and Title

Date

5/28/25
Date

Exhibit 1

Scope of Work

During the term of this Agreement, VISIT shall use the Town funding, as provided herein, on the following initiatives and Schedule of Deliverables:

1. Tourism:

VISIT will directly assist the Town's Director of Events in their efforts to support tourism and act as liaison between PWC Tourism and the Town of Occoquan.

2. Marketing:

VISIT will actively promote the Town of Occoquan and the NOVA Arts and Cultural District as a desirable place to live, work and visit. Specifically, VISIT will use its best efforts to encourage visitors and residents to shop, dine and utilize the services available from the businesses and property owners in the Business District.

The parties agree that VISIT shall complete the following list of activities under the supervision of the Town Manager's designee:

- i. The creation, marketing, management, and operation of at least two Visitor's Guides per year, including the administration of advertising for the magazine, photo and article generation, and event coverage;
- ii. The development, scheduling, and management of weekly social media including the Visit Occoquan Facebook page posts and FB event creation, Visit Occoquan Instagram posts, highlights, and stories for all festivals, events, and community series managed by the Town;
- iii. The development, maintenance, and promotion of the VisitOccoquanVA.com website, which includes an up-to-date business directory, information and/or links to information on all town events, community series, and festivals and a web-based up-to-date annual community calendar of events that is easily usable by any Occoquan business or organization that wants to list an event;
- iv. Design updates to the Town's OccoquanFestivals.com;
- iv. The development, marketing, and promotion of an e-list notification system of events available by subscription to area residents to be produced at least monthly;
- v. The design and coordination of printing* of other promotional materials per event as appropriate, such as rack cards, posters, and banners that coincide with the branding determined for each event; and
- vi. The marketing, advertising, management, and operation of any other activities agreed to by both parties during this agreement's term. Additions/changes to regularly scheduled events or proposed additional events will be addressed case-by-case.

*The Town will set print and digital ad buy quantities designed under this Agreement and pay their costs separate from this Agreement.

3. Schedule of Deliverables:

The below is the schedule of deliverables for the period of performance:

July/August

- Social media promotional posts that include, FB, FB event creation, IG, & IG stories (a minimum of 30 posts each FB and IG)
 - Begin Fall Craft Show 6-week social media publicity program at least one post per week on each platform
 - Continue Trivia
 - Summer tourism, includes 257th Army Band concert
- Design of Fall Craft Show rack card, banners
- Design of Fall events rack card, posters for park board
- At least two marketing emails a month
- Visitors Guide
- Website updates as needed on OccoquanFestivals.com and VisitOccoquanVa.com

September/October

- Social media promotional posts that include, FB, FB event creation, IG, & IG stories (a minimum of 40 posts each FB and IG)
 - Continue Fall Craft Show 6-week social media publicity program with addition of multiple posts, stories, and reels; weekend and post-show coverage, increasing quantity final two weeks
 - Fall Tourism
 - Costume Parade
 - Movie Night
 - Murder Mystery
- Photography/filmography
- Design of Holiday rack card, banner, poster(s) for park board
- At least two marketing emails a month
- Website updates as needed

November/December

- Social media promotional posts that include, FB, FB event creation, IG, & IG stories (a minimum of 40 posts each FB and IG)
 - Holiday Tree Lighting
 - Artisan Market campaign, includes Santa, Firelight, Gingerbread
- At least two marketing emails a month
- Photography/filmography
- Website updates as needed

January/February

- Social media promotional posts that include, FB, FB event creation, IG, & IG stories (minimum of 20 posts each FB and IG)
 - Winter tourism, Valentines
- Design of Peeps rack card, banner
- At least one general marketing email per month
- Website updates as needed
- Visitors Guide

March /April

- Design of Trivia rack card, poster(s) for park board
- Design of RiverFest rack card, banners
- Social media promotional posts that include, FB, FB event creation, IG, & IG stories (minimum of 20 posts each FB and IG)
 - Spring tourism
 - The Peeps Show
 - Begin RiverFest 6-week social media publicity program at least one post per week on each platform
- At least one marketing email per month
- Website updates as needed

May/June

- Social media promotional posts that include, FB, FB event creation, IG, & IG stories (a minimum of 30 posts each FB and IG)
 - Continue RiverFest 6-week social media publicity program, with addition of multiple posts, stories, and reels; weekend and post-show coverage, increasing quantity final two weeks
 - Trivia Night series
- At least two marketing emails a month
- Photography/filmography
- Website updates as needed

*Design and printing of festival programs and wayfinding is not part of this contract and will be invoiced separately.



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

9. Regular Business	Meeting Date: June 17, 2025
9C: Request to Name the 19th Century Army Corps of Engineers Dike in the Occoquan River	

- Attachments:**
- a. Draft Resolution
 - b. List of Submitted Names

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to adopt a resolution to name the 19th century dike located in the Occoquan River based off the recommended submissions from the naming competition at the 2025 RiverFest and Craft Show.

The winning submission will be inscribed on a sign to be placed on the “island” for a term of one year, starting on July 1st, 2025. After the year is up, the Town repeats the process and names new winner each year.

Town staff has narrowed down the submissions to a list of the top six entries for the Town Council’s review and selection (in alphabetical order):

- Conservation Key
- Dinky Dike
- Eagle Landing
- Julie Little Isle
- Paddler's Point
- Sanctuary Isle

Attached is a list of all the submissions received.

Background

In the late 19th century, the U.S. Army Corps of Engineers created a stone dike in the Occoquan River, currently situated below and to the east of the Route 123 Bridge, to help maintain the river’s channel and protect vessels from ice floes and debris. Over time, the dike has come to be a sanctuary for local wildlife, including indigenous tree and bird species.

Staff Recommendation: N/A

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

"I move to adopt Resolution R-2025-07 to Name the 19th Century Dike [NAME OF WINNING SUBMISSION], as submitted by [NAME OF WINNING SUBMITTER], for a term of one year beginning on July 1st, 2025, and expiring on June 30th, 2026.

OR

Other action the Council deems appropriate.

ATTACHMENT

Suggested Names:

- A.C.E. Harbor
- Ancient Tide
- Brill's Hideaway
- Buck's Bungalow
- Compass Isle
- Conservation Key
- Davis Rest
- Dinky Dike
- Drift Dike Island
- Eagle Landing
- Elijah & Gideon
- Ellie
- Festival Island
- Island of Female Heroes
- Isle of Ivy
- Julie Little Isle
- Jolly Jettie
- Lilo & Stitch
- Little Occoquan Island
- Little River Island
- Luca Island
- Nature's Last Stand
- Occoquan's Aqua
- Our Litter Happy Island :)
- Paddler's Point
- Penguin
- Sanctuary Isle
- Sea Island
- The Happy Place Island
- Turtle Island
- Wood Duck Island

**TOWN OF OCCOQUAN, VIRGINIA
RESOLUTION R-2025-07**

**RESOLUTION NAMING THE 19TH CENTURY U.S. ARMY CORPS OF ENGINEERS
DIKE**

WHEREAS, in the late 19th century, the U.S. Army Corps of Engineers created a stone dike in the Occoquan River, currently situated below and to the east of the Route 123 Bridge, to help maintain the river’s channel and protect vessels from ice floes and other debris; and

WHEREAS, the dike has come to form a functional “island” in the middle of the Occoquan River, acting as a sanctuary for local wildlife, including indigenous tree and bird species; and

WHEREAS, the Town hosted a naming competition for the dike, or “island”, during the 2025 RiverFest and Craft Show; and

WHEREAS, Town staff has reviewed dozens of entries from residents and visitors and created a list of recommendations to the Town Council; and

WHEREAS, Town Council has reviewed and selected a winning submission based on its compatibility with the history and character of the Occoquan River and the Town.

NOW, THEREFORE, BE IT RESOLVED, that the Occoquan Town Council hereby wishes to congratulate _____ on their winning submission to the inaugural island naming competition and recognize their creativity and enthusiasm in participating; and

BE IT FURTHER RESOLVED, that the Occoquan Town Council hereby names the aforementioned stone dike _____, as submitted by _____, for a term of one year, beginning on July 1st, 2025 and expiring on June 30th, 2026.

Adopted by the Town Council of the Town of Occoquan, Virginia this 17th Day of June, 2025.

MOTION:

**DATE: June 17, 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



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

10. Discussion Items	Meeting Date: June 17, 2025
10A: Public Water Ordinance Discussion	

Attachments: Draft Ordinance

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a follow up item to discuss the Town’s ability to regulate and enforce rules and regulations within the Town.

Background:

At its May 20, 2025, Town Council meeting, the Town Council discussed the increasing challenges affecting the safe and enjoyable use of the Town Dock, Riverwalk, and kayak launch ramp. In response, staff proposed updating existing dock policies and posting new rules to promote better public use and compliance. The Council supported these recommendations and also suggested raising dock usage fees and prominently displaying littering fines to deter violations and encourage proper disposal of trash.

Staff researched the options and prepared a draft ordinance that is being reviewed by the Town Attorney.

Staff Request: Provide policy direction on the draft ordinance.

§ 93.08 Public Waters

A. Adoption of State Boating Laws.

- (1) Pursuant to Code of Virginia § 29.1-744(c) as amended, all the provisions and requirements of the laws of the state contained in Code of Virginia, Chapter 7, Title 29.1, all as amended, are adopted and incorporated mutatis mutandis, and made a part of the town Code as fully as though set forth in their entirety.
- (2) It shall be unlawful for any person to violate or fail, neglect or refuse to comply with this section; provided, however, that in no event shall the penalty imposed exceed the penalty imposed for a similar offense under Code of Virginia, Chapter 7, Title 29.1.

B. Authority of Town Manager to Promulgate Regulations and Set Fees.

- (1) The Town Manager is hereby authorized to adopt rules, regulations, policies, and procedures as necessary to implement and administer the provisions of this Code and to ensure the efficient and orderly operation of town properties along the Occoquan River.
- (2) The Town Manager may establish and adjust administrative fees and charges for the use of Town property, permits, licenses, services, or other municipal activities, provided such fees are reasonable, not inconsistent with applicable state law, and published in a schedule of fees made available to the public.

C. Mooring of Boats on Public Docks

- (1) It shall be unlawful for any person to use, occupy or moor any vessel or boat to any part of a public dock within the Town without paying the appropriate docking fee.
- (2) It shall be unlawful for any person to bring, tow, or moor any inoperable or unsafe vessel or boat to any part of a public dock within the Town. For purposes of this section inoperable or unsafe vessel or boat is one that is not in compliance with U.S. Coast Guard Safety Regulations and/or which might endanger the public health or safety of other persons, or which might constitute an obstruction or hazard to the lawful use of the waters within or adjoining the Town.
- (3) Any person violating provision (1) of this section shall be deemed guilty of a Class 4 misdemeanor and shall be punished by a fine of not more than \$100.00 for each such violation. Any person violating provision (2) of this section shall be deemed guilty of a Class 1 misdemeanor.

D. Abandoning, Sinking, Vessel in the Occoquan

- (1) It shall be unlawful for any person to abandon, leave, sink, or destroy, in any manner, any vessel or boat of any kind or description within the waters of Occoquan River within the corporate limits of the town.
- (2) Any person violating any of the provisions of this section shall be deemed guilty of a Class 1 misdemeanor.

E. Diving or Jumping from Bridges.

- (1) It shall be unlawful for any person to dive or jump from any public bridge or dock located in the Town. This section shall not apply to any person attempting to affect a rescue or for any emergency.
- (2) Any person who violates the above provision shall be guilty of a class 4 misdemeanor and shall be punished by a fine of not more than \$100.00 for each such violation.



TOWN OF OCCOQUAN TOWN COUNCIL MEETING Agenda Communication

10. Discussion Items	Meeting Date: June 17, 2025
10B: FY2026 Budget Document Discussion	

Attachments: a. Draft FY2026 Budget Document

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a discussion item to review the Town Manager's Transmittal Letter and Fiscal Year 2026 Adopted Budget Document.

At the May 20, 2025, Town Council Meeting, the Town Council adopted the Fiscal Year 2026 budget and tax rates. The Town Manager has prepared the annual Adopted Budget document for the period of July 1, 2025, through June 30, 2026. This is an opportunity for the Town Council to review and provide feedback on the document prior to its publication on July 1st.

Staff Request: Staff is seeking any comments, suggestions, or questions on the Budget Document.



TOWN OF OCCOQUAN



PHOTO COURTESY OF SARAH HITCHCOCK BURZIO

FISCAL YEAR 2026 ADOPTED BUDGET AND CAPITAL IMPROVEMENT PROGRAM

www.occoquanva.gov

TOWN OF OCCOQUAN, VIRGINIA
FY 2026 ADOPTED BUDGET AND
CAPITAL IMPROVEMENT PROGRAM



TOWN OF OCCOQUAN, VIRGINIA
FY 2026 ADOPTED BUDGET AND
CAPITAL IMPROVEMENT PROGRAM

OCCOQUAN TOWN COUNCIL

Earnest W. Porta, Jr., Mayor
Jenn Loges, Vice Mayor
Cindy Fithian, Councilmember
Eliot Perkins, Councilmember
Theo Daubresse, Councilmember
Robert E. Love, Councilmember

TOWN MANAGER / CHIEF OF POLICE

Adam C. Linn, J.D., VCLEE-CEO

TOWN ATTORNEY

Martin Crim

EXECUTIVE LEADERSHIP TEAM

Jason Forman, Deputy Chief of Police
Matthew Whitmoyer, Deputy Town Manager

CONTRACTED SERVICES

Bruce Reese, Town Engineer
Sara Fila, Zoning Administrator

DEPARTMENT LEADERSHIP

Philip Auville, Town Clerk
Asma Rupani, Town Treasurer
Tammy Hassett, Events Director

www.occoquanva.gov

*Cover Photo by
Sarah Burzio*

- TOWN MANAGER TRANSMITTAL LETTER -



TOWN OF OCCOQUAN

CIRCA 1734 • CHARTERED 1804 • INCORPORATED 1874
314 MILL STREET • PO BOX 195 • OCCOQUAN, VIRGINIA 22125
(703) 491-1918 • FAX (571) 398-5016 • INFO@OCCOQUANVA.GOV
WWW.OCCOQUANVA.GOV

TOWN COUNCIL
EARNEST W. PORTA, JR., MAYOR
JENN LOGES, VICE MAYOR
CINDY FITHIAN
ELIOT PERKINS
THEO DAUBRESSE
ROBERT E. LOVE

**TOWN MANAGER/
CHIEF OF POLICE**
ADAM C. LINN, J.D.

July 1, 2025

Dear Mayor Porta and Members of the Occoquan Town Council:

I am pleased to present the Fiscal Year (FY) 2026 Adopted Budget for the Town of Occoquan for the period beginning July 1, 2025, and ending June 30, 2026. This budget document includes the Town's General (Operating) Fund, Events Fund, Capital Improvement Program (CIP) Fund, Mamie Davis Fund, and E-Summons Fund.

As part of the annual budget process, the Town Council reviewed the FY2025-2026 Strategic Framework which formalizes the Town Council priorities for their current term. These priorities are categorized into capital tiers and operational tiers, which served as key guidance in the development of the budget.

All Funds

The total FY 2026 Adopted Budget encompassing all funds includes \$3,130,474 in revenues and \$3,053,712 in expenditures, resulting in a \$76,762 surplus for all funds. This reflects an increase of 0.63 percent in revenues, and a 0.84 percent increase in expenditures over the FY 2025 Adopted Budget. The surplus is anticipated to fund working capital.

Taxes - General Fund

The Town's General Fund is supported through taxes, service fees, licenses, and other revenue from local, state, and federal sources. The FY 2026 Adopted Budget maintains the Town's Real Estate tax rate of \$0.116 per \$100 of assessed value. Property reassessments conducted in 2025 resulted in an average increase of 6 percent over the previous year's assessments.

Taking into account the average increase in property assessments and the unchanged real estate tax rate—after factoring in tax relief—real estate tax revenue is projected to rise by \$6,939, or 2.3 percent, over the FY 2025 Adopted Budget

The FY 2026 Adopted Budget also preserves the Town's current meals tax rate of 3.5 percent and transient occupancy tax rate of 7 percent.

Capital Improvement Program

The Capital Improvement Program (CIP) is the Town's five-year plan for capital projects that is reviewed and updated annually as part of the budget process. Projects planned for FY 2026 include continued stormwater improvement implementation, Town-owned building updates, and vehicle and equipment improvements.

Funding for the CIP is generated from the net revenue of the Events Fund, which includes the spring RiverFest and Craft Show and the Fall Arts and Crafts Show, as well as grants received. The funding sources for CIP are used to help offset the costs for capital projects within the town instead of using General Fund revenues to pay for larger one-time costs, such as infrastructure.

Staffing and Employee Benefits

The FY 2026 Adopted Budget maintains the current staffing level, with no change to the number of approved positions or staffing levels from the FY 2025 approved budget.

The FY 2026 Adopted Budget includes a performance-based funding pool for permanently filled positions. These merit-based increases are determined by annual performance evaluations.

The FY 2026 Adopted Budget also continues to fund the Town's employer-sponsored health insurance and retirement with Virginia Retirement System (VRS). These benefits were established to enhance employee retention, attract highly qualified candidates, and remain competitive with similar organizations. The estimated health insurance funding in the budget is based on the Town's continued participation in The Local Choice (TLC), administered by the Commonwealth of Virginia. Full-time, permanent employees are eligible to participate in the VRS, and the Town's ongoing commitment to this benefit is reflected in the adopted budget.

Respectfully Submitted,

DRAFT

Adam C. Linn, J.D.

Town Manager / Chief of Police

MISSION, VISION, AND VALUES

MISSION

The mission of the employees of the Town of Occoquan is to deliver services to Town residents, businesses, customers and visitors in an efficient, effective and equitable manner and to build a stronger, more vibrant community.

VISION

The Town of Occoquan is a thriving, attractive, historical river front town committed to family, business, the arts, and a healthy quality of life.

VALUES

The core values that guide the Town staff's actions and decision-making are the following:

- A. Transparency- operating in such a way that is clear, accurate and obvious.
- B. Integrity - consistently applying these core values even when doing so is difficult or unpopular.
- C. Accountability - taking ownership and accepting the consequences of one's actions.
- D. Innovation - applying new ideas, devices or processes to enhance service to visitors and citizens.
- E. Respectfulness - demonstrating respect for others and their opinions, while collaborating and actively conducting the Town's business.
- F. Inclusivity - not excluding any particular groups of people and where all people feel valued and their differences are respected.

HOW THE BUDGET IS ORGANIZED

The Budget Process

The Town of Occoquan’s budget cycle begins in the second quarter of the current fiscal year with a staff review of services, programs, and anticipated needs for the upcoming two fiscal years. While funding is appropriated on an annual basis, the process also emphasizes longer-term planning to anticipate and meet the future needs and expectations of the community.

The budget must be adopted by the Town Council each year before July 1st. As part of the process, each tax rate is reviewed, and public input is actively encouraged through regular Town Council meetings and public hearings. In addition to these forums, the Town Council holds several work sessions prior to publication of the proposed budget document.

Budget Calendar

October/November	<ul style="list-style-type: none"> • Capital Improvements Program review by Executive Leadership Team
December/January	<ul style="list-style-type: none"> • Performance measures and goals reviewed by Town Manager • Goal setting session with Town Council • Staff meetings to discuss department needs and requests • Budget and financial needs submitted to Town Manager • Town Manager develops proposed budget
February	<ul style="list-style-type: none"> • Town Council review of Strategic Framework status and Budget Calendar • Town Council provides budget development direction • First Town Council Budget Work Session
March	<ul style="list-style-type: none"> • Second Town Council Budget Work Session • Third Town Council Budget Work Session
April	<ul style="list-style-type: none"> • Fourth Town Council Budget Work Session • Proposed Budget Submitted to Town Council
May	<ul style="list-style-type: none"> • Public Hearing on Proposed Budget • Public Hearing on Proposed Tax Rates • Budget Adopted
July	<ul style="list-style-type: none"> • Adopted Budget Published

Amendments to the Adopted Budget

Changes to the Adopted Budget may occur through fund transfers and budget amendments. The Town Council holds the authority to approve transfers between activities and departments, as well as to allocate funds from reserves. Any year-end operating surpluses revert to unappropriated balances—referred to as working capital—which may be used to maintain reserves or to support Council-approved expenditures.

Budget as a Planning Tool

The budget process is more than a plan that reviews revenue and projected spending. Budgeting is a formal way to convert the Town’s short-range and long-range plans and policies into services and programs for our citizens. The budget details these services and programs in terms of cost.

In FY 2023, the Mayor and Town Council developed and approved a Strategic Framework with the intent of creating a broad, time-limited (Council tenure) set of parameters that reinforced adopted Council priorities and the Comprehensive Plan, and identified priorities for capital projects and operations, with major budget and action steps to direct staff. The Strategic Framework is reviewed and updated each year.

The Town completed its most recent Comprehensive Plan in 2016, with an update in 2021. This document outlines the community’s current and future needs and aspirations. Following the adoption of the 2016 Comprehensive Plan, the Town undertook a comprehensive update of its zoning and subdivision codes, which was completed in FY 2018. Subsequently, in 2019, the Town completed a full recodification of the Town Code—the first since 1999.

Staff continues to review and propose updates to the Town Code on an annual basis to ensure it remains aligned with the Comprehensive Plan, complies with the state law, and maintains internal consistency. These ongoing efforts help ensure that the Town’s policies and governing documents remain relevant and effective.

The annual budget is a critical tool for implementing the vision set forth in the Comprehensive Plan and Town Code, guiding resource allocation to support strategic priorities and community goals.

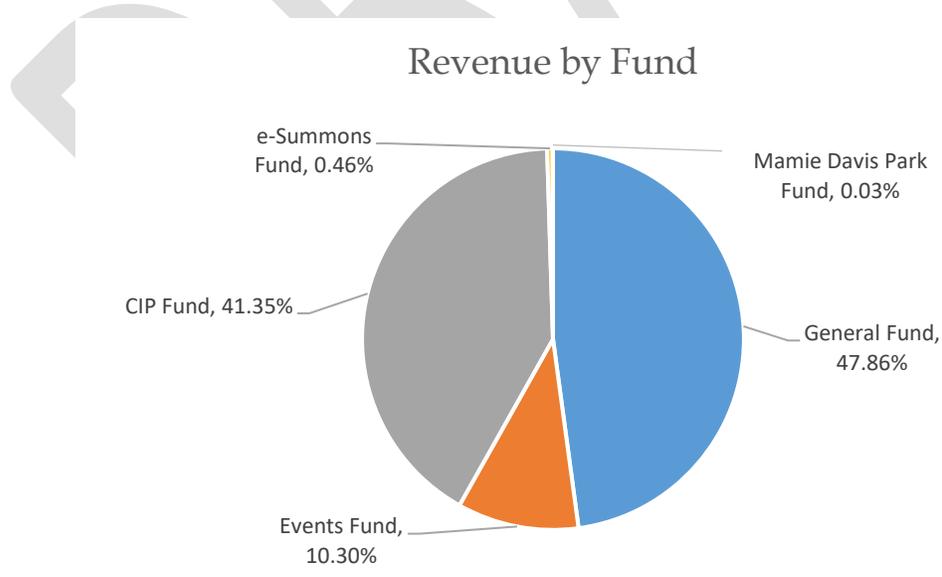
THE BUDGET IN BRIEF

The Town’s financial management system is divided into several funds based on general operations and functions. Each fund has identified revenues and expenditures. The major funds appropriated by Town Council are as follows:

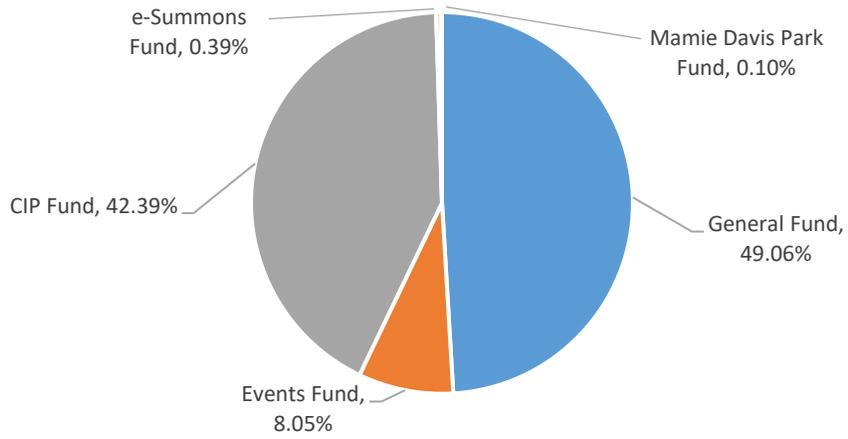
1. General Fund
2. Events Fund
3. Capital Improvement Program Fund (CIP)
4. Mamie Davis Fund
5. E-Summons Fund



The FY 2026 Adopted Budget across all funds totals \$3,130,474 in revenues and \$3,053,712 in expenditures. This represents an increase of \$19,474 (0.63%) in revenues and \$25,497 (0.84%) in expenditures compared to the FY 2025 Adopted Budget.

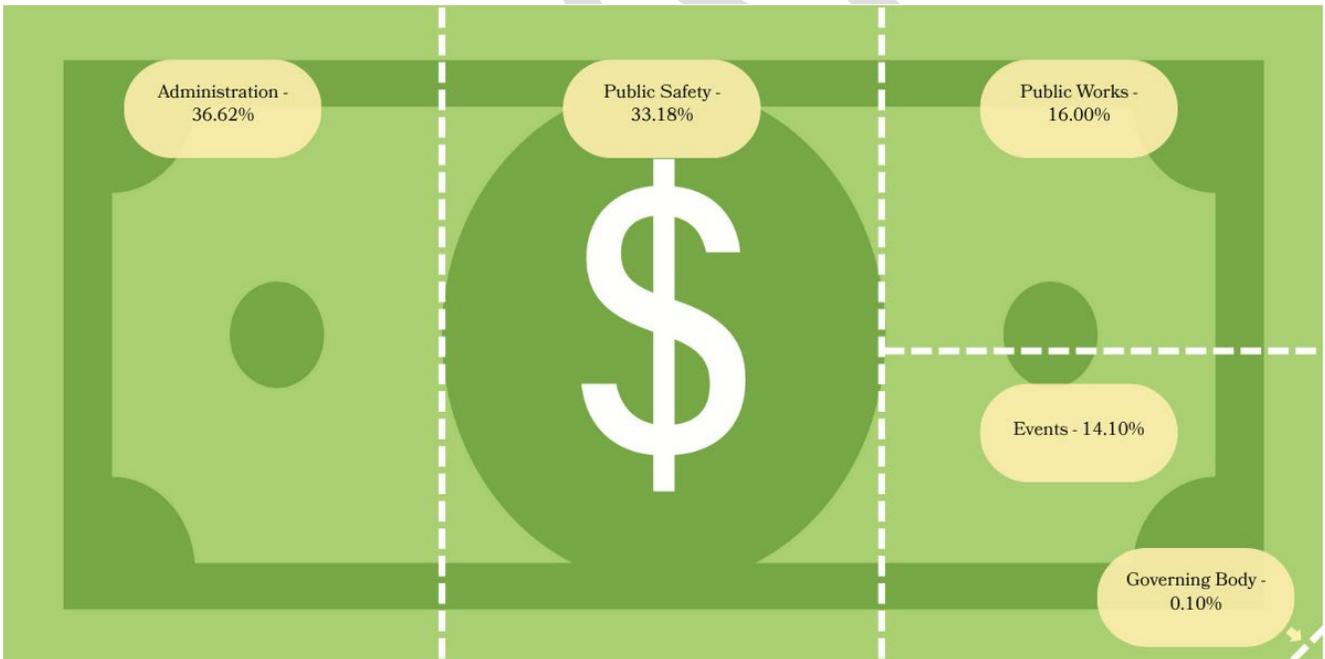


Expenses by Fund



Where Does the Money Goes.

Breakdown by Department (General Fund & Events Fund)



Funds Summary - Revenues and Expenses

GENERAL FUND

Categories	FY 2024 Budget	FY 2024 Actual	FY 2025 Budget	FY 2025 Projected	FY 2026 Adopted	Change Adopted to Budget	
						\$	%
Revenues	\$1,316,017	\$1,995,957	\$1,408,258	\$1,472,465	\$1,498,176	\$ 89,918	6.4%
Expenses	\$1,316,017	\$1,219,253	\$1,408,258	\$1,432,022	\$1,498,176	\$ 89,918	6.4%

EVENTS FUND *formerly Craft Show Fund*

Categories	FY 2024 Budget	FY 2024 Actual	FY 2025 Budget	FY 2025 Projected	FY 2026 Adopted	Change Adopted to Budget	
						\$	%
Revenues	\$ 301,225	\$ 197,503	\$ 313,285	\$ 291,841	\$322,402	\$ 9,117	2.9%
Expenses	\$ 226,750	\$ 212,235	\$ 238,726	\$ 232,306	\$ 245,880	\$ 7,154	3.0%

CAPITAL IMPROVEMENT PROGRAM (CIP) FUND

Categories	FY 2024 Budget	FY 2024 Actual	FY 2025 Budget	FY 2025 Projected	FY 2026 Adopted	Change Adopted to Budget	
						\$	%
Revenues	\$1,032,704	\$ 291,302	\$1,374,031	\$ 109,792	\$1,294,556	-\$ 79,475	-5.8%
Expenditures	\$1,032,704	\$ 291,302	\$1,374,031	\$ 109,792	\$1,294,556	-\$ 79,475	-5.8%

MAMIE DAVIS FUND

Categories	FY 2024 Budget	FY 2024 Actual	FY 2025 Budget	FY 2025 Projected	FY 2026 Adopted	Change Adopted to Budget	
						\$	%
Revenues	\$ 256	\$ 450	\$ 256	\$ 1,194	\$ 840	\$ 584	228.1%
Expenses	\$ -	\$ -	\$ -	\$ -	\$ 3,200	\$ 3,200	0.0%

E-SUMMONS FUND

Categories	FY 2024 Budget	FY 2024 Actual	FY 2025 Budget	FY 2025 Projected	FY 2026 Adopted	Change Adopted to Budget	
						\$	%
Revenues	\$11,500	\$ 17,244	\$ 15,250	\$ 14,116	\$ 14,500	-\$ 700	-4.6%
Expenses	\$ 5,000	\$ 4,242	\$ 7,200	\$ 6,554	\$ 11,900	\$ 4,700	65.3%

General Fund

The General Fund serves as the Town's primary operating account, supporting the programs and services that are essential for daily operations within the Town. This includes funding for administration, public safety, public works, and the governing body.

General Fund Revenue

General Fund revenues for FY 2026 total \$1,498,176, representing an increase of \$89,918, or 6.4 percent, over the FY 2025 Adopted Budget. The Town of Occoquan's General Fund revenue is generated from a combination of taxes, service fees, charges, fines, and aid from state and federal sources.

Major revenue sources include real estate taxes, meals taxes, business license taxes, and public safety fees. Additional revenue is collected through vehicle and business license fees, utility and communication taxes, sales taxes, transient occupancy taxes, grants, facility rentals, and various other fees, fines, and miscellaneous revenues.

Real estate taxes, meals taxes, business license taxes, and public safety fees make up the largest portion of General Fund revenues, accounting for approximately 77 percent of revenue. Real estate taxes account for 27.0 percent of General Fund revenue and are \$311,289 for FY 2026, based on maintaining the real estate tax rate \$0.116 per \$100 of assessed value. All properties within the Town (taxable, tax exempt and tax relief properties) were reassessed in 2025, resulting in an estimated 6.0 percent increase in overall valuation from \$276,331,300 to \$286,737,200. However, the reassessment of taxable real estate only resulted in a 2.3 percent increase.

Meals taxes account for 27.4 percent of General Fund revenue and are \$315,452 for FY 2026, which is a reduction from FY 2025. The Meals Taxes are based on maintaining the current tax rate of 3.5 percent and recent historical trends.

General Fund Expenses

The FY 2026 Adopted Budget General Fund expenses are \$1,498,176. This is an increase of \$89,918 or 6.4 percent over the FY 2025 Adopted Budget. The increase in expenses is attributable to inflationary expenses and increased contract costs such as refuse collection, insurance, and legal, as well as increases in existing program costs.

The FY 2026 Adopted Budget includes a performance-based salary adjustment pool that provides for an average increase of 3 percent for permanent employees. There were no other changes to service or program delivery.

Events Fund

The Events Fund, formerly known as the Craft Show Fund, is a separate fund that supports the spring RiverFest and Craft Show and the Fall Arts and Crafts Show, as well as other town events. Generally, net revenues from the Events Fund are used to help fund the Town's capital improvement projects and other large, one-time costs incurred by the Town. The Town's Events staff are funded through the Events Fund.

The revenues for the Events funds are derived from booth rentals, shuttle fares, sponsorships, ticket sales, grants, and other smaller income generating activities. The revenues are event dependent and subject to cancelations from weather and pandemic.

Capital Improvement Program Fund

The Capital Improvement Program Fund is not a revenue generating fund. It utilizes the net revenues generated from the Events Fund, working capital, and income received from grants to implement capital improvement projects identified within the Town's Capital Improvement Program (CIP). These projects are often one-time, large cost projects that cannot be funded or supported through the General Fund.

The FY 2026 Adopted Budget reflects capital costs of \$1,294,556, with a corresponding \$1,294,556 from anticipated grants and other funding reflected in the revenue category. These revenues include \$920,000 from an FY 2024 federal appropriations Community Project Funding grant for stormwater remediation, which the Town was notified it would be receiving during FY 2026.

The FY 2026 CIP also includes \$374,556 in revenue from the Town's resources, working capital, and State Aid to Localities funding to support projects including stormwater remediation activities, town-owned building improvements and public safety equipment.

Mamie Davis Fund

The Mamie Davis fund is a \$100,000 permanent endowment that was gifted to the Town by former Town official and resident, Ms. Mamie Davis. The Town is not able to spend the principal amount; however, we are able to utilize the revenues generated from interest on projects benefiting Mamie Davis Park or Town Hall.

E-Summons Fund

Established with the FY 2023 budget, the E-Summons Fund contains the revenues and expenses associated with Town ordinance O-2019-02 that assesses a \$5 fee per traffic or criminal case. These revenues can only be used for the purchase, implementation, and

maintenance of the e-Summons Program. The e-Summons Program was established to increase overall efficiency to the Judicial System by reducing backlog of data entry of summons and facilitating faster and more accurate entry of summons into the court system.

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Budget Detail by Fund

GENERAL FUND

Revenues

Account	FY2026 Adopted Budget General Fund - Revenues	FY2024 Budget	FY2024 Actual	FY2025 Adopted	FY2025 Projected	FY2026 Adopted	% to Projected	% to Budget	\$ to Budget
Taxes									
40010	Real Estate Tax	288,769	289,260	304,351	304,351	311,289	2.3%	2.3%	6,939
40020	Meals Tax	357,641	327,897	333,812	328,228	315,452	-3.9%	-5.5%	(18,360)
40030	Sales Tax	40,000	46,900	48,000	47,977	48,000	0.0%	0.0%	-
40040	Utility Tax	31,000	38,477	36,500	37,106	37,000	-0.3%	1.4%	500
40050	Communications Tax	33,000	30,230	33,000	30,872	31,000	0.4%	-6.1%	(2,000)
40060	Transient Occupancy Tax	21,000	46,025	46,500	44,711	43,000	-3.8%	-7.5%	(3,500)
40070	Peer-to-Peer Vehicle Tax		1,313	6,600	-	-		-100.0%	(6,600)
Fees									
41010	Vehicle License Fee	11,000	10,729	11,000	10,272	10,308	0.4%	-6.3%	(692)
41020	Business Licenses	75,000	91,219	90,402	95,534	93,500	-2.1%	3.4%	3,098
41025	Business License Fee	4,140	4,290	4,260	4,410	4,320	-2.0%	1.4%	60
41030	Late Fees	1,500	4,315	1,500	4,956	2,500	-49.6%	66.7%	1,000
41040	Fines - Public Safety	349,830	498,359	375,000	437,289	427,000	-2.4%	13.9%	52,000
41100	Administrative Fees	8,500	7,593	8,500	6,770	8,500	25.6%	0.0%	-
41120	Service Revenue - Engineering	14,000	4,199	14,000	8,015	14,000	74.7%	0.0%	-
41130	Service Revenue - Legal	10,000	-	5,000	-	5,000		0.0%	-
41140	Service Revenue - Other	500	-	600	-	500		-16.7%	(100)
41000	Fees - Other	3,000	1,713	2,500	1,515	1,000	-34.0%	-60.0%	(1,500)
Grants									
42010	Litter Grant	1,329	2,085	1,329	1,838	1,800	-2.1%	35.4%	471
42020	Public Safety (HB599)	26,821	27,390	27,678	28,372	29,223	3.0%	5.6%	1,545
42021	NHSTA (DMV)	15,375	10,302	16,000	23,319	26,000	11.5%	62.5%	10,000
42040	PEG	-	156	-	-	-			-
	Other Grants	-	508,588	-	1,234	-	-100.0%		-
Public Property Leases and Rentals									
43010	Town Hall Rentals	-	-	-	-	80			80
43020	River Mill Park Rentals	3,000	1,850	4,000	3,050	3,500	14.8%	-12.5%	(500)
43030	Mamie Davis Park Rentals	1,500	2,000	3,000	2,500	2,500	0.0%	-16.7%	(500)
	200 Mill Street Lease	7,613	2,731	7,727	7,727	7,843	1.5%	1.5%	116
Other									
44010	General Fund Interest	10,200	28,145	25,000	33,115	25,000	-24.5%	0.0%	-
44040	Brick Program	300	-	300	150	800	433.3%	166.7%	500
44060	Other Revenues	1,000	10,189	1,700	9,154	5,000	-45.4%	194.1%	3,300
	Fund Transfers					44,060			44,060
	General Fund Revenue Total	1,316,017	1,995,957	1,408,258	1,472,465	1,498,176	1.7%	6.4%	89,918

Expenses

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

EVENTS FUND

Revenues

Account	FY2026 Adopted Budget Events Fund - Revenues SUMMARY ALL ACTIVITIES	FY2024 Budget	FY2024 Actuals	FY2025 Budget	FY2025 Projected	FY2026 Adopted	% to Projected	% to Budget	\$ to Budget
Event Revenues									
47010	Sponsorships	42,500	19,097	34,000	18,500	26,800	44.9%	-21.2%	(7,200)
47020	Booth Rentals	160,375	111,734	166,000	174,940	187,575	7.2%	13.0%	21,575
47030	Shuttle Fees	61,100	28,545	60,500	65,457	71,500	9.2%	18.2%	11,000
47040	Parking Space Sales	8,900	3,825	10,500	8,450	9,875	16.9%	-6.0%	(625)
47060	Merchandise	3,000	1,603	1,125	450	200	-55.6%	-82.2%	(925)
47021	Ticket Sales	11,000	16,317	18,575	12,139	11,800	-2.8%	-36.5%	(6,775)
Other Revenues									
44040	Bricks Program	1,275	2,028	1,575	-	-		-100.0%	(1,575)
41160	Convenience Fees	5,875	7,377	4,550	2,885	5,627	95.1%	23.7%	1,077
44020	Events Fund Interest	1,200	32	-	20	25	25.0%		25
47000	Other Revenue	6,000	5,878	15,760	9,000	9,000	0.0%	-42.9%	(6,760)
47100	Cost Share Reimbursement	-	1,066	700	-	-			(700)
Total Events Fund Revenues		301,225	197,503	313,285	291,841	322,402	10.5%	2.9%	9,817

Expenses

Account	FY2026 Adopted Budget Events Fund - Expenses SUMMARY ALL ACTIVITIES	FY2024 Budget	FY2024 Actuals	FY2025 Budget	FY2025 Projected	FY2026 Adopted	% to Projected	% to Budget	\$ to Budget
60000	Total Personnel Services	84,475	70,178	98,371	84,750	82,562	-2.6%	-16.1%	(15,808)
60400	Total Professional Services	17,600	15,525	5,050	6,179	5,796	-6.2%	14.8%	746
60800	Total Information Tech Services	1,200	1,864	390	1,304	600	-54.0%	53.8%	210
61200	Total Material and Supplies	18,025	14,688	13,545	11,899	14,175	19.1%	4.7%	630
61600	Total Operational Services	-	292	-	-	-			
62000	Total Contracts	70,875	61,199	75,100	78,882	79,407	0.7%	5.7%	4,307
63200	Total Advertising	24,875	27,838	32,500	33,097	34,000	2.7%	4.6%	1,500
64000	Vehicles and Equipment	-	-	-	-	-			-
66800	River Mill Park and Facility	600	645	850	-	-		-100.0%	(850)
69210	Artisan Market	2,675	8,064	5,000	-	13,315		166.3%	8,315
69220	Volunteer Thank You Event	1,575	1,617	1,575	1,638	1,750	6.8%	11.1%	175
69250	River Mill Park Special Events	4,850	3,329	4,850	10,030	10,720	6.9%	121.0%	5,870
69290	Other Special Events	-	6,996	1,495	4,526	3,555	-21.5%	137.8%	2,060
69200	Total Special Events	9,100	20,006	12,920	16,194	29,340	81.2%	127.1%	16,420
Total Events Fund Expenses		226,750	212,235	238,726	232,306	245,880	5.8%	3.0%	7,155

MAMIE DAVIS FUND*

Revenues

Account	FY2026 ADOPTED BUDGET - MAMIE DAVIS FUND	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Adopted	% to Projected	% to Budget	\$ to Budget
44030	Fund Interest Revenue	256	450	256	1194	840	-29.7%	228.1%	(584)
Total Proposed Revenue		\$ 256	\$ 450	\$ 256	\$ 1,194	\$ 840	-29.7%	228.1%	(\$ 584)

Expenses

Account	FY2026 ADOPTED BUDGET - MAMIE DAVIS FUND	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Adopted	% to Projected	% to Budget	\$ to Budget
70000	Capital Projects	-	-	-	-	3,200	%	%	3,200
Total Proposed Revenue		\$ -	\$ -	\$ -	\$ -	\$ 3,200	%	%	\$ 3,200

E-SUMMONS FUND*

Revenues

Account	FY2026 Adopted Budget – E-Summons Fund Revenues	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Adopted	% to Projected	% to Budget	\$ to Budget
41170	E-Summons Revenue	11,500	17,244	15,250	14,116	14,500	2.7%	-4.9%	(750)
E-Summons Fund Revenues Total		\$ 11,500	\$ 17,224	\$ 15,250	\$ 14,116	\$ 14,500	2.7%	-4.9%	(\$ 750)

Expenses

Account	FY2026 Adopted Budget – E-Summons Fund Revenues	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Adopted	% to Projected	% to Budget	\$ to Budget
60860	Hardware/Software	4,300	3,825	5,600	5,754	8,500	4.1%	32.6%	2,900
60850	Internet Service	-	-	-	-	2,200	-	-	2,200
61220	Operational Supplies	1,200	418	1,600	800	1,200	50.0%	-25%	(400)
E-Summons Fund Expenses Total		\$ 5,500	\$ 4,242	\$ 7,200	\$ 6,554	\$ 11,900	81.6%	32.6%	\$ 4,700

* Designates restricted Funds.

CAPITAL IMPROVEMENT PROGRAM

FY 2025 - FY 2029

FY2026 Proposed 5-Year Budget Capital Improvement Program (CIP)	Activity	Strategic Framework	Funding Source	FY26	FY27	FY28	FY29	FY30	Totals
Building and Parks Improvements	Public Works		CIP / Grants	\$ 33,725	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ 53,725
FY26 - River Mill Park Update	Public Works	CT3 - ITP	CIP	\$ 3,500					\$ 3,500
FY26 - Mill Street Storage Improvements	Public Works	CT3 - ITP	Grant / CIP	\$ 8,000					\$ 8,000
FY26 - River improvements (shed/fence)	Public Works	CT3 - ITP	CIP	\$ 9,500					\$ 9,500
FY26 - River Mill Park Remediation (drainage)	Public Works	CT3-ITP	CIP	\$ 12,725					\$ 12,725
FY27 - Mill House Museum - New windows and Door	Public Works	CT3 - ITP	CIP		\$ 10,000				\$ 10,000
FY28 - Mill House Museum - New Roof	Public Works	CT3 - ITP	CIP			\$ 10,000			\$ 10,000
Information Technology Improvements	Administration		CIP / WC	\$ 7,000	\$ 6,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 22,000
FY25-FY27 - Staff Laptop Replacement	Administration	OT2 - TIPE	CIP	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ -	\$ 6,000
FY25-FY26 - Timed Parking Equipment	Administration	CT3 - PSP	WC	\$ 4,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 16,000
Riverwalk Expansion	Public Works		WC / Grant	\$ -	\$ 998,000	\$ 400,000	\$ -	\$ -	\$ 1,398,000
FY25-FY26 - Riverwalk Extensions	Public Works	CT1 - CR	WC / Grant		\$ 998,000	\$ 400,000			\$ 1,398,000
Street and Parking Improvements	Public Works		CIP	\$ 5,000	\$ -	\$ -	\$ 75,000	\$ -	\$ 80,000
FY26 - McKenzie Dr. Restriping	Public Works	CT2 - ITI	CIP	5,000					\$ 5,000
FY29 - Road Resurfacing	Public Works	CT2 - ITI	CIP				\$ 75,000		\$ 75,000
Sidewalk Improvements	Public Works		CIP	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ 40,000
FY28 - Sidewalk Improvements	Public Works	CT2 - ITI	CIP			\$ 40,000			\$ 40,000
Stormwater Improvements	Public Works		WC / Grant	\$ 1,130,031	\$ -	\$ -	\$ -	\$ -	\$ 1,130,031
FY25 - Stormwater Implementation and Match	Public Works	CT1 - USI	Grant/WC	\$ 1,130,031					\$ 1,130,031
Streetscape and Infrastructure Improvements	Public Works		CIP	\$ 8,800	\$ -	\$ -	\$ -	\$ -	\$ 8,800
FY26 Events Benches	Events	CT2 - ITI	CIP	\$ 1,800					\$ 1,800
FY26 Holiday Lights/Decorations	Events	CT2 - ITI	CIP	\$ 7,000					\$ 7,000
Vehicles and Equipment Improvements	PS/PW/EVENT		CIP / Grants	\$ 110,000	\$ 74,500	\$ 74,500	\$ 74,500	\$ 68,500	\$ 402,000
FY24-FY29 - Replacement PS Vehicles - Hybrid SUV	Public Safety	CT3 - PSV	599/CIP	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000		\$ 72,000
FY26-FY31 - Replacement PS Vehicles	Public Safety	CT3 - PSV	599/CIP	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
FY27 - Public Works Truck	Public Works	CT3 - PWV	CIP		\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 32,000
FY25 - Trailer - Fire Suppression / Command	Public Safety	CT3 - PSV	Grant	\$ 30,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 90,000
FY25-FY26 - Body Armor Replacement	Public Safety	CT3 - PSP	CIP/Grant	\$ 3,500				\$ 12,000	\$ 15,500
FY25-FY26 - Holiday Snowflake / Wreath Upgrade	Public Works	CT3 - ITP	CIP	\$ 10,000					\$ 10,000
FY25-FY29 - Police Record Management System/CAD	Public Safety	CT3 - PSP	CIP	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 17,500
FY24-FY28 - AXON Body Worn Camera System	Public Safety	CT3 - PSP	WC	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
FY26 Uniform Replacement	Public Safety	CT3 - PSP	CIP	\$ 10,000					\$ 10,000
FY26 Event Mobile Sound System	Events	OT1 - ETU	CIP	\$ 5,000					\$ 5,000
Total				\$ 1,294,556	\$ 1,088,500	\$ 527,500	\$ 152,500	\$ 71,500	\$ 3,134,556

Fund Source Summary	FY26	FY27	FY28	FY29	FY30	5-Year Total
CIP Funds	\$ 94,275	\$ 43,500	\$ 80,500	\$ 105,500	\$ 27,500	\$ 351,275
Working Capital	\$ 240,006	\$ 212,600	\$ 93,000	\$ 13,000	\$ 13,000	\$ 571,606
599 Funding (Capital)	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000	\$ 10,000	\$ 86,000
DOJ BVP Grant	\$ 1,750	\$ -	\$ -	\$ -	\$ 6,000	\$ 7,750
EPA Community Grant	\$ 904,025	\$ -	\$ -	\$ -	\$ -	\$ 904,025
Other Grants	\$ 35,500	\$ 813,400	\$ 335,000	\$ 15,000	\$ 15,000	\$ 1,213,900
Total	\$ 1,294,556	\$ 1,088,500	\$ 527,500	\$ 152,500	\$ 71,500	\$ 3,134,556

For questions on the Adopted Budget or the town budget process, contact the Town of Occoquan at info@occoquanva.gov or call (703) 491-1918. Visit www.occoquanva.gov for general information about the Town of Occoquan.