



TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

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Occoquan Town Council Town Council Meeting November 5, 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 October 21, 2025, Town Council Meeting Minutes pg. 2
5. **Mayor's Report**
6. **Councilmembers Reports**
7. **Administrative Reports**
 - a. Administrative Report pg. 12
 - b. Town Treasure's Report pg. 36
 - c. Town Attorney pg. 56
8. **Regular Business**
 - a. Request to Adopt Resolution Recognizing the Sesquicentennial of the First Elected Council of the Town of Occoquan pg. 57
9. **Discussion Items**
 - a. Falls Arts & Crafts Show Report pg. 60
 - b. Visit Occoquan FY26 First Quarterly Report pg.67
10. **Closed Session**
11. **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: November 5, 2025
Request to Approve Consent Agenda	

Attachments: See below

Submitted by: Megan Lubash
Town Clerk & Assistant Town Manager

Explanation and Summary:

This is a request to approve the consent agenda:

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

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, October 21, 2025
7:00 p.m.

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

Absent: Councilmember Cindy Fithian

Staff: Adam Linn, Town Manager / Chief of Police; 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 Zoning Text Amendment to make changes to the sign ordinance

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 sign ordinance.

Planning Commission Chair Perkins called the Planning Commission to order at 7:03 p.m.

Present: Chair Elliot Perkins, Commissioners Don Wood, Ralph Newell, Richard Grant, Samantha Sparks, and Margaret Pepin

Absent: Commissioner Darryl Hawkins

Chair Perkins opened the public hearing for the Planning Commission at 7:04 p.m.

Mayor Porta opened the public hearing for the Town Council at 7:04 p.m.

Mayor Porta invited the public to speak.

The first speaker was Pam Konwin, a former Councilmember, business owner since 1998 with a business presence in town since 1987, former Architectural Review Board (ARB) Chair, and former Town Council liaison to the ARB. She expressed concern that allowing additional A-frame signs could create visual clutter. She also noted her concern that the current ARB Chair, Brenda Seefeldt, had not been adequately consulted regarding this zoning text amendment.

Michelle White, resident, local business owner & member of the Architectural Review Board, spoke in support of the zoning text amendment.

Jordan Sanders, a local business owner, spoke in support of the zoning text amendment to include two A-frame signs including one off-premises. She expressed the belief that this would be beneficial to her business.

Jordan Sanders also read a letter on behalf of two business owners: Donna and Craig Sherman. Their businesses are located off of Mill Street, up four stairs and facing an alley. Having two A-frame signs helps customers find their shops and is vital to their business.

Kristin Becka, from Forever Young , spoke in support of the zoning text amendment allowing for 2 A-frame signs.

Sherry Mangas, a business owner in town, spoke in support of the zoning text amendment allowing for 2 A-frame signs.

Brenda Seefeldt, Chairperson of the Architectural Review Board, spoke against the zoning text amendment and indicated that as a town resident, she believes the town is crowded with A-frame signs already. Speaking as the Chairperson of the Architectural Review Board, she noted that her Board was not notified or allowed to comment on this zoning text amendment and not allowed to provide historical perspective on it. She noted that originally the A-frame was a compromise to allow for temporary signage. The off-premises A-frame sign is her main concern for adding to the clutter in the right of way. She also noted her disapproval of colored lights and holiday lights staying up year-round.

Sarah Burzio, business owner of Hitchcock Paper and Tiny Supply Co, as well as Executive Director of Visit Occoquan, supported the zoning text amendment. Speaking as a business owner, she brought a packet demonstrating alternatives for signs as the A-frame sign takes up a large portion of the sidewalk and makes it hard for wheelchair users and strollers. She proposed keeping code-approved materials such as wood and metal, but getting rid of the chalk board requirement. She indicated that many other Virginia Towns have less stringent sign codes and do not look as messy.

Laura Jones, local gallery owner, spoke in support of the zoning text amendment allowing for two A-frame signs for businesses located on second floors. She requested removing the requirement for only wooden or metal A-frames as vinyl alternatives are not allowed.

Young Grams, owner of D'Rocco's, spoke in support of the zoning text amendment allowing for two A-frame signs. She understands worrying about the clutter, but the signs are helpful for customers to figure out what is a residence and what is a business. She is also for less stringent requirements on the materials of A-frames.

Jeremey Barber, owner of Mill Street Beer Garden, spoke in support of the zoning text amendment allowing for two A-frame signs.

Josephine Tullo, a local business owner, spoke in support of the zoning text amendment allowing for two A-frame signs. Two signs would be useful for events sponsored by her gallery.

Thalia Wyatt, owner of Too Bee, spoke in support of the zoning text amendment allowing for 2 A-frame signs. She noted that stores in the alley are hidden, and signs on the larger streets push customers to look for hidden businesses. Since taking the sign down, she has had less walk-in traffic. Having an offsite A-frame would mean in driving new business to her shop.

Sarah Burzio read a letter on behalf of Nicola Eisen, a local business owner, who wanted to make a comment on the zoning text amendment. Instead of an A-frame, she suggested a slimmer metal sign that would provide a clearer streetscape without detracting from the charm of the Town.

As there were no further citizens interested in speaking, Chair Perkins asked if there was a motion to close the public hearing. Commissioner Grant moved to close the public hearing. Commissioner Pepin seconded. Motion passed unanimously by voice vote.

A discussion by the Planning Commission started with Commissioner Pepin. She sees both sides of the A-frame debate as some signs are not as visible and others.

Planning Commissioner Wood spoke in support of the zoning text amendment allowing for two A-frame signs. He is intrigued by additional design concepts outside of A-frame signs.

Planning Commissioner Sparks spoke in support of the zoning text amendment allowing for two A-frame signs. She also believed this matter should have been looked at by the Architectural Review Board.

Chair Perkins added that this is not the end of discussions on signs; this was to address having two A-frame signs with one being permitted to be off premise. Discussions on different signage can be had at a future date.

Commissioner Newell moved to recommend approval of the attached draft ordinance, O-2025-12, as presented. Commissioner Wood seconded. Motion passed unanimously by roll call vote.

Ayes: Chair Perkins, Commissioner Wood, Commissioner Newell, Commissioner Pepin, Commissioner Sparks, and Commissioner Grant

Nays: None

Commissioner Grant moved to close the Planning Commission meeting. Commissioner Pepin seconded. Motion passed unanimously by voice vote.

Chair Perkins closed the Planning Commission at 7:41 p.m.

Vice Mayor Loges moved to close the Town Council public hearing. Councilmember Love seconded. Motion passed unanimously by voice vote.

Mayor Porta closed the Public Hearing at 7:42 p.m.

3. REGULAR BUSINESS

a. Request to Approve Amended Sign Ordinance

Mayor Porta asked for unanimous consent to move this item up on the agenda with no objection. He stated that while the Town Council already had the opinion of the Planning Commission, a vote did not have to happen on the sign ordinance tonight, but could be deferred to a later date if the Council so desired.

Mayor Porta also addressed ARB Chair Seefeldt's comments. He noted that six previous Council meetings have included discussion of changing the sign ordinance with regard to A-frames dating back to June 2024. At one of these meetings, he noted, a zoning text amendment had been referred to the Planning Commission for action. As a result he was not clear how there could be an impression that the discussion was a surprise, though he noted that the ARB Chair appeared to indicate that she expected the ARB representative on the Planning Commission to consult with her or the ARB. Mayor Porta also noted that he considered the ARB Chair to have long been a guardian of what he characterized as a "traditionalist's" view of historic district regulations, which he believes is a critical voice to have in striking an appropriate balance in historic districts, and thus her opinion is one that should be given weight.

Mayor Porta confirmed Chair Seefeldt's position regarding A-frame signs being a historical compromise made to help business owners advertise their businesses. The insistence of chalk board signs was made to combat the vinyl and plastic materials used by some while the ability to have them off-premise was prohibited to limit clutter. He noted that these restrictions had been put in place in the past at the request of business owners.

He noted that it was precisely for this reason that he did not support a recommendation by the Planning Commission made a year or so ago that was similar to the one being discussed tonight. At that time no business owners were advocating for changing a rule that had originally been put in place at the request of business owners. He noted that the turnout this evening obviously represented a significant change in that sentiment with regard to A-frame signs.

In regard to other styles of signs, Mayor Porta suggested that this was not ripe for discussion and be talked about at a future date.

Councilmember Perkins reiterated that this is not a simple matter and both sides bring up good points. He also appreciated the feedback and turnout from businesses and residents on the sign ordinance.

Town Manager Linn requested that Mayor Porta amend the ordinance to include modifications suggested by Town Attorney Crim to the rename the agenda item and title of the Ordinance to, "Sign Ordinance Zoning Text Amendment."

Vice Mayor Loges moved to adopt Sign Ordinance Zoning Text Amendment O-2025-12 as presented. Councilmember Love seconded, which led to formal

discussion.

Mayor Porta noted that the proposed adjustments with regard to lights was to appropriately address First Amendment concerns. Long ago the town's regulations only allowed colored lights during the December holidays. To address First Amendment concerns the Council then extended permission to what it considered the dark winter months period. As this was still arguably discriminatory in favor of certain holidays, the proposed rules would allow colored lights outside of the dark months on a temporary basis, once a year, with a permit. To the extent people were concerned about lights colored lights being on anywhere all year, this was an enforcement issue that staff would have to address.

Mayor Porta then talked about the right-of-way issue with A-frames. Historic Towns often have inaccurate surveys which has meant the Town has granted many no-fee licenses for encroachment on the public right-of-way. Enforcement for A-frames is enforced by maintaining at least three feet of space to pass around the sign. A limiting factor for off-premise signs under the proposed rules is that the applicant must submit the written f permission of the property owner to have an A-frame at a location.

Vice Mayor Loges wanted to know what was within 150 feet at Washington St. and Commerce St.

Town Manager Linn and Councilmember Perkins noted that 50 yards was walked off by staff and had been ascertained that a business in the middle of an alley would be able to have a sign on a main street with 150 feet.

Vice Mayor Loges wanted to look at unintended consequences if, for example, 125 Mill St. allowed over twenty A-frame signs in the grassy area in front of the stores. Mayor Porta and Town Manager Linn noted that that building is out of the historic district and on private property, so the tenants and landlords would have to decide on these spaces.

Councilmember Daubresse asked how this would be enforced to which Town Manager Linn responded that our enforcement is complaint based due to staffing requirements. Councilmember Daubresse noted he was generally for allowing each business to have two A-frame signs but wanted to limit clutter in Town.

Councilmember Love spoke in support of the zoning text amendment allowing for two A-frame signs. He stated that the value to the businesses is greater than the cost of the clutter.

Councilmember Perkins stated that businesses want visibility, and certain groups are opposed to clutter. For him, enforcement is important to find the balance in regards to signs in town. He also would like to discuss types of signs at a future date.

Mayor Porta wanted to make a change on section 7(h) where businesses have two years to remove a sign from a closed business. He asked to change that time period to six months to which no one objected.

Mayor Porta recommended that this ordinance be looked at again in approximately

eighteen months to tackle unintended consequences and allow for changes to be made.

Vice Mayor Loges modified her motion so as to adopt Sign Ordinance Zoning Text Amendment O-2025-12 with the amendment to section 7(h). Councilmember Love agreed to the modification of the original motion and seconded it. Vote passed unanimously by roll call vote.

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

Nays: None

Absent: Councilmember Fithian

4. DISCUSSION ITEMS

a. Creation of River Road Residential Parking District

Mayor Porta asked for unanimous consent to move this item on the agenda with no objection. Mayor Porta opened up citizen's time for people to address the discussion item. The following residents of River Road spoke:

Denise V. is opposed to this measure and is here speaking on her own behalf. She acknowledged that there are issues on the road and asked that parking enforcement be directed at the individuals who are causing problems.

James E. agreed that people parking at non-traditional spaces are damaging the roads and that everyone might have to pay for. He notes that multiple people on their road do not have their stickers on their cars. He wondered if enforcement was going to go up to help manage these cars parking without permits or in non-parking zones.

Jesus S. lived at 105 River Road was told by police that he could park a third car on the fenced property.

Tony S. agrees that the proposed framework will not work. He noted that there is no overflow parking for this development. He noted the problem when the Town took back use of its lot at the end of River Road. While he noted that there is parking under Route 123 bridge, he suggested allowing for the lot of River Road to be used as a temporary parking space for guests.

Richard M. agrees with Denise V. and Tony S. He has never had visitors over and is hesitant to have workers perform work on their property because of the lack of parking.

Lisa S. agrees with her neighbors that there is no overflow. She mentioned that the dirt lot could be used for parking and be paved by the town. She also mentioned that there are cars parked near where the garbage trucks come by and that it is a matter of time before it clips one of the cars. She also would not appreciate paying for another parking permit.

Elizabeth T-D. is also opposed to a parking district. She noted that the permits from the Town do not guarantee a spot for themselves or their guests. This would make their guests

have to park in the timed spots in the Town of Occoquan.

Mark L. agreed that there are two town homes that are rented out to multiple people with multiple vehicles and they monopolize the visitor spaces. There is no place for a guest to park as all spots are exhausted.

James E. spoke again about the shed recently built by the Town at the end of River Road and knows that the town would not like to have access to the shed blocked off by others parking on the Town's land.

Elizabeth T-D. asked the Town to be creative with the gravel road at the end of River Road to help out with parking.

Mayor Porta thanked everyone for their comments and coming to express their opinion. He noted that there seems to be a great deal of misinformation out there on this subject and so finds it particularly helpful that so many residents from River Road are attending the meeting.

The Mayor started by clarifying the purpose of the town decal. It provides no preference or rights with regard to parking. He explained that when the county dispensed with their decal years ago, they did not dispense with the fee, which is simply added to an individual's personal property tax bill. For the towns that have a decal, however, this fee is not charged by the county to town residents. The town has, in the past, looked at getting rid of the decal. If they do, however, then residents would still end up paying the fee, but the revenue would go to the county instead of the town. He further indicated that the Town has in the past investigated whether the County would collect the fee for the Town but that has not gone past the discussion phase.

Mayor Porta invited Town Manager Linn to speak on enforcement. Town Manager Linn said that manpower is the issue with regard to compliance with stickers and decals. The cost of having the officers go out and perform a parking sweep is cost and time- prohibitive to do regularly, so the parking enforcement is scheduled periodically throughout the year.

Town Manager Linn also addressed a fallacy that cars cannot be ticketed on private property. He clarified that if a car can be seen, e.g. it is not in a garage, it can be inspected.

Mayor Porta agreed that they will bring this issue up at future Town Council meetings and meet with Town Manager Linn to find a solution on enforcement issues.

Mayor Porta also noted that there was no real interest on the part of the town Council to implement a parking district. It was only being considered in response to complaints from residents of River Road about there being insufficient parking because some residents there had more cars than spots allocated to their units, and there was no active HOA to regulate parking. In short, only with some sort of residential parking district in place could the town enforce restrictions that some of the residents seem to want.

An extended discussion took place between the town council and community members about possible solutions. These included looking at ways in which some property owners or

the town could make more parking spots available in that area. While the town staff was directed to evaluate some of these options, several council members, as well as members of the public, noted that this was essentially a private community matter that is a natural consequence of moving into a neighborhood with noticeably limited or no guest parking, and sometimes by individuals who have more cars than there are spots allocated to their property. It is not, as a result, clear if the town government should even be involved in attempting to find a solution to this type of problem.

Mayor Porta noted, with the agreement of the Council, that the town will no longer consider the residential parking district proposal, since it was only proposed to assist the residents of River Road, most of whom seem to oppose it.

b. Event Transportation Discussion

Mayor Porta asked for unanimous consent to move this item up on the agenda with no objection.

Town Manager Linn clarified that the Town provides free shuttle service for some events and has paid shuttles for the Fall Craft Shows, Riverfest, and the Holiday Artisan Market.

Pam Konwin asked about the upcoming Holiday Artisan Market in which Union Street and Commerce Street will be closed which will lose 57 public parking spaces. She is worried about her customers not being able to get to her business. She is also concerned about the cost and location of the shuttle service.

Town Manager Linn confirmed that the Holiday Artisan Market is on Union Street and Commerce Street with a paid shuttle service from the Rt. 123/Old Bridge Road Commuter Lot.

Pam stated her objection to the closure of some of the town streets in one of their busiest seasons.

5. CONSENT AGENDA

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

Town Attorney Crim requested that the minutes be changed to say, "Town Attorney Crim mentioned that a person who was denied a Special Use Permit could try to challenge the ordinance," to replace, "This could be challenged by someone who applied for a business that was denied by a Special Use Permit." As a result the Mayor pulled the minutes from the Consent Agenda.

Councilmember Love moved to approve the minutes of the meeting of October 21, 2025 as amended. Councilmember Perkins seconded. Motion passed unanimously by voice vote.

Mayor Porta mentioned that in 2026, Jerry's Occoquan Jewelers, will be celebrating its 50th year in business and he was going to research if that would make them the longest on-going business in the Town. The Mayor also indicated that 2025 marks the 150th anniversary of first elected Occoquan Town Council and he would be bringing something to Council to commemorate it.

6. ADJOURNMENT

The meeting was adjourned at 9:51 p.m.

Megan Lubash, Town Clerk & Assistant Town Manager



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

TOWN MANAGER
Adam C. Linn, J.D.

TO: The Honorable Mayor and Town Council

FROM: Adam C. Linn, Town Manager

DATE: November 5, 2025

SUBJECT: Administrative Report

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

Administration

Strategic Framework Updates:

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

Capital Tiers

Tier 1

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

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

➤ **Upgrading Stormwater Infrastructure:**

- Stormwater Improvements (Community Project Funding): 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. In June 2025, staff met

on site with the County and its contractor to review the scope of work. In July 2025, the County met with Town staff to review the budget and prioritize improvements in light of increased project costs. The County also completed the CCTV inspection of the system. Staff is now looking to contract a consultant to develop a risk-based priority plan focused on addressing critical failure points, environmental hazards, and illegal intrusions, ahead of construction based on the plan's recommendations. Simultaneously, staff is finalizing the grant workplan and aims to receive the award by mid fall. Staff has sent out a Request for Quote (RFQ) for a professional engineer to assist with reviewing and prioritizing the Town's stormwater system by October 10, 2025

➤ **Completing Riverwalk:**

- Riverwalk Grant Research and Submission: 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.
- Riverwalk Extension Project: Preliminary engineering and design of the Riverwalk extension are on pause until funding is secured.

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:**

- 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 has been advised that the final plans are under review by VDOT and that the contractor intends to submit a site plan for land disturbance imminently with the Town. The contractor is moving forward with obtaining VDOT land use permit for construction instead of the Town land use permit. Utility relocations and right of way authorizations are being applied for and construction is proposed for late spring early summer 2026. Updates will be available at www.occoquanva.gov/construction-updates.

➤ **Improving Town Gateways:**

- Gateway Landscaping Improvements - **UPDATE**: 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. Staff has worked with the landscaping contractor to design native perennials and other hardscape accents that were installed at the Tanyard Hill Road entrance to town on October 28th, 2025.

➤ **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:**

- Replacement PS Vehicles: The Occoquan Police Department has procured and is currently onboarding two new fleet vehicles as part of its fleet maintenance program. One of the outdated vehicles being replaced is currently being sold by the Town and the second will be sold in the next few months.

➤ **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 have completed repairs to trim, vents, and plumbing in the park bathrooms. In mid-July 2025, an additional outdoor electrical receptacle was installed in River Mill Park near the LOVEwork. The area will be seeded in the fall.

In early 2025, FCWA notified staff that inspections of the park and the concrete structure below the park had been completed, and they requested the Town make repairs to both the park and the structure below. Staff indicated that the maintenance on the concrete structure is beyond the Town's scope and worked with FCWA on a solution. In July 2025, FCWA requested the Town work with them to address drainage issues in the park, but are no longer requesting that the Town make repairs to the

structure below until after the next scheduled inspection in approximately three years.

- 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. In July 2025, staff finalized a contract for the storage shed and completed supplementary site prep. Shed, fencing, and refuse storage improvements will be completed by early fall. Delivery of the shed is scheduled for early October.
- Street and Informational Signage Updates: Town staff is updating signage on town streets and properties to reflect current town branding and add new information.
- Town Dock Regulations: Staff has completed the rules and regulations for the Town Dock that encourage sustainable and proper use of the public space. Staff has ordered new signage and is updating the Town website with the rules and regulations as well as payment options.

Operating Tiers

Tier 1

➤ Personnel Recruitment, Retention, and Succession Planning

- Volunteer Program: 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. Sign up information is available on the Visit Occoquan website at <https://www.visitoccoquanva.com/getinvolved>.
- 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:

- Program Information – UPDATE: There has been a large increase in timed parking violations from business employees over the past 3 months. Staff used that increase to educate the business employees and owners about the regulations and that there are no exemptions to the timed parking limits for business owners or their employees. Parking enforcement has shifted to a random weekly schedule. 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 are 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.

➤ **Enhancing Public Safety**

- Snakehead Roundup Pilot: On August 3, 2025, the Town hosted a snakehead roundup from 8-11 pm in River Mill Park. The Public Safety-led event allowed anglers to fish from the park and foot bridge, which are usually prohibited, in order to catch and dispatch the invasive snakehead fish. The successful event has staff considering similar events involving permitting fishing throughout the year.

➤ **Enhancing Town Services**

- Event Mobile Sound System: The Town has received a donation of sound equipment and has successfully piloted the equipment at Trivia Nights. The results are positive and staff has undergone training on the equipment. Staff is investigating further sound improvements for larger special event uses. The sound system was also successfully utilized in the Fall Craft Show for Imagination Alley performances to great success.

➤ **Enhancing Town Beautification**

- 2025 Landscaping Plan Improvements: 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.
- Gardening and Invasives Cleanup Programming: On July 26, 2025, staff held a pilot gardening and invasives cleanup in coordination with volunteers. Based off the success of the event, staff is working with volunteer leaders to assess needs and resources and develop more programming. A second meeting was held on September 20th to remove invasives.

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 – UPDATE: 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 meetings will now take place before Town Council meetings to optimize staff and attendee schedules. The last Town & Business Quarterly Meeting for 2025 took place on October 7th, 2025 at 5:30 pm. Subscribe for updates and find more information on meetings at:

<https://www.visitoccoquanva.com/ocqhub>.

- Visit Occoquan Business Support UPDATED-: 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. They will be presenting a report on their efforts in the first quarter of FY26 at the Town Council meeting held on November 5th, 2025.

➤ **Tourism-led Economic Development Programming**

- Mobilizing Main Street Cohort Program: The Town of Occoquan formally handed over the reins of its Virginia Main Street program in 2024 to Visit Occoquan and became a part of the 2025-2026 Mobilizing Main Street Cohort. Over the next two years, Visit Occoquan and Town staff will work closely to complete the program and become eligible for Advancing Virginia Main Street (AVMS) designation as well as the national Main Street America accreditation, opening up further grant opportunities, technical support, and consulting services for downtown revitalization. Town and Visit staff attended an orientation on January 23, 2025, and receives monthly trainings. Starting in late summer, VMS staff will work with the Town and Visit to collect and analyze the town's economic development data and the organizational capacity of Visit. This will include site visits and surveys by early fall.
- 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 (VMS) for a beautification/public art project at the Mill Street Storage Shed. In July 2025, the Town was awarded a \$15,000 grant to complete the project. Town Council is being asked to accept the grant at the October 7th meeting and staff will be requesting the first tranche shortly thereafter. Staff is working on plans for the public art contest.

➤ **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: 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 have noted continued water buildup in the area and has notified VDOT.
- Mill Street Cul-de-sac Railing: In July 2025, a car struck the railing along the top of the cliffside at the Mill Street cul-de-sac, causing thousands of dollars in damage. Approximately 80 feet of railing was broken off the concrete base and requires replacement. Staff contracted out the replacement and work was completed in August.
- Mill House Visitor Kiosk **UPDATED-**: In 2024, a car struck the visitor kiosk outside the Mill House Museum, destroying the structure. In June 2025, the Town received funding from Prince William County to replace it. Staff are currently working through permitting and design with a contractor. Install is expected for November 2025.

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 – **UPDATE**: 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, and several meetings have been held with them, their engineers, and the Town Engineer. At each meeting, the owners were advised of the Town Code provisions that limit development on slopes steeper than 20 degrees. They continue to work on options for subdividing the property within that limitation.
- Rivertown Overlook– **UPDATE**: The developer submitted an as-built and boundary line adjustment to the Town. The Town Engineer reviewed and returned comments in April 2025. The developer has responded and staff is reviewing the response to comments.
- 116 Washington Street – **NEW**: The developer submitted site plans for the development of 5 town homes. Staff has reviewed and is waiting on comments back from outside agencies.

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 BPOL filings are still outstanding. **The filings 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- UPDATE: 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 Town Police are increasing enforcement for vehicles found to be principally garaged, stored, or parked in Town without the Town decal displayed. The Town decal should be displayed on the front windshield. The 2026 Town Decals are now available. **Be on the look out for mailings regarding the 2026 Vehicle License. Please fill out the PDF or online form at www.occoquanva.gov/living-here/tax-information.**
- Meals Tax Discount Repealed: 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 took effect on July 1, 2025. New filing forms are 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.
- Grass and Weed Code Compliance: Recently, staff has fielded an unusually high number of complaints about overgrown grass, weeds and invasive species on private properties in town. As a reminder, having grass, weeds, and/or foreign growth of over 12 inches in height is a violation of Chapter 92 of the Town Code. Property owners are asked to please try to maintain their yards as regularly as possible. When complaints are filed or vegetation crosses onto and/or obstructs public property and rights of way, violation notices will be sent to property owners.
- Naming of Town Visitor Center: In coordination with the Occoquan Historical Society and Visit Occoquan, the Mill House Museum will also serve as the town's Visitor Center. Wayfinding and marketing information will be updated over the coming weeks to reflect this change. The change aims to give town visitors a clear location to go to for questions and to learn more about the town, while leveraging existing resources and generating more foot traffic at the museum.

Treasurer Report – Supplemental Information

The August 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 August 31, 2025).

BPOL Tax Delinquencies		
Business Name	Delinquency Period	Date of Last Notice/Status
AMAYA STUDIOS LLC	2 years	9/25/25
BALLYWHACK INC	5 months	9/25/25
NEXTHOME BELTWAY REALTY	5 months	9/25/25
PIN CURLS LLC	3 years	Audit completed, payment pending 6/13/25
RAVENSWORTH CUSTOM HOME IMPROVEMENT LLC	5 months	9/25/25
RUBICON CONSTRUCTION AND SURVEYING	5 months	9/25/25
TALENT ACQUISITION CONCEPTS	3 years	9/25/25

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	1 month	9/23/25
GRIND N CREPE	1 month	9/23/25
THIRD BASE	1 month	9/23/25

Real Estate Delinquencies			
Property Owner	Delinquency Period	Date of Last Notice	Address
INTERNATIONAL PEACE MISSION INC	1 year	9/23/2025	207 WASHINGTON ST
INTERNATIONAL PEACE MISSION INC	1 year	9/23/2025	209 WASHINGTON ST
WHITE, FRANCESCA*	8 months	9/23/2025	1521 COLONIAL DR
WILSEY CHRISTOPHER MILES & RIINA METTAS-WILSEY SURV*	8 months	9/23/2025	384 MYRTLE PL

*By Mortgage Company

Meals Tax by Fiscal Year

Month	FY24	FY25	FY26
July	31,379	29,964	30,559
August	31,029	31,192	37,849
September	29,843	27,870	25,453*
Total as of Latest Month:	92,251	89,026	93,861

*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.

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. Prince William County agrees to correct Union & Mill ADA complaint as part of TAP grant with Ellicott sidewalk. Layout proposed by Prince William County Transportation on 9/3/25, design accepted by Town Manager on 9/5/25.

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. 78 months expire 1/6/2028.
Kiely Court – 426 Mill Street	AB2025-017	Single family detached	As-built plans submitted May 10, 2025 - comments issued to Applicant on June 20, 2025. Resubmittal required.
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. Follow-up meeting with Owner on 9/26/25, Variance request may be forthcoming.
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. Revised as-builts submitted 7/14/25, comments returned 8/1/25. Potential encroachment agreement may be needed for porch near Ellicott Street. As-Builts forwarded to PWW by engineering on 9/9/25. Second submission received 9/29/25. Comments sent on 10/29/2025.
116 Washington	SP2025-002	Townhouses	Site plan submitted on 8/19/25, comments returned 10/4/2025. Fire Marshall comments returned 10/23/2025
116 Washington	SUB2025-003	Townhouses	Subdivision plat submitted 8/19/25, comments returned 10/4/2025

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 October 1 to October 31, 2025:

	Zoning Application #	Property Address	Activity
1	TZP2025-034	204 Mill Cross Lane	Extend Patio
2	TPZ2025-035	1411 Occoquan Heights Ct	New Deck
3	TZP2025-036	114 Mount High St	New Water Heater
4	TPZ2025-037	204 Commerce Street	New Business Location
5	TZP2025-038	1403 McKenzie Dr	Repair Roof
6	TPZ2025-040	305 Union Street	Replace Water Service Line

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

	Zoning Application #	Property Address	Activity
1			

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

	Property Address	Violation #	Violation	Town Action
1	229 Mill Street	OCV-2025-035	Signage	Courtesy email and call on 10/1/25; Notice of Violation sent 10/15/2025; abated on 9/28/2025
2	115 Poplar Lane	OCV-2025-036	Grass/Vegetation	Courtesy notice sent by mail on 10/21/2025; abated on 10/27/2025
3	201 Mill Street	OCV-2025-037	Trash/Refuse	Courtesy email and call on 10/30/2025

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

	Property Address	Violation #	Violation	Town Action

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 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.



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Monthly Departmental Goals:

Goal 1: Provide for the public safety of the people and property of the residents, businesses, and visitors of the Town of Occoquan.

Goal 2: Promote a professional and accountable police department.

Goal 3: Promote safe pedestrian and vehicular traffic within the Town of Occoquan.

Goal 4: Prepare for and respond to all threats and hazards facing the Town of Occoquan.

OPD Division Reports:

Professional Standards Division

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

The PSD completed one administrative review against OPD personnel during the month of October.

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 supported the Town's murder mystery, movie night, and parade during the month of October. Enhanced visibility patrols were completed on the weekends as part of a regional effort to ensure safe and secure communities.



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 Officers deployed specialized equipment in support of both Town and regional special events.

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

Patrol and Enforcement Activities:

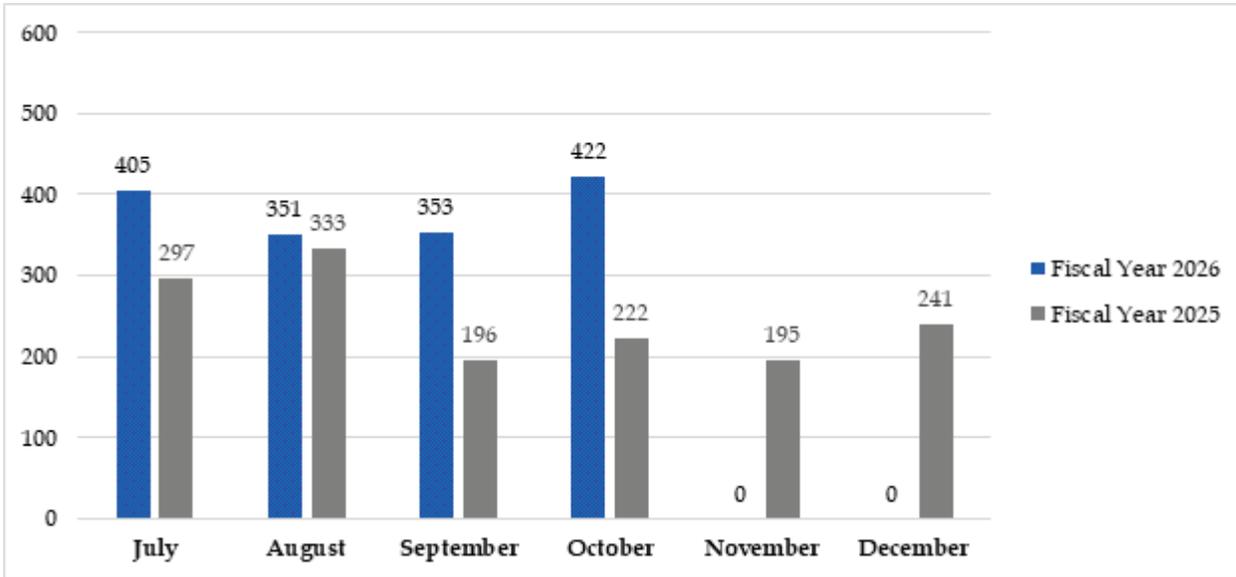
As of October 27th, for the month of October, the town police had 122 calls for service including:

<i>Call for Service</i>	#	<i>Call for Service</i>	#
Alarms	5	Missing Person	3
Animal Call	12	Noise Complaints	7
Burglary in Progress	1	Other / Service	12
Disabled Vehicle/Motorist Assist	9	Parking Complaints	5
Disorderly	7	Person In Crisis / Suicide Attempt	4
Domestic Call	2	Roadway Obstruction	7
Drug Complaint	1	Suspicious Calls	7
DUI Arrest	1	Traffic Control	1
Fire Call	2	Trespassing	9
Firearm Violation	1	Vandalism	1
Hit & Run	2	Vehicle Crash	12
Illegal Fishing	3	Vehicle Towed	1
Impaired Driving	1	Warrant Arrest	1
Larceny / Theft	1	Warrant Service	1
Medical/Mental Health Calls	2		
			122

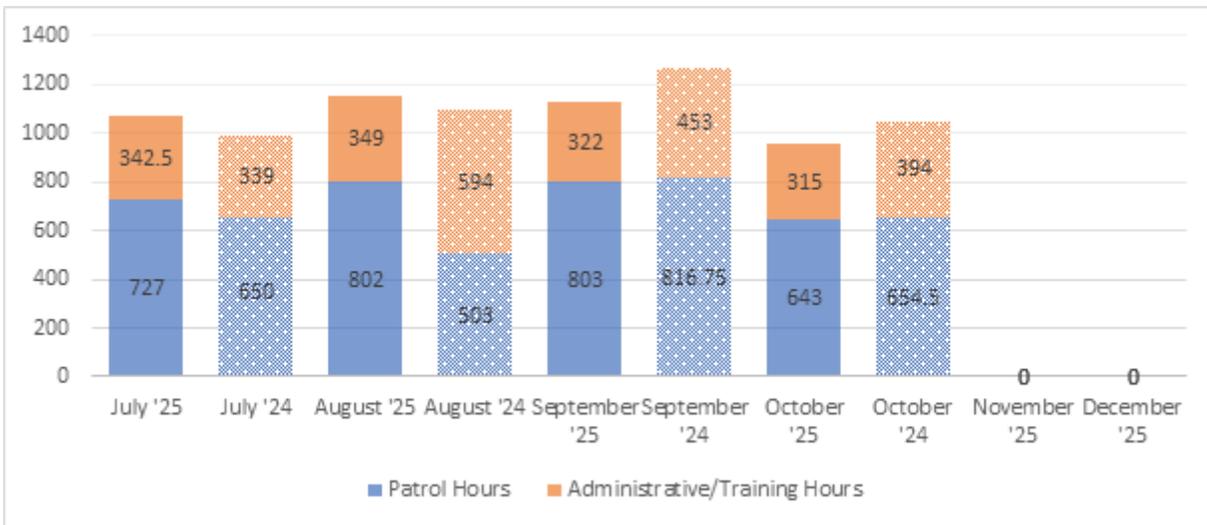
Town police made 2 custodial arrests, issued 422 traffic summonses, 57 parking violations, and 95 warnings.

Officers also engaged in 220 business checks and 364 park checks during the month of October.

Traffic Summonses FYTD (GRAPH)*



Patrol/Administrative/Training Hours FYTD (GRAPH)*



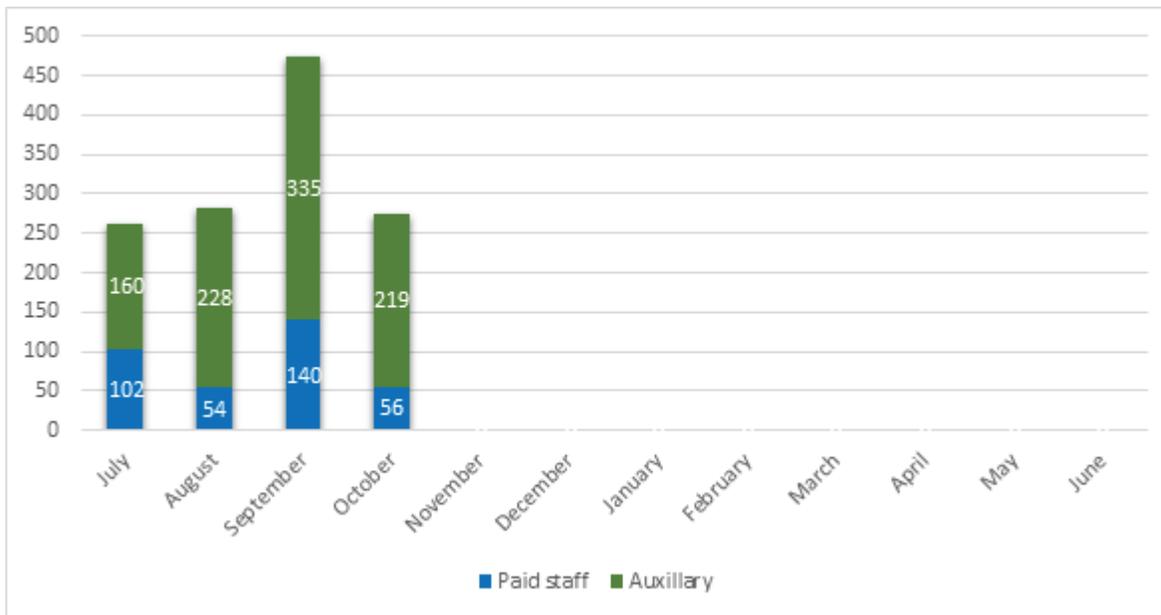
Parking Enforcement (CHART/GRAPH)*

Month	Parking Tickets	Warning
July	44	3
August	65	1
September	89	0

October	53	4
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Volunteer in Police Service

For Fiscal Year 2026, our auxiliary police officers and paid police staff donated a total of 1,294 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	50	16	15	73	4
August	21	12	14	65	8
September	0	5	0	0	0
October	11	4	2	8	2
FY Total	82	37	31	146	14
UAS Operations					
Month	Operational Hours	Training Hours		Special Events	Calls for Service

July	0	0		0	0
August	0	0		0	0
September	22	6		1	2
October	6	0		1	0
FY Total	28	6		2	2
UTV / HSEM Operations					
Month	Hours Staffed	Training Hours		Special Events	Calls for Service
July	22	8		1	0
August	23	12		2	0
September	154	0		2	0
October	24	0		3	0
FY Total	223	20		8	0

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 (October 2025)

- Supported and prepared for installation of River Road Shed and Fence.
- Started interior painting of Police Department Annex.
- Supported Events staff with Murder Mystery Dinner, Costume Parade, and Movie Night.
- Continued renovations at Mill House Museum by painting handrails.

Special Public Works Projects

Projects In-Progress: 6 Projects Completed: 13

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

Project	Status	Completion Date	Notes
Building and Property Maintenance (TH, Annex, Museum and River Rd)			
Mill House Museum Interior Renovations	Not started		Winter 2026
Annex Indoor Painting	In Progress		Fall 2026
Lighting Repair at Mill House Museum	Completed		Fall 2025
Craft Show and Events Support			
Fall Craft Show Support	Completed	9/30/2025	
Support Murder Mystery Night	Completed	10/24/2025	
Support Costume Parade	Completed	10/25/2025	
Support RMP Movie Night	Completed	10/25/2025	
Landscaping			
Fall Plantings	Completed	9/22/2025	Mid-September 2025
Improvements at Tanyard Hill and Old Bridge Entrance	Completed	10/28/2025	Mid-October
Holiday			
Holiday Improvements Planning	In progress		Events Joint Project
Park and Riverwalk Maintenance (RMP, MDP, Furnace, Tanyard, and Dock/Riverwalk)			
Clean Out Life Preserver Holders on Town Dock and Kayak Ramp	Completed	07/24/2025	
Special Projects			
Backup Generator Project	Not started		Paused – OPD Joint Project
TH, Mill St, and RMP Storage Reorg	In progress		TH started; Events Joint Project – Fall 2025
River Road and Town Dumpster Improvements	In progress		Cleaning and reorg, chained off River Rd, and town dumpster area completed 3/17/25; Shed, fence and trash enclosure installed 10/17/2025;

Project	Status	Completion Date	Notes
			fence and leveling in progress
Spring Cleaning			
Powerwash Gaslight Landing Riverwalk	Completed	9/11/2025	Summer 2025
Powerwash Town Dock and Riverwalk	Completed	9/11/2025	Summer2025
Curb and Striping Review and Painting	In progress		Fall 2025
Clean Trash and Recycling Containers	Completed	07/24/2025	
Streets, Sidewalks, and Parking			
Repair Dogwoods on TH Bricks	Not started		
Remove Power Line Residue from Sidewalk at 308 Mill	In progress		Winter 2026
Vehicles and Equipment			
Trailer Review and Repair	Completed		
Brick Installation and Maintenance			
Commerce and Union	Completed	07/08/2025	

Events and Community Development

Events and Community Development

Annual Town Tree Lighting

Saturday, November 22 at 6:00pm

Town Hall

Mayor Earnie Porta will officiate this time-honored tradition as residents and visitors gather to kick off the holiday season. Carolers will stroll through the streets of Occoquan, adding festive charm throughout the evening.

In addition to the Tree Lighting festivities, the Town will host *Shop Late Night*, with many businesses staying open until 8:00 p.m. or later. Local shops are curating unique holiday selections just for you, and this evening will also mark the start of the *Shop, Dine & Win* Contest! The contest runs from November 22 through December 7, with more than \$1,500 in gifts awarded.

Shoppers can take a break and warm up by one of our two fire pits, complete with benches and marshmallow roasting. Grab a cup of coffee from our vendor in the River Mill Park cul-de-sac or enjoy a sweet treat from the funnel cake stand at Washington and Mill Streets.

FREE shuttle service will be available from 1:00–9:00 p.m. from the Old Bridge/Ox Road Commuter Lot, with drop-off and pick-up at Mamie Davis Park.

Letters to Santa

November 22 – December 15

Drop your letter to Santa in our special North Pole mailboxes at Town Hall. Be sure to include your return address -Santa will send a personalized letter back!

Senior Basket Program

November 22 – December 10

This holiday season, the Town of Occoquan will support Volunteer Prince William in collecting basket items or completed baskets to be given to seniors participating in Meals on Wheels and veterans in the county's Transportation Program. List of items will be announced shortly.

Seal-the-Deal Holiday Elopements

Friday, December 12 from 12-4pm

Madigan's Restaurant

Looking for a quick elopement in a charming, twinkly, small town atmosphere? The PWC Circuit Court will be in Occoquan to perform nuptials at Madigan's Restaurant, as part of their "Seal the Deal!" program. Marriage ceremonies will be scheduled every 15 minutes. Couples will receive a complimentary swag bag, with items provided by Occoquan Town Businesses.

Occoquan Volunteer Holiday Dinner

Tuesday, December 16 from 5:30 – 8:30

Madigan's Restaurant

Staff and volunteers of Occoquan are invited to a holiday celebration at Madigan's! Join us for a buffet dinner and festive activities that are sure to spread holiday cheer. Invitations with additional details will be sent out within the next week or two.

Holiday Artisan Market

Saturday, December 6, 12pm – 8pm

Sunday, December 7, 11:00am - 4:00pm

Get ready for a twinkly weekend of great shopping and small-town holiday vibes! The Holiday Artisan Market is back in historic Occoquan - taking place in the heart of the historic district with 90+ artisans lining Union and Commerce Streets. Many town businesses will extend their hours to match the market this weekend.

- **Santa Comes to Town**

The big guy arrives into Occoquan by boat on Saturday, December 6 at 11:30am. He will make his way to the middle of the festive Artisan Market for a sing-a-long. Next, Santa will head to Town Hall from 1:00 – 2:00 pm to meet kids one-on-one! Families are welcome to take photos.

- **Annual Gingerbread Contest**

The community votes on their favorite gingerbread creations during the Artisan Market. Winners of our beloved community contest will be announced on December 7 at 3:45pm.

- **Kids' Corner**

Visit our festive Kids Tent for hands-on holiday fun! Kids can craft an ornament to take home or write a letter and send it straight to Santa.

- **Alpaca**

Time

Come meet the alpacas during the Holiday Artisan Market! Stop by to visit with them – and maybe even give them a snack!

- **Sip & Stroll**

Guests can pick up their favorite alcoholic beverage from one of our local eateries or from the Visit Occoquan Bar, then sip and stroll as they shop throughout town.

- **The Occoquan Express**

FREE shuttle bus service will be available throughout the Holiday Artisan Market, with drop-off at Mamie Davis Park and pick-up at the corner of Commerce and Ellicott Streets.

TOWN OF OCCOQUAN
 FINANCIAL STATEMENTS
 AS OF SEPTEMBER 2025

	As of 7/1/25 (unaudited)	Unaudited Income / (Loss) FY26 YTD	As of 09/30/2025 (Unaudited)
Nonspendable:			
Mamie Davis Fund	\$ 100,000	\$ -	\$ 100,000
Prepaid Items	\$ -		\$ -
Restricted:			
E-Summons Fund	\$ 57,268	\$ 1,365	\$ 58,634
Assigned:			
Events Fund	\$ -	\$ 84,604	\$ 84,604
CIP Fund	\$ 347,267	\$ (46,644)	\$ 300,623
Financing Proceeds	#VALUE!	\$-	\$ 35,167
State Aid 599 Program Fund	\$ 35,167	\$ -	\$ 35,167
CARES Act fund	#VALUE!	\$-	\$ 2,245
Mamie Davis Park Fund	\$ 8,879	\$ 447	\$ 9,326
Public Art Fund	\$ -		
PEG Fund	\$ 2,245	0	\$ 2,245
Subtotal Assigned:	\$ 393,558	\$ 38,407	\$ 431,965
Unassigned:			
Operating Reserves	\$200,000	0	\$200,000
Other Unassigned	\$ 628,176	\$ (107,273)	\$520,904
Subtotal Unassigned:	\$828,254	\$ (107,273)	\$720,904
Total Fund Balance:	\$1,379,080	\$ (67,500)	\$ 1,311,502

Town of Occoquan Budget vs. Actuals

July - September, 2025

	Actual	Annual Budget	Net Change	% of Budget
Income				
40000 TAXES			0	
40010 Real Estate	3,409	311,289	(307,881)	1.09%
40020 Meals Tax	92,316	315,452	(223,137)	29.26%
40030 Sales Tax	8,281	48,000	(39,719)	17.25%
40040 Utility Tax	6,216	37,000	(30,784)	16.80%
40050 Communications Tax	5,098	31,000	(25,902)	16.44%
40060 Transient Occupancy Tax	9,739	43,000	(33,261)	22.65%
40070 Peer-to-Peer Vehicle Tax	0	0	0	
	\$ 125,057	\$ 785,742	(\$ 660,684)	15.92%
Total 40000 TAXES				
41000 FEES/LICENSES	545	1,000	(455)	54.50%
41010 Vehicle License	(1,578)	10,308	(11,886)	-15.31%
41020 Business Licenses	612	93,499	(92,887)	0.65%
41025 Business License Fee	210	4,320	(4,110)	4.86%
	\$ 822	\$ 97,819	(\$ 96,997)	0.84%
Total 41020 Business Licenses				
41030 Late Fees	915	2,500	(1,585)	36.60%
41040 FINES (PUBLIC SAFETY)	92,845	427,000	(334,155)	21.74%
41100 Administrative Fees	5,034	8,500	(3,466)	59.22%
41120 Service Revenue - Eng		14,000	(14,000)	0.00%
41130 Service Revenue - Legal		5,000	(5,000)	0.00%
41140 Service Revenue - Other		500	(500)	0.00%
41160 Convenience Fees	229	0	229	
	\$ 98,813	\$ 566,627	(\$ 467,815)	17.44%
Total 41000 FEES/LICENSES				
42000 GRANTS			0	
42021 NHSTA (DMV)	0	26,000	(26,000)	0.00%
42110 Virginia DCJS	0	0	0	
42020 HB 599	7,093	29,223	(22,130)	24.27%
	\$ 7,093	\$ 29,223	(\$ 22,130)	24.27%
Total 42110 Virginia DCJS				
42130 DEQ			0	
42010 LITTER	0	1,800	(1,800)	0.00%
	\$ -	\$ 1,800	(\$ 1,800)	0.00%
Total 42130 DEQ				
	\$ 7,093	\$ 57,023	(\$ 49,930)	12.44%
Total 42000 GRANTS				
43000 RENTALS				
43010 Town Hall	0	80	(80)	0.00%
43020 River Mill Park	0	3,500	(3,500)	0.00%
43030 Mamie Davis Park Rental	200	2,500	(2,300)	8.00%

43040 200 Mill Street Lease	0	7,843	(7,843)	0.00%
	\$	\$	\$	
Total 43000 RENTALS	200	13,923	(13,723)	1.44%
44000 OTHER		44,060	(44,060)	0.00%
44005 Insurance Proceeds	14,752	0	14,752	
44010 General Fund Interest	10,832	25,000	(14,168)	43.33%
44030 Mamie Davis Park Interest	0	0	0	
44040 Bricks Revenue	532	800	(268)	66.46%
44060 Other	4,793	5,000	(207)	95.85%
	\$	\$	\$	
Total 44000 OTHER	30,908	74,860	(43,952)	41.29%
	\$	\$	\$	
Total Income	262,071	1,498,175	(1,236,104)	17.49%
	\$	\$	\$	
Gross Profit	262,071	1,498,175	(1,236,104)	17.49%
	\$	\$	\$	
Expenses				
60000 PERSONNEL SERVICES			0	
60010 Salaries and Wages	146,818	667,101	(520,283)	22.01%
60020 Overtime	3,664	15,440	(11,776)	23.73%
60030 On-call Labor	12,407	68,800	(56,393)	18.03%
60040 Other Benefits (Cell)	0	0	0	
60050 Payroll Taxes	12,073	57,472	(45,399)	21.01%
60060 Life Insurance	1,520	6,081	(4,561)	25.00%
60070 Health Insurance	9,492	40,457	(30,965)	23.46%
60095 VRS Employer Contrib	4,893	40,116	(35,223)	12.20%
	\$	\$	\$	
Total 60000 PERSONNEL SERVICES	190,867	895,467	(704,600)	21.31%
60400 PROFESSIONAL SERVICES			0	
60420 Consulting	0	0	0	
60430 Zoning and Engineering Services	5,689	40,000	40,000	14.22%
60435 Services Expense - Engineering	5,171	0	5,171	
	\$	\$	\$	
Total 60430 Zoning and Engineering Services	10,860	40,000	(29,140)	27.15%
60440 Legal Services			0	
60443 Prosecutions	9,000	40,000	(31,000)	22.50%
60444 Administration	10,710	64,260	(53,550)	16.67%
	\$	\$	\$	
Total 60440 Legal Services	19,710	104,260	(84,550)	18.90%
60450 Audit Services	0	20,370	(20,370)	0.00%
60460 Payroll Processing	1,913	8,150	(6,237)	23.47%
60465 Financial System Maintenance	2,160	2,160	0	100.00%
60470 Bank Charges	2,900	2,840	60	102.11%
60480 Facility Security Services	0	0	0	
	\$	\$	\$	
Total 60400 PROFESSIONAL SERVICES	37,543	177,780	(140,237)	21.12%
60800 INFORMATION TECH SERV			0	
60810 Website Support	967	3,820	(2,853)	25.32%
60840 Phone Service	5,416	9,800	(4,384)	55.27%
60850 Internet Service	1,379	6,800	(5,421)	20.28%
60860 Hardware/Software & Maintenance	2,934	12,140	(9,206)	24.17%

60870 IT Support Services	1,294	11,000	(9,706)	11.76%
	\$	\$	\$	
Total 60800 INFORMATION TECH SERV	11,991	43,560	(31,569)	27.53%
61200 MATERIALS AND SUPPLIES			0	
61210 Office Supplies	590	4,600	(4,010)	12.82%
61220 Operational supplies	8,173	21,900	(13,727)	37.32%
61240 Janitorial Supplies	0	1,000	(1,000)	0.00%
61250 Uniforms	1,368	7,000	(5,632)	19.55%
	\$	\$	\$	
Total 61200 MATERIALS AND SUPPLIES	10,132	34,500	(24,368)	29.37%
61600 OPERATIONAL SERVICES			0	
61620 Copier Lease, Contract	763	6,000	(5,237)	12.72%
61630 Postal Services	341	2,500	(2,159)	13.63%
61640 Postal Machine Rental	145		145	
	\$	\$	\$	
Total 61600 OPERATIONAL SERVICES	1,249	8,500	(7,251)	14.70%
62000 CONTRACTS			0	
62010 Refuse Collection	30,001	100,274	(70,273)	29.92%
62030 Snow Removal	0	2,500	(2,500)	0.00%
62040 Landscaping	3,793	35,000	(31,207)	10.84%
	\$	\$	\$	
Total 62000 CONTRACTS	33,794	137,774	(103,980)	24.53%
62400 INSURANCE			0	
62410 Insurance	44,703	45,023	(320)	99.29%
	\$	\$	\$	
Total 62400 INSURANCE	44,703	45,023	(320)	99.29%
62800 PUBLIC INFORMATION		0	0	
62820 Design/Print - Auto Decal	677	652	25	103.83%
62840 Postage - Newsletter	419	2,700	(2,281)	15.53%
	\$	\$	\$	
Total 62800 PUBLIC INFORMATION	1,096	3,352	(2,256)	32.71%
63200 ADVERTISING			0	
63210 Advertising - Legal	557	2,500	(1,943)	22.26%
63230 Community/Business Supp	0	4,200	(4,200)	0.00%
	\$	\$	\$	
Total 63200 ADVERTISING	557	6,700	(6,143)	8.31%
63600 TRAINING AND TRAVEL			0	
63610 Conferences	350	1,750	(1,400)	20.00%
63620 Membership and Dues	1,618	3,700	(2,082)	43.72%
63630 Travel Reimbursement	0	1,500	(1,500)	0.00%
63640 Employee Training	9,246	10,390	(1,144)	88.99%
63650 Boards and Comm Training	0	800	(800)	0.00%
	\$	\$	\$	
Total 63600 TRAINING AND TRAVEL	11,214	18,140	(6,926)	61.82%
64000 VEHICLES AND EQUIPMENT			0	
64010 Town Vehicles M&R	4,903	8,500	(3,597)	57.68%
64030 Equipment M&R	455	6,400	(5,945)	7.11%
64040 Fuel	3,634	27,200	(23,566)	13.36%
64050 Equipment and Tools	5,049	5,950	(901)	84.85%
	\$	\$	\$	
Total 64000 VEHICLES AND EQUIPMENT	14,041	48,050	(34,009)	29.22%

64400 SEASONAL			0	
64430 Parks/Town Hall Decor	0	9,200	(9,200)	0.00%
64440 Wreath Installation/Maint	725	3,000	(2,275)	24.17%
	\$	\$	\$	
Total 64400 SEASONAL	725	12,200	(11,475)	5.94%
64700 FACILITIES EXPENSE			0	
64800 TOWN HALL			0	
64820 Elevator Inspection/Maint	0	400	(400)	0.00%
64830 Janitorial Services	1,093	4,937	(3,844)	22.14%
64850 Repair and Maintenance	227	1,000	(773)	22.69%
64860 Equipment Maint Contracts	0	400	(400)	0.00%
64870 Exterminating Services	0	0	0	
64880 Utilites - Gas/Water/Elec	1,044	4,700	(3,656)	22.22%
	\$	\$	\$	
Total 64800 TOWN HALL	2,364	11,437	(9,073)	20.67%
65200 MILL HOUSE MUSEUM			0	
65210 OHS Subsidy (Mill Museum)	0	6,000	(6,000)	0.00%
65240 Repair and Maintenance	57	500	(443)	11.34%
	\$	\$	\$	
Total 65200 MILL HOUSE MUSEUM	57	6,500	(6,443)	0.87%
66000 ANNEX / MAINTENANCE YARD			0	
66010 Exterminating Services	0	0	0	
66020 Equipment Maint Contracts	0	150	(150)	0.00%
66030 Utilities - Elect/Water	898	4,000	(3,102)	22.45%
66040 Repair and Maintenance	858	1,000	(142)	85.82%
	\$	\$	\$	
Total 66000 ANNEX / MAINTENANCE YARD	1,756	5,150	(3,394)	34.10%
66800 RIVER MILL PARK & FACIL			0	
66810 Brick Paver Program	0	300	(300)	0.00%
66820 Restroom Janitorial Serv	2,186	8,495	(6,309)	25.73%
66830 Winterization	0	350	(350)	0.00%
66840 Repair and Maintenance	811	4,000	(3,189)	20.28%
66850 Utilities	712	5,800	(5,088)	12.28%
66870 Equipment Maint Contracts	0	0	0	
	\$	\$	\$	
Total 66800 RIVER MILL PARK & FACIL	3,709	18,945	(15,236)	19.58%
67200* MAMIE DAVIS PARK & RIVERWALK			0	
67220 Riverwalk & Dock	0	500	(500)	0.00%
67230 Winterization	0	350	(350)	0.00%
67240 Mamie Davis Park Repair & Maint	0	250	(250)	0.00%
67250 Utilities	39	1,700	(1,661)	2.28%
67260 Kayak Ramp - Repair & Maint	118	250	(132)	47.39%
	\$	\$	\$	
Total 67200* MAMIE DAVIS PARK & RIVERWALK	157	3,050	(2,893)	5.15%
67800 OCCOQUAN RIVER			0	
67810 River Water Quality Testing	0	2,500	(2,500)	0.00%
	\$	\$	\$	
Total 67800 OCCOQUAN RIVER	-	2,500	(2,500)	0.00%
68000 FURNACE BRANCH PARK			0	

68010 Repair and Maintenance	0	250	(250)	0.00%
	\$	\$	\$	
Total 68000 FURNACE BRANCH PARK	-	250	(250)	0.00%
68400* STREETS AND SIDEWALKS		0	0	
68410 Street Painting	0	1,500	(1,500)	0.00%
68420 Brick Sidewalk Repair	0	1,000	(1,000)	0.00%
	\$	\$	\$	
Total 68400* STREETS AND SIDEWALKS	-	2,500	(2,500)	0.00%
68800 HISTORIC DISTRICT			0	
68810 Gas Light - Repair & Maint	0	1,000	(1,000)	0.00%
68820 Gas Light Utilities (Gas)	1,654	7,200	(5,546)	22.98%
68830 Signage - Repair & Maint	62	2,500	(2,438)	2.47%
68850 Street Tree - Repair & Maint.	0	2,000	(2,000)	0.00%
68860 Public Trash Containers	0	1,600	(1,600)	0.00%
	\$	\$	\$	
Total 68800 HISTORIC DISTRICT	1,716	14,300	(12,584)	12.00%
	\$	\$	\$	
Total 64700 FACILITIES EXPENSE	9,759	64,632	(54,873)	15.10%
68900 PUBLIC ART PROGRAM			0	
68910 Mural Installation	0	2,500	(2,500)	0.00%
	\$	\$	\$	
Total 68900 PUBLIC ART PROGRAM	-	2,500	(2,500)	0.00%
	\$			
69400 MISC EXPENSE	-			
	\$	\$	\$	
Total Expenses	367,670	1,498,178	(1,130,508)	24.54%
	\$	\$	\$	
Net Operating Income	(105,599)	(3)	(105,596)	
	\$	\$	\$	
Net Income	(105,599)	(3)	(105,596)	

CIP FUND

	Actual	Annual Budget	over Budget	% of Budget
Income				
42000 GRANTS	0	35,500	(35,500)	0.00%
42050 DOJ BVP	0	1,750	(1,750)	0.00%
42103 Virginia Dept of Fire Programs	737	0	737	
42130 DEQ	0	0	0	
42020 HB 599	0	19,000	(19,000)	0.00%
42070 EPA Community	0	904,025	(904,025)	0.00%
	\$	\$	\$	
Total 42000 GRANTS	737	960,275	(959,538)	0.08%
	\$	\$	\$	
Total Income	737	960,275	(959,538)	0.08%
	\$	\$	\$	
Gross Profit	737	960,275	(959,538)	0.08%
Expenses				
Total Expenses			\$ -	
	\$	\$	\$	
Net Operating Income	737	960,275	(959,538)	0.08%
Other Expenses				
62000 CONTRACTS				

62040 Landscaping	119			
	\$			
Total 62000 CONTRACTS	119			
70000 CIP EXPENSE			0	
70001 Streetscape	16,000	8,800	7,200	181.82%
70005 Building Improvements	12,051	33,725	(21,674)	35.73%
70006 Stormwater Management	8,903	1,130,031	(1,121,128)	0.79%
70014 Timed Parking Equipment	0	4,000	(4,000)	0.00%
70018 Snow Removal Equipment	0		0	
70020 Street/Curb Striping Prog	0	5,000	(5,000)	0.00%
72005 Mamie Davis Park Renovations	3,600		3,600	
72006 Riverwalk Improvements		0	0	
74001 Vehicles & Equipment	4,491	110,000	(105,509)	4.08%
74003 Body Armor	504		504	
76001 Computer Upgrades	1,834	3,000	(1,166)	61.12%
76006 Records Management Syst			0	
	\$	\$	\$	
Total 70000 CIP EXPENSE	47,381	1,294,556	(1,247,175)	3.66%
	\$	\$	\$	
Total Other Expenses	47,500	1,294,556	(1,247,056)	3.67%
	\$	\$	\$	
Net Other Income	(47,500)	(1,294,556)	1,247,056	3.67%
	\$	\$	\$	
Net Income	(46,763)	(334,281)	287,518	13.99%

E SUMMONS FUND

	Actual	Annual Budget	over Budget	% of Budget
Income				
41000 FEES/LICENSES			0	
41040 FINES (PUBLIC SAFETY)	2,345		2,345	
41170 E-Summons		14,500	(14,500)	0.00%
	\$	\$	\$	
Total 41040 FINES (PUBLIC SAFETY)	2,345	14,500	(12,155)	16.17%
	\$	\$	\$	
Total 41000 FEES/LICENSES	2,345	14,500	(12,155)	16.17%
	\$	\$	\$	
Total Income	2,345	14,500	(12,155)	16.17%
	\$	\$	\$	
Gross Profit	2,345	14,500	(12,155)	16.17%
	\$	\$	\$	
Expenses				
60800 INFORMATION TECH SERV				
60850 Internet Service	848	2,200	(1,352)	38.54%
60860 Hardware/Software & Maintenance	848	8,500	(7,652)	9.98%
	\$	\$	\$	
Total 60800 INFORMATION TECH SERV	848	10,700	(9,852)	7.92%
61200 MATERIALS AND SUPPLIES			0	
61220 Operational supplies	132	1,200	(1,068)	11.00%
	\$	\$	\$	
Total 61200 MATERIALS AND SUPPLIES	132	1,200	(1,068)	11.00%
	\$	\$	\$	
Total Expenses	980	11,900	(10,920)	8.23%

Net Operating Income	\$	\$	\$	
	1,365	2,600	(1,235)	52.51%
Net Income	\$	\$	\$	
	1,365	2,600	(1,235)	52.51%
EVENTS FUND				
	Actual	Annual Budget	over Budget	% of Budget
Income				
41000 FEES/LICENSES			0	
41100 Administrative Fees	50			
41160 Convenience Fees	1,348	5,627	(4,279)	23.95%
Total 41000 FEES/LICENSES	\$ 1,398	\$ 5,627	\$ (4,229)	24.84%
42000 GRANTS		9,000	(9,000)	0.00%
44000 OTHER		0	0	
44020 Events Fund Interest	0	25	(25)	0.00%
44040 Bricks Revenue	0	0	0	
44060 Other	0	0	0	
Total 44000 OTHER	\$ -	\$ 25	\$ (25)	0.00%
47000 EVENTS REVENUE			0	
47010 Sponsorships	9,030	26,800	(17,770)	33.69%
47020 Booth Rentals	106,625	187,575	(80,950)	56.84%
47021 Ticket Sales	0	0	0	
47023 Community Events	2,000	11,800	(9,800)	16.95%
Total 47021 Ticket Sales	\$ 2,000	\$ 11,800	\$ (9,800)	16.95%
47030 Shuttle Fees	37,106	71,500	(34,394)	51.90%
47040 Parking Space Sales	4,800	9,875	(5,075)	48.61%
47060 Merchandise	79	200	(121)	39.50%
47105 Revenue Share Agreements	0	0	0	
Total 47000 EVENTS REVENUE	\$ 159,640	\$ 307,750	\$ (148,110)	51.87%
Total Income	\$ 161,038	\$ 322,402	\$ (161,364)	49.95%
Gross Profit	\$ 161,038	\$ 322,402	\$ (161,364)	49.95%
Expenses				
60000 PERSONNEL SERVICES			0	
60010 Salaries and Wages	11,100	50,025	(38,925)	22.19%
60020 Overtime	0	4,000	(4,000)	0.00%
60030 On-call Labor	2,441	18,220	(15,779)	13.40%
60050 Payroll Taxes	1,696	5,527	(3,831)	30.68%
60060 Life Insurance	274	1,650	(1,376)	16.63%
60095 VRS Employer Contrib		3,141	(3,141)	0.00%
Total 60000 PERSONNEL SERVICES	\$ 15,511	\$ 82,563	\$ (67,052)	18.79%
60400 PROFESSIONAL SERVICES			0	
60460 Payroll Processing				
60465 Financial System Maintenance				

60470 Bank Charges	0	5,796	(5,796)	0.00%
	\$	\$	\$	
Total 60400 PROFESSIONAL SERVICES	-	5,796	(5,796)	0.00%
60800 INFORMATION TECH SERV			0	
60840 Phone Service	0	600	(600)	0.00%
	\$	\$	\$	
Total 60800 INFORMATION TECH SERV	-	600	(600)	0.00%
61200 MATERIALS AND SUPPLIES			0	
61210 Office Supplies	31	0	31	
61220 Operational supplies	2,749	14,175	(11,426)	19.39%
	\$	\$	\$	
Total 61200 MATERIALS AND SUPPLIES	2,780	14,175	(11,395)	19.62%
62000 CONTRACTS			0	
62020 Equipment Rental	38,001	74,407	(36,406)	51.07%
62050 Entertainment	4,040	5,000	(960)	80.80%
	\$	\$	\$	
Total 62000 CONTRACTS	42,041	79,407	(37,366)	52.94%
63200 ADVERTISING			0	
63220 Advertising - Marketing	8,516	10,000	(1,484)	85.16%
63230 Community/Business Supp	6,250	24,000	(17,750)	26.04%
	\$	\$	\$	
Total 63200 ADVERTISING	14,766	34,000	(19,234)	43.43%
64700 FACILITIES EXPENSE			0	
66800 RIVER MILL PARK & FACIL			0	
66810 Brick Paver Program	0	0	0	
	\$	\$	\$	
Total 66800 RIVER MILL PARK & FACIL	-	\$ -	\$ -	-
	\$	\$	\$	
Total 64700 FACILITIES EXPENSE	-	\$ -	\$ -	-
69200 SPECIAL EVENTS			0	
69210 HolidayFest	0	13,315	(13,315)	0.00%
69220 Volunteer TY / Town Party	0	1,750	(1,750)	0.00%
69225 Sponsorship Breakfast	0	0	0	
69250 River Mill Park Events	1,035	10,720	(9,685)	9.66%
69290 Other Special Events	300	3,555	(3,255)	8.44%
	\$	\$	\$	
Total 69200 SPECIAL EVENTS	1,335	29,340	(28,005)	4.55%
	\$	\$	\$	
Total Expenses	76,433	245,881	(169,448)	31.09%
	\$	\$	\$	
Net Operating Income	84,604	76,521	8,083	110.56%
	\$	\$	\$	
Net Income	84,604	76,521	8,083	110.56%

MAMIE DAVIS PARK

	Actual	Annual Budget	over Budget	% of Budget
Income				
44000 OTHER			0	
44030 Mamie Davis Park Interest	447	840	(393)	53.22%
	\$	\$	\$	
Total 44000 OTHER	447	840	(393)	53.22%

	\$	\$	\$	
Total Income	447	840	(393)	53.22%
Gross Profit	447	840	(393)	53.22%
Expenses			\$	
70000 CIP EXPENSE	0	3,200	(3,200)	0.00%
Total Expenses	0	3,200	(3,200)	0
	\$	\$	\$	
Net Operating Income	447	(2,360)	2,807	-18.94%
	\$	\$	\$	
Net Income	447	(2,360)	2,807	-18.94%
<hr/>				
TOTAL NET INCOME (LOSS) ALL FUNDS	(65,946)	(257,523)	191,577	25.61%

Balance Sheet Comparison

As of September 30, 2025

	Total		
	As of Sep 30, 2025	As of Sep 30, 2024 (PP)	Change
ASSETS			
Current Assets			
Bank Accounts			
10001 Petty Cash - Operating	100	100	0
10010 Petty Cash - Events	800	800	0
10022 Checking Account 0058	109,382	212,875	(103,493)
10024 Money Market 4220	202,661	201,349	1,312
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	897,941	611,244	286,697
Total 10034 VIP - Investment Pool	\$ 897,941	\$ 611,244	\$ 286,697
10082 Mamie Davis Savings 4201	4,940	3,150	1,790
10083 Mamie Davis CD	100,000	100,000	0
Total Bank Accounts	\$ 1,315,824	\$ 1,129,518	\$ 186,306
Accounts Receivable			
10180 Accounts Receivable	79,020	209,844	(130,824)
Total Accounts Receivable	\$ 79,020	\$ 209,844	\$ (130,824)
Other Current Assets			
10190 Real Estate Receivable	0	0	0
11000 Prepaid Expenses	0	0	0
14990 Undeposited Funds	16,468	11,701	4,767
Total Other Current Assets	\$ 16,468	\$ 11,701	\$ 4,767
Total Current Assets	\$ 1,411,312	\$ 1,351,063	\$ 60,249
TOTAL ASSETS	\$ 1,411,312	\$ 1,351,063	\$ 60,249
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 Accounts Payable	72,252	69,796	2,456
Total Accounts Payable	\$ 72,252	\$ 69,796	\$ 2,456
Credit Cards			
22000 Credit Cards			0
22010 ExxonMobil	0	1,453	(1,453)
22020 Home Depot	215	0	215
22030 Lowe's Proservices	647	57	589
22040 United Bank Credit Cards	8,342	7,410	932
22050 Shell Credit Card	0		0
Total 22000 Credit Cards	\$ 9,204	\$ 8,921	\$ 283

Total Credit Cards	\$	9,204	\$	8,921	\$	283
Other Current Liabilities						
20935 Performance Bond		1,188		1,188		0
20940 Unearned Craft Show Rev		0		950		(950)
20960 Unearned Other Revenue						0
20970 Unearned Rental		1,375		1,525		(150)
20973 Unearned SLFRF Revenue		0		0		0
Total 20960 Unearned Other Revenue	\$	1,375	\$	1,525	\$	(150)
20980 Unearned R.E. Tax		1,786		645		1,141
21100 Unearned Fire Dept Grant		9,309		7,209		2,100
21200 Payroll Liabilities		0		0		0
21230 VRS Employee Contributions		3,328		0		3,328
Total 21200 Payroll Liabilities	\$	3,328	\$	0	\$	3,328
Total Other Current Liabilities	\$	16,986	\$	11,516	\$	5,470
Total Current Liabilities	\$	98,442	\$	90,233	\$	8,208
Total Liabilities	\$	98,442	\$	90,233	\$	8,208
Equity						
30000 Nonspendable						0
30005 PrePaid Items		0		0		0
Total 30000 Nonspendable	\$	-	\$	-	\$	-
31000 Restricted						
31100 Mamie Davis (Endowment)		100,000		100,000		0
31200 E Summons Fund		57,268		48,985		8,283
Total 31000 Restricted	\$	157,268	\$	148,985	\$	8,283
31400 Assigned						
30030 Events Fund		0		0		0
30040 CIP Fund		347,267		436,006		(88,739)
31050 Public Safety Grant Fund		35,167		24,235		10,932
31060 Mamie Davis Park Fund		8,879		7,090		1,788
31070 Public Education Grant Fund		2,245		2,111		134
Total 31400 Assigned	\$	393,558	\$	469,442	\$	(75,885)
31500 Unassigned						
30010 Emergency Operating Fund		200,000		200,000		0
30020 Unrestricted		628,176		470,707		157,469
Total 31500 Unassigned	\$	828,176	\$	670,707	\$	157,469
32000 Retained Earnings		(187)		(187)		0
Net Income		(65,946)		(28,118)		(37,827)
Total Equity	\$	1,312,870	\$	1,260,830	\$	52,040
TOTAL LIABILITIES AND EQUITY	\$	1,411,312	\$	1,351,063	\$	60,249

Sunday, Oct 26, 2025 12:44:00 PM GMT-7 - Accrual Basis

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

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8
BLD2022-02702	312 COMMERCE ST	150 lf floor joist ,390 lf floor joist replacement , 48 lf sill plate, 375 sf sub floor replacement , 3 intellijacks	Building	Finalied	R - Alteration/Repair	02/02/2022	09/15/2025
PLB2023-00018	312 COMMERCE ST	This is to install a sump pump in connection with a foundation drainage system installation by JES	Plumbing	Finalied	R - Alteration/Repair	01/06/2023	09/15/2025
PLB2023-00018	312 COMMERCE ST	This is to install a sump pump in connection with a foundation drainage system installation by JES	Plumbing	Finalied	R - Alteration/Repair	01/06/2023	09/15/2025
BLD2026-01771	102 FRAYERS FARM CT	5' X 4' CONCRETE LANDING AND STAIRS BUILT TO GRADE - PER PLAN	Building	Issued	R - Addition	10/06/2025	
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	

PLB2026-00375	402 MCKENZIE DR	Tapping into main sewer and new plumbing for new addition	Plumbing	Issued	R - Addition	08/11/2025
BLD2025-05697	313 MILL ST	Demo, non structural	Building	Finalized	Demolition	06/05/2025 10/09/2025
BLD2026-00087	313 MILL ST	CHANGE OF USE OF THE SPACE change of use from M use to B use take out - link to BLD2025-05697 - Demo	Building	Finalized	C - Tenant Layout	07/11/2025 10/09/2025
ELE2026-00169	313 MILL ST	CHANGE OF USE OF THE SPACE change of use from M use to B use take out - link to BLD2025-05697 - Demo	Electrical	Finalized	C - Tenant Layout	07/17/2025 10/07/2025
MEC2025-02278	313 MILL ST	ALTERATION AND REPAIR link to BLD2025-05697 - Demo	Mechanical	Finalized	C - Tenant Layout	10/01/2025 10/07/2025
PLB2025-02750	313 MILL ST	(CIK)ALTERATION AND REPAIR link to BLD2025-05697 - Demo	Plumbing	Finalized	C - Tenant Layout	07/17/2025 10/07/2025
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	Issued	C - Tenant Layout	08/29/2025
PLB2022-00959	450 MILL ST	THE COTTAGE - TLO	Plumbing	Issued	C - Tenant Layout	11/08/2023
BLD2026-00562	458 MILL ST	Replacement of destroyed kiosk outside Mill House Museum; on Town Sidewalk - FREE-STANDING SIGN	Building	Issued	C - Sign	10/07/2025
BLD2026-01961	1411 OCCOQUAN HEIGHTS CT	Build new deck with no steps and landing. The size is 20'x12'	Building	Issued	R - Addition	10/27/2025
ELE2026-00933	203 UNION ST	**BCE FEES TO ONLY BE CHARGED ON ELE - PER KRISTIN ALEXANDER**BCE2024-00873 - **TEMPLATE ONLY FOR TRACKING PURPOSES - ELECTRICAL AND PLUMBING** This application is being submitted to get on BLD number so the Master Electrician can get a permit to make some upgrades.	Electrical	Issued	C - Alteration/Repair	09/22/2025
ELE2026-00933	203 UNION ST	**BCE FEES TO ONLY BE CHARGED ON ELE - PER KRISTIN ALEXANDER**BCE2024-00873 - **TEMPLATE ONLY FOR TRACKING PURPOSES - ELECTRICAL AND PLUMBING** This application	Electrical	Issued	C - Alteration/Repair	09/22/2025

		is being submitted to get on BLD number so the Master Electrician can get a permit to make some upgrades.				
PLB2026-00507	203 UNION ST	**BCE FEES TO ONLY BE CHARGED ON ELE - PER KRISTIN ALEXANDER**BCE2024-00873 - **TEMPLATE ONLY FOR TRACKING PURPOSES - ELECTRICAL AND PLUMBING** This application is being submitted to get on BLD number so the Master Electrician can get a permit to make some upgrades.	Plumbing	Issued	C - Alteration/Repair	09/12/2025
PLB2026-00507	203 UNION ST	**BCE FEES TO ONLY BE CHARGED ON ELE - PER KRISTIN ALEXANDER**BCE2024-00873 - **TEMPLATE ONLY FOR TRACKING PURPOSES - ELECTRICAL AND PLUMBING** This application is being submitted to get on BLD number so the Master Electrician can get a permit to make some upgrades.	Plumbing	Issued	C - Alteration/Repair	09/12/2025
ELE2025-06069	103 WASHINGTON ST	200 amp service upgrade, New 200 amp disconnect New ground rods Water main bonding update, Whole house surge protector	Electrical	Issued	R - Alteration/Repair	06/18/2025
GAS2025-01335	158 WASHINGTON ST	remove existing gas log set install direct vent gas insert	Gas	Finald	R - Alteration/Repair	03/30/2025 09/10/2025

MEC2025-01520	158 WASHINGTON ST	install direct vent gas insert into existing masonry fireplace	Mechanical	Finald	R - Alteration/Repair	03/30/2025	09/10/2025
ELE2025-03999	209 WASHINGTON ST	REPLACING 200AMP WITH 200 AMP PANEL WITH MORE SPACES	Electrical	Pending	C - Alteration/Repair		

END OF REPORT

PUBLIC WORKS - PROPERTY CODE ENFORCEMENT
PCE Cases Initiated by Town
 All Open Cases and Cases Closed On or After 10/13/2025

*Counts business days only.
Town of Occoquan

Site Address	Case Number / Case Status	Date Received	Date Closed	Business Days Open (Pending)	Assigned To	Case Description	Violation Description(s)	Date VIO Founded	Notice Issued	Summons Issued	Court Action
116 WASHINGTON ST 1	UN2024-00063 Closed - Monitored	01/22/2024	02/04/2025	260	Lopez, Raleigh	PDR for fire damage	General (Unsale)	01/23/2024	01/23/2024		
	UN2024-00065 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 condos. 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 land 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 (Unsale)	01/23/2024	01/23/2024		
	UN2024-00066 Closed - Monitored	01/22/2024	02/04/2025	260	Lopez, Raleigh	PDR for fire damage	General (Unsale)	01/23/2024	01/23/2024		
	UN2024-00069 Closed - Monitored	01/23/2024	02/04/2025	259	Lopez, Raleigh	PDR for fire damage	General (Unsale)	01/23/2024	01/23/2024		
	UN2024-00070 Closed - Monitored	01/23/2024	02/04/2025	259	Lopez, Raleigh	PDR for fire damage	General (Unsale)	01/23/2024	01/23/2024		

Report Date: 10/27/2025
 Report Time: 4:13:30AM

PUBLIC WORKS - PROPERTY CODE ENFORCEMENT
PCE Cases Initiated by Town
All Open Cases and Cases Closed On or After 10/13/2025

Report Name: EG_PCE Open Cases by Town.rpt
 Page 2 of 3

*Counts business days only.

Town of Occoquan

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

Total Number of Cases for Town of Occoquan: 6
 Total Number of Addresses Affected: 2

Total Number of Violations Issued: 6
 Total Number of Cases Closed : 6
 Total Number Cases Closed with No Violation: 6
 Total Number of Cases Still Open: 0
 Total Number of Open Cases with Violations: 0

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

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

Town Attorney Report

To: Mayor and Council, Town of Occoquan

Thru: Adam Linn, Town Manager

From: Martin Crim, Town Attorney

Re: Report for November 5, 2025, Council Meeting

Date: October 28, 2025

NOT CONFIDENTIAL

This is a non-confidential report on the matters that my office has been working on for the Town since my previous written report to Council on September 29, 2025:

1. Prepared a draft lighting ordinance (which is currently in internal review).
2. Presented to the Planning Commission on the topic of Special Exception Permits.
3. Continued to advise staff regarding Berrywood bonds.
4. Advised staff as to code enforcement matters.
5. Consulted with staff on pedestrian safety problems such as speeding, missing sections of sidewalk, and public gatherings.



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

8. Regular Business	Meeting Date: November 5, 2025
8A: Request to Adopt Resolution Recognizing the Sesquicentennial of the First Elected Council of the Town of Occoquan	

Attachments: a. Draft Resolution R-2025-15

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to adopt Resolution R-2025-15 recognizing the sesquicentennial of the first elected council of the Town of Occoquan. The draft resolution is attached.

Background

In 1804 the Virginia General Assembly passed legislation establishing the Town of Occoquan. In 1874, the Virginia General Assembly passed legislation formally incorporating the Town of Occoquan, setting the first town council elections for May 1875, with the elected officials taking office in July 1875.

That July 2025 was the 150th anniversary of the first elected officials of the Town of Occoquan.

Town Staff's Recommendation: Recommend approval.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

"I move to adopt Resolution O-2025-15 recognizing the Sesquicentennial of the First Elected Council of the Town of Occoquan."

OR

Other action Council deems appropriate.

RESOLUTION**RESOLUTION RECOGNIZING THE SESQUICENTENNIAL OF THE
FIRST ELECTED COUNCIL OF THE TOWN OF OCCOQUAN,
VIRGINIA**

WHEREAS, on October 5, 1803, Nathaniel Ellicott, James Campbell, and Luke Wheeler announced in the Alexandria Daily Advertiser their intent to petition the Virginia General Assembly to establish a town at the Occoquan Mills, which they subsequently did in a petition dated 7 December 1803; and

WHEREAS, in response to said petition on January 5, 1804, the Virginia General Assembly passed legislation establishing on thirty-one acres the town of Occoquan, “so soon as the same shall be laid off into lots with convenient streets,” and in accordance with the recommendations of the petition appointed James Keith, George Gilpin, Thomas T. Page, Edward Washington, and John Coffey trustees of the town; and

WHEREAS, on April 18, 1804, Mr. Henry Hooe submitted a plat to the trustees laying out the town, which the town trustees certified on December 31, 1804, and which was recorded with the Prince William County Court on January 7, 1805; and

WHEREAS, by June 13, 1870, all the trustees of the town of Occoquan had died, resigned, or otherwise been removed, so that the Virginia General Assembly on that date appointed John S. Powell, John H. Hammill, Abner Lynn, and Albert A. Selecman as trustees of the town of Occoquan; and

WHEREAS, on April 30, 1874, the Virginia General Assembly adopted legislation incorporating the town of Occoquan, setting the date of the first elections for the town council for the first Tuesday of May 1875 with the elected individuals to take office the first weekday of July 1875; and

WHEREAS, in the interim the Virginia General Assembly appointed John S. Powell, John H. Hammill, John Underwood, Joseph T. Janney, and Thomas L. Selecman to serve as the town council upon qualification before a magistrate, and who from among their membership selected Thomas L. Selecman to serve as Mayor; and

WHEREAS, on Monday, April 26, 1875, the Alexandria Gazette and Virginia Advertiser, reported that “Occoquan having been incorporated by the law of the last Legislature has assumed municipal dignity, the Mayor and other Corporation officers having been inducted into their respective positions;” and

WHEREAS, on Friday, May 7, 1875, the Alexandria Gazette and Virginia Advertiser reported “At a regular election for the Corporation officers held in the newly organized though ancient town of Occoquan...Oliver Underwood was elected Sergeant, and T.L. Selectman [sic], John Hammill, Dr. John Powell, and J.T. Janney, Councilmen, who will select one of their own number, probably Mr. Selectman [sic], for Mayor.”

NOW THEREFORE, BE IT RESOLVED, the Occoquan Town Council formally recognizes 2025 as the Sesquicentennial of the first elected council for the town of Occoquan and expresses its appreciation for the service of all the trustees and elected officials of the town who have preceded them.

ADOPTED: This _____ day of November, 2025.

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

CERTIFIED COPY _____
Town Clerk



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

9. Discussion Items	Meeting Date: November 5, 2025
9A: Fall Arts & Craft Show Report	

Attachments: a. To be provided

Submitted by: Tammy Hassett
Event Director

Explanation and Summary:

On September 27-28th, 2025, the Town celebrated its annual Fall Arts & Craft Show. Staff has prepared the attached Riverfest & Craft Show Report for review and discussion.

Staff Request: Staff is seeking feedback on the Fall Arts & Craft Show held on September 27-28th, 2025.



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 Linn

2025 FALL ARTS & CRAFT SHOW REPORT

Summary

Below is a narrative recap of the 2025 Fall Arts & Crafts Show.



Fall Arts & Craft Show returned to the streets of the historic district on September 27 & 28, 2025. This beloved festival has evolved into a dynamic fall event showcasing a variety of experiences in addition to the arts and crafts. There were hands-on creative opportunities, entertainment, and much more. This year's offerings included: a Beer Garden with two live bands, and Imagination Alley featuring a full line up of local performers and caricature artists.

Volunteers

Volunteer support plays a critical role in the success of our events, and our dedicated team continues to be one of the most praised aspects by participating vendors. We had approximately 60 volunteers contributing their time and energy, a high percentage were first time volunteers. This number included a group of cadets from the Civil Air Patrol

- Mount Vernon Composite Squadron. We were missing some of our faithful volunteers due to travel and sickness. The lower number of volunteers created some holes and caused staff to juggle people to cover the volunteer schedule. We are incredibly grateful to those who stepped up to fill gaps by taking on additional shifts throughout the weekend.

We are actively exploring ways to enhance volunteer recruitment, refine our list of volunteer needs and better define roles and guidelines for our teen volunteers.

Weather

We expected rain all day Saturday but thankfully it held off for a while. We had more visitors than expected but they began to trail off around 3pm as rain became heavier. Sunday was dry with temperatures reaching 80 degrees. Despite Saturday's rain, attendance was strong. Vendors reported incredible sales over the course of the weekend.



Shuttle and Attendance

The shuttle price was updated to a flat rate of \$10 per person, with children 12 and under continuing to ride for free. This pass was good for both days of the festival. Visitors could conveniently prepay

their shuttle fees using a QR Code that linked directly to the Town’s Square Account. The QR Code was displayed at the shuttle pickup locations outside of town, inside the shuttle buses, and at the stops in town. Patrons also had the option to pay in cash.

The transition to a \$10 flat-rate ticket was generally viewed as a success, simplifying the payment process and improving efficiency. While a few business owners expressed concerns about the fare increase during the recent Town-Business Quarterly Meeting, further discussion and review by the Council concluded that the charge was reasonable. Comparable events in the area typically charge an entry or parking fee.

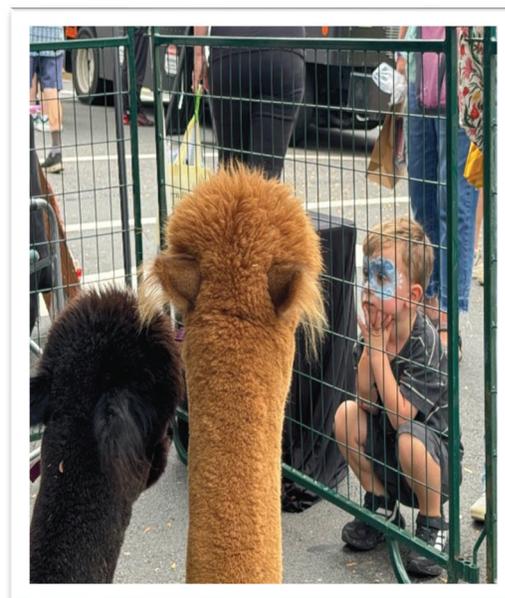
We also implemented the use of colored wristbands that coordinated with the shuttle locations: purple, yellow, and green. This replaced the hand stamp, which seemed to be a welcome change.

It is difficult to pinpoint actual attendance because so many patrons walk in from the satellite lots, but shuttle income was \$36,000, which exceeded the shuttle fees of \$32,000.

Imagination Alley

A key objective of the Fall Show is to introduce kids and their families to a variety of art. This year, we invited a full lineup of local performers, dancers and singers to Imagination Alley. We also welcomed caricature artists offering free drawings thanks to the generous sponsorship of *Westminster at Lake Ridge*. This opportunity, along with feeding & taking selfies with the alpacas from *Athletic Alpacas* were among the family favorites.

We addressed concerns from RiverFest Vendors located on upper commerce street near Washington Street. For the Fall show, we relocated Imagination Alley to this area and moved the commercial vendors to the opposite side of the intersection. This adjustment proved to be very successful. Vendors were pleased with the change and families were able to access the alley with ease in the new location.



Beer Garden

Local business *Fair Winds Brewing Company* from Lorton managed alcohol sales in River Mill Park during the fall festival. Live bands performed from 12 PM to 4 PM on both days. The partnership with Charlie Buettner continues to be valuable. He was charged a rental fee for River Mill Park that fully covered the cost of the bands. For this show, we hung the Beer Garden banner on the bathhouse roof which really drew the attention of those down Mill Street. Making them aware activities were taking place in the park.

The Town also implemented the ABC Designated Outdoor Recreation Area license, allowing attendees to carry alcoholic beverages from various vendors throughout the festival grounds. No incidents or issues were reported.

Vendors

A total of 305 vendors supported the 2025 Fall Arts & Crafts Show. This included makers and artists in 25 categories, commercial vendors, Town businesses, non-profits, food vendors, and sponsors. Vendors were surveyed post-show; we received responses that represent the following statistics:

- 24% of vendors stated their weekend sales were higher than anticipated
- 30% of vendors stated their weekend sales were average
- 28% of vendors stated their weekend sales were below expectations or significantly below expectations
- 87% of vendors stated they “would” participate again

Each of the statistics above indicates more success than our Spring Show. The greatest change comes with only 28% stating sales were below expectations, that is reduced from 47% at RiverFest last June.

The majority of vendors expressed that they were pleased with the information provided before the event, making it a smoother load in and set up.

Sponsors

This year’s Fall Arts & Craft Show secured strong community and business support, with 11 sponsors contributing a total of \$11,000. *Westminster of Lake Ridge* sponsored Caricature Artists which was a great hit. We also had a variety of in-kind goods and services provided including: *Great Harvest Bread Company* providing pastries and coffee for our vendors and volunteers and *Tiny Supply Co* providing the supplies for a bracelet bar. Their generosity helped bring key aspects of the festival to life, including entertainment, logistics, and family activities. Ongoing sponsor enthusiasm highlights how the Fall Arts & Crafts Show continues to bring visibility to local businesses and strengthen community connections.



Event Program



Again, this year, we opted for a double-sided, tear-off festival map in lieu of the more expensive booklet that was prepared in the past. It serves as both a navigational tool and a promotional piece. One side featured a detailed festival layout, while the reverse highlighted key attractions, event schedules, and sponsor recognition. We could still entertain the original idea of using this piece as an opportunity to sell ad space to the Town Businesses.

Promotion

The 2025 Fall Arts & Crafts Show marketing plan was built on the event’s strong reputation through a diversified strategy aimed at expanding reach and growing community engagement. Efforts combined traditional print advertising, targeted email outreach, and vibrant social media promotions. Partnerships with Virginia Living Magazine and other regional outlets successfully broadened visibility across Virginia as well as reinforcing awareness within the county and the greater Washington area.

Social media continued to play a vital role in audience growth and engagement. Instagram specifically remained the top-performer, with high-impact reels driving a significant increase in followers. A Meta ad campaign launched ahead of the event achieved record-breaking results, generating more than 1,400 views and marking the most successful paid digital promotion in the event’s history.

A full marketing summary of performance metrics and engagement will be presented by Visit Occoquan in this quarter’s report.

Fall Arts & Crafts Shows by the Numbers

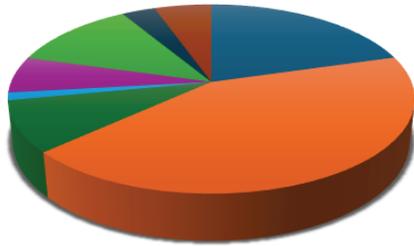
Below is a financial recap of the 2025 Fall Arts & Crafts Show. The numbers provided below are unaudited, preliminary figures.

2025 Vendor Participation

Category	Number of Vendors		
	Fall 2025	Fall 2024	Fall 2023*
Makers/Creators	188	197	200
Commercial	27	24	27
Food	21	14	15
Town Businesses	37	38	30
Sponsors	12	11	9
Non-Profit	19	18	18
Total	305	302	299

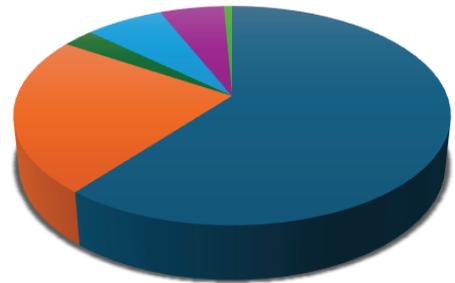
**2023 - Number of vendors who would have participated had the event not be cancelled due to weather*

Fall Arts & Crafts 2025 Expenses



- Events Salaries
- Shuttle Cost
- Rentals
- Day of Show Support
- Public Safety
- Advertising / Marketing
- Materials / Supplies
- Entertainment
- Bank Fees

Fall Arts & Crafts 2025 Revenue



- Booth Revenue
- Shuttle Revenue
- Vendor Parking
- Sponsors
- Merchandise Sales/Other
- Convenience Fees

Expense Category	'24/FY25	'25/FY26
Events Salaries	25,289	15,341
Shuttle Cost	31,475	32,000
Rentals	5,832	6,511
Day of Show Support	1,125	1,000
Public Safety	4,000	4,669
Advertising / Marketing	10,659	8,997
Materials / Supplies	6,270	2,371
Entertainment	2,250	4,040
Bank Fees	2,314	0
Total Expenses	\$89, 214	\$80,504
Revenue Category	'24/FY25	'25/FY26
Booth Revenue	96,940	97,150
Shuttle Revenue	34,457	37,106
Vendor Parking	4,350	4,425
Sponsors	8,000	11,000
Merchandise Sales/Other	9,000	9,030
Convenience Fees	1,292	1,158
Total Revenue	154,039	159,869
Profit	\$64,825	\$79,365

'25/FY26 Budget vs. Actual

Year		Budget	Actual	% to Budget
Fall 2025	Revenue	\$158,221	\$159,869	101.04%
	Expense	\$91,855	\$80,504	87.64%
	Net	\$66,366	\$79,365	119.55%

Uncaptured Public Safety Costs

Hosting a large-scale event like the Fall show involves numerous hidden or indirect costs that often go unaccounted for. While employing a full team of paid staff to manage the festival would represent a substantial expense, we are fortunate to rely on the dedication of many volunteers who help make the event possible. A full report of the estimated public safety costs will be provided by Deputy Chief Jason Foreman.



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

9. Discussion Items	Meeting Date: November 5, 2025
9B: Visit Occoquan, Inc. FY26 First Quarterly Report	

Attachments: FY26 First Quarterly Report

Submitted by: Megan Lubash
Town Clerk & Assistant Town Manager

Explanation and Summary:

This is a discussion item to review and discuss Visit Occoquan's report on the first quarter of Fiscal Year 2026's events and marketing. A representative from Visit Occoquan will present the attached report and answer questions from the Town Council.

This item covers a request by Town Council on marketing and social media analytics during the year as well as a request by Visit Occoquan to report on its operations from a town businesses perspective, based on their survey of town businesses.

Staff Request: Provide feedback on the report. Town staff will incorporate feedback into its Fiscal Year 2026 event planning and budgeting process, ahead of discussion at Town Council meetings for the second quarter.

Visit Occoquan *Virginia*

Marketing, Social Media & Tourism FY26 QUARTER 1 REPORT

Report produced by Sarah Hitchcock Burzio

Visit Occoquan Executive Director | sarah@visitoccoquanva.com



About

Quarter 1

July 1, 2025 to Sep 30, 2025

Financial Commitment

\$5,000

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 350 hours

At a Glance

10%

growth

in email
subscribers

69.3%

increase

in Instagram
reach

51.9%

open rates

in email
marketing

163.9K

views

on our top
Facebook post

31%

increase

in Instagram
followers

35-44

age range

highest follower
demographic

Board & Staff

STAFF: Sarah Hitchcock Burzio, *Executive Director*

BOARD: Jordan Sanders, *President*
Petra Carden, *Vice President*
Ben Rasmussen, *Secretary/Treasurer*
Jess Bastone, *Member/Town Seat*
Gretchen Chapman, *Member*
Walt Seiberling, *Member*
Matt Whitmoyer, *Member*



Email Marketing

Subscriber growth over time:

DATE	LIST TOTAL	GROWTH
Sep. 30, 2025	15,013	10%
June 1, 2025	13,647	47%
June 1, 2024	9,285	35%
June 1, 2023	6,880	31%
June 1, 2022	5,265	

Breakdown

Residents	5
Businesses	8
Comms* Emails:	13
Fall Craft Show	3
General/Multiple Events	5
Marketing Emails:	8
TOTAL EMAILS	21

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

Statistics

Open Rates	51.09%
Comms Emails	74.84%
Marketing	49.17%
Click Rates	2.55%
Unsubscripction Rate	0.24%

Marketing emails with the highest open rates were Fall Craft Show related.

JULY 1 - SEP. 30, 2025

Sent	21
Recipients	95,210
Opens	48,061
Clicks	2,400
Unsubscribes	229
Replies	0
Soft + Hard Bounces	972

Analysis

I believe email marketing continues to be our most targeted way to stay in touch with our audience and promote events. Internally, we pay roughly \$720/year (\$60/month) for our email platform and it takes on average 1 hour of writing, graphic creation, photo pulling, testing, etc to create a marketing email. We have stronger open and click rates, because these people have opted in to hearing more about Occoquan events.

When looking at paying for marketing emails for Fall Craft Show 2025, we found:

PUBLICATION	SENT	OPENED	OPEN RATE	CLICK RATE	COST	EMAIL TYPE
Visit Occoquan #1	11,202	5,518	49.26%	3.17%	n/a	Single topic
Visit Occoquan #1	11,220	5,608	49.98%	4.97%	n/a	Single topic
Visit Occoquan #3	11,340	4,294	38.34%	2.11%	n/a	Single topic
Virginia Living	70,200	31,587	45%	0.31%	\$2,200	Single topic
InsideNOVA	40,834	13,255	37.3%	0.3%	n/a	Event mention
Northern VA Magazine #1	39,727	5,646	14.2%	0.32%	\$660	Photo + paragraph
Northern VA Magazine #2	39,580	5,048	12.7%	0.22%	\$660	Photo + paragraph

Social Media

Instagram

Views ⓘ

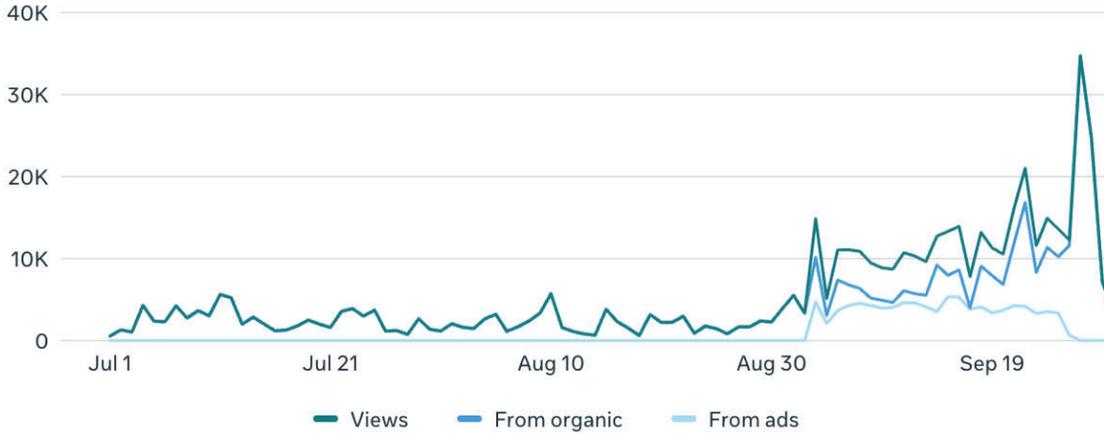
503.6K ↑ 118.3%

Reach ⓘ

81.2K ↑ 69.3%

Content interactions ⓘ

10.5K ↑ 15.1%



Views breakdown

Jul 1 - Sep 30

Total
503,610 ↑ 118.3%

From organic
410,155 ↑ 123.8%

From ads
93,455 ↑ 96.9%

Published content ⓘ

Based on up to 200 pieces of content

+38.6% vs. Mar 31, 2025 - Jun 30, 2025

Stories



Posts



Top Posts



Autumn is the perfect time to explore histor...

Wed Sep 3, 5:50am

67K 2.2K
24 501

Ad spend: \$550



Get ready for the Fall Arts & Crafts Show o...

Sun Sep 14, 8:39am

41.5K 516
34 210

Ad spend: \$500



Wow! 😍 You really came out for us,...

Sat Sep 27, 3:51pm

12.7K 361
5 35



Save the date for our annual Fall Arts &...

Tue Aug 19, 8:40am

10.4K 248
9 151



September is here and that means it's Fall...

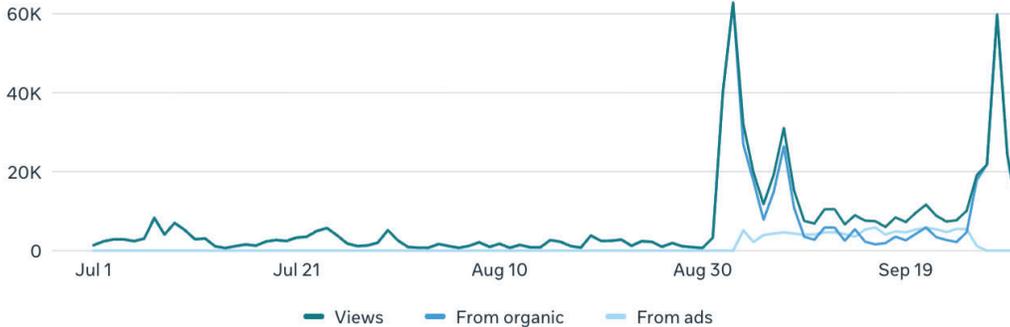
Sun Aug 31, 7:21pm

9.8K 211
16 55

Social Media

Facebook

Views 652.5K ↑ 55%
 Reach 193.2K ↑ 64.5%
 3-second views 690 ↓ 58%
 1-minute views 1 ↓ 50%
 Content interactions 5.5K ↑ 8.5%
 Watch time 2h 39m



Views breakdown

Jul 1 - Sep 30

Total
652,543 ↑ 55%

From organic
544,656 ↑ 48.7%

From ads
107,887 ↑ 97%

Published content

Based on up to 200 pieces of content

-4.2% vs. Mar 31, 2025 - Jun 30, 2025

- Photos: 58
- Text: 10
- Links: 1
- Stories: 0
- Reels: 0

Views

+55.0% vs. Mar 31, 2025 - Jun 30, 2025

- Photos: 340,118
- Multi photo: 162,195
- Others: 103,164
- Text: 25,861
- Reels: 15,333
- Links: 4,629
- Multi media: 1,243

Content interactions

+8.5% vs. Mar 31, 2025 - Jun 30, 2025

- Photos: 2,836
- Multi photo: 1,611
- Text: 413
- Stories: 348
- Others: 162
- Links: 77
- Multi media: 22
- Reels: 8

Top Posts

September is here and that means it's Fall...

Sun Aug 31, 7:21pm

163.9K views, 713 likes, 79 comments, 93 shares

Wow! You really came out for us,...

Sat Sep 27, 3:51pm

66.4K views, 379 likes, 14 comments, 18 shares

Tomorrow's the big day! 55th Annual...

Fri Sep 26, 4:11am

29.5K views, 156 likes, 27 comments, 37 shares

We love River Mill Park.

Sat Sep 6, 11:32am

27.4K views, 188 likes, 14 comments, 0 shares

We had such an amazing time this...

Mon Sep 29, 7:04am

22.2K views, 133 likes, 5 comments, 4 shares

Social Media

Monthly Breakdown

Instagram

Facebook

	# of posts*	Follows	Views	Reach	Interactions	# of posts*	Follows	Views	Reach	Interactions
June 2024	20	unavailable	unavailable	8.3K	unavailable	11	83	unavailable	47.7K	1,167
July 2024	8	unavailable	unavailable	3.9K	unavailable	10	60	unavailable	59.1K	463
August 2024	14	unavailable	unavailable	5.3K	unavailable	18	40	unavailable	18.6K	329
September 2024	31	unavailable	unavailable	24.6K	unavailable	20	113	unavailable	31.1K	1,342
October 2024	21	unavailable	unavailable	12.4K	unavailable	20	43	57.4K	17.6K	777
November 2024	23	unavailable	19.2K	8.6K	778	24	72	77.7K	25.1K	1,207
December 2024	20	unavailable	27.1K	5.5K	991	18	38	26.4K	7.7K	410
Janaury 2025	10	73	36.9K	9.6K	1.7K	16	218	184.8K	105.9K	4,244
February 2025	8	72	20.7K	4.9K	748	8	42	35.9K	18K	453
March 2025	6	154	15K	3.3K	528	19	32	17.2K	7.3K	377
April 2025	21	173	33.8K	5.9K	1,241	20	51	33.7K	10.9K	714
May 2025	23	962	93.8K	34.6K	3,986	19	186	193.5K	69.1K	2,041
June 2025	25	585	115.43K	20.1K	3,433	27	170	193.1K	60K	2,283
July 2025	19	161	76.2K	6.6K	1,494	28	82	93.9K	35.5K	1,483
August 2025	17	153	65.3K	5.7K	1,273	17	64	48.7K	17.9K	763
September 2025	27	1,946	362.1K	77K	7,726	24	547	510K	161.8K	3,231

Posts include main feed video, photo, and text posts. They do not include stories, of which we post 40-60 monthly, depending on the number of events and information to share.

Green highlighted months are when we ran paid advertisements. Ads bring in more followers and engagement, which has lasting results beyond the limited ad spend period.

Analysis

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

Websites

OccoquanFestivals.com

July 1, 2025 - Sep 30, 2025

30,269

Site Sessions

19,302

Unique Visitors

New vs returning visitors



- New
92% • 17,693
- Returning
8% • 1,609

Sessions by device



- Mobile
81% • 24,401
- Desktop
18% • 5,473
- Tablet
1% • 401

Sessions by traffic source

Traffic Source	Change	Sessions
Google	↓ 3%	12,193
Direct	↓ 11%	10,715
Facebook	↑ 32%	2,986
Email Marketing	↓ 4%	1,413
visitoccoquanva.com	↑ 15%	1,018

VisitOccoquanVA.com

July 1, 2025 - Sep 30, 2025

19,631

Site Sessions

14,844

Unique Visitors

New vs returning visitors



- New
94% • 13,938
- Returning
6% • 906

Sessions by device



- Mobile
73% • 14,301
- Desktop
26% • 5,028
- Tablet
2% • 310

Sessions by traffic source

Traffic Source	Change	Sessions
Google	↑ 4%	9,476
Direct	↑ 34%	5,262
occoquanfestivals.com	↑ 90%	1,132
Facebook	↑ 21%	1,109
Email Marketing	↑ 138%	631

Beyond the Contract

Noteworthy for FY26 Q1

Fox 5 ZIP Trip

Executive Director Sarah Burzio and Board President Jordan Sanders participated in news interviews for the Occoquan Fox 5 ZIP Trip in July.

Virginia Mobilizing Main Street

Executive Director Sarah Burzio and Board President Jordan Sanders attended a Main Street REV UP in Culpeper, VA on Sept. 16, learning about how to leverage government relations and board members to further the Visit Occoquan mission.



Celebrate Occoquan

Visit Occoquan held its first annual Celebrate Occoquan benefit, raising nearly \$6,300.

Sponsorships

Visit has built a relationship with a local partner who is dedicating \$8,000 a year in donations.

Bars & Concessions

Visit Occoquan provided bar/concessions services for three Trivia Nights in the park and one ultimately cancelled Army Band Concert.



Board of Directors

Visit added two new board members in Quarter 1 as well as voted to approve by-law changes including board term limits.

Business Support

Visit has become an approved AmEx Small Business Neighborhood Champion, providing us with digital and physical resources to support in-town retailers in the holiday season.

