



# TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

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## Occoquan Town Council Town Council Meeting December 9, 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** pg. 2
  - a. Request to Accept November 18, 2025, Town Council Meeting Minutes
  - b. Request to Appoint Michelle White to Architectural Review Board
5. **Mayor's Report**
6. **Councilmembers Reports**
7. **Administrative Reports** pg. 8
  - a. Administrative Report
  - b. Town Treasure's Report
  - c. Town Attorney
8. **Regular Business**
  - a. Request to Adopt Ordinance O-2025-13 on Lighting pg. 47
  - b. Request to Adopt Ordinance O-2025-14 Designating The Town Manager as Chief Executive Officer for VA FOIA Purposes pg. 55
9. **Discussion Items**
10. **Closed Session**
11. **Adjournment**



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

<b>4. Consent Agenda</b>	<b>Meeting Date:</b> December 9, 2025
Request to Approve Consent Agenda	

**Attachments:** See below

**Submitted by:** Adam Linn  
Town Manager

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**Explanation and Summary:**

This is a request to approve the consent agenda:

- a. Request to Accept November 18, 2025, Town Council Meeting Minutes
- b. Request to Appoint Michelle White to Architectural Review Board

**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, November 18, 2025**  
**7:00 p.m.**

**Present:** Vice Mayor Jenn Loges, Councilmembers Robert Love, Theo Daubresse, and Eliot Perkins

**Absent:** Mayor Earnie Porta, Councilmember Fithian

**Staff:** Adam Linn, Town Manager / Chief of Police; Philip Auville, Deputy Town Treasurer; Kristin Shaw, Town Treasurer; Jason Forman, Deputy Chief of Police; Martin Crim, Town Attorney

**1. CALL TO ORDER**

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

**2. CONSENT AGENDA**

**a. Request to Accept November 5<sup>th</sup>, 2025, Town Council Meeting Minutes**

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

Before moving on to Regular Business, Town Manager Linn recognized and applauded staff for their excellent holiday decorating of Town Hall.

Town Manager Linn introduced the newly hired Town Treasurer, Kristin Shaw, to members of Town Council and gave them a brief review of her professional background.

**3. REGULAR BUSINESS**

**a. Presentation and Request to Accept Fiscal Year 2024 Audit**

Mike Moran, a CPA with Robinson, Farmer, Cox Associates came to present the 2024 Fiscal Year Audit to the Town Council. He answered questions from the Vice Mayor and Councilmembers.

Councilmember Love moved to accept the Fiscal Year 2024 Audit. Councilmember Perkins seconded. Motion passed unanimously by voice vote.

**b. Request to Adopt Resolution of Congratulations to Inez Thurston**

Vice Mayor Loges explained that Inez Thurston has been a parishioner for 72 years of Ebenezer Baptist Church, which was formerly located in Occoquan Virginia. The resolution recognizes and

honors her on her 99<sup>th</sup> birthday.

Councilmember Love moved to accept resolution. Councilmember Daubresse seconded. Motion passed unanimously by voice vote.

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

**Nays:** None

#### **4. DISCUSSION ITEMS**

##### **a. Discussion on Mill Street Pocket Park Mural Design Contest**

Town Manager Linn presented the draft guidelines for the Mill Street Pocket Park Mural Design Contest. As a part of grant from the Department of Housing and Community Development, the Town plans to add a mural to this underutilized part of town.

Vice Mayor Loges asked if the wording was from previous mural projects and the purpose the community jurors. Town Manager Linn stated that the wording was based on previous mural contests but changed to fit the unique dimensions and scope of this project. He also explained that the community jurors were to create buy-in and interest in the community for the mural project. He also mentioned that the jurors would behave in an advisory role to Town Council who would have the final say in selecting the mural design.

Councilmember Daubresse asked if part of the grant would go to plantings and beautifying the landscape near the mural which Town Manager Linn affirmed.

Councilmember Love asked that a clause be amended to also request no religious messages to a line discouraging social or political messages. He also wanted to emphasize that the mural should showcase rivers and trails, two important aspects of the Town.

Councilmember Perkins mentioned that the Planning Commission's Strategic Plan suggests community involvement such as this to increase buy-in and community support for public art. He agreed with Councilmember Love that Occoquan as a river and trail town should be elevated from an example to something to keep in consideration when designing the mural. He also liked the idea of a wraparound mural.

Vice Mayor Loges suggested adding more objective criteria for the jurors' consideration.

##### **b. Discussion on Advisory Bodies Leadership Roles**

Town Manager Linn noted that the Planning Commission and ARB have upcoming elections. Over the past several years, members of the Town Council, Planning Commission, and ARB have discussed the potential benefits of establishing term limits for chairpersons and restricting the Town Council liaison from serving as chair. He stated that this would be an appropriate time for staff to receive guidance from the Council so that direction can be provided to the Planning Commission and ARB. .

There was a discussion regarding the Town Council Liaison serving as chair.

Vice Mayor Loges confirmed with the other Councilmembers that they were in favor of the Town Council liaison and Business Liaison not being the chair of the Planning Commission or the ARB.

Town Council next discussed term limits on chairperson positions.

Vice Mayor Loges indicated she was opposed to term limits because it could limit the amount of time a quality leader could be in a leadership role. She posited that elections are a guard rail against bad leadership. She mentioned that there is a lot of time and effort that goes into becoming a member of these Boards and Commissions and that this may be a factor in discouraging new members, which can create a lack of ideal candidates for leadership roles.

Councilmembers Perkins brought up that there is a lack of prepared leaders in the Boards and Commissions. He suggested adding more continuing education and leadership development for members so that we have more members prepared to take leadership when needed.

Councilmember Daubresse discussed that longevity in office leads to a wealth of knowledge but can also lead to over dependence on leaders. He was generally in favor of including term limits, but acknowledged the other issues presented.

Vice Mayor Loges asked if Town Staff could help ensure clear and effective elections.

Town Manager Linn responded that Staff is limited on what they can do, but each Commission and Board can write their own bylaws that add rules and regulations to elections and term limits. Staff can only provide suggestions to these Boards and Commissions.

Vice Mayor Loges confirmed that Council was in favor of limiting Council Liaison and business representatives from being elected as chairpersons and that they were generally not in favor of term limits.

## **5. CLOSED SESSION**

Councilmember Daubresse moved that the Council convene in closed session to discuss the following as permitted by Virginia Code § 2.2-3711 (A)(1), a personnel matter involving: assignment, appointment, Town Council Meeting Minutes November 18, 2025 promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with the Town Manager. Councilmember Love seconded. Motion passed unanimously by voice vote.

The Council went into closed session at 7:50 p.m.

The Council came out of closed session at 8:05 p.m.

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

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

**Nays:** None

## **6. BUSINESS AFTER CLOSED SESSION**

Councilmember Perkins moved to approve a \$10,000 salary increase for the Town Manager as well as a one-time year-end bonus of \$2,500. Councilmember Daubresse seconded. Motion passed by roll call vote. Vice Mayor Loges expressed appreciation to Town Manager Linn for the exemplary work he has demonstrated and for the leadership he consistently provides to staff.

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

**Nays:** None

## **7. ADJOURNMENT**

The meeting was adjourned at 8:08 p.m.

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Megan Lubash, Town Clerk



<b>4. Consent Agenda</b>	<b>Meeting Date:</b> December 9, 2025
<b>4B: Request to Appoint Michelle White to Architectural Review Board</b>	

**Attachments:** a. None

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

**Explanation and Summary:**

This is a request to appoint Architectural Review Board Alternate Member Michelle White to fill the vacancy on the Board following the resignation of Board Member Benda Seefeldt.

With the resignation of Brenda Seefeldt in October of 2025, the Architectural Review Board has one vacancy. Town Staff has received word from alternate Michelle White, appointed as an alternate member on November 6, 2024, that she would like to fill this vacancy. If approved, she would fill Brenda Seefeldt’s unexpired term, ending on December 31, 2026.

**Background**

The Architectural Review Board is described in Sections 33.40 – 33.50 of the Town Code. The Commission shall consist of 9 members appointed by Town Council. Members of the Commission, excluding the business representative, must be residents of the Town with adequate knowledge and demonstrated interest in the historical heritage and architecture of the town. One member of the Commission is a member of the Town Council, and one is a designated business representative. Each member shall be appointed to hold office for a term that runs concurrently with that of the Town Council.

The Architectural Review Board currently consists of eight members: one business representative, one Planning Commission representative, one Town Council representative, three members, and two alternatives.

**Staff Recommendation:** Recommend appointment of Michelle White as a regular member of the Architectural Review Board.

**Proposed/Suggested Motion:**

“I move to appoint Michelle White as a full member of the Architectural Review Board to fill the unexpired term of Ms. Brenda Seefeldt, effective immediately and expiring on December 31, 2026.”

OR

Other action Council deems appropriate.



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

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

**DATE:** December 9, 2025

**SUBJECT:** Administrative Report

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

## Administration

### Strategic Framework Updates:

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

### Capital Tiers

#### Tier 1

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

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

➤ **Upgrading Stormwater Infrastructure:**

- Stormwater Improvements (Community Project Funding): UPDATED: On March 17<sup>th</sup>, 2023, Town staff submitted an application to Congressperson Spanberger's office for the FY2023 Community Project Funding Program to fund remediation to the Town's stormwater system. On March 6<sup>th</sup>, 2024, the Town was informed that \$920,000 in funding had been appropriated for the project. A press conference about the funding award was held at Town Hall on May 14, 2024. Town staff met with an EPA representative on September 13<sup>th</sup>, 2024 and reviewed the project scope and grant application process. The Town has been allocated the funding but must complete the grant application process prior to executing the grant agreement. Staff met with its assigned EPA grant manager to clarify application requirements and submitted the application and NEPA review documentation in February 2025. 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 has contracted with 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. Staff has met with the consultant and is expecting the final list by the middle of December. Staff has communicated with the EPA contracting officer and is planning on provided the updated information to have the grant awarded and reimbursements by the first quarter of 2026.

➤ **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 16<sup>th</sup>, 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](http://www.occoquanva.gov/construction-updates).

➤ **Improving Town Gateways:**

- Gateway Landscaping Improvements : Staff 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 28, 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 Vehicle – UPDATED: The Occoquan Police Department has procured and onboarding two new fleet vehicles as part of its fleet maintenance program. One of the outdated replaced vehicles has been retired in accordance with its lease agreement. The second vehicle was initially expected to be sold; however, staff removed it from the listing after it did not receive the minimum bid following two separate attempts. This vehicle will be placed back on the market in the first quarter of 2026.

➤ **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 - UPDATED: In December 2023, staff began storing Public Works equipment on Town property at River Road following the installation of a fence along Rt. 123. Additional improvements were implemented to better secure the property, enhance refuse storage for residents, and provide limited access to the VDOT easement for River Road residents. On March 17, 2025, staff cleared and organized the River Road property, chaining off the entrance and installing a gravel cover. Staff also cleared and improved the storage area at the Town dumpster, adding storage capacity and repairing the dumpster enclosure. In July 2025, staff finalized a contract for a storage shed and completed supplementary site preparation. By October 2025, all improvements were completed, including the erection of the storage shed, installation of fencing, and enhancements to refuse storage facilities.
- 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 ordered new signage and is updating the Town website with the rules and regulations as well as payment options for the next boating season.

## 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: There has been a significant increase in timed parking violations by business employees during the fall months. Staff used this trend as an opportunity to educate business owners and employees about the regulations, emphasizing that there are no exemptions to the timed parking limits. Parking enforcement has now shifted to a random weekly schedule to ensure consistent compliance. For more on the most up-to-date information on the Timed Parking Program, please visit: [www.occoquanva.gov/timed-parking-3/](http://www.occoquanva.gov/timed-parking-3/).

#### ➤ Enhancing Revenue from Town Events Programming

- Reconfigured Artisan Market - UPDATED: After consultation with the business

community and direction from the Town Council, staff planned the return of the Holiday Artisan Market in December 2025. The two-day event is scheduled for December 6<sup>th</sup> -7<sup>th</sup>, featuring a new layout and revised programming designed to make the event more logistically and financially feasible for the Town while providing a holiday draw for local businesses. Approximately 80 vendors have signed up to participate.

➤ **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 - UPDATED: The Town 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. Staff is continuing to peruse training and upgrade equipment to increase the efficacy of the sound system in playing ambiance music for events such as the Holiday Artisan Market.

➤ **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 - UPDATED: 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 20<sup>th</sup> to remove invasives. Members of Town Council and Staff met with the Program Manager of Loudon County's Invasive Plant Species Management Program to discuss how to create community buy in, best practices for reducing invasive and increasing native plants species, and how to fund these efforts.

## Tier 2

### ➤ **Monitoring Technology Improvements for Productivity Enhancement**

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

### ➤ **Business Support Programming**

- Continuance of Quarterly Business Meetings : Although the Occoquan Business Partners (OBP) dissolved in 2023, Visit Occoquan and the Town of Occoquan will continue to host quarterly Town and Business Partnership Meetings. The 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 7<sup>th</sup>, 2025 at 5:30 pm. Subscribe for updates and find more information on meetings at: <https://www.visitoccoquanva.com/ocqhub>.
- Visit Occoquan Business Support : Visit Occoquan is currently researching and planning workshops on a range of topics important to small businesses in order to support the needs of town businesses. They also now host semi-annual listening meetings for town businesses only, to provide a forum for business owners to discuss issues that affect the business community at large. Finally, Visit is currently working to provide welcome packages to new businesses and has incorporated welcome information into the packets that Town staff supplies to new businesses. They will be presenting a report on their efforts in the first quarter of FY26 at the Town Council meeting held on November 5<sup>th</sup>, 2025.

### ➤ **Tourism-led Economic Development Programming**

- Mobilizing Main Street Cohort Program UPDATED: The Town of Occoquan formally handed over the reins of its Virginia Main Street program in 2024 to Visit Occoquan and became a part of the 2025-2026 Mobilizing Main Street Cohort. Over the next two years, Visit Occoquan and Town staff will work closely to complete the program and become eligible for Advancing Virginia Main Street (AVMS) designation as well as the national Main Street America accreditation, opening up further grant opportunities, technical support, and consulting services for downtown revitalization. Town and Visit staff attended an orientation on January 23, 2025, and receives monthly trainings. Starting in late summer, VMS staff worked 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 in early December, expected December 4<sup>th</sup>.
- 2025 CVG Grant Application - UPDATED: In conjunction with Visit Occoquan, Town staff submitted a grant application for a 2025 Community Vitality Grant from Virginia Main Street (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. The Town Council accepted the grant at the October 7<sup>th</sup> meeting and staff requested the first tranche shortly thereafter. As part of the grant, staff presented guidelines and information regarding the Mural Contest to Town Council on November 5<sup>th</sup>, 2025 and is implementing changes before a planned announcement of the Contest in December 2025.

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

- Maintenance Plan Research: Staff have been in communication with Prince William County on maintenance programs and are currently in the research and planning phase

for this priority. Staff have identified the acquisition of an OOTB asset management system as the first step. Staff are currently onboarding a budget-friendly system for use by Public Safety and Public Works in managing their respective assets.

### **Capital and Maintenance Project Updates:**

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

- Mill Street Water Issue: The recrowning work completed by VDOT contractors in 2023 along the section of Mill Street near the Ellicott Street intersection did not adequately address the longtime water flow issues in this area. Town staff removed the deteriorating temporary PVC pipe and replaced it with a new, more flexible temporary pipe to direct water from the pipe outlet at 426/430 Mill Street to the Ellicott Street stormwater inlet. The pipe is asphalted into place for added protection. As a result, water is not currently sheeting across Mill Street during and after large rainfall events and is instead traveling through the pipe to the Ellicott Street inlet. Minor damage occurred to the pipe over the winter and repairs were completed in March 2025. Updates will be available at [www.occoquanva.gov/construction-updates](http://www.occoquanva.gov/construction-updates).
- Edgehill Drive Water Issues: 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. Staff has obtained permits necessary for installation and the installation is expected in the first quarter of 2026.

### **Development Project Updates:**

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

- The Mill at Occoquan: The Town approved the final site plan on August 12, 2024. As the developer finalizes a demolition permit with Prince William County, the Town is awaiting updates from the developer on asbestos removal and a new zoning permit application for demolition for the buildings on the properties. Previously, the Town approved a zoning application for demolition of the boat storage structure and the developer completed preliminary work in March.

- 406 McKenzie Drive Subdivision: Owners of 406 McKenzie Drive have submitted a subdivision application with the Town to divide the property into multiple parcels. Comments on the application have been provided to the owners, 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: 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 - UPDATED: The developer submitted site plans for the development of 5 town homes. Staff has reviewed and responded with comments. The developer will need to respond back on the comments before further approval.

### 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](mailto:townclerk@occoquanva.gov) or visit [www.occoquanva.gov/living-here/tax-information/](http://www.occoquanva.gov/living-here/tax-information/) and/or [www.occoquanva.gov/business/doing-business-in-occoquan/](http://www.occoquanva.gov/business/doing-business-in-occoquan/).
- Town Vehicle License Enforcement-Town Ordinance Section 71-02 requires that owners of any motor vehicle principally garaged, stored, or parked in Town pay an annual Vehicle License Fee by November 15<sup>th</sup> of each year. The 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. **Please fill out the PDF or online form at [www.occoquanva.gov/living-here/tax-information](http://www.occoquanva.gov/living-here/tax-information).**
- Meals Tax Discount Repealed: At the March 18<sup>th</sup>, 2025, meeting, the Town Council voted to repeal § 35.044 of the Town Code, repealing the 3% discount on timely meals tax filings that file on or before the 20<sup>th</sup> of the month. The repeal 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 [townclerk@occoquanva.gov](mailto:townclerk@occoquanva.gov).
- Grass and Weed Code Compliance: 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 October 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 October 31, 2025).

BPOL Tax Delinquencies		
Business Name	Delinquency Period	Date of Last Notice/Status
AMAYA STUDIOS LLC	2 years	9/25/25
BALLYWHACK INC	6 months	9/25/25
NEXTHOME BELTWAY REALTY	6 months	9/25/25
RAVENSWORTH CUSTOM HOME IMPROVEMENT LLC	6 months	9/25/25
RUBICON CONSTRUCTION AND SURVEYING	6 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	11/06/25
GRIND N CREPE	1 month	11/06/25
THIRD BASE	1 month	11/06/25
BLACK MAGIC OCCOQUAN	1 month	12/03/2025

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

<b>Meals Tax by Fiscal Year</b>			
<b>Month</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>
July	31,379	29,964	30,559
August	31,029	31,192	37,849
September	29,843	27,870	25,453*
October	26,873	28,254	23,830*
<b>Total as of Latest Month:</b>	<b>119,124</b>	<b>117,280</b>	<b>117,691</b>

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

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

	Zoning Application #	Property Address	Activity
1	TZP2025-041	113 Edgehill Dr	New Gas Range

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

	Zoning Application #	Property Address	Activity
1			

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

	Property Address	Violation #	Violation	Town Action
1	209 Washington Street	OCV-2025-042	ARB	Courtesy email and call on 11/19/25;

D. The following is a list of **active/previous violations** from November 1 to November 30, 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](http://www.pwcva.gov/department/building-development-division).

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

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

## Public Safety

### Mission:

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



### Monthly Departmental Goals:

Goal 1: Provide for the public safety of the 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) oversees critical functions within the department, including internal affairs investigations, criminal investigations, and comprehensive background checks. In addition, the OPD Training Unit, which operates under PSD, is responsible for assessing training needs, developing curricula, and delivering programs that ensure OPD officers maintain the highest standards of professionalism and readiness.

During the month of November, OPD did not receive any complaints against its officers, reflecting continued commitment to accountability and community trust.

#### Field Operations Division

The Field Operations Division (FOD) is responsible for managing day-to-day patrol operations throughout the Town, ensuring public safety and maintaining a visible law enforcement presence. During November, officers conducted proactive foot patrols across key areas, including the residential neighborhoods, the historic district, and along the Town Riverwalk. These patrols were designed to strengthen community engagement and deter criminal activity.

In addition, enhanced visibility patrols were implemented on weekends as part of a coordinated regional initiative to promote safe and secure communities. This effort underscores OPD's commitment to both crime prevention and fostering a sense of security for residents and visitors alike.

## Special Operations Division

The Special Operations Division (SOD) is composed of OPD officers who serve dual roles within the Field Operations Division (FOD), providing specialized capabilities to support a wide range of public safety functions. SOD encompasses Auxiliary Patrol Officers, Parking Enforcement, Homeland Security and Emergency Management (HSEM), Marine Patrol, Bicycle Patrol, Fire Services, and the Unmanned Aircraft System (UAS) Unit. These units enable OPD to respond effectively to unique operational challenges and enhance community safety



In November, OPD officers utilized specialized training and equipment to assist with the installation of holiday decorations throughout Town, ensuring a safe and efficient process. To conclude the month, officers deployed advanced equipment in support of the Town Holiday Tree Lighting, contributing to the success of this major community event.



Beyond local operations, OPD remains actively engaged in regional collaboration. The department participates monthly in Northern Virginia Emergency Response System (NVERS) meetings, local and state

public safety forums, and Council of Governments (COG) committees. These partnerships strengthen interagency coordination and reinforce OPD's commitment to maintaining a safe and secure region

### **Patrol and Enforcement Activities:**

For the month of November, the town police had 160 calls for service including:

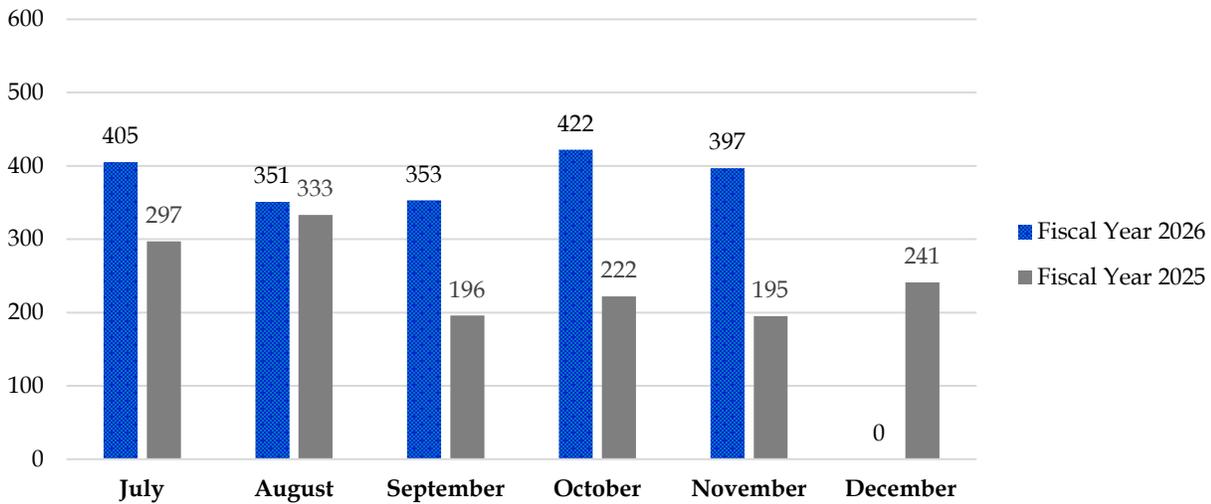
<i>Call for Service</i>	<i>#</i>	<i>Call for Service</i>	<i>#</i>
Alarms	3	Medical/Mental Health Call	1
Animal Call	4	Misdemeanor Arrest	2
Assault & Battery	1	Missing Person	1
Breaking & Entering	4	Neighbor Dispute	1
Disabled Vehicle/Motorist Assist	17	Other/Services	38
Disorderly	2	Parking Complaints	3
Destruction of Property	1	Reckless Driving/Road Rage	2
Domestic Complaint	3	Roadway Obstruction	4
DUI Arrest	1	Stolen / Abandoned Vehicle	1
Fire Call	3	Suspicious Calls	16

Firearm Violation	3	Threats	1
Found/Lost Property	4	Traffic Control	4
Gas Leak	1	Trespassing	5
Hit & Run	3	Vehicle Crash	19
Illegal Fishing	2	Vehicle Tow	4
Impaired Driving	1	Warrant Arrest	1
Larceny/Theft	1	Warrant Service	1
			160

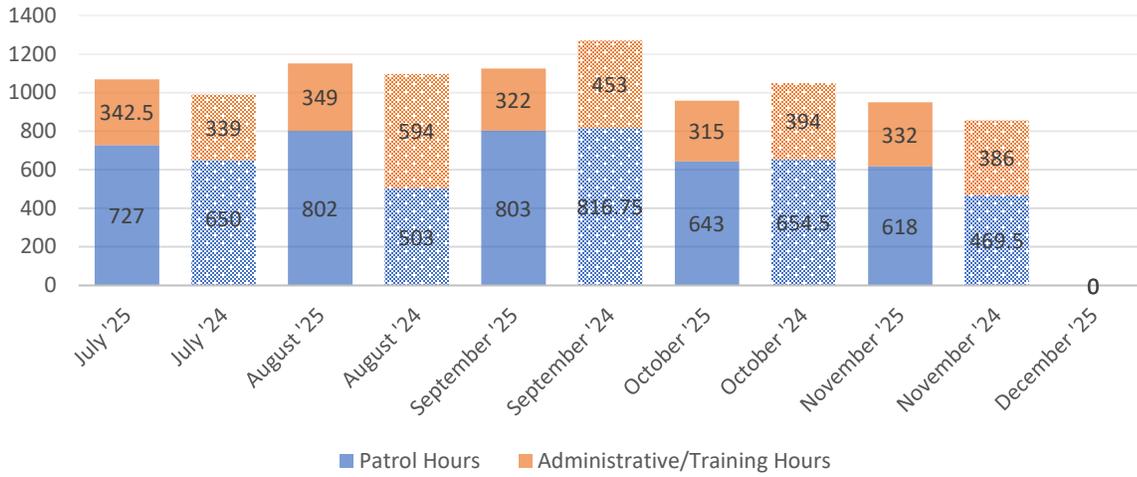
Town police made 3 custodial arrests, issued 397 traffic summonses, 38 parking violations, and 95 warnings.

Officers also engaged in 283 business checks and 3154 park checks during the month of November.

Traffic Summonses FYTD (GRAPH)



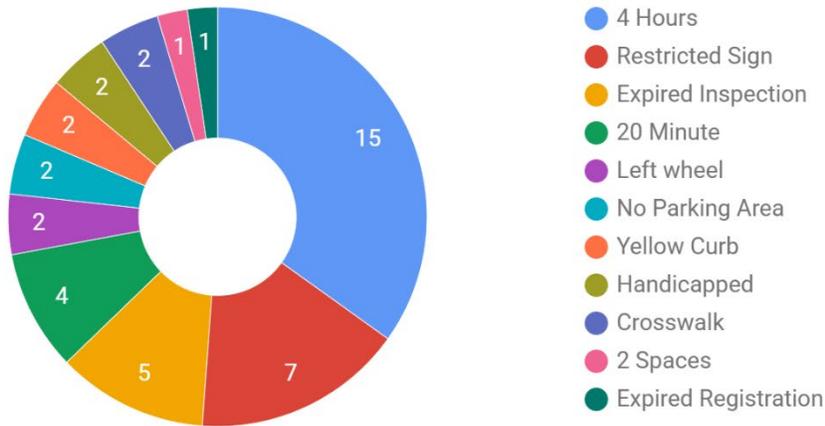
Patrol/Administrative/Training Hours FYTD (GRAPH)\*



Parking Enforcement (CHART/GRAPH)

Month	Parking Tickets	Warning
July	44	3
August	65	1
September	89	0
October	52	5
November	38	6

Occoquan VA - Tickets By Violation (Nov. 2025)

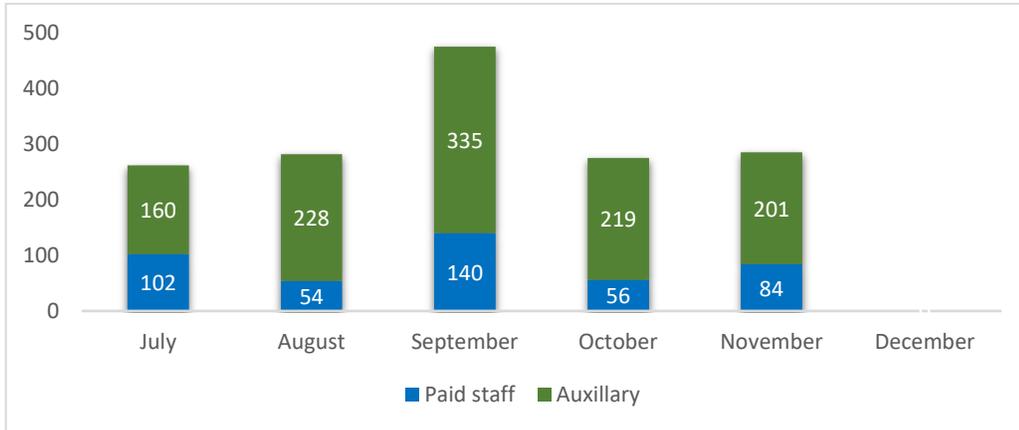


Data as of 12/1/2025, 12:00:00 AM



### Volunteer in Police Service

For Fiscal Year 2026, our auxiliary police officers and paid police staff donated a total of 1,579 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	7	8	2
November	0	6	0	0	0
<b>FY Total</b>	<b>82</b>	<b>43</b>	<b>36</b>	<b>146</b>	<b>14</b>
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
November	8	0		1	0
<b>FY Total</b>	<b>36</b>	<b>6</b>		<b>3</b>	<b>2</b>
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
November	38	0		1	0
<b>FY Total</b>	<b>261</b>	<b>20</b>		<b>9</b>	<b>0</b>

## Public Works

### Routine Activities

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

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

## Public Works Highlights (November 2025)

- Supported the installation of the River Road Shed, installed a fence around it, and leveled the gravel around the structure.
- Supported and installed lights, wreaths, and adornments at River Mill Park, Mamie Davis Park, and generally throughout the Town for the winter holiday season.
- Supported Events staff with the Annual Tree Lighting at Town Hall.
- Met with audio production experts to find equipment and techniques to improve use of sound equipment for events.

## Special Public Works Projects

Projects In-Progress: 4      Projects Completed: 6

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

Project	Status	Completion Date	Notes
<b>Building and Property Maintenance (TH, Annex, Museum and River Rd)</b>			
Mill House Museum Interior Renovations	Not started		Winter 2026
Annex Indoor Painting	In Progress		Winter 2026
<b>Craft Show and Events Support</b>			
Holiday Artisan Market Support	In Progress		Fall2025
Investigate New Sound Equipment	Completed	11/26/2025	
Support Tree Lighting	Completed	11/22/2025	
<b>Landscaping</b>			
Spring Plantings	Not Started		Spring 2026
Spring Weeding, Pruning, Mulching	Not Started		Spring 2026
<b>Holiday</b>			
Holiday Improvements Planning	In progress		Events Joint Project
Lighting Mamie Davis Park, River Mill Park, the Historic District and Town	Completed	11/21/2025	
<b>Park and Riverwalk Maintenance (RMP, MDP, Furnace, Tanyard, and Dock/Riverwalk)</b>			
Touch Up MDP Wayfinder	In progress		Winter 2026
<b>Special Projects</b>			
Backup Generator Project	Not started		Paused – OPD Joint Project
TH, Mill St, and RMP Storage Reorg	In progress		TH started; Events Joint Project – Winter 2026
River Road and Town Dumpster Improvements	Complete	11/7/2025	November 2025
<b>Spring Cleaning</b>			

Project	Status	Completion Date	Notes
Inspect Gaslight Landing Riverwalk	Not started		Spring 2026
Inspect Town Dock and Riverwalk	Not started		Spring 2026
Curb and Striping Review and Painting	In progress		Winter 2026
Clean Trash and Recycling Containers	Not started		Spring 2026
<b>Streets, Sidewalks, and Parking</b>			
Repair Dogwoods on TH Bricks	Not started		
Remove Power Line Residue from Sidewalk at 308 Mill	In progress		Winter 2026
Center Lane Brick Repair	Not started		Spring 2026

## Events and Community Development

### Events and Community Development

#### 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. Donations can be added to the sleigh at the shuttle stop during the market and during the week in Town Hall.

#### 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 17 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 were sent with a request for RSVP by Friday, December 5<sup>th</sup>.

#### 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 guys 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 NOVEMBER 2025

	Unaudited Income/ (Loss) FY25 YTD	As of 6/30/25 Unaudited	7/1/25 Transfers (unaudited)	As of 7/1/25 (unaudited)	Unaudited Income / (Loss) FY26 YTD	As of 10/31/2025 (Unaudited)	7/1/26 Transfers (unaudited)
<b>Nonspendable:</b>							
<b>Mamie</b>							
<b>Davis Fund</b>	\$-	\$100,000		\$100,000	\$-	\$100,000	
<b>Prepaid</b>							
<b>Items</b>	\$1,760	\$1,760	(\$1,760)	\$-	\$-	\$-	
<b>Restricted:</b>							
<b>E-</b>							
<b>Summons</b>							
<b>Fund</b>	\$8,283	\$57,268		\$57,268	\$2,543.28	\$59,812	\$-
<b>Assigned:</b>							
<b>Events</b>							
<b>Fund</b>	\$83,058	\$83,058	(\$83,058)	\$-	\$67,294.22	\$67,294	\$-
<b>CIP Fund</b>	(\$88,739)	\$347,267	\$-	\$347,267	(\$54,124.89)	\$293,142	\$-
<b>State Aid</b>							
<b>599 Program</b>							
<b>Fund</b>	\$10,932	\$35,167	\$-	\$35,167	\$-	\$35,167	\$-
<b>Mamie</b>							
<b>Davis Park</b>							
<b>Fund</b>	\$1,788	\$8,879	\$-	\$8,879	\$898.12	\$9,777	\$-
<b>PEG Fund</b>	\$134	\$2,245	0	\$2,245	\$-	\$2,245	0
<b>Subtotal</b>							
<b>Assigned:</b>	\$7,173	\$476,616	(\$83,058)	\$393,558	\$14,067.45	\$407,625	
<b>Unassigned:</b>							
<b>Operating</b>							
<b>Reserves</b>	\$-	\$200,000	0	\$200,000	\$-	\$200,000	\$-
<b>Other</b>							
<b>Unassigned</b>	\$70,200	\$540,907	\$84,818	\$625,725	\$(135,140.48)	\$490,585	\$-
<b>Subtotal</b>							
<b>Unassigned:</b>	\$70,200	\$740,907	\$84,818	\$828,254	\$(135,140.48)	\$690,585	\$0
<b>Total Fund</b>							
<b>Balance:</b>	\$87,416	\$1,376,551	\$-	\$1,379,080	\$(118,529.75)	\$1,258,021	0

# Town of Occoquan Budget vs. Actuals

July - October, 2025

	Actual	Annual Budget	Net Change	% of Budget
<b>Income</b>				
<b>40000 TAXES</b>			0	
<b>40010 Real Estate</b>	32,797	311,289	(278,492)	10.54%
<b>40020 Meals Tax</b>	121,049	315,452	(194,403)	38.37%
<b>40030 Sales Tax</b>	16,488	48,000	(31,512)	34.35%
<b>40040 Utility Tax</b>	9,807	37,000	(27,193)	26.50%
<b>40050 Communications Tax</b>	10,105	31,000	(20,895)	32.60%
<b>40060 Transient Occupancy Tax</b>	12,622	43,000	(30,378)	29.35%
<b>40070 Peer-to-Peer Vehicle Tax</b>	0	0	0	
<b>Total 40000 TAXES</b>	<b>\$202,867</b>	<b>\$785,742</b>	<b>\$(582,874)</b>	<b>25.82%</b>
<b>41000 FEES/LICENSES</b>	710	1,000	(290)	71.00%
<b>41010 Vehicle License</b>	4,251	10,308	(6,057)	41.24%
<b>41020 Business Licenses</b>	3,935	93,499	(89,565)	4.21%
<b>41025 Business License Fee</b>	330	4,320	(3,990)	7.64%
<b>Total 41020 Business Licenses</b>	<b>\$4,265</b>	<b>\$97,819</b>	<b>\$(93,555)</b>	<b>4.36%</b>
<b>41030 Late Fees</b>	1,454	2,500	(1,046)	58.16%
<b>41040 FINES (PUBLIC SAFETY)</b>	128,752	427,000	(298,248)	30.15%
<b>41100 Administrative Fees</b>	5,844	8,500	(2,656)	68.75%
<b>41120 Service Revenue - Eng</b>		14,000	(14,000)	0.00%
<b>41130 Service Revenue - Legal</b>		5,000	(5,000)	0.00%
<b>41140 Service Revenue - Other</b>		500	(500)	0.00%
<b>41160 Convenience Fees</b>	402	0	402	
<b>Total 41000 FEES/LICENSES</b>	<b>\$145,678</b>	<b>\$566,627</b>	<b>\$(420,950)</b>	<b>25.71%</b>
<b>42000 GRANTS</b>			0	
<b>42021 NHSTA (DMV)</b>	0	26,000	(26,000)	0.00%
<b>42110 Virginia DCJS</b>	0	0	0	
<b>42020 HB 599</b>	7,093	29,223	(22,130)	24.27%
<b>Total 42110 Virginia DCJS</b>	<b>\$7,093</b>	<b>\$29,223</b>	<b>\$(22,130)</b>	<b>24.27%</b>
<b>42130 DEQ</b>			0	
<b>42010 LITTER</b>	0	1,800	(1,800)	0.00%
<b>Total 42130 DEQ</b>	<b>\$-</b>	<b>\$1,800</b>	<b>\$(1,800)</b>	<b>0.00%</b>
<b>Total 42000 GRANTS</b>	<b>\$7,093</b>	<b>\$57,023</b>	<b>\$(49,930)</b>	<b>12.44%</b>
<b>43000 RENTALS</b>				

43010 Town Hall	0	80	(80)	0.00%
43020 River Mill Park	0	3,500	(3,500)	0.00%
43030 Mamie Davis Park Rental	1,075	2,500	(1,425)	43.00%
43040 200 Mill Street Lease	0	7,843	(7,843)	0.00%
<b>Total 43000 RENTALS</b>	<b>\$1,075</b>	<b>\$13,923</b>	<b>\$(12,848)</b>	<b>7.72%</b>
<b>44000 OTHER</b>		44,060	(44,060)	0.00%
44005 Insurance Proceeds	14,752	0	14,752	
44010 General Fund Interest	14,128	25,000	(10,872)	56.51%
44030 Mamie Davis Park Interest	0	0	0	
44040 Bricks Revenue	645	800	(155)	80.63%
44060 Other	6,747	5,000	1,747	134.94%
<b>Total 44000 OTHER</b>	<b>\$36,272</b>	<b>\$74,860</b>	<b>\$(38,588)</b>	<b>48.45%</b>
<b>Total Income</b>	<b>\$392,985</b>	<b>\$1,498,175</b>	<b>\$(1,105,190)</b>	<b>26.23%</b>
<b>Gross Profit</b>	<b>\$392,985</b>	<b>\$1,498,175</b>	<b>\$(1,105,190)</b>	<b>26.23%</b>
<b>Expenses</b>				
<b>60000 PERSONNEL SERVICES</b>			0	
60010 Salaries and Wages	222,381	667,101	(444,721)	33.34%
60020 Overtime	5,266	15,440	(10,174)	34.10%
60030 On-call Labor	21,413	68,800	(47,387)	31.12%
60040 Other Benefits (Cell)	0	0	0	
60050 Payroll Taxes	18,606	57,472	(38,866)	32.37%
60060 Life Insurance	2,027	6,081	(4,054)	33.34%
60070 Health Insurance	12,447	40,457	(28,009)	30.77%
60095 VRS Employer Contrib	9,034	40,116	(31,082)	22.52%
<b>Total 60000 PERSONNEL SERVICES</b>	<b>\$291,173</b>	<b>\$895,467</b>	<b>\$(604,294)</b>	<b>32.52%</b>
<b>60400 PROFESSIONAL SERVICES</b>			0	
60420 Consulting	0	0	0	
60430 Zoning and Engineering Services	14,032	40,000	40,000	35.08%
60435 Services Expense - Engineering	5,989	0	5,989	
<b>Total 60430 Zoning and Engineering Services</b>	<b>\$20,020</b>	<b>\$40,000</b>	<b>\$(19,980)</b>	<b>50.05%</b>
<b>60440 Legal Services</b>			0	
60443 Prosecutions	12,000	40,000	(28,000)	30.00%
60444 Administration	16,199	64,260	(48,061)	25.21%
<b>Total 60440 Legal Services</b>	<b>\$28,199</b>	<b>\$104,260</b>	<b>\$(76,061)</b>	<b>27.05%</b>
60450 Audit Services	0	20,370	(20,370)	0.00%
60460 Payroll Processing	2,733	8,150	(5,417)	33.53%
60465 Financial System Maintenance	2,160	2,160	0	100.00%
60470 Bank Charges	3,325	2,840	485	117.07%
60480 Facility Security Services	0	0	0	
<b>Total 60400 PROFESSIONAL SERVICES</b>	<b>\$56,438</b>	<b>\$177,780</b>	<b>\$(121,342)</b>	<b>31.75%</b>

<b>60800 INFORMATION TECH SERV</b>			0	
60810 Website Support	1,487	3,820	(2,333)	38.94%
60840 Phone Service	4,802	9,800	(4,998)	49.00%
60850 Internet Service	2,629	6,800	(4,171)	38.66%
60860 Hardware/Software & Maintenance	3,953	12,140	(8,187)	32.57%
60870 IT Support Services	2,990	11,000	(8,010)	27.18%
<b>Total 60800 INFORMATION TECH SERV</b>	<b>\$15,861</b>	<b>\$43,560</b>	<b>\$(27,699)</b>	<b>36.41%</b>
<b>61200 MATERIALS AND SUPPLIES</b>			0	
61210 Office Supplies	896	4,600	(3,704)	19.48%
61220 Operational supplies	9,813	21,900	(12,087)	44.81%
61240 Janitorial Supplies	114	1,000	(886)	11.43%
61250 Uniforms	1,788	7,000	(5,212)	25.54%
<b>Total 61200 MATERIALS AND SUPPLIES</b>	<b>\$12,611</b>	<b>\$34,500</b>	<b>\$(21,889)</b>	<b>36.55%</b>
<b>61600 OPERATIONAL SERVICES</b>			0	
61620 Copier Lease, Contract	1,244	6,000	(4,756)	20.74%
61630 Postal Services	362	2,500	(2,138)	14.47%
61640 Postal Machine Rental	145		145	
<b>Total 61600 OPERATIONAL SERVICES</b>	<b>\$1,751</b>	<b>\$8,500</b>	<b>\$(6,749)</b>	<b>20.60%</b>
<b>62000 CONTRACTS</b>			0	
62010 Refuse Collection	39,476	100,274	(60,798)	39.37%
62030 Snow Removal	0	2,500	(2,500)	0.00%
62040 Landscaping	7,584	35,000	(27,416)	21.67%
<b>Total 62000 CONTRACTS</b>	<b>\$47,060</b>	<b>\$137,774</b>	<b>\$(90,714)</b>	<b>34.16%</b>
<b>62400 INSURANCE</b>			0	
62410 Insurance	44,703	45,023	(320)	99.29%
<b>Total 62400 INSURANCE</b>	<b>\$44,703</b>	<b>\$45,023</b>	<b>\$(320)</b>	<b>99.29%</b>
<b>62800 PUBLIC INFORMATION</b>		0	0	
62820 Design/Print - Auto Decal	677	652	25	103.83%
62840 Postage - Newsletter	940	2,700	(1,760)	34.82%
<b>Total 62800 PUBLIC INFORMATION</b>	<b>\$1,617</b>	<b>\$3,352</b>	<b>\$(1,735)</b>	<b>48.24%</b>
<b>63200 ADVERTISING</b>			0	
63210 Advertising - Legal	938	2,500	(1,562)	37.54%
63230 Community/Business Supp	0	4,200	(4,200)	0.00%
<b>Total 63200 ADVERTISING</b>	<b>\$938</b>	<b>\$6,700</b>	<b>\$(5,762)</b>	<b>14.01%</b>
<b>63600 TRAINING AND TRAVEL</b>			0	
63610 Conferences	375	1,750	(1,375)	21.43%
63620 Membership and Dues	1,663	3,700	(2,037)	44.93%
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%

<b>Total 63600 TRAINING AND TRAVEL</b>	<b>\$11,284</b>	<b>\$18,140</b>	<b>\$(6,856)</b>	<b>62.20%</b>
<b>64000 VEHICLES AND EQUIPMENT</b>			0	
64010 Town Vehicles M&R	3,641	8,500	(4,859)	42.83%
64030 Equipment M&R	2,273	6,400	(4,127)	35.51%
64040 Fuel	6,764	27,200	(20,436)	24.87%
64050 Equipment and Tools	6,471	5,950	521	108.76%
<b>Total 64000 VEHICLES AND EQUIPMENT</b>	<b>\$19,149</b>	<b>\$48,050</b>	<b>\$(28,901)</b>	<b>39.85%</b>
<b>64400 SEASONAL</b>			0	
64430 Parks/Town Hall Decor	4,710	9,200	(4,490)	51.20%
64440 Wreath Installation/Maint	1,450	3,000	(1,550)	48.33%
<b>Total 64400 SEASONAL</b>	<b>\$6,160</b>	<b>\$12,200</b>	<b>\$(6,040)</b>	<b>50.49%</b>
<b>64700 FACILITIES EXPENSE</b>			0	
<b>64800 TOWN HALL</b>			0	
64820 Elevator Inspection/Maint	0	400	(400)	0.00%
64830 Janitorial Services	1,457	4,937	(3,480)	29.52%
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	1,078	4,700	(3,622)	22.93%
<b>Total 64800 TOWN HALL</b>	<b>\$2,762</b>	<b>\$11,437</b>	<b>\$(8,675)</b>	<b>24.15%</b>
<b>65200 MILL HOUSE MUSEUM</b>			0	
65210 OHS Subsidy (Mill Museum)	6,000	6,000	0	100.00%
65240 Repair and Maintenance	57	500	(443)	11.34%
<b>Total 65200 MILL HOUSE MUSEUM</b>	<b>\$6,057</b>	<b>\$6,500</b>	<b>\$(443)</b>	<b>93.18%</b>
<b>66000 ANNEX / MAINTENANCE YARD</b>			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%
<b>Total 66000 ANNEX / MAINTENANCE YARD</b>	<b>\$1,756</b>	<b>\$5,150</b>	<b>\$(3,394)</b>	<b>34.10%</b>
<b>66800 RIVER MILL PARK &amp; FACIL</b>			0	
66810 Brick Paver Program	367	300	67	122.33%
66820 Restroom Janitorial Serv	2,915	8,495	(5,580)	34.31%
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	
<b>Total 66800 RIVER MILL PARK &amp; FACIL</b>	<b>\$4,805</b>	<b>\$18,945</b>	<b>\$(14,140)</b>	<b>25.36%</b>
<b>67200* MAMIE DAVIS PARK &amp; RIVERWALK</b>			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%
<b>Total 67200* MAMIE DAVIS PARK &amp; RIVERWALK</b>	<b>\$157</b>	<b>\$3,050</b>	<b>\$(2,893)</b>	<b>5.15%</b>
67600 TAYNARD HILL ROAD PARK	\$1,496			
67800 OCCOQUAN RIVER			0	
67810 River Water Quality Testing	0	2,500	(2,500)	0.00%
<b>Total 67800 OCCOQUAN RIVER</b>	<b>\$-</b>	<b>\$2,500</b>	<b>\$(2,500)</b>	<b>0.00%</b>
68000 FURNACE BRANCH PARK			0	
68010 Repair and Maintenance	0	250	(250)	0.00%
<b>Total 68000 FURNACE BRANCH PARK</b>	<b>\$-</b>	<b>\$250</b>	<b>\$(250)</b>	<b>0.00%</b>
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%
<b>Total 68400* STREETS AND SIDEWALKS</b>	<b>\$-</b>	<b>\$2,500</b>	<b>\$(2,500)</b>	<b>0.00%</b>
68800 HISTORIC DISTRICT			0	
68810 Gas Light - Repair & Maint	0	1,000	(1,000)	0.00%
68820 Gas Light Utilities (Gas)	2,276	7,200	(4,924)	31.60%
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%
<b>Total 68800 HISTORIC DISTRICT</b>	<b>\$2,337</b>	<b>\$14,300</b>	<b>\$(11,963)</b>	<b>16.35%</b>
<b>Total 64700 FACILITIES EXPENSE</b>	<b>\$19,370</b>	<b>\$64,632</b>	<b>\$(45,262)</b>	<b>29.97%</b>
68900 PUBLIC ART PROGRAM			0	
68910 Mural Installation	0	2,500	(2,500)	0.00%
<b>Total 68900 PUBLIC ART PROGRAM</b>	<b>\$-</b>	<b>\$2,500</b>	<b>\$(2,500)</b>	<b>0.00%</b>
69400 MISC EXPENSE	\$10			
<b>Total Expenses</b>	<b>\$528,126</b>	<b>\$1,498,178</b>	<b>\$(970,052)</b>	<b>35.25%</b>
<b>Net Operating Income</b>	<b>\$(135,140)</b>	<b>\$(3)</b>	<b>\$(135,138)</b>	
<b>Net Income</b>	<b>\$(135,140)</b>	<b>\$(3)</b>	<b>\$(135,138)</b>	

CIP FUND				
	Actual	Annual Budget	over Budget	% of Budget
<b>Income</b>				
42000 GRANTS	7,500	35,500	(28,000)	21.13%
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%
<b>Total 42000 GRANTS</b>	<b>\$8,237</b>	<b>\$960,275</b>	<b>\$(952,038)</b>	<b>0.86%</b>
<b>Total Income</b>	<b>\$8,237</b>	<b>\$960,275</b>	<b>\$(952,038)</b>	<b>0.86%</b>
<b>Gross Profit</b>	<b>\$8,237</b>	<b>\$960,275</b>	<b>\$(952,038)</b>	<b>0.86%</b>
<b>Expenses</b>				
<b>Total Expenses</b>			<b>\$-</b>	
<b>Net Operating Income</b>	<b>\$8,237</b>	<b>\$960,275</b>	<b>\$(952,038)</b>	<b>0.86%</b>
<b>Other Expenses</b>				
<b>62000 CONTRACTS</b>				
62040 Landscaping	0			
<b>Total 62000 CONTRACTS</b>	<b>\$-</b>			
<b>70000 CIP EXPENSE</b>			0	
70001 Streetscape	21,772	8,800	12,972	247.41%
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	13,699	110,000	(96,301)	12.45%
74003 Body Armor	504		504	
76001 Computer Upgrades	1,834	3,000	(1,166)	61.12%
76006 Records Management Syst			0	
<b>Total 70000 CIP EXPENSE</b>	<b>\$62,362</b>	<b>\$1,294,556</b>	<b>\$(1,232,194)</b>	<b>4.82%</b>
<b>Total Other Expenses</b>	<b>\$62,362</b>	<b>\$1,294,556</b>	<b>\$(1,232,194)</b>	<b>4.82%</b>
<b>Net Other Income</b>	<b>\$(62,362)</b>	<b>\$(1,294,556)</b>	<b>\$1,232,194</b>	<b>4.82%</b>
<b>Net Income</b>	<b>\$(54,125)</b>	<b>\$(334,281)</b>	<b>\$280,156</b>	<b>16.19%</b>

#### E SUMMONS FUND

	<b>Actual</b>	<b>Annual Budget</b>	<b>over Budget</b>	<b>% of Budget</b>
<b>Income</b>				
<b>41000 FEES/LICENSES</b>			0	
41040 FINES (PUBLIC SAFETY)	3,523		3,523	
41170 E-Summons		14,500	(14,500)	0.00%
<b>Total 41040 FINES (PUBLIC SAFETY)</b>	<b>\$3,523</b>	<b>\$14,500</b>	<b>\$(10,977)</b>	<b>24.30%</b>
<b>Total 41000 FEES/LICENSES</b>	<b>\$3,523</b>	<b>\$14,500</b>	<b>\$(10,977)</b>	<b>24.30%</b>
<b>Total Income</b>	<b>\$3,523</b>	<b>\$14,500</b>	<b>\$(10,977)</b>	<b>24.30%</b>

<b>Gross Profit</b>	<b>\$3,523</b>	<b>\$14,500</b>	<b>\$(10,977)</b>	<b>24.30%</b>
<b>Expenses</b>				
<b>60800 INFORMATION TECH SERV</b>				
60850 Internet Service	848	2,200	(1,352)	38.54%
60860 Hardware/Software & Maintenance	848	8,500	(7,652)	9.98%
<b>Total 60800 INFORMATION TECH SERV</b>	<b>\$848</b>	<b>\$10,700</b>	<b>\$(9,852)</b>	<b>7.92%</b>
<b>61200 MATERIALS AND SUPPLIES</b>				
			0	
61220 Operational supplies	132	1,200	(1,068)	11.00%
<b>Total 61200 MATERIALS AND SUPPLIES</b>	<b>\$132</b>	<b>\$1,200</b>	<b>\$(1,068)</b>	<b>11.00%</b>
<b>Total Expenses</b>	<b>\$980</b>	<b>\$11,900</b>	<b>\$(10,920)</b>	<b>8.23%</b>
<b>Net Operating Income</b>	<b>\$2,543</b>	<b>\$2,600</b>	<b>\$(57)</b>	<b>97.82%</b>
<b>Net Income</b>	<b>\$2,543</b>	<b>\$2,600</b>	<b>\$(57)</b>	<b>97.82%</b>

<b>EVENTS FUND</b>
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	<b>Actual</b>	<b>Annual Budget</b>	<b>over Budget</b>	<b>% of Budget</b>
<b>Income</b>				
<b>41000 FEES/LICENSES</b>			0	
41100 Administrative Fees	50			
41160 Convenience Fees	1,644	5,627	(3,983)	29.22%
<b>Total 41000 FEES/LICENSES</b>	<b>\$1,694</b>	<b>\$5,627</b>	<b>\$(3,933)</b>	<b>30.11%</b>
<b>42000 GRANTS</b>		9,000	(9,000)	0.00%
<b>44000 OTHER</b>		0	0	
44020 Events Fund Interest	0	25	(25)	0.00%
44040 Bricks Revenue	0	0	0	
44060 Other	0	0	0	
<b>Total 44000 OTHER</b>	<b>\$-</b>	<b>\$25</b>	<b>\$(25)</b>	<b>0.00%</b>
<b>47000 EVENTS REVENUE</b>			0	
47010 Sponsorships	9,030	26,800	(17,770)	33.69%
47020 Booth Rentals	114,275	187,575	(73,300)	60.92%
47021 Ticket Sales	48	0	48	
47023 Community Events	2,000	11,800	(9,800)	16.95%
<b>Total 47021 Ticket Sales</b>	<b>\$2,048</b>	<b>\$11,800</b>	<b>\$(9,752)</b>	<b>17.36%</b>
47030 Shuttle Fees	37,106	71,500	(34,394)	51.90%
47040 Parking Space Sales	5,325	9,875	(4,550)	53.92%
47060 Merchandise	79	200	(121)	39.50%
47105 Revenue Share Agreements	0	0	0	
<b>Total 47000 EVENTS REVENUE</b>	<b>\$167,863</b>	<b>\$307,750</b>	<b>\$(139,887)</b>	<b>54.55%</b>
<b>Total Income</b>	<b>\$169,557</b>	<b>\$322,402</b>	<b>\$(152,845)</b>	<b>52.59%</b>
<b>Gross Profit</b>	<b>\$169,557</b>	<b>\$322,402</b>	<b>\$(152,845)</b>	<b>52.59%</b>
<b>Expenses</b>				

<b>60000 PERSONNEL SERVICES</b>			0	
60010 Salaries and Wages	19,506	50,025	(30,519)	38.99%
60020 Overtime	1,940	4,000	(2,060)	48.51%
60030 On-call Labor	4,566	18,220	(13,654)	25.06%
60050 Payroll Taxes	2,628	5,527	(2,899)	47.55%
60060 Life Insurance	431	1,650	(1,219)	26.14%
60095 VRS Employer Contrib	919	3,141	(2,222)	29.26%
<b>Total 60000 PERSONNEL SERVICES</b>	<b>\$29,991</b>	<b>\$82,563</b>	<b>\$(52,572)</b>	<b>36.32%</b>
<b>60400 PROFESSIONAL SERVICES</b>			0	
60460 Payroll Processing				
60465 Financial System Maintenance				
60470 Bank Charges	0	5,796	(5,796)	0.00%
<b>Total 60400 PROFESSIONAL SERVICES</b>	<b>\$-</b>	<b>\$5,796</b>	<b>\$(5,796)</b>	<b>0.00%</b>
<b>60800 INFORMATION TECH SERV</b>			0	
60840 Phone Service	0	600	(600)	0.00%
<b>Total 60800 INFORMATION TECH SERV</b>	<b>\$-</b>	<b>\$600</b>	<b>\$(600)</b>	<b>0.00%</b>
<b>61200 MATERIALS AND SUPPLIES</b>			0	
61210 Office Supplies	31	0	31	
61220 Operational supplies	2,822	14,175	(11,353)	19.91%
<b>Total 61200 MATERIALS AND SUPPLIES</b>	<b>\$2,853</b>	<b>\$14,175</b>	<b>\$(11,322)</b>	<b>20.13%</b>
<b>62000 CONTRACTS</b>			0	
62020 Equipment Rental	38,379	74,407	(36,028)	51.58%
62050 Entertainment	4,040	5,000	(960)	80.80%
<b>Total 62000 CONTRACTS</b>	<b>\$42,419</b>	<b>\$79,407</b>	<b>\$(36,988)</b>	<b>53.42%</b>
<b>63200 ADVERTISING</b>			0	
63220 Advertising - Marketing	8,317	10,000	(1,683)	83.17%
63230 Community/Business Supp	12,500	24,000	(11,500)	52.08%
<b>Total 63200 ADVERTISING</b>	<b>\$20,817</b>	<b>\$34,000</b>	<b>\$(13,183)</b>	<b>61.23%</b>
<b>64700 FACILITIES EXPENSE</b>			0	
66800 RIVER MILL PARK & FACIL			0	
66810 Brick Paver Program	0	0	0	
<b>Total 66800 RIVER MILL PARK &amp; FACIL</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	
<b>Total 64700 FACILITIES EXPENSE</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	
<b>69200 SPECIAL EVENTS</b>			0	
69210 HolidayFest	592	13,315	(12,723)	4.45%
69220 Volunteer TY / Town Party	0	1,750	(1,750)	0.00%
69225 Sponsorship Breakfast	0	0	0	
69250 River Mill Park Events	2,332	10,720	(8,388)	21.76%
69290 Other Special Events	3,258	3,555	(297)	91.65%
<b>Total 69200 SPECIAL EVENTS</b>	<b>\$6,183</b>	<b>\$29,340</b>	<b>\$(23,157)</b>	<b>21.07%</b>

Total Expenses	\$102,263	\$245,881	\$(143,618)	41.59%
Net Operating Income	\$67,294	\$76,521	\$(9,227)	87.94%
Net Income	\$67,294	\$76,521	\$(9,227)	87.94%

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**MAMIE DAVIS PARK**

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	Actual	Annual Budget	over Budget	% of Budget
<b>Income</b>				
44000 OTHER			0	
44030 Mamie Davis Park Interest	898	840	58	106.92%
<b>Total 44000 OTHER</b>	<b>\$898</b>	<b>\$840</b>	<b>\$58</b>	<b>106.92%</b>
<b>Total Income</b>	<b>\$898</b>	<b>\$840</b>	<b>\$58</b>	<b>106.92%</b>
<b>Gross Profit</b>	<b>\$898</b>	<b>\$840</b>	<b>\$58</b>	<b>106.92%</b>
<b>Expenses</b>				
70000 CIP EXPENSE	0	3,200	\$(3,200)	0.00%
<b>Total Expenses</b>	<b>0</b>	<b>3,200</b>	<b>(3,200)</b>	<b>0</b>
<b>Net Operating Income</b>	<b>\$898</b>	<b>\$(2,360)</b>	<b>\$3,258</b>	<b>-38.06%</b>
<b>Net Income</b>	<b>\$898</b>	<b>\$(2,360)</b>	<b>\$3,258</b>	<b>-38.06%</b>
<b>TOTAL NET INCOME (LOSS) ALL FUNDS</b>	<b>(118,530)</b>	<b>(257,523)</b>	<b>138,993</b>	<b>46.03%</b>

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

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
GAS2026-00568	113 EDGEHILL DR	New Gas Range Installation	Gas	Issued	R - Alteration/Repair	11/18/2025	
BLD2026-01771	102 FRAYERS FARM CT	5' X 4' CONCRETE LANDING AND STAIRS BUILT TO GRADE - PER PLAN	Building	Finaled	R - Addition	10/06/2025	11/05/2025
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	
ELE2026-02108	402 MCKENZIE DR	upgrade service and panel 200 amps and adding switches plugs	Electrical	Issued	R - Addition	10/29/2025	
PLB2026-00375	402 MCKENZIE DR	Tapping into main sewer and new plumbing for new addition	Plumbing	Issued	R - Addition	08/11/2025	
BLD2024-04356	204 MILL ST	REPAIR AND REPLACE (LIKE FOR LIKE) - EXTERIOR WOODEN STAIR TREADS, RAILS, AND STRINGERS.	Building	Issued	C - Alteration/Repair	11/12/2025	
BLD2025-05697	313 MILL ST	Demo, non structural	Building	Finaled	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	Finaled	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	Finaled	C - Tenant Layout	07/17/2025	10/07/2025
MEC2025-02278	313 MILL ST	ALTERATION AND REPAIR link to BLD2025-05697 - Demo	Mechanical	Finaled	C - Tenant Layout	10/01/2025	10/07/2025
PLB2025-02750	313 MILL ST	(CIK)ALTERATION AND REPAIR link to BLD2025-05697 - Demo	Plumbing	Finaled	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	Finald	R - Addition	10/27/2025	11/17/2025
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 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	

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	
PLB2026-00959	305 UNION ST	Replace a water service	Plumbing	Finaled	R - Alteration/Repair	11/03/2025	11/13/2025
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	Finaled	R - Alteration/Repair	06/18/2025	11/18/2025

**END OF REPORT**

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 11/10/2025

\*Counts business days only.

**Town of Occoquan**

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

**PCE Cases Initiated by Town**

**All Open Cases and Cases Closed On or After 11/10/2025**

*\*Counts business days only.*

**Town of Occoquan**

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

**Total Number of Cases for Town of Occoquan: 6**

**Total Number of Addresses Affected: 2**

**Total Number of Violations Issued: 6**

**Total Number of Cases Closed : 6**

**Total Number Cases Closed with No Violation: 6**

**Total Number of Cases Still Open: 0**

**Total Number of Open Cases with Violations: 0**

**Average Number of Business Days Cases are Open This Town: 259.50**

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

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

**Total Business Days of Pending Activities for this Town: 0**

**PCE Cases Initiated by Town**

**All Open Cases and Cases Closed On or After 11/10/2025**

*\*Counts business days only.*

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**Total Number of Cases for All Towns Selected: 6**

**Summary by Case Status:**

Closed - Monitored	<u>6</u>
	6

**END OF REPORT**

# Town Attorney Report

To: Mayor and Council, Town of Occoquan  
Thru: Adam Linn, Town Manager  
From: Martin Crim, Town Attorney  
Re: Report for December 9, 2025, Council Meeting  
Date: December 1, 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 October 28, 2025:

1. Finalized a draft lighting ordinance and circulated it to staff for comment.
2. Consulted with Vice Mayor Loges on drafting of a zoning ordinance to address vape and cannabis shops and similar retail establishments.
3. Advised as to FOIA exemption for chief executive.
4. Discussed bylaws for appointed boards, committees, and commissions.
5. Assisted with drafting of zoning confirmation letter for 406 McKenzie.



<b>8. Regular Business</b>	<b>Meeting Date:</b> December 9, 2025
<b>8A. Request to Adopt Ordinance O-2025-13 on Lighting</b>	

**Attachments:** a. Draft Ordinance O-2025-13

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

**Explanation and Summary:**

This is a request to adopt Ordinance O-2025-13 creating specific exterior lighting prohibitions, violations, and penalties.

**Background:**

The Town Council has addressed exterior lighting concerns for many years. In 1998, the Council enacted Town Code §157.285 to protect dark skies and promote the general welfare by controlling the spillover of light onto adjacent properties, reducing glare from outdoor luminaires, and limiting excessive lighting levels along property lines and public roadways to enhance public safety.

Since then, lighting technology and terminology have advanced, and light pollution is now recognized as a growing threat to public health, welfare, safety, and quality of life. Excessive or poorly directed light contributes to sleep disruption, environmental harm, energy waste, and roadway visibility issues. The proposed ordinance updates the Town’s standards to reflect modern science and best practices, ensuring exterior lighting supports both safety and community livability.

The ordinance is placed in Section 92 – Health and Sanitation rather than the zoning code because light pollution is fundamentally a public health and nuisance issue, similar to noise or odor, and affects residents regardless of zoning district. Regulation under Section 92 allows town-wide application, clearer enforcement of ongoing maintenance issues, and a more direct connection to the Town’s responsibility to protect public health, safety, and welfare.

**Staff Recommendation:** Adopt the ordinance as presented.

**Town Attorney Recommendation:** Adopt the ordinance as presented.

**Proposed/Suggested Motion:**

“I move to adopt Ordinance O-2025-13 regarding lighting as presented.”

OR

Other action Council deems appropriate.

## **CHAPTER 92: HEALTH AND SANITATION**

### **ARTICLE 92.40 - LIGHT**

#### **§ 92.40 DECLARATION OF FINDINGS AND POLICY.**

The Town Council hereby finds and declares that light pollution caused by excessive light and glare is a serious hazard to the public health, welfare, commerce, peace and safety and the quality of life; that a substantial body of science and technology exists by which light pollution caused by excessive light and glare may be substantially abated; that the people have a right to and should be ensured an environment free from light pollution caused by excessive light and glare that may jeopardize the public health, welfare, commerce, peace and safety, degrade the quality of life, or have adverse effects on birds, other wildlife and nocturnal ecosystems; and that preventing such light pollution caused by excessive light and glare serves a substantial governmental interest.

(Ord. O-2025-13, passed \_\_\_-\_\_\_-2025)

#### **§ 92.41 DEFINITIONS.**

For purposes of this article the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**ANSI/IES.** The Illuminating Engineering Society (IES) is an American National Standards Institute (ANSI)-recognized Standards Development Organization. ANSI/IES Recommended Practices are universally recognized as authoritative references for indoor and outdoor lighting applications.

**ARTIFICIAL LIGHT AT NIGHT (ALAN).** Light that is created from human technology, rather than a naturally occurring process. Also sometimes known as anthropogenic lighting.

**CORRELATED COLOR TEMPERATURE (CCT).** The measured color appearance of light emitted by a light source described using a nominal value stated in kelvins (K). Lower CCTs (1800 K to 2200 K) appear very warm or amber. Medium CCTs (2700 K to 3000 K) appear “warm white,” similar to standard incandescent bulbs. High CCTs (4000 K and higher) appear “cool white” or “blue.”

**DARKSKY.** DarkSky International is a non-profit organization that works to restore the nighttime environment and combat light pollution. They manage the DarkSky Approved Luminaires Program that promotes high-quality lighting for outdoor environments that minimizes light pollution, including sky glow, light trespass, obtrusive light, and harmful impacts to people, wildlife, and plants. For a luminaire to be DarkSky Approved, it must demonstrate that it meets the five principles for responsible outdoor lighting: (1) all light should have a clear purpose; (2) light should be directed only to where it is needed; (3) light should be no brighter than necessary; (4) light should be used only when it is useful; and (5) warmer-color lights should be used where possible.

**DAYTIME.** The local time of day between the hours of 6:00 a.m. and 10:00 p.m. weekdays, and from 9:00 a.m. to 10:00 p.m. on Saturdays, Sundays and legal holidays observed by the Town government unless otherwise specified.

**FESTOON.** A strand of bulbs or lamp sources attached to a flexible cable or within a tube that runs between two points. Also commonly referred to as illuminated tubing or string lights.

**FLOODLAMP or FLOODLIGHT.** A specific form of lamp designed to direct its output in a specific direction (a beam) but with a diffusing glass envelope. Such lamps are so designated by the manufacturers and are typically used in residential outdoor area lighting.

**FOOTCANDLE (fc).** A quantitative unit of measure referring to illuminance. One Footcandle is equal to one lumen uniformly distributed over an area of one square foot. It is the luminous flux per unit area in the Imperial system. One Footcandle equals approximately 10.764 lux.

**FULLY SHIELDED.** A Luminaire designed or shielded in such a manner that no light is emitted, either directly or indirectly, at or above a horizontal plane running through the lowest light-emitting part of the luminaire. No part of the bulb may extend past the horizontal plane of the fully opaque material of the luminaire. Also commonly referred to as full cutoff fixtures.

**GLARE.** The visual sensation produced by a bright light source within the visual field that is sufficiently brighter than the level to which the eyes are adapted. This sensation can cause annoyance, discomfort or cause an individual to squint or turn away, which is detrimental to navigation and public safety at night. The magnitude of glare depends on such factors as the size, position, brightness of the source, and on the brightness level to which the eyes are adapted.

**HIGH INTENSITY DISCHARGE LAMP.** A mercury vapor, metal halide or high- or low-pressure sodium lamp.

**ILLUMINANCE.** Measured in Lux or Footcandles (fc), the total luminous flux incident at a point on a surface.

**INITIAL LUMENS.** The lumens emitted from a lamp as specified by the manufacturer of the lamp.

**LAMP.** The component of a luminaire that produces light. A lamp is also commonly referred to as a bulb.

**LIGHT LEVEL.** The maintained Luminance or Illuminance value.

**LIGHT POLLUTION.** Excessive or unnecessary light traveling into areas where it is not needed or wanted. This can be in the form of Light Trespass, Glare, or upward emitted light that contributes to sky glow. All forms of Light Pollution at night have negative impacts on health and welfare.

**LIGHT TRESPASS.** Unwanted light entering another property without purpose or permission.

**LUMEN (lm).** A standard unit of measurement for visible light (luminous flux) of a light source or lamp.

**LUMINAIRE.** A complete lighting unit consisting of a lamp or lamps together with the components designed to distribute the light, to position and protect the lamps, and to connect the lamps to the power supply. A Luminaire is also commonly referred to as a fixture or lighting fixture when permanently attached to real estate.

**LUMINANCE.** The intensity of light emitted from a surface per unit area in a given direction.

**LUX.** The SI metric system unit of measure for Illuminance. One hundred lux equals approximately nine (9.29) Footcandles.

**OPAQUE.** A material that does not transmit light from an internal illumination source.

**NIGHTTIME.** Those times excluded from the definition of Daytime.

**PROPERTY BOUNDARY.** An imaginary line along the ground surface, and its vertical extension, which separates the real property owned, leased, or otherwise legally controlled by one person or entity from that owned, leased, or otherwise legally controlled by another, including intra-building real property divisions.

**PUBLIC AREA.** Any real property owned by any unit of government, including, but not limited to, public rights-of-way, sidewalks, parks, and buildings.

**RESIDENTIAL PROPERTY.** For the purposes of this Article, this refers to properties used for residential use purposes regardless of its zoning district.

**RESIDENTIAL AREA.** Any building or other structure in which one or more persons resides on a permanent or temporary basis, including, but not limited to, houses, apartments, condominiums, hotels, and motels.

**SEASONAL LIGHTING.** Exterior or site lighting that is portable, temporary, decorative, and used in connection with national holidays and other cultural traditions. This includes but is not limited to string lighting, icicle lighting, and lighted inflatables, none of which are intended for general illumination use.

**SECURITY LIGHTING.** Illumination used specifically to protect people, property, and infrastructure from criminal threat.

**THIS ARTICLE.** This subchapter of Ch. 92 of this code.

(Ord. O-2025-13, passed \_\_\_-\_\_\_-2025)

**§ 92.42 ADMINISTRATION AND ENFORCEMENT.**

(A) The police department may issue a summons for violations of this article and may be assisted by other Town departments as required.

(B) Nothing in this section shall preclude a private citizen from obtaining a magistrate’s summons based upon a probable cause determination by the magistrate’s office.

(Ord. O-2025-13, passed \_\_\_-\_\_\_-2025)

**§ 92.43 VIOLATIONS.**

(A) Criminal violation. Any person who owns or is in possession of property where light emanates from or is in charge of the source of light, is guilty of the following offenses if that light violates the provisions of this article. A person may be charged with separate offense for any violation set forth in this article, once every twenty-four hour period regardless of whether the violation emanates from the same Lamp, Luminaire, or property.

(1) For offenses that occur and for which the person received a summons prior to that person having been found by a court of competent jurisdiction to be in violation of this article, a Class 4 misdemeanor; and

(2) for any other additional offenses by the same person within twelve months of that person having been found in violation of this article, regardless of whether the violation emanates from the same Lamp, Luminaire or property, a Class 2 misdemeanor.

(B) Any person issued a summons punishable under this article, shall give a written promise to appear at such time and place specified on the summons and they shall be released from custody. However, if that person fails or refuses to discontinue the use of the Lamp or Luminaire in violation of this article, the officer may proceed to arrest without a warrant according to the provisions of *Code of Virginia* § 19.2-82.

(C) In addition to and not in lieu of the penalties prescribed in this section, the Town may apply to the circuit court for an injunction against the continuing violation of any of the provisions of this article and may seek any other remedy or relief authorized by law.

(Ord. O-2025-13, passed \_\_\_-\_\_\_-2025)

**§ 92.44 MAXIMUM PERMISSIBLE LIGHT LEVELS AND CORRELATED COLOR TEMPERATURE GENERALLY.**

(A) Except as otherwise provided in this article, any light which emanates from any source and which exceeds the maximum permissible light levels or correlated color temperature (CCT) established in this section below is hereby prohibited. Such light levels or CCT shall be measured at the property boundary of the property upon which the luminaire or light source exists or at any point within any other property affected by the light.

(B) Light Level: All exterior light fixtures shall be Fully Shielded and individual Lamps in outdoor fixtures shall not exceed 2,800 Initial Lumens.

(C) Light Trespass: Light Trespass, vertical or horizontal, shall not exceed one-half (0.5) Footcandles, or 5.382 lux, at the property line of the property upon which the light source exists or at any point within any other property affected by the light.

(D) Correlated Color Temperature (CCT): The maximum allowable CCT for exterior Luminaires is 2,400 K.

(E) Persons performing construction of public projects, repair or maintenance work for such projects, or persons performing work for private or public utilities for the repair of facilities or restoration of services shall not be subject to the levels enumerated above.

(Ord. O-2025-13, passed \_\_\_-\_\_\_-2025)

### **§ 92.45 SPECIFIC PROHIBITIONS.**

Except as expressly provided otherwise in this article, the following are prohibited exterior lighting and violations of this article:

(A) Exterior lighting that interferes with the safe movement of motor vehicles, cyclists, and pedestrians in the public right-of-way by creating the experience of Glare. Prohibited lighting that contributes to Glare includes, but is not limited to:

(1) Any lighting that is shined into oncoming traffic or crosswalks and disables the vision of a motor vehicle operator, cyclist or pedestrian, has a motion sensor triggered from motion past the property line, or involves distracting motion video, or;

(2) Any light that is strobing or blinking. However, Festoons or Seasonal Lighting that are used on a temporary basis not exceeding a total of 60 calendar days per calendar year only when such lighting does not shine into oncoming traffic or crosswalks and does not disable the vision of a motor vehicle operator, cyclist, or pedestrian shall be allowed.

(3) Any lighting that contributes to traffic control confusion (e.g., sources resembling or imitating first responders or law-enforcement, traffic, or railroad signals).

(B) Beacons and searchlights, except for emergency use by authorized first responders.

(C) Laser source light or any similar high intensity light when projected above the horizontal plane.

(D) Structure-mounted Floodlights that are adjustable and outward-facing. However, Floodlights used for Security Lighting shall be allowed during Nighttime hours if they are exclusively controlled by motion detection in compliance with § 92.46(A).

(E) High intensity discharge lamps, including but not limited to low-pressure sodium and mercury vapor light sources.

(Ord. O-2025-13, passed \_\_\_-\_\_\_-2025)

### **§ 92.46 EXEMPTIONS.**

The following activities or sources of light shall be exempt from the prohibitions set forth in this article:

(A) Luminaires used for Security Lighting purposes that are activated exclusively by motion detection that shall return to their prior state no greater than fifteen (15) minutes after activity is no longer detected.

(B) Lighting on state-maintained roadways. Luminaires installed on public utility poles in a public right-of-way or public streetlights and any lighting of Town parks, facilities, or other Public Areas.

(C) Temporary lighting approved for special events, festivals, and community benefit, provided the approved lighting still meets Section 92.45 for Specific Prohibitions and Section 92.44(C) for Light Trespass and it does not exceed a CCT of 3,000 K.

(D) Underwater lighting used for the illumination of swimming pools and fountains.

(E) Lighting that is mandated by federal or state law, including but not limited to: navigational lighting systems regulated by the Federal Aviation Administration; any conflicting building code or Department of Transportation illumination requirements; lighting for first responders, emergency procedures, and worker safety mandated by the Virginia Department of Labor and Industry or Federal Occupational Safety and Health Administration regulations.

(F) Any Luminaire that was approved by the Town of Occoquan Zoning Administrator pursuant to site plan approval for the use on the property, until such Luminaire is replaced. After a replacement, the Luminaire is no longer exempt from the application of this Article. Replacement of a Luminaire shall mean a change of fixture type or change to the mounting height or location of a fixture. Routine lighting fixture maintenance, such as changing lamps or light bulbs, ballast, starter, photo control, and other similar components shall not constitute replacement and shall be permitted provided such changes do not result in an increase to CCT or higher lumen output.

(Ord. O-2025-13, passed \_\_\_-\_\_\_-2025)

### **§ 92.47 MEASUREMENT PROCEDURES.**

When this Article requires measurement of the Light Level or CCT, the measurement shall be as follows.

(A) Illumination limits and CCT are measured vertically 1.5 meters (5ft) above grade with the meter held perpendicular to the ground and aimed toward the light source in question.

Unless otherwise specified, limits are measured at any location along a property line or at any point within any other property affected by the light.

(B) If a Luminaire is equipped with more than one lamp, the lumens of the lamp with the highest Initial Lumens shall determine the lumens emitted.

(C) Method of measurement. Illumination levels shall be measured with a photoelectric photometer having a spectral response similar to that of the human eye, following the standard spectral luminous efficiency curve adopted by the International Commission on Illumination (CIE). The instruments shall be maintained in calibration and good working order. A calibration shall be made at the time of any light measurement. Measurements recorded shall be taken so as to provide a proper representation of the light source.

(D) Unless otherwise specified in this Article, the measurement shall be made at:

- (1) The property boundary on which such light is generated;
- (2) Any point within the receiving property affected by the light; or
- (3) Any public area including, but not limited to, any public streets, docks or sidewalks.

(E) When at the time of measurement of illumination levels or CCT there are sources of light visible by the individual operating the photometer that originate from properties other than the property from which the illumination level or CCT is being measured, there shall be a rebuttable presumption that the measurement obtained originated from the property from which the illumination level or CCT was being measured. The property owner, possessor of the property where the light emanates, or the individual in charge of the source of light may rebut the presumption that the Luminaire violates:

- (1) the Light Level limitations of § 92.44(B) or CCT limitations of § 92.44(D) by providing proof that the Initial Lumens or CCT of the lamp, as found on the manufacturer's stamp or label on the lamp, is below the maximum values provided herein; and
- (2) the Light Trespass limitations of § 92.44(C) if they turn off the light and the enforcement official takes a second illumination level reading, subtracts the second reading with the Luminaire off from the first reading, and the difference does not exceed the limitation found in § 92.44(C).

(Ord. O-2025-13, passed \_\_\_-\_\_\_-2025)



<b>8. Regular Business</b>	<b>Meeting Date:</b> December 9, 2025
<b>8B. Request to Adopt Ordinance O-2025-14 Designating the Town Manager as the Chief Executive Officer for VA FOIA Purposes</b>	

**Attachments:** a. Draft Ordinance O-2025-14

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

**Explanation and Summary:**

This is a request to adopt Ordinance O-2025-14 designating the Town Manager as the chief executive officer under the Virginia Freedom of Information Act which aligns the Town with established Virginia practice for council-manager localities and ensures clear, consistent use of the working-papers and correspondence exemptions when appropriate.

**Background:**

The Virginia Freedom of Information Act (FOIA) provides an exemption for the *“working papers and correspondence of the mayor or chief executive officer of any political subdivision”* (Va. Code § 2.2-3705.7(2)). This exemption protects drafts, internal analyses, and deliberative materials created for the personal use of the locality’s chief executive, so long as those materials are not disseminated beyond that purpose. It also protects the correspondence of the chief executive, including letters and emails.

The Town of Occoquan operates under a council-manager form of government, under which the Town Manager serves as the professional administrator responsible for daily operations, budget development, personnel oversight, and implementation of council policy. FOIA requires clarity on who the *“chief executive officer”* is, and without a formal designation, the applicability of the working-papers exemption to documents prepared by or for the Town Manager remains uncertain.

This lack of clarity creates practical issues, including:

- Ambiguity in FOIA responses involving draft or deliberative materials prepared for the Town Manager;
- Inconsistent treatment of internal documents essential for candid analysis and administrative decision-making; and
- Legal risk, as courts and the FOIA Council have emphasized that the exemption applies only to the mayor or the chief executive officer, but not both.

**Staff Recommendation:** Adopt the ordinance as presented.

**Town Attorney Recommendation:** Adopt the ordinance as presented.

**Proposed/Suggested Motion:**

"I move to adopt Ordinance O-2025-14 designating the Town Manager as the chief executive officer for Freedom of Information Act purposes, as presented."

OR

Other action Council deems appropriate.

## **ORDINANCE # O-2025-14**

### **AN ORDINANCE DESIGNATING THE TOWN MANAGER AS THE TOWN OF OCCOQUAN'S CHIEF EXECUTIVE OFFICER FOR PURPOSES OF THE VIRGINIA FREEDOM OF INFORMATION ACT WORKING-PAPERS EXEMPTION**

**WHEREAS**, the Virginia Freedom of Information Act ("FOIA"), Va. Code § 2.2-3705.7(2), provides an exemption from public disclosure for "working papers and correspondence of the mayor or chief executive officer of any political subdivision of the Commonwealth"; and

**WHEREAS**, the Town of Occoquan operates under a council-manager form of government, in which the Town Manager serves as the professional administrator responsible for implementing Town Council policies, overseeing daily operations, preparing budgets, and managing personnel; and

**WHEREAS**, in order to ensure proper application of the FOIA working-papers and correspondence exemptions, it is necessary to formally designate the Town Manager as the Town's "chief executive officer" for purposes of FOIA; and

**WHEREAS**, this designation is required under a recent Virginia Court of Appeals opinion; and

**NOW, THEREFORE, BE IT ORDAINED** by the Council for the Town of Occoquan, Virginia, meeting in regular session this 9<sup>th</sup> day of December, 2025, that:

1. The Town Manager is hereby designated as the "chief executive officer" of the Town for purposes of the Virginia Freedom of Information Act § 2.2-3705.7(2) exemption for working papers and correspondence.
2. This designation authorizes the Town to withhold from public disclosure under the FOIA exemption any working papers and correspondence, consistent with applicable law.
3. This designation does not alter the Town Council's authority under FOIA, nor does it create any additional exemptions beyond those provided under state law.
4. The Town Clerk is directed to maintain a copy of this ordinance in the Town's official records and make it available for public inspection.

**BY ORDER OF THE TOWN COUNCIL**

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

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**CERTIFIED COPY** \_\_\_\_\_

**Town Clerk**

DRAFT