



# TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

314 Mill Street  
PO BOX 195  
Occoquan, VA 22125  
(703) 491-1918  
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## Occoquan Town Council Town Council Meeting March 3, 2026 | 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 February 17, 2026, Town Council Meeting Minutes
5. **Mayor's Report**
6. **Councilmembers Reports**
7. **Commission & Board Reports**
8. **Administrative Reports**
  - a. Administrative Report *pg. 6*
  - b. Town Treasure's Report *pg. 22*
  - c. Town Attorney *pg. 48*
9. **Discussion Items**
  - a. Budget Work Session #3 – Event Fund Discussion *pg. 49*
10. **Closed Session**
11. **Adjournment**

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



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

<b>4. Consent Agenda</b>	<b>Meeting Date:</b> March 3, 2026
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 February 17, 2026, Town Council Meeting Minutes

**Staff Recommendation:** Recommend approval as presented.

**Proposed/Suggested Motion:**

"I move to approve the consent agenda."

OR

Other action Council deems appropriate.



**OCOCOQUAN TOWN COUNCIL**  
**Meeting Minutes - DRAFT**  
**Town Hall – 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, February 17, 2026**  
**7:00 p.m.**

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

**Absent:** Councilmember Cindy Fithian

**Staff:** Adam Linn, Town Manager / Chief of Police; Megan Lubash, Town Clerk / Assistant Town Manager; Jason Forman, Deputy Chief of Police

### **1. CALL TO ORDER**

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

Mayor Porta noted that Councilmember Fithian's mother died which is also the reason for her absence. The Mayor also noted that Ann Sawyer, Vicky Somma's mother, died last Thursday. He requests to keep these people in mind.

### **2. CONSENT AGENDA**

- a. Request to Accept the February 3rd, 2026 Meeting Minutes**
- b. Request to Adopt Resolution Honoring and Congratulating Timothy McClain on the Occasion of his 99<sup>th</sup> Birthday**
- c. Request to Adopt Resolution for Administration of Home Trust Bank Loans**

Councilmember Perkins moved to approve the request to accept the consent agenda. Councilmember Love seconded. Motion passed unanimously by voice vote.

### **3. REGULAR BUSINESS**

- a. Request to Re-establish the Riverwalk Expansion Committee**

Vice Mayor Loges moved to authorize the Mayor to appoint and chair a special committee to revise the RESC Report in light of current funding realities and to develop an updated, actionable strategic plan for the Riverwalk Expansion Project. Councilmember Daubresse seconded. Motion passed unanimously by voice vote.

Mayor Porta then appointed all members of the Town Council as well as Nicholas Roper to the Riverwalk Expansion Committee. The Mayor noted that these were all the former members of this committee, excluding Nancy Freeborne Brinton who is no longer a member of the Town Council.

### **4. DISCUSSION ITEMS**

- a. FY2027 Budget Work Session #2 (Mamie Davis Fund /eSummons Fund)**

Town Manager Linn reported on changes to the Strategic Framework following guidance from council from the February 3<sup>rd</sup> meeting. He reported that Capital Tier One added reconvening Riverwalk Committee, Tier Two added Improving Town Infrastructure upgrades to the Mill House

Museum and Old Visitor Center, and Tier Three added developing pocket parks and expanding public property use. For the Operational Tier One, changing the Murder Mystery event and adding a Valentine event. Councilmember Perkins mentioned that a Valentine event would have a very high expectation level given the holiday. Town Manager Linn reminded Town Council that Events Staff have a firm background in events planning and catering. Continuing in Operational Tier One with Enhancing Town Beautification, he noted enforcing beautification would be both for Town owned and Town based properties. For Operational Tier Two, exploring off-peak tourism opportunities was added as well as a new category of Emergency Management. Town Manager Linn noted that Emergency Management resources would be drawing from Public Safety and Public Works.

Mayor Porta noted that the Mamie Davis Park Fund was similar to a restricted endowment and was given to the Town by Mamie Davis after her death. It requires that the principal be invested in a CD and that only the interest be spent and that interest only for Mamie Davis Park and Town Hall. Councilmember Love asked if could be used in catastrophic events to which the Mayor explained that the principal is untouchable. Vice Mayor Loges asked if it had to be in a specific certified deposit account at a specific bank to which Mayor Porta and Town Manager Linn noted that there is no specific bank or account that is specified, but the duration was perhaps specified. Town Manager Linn expects the Fund to generate approximately \$1000.00 and there are no planned expenditures in fiscal year 2027.

Town Manager Linn then summarized the eSummons fund reminding them that in 2019 the Town adopted an ordinance that the Town would assess a \$5.00 fee for traffic and criminal cases. This year the Town plans on utilizing the funds to upgrade software and licenses, additional laptops, mobile printers, consumables, and internet access for eSummons devices. Councilmember Daubresse asked if there was a risk of this project being taken away. Town Manager Linn responded that the courts have switched their infrastructure over to this system and away from handwritten pre-paid summons. Town Manager Linn shows that the projected revenue is \$15,000.00 and the proposed expenses are expected to be \$13,160.00. Councilmember Love asked if the interest could be used for other Town expenses. Town Manager Linn affirmed that the five dollars from each summons must be spent on specific items, but the interest can be used more generally.

## 5. CLOSED SESSION

Vice Mayor Loges moved that the Council convene in closed session to discuss the following as permitted by Virginia Code § 2.2-3711 (A)(1), a personnel matter involving assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town, specifically dealing with Police Officer sand Full Time Staff; and as permitted by Virginia Code § 2.2-3711 (A)(3), a matter involving discussion or consideration of the acquisition of real property for a public purpose specifically involving real property for the Riverwalk, because discussing in an open meeting would adversely affect the Town's bargaining position or negotiation strategy. Councilmember Daubresse seconded. Motion passed unanimously by voice vote.

The Council went into closed session at 7:20 p.m.

The Council came out of closed session at 8:15 p.m.

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

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

**Nays:** None

**Absent:** Councilmember Fithian

## 6. ADJOURNMENT

The meeting was adjourned at 8:16 p.m.

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Megan Lubash, Town Clerk



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

**TOWN MANAGER**  
Adam C. Linn, J.D.

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

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

**DATE:** March 3, 2026

**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:**

- Increase Efficiency at Private Property - NEW: Town Council directed staff in February 2026 to engage with private property owners to find ways to increase parking opportunities in Town. Staff will engage with business and residential members of the community to gauge interest.

➤ **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 received an assessment memo from the contractor and updated the Scope of Work. The Staff has forwarded the updated documentation to EPA and are waiting for award information on the grant.

➤ **Completing Riverwalk:**

- Riverwalk Grant Research and Submission - UPDATED: With Council direction, staff did not pursue a VDOT TAP grant for the project due to eligibility concerns. At the December Town Council Meeting, staff received updated direction to seek alternative funding sources for the riverwalk. Staff has been researching funding opportunities. At the second February Town Council meeting, Town Council voted to reauthorize the Special Committee for Purposes of Updating the Planned Riverwalk Expansion. Members of this committee will be Town Councilmembers as well as Nicholas Roper.
- Riverwalk Extension Project UPDATED: Preliminary engineering and design of the Riverwalk extension are on pause. Town Staff has asked and received a quote to conduct preliminary engineering, environmental, and surveying work into extending the Riverwalk from the kayak ramp to the Riverwalk shops.

*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**

➤ **Improving Town Infrastructure**

- Staff will provide updates as the FY2027 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 was placed back on auction, but has not met the reserve price yet.
- Body Armor Replacement – NEW: Police officers are in the process of having their ballistic vests replaced as the existing equipment reaches the manufacturer's recommended service life and no longer provides the level of protection required for daily operations. To ensure officer safety and maintain compliance with industry standards, new vests are being issued department-wide. The replacement effort is being supported in part through funding from a U.S. Department of Justice grant, which helps offset costs while allowing the agency to equip personnel with modern, properly fitted protective gear.

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

- 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.
- Mill House Museum: Staff with direction from the Occoquan Historical Society completed interior demolition and renovations at the Mill House Museum to expand usable space and enhance the area for exhibits and presentations.
- Developing Pocket Parks – NEW: In accordance with Town Council direction, Town staff are exploring opportunities to expand the use of town-owned outdoor areas through the creation of small pocket parks that enhance public gathering space, walkability, and overall community character. These efforts are being approached thoughtfully, with careful consideration of environmental impacts, including preservation of natural features, stormwater management, and the protection of existing green space. The goal is to balance increased public use with responsible stewardship to ensure these spaces remain sustainable and beneficial for residents and visitors alike.

## Operating Tiers

### Tier 1

- **Personnel Recruitment, Retention, and Succession Planning**
- **Enhancing Timed Parking Program Education and Enforcement**
- **Enhancing Revenue from Town Events Programming**
  - Reconfigured Artisan Market: 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 was held on 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 participated.
  - Changing the Murder Mystery Event – NEW: Town Staff is looking into ways to change the murder mystery event to increase participation in the next year.
  - New Valentine Event – NEW: Town Staff is looking at adding an event next year to February.
- **Evaluating a Business Recruitment Program**
- **Enhancing Public Safety**
  - Public Fishing Events – NEW: On August 3, 2025, the Town hosted a Snakehead Roundup from 8:00-11:00 p.m. at River Mill Park. This Public Safety-led event allowed anglers to fish from the park and pedestrian bridge, areas where fishing is typically prohibited, in an effort to catch and remove the invasive snakehead fish. The event was well received and successful, prompting town staff to explore additional seasonal fishing opportunities, including a potential Shad Run event in April.
  - Unmanned Aircraft Program – UPDATED: Town Police have expanded the use of their Unmanned Aircraft System (UAS) program and began utilizing drones to support

situational awareness and public safety during major events such as the Fall Arts & Crafts Show and the Holiday Artisan Market. In addition to event monitoring, the UAS program can be used for activities such as assisting in missing person searches, supporting traffic and crowd management, documenting accident or incident scenes, assessing hazardous areas that may be unsafe for officers to enter, and providing aerial imagery to enhance emergency response operations. Town Police received a grant award of approximately \$25,000 to purchase a new UAS and have begun the process of obtaining the UAS and is expected to have the new UAS available within the first quarter of 2026.

➤ **Enhancing Town Services**

➤ **Enhancing Town Beautification**

- Gardening and Invasives Cleanup Programming – UPDATED: On July 26, 2025, staff hosted a pilot gardening and invasive species cleanup in coordination with volunteers. Following the event’s success, staff began working with volunteer leaders to assess needs, identify resources, and develop additional programming. A second cleanup was held in September 2025 to continue invasive removal efforts. Town Council and staff also met with the Program Manager of Loudoun County’s Invasive Plant Species Management Program to discuss building community support, best practices for reducing invasives and promoting native species, and potential funding strategies. Staff are currently working to schedule additional cleanup events this spring and summer.

*Tier 2*

➤ **Monitoring Technology Improvements for Productivity Enhancement**

➤ **Business Support Programming**

- Continuance of Quarterly Business Meetings-UPDATED: Visit Occoquan and the Town of Occoquan continue to host quarterly Town and Business Partnership Meetings. The meetings take place before Town Council meetings to optimize staff and attendee schedules. The next Town & Business Quarterly Meeting is scheduled for April 7, 2026 at 5:30 pm. Subscribe for updates and find more information on meetings at: <https://www.visitoccoquanva.com/ocqhub>.

➤ **Tourism-led Economic Development Programming**

- 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 February 2026. Town has hired a contractor to start working on maintenance of the pumphouse’s structure in early February 2026.
- Exploring Off-Peak Tourism –NEW: In February 2026, Town Council directed staff to explore creating events and experiences aimed at increasing visitor traffic during traditional off-peak times in town.

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

- Shared Emergency Management Resources –NEW: Town Council in updating strategic framework, directed Town staff to create priorities of Public Safety and Public Works aimed to help maintain emergency preparedness in the Town.

### **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. Staff is waiting for maps to be sent from graphic designer to the installer to proceed.

### **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 UPDATED: 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 has responded with additional comments. The developer's plat was approved in mid-January 2026.
- 116 Washington Street: 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- UPDATED: A number of BPOL filings are still outstanding. **The filings are due on March 1, 2026.** 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 January 2026 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 January 31, 2026).

BPOL Tax Delinquencies		
Business Name	Delinquency Period	Date of Last Notice/Status
AMAYA STUDIOS LLC	2 years	9/25/25
BALLYWHACK INC	8 months	9/25/25
NEXTHOME BELTWAY REALTY	8 months	9/25/25
RAVENSWORTH CUSTOM HOME IMPROVEMENT LLC	8 months	9/25/25
RUBICON CONSTRUCTION AND SURVEYING	8 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	4 months	12/19/25
GRIND N CREPE	4 months	12/19/25
BLACK MAGIC OCCOQUAN	4 months	2/24/26

Real Estate Delinquencies			
Property Owner	Delinquency Period	Date of Last Notice	Address
ANCHOR LEASING L C	2 months	2/09/2026	302 MILL ST
ANCHOR LEASING L C	2 months	2/06/2026	304 MILL ST
ANCHOR PROPERTIES LC	2 months	2/09/2026	204 UNION ST
BOUNDLESS VENTURES LLC	2 months	2/09/2026	116 WASHINGTON ST
CAO VINCENT MARTIN	2 months	2/09/2026	1437 OCCOQUAN HEIGHTS CT
CRUISE CLAUDIA A	2 months	2/09/2026	104 POPLAR LN
FEIN ALAN H & SUSAN J WESTFALL SURV	2 months	2/09/2026	313 OVERLOOK DR
JETTON ROGER A JR & KERRY A JETTON SURV*	2 months	2/09/2026	268 GASLIGHT LANDING
JONES SALUKA HALLIE	2 months	2/09/2026	205 WASHINGTON ST
MAHMOOD AHMED & ISRAA MAHMOOD SURV	2 months	2/09/2026	126 EAST COLONIAL DR

UNION STREET DEVELOPMENT LLC	2 months	2/09/2026	205 UNION ST
WHITE, FRANCESCA**	12 months	2/09/2026	1521 COLONIAL DR
WILSEY CHRISTOPHER MILES & RIINA METTAS-WILSEY SURV*	2 months	2/09/2026	384 MYRTLE PL

\*By Mortgage Company

\*\*By Mortgage Company for year 1 missing, Year 2 missing as well.

<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	26,840*
November	22,505	22,792	22,322*
December	23,771	17,574	20,046*
January	15,931	12,731	16,666
<b>Total as of Latest Month:</b>	<b>181,331</b>	<b>170,377</b>	<b>179,735*</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.

**115 Poplar Lane- update from last report-** Working with applicant on an application for partial demolition and reconstruction of the existing single-family residence. Met with applicant on 2/18/2026.

**Riverwalk Connection Project- no change from last report-** A proposal was sent to Adam Linn from Legacy Engineering on 1/22/2026 to perform engineering, environmental and surveying services for the Occoquan Riverwalk to connect the kayak ramp to the Riverwalk Boardwalk.

**Addressing Updates with PWC GIS/E911- new from last report-** working alongside PWC GIS and E911 to ensure Occoquan addresses align with current E911 standards and are recorded properly in GIS as addressing issues arise from zoning applications.

### 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. Meeting on 3/12/25. Follow-up meeting with Owner on 9/26/25. Most recent meeting on 12/22/2025. 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. Fourth submission received 12/3/25. Approvable 12/12/25. Approval letter sent 1/16/2026.

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. Third submission received 9/29/25. Comments sent on 10/29/2025. Fourth submission received 12/3/2025. Comments sent 1/30/2026.
116 Washington	SP2025-002	Townhouses	Site plan submitted on 8/19/25, comments returned 10/4/2025. Fire Marshall comments returned 10/23/2025. Meetings on 1/12/26 and 2/9/26.
116 Washington	SUB2025-003	Townhouses	Subdivision plat submitted 8/19/25, comments returned 10/4/2025. Meetings on 1/12/26 and 2/9/26.
Berrywood	AB2025-041	As built submission for bond release	Submission received 12/8/25. Comments provided to applicant on 1/6/26.

## 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 February 1 to February 28, 2026:

	Zoning Application #	Property Address	Activity
1	TZP2026-007	199 Union Street	New Business

B. The following is a list of **zoning modification requests** from February 1 to February 28, 2026:

	Zoning Application #	Property Address	Activity
1			

C. The following is a list of **new violation letters** from February 1 to February 28, 2026:

	Property Address	Violation #	Violation	Town Action
1	402 Mill Street	OCV-2026-003	General	Courtesy call on 2/5/2026; Abated on 2/9/2026.
2	406 Mill Street	OCV-2026-004	General	Courtesy email on 2/4/2026; Abated on 2/5/2026.
3	401-411 Mill Street	OCV-2026-005	General	Courtesy call on 2/6/2026; Abated on 2/10/2026.
4	302 Commerce St	OCV-2026-006	General	Courtesy letter on 2/5/2026; Abated on 2/9/2026.
5	202-204 Commerce St	OCV-2026-007	Trash/Refuse	Courtesy email on 2/12/2026.

D. The following is a list of **active/previous violations** from February 1 to February 28, 2026:

	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/departments/building-development-division](http://www.pwcva.gov/departments/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/departments/neighborhood-services](http://www.pwcva.gov/departments/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 February, the Professional Standards Division maintained its focus on ensuring the Department's expectations for professionalism, accountability, and policy compliance were consistently reinforced across all functions. The Division continued routine case monitoring and administrative coordination, supported internal documentation and records management needs, and remained available to supervisors and personnel for guidance on standards-related questions and process clarification. Emphasis was placed on maintaining readiness to respond promptly to complaints, inquiries, and emerging issues, while continuing to uphold fair, thorough, and impartial review practices. No citizen complaints were received for the month of February.

#### 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 the month of January, 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.

Enhanced enforcement patrols were conducted during inclement weather conditions and peak holiday travel periods and known high-crash windows to deter risky driving, accelerate incident response, and calm traffic. This targeted presence in crash hotspots reduced the risk of severe collisions and improved overall safety for motorists.

### 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.

During the month of February, the Special Operations Division maintained operational readiness and continued to support Department priorities through routine coordination, planning, and availability for specialized responses. The Division sustained ongoing communication with patrol and partner agencies, monitored emerging needs and trends, and ensured equipment and procedures remained prepared to support mission requirements. Efforts were also directed toward maintaining training awareness and reinforcing safe, consistent operational practices, with a focus on ensuring the Division can rapidly deploy resources when needed.

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:

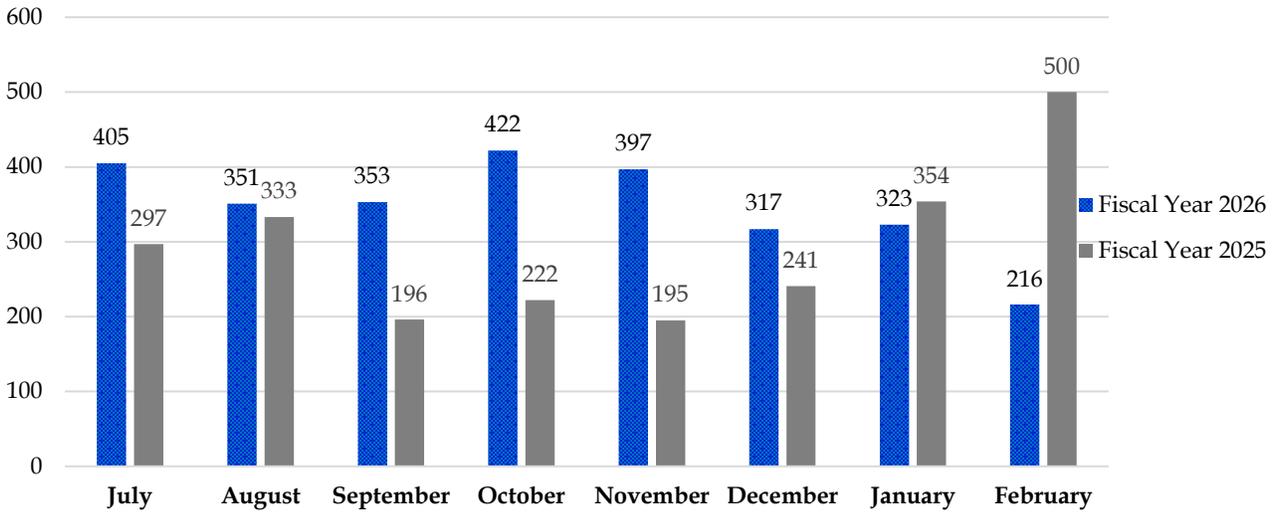
As of February 25<sup>th</sup>, for the month of February, the town police had 144 calls for service including:

<i>Call for Service</i>	<i>#</i>	<i>Call for Service</i>	<i>#</i>
Disabled Vehicle/Motorist Assist	15	Other/Services	27
Disorderly	3	Parking Complaints	5
Destruction of Property	1	Person in Crisis /Suicide Attempt	4
Domestic Complaint	2	Reckless Driving/Road Rage	1
Disorderly	3	Roadway Obstruction	6
DUI Arrest	1	Stolen / Abandoned Vehicle	5
Firearm Violation	1	Suspicious Calls	25
Found & Lost Property	4	Traffic Control	1
Gas Leak	2	Vehicle Crash	17
Hit & Run	4	Vehicle Tow	2
Impaired Driving	2	Warrant Arrest	1
Larceny/Theft	1	Warrant Service	1
Medical Calls	6	Welfare Checks	4
Missing Person	2		
			144

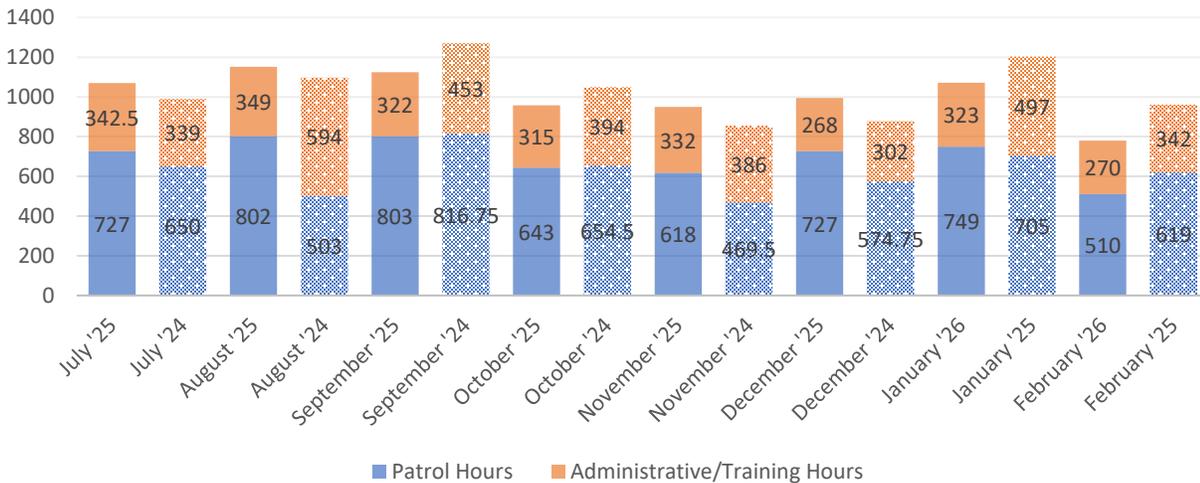
Town police made 2 custodial arrests, issued 222 traffic summonses, 42 parking violations, and 56 warnings.

Officers also engaged in 175 business checks and 237 park checks during the month of February.

Traffic Summonses FYTD (GRAPH)



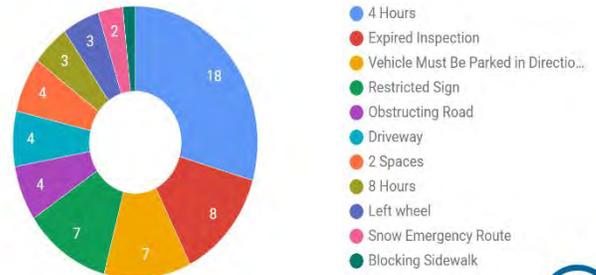
Patrol/Administrative/Training Hours FYTD (GRAPH)



Parking Enforcement (CHART/GRAPH)

Month	Parking Tickets	Warning
July	44	3
August	65	1
September	89	0
October	52	5
November	38	6
December	40	5
January	34	0
February	40	2

Occoquan VA - Tickets By Violation (Month To Date)



Volunteer in Police Service

For Fiscal Year 2026, our auxiliary police officers and paid police staff donated a total of 2,390 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
December	2	3	0	0	0
January	0	0	0	0	0
February	0	4	0	0	0
<b>FY Total</b>	<b>84</b>	<b>50</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
December	20	0		2	0
January	0	0		0	0
February	0	0		0	0
<b>FY Total</b>	<b>56</b>	<b>6</b>		<b>5</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
December	172	0		2	0
January	94	0		0	1
February	72	0		0	1
<b>FY Total</b>	<b>599</b>	<b>20</b>		<b>11</b>	<b>2</b>

## Public Works

### Routine Activities

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

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

## Public Works Highlights (February 2026)

- Engaged in site preparation for the Mill Street Pumphouse renovation/Pocket Park
- Engaged in snow and ice removal on Town roads, parking lots, sidewalks, and parks.
- Maintained roads and safe sidewalks with salting and monitoring during thaws.
- Checked and maintained equipment including rebuilding the Town snowblower and prepping the Town truck for winter events.

## Special Public Works Projects

Projects In-Progress: 6      Projects Completed: 5

Below is an updated list of maintenance activities with status updated as of February 28, 2026:

Project	Status	Completion Date	Notes
<b>Building and Property Maintenance (TH, Annex, Museum and River Rd)</b>			
Mill House Museum Interior Renovations	Completed	1/16/2026	
Annex Indoor Painting	In Progress		Winter 2026
<b>Craft Show and Events Support</b>			
None			
<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
Holiday Takedown at Mamie Davis Park, River Mill Park, the Historic District and Town Hall	Completed	1/23/2026	
<b>Park and Riverwalk Maintenance (RMP, MDP, Furnace, Tanyard, and Dock/Riverwalk)</b>			
Touch Up MDP Wayfinder	In progress		Winter 2026
Organize RMP Storage	Completed	1/5/2026	
<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>			
Inspect Gaslight Landing Riverwalk	Not started		Spring 2026
Inspect Town Dock and Riverwalk	Not started		Spring 2026

Project	Status	Completion Date	Notes
Curb and Striping Review and Painting	In progress		Winter 2026
Clean Trash and Recycling Containers	Not started		Spring 2026
Clean and Touch Up Gaslights	Not Started		Spring 2026
<b>Streets, Sidewalks, and Parking</b>			
Repair Dogwoods on TH Bricks	Not started		
Restriping of McKenzie Drive	Not Started		
Repaint Parking lines at 200 Block of Mill Street	Completed	1/22/2026	
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

Over the past two months, we have conducted after-action meetings for our holiday events to evaluate successes and identify opportunities for improvement. During this time, we also reorganized holiday décor inventory and implemented a new labeling system to improve efficiency and storage management moving forward.

In addition, we began the process of cleaning and reorganizing River Mill Park storage with the assistance of James Auville. Significant progress has been made, with only final touches remaining.

The 2026 Event Calendar was also finalized and presented in the previous report.

We have continued the jury review process for RiverFest applications. Planning is also underway for PEEPS Week and the launch of the upcoming Trivia season. Please see below for specific details regarding these events:

### Occoquan's PEEPS Week

Occoquan's sweet spring tradition continues with the return of the Occoquan PEEPS Show, taking place April 1-4. The event will once again bring creative PEEPS dioramas to historic Occoquan through two participation opportunities. Dioramas will be displayed in participating businesses throughout town, and community members are also invited to create dioramas for a separate community contest on display at Town Hall. Patrons may stroll through town and vote for their favorites in both categories. Registration for the contest is available using this form: [2026 Occoquan Community Peeps® Contest](#).

### Trivia Nights

Occoquan is gearing up for its popular Trivia Night Season, running from May through October. This series of fun and engaging evenings invites community members to test their knowledge on a variety of topics while enjoying a lively social atmosphere in River Mill Park. Each session hosted by Mayor Porta promises entertainment, friendly competition, and a chance to connect with neighbors throughout the season. Participants can register their team of up to 8 people using the [2026 Trivia Night Registration Form](#).

### RiverFest & Fall Craft Shows

Vendor applications for both RiverFest (June 6-7) and the Fall Arts & Crafts Show (September 26-27) are now open and available on [HOME | Occoquan, Virginia Festivals](#). RiverFest is generating strong interest within the vendor community, with a substantial number of applications currently under review. We are actively managing the jury process and currently have \_\_\_ new vendors while continuing to include many of our established returning participants. We anticipate a full show and remain committed to thoughtfully curating a diverse and high-quality mix of makers and creators.

Event programming will continue to highlight the river as a central theme, featuring boat tours, kayak river tours, and conservation-focused activities within Conservation Alley.

TOWN OF OCCOQUAN  
 FINANCIAL STATEMENTS  
 AS OF JANUARY 2026

	As of 7/1/25 (unaudited)	Unaudited Income / Expense FY26 YTD	As of 12/31/2025 (Unaudited)	As of 7/1/25 (unaudited)
<b>Nonspendable:</b>				
<b>Mamie Davis Fund</b>	\$100,000	\$-	\$100,000	\$100,000
<b>Prepaid Items</b>	\$-		\$-	\$-
<b>Restricted:</b>				
<b>E-Summons Fund</b>	\$57,268	\$1,411.40	\$58,680	\$57,268
<b>Assigned:</b>				
<b>Events Fund</b>	\$-	\$93,493.61	\$93,494	\$-
<b>CIP Fund</b>	\$347,267	\$(73,857.64)	\$273,410	\$347,267
<b>State Aid 599 Program Fund</b>	\$35,167	\$-	\$35,167	\$35,167
<b>Mamie Davis Park Fund</b>	\$8,879	\$(2,137.82)	\$6,741	\$8,879
<b>PEG Fund</b>	\$2,245	\$-	\$2,245	\$2,245
<b>Subtotal Assigned:</b>	\$393,558	\$17,498.15	\$411,056	\$393,558
<b>Unassigned:</b>				
<b>Operating Reserves</b>	\$200,000	\$-	\$200,000	\$200,000
<b>Other Unassigned</b>	\$623,152	\$84,287.35	\$707,439	\$623,152
<b>Subtotal Unassigned:</b>	\$823,152	\$84,287.35	\$907,439	\$823,152
<b>Total Fund Balance:</b>	<b>\$1,373,978</b>	<b>\$103,196.90</b>	<b>\$1,477,175</b>	<b>\$1,373,978</b>

## Town of Occoquan Budget vs. Actuals

July 2025 - January 2026

	Actual	Annual Budget	Net Change	% of Budget
<b>Income</b>				
<b>40000 TAXES</b>			0	
<b>40010 Real Estate</b>	306,454	311,289	(4,836)	98.45%
<b>40020 Meals Tax</b>	189,512	315,452	(125,941)	60.08%
<b>40030 Sales Tax</b>	25,072	48,000	(22,928)	52.23%
<b>40040 Utility Tax</b>	18,637	37,000	(18,363)	50.37%
<b>40050 Communications Tax</b>	17,395	31,000	(13,605)	56.11%
<b>40060 Transient Occupancy Tax</b>	17,543	43,000	(25,457)	40.80%
<b>40070 Peer-to-Peer Vehicle Tax</b>	0	0	0	
<b>Total 40000 TAXES</b>	<b>\$574,612</b>	<b>\$785,742</b>	<b>\$(211,130)</b>	<b>73.13%</b>
<b>41000 FEES/LICENSES</b>	740	1,000	(260)	74.00%
<b>41010 Vehicle License</b>	9,935	10,308	(373)	96.38%
<b>41020 Business Licenses</b>	11,220	93,499	(82,280)	12.00%
<b>41025 Business License Fee</b>	780	4,320	(3,540)	18.06%
<b>Total 41020 Business Licenses</b>	<b>\$12,000</b>	<b>\$97,819</b>	<b>\$(85,820)</b>	<b>12.27%</b>
<b>41030 Late Fees</b>	1,721	2,500	(779)	68.84%
<b>41040 FINES (PUBLIC SAFETY)</b>	242,573	427,000	(184,427)	56.81%
<b>41100 Administrative Fees</b>	9,900	8,500	1,400	116.47%
<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>	844	0	844	
<b>Total 41000 FEES/LICENSES</b>	<b>\$277,712</b>	<b>\$566,627</b>	<b>\$(288,915)</b>	<b>49.01%</b>
<b>42000 GRANTS</b>	(3,491)		(3,491)	
<b>42021 NHSTA (DMV)</b>	0	26,000	(26,000)	0.00%
<b>42100 Alcohol</b>	1,947			
<b>42101 Pedestrian</b>	1,269			
<b>42102 Speed</b>	2,167			
<b>Total 42021 NHSTA (DMV)</b>	<b>\$5,383</b>	<b>\$26,000</b>	<b>\$(20,617)</b>	
<b>42110 Virginia DCJS</b>	0	0	0	
<b>42020 HB 599</b>	14,186	29,223	(15,037)	48.54%
<b>Total 42110 Virginia DCJS</b>	<b>\$14,186</b>	<b>\$29,223</b>	<b>\$(15,037)</b>	<b>48.54%</b>
<b>42130 DEQ</b>			0	

42010 LITTER	1,659	1,800	(141)	92.14%
<b>Total 42130 DEQ</b>	<b>\$1,659</b>	<b>\$1,800</b>	<b>\$(141)</b>	<b>92.14%</b>
<b>Total 42000 GRANTS</b>	<b>\$17,736</b>	<b>\$57,023</b>	<b>\$(39,287)</b>	<b>31.10%</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	1,775	2,500	(725)	71.00%
43040 200 Mill Street Lease	0	7,843	(7,843)	0.00%
<b>Total 43000 RENTALS</b>	<b>\$1,775</b>	<b>\$13,923</b>	<b>\$(12,148)</b>	<b>12.75%</b>
<b>44000 OTHER</b>		44,060	(44,060)	0.00%
44005 Insurance Proceeds	16,809	0	16,809	
44010 General Fund Interest	22,981	25,000	(2,019)	91.92%
44030 Mamie Davis Park Interest	0	0	0	
44040 Bricks Revenue	1,446	800	646	180.73%
44060 Other	6,782	5,000	1,782	135.64%
<b>Total 44000 OTHER</b>	<b>\$48,018</b>	<b>\$74,860</b>	<b>\$(26,842)</b>	<b>64.14%</b>
<b>Total Income</b>	<b>\$919,854</b>	<b>\$1,498,175</b>	<b>\$(578,321)</b>	<b>61.40%</b>
<b>Gross Profit</b>	<b>\$919,854</b>	<b>\$1,498,175</b>	<b>\$(578,321)</b>	<b>61.40%</b>
<b>Expenses</b>				
<b>60000 PERSONNEL SERVICES</b>			0	
60010 Salaries and Wages	367,408	667,101	(299,693)	55.08%
60020 Overtime	10,743	15,440	(4,697)	69.58%
60030 On-call Labor	31,392	68,800	(37,408)	45.63%
60040 Other Benefits (Cell)	0	0	0	
60050 Payroll Taxes	31,507	57,472	(25,965)	54.82%
60060 Life Insurance	3,365	6,081	(2,716)	55.33%
60070 Health Insurance	18,604	40,457	(21,853)	45.99%
60095 VRS Employer Contrib	15,595	40,116	(24,521)	38.87%
<b>Total 60000 PERSONNEL SERVICES</b>	<b>\$478,613</b>	<b>\$895,467</b>	<b>\$(416,854)</b>	<b>53.45%</b>
<b>60400 PROFESSIONAL SERVICES</b>			0	
60420 Consulting	0	0	0	
60430 Zoning and Engineering Services	16,897	40,000	40,000	42.24%
60435 Services Expense - Engineering	7,211	0	7,211	
<b>Total 60430 Zoning and Engineering Services</b>	<b>\$24,108</b>	<b>\$40,000</b>	<b>\$(15,892)</b>	<b>60.27%</b>
60440 Legal Services			0	
60443 Prosecutions	21,000	40,000	(19,000)	52.50%
60444 Administration	37,619	64,260	(26,641)	58.54%
<b>Total 60440 Legal Services</b>	<b>\$58,619</b>	<b>\$104,260</b>	<b>\$(45,641)</b>	<b>56.22%</b>
60450 Audit Services	0	20,370	(20,370)	0.00%

60460 Payroll Processing	4,817	8,150	(3,333)	59.10%
60465 Financial System Maintenance	2,160	2,160	0	100.00%
60470 Bank Charges	2,936	2,840	96	103.39%
60480 Facility Security Services	0	0	0	
<b>Total 60400 PROFESSIONAL SERVICES</b>	<b>\$92,641</b>	<b>\$177,780</b>	<b>\$(85,139)</b>	<b>52.11%</b>
<b>60800 INFORMATION TECH SERV</b>			0	
60810 Website Support	4,239	3,820	419	110.96%
60840 Phone Service	8,415	9,800	(1,385)	85.87%
60850 Internet Service	4,519	6,800	(2,281)	66.46%
60860 Hardware/Software & Maintenance	6,123	12,140	(6,017)	50.44%
60870 IT Support Services	5,447	11,000	(5,553)	49.52%
<b>Total 60800 INFORMATION TECH SERV</b>	<b>\$28,743</b>	<b>\$43,560</b>	<b>\$(14,817)</b>	<b>65.99%</b>
<b>61200 MATERIALS AND SUPPLIES</b>			0	
61210 Office Supplies	2,147	4,600	(2,453)	46.68%
61220 Operational supplies	13,793	21,900	(8,107)	62.98%
61240 Janitorial Supplies	114	1,000	(886)	11.43%
61250 Uniforms	4,522	7,000	(2,478)	64.60%
<b>Total 61200 MATERIALS AND SUPPLIES</b>	<b>\$20,576</b>	<b>\$34,500</b>	<b>\$(13,924)</b>	<b>59.64%</b>
<b>61600 OPERATIONAL SERVICES</b>			0	
61620 Copier Lease, Contract	3,427	6,000	(2,573)	57.11%
61630 Postal Services	1,452	2,500	(1,048)	58.07%
<b>Total 61600 OPERATIONAL SERVICES</b>	<b>\$4,878</b>	<b>\$8,500</b>	<b>\$(3,622)</b>	<b>57.39%</b>
<b>62000 CONTRACTS</b>			0	
62010 Refuse Collection	66,967	100,274	(33,307)	66.78%
62030 Snow Removal	0	2,500	(2,500)	0.00%
62040 Landscaping	13,069	35,000	(21,931)	37.34%
<b>Total 62000 CONTRACTS</b>	<b>\$80,036</b>	<b>\$137,774</b>	<b>\$(57,738)</b>	<b>58.09%</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	1,549	2,700	(1,151)	57.38%
<b>Total 62800 PUBLIC INFORMATION</b>	<b>\$2,226</b>	<b>\$3,352</b>	<b>\$(1,126)</b>	<b>66.41%</b>
<b>63200 ADVERTISING</b>			0	
63210 Advertising - Legal	1,191	2,500	(1,309)	47.66%
63230 Community/Business Supp	0	4,200	(4,200)	0.00%
<b>Total 63200 ADVERTISING</b>	<b>\$1,191</b>	<b>\$6,700</b>	<b>\$(5,509)</b>	<b>17.78%</b>
<b>63600 TRAINING AND TRAVEL</b>	0	0	0	

63610 Conferences	1,075	1,750	(675)	61.43%
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	9,512	10,390	(878)	91.55%
63650 Boards and Comm Training	0	800	(800)	0.00%
<b>Total 63600 TRAINING AND TRAVEL</b>	<b>\$12,250</b>	<b>\$18,140</b>	<b>\$(5,890)</b>	<b>67.53%</b>
<b>64000 VEHICLES AND EQUIPMENT</b>			0	
64010 Town Vehicles M&R	9,280	8,500	780	109.18%
64030 Equipment M&R	4,323	6,400	(2,078)	67.54%
64040 Fuel	11,289	27,200	(15,911)	41.50%
64050 Equipment and Tools	9,599	5,950	3,649	161.33%
<b>Total 64000 VEHICLES AND EQUIPMENT</b>	<b>\$34,491</b>	<b>\$48,050</b>	<b>\$(13,560)</b>	<b>71.78%</b>
<b>64400 SEASONAL</b>			0	
64430 Parks/Town Hall Decor	4,710	9,200	(4,490)	51.20%
64440 Wreath Installation/Maint	1,730	3,000	(1,270)	57.67%
<b>Total 64400 SEASONAL</b>	<b>\$6,440</b>	<b>\$12,200</b>	<b>\$(5,760)</b>	<b>52.79%</b>
<b>64700 FACILITIES EXPENSE</b>	0		0	
<b>64800 TOWN HALL</b>			0	
64820 Elevator Inspection/Maint	220	400	(180)	54.92%
64830 Janitorial Services	2,186	4,937	(2,751)	44.28%
64850 Repair and Maintenance	293	1,000	(707)	29.32%
64860 Equipment Maint Contracts	0	400	(400)	0.00%
64880 Utilites - Gas/Water/Elec	2,577	4,700	(2,123)	54.83%
<b>Total 64800 TOWN HALL</b>	<b>\$5,276</b>	<b>\$11,437</b>	<b>\$(6,161)</b>	<b>46.13%</b>
<b>65200 MILL HOUSE MUSEUM</b>			0	
65210 OHS Subsidy (Mill Museum)	6,000	6,000	0	100.00%
65240 Repair and Maintenance	144	500	(356)	28.88%
<b>Total 65200 MILL HOUSE MUSEUM</b>	<b>\$6,144</b>	<b>\$6,500</b>	<b>\$(356)</b>	<b>94.53%</b>
<b>66000 ANNEX / MAINTENANCE YARD</b>			0	
66020 Equipment Maint Contracts	0	150	(150)	0.00%
66030 Utilities - Elect/Water	2,322	4,000	(1,678)	58.05%
66040 Repair and Maintenance	858	1,000	(142)	85.82%
<b>Total 66000 ANNEX / MAINTENANCE YARD</b>	<b>\$3,180</b>	<b>\$5,150</b>	<b>\$(1,970)</b>	<b>61.75%</b>
<b>66800 RIVER MILL PARK &amp; FACIL</b>			0	
66810 Brick Paver Program	595	300	295	198.33%
66820 Restroom Janitorial Serv	4,372	8,495	(4,123)	51.47%
66830 Winterization		350	(350)	0.00%
66840 Repair and Maintenance	864	4,000	(3,136)	21.60%
66850 Utilities	2,082	5,800	(3,718)	35.90%

66870 Equipment Maint Contracts	0	0	0	
<b>Total 66800 RIVER MILL PARK &amp; FACIL</b>	<b>\$7,914</b>	<b>\$18,945</b>	<b>\$(11,032)</b>	<b>41.77%</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	88	250	(162)	35.24%
67250 Utilities	120	1,700	(1,580)	7.05%
67260 Kayak Ramp - Repair & Maint	118	250	(132)	47.39%
<b>Total 67200* MAMIE DAVIS PARK &amp; RIVERWALK</b>	<b>\$326</b>	<b>\$3,050</b>	<b>\$(2,724)</b>	<b>10.70%</b>
<b>67600 TAYNARD HILL ROAD PARK</b>	<b>\$1,496</b>			
<b>67800 OCCOQUAN RIVER</b>			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>
<b>68000 FURNACE BRANCH PARK</b>			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>
<b>68400* STREETS AND SIDEWALKS</b>		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>
<b>68800 HISTORIC DISTRICT</b>			0	
68810 Gas Light - Repair & Maint	0	1,000	(1,000)	0.00%
68820 Gas Light Utilities (Gas)	4,380	7,200	(2,820)	60.83%
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>\$4,442</b>	<b>\$14,300</b>	<b>\$(9,858)</b>	<b>31.06%</b>
<b>Total 64700 FACILITIES EXPENSE</b>	<b>\$28,778</b>	<b>\$64,632</b>	<b>\$(35,854)</b>	<b>44.53%</b>
<b>68900 PUBLIC ART PROGRAM</b>			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>
<b>Total Expenses</b>	<b>\$835,566</b>	<b>\$1,498,178</b>	<b>\$(662,611)</b>	<b>55.77%</b>
<b>Net Operating Income</b>	<b>\$84,287</b>	<b>\$(3)</b>	<b>\$84,290</b>	
<b>Net Income</b>	<b>\$84,287</b>	<b>\$(3)</b>	<b>\$84,290</b>	
<b>CIP FUND</b>				
	<b>Actual</b>	<b>Annual Budget</b>	<b>over Budget</b>	<b>% of Budget</b>
Income				

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	3,588	4,000	(412)	89.70%
70018 Snow Removal Equipment	0		0	
70020 Street/Curb Striping Prog	0	5,000	(5,000)	0.00%
72005 Mamie Davis Park Renovations	0	0	0	
72006 Riverwalk Improvements	0	0	0	
74001 Vehicles & Equipment	32,179	110,000	(77,821)	29.25%
74003 Body Armor	1,769		1,769	
76001 Computer Upgrades	1,834	3,000	(1,166)	61.12%
76006 Records Management Syst	0		0	
<b>Total 70000 CIP EXPENSE</b>	<b>\$82,095</b>	<b>\$1,294,556</b>	<b>\$(1,212,461)</b>	<b>6.34%</b>
<b>Total Other Expenses</b>	<b>\$82,095</b>	<b>\$1,294,556</b>	<b>\$(1,212,461)</b>	<b>6.34%</b>
<b>Net Other Income</b>	<b>\$(82,095)</b>	<b>\$(1,294,556)</b>	<b>\$1,212,461</b>	<b>6.34%</b>
<b>Net Income</b>	<b>\$(73,858)</b>	<b>\$(334,281)</b>	<b>\$260,423</b>	<b>22.09%</b>
<b>E SUMMONS FUND</b>				
	<b>Actual</b>	<b>Annual Budget</b>	<b>over Budget</b>	<b>% of Budget</b>
<b>Income</b>				
41000 FEES/LICENSES			0	

41040 FINES (PUBLIC SAFETY)	5,422		5,422	
41170 E-Summons		14,500	(14,500)	0.00%
<b>Total 41040 FINES (PUBLIC SAFETY)</b>	<b>\$5,422</b>	<b>\$14,500</b>	<b>\$(9,078)</b>	<b>37.40%</b>
<b>Total 41000 FEES/LICENSES</b>	<b>\$5,422</b>	<b>\$14,500</b>	<b>\$(9,078)</b>	<b>37.40%</b>
<b>Total Income</b>	<b>\$5,422</b>	<b>\$14,500</b>	<b>\$(9,078)</b>	<b>37.40%</b>
<b>Gross Profit</b>	<b>\$5,422</b>	<b>\$14,500</b>	<b>\$(9,078)</b>	<b>37.40%</b>
<b>Expenses</b>				
<b>60800 INFORMATION TECH SERV</b>				
60850 Internet Service	0	2,200	(2,200)	0.00%
60860 Hardware/Software & Maintenance	3,879	8,500	(4,621)	45.63%
<b>Total 60800 INFORMATION TECH SERV</b>	<b>\$3,879</b>	<b>\$10,700</b>	<b>\$(6,821)</b>	<b>36.25%</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>64060 E-Summons Equipment</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	
<b>Total Expenses</b>	<b>\$4,011</b>	<b>\$11,900</b>	<b>\$(7,889)</b>	<b>33.71%</b>
<b>Net Operating Income</b>	<b>\$1,411</b>	<b>\$2,600</b>	<b>\$(1,189)</b>	<b>54.28%</b>
<b>Net Income</b>	<b>\$1,411</b>	<b>\$2,600</b>	<b>\$(1,189)</b>	<b>54.28%</b>

**EVENTS 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	
41100 Administrative Fees	0			
41160 Convenience Fees	3,311	5,627	(2,316)	58.85%
<b>Total 41000 FEES/LICENSES</b>	<b>\$3,311</b>	<b>\$5,627</b>	<b>\$(2,316)</b>	<b>58.85%</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	12,030	26,800	(14,770)	44.89%
47020 Booth Rentals	166,930	187,575	(20,645)	88.99%
47021 Ticket Sales	3	0	3	
47023 Community Events	2,428	11,800	(9,372)	20.58%
<b>Total 47021 Ticket Sales</b>	<b>\$2,431</b>	<b>\$11,800</b>	<b>\$(9,369)</b>	<b>20.60%</b>

47030 Shuttle Fees	40,566	71,500	(30,934)	56.74%
47040 Parking Space Sales	10,275	9,875	400	104.05%
47060 Merchandise	244	200	44	122.00%
47105 Revenue Share Agreements	0	0	0	
<b>Total 47000 EVENTS REVENUE</b>	<b>\$232,476</b>	<b>\$307,750</b>	<b>\$(75,274)</b>	<b>75.54%</b>
<b>Total Income</b>	<b>\$235,787</b>	<b>\$322,402</b>	<b>\$(86,615)</b>	<b>73.13%</b>
<b>Gross Profit</b>	<b>\$235,787</b>	<b>\$322,402</b>	<b>\$(86,615)</b>	<b>73.13%</b>
<b>Expenses</b>				
<b>60000 PERSONNEL SERVICES</b>			0	
60010 Salaries and Wages	31,720	50,025	(18,305)	63.41%
60020 Overtime	1,940	4,000	(2,060)	48.51%
60030 On-call Labor	5,589	18,220	(12,631)	30.67%
60050 Payroll Taxes	3,845	5,527	(1,682)	69.57%
60060 Life Insurance	902	1,650	(748)	54.69%
60095 VRS Employer Contrib	1,471	3,141	(1,670)	46.83%
<b>Total 60000 PERSONNEL SERVICES</b>	<b>\$45,468</b>	<b>\$82,563</b>	<b>\$(37,095)</b>	<b>55.07%</b>
<b>60400 PROFESSIONAL SERVICES</b>			0	
60460 Payroll Processing				
60465 Financial System Maintenance				
60470 Bank Charges	2,713	5,796	(3,083)	46.81%
<b>Total 60400 PROFESSIONAL SERVICES</b>	<b>\$2,713</b>	<b>\$5,796</b>	<b>\$(3,083)</b>	<b>46.81%</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	0	0	0	
61220 Operational supplies	4,481	14,175	(9,694)	31.61%
<b>Total 61200 MATERIALS AND SUPPLIES</b>	<b>\$4,481</b>	<b>\$14,175</b>	<b>\$(9,694)</b>	<b>31.61%</b>
<b>62000 CONTRACTS</b>			0	
62020 Equipment Rental	38,770	74,407	(35,637)	52.10%
62050 Entertainment	4,040	5,000	(960)	80.80%
<b>Total 62000 CONTRACTS</b>	<b>\$42,810</b>	<b>\$79,407</b>	<b>\$(36,597)</b>	<b>53.91%</b>
<b>63200 ADVERTISING</b>			0	
63220 Advertising - Marketing	8,994	10,000	(1,006)	89.94%
63230 Community/Business Supp	18,750	24,000	(5,250)	78.13%
<b>Total 63200 ADVERTISING</b>	<b>\$27,744</b>	<b>\$34,000</b>	<b>\$(6,256)</b>	<b>81.60%</b>
<b>64700 FACILITIES EXPENSE</b>			0	
<b>66800 RIVER MILL PARK &amp; FACIL</b>			0	
66810 Brick Paver Program	0	0	0	

Total 66800 RIVER MILL PARK & FACIL	\$-	\$-	\$-	
Total 64700 FACILITIES EXPENSE	\$-	\$-	\$-	
69200 SPECIAL EVENTS			0	
69210 HolidayFest	8,962	13,315	(4,353)	67.31%
69220 Volunteer TY / Town Party	2,113	1,750	363	120.77%
69225 Sponsorship Breakfast	0	0	0	
69240 Annual Tree Lighting	0	0	0	
69250 River Mill Park Events	4,949	10,720	(5,771)	46.16%
69290 Other Special Events	3,053	3,555	(502)	85.89%
Total 69200 SPECIAL EVENTS	\$19,078	\$29,340	\$(10,262)	65.02%
Total Expenses	\$142,294	\$245,881	\$(103,587)	57.87%
Net Operating Income	\$93,494	\$76,521	\$16,973	122.18%
Net Income	\$93,494	\$76,521	\$16,973	122.18%
<b>MAMIE DAVIS PARK</b>				
	<b>Actual</b>	<b>Annual Budget</b>	<b>over Budget</b>	<b>% of Budget</b>
Income				
44000 OTHER			0	
44030 Mamie Davis Park Interest	1,462	840	622	174.07%
Total 44000 OTHER	\$1,462	\$840	\$622	174.07%
Total Income	\$1,462	\$840	\$622	174.07%
Gross Profit	\$1,462	\$840	\$622	174.07%
Expenses				
70000 CIP EXPENSE	3,600	3,200	\$400	112.50%
Total Expenses	3,600	3,200	400	1
Net Operating Income	\$(2,138)	\$(2,360)	\$222	90.59%
Net Income	\$(2,138)	\$(2,360)	\$222	90.59%
TOTAL NET INCOME (LOSS) ALL FUNDS	103,197	(257,523)	360,720	-40.07%

**Town of Occoquan**  
**Balance Sheet**  
As of January 31, 2026

	As of Jan 31, 2026	Total As of Jan 31, 2025 (PY)	Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Bank Accounts</b>			
10001 Petty Cash - Operating	100	100	0
10010 Petty Cash - Events	0	75	(75)
10022 Checking Account 0058	251,878	492,306	(240,428)
10024 Money Market 4220	203,105	201,789	1,316
10034 VIP - Investment Pool	0	0	0
25-0001 VIP 1-3 Year Bond Fund 0001	0	0	0
25-0002 VIP 1-3 Year Bond Fund 0002	0	0	0
25-5001 VIP NAV Liquidity Pool 5001	859,629	621,125	238,503
<b>Total 10034 VIP - Investment Pool</b>	<b>\$859,629</b>	<b>\$621,125</b>	<b>\$238,503</b>
10082 Mamie Davis Savings 4201	5,843	4,051	1,793
10083 Mamie Davis CD	100,000	100,000	0
<b>Total Bank Accounts</b>	<b>\$1,420,555</b>	<b>\$1,419,446</b>	<b>\$1,109</b>
<b>Accounts Receivable</b>			
10180 Accounts Receivable	20,872	15,948	4,924
<b>Total Accounts Receivable</b>	<b>\$20,872</b>	<b>\$15,948</b>	<b>\$4,924</b>
<b>Other Current Assets</b>			
10190 Real Estate Receivable	1,287	1,287	0
11000 Prepaid Expenses	0	0	0
14990 Undeposited Funds	52,913	9,323	43,590
<b>Total Other Current Assets</b>	<b>\$54,200</b>	<b>\$10,610</b>	<b>\$43,590</b>
<b>Total Current Assets</b>	<b>\$1,495,627</b>	<b>\$1,446,004</b>	<b>\$49,622</b>
<b>TOTAL ASSETS</b>	<b>\$1,495,627</b>	<b>\$1,446,004</b>	<b>\$49,622</b>
<b>LIABILITIES AND EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
20000 Accounts Payable	(6,193)	(34,935)	28,741

Total Accounts Payable	<b>\$(6,193)</b>	<b>\$(34,935)</b>	<b>\$28,741</b>
<b>Credit Cards</b>			
22000 Credit Cards			0
22010 ExxonMobil	0	1,751	(1,751)
22020 Home Depot	0	125	(125)
22030 Lowe's Proservices	693	551	142
22040 United Bank Credit Cards	7,894	8,929	(1,035)
22050 Shell Credit Card	0		0
<b>Total 22000 Credit Cards</b>	<b>\$8,587</b>	<b>\$11,356</b>	<b>\$(2,769)</b>
<b>Total Credit Cards</b>	<b>\$8,587</b>	<b>\$11,356</b>	<b>\$(2,769)</b>
<b>Other Current Liabilities</b>			
20935 Performance Bond	1,188	1,188	0
20940 Unearned Craft Show Rev	0	29,550	(29,550)
20960 Unearned Other Revenue			0
20970 Unearned Rental	600	300	300
20973 Unearned SLFRF Revenue	0	0	0
<b>Total 20960 Unearned Other Revenue</b>	<b>\$600</b>	<b>\$300</b>	<b>\$300</b>
20980 Unearned R.E. Tax	2,344	1,203	1,141
21100 Unearned Fire Dept Grant	9,309	6,911	2,398
21200 Payroll Liabilities	0	0	0
21230 VRS Employee Contributions	2,618	0	2,618
<b>Total 21200 Payroll Liabilities</b>	<b>\$2,618</b>	<b>\$0</b>	<b>\$2,618</b>
<b>Total Other Current Liabilities</b>	<b>\$16,059</b>	<b>\$39,152</b>	<b>\$(23,093)</b>
<b>Total Current Liabilities</b>	<b>\$18,452</b>	<b>\$15,572</b>	<b>\$2,880</b>
<b>Total Liabilities</b>	<b>\$18,452</b>	<b>\$15,572</b>	<b>\$2,880</b>
<b>Equity</b>			
30000 Nonspendable			0
30005 PrePaid Items	0	0	0
<b>Total 30000 Nonspendable</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>
31000 Restricted			0
31100 Mamie Davis (Endowment)	100,000	100,000	0
31200 E Summons Fund	57,268	48,985	8,283
<b>Total 31000 Restricted</b>	<b>\$157,268</b>	<b>\$148,985</b>	<b>\$8,283</b>
31400 Assigned			0
30030 Events Fund	0	0	0
30040 CIP Fund	347,267	436,006	(88,739)
31050 Public Safety Grant Fund	35,167	24,235	10,932
31060 Mamie Davis Park Fund	8,879	7,090	1,788

<b>31070 Public Education Grant Fund</b>	2,245	2,111	134
<b>Total 31400 Assigned</b>	<b>\$393,558</b>	<b>\$469,442</b>	<b>\$(75,885)</b>
<b>31500 Unassigned</b>			0
<b>30010 Emergency Operating Fund</b>	200,000	200,000	0
<b>30020 Unrestricted</b>	623,152	470,147	153,005
<b>Total 31500 Unassigned</b>	<b>\$823,152</b>	<b>\$670,147</b>	<b>\$153,005</b>
<b>32000 Retained Earnings</b>	0	0	0
<b>Net Income</b>	103,197	141,858	(38,661)
<b>Total Equity</b>	<b>\$1,477,175</b>	<b>\$1,430,432</b>	<b>\$46,742</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,495,627</b>	<b>\$1,446,004</b>	<b>\$49,622</b>

\* Notes A/P and A/R are off by \$79k each due Auditor's 2024 YE JE, Will be corrected with a forthcoming reversal for 2025. Requested and awaiting documentation. Net effect = 0

[Monday, Feb 23, 2026 02:08:24 PM GMT-8](#)

**DEVELOPMENT SERVICES - BUILDING DEVELOPMENT**  
**Town of Occoquan - Permit Report**  
**February 2026**

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
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	
GAS2026-00942	223 MILL ST	INSTALL NEW TANKLESS GAS WATER HEATER; INCREASED BTUS FROM 40K TO 160K	Gas	Issued	C - Alteration/Repair	02/20/2026	
GAS2026-00848	225 MILL ST	INSTALLATION OF A RINNAI TANKLESS WATER HEATER BTUS INCREASING FROM 40K TO 160K	Gas	Issued	C - Alteration/Repair	02/20/2026	
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	
BLD2025-01755	1604 MOUNT HIGH ST	SOLAR PANELS ON DETACHED GARAGE - Adding Solar + ESS on detached uninhabitable garage and linked electrical changes	Building	Issued	R - Alteration/Repair	02/18/2025	

ELE2025 -03052	1604 MOUNT HIGH ST	SOLAR PANELS ON DETACHED GARAGE - Adding Solar + ESS on detached uninhabitable garage and linked electrical changes	Electrica l	Issued	R - Alteration/ Repair	02/18/ 2025	
BLD2026 -00383	1400 OCCOQ UAN HEIGHT S CT	OVERALL 19' 8" X 12' 4" ATTACHED DECK - PER PLAN	Building	Finald	R - Addition	10/30/ 2025	01/08/ 2026
BLD2026 -03109	115 POPLAR LN	SEE NOTES FOR REST OF DESCRIPTION: Demo and remove existing deck, sunroom and roof of home - install new crawl space foundation and framing for 2 story addition and renovations with 6 full bathrooms, kitchen and wet bar - 2 story home and addition to be built on new and existing foundation and walls for a total 5200 sqft finished area. With rear covered porch of 308 sqft, rear sun deck of 140 sqft, front porch 142 sqft.	Building	Pendin g	R - Addition		
BLD2026 -03115	115 POPLAR LN	Demo and remove existing deck, sunroom and roof of home - install new crawl space foundation and framing for 2 story addition and renovations with 6 full bathrooms, kitchen and wet bar - 2 story home and addition to be built on new and existing foundation and walls for a total 5200 sqft finished area. With rear covered porch of 308 sqft, rear sun deck of 140 sqft, front porch 142 sqft.	Building	Pendin g	R - Alteration/ Repair		
BLD2026 -02413	12524 POPLAR LN	24' 7" X 16' 9" ONE- STORY ATTACHED ADDITION (GARAGE CONVERSION TO LIVING ROOM WITH GAS FIREPLACE AND MUDROOM)	Building	Issued	R - Alteration/ Repair	01/05/ 2026	

ELE2026-03813	12524 POPLAR LN	RE-WIRE KITCHEN AND FAMILY RM. WIRE NEW LAUNDRY ROOM. REPLACE EXISTING 20 CIRCUIT SUB PANEL WITH NEW 40 CIRCUIT SUB PANEL.	Electrical	Issued	R - Alteration/Repair	02/18/2026	
MEC2026-01282	12524 POPLAR LN	Multi-Zone Mini Split installation	Mechanical	Issued	R - Alteration/Repair	02/05/2026	
MEC2026-01367	12524 POPLAR LN	Installation of 2 gas fireplaces	Mechanical	Issued	R - Alteration/Repair	02/21/2026	
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	Plumbing	Issued	C - Alteration/Repair	09/12/2025	

		permit to make some upgrades.					
PLB2026-00507	203 UNION ST	**BCE FEES TO ONLY BE CHARGED ON ELE - PER KRISTIN ALEXANDER**BCE2024-00873 - **TEMPLATE ONLY FOR TRACKING PURPOSES - ELECTRICAL AND PLUMBING** This application is being submitted to get on BLD number so the Master Electrician can get a permit to make some upgrades.	Plumbing	Issued	C - Alteration/Repair	09/12/2025	
ELE2025-03999	209 WASHINGTON ST	REPLACING 200AMP WITH 200 AMP PANEL WITH MORE SPACES	Electrical	Pending	C - Alteration/Repair		
MEC2025-01538	209 WASHINGTON ST	ADD ON PACKAGE FOR HEAT PUMP	Mechanical	Pending	C - Alteration/Repair		
ELE2026-02956	210 WEST LOCUST ST	INSTALL A TESLA WALL CHARGER	Electrical	Issued	R - Alteration/Repair	01/15/2026	

**END OF REPORT**

Town of Occoquan - Open BCE Case(s)

January 2026

<u>CASE NUMBER</u>	<u>SITE ADDRESS</u>	<u>DESCRIPTION</u>	<u>CASE STATUS</u>	<u>DATE OPENED</u>	<u>ASSIGNED TO</u>	<u>ASSIGNED TO EMAIL</u>
BCE2026-00434	209 WASHINGTON ST OCCOQUAN VA 22125	ABANDONED PERMITS ELE2025-03999, MEC2025-01538, SERVICE CHANGE AND HEAT PACKAGED ADDED TO HEATPUMP	Violation Issued	1/22/26	Boudreau, Jeremy	Jboudreau@pwcgov.org

END OF REPORT

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 02/02/2026

\*Counts business days only.

**Town of Occoquan**

Site Address	Case Number / Case Status	Date Received	Date Closed	Business Days Open (Pending)	Assigned To	Case Description	Violation Description(s)	Date VIO Founded	Notice Issued	Summons Issued	Court Action
116 WASHINGTON ST 1	<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 02/02/2026**

*\*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**



# Town Attorney Report

To: Mayor and Council, Town of Occoquan  
Thru: Adam Linn, Town Manager  
From: Martin Crim, Town Attorney  
Re: Report for March 3, 2026, Council Meeting  
Date: February 25, 2026

## **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 January 27, 2026:

1. Received from Circuit Court an order appointing Margaret Alexis Wright to the Board of Zoning Appeals.
2. Consulted with staff regarding the Beer Garden lease.
3. Advised staff regarding legal issues involving snow removal.
4. Advised staff as to tax collections and the procedure for relieving the Treasurer from the obligation to attempt collection of certain uncollectable taxes and fees.
5. Continued to track pending legislation of interest to the Town.
6. Advised staff as to accessibility standards for the Town website.



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>10. Discussion Items</b>	<b>Meeting Date:</b> March 3, 2026
<b>10a: FY2027 Budget Work Session #3 (Event Fund) Discussion</b>	

**Attachments:** a. Draft Budget (Event Fund)  
b. PowerPoint

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

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#### **Explanation and Summary:**

This is a discussion item to review the proposed FY2027 Event Fund.

The Event Fund, formerly known as the Craft Show Fund, is a dedicated fund used to account for all revenues and expenditures associated with Town-sponsored community events, including signature events such as the Fall Arts & Crafts Show and the Spring RiverFest. The fund allows the Town to separately track event-related income, such as vendor fees, sponsorships, shuttle revenues, and donations, alongside the costs of planning, staffing, public safety, logistics, and operations for these events. The net proceeds generated through the Event Fund are not used for routine operating expenses; instead, they are directed to the Town's Capital Improvement Plan (CIP) fund which provides long-term public benefit to Occoquan residents and visitors.

The revenues are event dependent and subject to cancellations from weather and pandemic.

**Staff Request:** Staff is requesting comment on the proposed fund budget.



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

#### Budget Document: Event Fund

<b>FY2027 Proposed Budget Events Fund - Revenues SUMMARY ALL ACTIVITIES</b>	<b>FY2025 Budget</b>	<b>FY2025 Actuals</b>	<b>FY2026 Budget</b>	<b>FY2026 Projected</b>	<b>FY2027 Proposed</b>	<b>% to Projected</b>	<b>% to Budget</b>	<b>\$ to Budget</b>
<b>Event Revenues</b>								
Sponsorships	34,000	21,548	26,800	22,530	26,825	19.1%	0.1%	25
Booth Rentals	166,000	192,416	187,575	191,950	190,500	-0.8%	1.6%	2,925
Shuttle Fees	60,500	61,439	71,500	68,656	71,500	4.1%	0.0%	-
Parking Space Sales	10,500	8,325	9,875	8,825	9,000	2.0%	-8.9%	(875)
Merchandise	1,125	104	200	364	2,520	592.3%	1160.0%	2,320
Ticket Sales	18,575	12,139	11,800	7,900	13,400	69.6%	13.6%	1,600
<b>Other Revenues</b>								
Bricks Program	1,575	304	-	-	-			-
Convenience Fees	4,550	7,007	5,627	5,030	8,532	69.6%	51.6%	2,905
Events Fund Interest	-	-	25	-	-			(25)
Other Revenue	11,500	9,000	9,000	9,000	10,000	11.1%	11.1%	1,000
Cost Share Reimbursement	700.00	-	-	-	-			-
<b>Total Events Fund Revenues</b>	<b>309,025</b>	<b>312,282</b>	<b>322,402</b>	<b>314,255</b>	<b>332,277</b>	<b>5.7%</b>	<b>3.1%</b>	<b>9,875</b>
<b>FY2027 Proposed Budget Events Fund - Expenses SUMMARY ALL ACTIVITIES</b>	<b>FY2025 Budget</b>	<b>FY2025 Actuals</b>	<b>FY2026 Budget</b>	<b>FY2026 Projected</b>	<b>FY2027 Proposed</b>	<b>% to Projected</b>	<b>% to Budget</b>	<b>\$ to Budget</b>
Total Personnel Services	98,371	87,164	82,562	74,173	84,887	14.4%	2.8%	2,325
Total Professional Services	5,050	6,507	5,796	3,957	8,532	115.6%	47.2%	2,736
Total Information Tech Services	390	677	600	600	600	0.0%	0.0%	-
Total Material and Supplies	12,169	11,159	14,175	10,781	13,100	21.5%	-7.6%	(1,075)
Total Operational Services	-	-	-	-	-			
Total Contracts	75,100	79,529	79,407	81,419	82,325	1.1%	3.7%	2,918
Total Advertising	20,500	15,218	34,000	37,994	34,000	-10.5%	0.0%	-
River Mill Park and Facility	850	616	-	-	-			-
Artisan Market	5,000	-	13,315	10,940	13,350		0.3%	35
Volunteer Thank You Event	1,575	1,638	1,750	2,113	1,750	-17.2%	0.0%	-
River Mill Park Special Events	4,850	9,889	10,720	4,646	10,720	130.8%	0.0%	-
Other Special Events	1,495	4,091	3,605	3,053	3,880	27.1%	7.6%	275
Total Special Events	12,920	15,618	29,390	20,752	29,700	43.1%	1.1%	310
<b>Total Events Fund Expenses</b>	<b>225,350</b>	<b>216,489</b>	<b>245,930</b>	<b>229,677</b>	<b>253,144</b>	<b>10.2%</b>	<b>2.9%</b>	<b>7,214</b>
<b>Total Events Fund Net Revenue</b>	<b>83,675</b>	<b>95,793</b>	<b>76,472</b>	<b>84,578</b>	<b>79,133</b>	<b>-6.4%</b>	<b>3.5%</b>	<b>2,661</b>



# FY2027 Budget Events Fund

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**TOWN OF OCCOQUAN**  
**MARCH 3, 2026**

# FY2027 Budget Work Session and Public Hearing Schedule

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- February 3, 2026 – Budget Work Session #1 – Schedule and Strategic Framework
- February 17, 2026 – Budget Work Session #2 – Mamie Davis Fund / eSummons
- March 3, 2026 – Budget Work Session #3 – Event Fund
- March 17, 2026 – Budget Work Session #4 – General Fund
- April 7, 2026 – Budget Work Session #5 – CIP
- April 21, 2026 – Budget Work Session #6 – Recap
- May 5, 2026 – Public Hearing on Proposed FY2027 Budget
- May 19, 2026 – Public Hearing on Proposed FY2027 Tax Rates
- May 19, 2026 – Adoption of FY2027 Tax Rates and Budget



# Work Session #3

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## Event Fund



# EVENT FUND

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## PROPOSED FY2027 BUDGET



# Events Fund

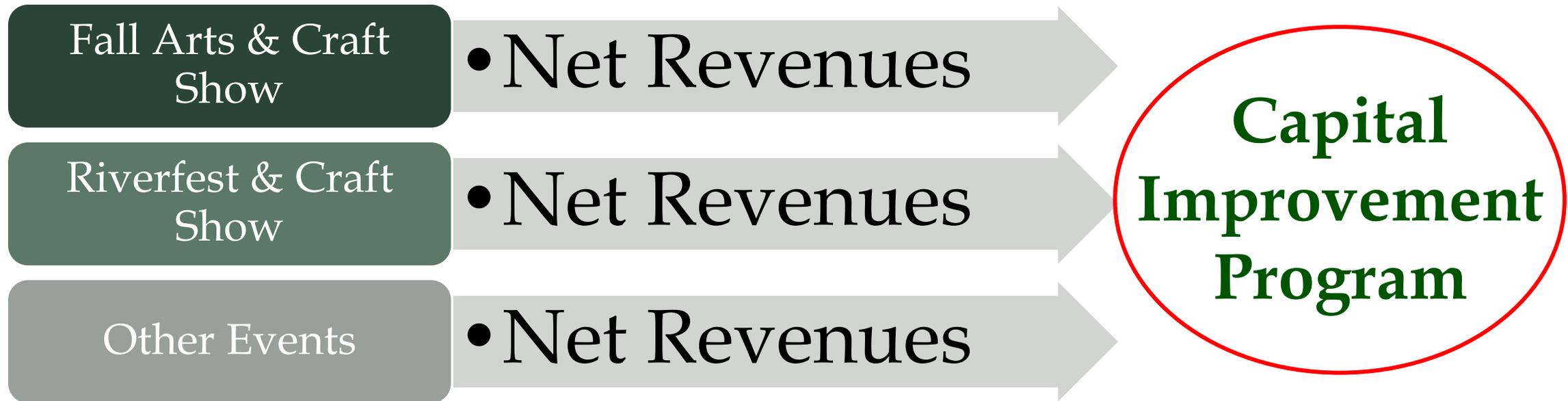
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- Includes all Town Sponsored Community Events – revenues and expenditures
- Majority of Revenue is generated from the annual (1) the Fall Arts & Crafts Show, (2) Riverfest & Craft Show, and (3) Holiday Artisan Market
- The remainder of revenues includes those generated from other community events (Trivia, Murder Mystery, Valentines)
- Expenses are for the costs associated with implementing events (including staff costs)
- Net revenues from the Fund are used to support the Town's Capital Improvement Program



# Events Fund = Capital Improvement

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# Events Supported by Events Fund

## Revenue Generating

- Fall Arts & Craft Show
- Holiday Artisan Market
- RiverFest & Craft Show

## Community – Amenity

- Costume Parade
- Santa Arriving By Boat
- Movie Night
- Concerts in the Park
- Murder Mystery/Casino\*
- Valentines Event\*
- Peeps Show
- Tree lighting
- Fireside Fun Night
- Trivia Nights\*
- Volunteer Dinner

## Community – Non-events

- Ribbon Cuttings
- Dedications (Art & Island Naming)
- Fox5 ZIP Trip
- Sponsorship events



# Town Sponsored Event Calendar FY2027

DATE	EVENT
Jul. 11th	Invasive Species Cleanup
Jul. 17th	Trivia Night
Aug. 4th	National Night Out
TBD	Navy Band Concert
Aug. 21st	Trivia Night
Sept. 11th	Trivia Night
<b>Sept. 26-27th</b>	<b>Fall Arts &amp; Craft Show</b>
Oct. 3(?)	TBD Fall FOTO Clean Up
Oct. 9th	Trivia Night
Oct. 10th	Invasive Species Cleanup
Oct. 23rd	Murder Myster/Costume Casino Night
Oct. 24th	Movie Night in River Mill Park
Oct. 31st	Costume Parade/Town Trick or Treat
Nov. 21st	Tree Lighting Event
<b>Dec. 5-6th</b>	<b>Holiday Artisan Market</b>
Feb. 14th	Opinionation/Valentine Event
Mar. 24-27th	PEEPS Show
Apr. 4th	Shad Run Fishing Event
May 14th	Trivia Night
<b>Jun. 6-7th</b>	<b>Riverfest and Craft Show</b>
Jun 25th	Trivia Night



# Event Calendar – FY2027

July 2026						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	Trivia	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2026						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
					1	2
3	NNO	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	Trivia	22	23
24	25	26	27	28	29	30

September 2026						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	Trivia	12	13
14	15	16	17	18	19	20
21	22	23	24	25	Fall Crafts Show	
28	29	30				

October 2026						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	Trivia	10	11
12	13	14	15	16	17	18
19	20	21	22	Murder	Movie	25
26	27	28	29	30	Costume	

November 2026						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	Treelighting	22
23	24	25	26	#ShopSmall		29
30						

December 2026						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
	1	2	3	4	Artisan Market/Santa	
7	8	9	10	11	12	13
14	Volunteer	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



# Event Calendar – FY2027 (cont)

January 2027						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2027						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	Valentine
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2027						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	PEEPS Show (3/24 - 27)				28
29	30	31				

April 2027						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
			1	2	3	Shad Run
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2027						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	Trivia	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2027						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
	1	2	3	4	Riverfest (6th - 7th)	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	Trivia	26	27
28	29	30				



# Proposed Budget Highlights for FY27

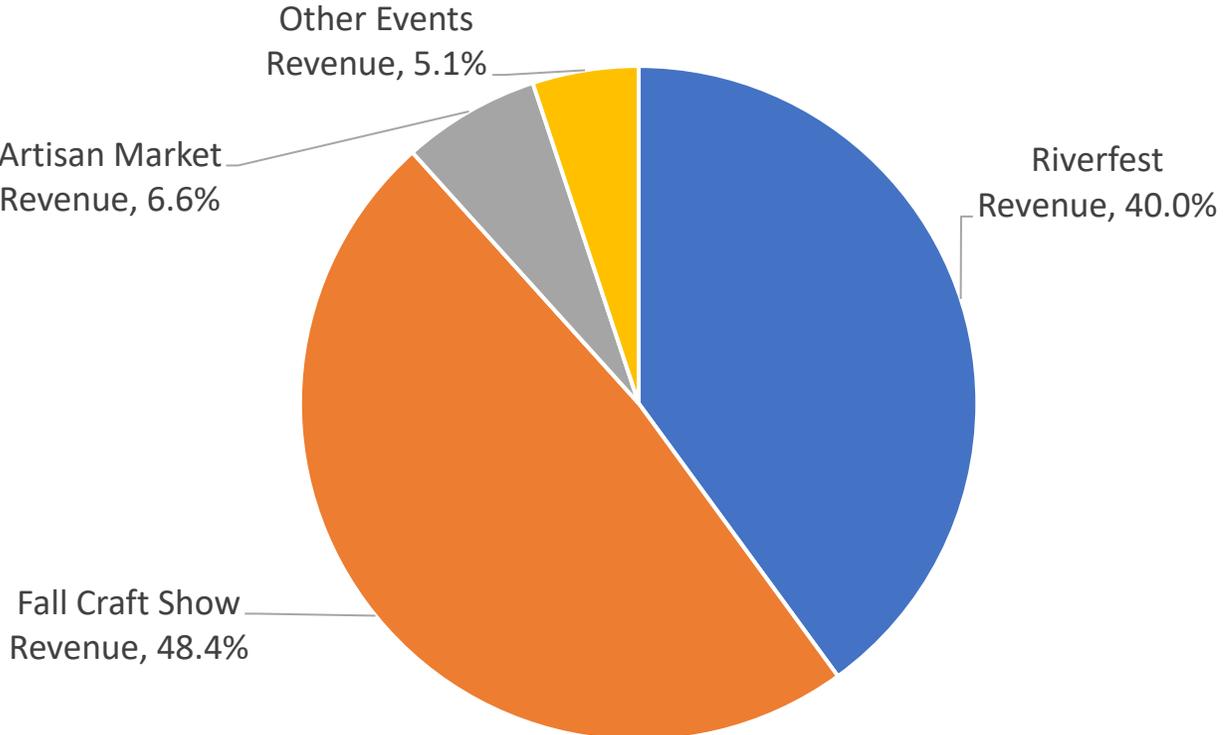
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- Total Revenue \$332,277
  - increase of \$9,875 or 3.1%
- Total Expenditure **\$253,144**
  - increase of \$7,214 or 2.9%
- Projected FY2027 Net Revenue \$ 78,608



# Events Fund = Revenue by Event

FY2027 Proposed Revenues	
Riverfest Revenue	132,843
Fall Craft Show Revenue	160,705
Artisan Market Revenue	21,875
Other Events Revenue	16,854
<b>Total</b>	<b>332,277</b>



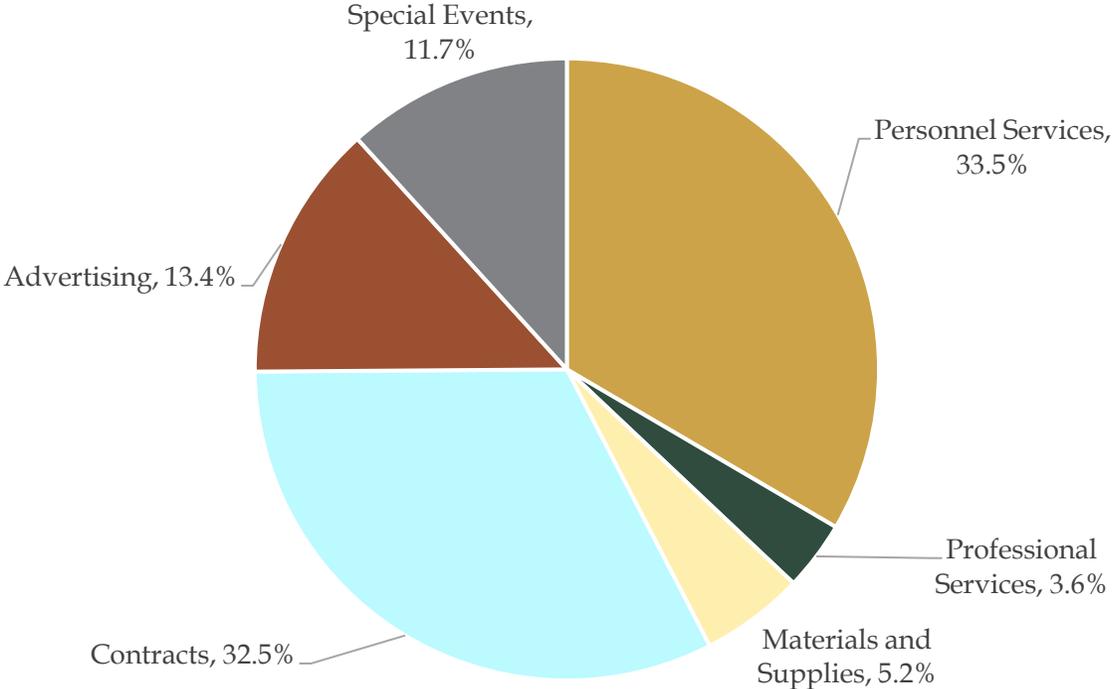
# Event Fund - Revenues

Revenue Category	FY2026 Adopted	FY2026 Projected	FY2027 Proposed	Change to Projected (%)	Change to Budget (%)
<i>Sponsorships</i>	\$26,800	\$22,530	\$26,825	19.1%	0.1%
<i>Booth Rentals</i>	\$187,575	\$191,950	\$190,500	-0.8%	1.6%
<i>Shuttle Fees</i>	\$71,500	\$68,656	\$71,500	4.1%	0.0%
<i>Parking Space Sales</i>	\$9,875	\$8,825	\$9,000	2.0%	-8.9%
<i>Merchandise</i>	\$200	\$364	\$2,520	592.3%	1160.0%
<i>Ticket Sales</i>	\$11,800	\$7,900	\$13,400	69.6%	13.6%
<i>Convenience Fees</i>	\$5,627	\$5,030	\$8,532	62.2%	51.6%
<i>Other Revenue/Grant</i>	\$9,000	\$9,000	\$10,000	11.1%	11.1%
<b>TOTAL REVENUES</b>	<b>\$322,377</b>	<b>\$314,255</b>	<b>\$332,277</b>	<b>5.7%</b>	<b>3.1%</b>



# Events Fund = Expenses

FY2027 Expenses	
Personnel Services	84,887
Professional Services	9,132
Materials and Supplies	13,100
Contracts	82,325
Advertising	34,000
Special Events	29,700
<b>Total</b>	<b>253,144</b>



Expense Category	FY2026 Adopted	FY2026 Projected	FY2027 Proposed	Change to Projected (%)	Change to Budget (%)
<i>Personnel Services</i>	\$29,021	\$24,369	\$29,796	22.3%	2.7%
<i>Professional Services</i>	\$2,932	\$1,006	\$4,020	299.4%	37.1%
<i>Information Tech Services</i>	\$200	\$200	\$200	0.0%	0.0%
<i>Material and Supplies</i>	\$7,000	\$3,658	\$6,450	76.3%	-7.9%
<i>Contracts</i>	\$39,702	\$42,419	\$41,625	-1.9%	4.8%
<i>Advertising</i>	\$13,000	\$16,779	\$13,000	-22.5%	0.0%
<b>Total Expenses</b>	<b>\$91,855</b>	<b>\$88,431</b>	<b>\$95,091</b>	<b>7.5%</b>	<b>3.5%</b>

# Fall & Arts Craft Show

## EXPENSES

# RiverFest & Craft Show

## Expenses

Expense Category	FY2026 Adopted	FY2026 Projected	FY2027 Proposed	Change to Projected (%)	Change to Budget (%)
<i>Personnel Services</i>	\$28,913	\$25,854	\$29,688	14.8%	2.7%
<i>Professional Services</i>	\$2,410	\$2,370	\$3,558	50.1%	47.6%
<i>Information Tech Services</i>	\$200	\$200	\$200	0.0%	0.0%
<i>Material and Supplies</i>	\$6,875	\$6,500	\$5,350	-17.7%	-22.2%
<i>Contracts</i>	\$39,705	\$39,000	\$40,550	4.0%	2.1%
<i>Advertising</i>	\$13,000	\$13,000	\$13,000	0.0%	0.0%
<b>Total Expenses</b>	<b>\$91,103</b>	<b>\$86,924</b>	<b>\$92,346</b>	<b>6.2%</b>	<b>1.4%</b>



Expense Category	FY2026 Adopted	FY2026 Projected	FY2027 Proposed	Change to Projected (%)	Change to Budget (%)
<i>Personnel Services</i>	\$24,629	\$23,950	\$25,403	6.1%	3.1%
<i>Professional Services</i>	\$454	\$581	\$954	64.3%	110.1%
<i>Information Tech Services</i>	\$200	\$200	\$200	0.0%	0.0%
<i>Material and Supplies</i>	300.00	\$624	\$1,300	108.4%	
<i>Contracts</i>	-	-	\$150	-	-
<i>Advertising</i>	\$8,000	\$8,215	\$8,000	-2.6%	0.0%
<i>River Mill Park and Facility</i>	\$0	-	-	-	0.0%
<i>Special Events</i>	\$29,390	\$20,752	\$29,700	43.1%	1.1%
<b>Total Expenses</b>	<b>\$62,973</b>	<b>\$54,322</b>	<b>\$65,707</b>	<b>21.0%</b>	<b>4.3%</b>

# Other Events

## EXPENSES

# Winter Events

Included in Other Events

		Holiday Artisan Market			
	Tree Lighting	Market	Santa Event	Holiday Nights	TOTAL
Personnel Services	-	1,500	-	-	1,500
Operational Supplies	480	1,500	-	1,620	3,120
Misc lights, decorations		1,000		1,000	2,000
Firewood	100			200	200
Food	100			200	200
Other	130			220	220
Signage	150	500			500
Contracts	1,950	6,630	800	350	7,780
Rentals		630			630
Arrow Board					150
Portapotties					650
Shuttle Service	1600	6000			6000
Entertainment	350		800	350	1150
Other Expenses	750	950	-	-	950
Advertising	500	750			750
Rack Cards	250				-
Prizes		200			200
Bank Charges					450
<b>TOTAL EXPENSES</b>	<b>3,180</b>	<b>10,580</b>	<b>800</b>	<b>1,970</b>	<b>13,350</b>



# Tree Lighting

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November 21<sup>st</sup>, 6pm

- Musical component (sing a-longs)
- S'more Stations, 5pm-8pm
  - Designated firepit areas at Popp's/Urban Posh locations
  - Holiday Décor is business sponsored



# Holiday Artisan Market

December 5<sup>th</sup> & 6<sup>th</sup>

- Saturday: 10am-6pm; Sunday: 10am-4pm
- Shuttle service all weekend
- 98 Vendor Tents on Union & Commerce
- Santa's Arrival for Market opening
  - Sing along at Town hall
- Makers Area & Gingerbread Contest
- Holiday Fireside Nights -5<sup>th</sup>



# Artisan Market Fireside Event

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December 5<sup>th</sup>, 5pm-8pm

- Commerce Street, adjacent to market
- Firepits and marshmallow roasting
- Caroling



# Net Revenue

Category	FY2026 Adopted	FY2026 Projected	FY2027 Proposed	Change to Projected (%)	Change to Budget (%)
<i>Revenues</i>	\$322,377	\$314,255	\$332,277	5.7%	3.1%
<i>Expenses</i>	\$245,930	\$229,677	\$253,144	10.2%	2.9%
<b>Net Revenue - Fund Level</b>	<b>\$76,447</b>	<b>\$84,578</b>	<b>\$79,133</b>	<b>-6.4%</b>	<b>3.5%</b>



# Strategic Framework

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## Operational Tier 1

- Personnel Recruitment, Retention, and Succession Planning
- Enhancing Revenue from Town Events Programming
  - Reconfigured Holiday Artisan Market (additional spaces)
  - Murder Mystery reconfigured to indoor space
  - Addition of Valentine/Opinionation Event indoor

## Operational Tier 2

- Business Support and Development Programming
  - Continuance of Quarterly Business Meetings
  - Contract with Visit Occoquan
- Tourism-led Economic Development Programming
  - Contract with Visit Occoquan



# QUESTIONS



# NEXT STEPS

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- Work Session #4: March 17, 2026
  - Discuss General Fund
- Work Session #5: April 7, 2026
  - Discuss CIP
- Work Session #6: April 21, 2026
  - Review of all Budget Funds

